



**Course Catalog  
2018-2019**

# TABLE OF CONTENTS

Message from the President .....	4	Business Concentration .....	37
About the College .....	5	Environmental, Health & Safety Concentration .....	37
Vision and Mission .....	7	Pre-Health Concentration .....	39
Academic Calendars .....	8	Psychology Concentration .....	41
Admissions .....	10	Associate of Technical Studies .....	42
General Admissions Procedures .....	10	Division of Business, Technology & Public Service .....	44
Orientation .....	10	Accounting .....	45
College Credit Plus .....	10	Accounting Clerk Certificate .....	46
Limited Enrollment Programs .....	11	Activity Directing Certificate .....	47
Transient (Guest) Students .....	11	Administrator Certificate .....	47
International Students .....	11	Advanced Concrete Technician Certificate .....	47
Program 60 .....	11	Advanced Manufacturing Technology .....	48
Residency Requirements .....	12	Agricultural Technology Certificate .....	49
Northwest Ohio Regional Tech Prep Center .....	13	Banking Certificate .....	49
Tuition & Financial Assistance .....	14	Basic Peace Officer Academy - OPOTC Certificate .....	50
Tuition and Fees .....	14	Business Administration .....	50
Financial Aid .....	15	Business Administration Certificate .....	51
Procedures and Eligibility .....	15	Business Management .....	52
Federal Direct Loan Program .....	16	Child Development Associate Certificate .....	52
Schell Loan Program .....	16	Computer Numerical Control Certificate .....	52
Standards of Academic Progress (SAP) .....	16	Concrete Technology .....	52
Financial Aid Non Attendance .....	18	Corrections .....	53
Courses Not Required For Degree .....	18	Culinary Arts .....	54
When Students Fail to Earn a Passing Grade in Any of their Classes .....	18	Cyber Security Certificate .....	55
Withdrawals and Return of Federal Financial Aid .....	18	Digital Media Technology .....	55
Estimated Budgets per Academic Year .....	19	Digital Media Technology Certificate .....	57
Gainful Employment Information Regarding Eligible Certificate Programs .....	19	Education .....	57
Foundation and Scholarships .....	19	Early Childhood Education Certificate .....	59
Academic Divisions .....	21	Electronic Engineering Technology .....	59
General Education Requirements .....	21	Executive Administrative Assistant .....	61
Division of Arts & Sciences .....	25	Food Technology Certificate .....	61
American Sign Language Certificate .....	25	Human Resource .....	62
Associate of Arts Degree .....	25	Human Resource Management Certificate .....	64
Education Concentration .....	28	Human Service .....	64
English Writing/Literature Concentration .....	29	Law Enforcement .....	65
History Concentration .....	31	Manufacturing Engineering Technology .....	67
Sociology Concentration .....	33	Marketing .....	68
Associate of Science Degree .....	34	Marketing Certificate .....	69
		Mechanical Engineering Technology .....	69
		Medical Administrative Assistant .....	70
		Microcontrollers Certificate .....	71
		Minor Maintenance Certificate .....	71

Network Security .....	72	Sleep Technologist Certificate .....	109
Office Publications Certificate .....	73	Veterinary Technology (Consortium with Colby College, Colby, KS)	
Office Software Certificate .....	73	.....	109
One Year Maintenance Certificate .....	74	Course Descriptions .....	111
Paralegal/Legal Assisting Certificate .....	74	Accounting (ACC) .....	111
Operations Excellence Technology .....	75	Administrative Office Tech (AOT) .....	112
Paralegal/Legal Assisting .....	76	Advanced Manufacturing Tech (AMT) .....	113
Pre-Gaming Design Certificate .....	77	Agriculture (AGR) .....	114
Production Associate Certificate .....	77	American Sign Language (ASL) .....	114
Programmable Controllers Certificate .....	77	Anthropology (ANT) .....	114
Digital Marketing Certificate .....	78	Associate Tech Studies (ATS) .....	114
Tax Preparer Certificate .....	78	Basic Business (BUS) .....	115
Team Leadership Certificate .....	78	Basic Health Sciences (BHS) .....	115
Tool and Die Certificate .....	79	Biology (BIO) .....	117
Troubleshooting Certificate .....	79	Chemistry (CHM) .....	118
Real Estate License Certificate .....	79	Civil Engineering Technology (CET) .....	118
Robotic Welding Certificate .....	80	Communications (COM) .....	119
Video & Graphic Specialist Certificate .....	80	Corrections (COR) .....	120
Web Programming/Computer Programming .....	80	Culinary Arts (CUL) .....	121
Web Programming/Computer Programming Certificate .....	82	Dental Hygiene (DHY) .....	122
Division of Health Sciences .....	83	Economics (ECN) .....	124
Advanced EMT Certificate .....	85	Education (EDU) .....	124
Allied Health Profession to Paramedic Certification .....	85	Electronic Engineering Tech (EET) .....	126
Dental Assisting Certificate .....	85	Emergency Medical Services (EMS) .....	127
Dental Hygiene .....	85	Environmental, Health & Safety (ENV) .....	129
Emergency Medical Services .....	87	Exercise Science (EXS) .....	130
Exercise Science Certificate .....	89	Financial Services (FIN) .....	131
Exercise Science Degree .....	90	General Allied Health (GAH) .....	131
LPN to ADN Transition Program .....	92	General Engineering Tech (GET) .....	131
Medical Assisting .....	93	Geology (GLG) .....	131
Medical Coding Certificate .....	95	History (HST) .....	132
Nutrition and Food Service Professional Certificate .....	96	Human Services (HUM) .....	132
Nurse Assistant Certificate .....	96	Industrial Manufacturing Tech (IMT) .....	134
Nursing .....	96	Information Technology (CPT) .....	135
Occupational Therapy Assistant .....	98	Law Enforcement (LAW) .....	141
Paramedic Certificate .....	101	Literature (LIT) .....	142
Pharmacy Technician Certificate .....	101	Management (MGT) .....	142
Phlebotomy Certificate .....	101	Manufacturing Engineering Tech (FMS) .....	143
Physical Therapist Assistant .....	101	Marketing (MKT) .....	144
Practical Nursing Certificate .....	103	Mathematics (MTH) .....	145
Radiographic Imaging (Radiography) .....	104	Mechanical Engineering Tech (MET) .....	146
Respiratory Care .....	107	Medical Assisting Technology (MAT) .....	147

Music (MUS) .....	149	Student Activities & Athletics .....	199
Nursing (NSG) .....	149	Safety & Security .....	200
Nutrition and Food Management (DTN) .....	151	Nondiscrimination Policy .....	200
Occupational Therapy Assistant (OTA) .....	151	Index .....	201
Operations Excellence Tech (OET) .....	154		
Paralegal/Legal Assisting (LEG) .....	155		
Philosophy (PHL) .....	156		
Physical Therapist Assisting (PTA) .....	156		
Physics (PHY) .....	158		
Political Science (POL) .....	158		
Practical Nursing (PNS) .....	158		
Psychology (PSY) .....	158		
Radiography (RAD) .....	159		
Real Estate (RST) .....	160		
Respiratory Care (RES) .....	161		
Sociology (SOC) .....	163		
Spanish (SPN) .....	163		
Student Development Education (SDE) .....	164		
Surveying (SUR) .....	164		
Theater (THR) .....	164		
Welding (WLD) .....	165		
Center for Distance and Innovative Learning .....	166		
Transfer Degrees .....	168		
Transferring to a Four-year Institution .....	168		
Acceptance of Transfer Credit .....	169		
Appeals Process .....	169		
Conditions for Transfer Admission .....	169		
Responsibilities of Students .....	169		
Transfer Module .....	169		
Transferring To Rhodes State .....	170		
Transferring from Rhodes State .....	171		
Workforce Economic Development and Continuing Education .....	172		
West Central Ohio Manufacturing Consortium .....	178		
Directory .....	180		
Faculty and Staff .....	180		
Advisory Committees .....	187		
Student Handbook .....	191		
Registration .....	191		
Change of Program .....	193		
Grading System .....	193		
Graduation Requirements .....	197		
Student Services .....	197		

# MESSAGE FROM THE PRESIDENT

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Dear Student,

Welcome to Rhodes State College! As a student, the decision you made to enroll in college is an investment in your future. Some students come seeking an affordable start toward a bachelor's degree and transfer to a four-year institution. Some come for our high-quality career and technical training. Still others make their way to Rhodes State to take part in our customized training programs, developed in close partnership with countless area businesses and industry. Whatever the goal, at Rhodes you will find an academic program designed to prepare you for success.

We have a distinguished reputation among two-year colleges, and are one of the fastest growing institutions in Ohio. We place students first with a focus on every service from student advising to instruction to graduation. Rhodes has a diverse and supportive campus life conducive to sharing, appreciating and respecting a wide range of ideas, backgrounds and cultures. On the campus, you will find that student activities, athletics, and student organizations complement your classroom experiences.

Our faculty provide a personal touch, whether in small class discussions and interaction, or in online courses to accommodate busy schedules and family needs. As a student, you will want to become an active member of our College community, and get to know the faculty and staff who are here to help.

There are over 90 programs, majors and certificates offered at Rhodes. The Associate of Arts and Associate of Science degrees prepare students to transfer many of the courses that you take to four-year colleges and universities in Ohio. The business and industry training at the College offers seminars and classes for individuals interested in obtaining work-related skills.

The investment you make at Rhodes will pay dividends for a lifetime. I encourage you to take advantage of the many opportunities available. Our mission is focused on student success and your completion. Join us on the pathway to RHODES!!!

Warm Regards,

Debra L. McCurdy, PhD  
President

# ABOUT THE COLLEGE

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**History** (p. 5)

**Facilities** (p. 5)

**Philosophy of Student Learning & Development** (p. 6)

## History

James A. Rhodes State College (formerly Lima Technical College) was officially chartered in 1971 as a state, public-assisted associate degree-granting institution of higher education. A study conducted by community leaders in 1967 revealed the need for a number of technical educational programs to satisfy the employment demands of area businesses, industries and agencies. As a result, Penta Technical Institute of Perrysburg (now known as Owens Community College) established instructional programs on the Lima Campus in 1969. In the fall quarter of that year, a total of 49 students enrolled in the nursing program, the only course of instruction offered.

In June 1971, at the recommendation of the Ohio Board of Regents, the Allen County Technical Institute District was formed. Functional operation of the new institution began in July 1971 under the interim auspices of The Ohio State University. Finally, in September 1971, the College received its own charter and began operation under its own Board of Trustees. The continued cooperative relationship between Lima Technical College and The Ohio State University has produced an efficient campus operation and a very unique and effective educational environment.

Since the fall quarter of 1971, in which 468 students registered, the College has experienced remarkable growth and development. The College has become West Central Ohio's largest two-year college, with nearly 4,500 students, offering over 90 associate degrees, majors and certificate programs. Today, the College's online coursework and off-campus learning centers serve 33 Ohio counties. Additionally, nearly 1,700 non-credit training and service contracts have been delivered by the College's Workforce Development area in the past decade. In addition, for that same time period, almost 500 short-term, non-credit professional development seminars have been delivered to various professionals in its 10-county service area. More than 25,000 participants from manufacturing to allied health organizations have benefited from Workforce Development services.

As Lima Technical College grew, the need for a name change became increasingly more evident. On March 1, 2002, the Lima Technical College Board of Trustees voted to change the College's name to more accurately reflect the scope and diversity of its courses and services to West Central Ohio and beyond. Effective June 24, 2002, the College formally changed its name to James A. Rhodes State College, in honor of the former Ohio Governor who spearheaded the state's two-year college system.

Rhodes State College has gained accreditation from The Higher Learning Commission, a commission of the North Central Association of Colleges and Schools, 30 North LaSalle Street, Suite 2400, Chicago, IL 60602-2504, (312) 263-0456 or <https://www.hlcommission.org/>. The majority of Rhodes State's programs have received accreditation from professional associations (see specific program information under "Programs of Instruction" section.)

## Facilities

The concept of a single student body on the Lima Campus carries over to the use of facilities. The ten buildings, located on 565 acres, are shared by Rhodes State College and The Ohio State University at Lima. Classroom and laboratory space, comprising a total gross area of 420,000 square feet, is available to sustain current programs in technical and continuing education.

Galvin Hall, the first building constructed on the campus in 1966, houses Student Activities, numerous classrooms, lecture rooms, faculty offices and a recreation area.

The campus auditorium, cafeteria, music laboratory, and some faculty offices are located in Reed Hall, which was built in 1968.

The Technical Education Laboratory building, built in 1970 and renovated in 2008, was designed and constructed specifically to support the technical education programs at Rhodes State College. It presently contains the campus Child Care Center, faculty offices, Central Duplication, Security, Testing Center and specialized laboratories for the Law Enforcement, Corrections, Physical Therapist Assistant, Occupational Therapy Assistant, Radiographic Imaging, Medical Assisting, Education, and Human Service programs.

Cook Hall, dedicated in 1977, is a multi-purpose facility which houses the library, gymnasium, classrooms, The Kenneth & Jean Clemens Dental Hygiene Clinic, faculty offices and specialized laboratories for the Nursing, Radiographic Imaging, EMS and Respiratory Care programs.

The Public Service Building, dedicated in 1993, houses the administrative offices. The Business Office, Admissions, Advising, Career Services, Registration and Records, the Bookstore, Financial Aid, and Transfer Residency Office are located in this building.

The James J. Countryman Engineering & Industrial Technologies Building, dedicated in 1996, provides additional laboratory and classroom space for the Business, Technology and Public Service Division. In 2012, an expansion of the Countryman building was completed to include a 16,000 square foot addition with classrooms, administrative/faculty office space and student soft space.

Dedicated in 1999, the Life and Physical Sciences Building, is a 90,000 square foot structure that houses several classrooms, faculty offices, the Academic Success Center, the biology, chemistry and physics laboratories, and Multimedia Productions.

The Information Technology Building opened in Winter of 2004 and was renamed Keese Hall in honor of retired president Earl Keese. This 33,232 square foot structure houses the information technology programs. In addition, the College created a Workforce and Economic Development Center within the new building to help stimulate workforce development and entrepreneurial activity in the region through consolidation of regional workforce and economic development entities administered by the College. Consolidation of these services brought the Small Business Development Center to the campus, and enables new and existing small business owners a one-stop approach to training, counseling and financial services within Workforce and Economic Development. In 2014, the Keese Hall Multipurpose Center was opened. This important expansion for campus and community use seats 300-400 people, with access to high quality breakout spaces in the existing Keese Hall.

## **Philosophy of Student Learning and Development**

At Rhodes State College, our focus is upon student learning and development both in and out of the classroom. Therefore, the philosophy of student learning and development at the College is to promote the whole person in the context of a diverse community in which students are encouraged to responsibly manage their lives and educational goals with balance and integrity.

Through a student-centered environment, students are developed toward intellectual, intrapersonal, interpersonal and life-management achievement. As students embark on their educational journey at Rhodes State College, they learn to experience, understand, and appreciate a college education and what it can do for them personally and professionally.

The College adheres to exemplary student affairs practices that are designed to create a student development-centered environment that recognizes diversity and promotes student access and progress. The philosophy of student learning and development is embedded within the Student Affairs' mission, goals, activities, programs and services.

# VISION AND MISSION

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## Vision

*Rhodes State... the #1 Choice*

## Mission

*Rhodes State College changes lives, builds futures and improves communities through life-long learning.*

## Core Values

*Our core values are the underlying principles that are the basis for vision, plans, policies and actions.*

*We hold ourselves accountable to these core values as we seek to fulfill the vision and mission of Rhodes State College.*

- **Integrity:** Value trust and honesty
- **Caring:** Committed to meet the needs of others
- **Responsibility:** Do competently what is supposed to be done, when it is supposed to be done.
- **Respect:** Treat people with dignity and fairness
- **Quality:** Take pride in excellence



# ACADEMIC CALENDARS

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## Summer Session 2018

Wednesday, May 9	12-week, 10-week, and first five-week terms begin
Monday, May 28	Memorial Day observed – no classes, offices closed
Monday, June 4	Eight week term begins
Wednesday, June 13	Last day of first five-week term classes
Thursday-Saturday, June 14-16	Final examinations for first five-week term
Wednesday, June 20	Second five-week term begins
Wednesday, July 4	Independence Day observed – no classes, offices closed
Wednesday, July 18	Last day of 10-week term classes
Thursday-Tuesday, July 19-24	Final examinations for 10-week term
Wednesday, July 25	Last day of second five-week term
Thursday-Saturday, July 26-28	Final examinations for second five-week term
Friday, July 27	Last day of eight-week term classes
Saturday-Friday, July 28-August 3	Final examinations for eight-week term
Wednesday, August 1	Last day of 12-week term classes
Thursday-Tuesday, August 2-7	Final examinations for 12-week summer term

## Fall Semester 2018

Sunday, August 19	Welcome Day
Wednesday, August 22	Full semester (and first half-term classes begin)
Monday, September 3	Labor Day – no classes, offices closed
Tuesday, October 16	Last day of first half-term session classes
Wednesday, October 17	Second half-term courses begin
Monday, November 12	Veteran's Day observed - no classes, offices closed
Thursday, November 22	Thanksgiving Day - no classes, offices closed
Friday, November 23	Columbus Day observed - no classes, offices closed
Friday, December 7	Last day of classes for full semester term
Saturday-Friday, December 8-14	Final exam for regularly scheduled semester term
Friday, December 14	Last day of classes for second half-term
Tuesday, December 25	Christmas Day observed - no classes, offices closed
Wednesday, December 26	President's Day observed - offices closed
Thursday, December 27	Holiday Break observed - offices closed
Friday, December 28	Holiday Break observed - offices closed
Monday, December 31	College closed

## Spring Semester 2019

Tuesday, January 1	New Year's Day Observed - Offices closed
Monday, January 7	Full semester (and first half-term classes begin)
Monday, January 21	Martin Luther King Day - no classes, offices closed
Friday, March 1	Last day of classes for first half-term
Monday-Friday, March 4-8	Spring Break - College offices open
Monday, March 11	Second half-term classes begin
Friday, April 26	Last day of classes for full semester term
Saturday-Friday, April 27-May 3	Final exam week for full semester term
Friday, May 3	Last day of second half-term
Saturday, May 4	Commencement

## Summer Session 2019

Wednesday, May 8	12-week, 10-week, and first five-week terms begin
Monday, May 27	Memorial Day observed - no classes, offices closed
Monday, June 3	Eight-week term begins
Wednesday, June 12	Last day of first five-week term classes
Thursday-Saturday, June 13-15	Final examinations for first five-week term
Wednesday, June 19	Second five-week term begins
Thursday, July 4	Independence Day observed - no classes, offices closed
Wednesday, July 17	Last day of 10-week term classes
Thursday-Tuesday, July 18-23	Final examinations for 10-week term
Friday, July 26	Last day of eight-week term classes
Saturday-Friday, July 27-August 2	Final examinations for eight-week term
Wednesday, July 24	Last day of second five-week term classes
Thursday-Saturday, July 25-27	Final examinations for second five-week term
Wednesday, July 31	Last day of 12-week term classes
Thursday-Tuesday, August 1-6	Final examinations for 12-week term

### Fall Semester 2019

Sunday, August 18	Welcome Day
Wednesday, August 21	Full semester and first half-term classes begin
Monday, September 2	Labor Day - no classes, offices closed
Tuesday, October 15	Last day of classes for first half-term
Wednesday, October 16	Second half-term classes begin
Monday, November 11	Veteran's Day observed - no classes, offices closed
Thursday, November 28	Thanksgiving Day - no classes, offices closed
Friday, November 29	Columbus Day observed - no classes, offices closed
Friday, December 6	Last day of classes for full semester
Saturday-Friday, December 7-13	Final Exam week for full semester
Friday, December 13	Last day of classes for second half-term
Wednesday, December 25	Christmas Day observed - no classes, offices closed
Thursday, December 26	President's Day observed - offices closed
Friday, December 27	Holiday Break observed - offices closed
Monday, December 30	Holiday Break observed - offices closed
Tuesday, December 31	College closed

### Spring Semester 2020

Wednesday, January 1	New Year's Day observed - offices closed
Monday, January 6	Full semester and first half-term classes begin
Monday, January 20	Martin Luther King Day - no classes, offices closed
Friday, February 28	Last day of classes for first half-term
Monday-Friday, March 2-6	Spring Break - college offices open
Monday, March 9	Second half-term classes begin
Friday, April 24	Last day of classes for full semester
Saturday-Friday, April 25-May 1	Final exam week for full semester
Friday, May 1	Last day of classes for second half-term
Saturday, May 2	Commencement

# ADMISSIONS

Rhodes State College as a state assisted institution, observes an “open door” admissions policy. Admission to the College does not guarantee admission to a particular course, program or out-of-state online delivery.

Out-of-state students, planning to enroll in online coursework while living out-of-state, should confirm Rhodes State is authorized to deliver online courses within that state. Call 419-995-8320 or go to [www.RhodesState.edu](http://www.RhodesState.edu) for more information.

## General Admissions Procedures

To apply to Rhodes State College, prospective students must complete an online application for admission through the Rhodes State website. There is a \$25 non-refundable application fee.

- Rhodes State College does not require a high school transcript or GED Scores for admission to the College or for degree conferral.
- Students applying for Federal Financial Aid must submit an official high school transcript with graduation date or GED Certificate with scores to confirm that he/she is qualified to study at the post-secondary level and therefore is eligible for financial aid.
- An applicant transferring to Rhodes State College from another college, university, or other post-secondary institution, should request an official transcript be sent directly to Rhodes State College for transfer credit evaluation.

A high school student considering enrolling before graduation should refer to the College Credit Plus section (p. 10) in this catalog for more information.

**The \$25 application fee is good for two years. If a student does not enroll and pay fees within two years after application, the \$25 fee and all materials must be resubmitted.**

**Certain professions prohibit individuals with criminal records from practicing. If a student has been convicted of a misdemeanor or felony, he/she should consult the Office of Admissions for the appropriate referral for information concerning eligibility for a professional license.**

## American College Test (ACT)

The ACT is a standardized test that measures college readiness. An enhanced version of the ACT has been developed and administered since the 1989 academic year. This enhanced version does represent an adjusted grading scale. If an applicant took the ACT prior to 1989, his/her score must be adjusted to meet the new enhanced version scores. Consult the Office of Admissions for the correct conversion. ACT is not required for admission to Rhodes; however, sub-scores may be used to meet established course prerequisites.

## Processing

Once the application and application fee have been received, the student will be notified regarding their admission and next steps in the enrollment process. Notification typically takes place in 3-5 business days.

### Placement Testing

Prior to registration in courses with a prerequisite of mathematics, reading, and/or writing or science, course prerequisites must be met. Course placement will be guided by the prerequisites identified in the course descriptions in this catalog. College Readiness (Transitions)

Courses taught by Adult Basic Literacy Education (ABLE) instructors may serve as a prerequisite to developmental math and reading courses.

ACCUPLACER is one measure used for placement into mathematics, science and reading courses. ACCUPLACER does not function like a typical test because there is no “passing” score. This placement test measures current skill level and identifies the best place to start.

In writing courses at the College, a self-placement assessment instrument enables students to evaluate their current writing abilities against examples of expected performance in various levels of writing courses. Based upon this guided self-reflection, the student selects the writing course that aligns best with the student’s current abilities.

Students may be exempted from some or all placement testing if at least one of the following conditions applies:

- The student is a former Rhodes State College student with qualifying placement scores on file from less than 2 years ago.
- The student has submitted qualifying placement scores from another college or university to the Office of Admissions.
- The student has submitted official college transcripts showing successful completion of appropriate college-level mathematics and/or writing courses with a B grade or higher.
- The student has submitted a copy of ACT/SAT test scores to the Office of Admissions and, based on specific sub-scores, has met requirements.
- The Dean of the Division in which the course is housed approves enrollment in one or more courses for personal self-enrichment.

## Orientation

It is a requirement for students to meet with an academic advisor before they first register for classes. Students can fulfill this requirement by attending orientation. Orientation programs are held before each semester and are designed to introduce students to success strategies, college personnel, registration procedures, facilities, and requirements for their academic program.

Specific dates and times of orientation sessions will be posted on the Rhodes State website. Orientation information will be mailed to students after they submit their application to the College and that information is received. Students should register for their preferred orientation date via the website or by calling the Office of Advising at 419-995-8320.

Students entering Health Sciences programs are required to attend orientation as a part of the qualification process for entry into their specific program.

Transfer students are not required to attend an orientation but are encouraged to do so. They must meet individually with an academic advisor, however, prior to their first registration.

## College Credit Plus

College Credit Plus (CCP) allows eligible students grades 7 through 12 to earn high school and college credit. The purpose of CCP is to promote rigorous academic pursuits and to provide a wide variety of options to college-ready students. Typically, taking a college course through the College Credit Plus program is free to the student - that means no cost for tuition, books or fees. All courses in the Rhodes State College catalog are available to CCP students. Students should work with their high

school counselor and with the CCP Coordinator to determine appropriate courses.

CCP Courses can be taken in a number of ways, including:

- At the high school taught by a Rhodes State College approved high school instructor
- At the high school taught by a Rhodes State instructor
- At the Rhodes State College campus taught by a Rhodes State instructor
- Online taught by a Rhodes State instructor

### Admission and Eligibility

Students in grades 7-12 may apply for Rhodes State's College Credit Plus admission. The College admits students based on college-readiness in one or more subject areas. Admission to the College does not guarantee direct admission to a particular course or program of student and the student must meet any course prerequisites prior to registration.

The high school counselor or CCP Coordinator can help explain the options, deadlines, and how to proceed. For answers to frequently asked questions, go to <https://www.ohiohighered.org/node/5557>.

To participate in College Credit Plus, a student must:

1. Secure the permission of his/her parents or legal guardian and a high school official.
2. Meet the Rhodes State College Admissions Requirements.
3. Complete and submit the following required materials:
  - Rhodes State College Credit Plus Admissions Application
  - Official High School Transcript
  - Standardized test results

Application deadlines:

- Summer Semester - April 1
- Fall Semester - April 1
- Spring Semester - November 15

See the listing of degrees and certificates for student admissions requirements for each program.

## Limited Enrollment Programs

Rhodes State College offers a number of programs within the Health Sciences and Business, Technology, and Public Service Divisions. These programs have specific admission requirements beyond the general admission requirements of the College. In addition, a student must be 18 years or older to participate in the clinical phase of a health program. At the present time, the limited enrollment programs are:

### Limited Enrollment

*Criminal Justice - Basic Police Academy*

*Dental Hygiene*

*Health Information Technology (Marion Technical College)*

*Medical Laboratory Technology (Marion Technical College)*

*Nursing*

*Occupational Therapy Assistant*

*Physical Therapist Assistant*

*Practical Nursing Certificate Program*

*Respiratory Care*

*Radiographic Imaging*

## Transient (Guest) Students

Students may be admitted to Rhodes State College as a transient (guest) student for a limited period of time. Transient students are regularly enrolled at another institution of higher education and expect to return to that institution. To ensure Rhodes State coursework receives full credit at their home institution, students should contact the advisor, registrar, or dean from their home institution for course description review and completion of any applicable forms.

Transients students apply as non-degree seeking students. Official transcripts are not required from their home institution but students must provide evidence that they meet established course prerequisites.

## International Students

Rhodes State College welcomes international students. Students from other countries may require additional documentation to attend. Specific requirements have been set forth for international students. Those seeking international student status on an F-1 Visa or F-1 Immigration Status **must** comply with the following steps:

1. Provide country of birth and country of citizenship. Rhodes State College requires international applicants (not a United States citizen and who are not permanent residents) to provide this information as an admissions requirement.
2. Provide the most current foreign address. International applicants (not a United States citizen and who are not permanent residents) must provide this information to satisfy admission requirements.
3. Provide proof of English language proficiency. Rhodes State College requires any F-1 international applicant (not a United States citizen and who are not permanent residents) to obtain a minimum score of 550 on the paper-based or 213 on the computer-based Test of English as a Foreign Language (TOEFL) or a minimum score of 80 on the Michigan Test of English Language Proficiency (MTELP).
4. Must provide proof of adequate financial support. International students (not a United States citizen and who are not permanent residents) must submit evidence of financial support through proper documentation (bank statements, income verification letters, sponsor letters, scholarship offers, etc.)
5. Provide copies, transcripts or other records of courses taken.
6. Must be accepted for the purpose of enrolling in a full-time program of study, not as a part-time or casual student. When an international student is accepted to the College, the student will receive Form I-20 (Certificate of Eligibility) which must be presented to the US Consulate in the student's home country to arrange for an F-1 visa.

For more information, contact the Office of Admissions located in the Public Service Building, Room 148.

## Program 60

Rhodes State College provides the opportunity for Ohio residents who are 60 years of age or older to participate in selected undergraduate courses as guests of the College. Participants are admitted to credit courses without a fee on a space-available basis and are not required to take examinations since college credit is not awarded.

## Residency Requirements

In conformity with the policy definitions and rules adopted by the Ohio Department of Higher Education, the following guidelines are used by Rhodes State College to determine Ohio residency.

A resident of Ohio “for all other legal purposes” shall mean any person who maintains a 12-month place or places of residence in Ohio, who is qualified as a resident to vote in Ohio and receive welfare benefits, and who may be subject 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.

### A. Ohio Residency Defined

The following persons shall be classified as residents of the state of Ohio for 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. Persons who have resided in Ohio for all other legal purposes for at least 12 consecutive months preceding their enrollment in an institution of higher education and who are not receiving, and have not directly or indirectly received in the preceding 12 consecutive months, financial support from persons or entities who are not residents of Ohio for all other legal purposes.
3. Persons who are dependent children 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 Ohio. Documentation of full-time employment and domicile will be required.
4. A veteran, and the veteran’s spouse and any dependent of the veteran, who meets both of the following conditions:
  - a. The veteran
    - i either 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 Ohio 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 Ohio as of the first day of a term of enrollment in an institution of higher education, except that if the veteran was killed while serving on active military duty or has been declared to be missing in action or a prisoner of war, only the spouse or dependent seeking residency status shall be required to have established domicile in Ohio.
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 of 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 lived in 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 described in number 5 above, if the person meets both of the following criteria: (In order to qualify the veteran’s period of active duty must have been at least ninety days.)
    - 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 higher education.

### B. Specific Exceptions and Circumstances

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 residents of Ohio while in service and upon completion of service in the community service position.
  - a. “Community Service Position” shall mean a position volunteering or working for: VISTA, AmeriCorps, City Year, the Peace Corps, or any similar program as determined by the Ohio Department of Higher Education; or
  - b. An elected or appointed public official for a period of time not exceeding 24 consecutive months.
7. A person who returns to the state of Ohio due to marital hardship, takes or has taken legal steps to end a marriage, and reestablishes financial dependence upon a parent or legal guardian (receives greater than 50% of his or her support from the parent or legal guardian), and his or her dependents shall be considered residents of Ohio.
8. A person who is a member of the Ohio National Guard and who is domiciled in Ohio, and his or her spouse and dependents, shall be



considered residents of Ohio while the person is in Ohio National Guard service.

9. A person who, while a resident of Ohio for state subsidy and tuition surcharge purposes, graduated from an Ohio high school 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 Ohio institution of higher education and establishes domicile in Ohio as of the first day of the term of enrollment, the student shall be classified as a resident of Ohio for tuition purposes, regardless of the student's residence prior to that enrollment.
10. A dependent person classified as a resident of Ohio for these purposes under definition 1 of Ohio Residency Defined 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.
11. 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 definition 1 and 2 of Ohio Residency Defined.
12. For students who qualify for residency under definition 3 of Ohio Residency Defined, 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.
13. Any person once classified as a nonresident, upon the completion of 12 consecutive months of residency, must apply to the institution he or she attends for reclassification as a resident of Ohio for these purposes if such 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.
14. 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.
15. 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.
16. Any institution of higher education charged with reporting student enrollment to 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. The institution may require the submission of affidavits and other documentary evidence which it may deem necessary to a full and complete determination of residency.

## Northwest Ohio Regional Tech Prep Center

**Stephen Peck**

Phone: (419) 995-8811

Email: [peck.s@rhodesstate.edu](mailto:peck.s@rhodesstate.edu)

Office: 211 Keese Hall

Tech Prep is a career-focused initiative combining rigorous academic coursework with high technology interests. Students develop skills in math, science and communications along with their technical classes to prepare for targeted career pathways. After completing a high school program, College Tech Prep students transfer smoothly into associates and bachelors degree programs.

### Advanced Standing

Depending upon the specific College Tech Prep program, students who attend Rhodes State College can save on tuition costs by earning Advanced Standing credits while in high school. High School students already enrolled in a College Tech Prep program should see their school counselor about Advanced Standing credits at Rhodes State College.

### Scholarships

All Tech Prep students successfully completing their program are eligible to receive a \$1,000 scholarship. Students who maintain a 3.0 or higher cumulative GPA are eligible to renew the \$1,000 scholarship for a second year. The scholarship is split between the fall and spring academic semesters.

### College Tech Prep Programs

The Northwest Ohio Regional Tech Prep Center serves high schools throughout northwest Ohio, including those in the following career-technical planning districts: Apollo, Lima City Schools, Millstream Career Compact, Ohio Hi Point, Tri-Star Career Compact, and Vantage.

### Academic Programs

Check with your high school or career center for specific studies in these areas:

- Agriculture & Environmental Systems
- Arts & Communications
- Business & Administrative Services
- Construction Technologies
- Education & Training
- Engineering & Science Technologies
- Finance
- Health Science
- Information Technology
- Manufacturing Technologies
- Marketing

### Additional Information

Visit [www.techprepnwo.org](http://www.techprepnwo.org)

# TUITION & FINANCIAL ASSISTANCE

The key to financing education is to start planning early and keep your options open. The goal of the Financial Aid Office is to provide financial assistance to students through monetary aid and scholarship distribution. Rhodes State College will make every effort to recognize any difference between the student's costs to attend the institution and the amount the family is able to pay. Once this difference is determined the Financial Aid Office will assist in identifying strategies to overcome this financial difference.

## Tuition and Fees

### Application Fee

A non-refundable application fee of \$25 is charged to each applicant for admission to full-or part-time status. The application fee is charged only once, as long as a student enrolls and pays fees within two years of the application.

### Registration Fee

There is a non-refundable registration fee of \$31 per term for part-time (1-11 credit hours) students. Full-time students defined as taking 12 credit hours or more will not be charged a registration fee. This is refunded only when classes are cancelled by the College.

### Tuition Charges

Tuition charges are per credit hour. Students pay for every credit hour registered.

Credit Hours	Ohio Resident	Non-Resident
1	\$170.19	\$340.38
2	\$340.38	\$680.76
3	\$510.57	\$1,021.14
4	\$680.76	\$1,361.52
5	\$850.95	\$1,701.90
6	\$1,021.14	\$2,042.28
7	\$1,191.33	\$2,382.66
8	\$1,361.52	\$2,723.04
9	\$1,531.71	\$3,063.42
10	\$1,701.90	\$3,403.80
11	\$1,872.09	\$3,744.18
12	\$2,042.28	\$4,084.56
13	\$2,212.47	\$4,424.94
14	\$2,382.66	\$4,765.32
15	\$2,552.85	\$5,105.70
16	\$2,723.04	\$5,446.08
17	\$2,893.23	\$5,786.46
18	\$3,063.42	\$6,126.84
19	\$3,223.61	\$6,467.22
20	\$3,403.80	\$6,807.60

**NOTICE:** Tuition and all fees are subject to change without prior notice.

## Refund of Tuition

To receive a tuition refund, students must complete the drop/add form in the Office of Advising and Counseling, Room 148 of the Public Service Building. The date used to calculate the amount of fees to be refunded will be the date which the completed drop/add form is approved by the Office of Advising and Counseling. The refund schedule for a standard term is as follows:

Week	Days of Term	Refund %
(1) First	1-7	100
(2) Second	8-14	50

No refunds will be given for courses dropped after the second week of the term. (Summer term refunds may vary according to the length of the class.) All refunds will be issued within 30 days of the approved withdrawal.

## Forms of Payment

Students can pay fees on-line through STARS. Online payment options include E-checking or E-savings, and credit cards of Visa, MasterCard and Discover. Payments can also be made in the Cashier's Office by cash, check, money order, Visa, MasterCard or Discover.

## Student Installment Payment Plan

This plan is an alternative to the single payment of fees due prior to each academic term. The payment plan requires students to pay one-third of their fees plus a non-refundable \$25 fee per term by the published deadline. The remaining balance is divided into two installments and is payable in approximately four-week increments. If the second or third installment payments are not received by the due date, the student will be assessed a \$20 late fee for each late payment.

## Late Payment Fee

There is a late payment fee of \$50 for tuition and fees received after the published payment deadline.

## Returned Payment Fee

A fee of \$35 will be assessed for all checks returned to the College. A fee of \$15 will be assessed for all rejected web payments.

## Delinquent Payments

Students who have neglected to pay their fees in full may be denied services such as grades, transcripts, financial aid, further registration and graduation. Some accounts may be referred to a collection agency. In addition to any outstanding tuition and fees, the student will be responsible for the costs of collection including, without limitation, interest, penalties, collection agency costs, court costs and attorney fees.

Students that encounter difficulty in meeting their financial obligations should discuss the situation with the Business Office or Financial Aid Office before such measures become necessary.

## Laboratory Fees and Instructional Support Charges

Laboratory fees and instructional support charges will be assessed for the cost of supplies and equipment used in selected courses.

## Distance Education Fee

There is a \$10.50 per credit hour charge for each distance education course taken.

## Technology Fee

There is a \$3 per credit hour charge for technology to full-time and part-time status students taking over three credit hours per semester.

## Graduation Fee

A non-refundable graduation fee of \$25 is charged to all students receiving a degree. This fee is payable to the Business Office with the student's graduation petition. The petition is available in either the Office of Advising or the Records and Registration Office. (See the Graduation Requirements (p. 197) section for graduation petition deadlines.)

## Tuition Reimbursement/Deferment Option

For students eligible for tuition reimbursement benefits from their employer, the College offers deferment of tuition and fees until 30 days after the term of registration. There is a \$25 fee per term to defer tuition with this option. It is necessary for students to complete the Tuition Reimbursement/Deferment form each term they choose to use this option. The \$25 fee is payable when the deferment form is presented to the Business Office.

## Credit by Examination, Credit for Experience, and Credit for Non-Academic Learning

Students may receive up to 30 credit hours. The fee is \$25 per credit hour, payable in the Business Office. These requests cannot be processed during the term of intended graduation. See the Dean/Chairperson of your academic division for more information.

## Financial Aid

The Financial Aid Office is located in the Public Service Building, Room 150. The office is open for walk-ins and appointments: Monday through Friday, 8:00 a.m. to 5:00 p.m. with extended hours the first two days of the term.

## Basic Aid Opportunities

The following programs are available at Rhodes State College:

1. **Pell Grant** - The Federal Pell Grant is awarded based on full-time (12 hrs. or more), part-time (9-11 hrs.), half-time (6-8 hrs.), or less than half-time (.5-5 hrs.). The award maximum is \$5,920. A student is eligible for the Pell Grant for 12 full-time semesters or 600%. Check your Lifetime PELL percentage at [www.nsls.ed.gov](http://www.nsls.ed.gov).
2. **SEOG** - The Federal Supplemental Educational Opportunity Grant is awarded to those students who have the lowest EFCs, are enrolled full-time, and have a GPA greater than 1.99. The award maximum is \$750 and funds are limited. Not all students who meet the qualifications will be awarded SEOG due to budgetary restrictions. Priority is given to those students who file the FAFSA by May 15.
3. **Federal Work Study** - The Federal Work Study Program (FWSP) award determination is based on the date the FAFSA was submitted and an unmet need greater than \$1000. Funding is limited. A student who is not eligible for the Federal Work Study grant may be eligible to work at the college and be paid student wages. The

student employee must follow the Standards of Satisfactory Academic Progress (SAP) as stated. A student must secure college employment on his/her own. All work study positions are posted online at [www.collegecentral.com/rhodesstate](http://www.collegecentral.com/rhodesstate). No awards can be disbursed until all appropriate paperwork is submitted to the Human Resources Office.

4. **Federal Direct Loans** - Both subsidized and unsubsidized loans must be repaid. The maximum loan for dependent students is \$5,500 for up to 30 earned hours and \$6,500 for 31 hours to maximum hours per program. For independent students and dependent students whose parents are denied a Parent Plus Loan, an additional \$4,000 may be secured each year. Failure to maintain at least six credit hours each term will result in cancellation of the loan.
5. **Federal Direct PLUS Loans** - The PLUS loan is a loan borrowed by a parent for a dependent undergraduate student. The maximum award amount is the student's Cost of Attendance less other financial aid that the student receives. A student must be registered for at least six credit hours to remain eligible. Failure to maintain at least six credit hours each term will result in the cancellation of the PLUS loan.

Estimated Financial Assistance (EFA) is all financial aid from other sources that the student is expected to receive. Need-based aid includes subsidized loans, Pell grant, Federal Work Study, and certain scholarships.

All federal, state, and institutional aid cannot exceed the student's Cost of Attendance (COA). COA less Expected Family Contribution (EFC) less EFA = total subsidized loan. COA-EFA, including subsidized loans = total unsubsidized loan. (Federal Student Aid Handbook, 2018-2019).

## Other Sources of Financial Aid

Students are encouraged to check the internet for additional private scholarships and funding opportunities. Three reliable sources are [www.fastweb.com](http://www.fastweb.com), [www.collegequest.com](http://www.collegequest.com) and [www.salliemae.com/plan-for-college/scholarships](http://www.salliemae.com/plan-for-college/scholarships). External scholarship applications are located on the Scholarship board between the Financial Aid Office and the Bookstore. For more loan funding options, students may inquire about alternative loan and PLUS loan details and eligibility requirements in the Financial Aid Office. Also local, county and state agencies, such as BVR and WIOA, may have funding sources based on specific criteria.

Note: Student aid packaging will include funding from other third-party sources in combination with all federal, state and institutional aid which cannot exceed the student's Cost of Attendance (COA).

## Book Voucher

Students' financial aid is credited to their billing account. Depending on the amount of financial aid awarded, a student may receive a book voucher for the purchase of books and materials. Book voucher forms must be submitted to the Office of Financial Aid one day before use, and all aid requirements must be completed.

## Procedures and Eligibility

Most financial aid awards are determined by analyzing a family's ability to pay in relation to the cost for a school year. In order to determine financial need on a uniform basis, each applicant must submit the Free Application for Federal Student Aid (FAFSA). Students are encouraged to complete the FAFSA via the internet at [www.fafsa.gov](http://www.fafsa.gov). If a student prefers to complete a paper form, the student may request one from the Department of Education at 1-800-433-3243.



After financial need has been established, a student's need may be met through one of several funds or through a financial aid package consisting of a combination of funds and programs.

Students should submit financial aid forms prior to each term's deadlines for aid to be processed and applied to the following academic term. (Summer - April 1, Fall - June 1, Spring - November 1) Students who apply after this date may find funds depleted. Applicants entering directly from high school are advised to apply early in their senior year, no later than May 1. Contact the Financial Aid Office or a high school counselor for further information. The Rhodes State school code for the FAFSA is **010027**. Federal financial aid requires an official High School Transcript or GED, with scores for disbursement of federal financial aid.

## Federal Direct Loan Program

Federal Direct Student Loans are available and are commonly referred to as subsidized or unsubsidized loans. The **subsidized** Direct loan is awarded on the basis of financial need. Students do not pay interest on these loans until they cease at least half-time enrollment or they graduate from their respective institution. The federal government subsidizes the interest during the time the student is enrolled in school. The **unsubsidized** Direct loan is not awarded on the basis of financial need but rather on the individuals desire for additional funds. Students will be charged interest from the time their loan is disbursed until the loan is paid in full. Students may receive both a subsidized and an unsubsidized loan during the same enrollment period, depending on financial need.

The total amount for which a student may be eligible for is determined by dependency status, enrollment status, Cost of Attendance (COA) and student Expected Family Contribution (EFC).

### 1. Maximum yearly loan amount

Students enrolled in a degree-seeking program may complete a loan application available from the Financial Aid Office or on the Rhodes State website. Students must be enrolled for and complete a minimum of six hours per term to be eligible for loans.

Students classified by the federal government as "**Dependent**" are eligible to borrow the following amounts:

- \$5,500 per year during the first 30 hours of earned coursework (up to \$3,500 is subsidized)
- \$6,500 per year during the remainder of the student's program (up to \$4,500 is subsidized)

Students classified by the federal government as "**Independent**" or a "**student whose parent is denied a parent plus loan**" are eligible to borrow the following amounts:

- \$9,500 per year during the first 30 hours earned of course work (up to \$3,500 is subsidized)
- \$10,500 per year during the remainder of the student's program (maximum number of attempted hours and up to \$4,500 is subsidized)

Rhodes State College may only process loans for the maximum number of attempted hours for each program. Students are reminded that the total debt they may accumulate during their **ENTIRE** undergraduate career (associate degree and bachelors degree) from all Stafford loans combined is \$31,000 as a dependent

student, and \$57,500 as an independent student (of which no more than \$23,000 can be subsidized loans).

### 2. Subsidized Loan Limit

Effective July 1, 2013, the law limits borrowing of subsidized loans to 150% of the state program length for first time loan borrowers, those who have never borrowed or previous borrowers who have a zero loan balance per the National Student Loan Data System (NSLDS). Students in two-year programs will be limited to borrowing subsidized loans for three academic years. Students who transfer from a four-year program to a two-year program may have no subsidized loan eligibility and would only be able to borrow unsubsidized loans. Eligibility will be calculated by determining the periods of time in which the student borrowed a subsidized loan rather than by all the periods that a borrower is enrolled. Eligibility will also be calculated based on enrollment of less than full time.

Student who reach the 150% limit will lose the subsidy on their loans and interest will begin to accrue on all previous subsidized loans.

## Schell Loan Program

The Rhodes State College Foundation's Schell Loan Program is an interest-free loan that is made available through the generosity of a grant from the Charles E. Schell Foundation administered by Fifth Third Bank. This loan is non-interest bearing and carries a "moral obligation repayment clause" thus directing the recipient to ultimately make repayment of the loan amount. The funds are restricted for the educational benefits of citizens in Ohio, Kentucky, and West Virginia. To apply, students need to meet specific requirements. Contact the Financial Aid Office for further details regarding eligibility. Applications will be mailed to eligible students during Spring semester each year.

## Satisfactory Academic Progress (SAP)

Federal regulations require that Rhodes State College develop and enforce standards of satisfactory academic progress prior to awarding students any federal financial assistance (HEA Sec. 484(c) [34 CFR 668.16(e), 668.32(f), 68.34]). A SAP review process evaluates whether a student is "making measurable progress toward completion of their course of study and eligible to continue receiving federal assistance." All credit hours attempted, from a student's first term of enrollment at Rhodes State College, must be included in the SAP review process.

If a student is not in compliance with the Satisfactory Academic Progress Standards, they are ineligible to receive the following:

- Federal Pell Grant
- Federal Direct Stafford Loans
- Federal Supplemental Educational Opportunity Grant (SEOG)
- Federal Direct PLUS Loans
- Federal Work-Study
- Student Worker Wages

A student may still receive various scholarships, if he/she meets the eligibility and requirements for such scholarship awards.

## Notification of Satisfactory Academic Progress

A student who fails to maintain satisfactory academic progress during a term will receive a warning status letter. The letter informs the students that failure to maintain satisfactory academic progress in any subsequent term will result in suspension of federal aid. If after one term of warning status the student still has not corrected the SAP deficiencies, a suspension letter will be mailed informing the student that his/her financial aid has been suspended.

## Repeating Courses

The Department of Education will allow for repeating coursework previously taken in a program. Students CAN receive financial aid:

- To repeat a course that has already been passed (D- or higher) only one additional time. Any repeated attempts after that will not be eligible for financial aid. Note that this applies even if you earn a failing grade (E) or withdraw (W) during the second attempt.
- As many times as necessary to repeat a course in which the only previous grade earned has been a failing grade (E).

## Auditing

Prior to the 15th day of the term, audited hours will not receive federal financial aid. After the 15th day of the term students who change to an audit will be subject to a return of Title IV Funds. Auditing a course (s) is not considered successful completion of the course(s) and may affect a student's financial aid status.

## Criteria for Determining Satisfactory Academic Progress (SAP)

The criteria used in determining student academic progress at Rhodes State College include:

1. Grade Point Average (GPA)
2. Credit Hours Attempted/Completed
3. Maximum Time/Credit Hours for Program Completion

### A. Grade Point Average (GPA) Requirement

A student must maintain a minimum GPA based on the number of credit hours attempted. The minimum required GPA is:

Cumulative GPA Divisor Hours (Attempted Hours)	Minimum Cumulative GPA
0-29	1.50
30-59	1.75
60+	2.00

The GPA will be checked after each term. A student will be placed on warning status when he/she drops below the required Minimum Cumulative GPA hours. Failure to achieve Minimum Cumulative GPA in the subsequent term will result in the suspension of all federal financial aid.

#### A.1. Options for Reinstatement of Financial Aid – GPA:

1. Submit a written appeal to the Office of Financial Aid if the failure to maintain Satisfactory Academic Progress was due to extenuating circumstances. If an appeal is granted, the student's eligibility for federal aid will be restored, but the student will be placed on

probation status until specific requirements of the approved appeal are met. If the appeal is denied, the student may submit additional written documentation or follow option 2 or 3.

- OR -

2. Complete a minimum of three (3) credit hours required within the academic major, with a 2.0 term GPA, without the use of Federal financial aid funds and maintain a cumulative GPA that meets the College's GPA requirement. Students would then need to submit a letter to the Office of Financial Aid requesting a SAP review to determine if aid will or will not be restored. It may be necessary for some students to take more than four credit hours to reach the required financial aid minimum GPA.
- OR -
3. Make up any deficient hours and/or bring up college GPA to a 2.0 without the use of Federal financial aid funds. Once completed, submit written notification to the Office of Financial Aid, requesting a SAP review to determine if aid will or will not be restored.

## B. Credit Hours Attempted/Completed

Students must complete 67% of all credit hours attempted each term. Students will be placed on warning status the first term in which their cumulative completion rate drops below 67%. Failure to raise the completion rate in the subsequent term will result in the suspension of all federal financial aid. Successful completion is defined as receiving a letter grade "D" or higher or an "S". For example, if a student registers for 12 credit hours in the Fall term and passes only 7 hours, the student would be placed on warning status for the Spring term. The student must then achieve the 67% completion rate for the Spring term. If the student does not complete at least 67% of registered credit hours, the federal financial aid will be suspended for the next term.

### B.1. Options for Reinstatement of Financial Aid - Credit Hours Attempted/Completed

1. Submit a written appeal to the Office of Financial Aid if the failure to maintain Satisfactory Academic Progress was due to extenuating circumstances. If an appeal is granted, the student's eligibility for federal aid will be restored, but the student will be placed on probation status until specific requirements of the approved appeal are met. If the appeal is denied, the student may submit additional written documentation or follow option 2 or 3.
- OR -
2. Complete a minimum of three (3) credit hours required within the academic major, with a 2.0 term GPA, without the use of Federal financial aid funds and maintain an accumulative GPA that meets the College's GPA requirement. Students would then need to submit a letter to the Office of Financial Aid requesting a SAP review to determine if aid will or will not be restored.
- OR -
3. Make up any deficient hours and/or bring up college GPA to a 2.0 without the use of Federal financial aid funds. Once completed, submit written notification to the Office of Financial Aid, requesting a SAP review to determine if aid will or will not be restored.

## C. Maximum Time/Credit Hours for Program Completion

Students must complete the degree requirements of an academic program within 150% of the required hours for their degree program. Students lose eligibility for future awards after the term in which they exceed the maximum hours. To determine the maximum allowable hours for a specific program of study (major) refer to the Rhodes State College Catalog, note the total hours required for the program and multiply that figure by 1.5. **All hours attempted** are considered when

determining financial aid eligibility, whether or not financial aid was received. Regardless of where the hours were attempted, Rhodes State College Satisfactory Academic Progress policy will apply. These hours include developmental courses, repeated courses, transfer courses and courses from which a student withdraws. Students transferring to Rhodes State will have their eligibility determined after all transfer credits have been applied to their academic record.

### **C.1. Options for Reinstatement of Financial Aid - Maximum Time/Credit Hours for Completion**

1. Submit a written appeal to the Office of Financial Aid to initiate an appeal for an extension beyond the maximum time/credit hours with evidence of extenuating circumstances, a one-time only major change, or pursuit of a second Associate Degree. Students who have been granted an appeal for maximum time/credit hours for program completion cannot take additional classes that are not listed on their educational plan. This appeal will be evaluated each term to make sure students have successfully completed those classes on the educational plan. If a course needs to be repeated, financial aid will not be available. Students who have already completed an Hours Appeal and completed one associate degree can appeal for a second degree. The classes from the first degree, which do not apply to the second degree, will be subtracted from the attempted hours. This also includes transfer credits that would apply to the second degree. Students seeking a third associate degree are not eligible for federal financial aid.

### **D. General Appeal Procedures for Satisfactory Academic Progress (SAP)**

1. A student whose financial aid eligibility has been suspended may appeal to reestablish their eligibility for financial aid.
  - a. A student who has any Rhodes State College "hold" may submit an appeal. As part of the appeal process, the student will be responsible to resolve the hold prior to reinstatement of financial aid.
2. The appeal must be based on extenuating circumstances that occurred within the term in which warning or suspension was applied. Circumstances may include: extreme medical issues, a death in the immediate family, employment related hardship, and/or extreme personal problems.
3. As part of the appeal, the student must submit the following:
  - SAP Appeal Form
  - Signed Letter of Explanation
  - Supporting Documentation
  - Educational Planning Form
4. A maximum of two (2) appeals are permitted during a student's enrollment at the College. An appeal can be submitted to the Director of Financial Aid at any time, but only once after each end-of-term SAP evaluation period.
  - a. The appeal documentation and academic records of the student will be reviewed by the Director of Financial Aid for the first two appeal decisions.
  - b. Upon receipt of the documentation, the Director of Financial Aid will contact the respective Academic Chair regarding the student's ability to progress.
5. Each appeal is reviewed on a case-by-case basis and will incorporate professional judgment as appropriate. The merit of the appeal will be determined by considering:
  - a. Extenuating circumstances and resolutions of those circumstances;

- b. Thoroughness of documentation;
  - c. GPA;
  - d. Pace of completion;
  - e. Number of credit hours and length of time to completion of program;
  - f. Prior appeals submitted;
  - g. Reason for changing a program of study or pursuing a second or subsequent degree (only two (2) degrees from Rhodes State can be funded by federal financial aid);
  - h. Prior SAP performance;
    - i. Credit hours remaining to complete a program of study.
6. Appeals may take 10 – 14 business days for processing.

## **Financial Aid Non Attendance**

A student receiving financial aid who is not attending a class or classes may have all financial aid immediately withheld until he/she satisfactorily completes the classes. If a student has not attended a course or courses until at least the 15th day, the student's financial aid will be adjusted accordingly. (2017-2018 Federal Student Aid Handbook, Vol. 5)

## **Courses Not Required For Degree**

Under the Department of Education's guidelines, students may receive federal financial aid only for courses required for their degree or certificate. If a student is found to be taking courses that are not required for his/her program, federal financial aid will be adjusted accordingly. It is the student's responsibility to notify the Financial Aid Office if he/she will be taking courses that are not required.

## **When Students Fail to Earn a Passing Grade in Any of their Classes**

If a student receives a failing grade in a course, the instructor must report the last day the student attended the class. This date will be used in the calculation to return of Title IV Federal Financial Aid funds.

## **Withdrawals and Return of Federal Financial Aid**

As part of the Higher Education Amendments of 1998, Congress passed provisions governing what occurs to federal financial aid if students completely withdraw from school in any term. The law assumes that students "earn" federal financial aid award directly in proportion to the number of days of the term attended. For example, if a student completes 30% of the term, he/she earns 30% of the assistance he/she was originally scheduled to receive. This means that 70% of the scheduled awards remain unearned and must be returned to the federal government.

If a student withdraws from the College (either officially or unofficially) or ceases attendance in all courses before completing more than 60% of the term, he/she may have to repay any unearned federal monies that were already disbursed. The student must either repay the disbursed monies that were unearned in full or make satisfactory arrangements with either the College or the Department of Education. Students must complete these repayment arrangements within 45 days of the date of the College's notification of overpayment status or risk losing eligibility for additional

federal financial assistance. In addition, students may owe the College money for tuition that was originally covered by financial aid funds.

## Estimated Budgets per Academic Year

### ESTIMATE OF ANNUAL ACADEMIC EXPENSES:

The following estimated costs assist the Financial Aid Office in determining a student's financial need and assist students in determining the approximate expenses that will be incurred for one year of education at Rhodes State College.

Based on Full-Time Status -

- Tuition: \$4084.56 (2 semesters taking 12 credit hours)
- Distance Education Fee (all online courses): \$10.50 per credit hour
- Technology fee: \$3.00 per credit hour (charged to students carrying more than 3 credit hours)
- Books and supplies: \$1,200.00

Some programs may incur higher book and laboratory fees.

Based on Part-Time Status -

- Tuition: \$3063.42 (2 semesters taking 9 credit hours)
- Distance Education Fee (all online course): \$10.50 per credit hour
- Technology fee: \$3.00 per credit hour (charged to students carrying more than 3 credit hours)
- Books and supplies: \$900.00
- Part-time Student Registration Fee: \$62.00

Some programs may incur higher book and laboratory fees.

Financial Aid is also available to assist students with personal living expenses and transportation costs. This personal expense support is allotted based upon a combination of need and eligibility.

## Gainful Employment Information Regarding Eligible Certificate Programs

Effective July 1, 2011, the U.S. Department of Education required postsecondary institutions that participate in the student financial assistance programs authorized under Title IV of the Higher Education Act of 1965 (HEA), to disclose to prospective students certain information about the institution's Gainful Employment programs. The following information describes information about Rhodes State College's programs, pursuant to the Code of Federal Regulations, that fall within the gainful employment guidelines. Certificates approved as meeting gainful employment standards can be found at [www.RhodesState.edu/GainfulEmployment](http://www.RhodesState.edu/GainfulEmployment)

## Definitions

**On-time Completion Rate (as defined in 34 CFR 668.6 (c)).** This number is based on the students who graduated during the award year and did so within "normal time." Normal time is based on the published length of the program in the catalog. This rate is not reflective of the

overall completion rate of the program. Normal time may be affected by scheduling changes, failed courses or extended clinical rotations.

**Program Cost** is the tuition and fees charged for the program. Also included are estimated costs for books, uniforms, equipment, and estimated book shipping costs. This is the estimated cost to complete the program.

The **Placement Rate** measures the percent of Rhodes students that obtain employment after completing their certificate program. Currently placement rates at the certificate level are not available. Rhodes State has provided institutional placement rate, until certificate level information is provided.

**Median Loan Debt** is the median debt incurred through Title IV HEA loans and other private financing sources by students who complete the program. Rhodes State College does not offer institutional financing or loans.

## Foundation and Scholarships

Kevin L. Reeks, **Executive Director**  
Development  
(419) 995-8081  
[reeks.k@RhodesState.edu](mailto:reeks.k@RhodesState.edu)  
175 JJC

Founded in 1978, the Rhodes State College Foundation assists the College by developing partnerships and relationships with individuals, businesses and community organizations. The Foundation generates financial support to increase the College's viability, enhance opportunities for students, and help provide more accessible and affordable education to current and future students. Foundation scholarship applications are available Fall semester for the next academic year. The scholarships listed here were established by individuals and organizations who value education and desire to assist Rhodes State students in the pursuit of transforming their lives.

## All Majors

*Alumni Legacy Scholarship*  
*Dr. Norman and Margaret Browning Scholarship*  
*James J. Countryman Scholarship*  
*Distance Education Scholarship*  
*Dr. Wilfred Ellis Multicultural Scholarship*  
*Richard and Mary Elmquist-Lane Scholarship for Unique Challenges*  
*Gilbert Scholarship*  
*Jack and Margaret Howell Putnam County Scholarship*  
*Dr. Carolyn Hull-Anderson Scholarship*  
*Alberta M. Lee Scholarship*  
*Lima Elks Fifty Four Scholarship*  
*McClain/Marshall Scholarship*  
*Kito Christian Shane McCurdy Scholarship*  
*Memorial Scholarship*  
*Outstanding Alumni Scholarship*  
*George B. Quatman Scholarship*  
*Quest Federal Credit Union Scholarship*  
*Rhodes State College Faculty and Staff Student Scholarship*  
*Rhodes State Scholarship*  
*David and Marie Steiner Scholarship*  
*Matthew C. Terrill Memorial Scholarship*  
*Marcia Jeanne Woodfield Memorial Scholarship*

## Division of Business, Technology & Public Service

*Business Leaders Scholarship*  
*Elizabeth Enneking Memorial Scholarship*  
*Hardin County Engineering Technology Scholarship*  
*John J. and Martha M. Hudson Scholarship*  
*Roger P. Jones Concrete Technology Scholarship*  
*Margot and Robert B. Keller Public Service Scholarship*  
*John and Irene Kinkley Scholarship*  
*Jane P. Krites Scholarship*  
*One-Night-A-Week Champion Scholarship*  
*Rudy and Norma Rakowsky Scholarship*  
*Marilyn Shaffer Office Administration Scholarship*  
*Gary Weaver Public Service Scholarship*  
*West Central Ohio Manufacturing Consortium (WCOMC) Scholarship*

## Division of Health Sciences/Allied Health

*Anigbogu Godwin Rovner Respiratory Care Scholarship*  
*Borra Family Foundation Scholarship*  
*Dr. Robert D. and Ann M. Brunk Scholarship*  
*Emergency Medical Services Scholarship*  
*Elizabeth Enneking Memorial Scholarship*  
*Frank and Shirley Hill Scholarship*  
*Terri Hill-Kaufman Memorial Scholarship*  
*Jane P. Krites Scholarship*  
*Thomas R. and Gloria P. Leech Scholarship*  
*Thomas and Linda Leshner Dental Hygiene Scholarship*  
*Dr. Rosalyn Liston Scholarship*  
*Le Nien Boone Mueller Scholarship*  
*Physical Therapist Assistant Scholarship*  
*Respiratory Care Alumni Scholarship*  
*Dr. Charles R. Ryan Scholarship*

## Division Health Sciences/Nursing

*Borra Family Foundation Nursing Scholarship*  
*Elizabeth Enneking Memorial Scholarship*  
*Terri Hill-Kaufman Memorial Scholarship*  
*Jane P. Krites Scholarship*  
*Thomas R. and Gloria P. Leech Scholarship*  
*Dr. Rosalyn Liston Scholarship*  
*Nursing Scholarship*  
*John and Margie Robenalt Memorial Scholarship*  
*Bettye Roeder Nursing Scholarship*  
*Dr. Charles R. Ryan Scholarship*  
*Avis Hardin Smith Memorial Scholarship*

Other scholarships are available during the year through the Financial Aid Office and at [www.RhodesState.edu/scholarships](http://www.RhodesState.edu/scholarships).

## Alumni Relations

Alumni Relations facilitates relationships with alumni and the businesses and communities in which they live and work. The focus is to connect with over 17,000 alumni and nurture the personal growth and success that began when they were students. Alumni Relations collaborates with all Development Office activities to maximize efforts to keep alumni informed, involved and invested in Rhodes State College. For information please email [alumni@rhodesstate.edu](mailto:alumni@rhodesstate.edu).



# ACADEMIC DIVISIONS

Vicki Deketelaere, PhD

*Vice President for Academic Affairs*

Phone: 419.995.8357

Email: deketelaere.v@rhodesstate.edu

Office: 207 Keese Hall

Chris Boyett, EdD

*Associate Vice President for Academic Affairs*

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## Academic Vision

To kindle a passion for learning.

## Academic Mission Statement

The Division of Academic Affairs develops faculty and students through effective and relevant instructional designs focusing on access and success for all learners.

## Academic Statement of Values

*We uphold the following core values in all that we do.*

**Quality:** Expectation of excellence in teaching and learning

**Ethical Behavior:** Internalized responsibility to act and model in a trustworthy and honorable manner

**Competence:** Performing to professional and instructional standards

**Collegiality:** Maintaining an open and supportive culture

**Commitment:** Meeting the needs of students, peers, and community in a consistent and dedicated manner

## Academic Commitment to Assessment

Nanette Smith, EdD

*Director, Assessment & Quality Improvement*

Phone: 419.995.8016

Email: smith.n@RhodesState.edu

Office: 119 Keese Hall

Rhodes State College is committed to graduating students who are skilled professionals and meaningful contributors to their communities. To fulfill this commitment, the College systematically assesses student learning outcomes in order to improve learning and instruction. Program assessment of learning assures students, employers, and the community that Rhodes State College graduates possess the skills needed to perform competently in the workplace. Additionally, assessment of General Education affirms that graduates possess the needed skills and abilities to act as life-long learners and quality contributors to their communities.

## General Education Philosophy

Through established core skills and abilities, General Education provides the foundation for personal, professional and social growth and life long learning. General Education encompasses the following areas of higher learning: communications and humanities, mathematics, life

and physical sciences, and social and behavioral sciences. Collectively, General Education course work enhances learners' abilities to:

- Understand human behavior and work effectively with others;
- Communicate effectively in a variety of media;
- Listen attentively, think critically, and use problem solving techniques appropriately;
- Access and synthesize information;
- Understand the ethical dimensions of life;
- Apply quantitative reasoning in various contexts;
- Acknowledge diversity;
- Recognize the necessity for life-long learning;
- Recognize the connection between higher learning and their personal and professional lives;
- Appreciate the complexity of the world around us.

Every course in the general education curriculum contributes to the acquisition of one or more of these competencies. Thus, General Education is integral to changing lives, building futures, and improving communities.

All degree programs at the College require SDE 1010 First Year Experience. As part of the curriculum, this course is required for new entering students and is to be taken within the first semester of enrollment. SDE 1010 First Year Experience provides an introduction to educational success strategies, including knowledge of: assessment; learning strategies that focus on collaboration, memory, note-taking, textbook reading and test-taking; educational and career planning and professional development; critical thinking and diversity awareness.




## General Education Requirements

### General Education Distribution Requirements

Certain core subjects and competencies are integral to student success both within the chosen field of study and in fulfilling a responsible role as an educated member of society, regardless of the program or major, the student is pursuing. Rhodes State College balances its technical curricula with General Education and Basic Related courses. To that end, each program and/or degree has established its own particular set of General Education and Basic Related coursework designed to enhance student performance and to ensure a breadth of knowledge. All students earning an associate degree from Rhodes State College must also fulfill a common core of General Education distribution requirements. These distribution requirements mandate that all graduates will complete English Composition and program designated coursework in Mathematics and Social and Behavioral Sciences. Depending upon the student's major, an additional distribution as identified in either Humanities or Life and Physical Sciences will be required. (See specific program curriculum and/or admission requirements for details.)

The following list enumerates college-designated General Education courses and their discipline groupings. Please consult your advisor for possible additions to this list.

Code	Title	Hours
<b>Writing/Communication/Public Speaking</b>		
COM 1110	English Composition	3
COM 1140	Technical Writing	3

COM 1200	Writing in the Sciences	3
COM 1980	Research and Writing	1
COM 2213	Verbal Judo	3
COM 2400	Composition and Literature	3
COM 3110	Advanced Composition	3
<b>Humanities (Humanities, Literature and Ethics)</b>		
COM 1801	Creative Writing: Fiction	3
COM 2110	Public Speaking	3
GAH 2200	Human Values in Health Care	2
HST 1011	Western Civilization I	3
HST 1012	Western Civilization II	3
HST 1610 	American History to 1877	3
HST 1620	American History Since 1877	3
HST 2300	Technology and Civilization	3
HST 2510	History of Latin America	3
LIT 1450	Introduction to Film	3
LIT 2210	Introduction to Literature	3
LIT 2215	Native American Literature	3
LIT 2250	The American Short Story	3
LIT 2260	Fantasy Literature	3
LIT 2227	Literature of Graphic Novels	3
LIT 2301	British Literature I	3
LIT 2305	Introduction to Shakespeare	3
LIT 2310	Literature and the Holocaust	3
LIT 2450	Themes in Literature and Film	3
MUS 1010	Music Appreciation I	3
PHL 1011	Introduction to Philosophy	3
THR 1010	Introduction to Theatre	3
<b>Mathematics (Mathematics)</b>		
MTH 1151	Quantitative Reasoning	3
MTH 1190	Finite Mathematics/Business	3
MTH 1210	Mathematics I	3
MTH 1260	Statistics	3
MTH 1370	College Algebra	4
MTH 1430	Trigonometry	3
MTH 1711	Calculus I	5
MTH 1721	Calculus II	5
MTH 2660	Calculus III	4
MTH 2670	Differential Equations	4
MTH 2680	Elementary Linear Algebra	4
<b>Social and Behavioral Sciences (Psychology, Sociology, Economics, Geography and Political Science)</b>		
PSY 1010 	General Psychology	3
PSY 1730	Abnormal Psychology	3
PSY 2150	Lifespan Psychology	3
PSY 2200	Social Psychology	3
PSY 2301	Educational Psychology	3
ECN 1410	Macro Economics	3
ECN 1430	Micro Economics	3
SOC 1010 	Sociology	3
SOC 1200	Death and Dying	3
SOC 1210	Family Sociology	3

SOC 1320	American Cultural Diversity	3
SOC 2300	Social Problems	3
POL 1010	Introduction to Political Science	3
ANT 2411	Cultural Anthropology	3

### Life and Physical Sciences (Anatomy, Physiology, Chemistry, Physics and Microbiology)

BIO 1090	Concepts in Biology	4
BIO 1110	Anatomy and Physiology I	4
BIO 1120	Anatomy and Physiology II	4
BIO 1400	Microbiology	4
BIO 2121	Introduction to Human Genetics	4
CHM 1110	Introductory General Chemistry	4
CHM 1120	Introductory Organic and Biochem	4
GLG 1000	Physical Geology	4
GLG 1004	Historical Geology	4
PHY 1120	Physics I	4
PHY 1130	Physics II	4

 Portfolio Course

### Basic/Related Courses

Basic related courses are non-technical; however, they are foundational for a specific major and basic to the technical field and closely related to the technical specialty. For example COM 1170 Police Communications.

### Technical Courses

Technical courses are identified as those that teach technical skills, technical proficiency, and the knowledge required for career competency. Generally, technical courses at Rhodes State are taught by technical faculty members and carry a technical prefix. For example, an IT faculty member teaching CPT 1120 Introduction to VB Programming.

## Campus-Wide Academic Assessment

(General Education: Core Skills and Abilities)

Rhodes State College fosters the professional and intellectual growth of students and faculty by offering contemporary curricula that are taught by a qualified faculty comprised of lifelong learners who provide a supportive environment intended to develop critical thinking, an appreciation of global diversity and the capacity for life-long learning. Rhodes State College has implemented an assessment process for measuring student academic achievement; this assessment process is used to identify opportunities for:

1. improving teaching and learning
2. aiding student retention
3. verifying the job preparedness of graduates

It is our belief that we add value and enhance the personal growth of our students, which is essential to changing lives, building futures, and improving communities through education. Therefore, Rhodes State College has chosen five General Education core skills and abilities to be assessed at the course, program and academic institutional level. The General Education core skills and abilities are:

1. Writing
2. Global and Diversity Awareness
3. Critical Thinking

4. Information Literacy
5. Computation Skills.

The College expects students to demonstrate growth in these five areas and will document the extent of that growth. Our ability to affect growth is realized only through a systematic, and on-going process of collecting, sharing, and interpreting data in a cooperative effort. The following are the General Education student learning outcomes:

## Core Skills and Abilities

### Writing

Graduates' written documents reflect their ability to think critically about a topic; to organize and develop ideas effectively; to present those ideas in an appropriate, mechanically correct, professional style; and to follow a standardized documentation format (when specified by the assignment).

### Critical Thinking

Graduates can understand and interpret data, analyze and synthesize information, and draw unbiased, logical conclusions after fairly considering all-important aspects of a situation.

### Global and Diversity Awareness

Graduates of Rhodes State College will demonstrate:

1. Appreciation for others as measured through effective interpersonal and collaborative skills with individuals and groups.
2. Awareness of the interdependence and interactive effects of such factors as culture, history, sexual orientation, psychological functioning, education, economics, environment, geography, language, politics, age, gender, ethnic heritage, physical challenges, social class, social skills and religion.

### Information Literacy

Graduates will "recognize when information is needed and have the ability to locate, evaluate, and use effectively the needed information." They will also demonstrate the ability to extract appropriate information from hard-copy and electronic media, to manipulate current software and hardware to access and communicate information appropriately and to have a basic understanding of copyright rules and the ethics of extracting, sharing and citing source information. (Association of College Research Libraries, 2006)

### Computation Skills

Graduates of Rhodes State College will demonstrate computational skills in the context of solving real-world problems by following some or all of these competencies:

1. Read and understand the situation to determine a solution strategy.
2. Set up the problem with the pertinent information.
3. Solve the problem with the given data using appropriate technology, such as calculators or computers as needed.
4. Check the computational results for accuracy and reasonableness.
5. Communicate or utilize the results.

### Assessment of General Education

Rhodes State College has instituted four means to assist with communication and measurement of assessment activities targeting General Education core skills and abilities.

#### 1. General Education Assessment

All students are required to demonstrate their abilities in Writing Skills, Critical Thinking, and Mathematics at the end of their academic program. This is accomplished by a required General Education Assessment exam usually given as part of a capstone course. Scores on this exam, when compared to placement test scores, provide a valuable pre- and post-program snapshot of student growth in these General Education core skills and abilities.

#### 2. First Year Experience Course

New students are required to take the one credit hour course, SDE 1010 First Year Experience. This is a general college requirement taken as a part of all programs or as a prerequisite to program admission. This course is required for graduation. Delivered in both online and traditional in-class formats, the course contains helpful instruction about study skills, time management, Rhodes State policies and procedures, and assessment protocols. Detailed information about the e-portfolio and capstone course requirements is provided in the assessment discussions. Students will have a clear understanding of assessment activities as they complete the requirements for this course.

#### 3. E-portfolio

All students enrolled in designated courses will submit writing samples to Rhodes State's electronic portfolio database. Six writing assignments are designated for each academic major in the following courses:

- a. SDE 1010 First Year Experience (Global and Diversity Awareness)
- b. COM 1110 English Composition
- c. PSY 1010 General Psychology or SOC 1010 Sociology
- d. a paper written in a course early in the student's technical program
- e. a paper written in a course late in the student's technical program
- f. a self-growth essay addressing global and diversity awareness while taking the capstone course experience. The self-growth awareness essay is submitted before the completion of the capstone course and all other portfolio submissions are course assignments. Courses are designated with a pencil symbol.

#### 4. Capstone Course

Students petitioning to graduate must successfully pass a capstone course before graduating from Rhodes State College. Completed near the end of the student's educational program, the course is a culminating experience that works to display an integration of program technical skills with General Education core skills and abilities. Capstone courses have a minimum two credit hour requirement and must contain written, oral and hands-on components. Individual student completion of the e-portfolio and the General Education Assessment test is completed in the capstone experience. Courses are designated with a graduation cap symbol.

## Developmental Education

The "open door" policy at Rhodes State College provides access to students with a wide range of academic preparation, but to prevent its becoming a "revolving door," a comprehensive and effective developmental program is necessary. Developmental Education is intended to bridge the gap between the performance abilities of some entering students and the minimal performance standards generally



expected of students pursuing college-level work, and ultimately of college graduates entering the workplace.

Developmental Education encompasses remedial work in areas where the student's mastery is insufficient, but it is not limited to that role. In addition, Developmental Education also describes course work designed to provide a broadening foundation of knowledge, learning skills and behaviors essential to the successful progression through higher education and into the workforce. This multi-focal basis of Developmental Education requires a college-wide philosophy of Developmental Education and the articulation of its various goals.

**Goals:**

- Developmental Education must efficiently, but thoroughly, prepare students for additional college experiences.
- Developmental Education must strive to avoid creating educational dependency, recognizing that the role of education is to enable increased empowerment and independent functioning, a vital characteristic of any professional career path.
- Developmental Education must challenge students, but should simultaneously seek to produce increased self-confidence and improved attitudes towards learning in them.
- Developmental Education must focus selectively on providing those discreet pieces of competence explicitly required for success in future courses, which were not attained in previous educational experiences.
- Developmental Education must facilitate frequent one-to-one interaction between students with varied problems and the course instructor; therefore dictating reasonable class sizes (typically smaller allocations than for corresponding freshman level courses).
- Developmental Education is not limited to discipline-specific instruction, but should also concern itself with building and enhancing broader core skills and abilities, such as critical thinking and problem solving, which apply in many disciplines and contexts.

## DIVISION OF ARTS & SCIENCES

Fernando Arzola, PhD, **Dean**  
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 Office: 260N Science Building

The Division of Arts & Sciences offers students the opportunity to obtain an Associate of Arts (AA) degree, an Associate of Science (AS) degree or to fulfill the General Education distribution requirements while pursuing an Applied Associate degree.

For the AA and AS degrees, students complete a broad distribution of approved courses following state guidelines. Courses must be selected from the inventory of approved AA/AS courses listed in this section of the catalog. In addition, concentration options are available in the following areas: Business; Education; English Writing/Literature; Environmental, Health & Safety; History; Pre-Health; Psychology; and Sociology. The AA and AS degrees provide students a solid foundation and a guided pathway toward the bachelor's degree.

For all students, the Division of Arts & Sciences provides a background in written composition, humanities, social and behavioral sciences, physical and biological sciences, and mathematics. The skills, abilities, and knowledge learned through the liberal arts will broadly prepare students for the workplace. Employers are seeking employees who can think critically, solve problems, are creative, write and communicate clearly, work effectively with colleagues, and are reflective and engaged citizens.


### Majors

- Associate of Arts Degree (p. 25)
- Associate of Science Degree (p. 34)

## American Sign Language Certificate

John Fallon, PhD, **Chair**  
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 Email: fallon.j@RhodesState.edu  
 Office: 205-R Galvin Hall

The Humanities Department offers an American Sign Language Certificate in which students will learn the basic knowledge and skills to interpret and communicate using American Sign Language.

Code	Title	Hours
HUM 1601	American Sign Language I	4
HUM 1602	American Sign Language II	3
HUM 1603	American Sign Language III	3
HUM 1604	American Sign Language IV	3
PSY 1010 	General Psychology	3
or SOC 1010	Sociology	
Total Hours		16

See [www.RhodesState.edu/GainfulEmployment](http://www.RhodesState.edu/GainfulEmployment) for additional information on certificates.

 Portfolio

## Associate of Arts Degree

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The Associate of Arts is designed for students who plan to transfer to a Bachelor of Arts degree at a four-year college or university and desire a broad-based liberal arts education. The Associate of Arts has a more intentional humanities and social & behavioral science orientation which prepares students for the Bachelor of Arts degree while also meeting the general education distribution requirements. In selecting courses for this degree, students are strongly encouraged to consult the specific academic plan in the College catalog, the faculty advisor, and the four-year institution to which they intend to transfer in order to determine appropriate curriculum choices.

## Associate of Arts Degree Structured Course Sequence (4 Semester Plan)

First Year		Hours
<b>Fall</b>		
COM 1110✍	English Composition	3
CPT 1250	Computer Applications in the Workplace	3
SDE 1010✍	First Year Experience	1
Foreign Language Elective		3
LIT 2241 or LIT 2242 or HST 1333 or HST 1334	World Literature I or World Literature II or World Civilization I or World Civilization II	3
Term Hours		13
<b>Spring</b>		
COM 2400	Composition and Literature	3
Arts and Humanities Elective		3
Foreign Language Elective		3
Social and Behavioral Sciences Elective		3
Mathematics Elective		3-5
Term Hours		15-17
<b>Second Year</b>		
<b>Fall</b>		
Science Elective with lab		4
Social and Behavioral Sciences Elective		3
Elective		3
Elective		3
Elective		3
Term Hours		16
<b>Spring</b>		
SOC 1320	American Cultural Diversity (Satisfies capstone requirements)	3
Science Elective (Does not need to be in sequence)		3-4
Elective		3
Elective		3
Elective		4
Term Hours		16-17
Total Hours		60-63

✍ Portfolio Course

🎓 Capstone Course

## Course Electives Social and Behavioral Sciences (12 Credits)

Code	Title	Hours
ANT 2411	Cultural Anthropology	3
PSY 1010✍	General Psychology	3
SOC 1010✍	Sociology	3
ECN 1410	Macro Economics	3
ECN 1430	Micro Economics	3
POL 1010	Introduction to Political Science	3
PSY 1730	Abnormal Psychology	3
PSY 2150	Lifespan Psychology	3
PSY 2200	Social Psychology	3
PSY 2301	Educational Psychology	3
SOC 1200	Death and Dying	3
SOC 1210	Family Sociology	3
SOC 1320	American Cultural Diversity	3
SOC 2211	World Religions: History, Belief, and Practice	3
SOC 2300	Social Problems	3

## Arts and Humanities (12 Credits)

Code	Title	Hours
COM 1801	Creative Writing: Fiction	3
COM 2110	Public Speaking	3
HST 1011	Western Civilization I	3
HST 1012	Western Civilization II	3
HST 1610✍	American History to 1877 (required)	3
HST 1620	American History Since 1877	3
HST 2300	Technology and Civilization	3
HST 2510	History of Latin America	3
LIT 2210	Introduction to Literature	3
LIT 2215	Native American Literature	3
LIT 2227	Literature of Graphic Novels	3
LIT 2250	The American Short Story	3
LIT 2260	Fantasy Literature	3
LIT 2301	British Literature I	3
LIT 2310	Literature and the Holocaust	3
LIT 2450	Themes in Literature and Film	3
PHL 1011	Introduction to Philosophy	3
THR 1010	Introduction to Theatre	3

## Mathematics (3-5 Credits)

Code	Title	Hours
MTH 1190	Finite Mathematics/Business	3
MTH 1260	Statistics	3
MTH 1370	College Algebra	4
MTH 1430	Trigonometry	3
MTH 1711	Calculus I	5
MTH 1721	Calculus II	5
MTH 2660	Calculus III	4
MTH 2670	Differential Equations	4
MTH 2680	Elementary Linear Algebra	4

**Information Literacy (3 Credits)**

Code	Title
CPT 1250	Computer Applications in the Workplace

**Sciences (8 Credits)**

Code	Title	Hours
CHM 1110	General Chemistry I	4
CHM 1120	Introductory Organic and Biochemistry	4
PHY 1120	Physics I	4
PHY 1130	Physics II	4
BIO 1090	Concepts in Biology	4
BIO 1400	Microbiology	4
BIO 1110	Anatomy and Physiology I	4
BIO 1120	Anatomy and Physiology II	4
BIO 2121	Introduction to Human Genetics	4
GLG 1000	Physical Geology	4
GLG 1004	Historical Geology	4

**English Composition and Literature (6 Credits)**

Code	Title	Hours
COM 1110	English Composition	3
COM 1140	Technical Writing	3
COM 1160	Business Communications	3
COM 1200	Writing in the Sciences	3
COM 2213	Verbal Judo	3
COM 2400	Composition and Literature	3

**Other Approved Course Electives**

Code	Title	Hours
<b>Accounting</b>		
ACC 1010	Corporate Accounting Principles	4
ACC 1020	Managerial Accounting Principles	4
<b>Health</b>		
BHS 1390	Medical Terminology	2
DTN 1000	Basic Nutrition	2
<b>Business</b>		
BUS 2100	Business Law	3
<b>Electronic Engineering Technology</b>		
EET 1110	Circuit Analysis I	3
EET 1120	Circuit Analysis II	3
EET 1130	Electronics	4
EET 1330	Digital Circuits	4
<b>Human Service</b>		
HUM 1111	Introduction to Social Work	3
<b>Mechanical Engineering Design</b>		
MET 1000	Engineering Graphics with AutoCAD	4
<b>Mechanical Engineering Technology</b>		
MET 1020	Material Science	3
MET 2210	Strength of Materials	3
<b>Marketing</b>		
MKT 1010	Principles of Marketing	3
<b>Spanish</b>		

	SPN 1010	Beginning Spanish Language I	3
	SPN 1020	Beginning Spanish Language II	3
3	SPN 2010	Intermediate Spanish I	3
	SPN 2020	Intermediate Spanish II	3

**Education**

Hours	EDU 1000	Introduction to Education	3
	EDU 1050	Introductory Child Development	3
	EDU 2030	Individuals with Exceptionalities	3
	EDU 2130	Families, Communities and Schools	3

**Other**

	LAW 1210	Criminology	3
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**Other Requirements**

Code	Title	Hours
COM 2820	AA Capstone Course	1
SDE 1010	First Year Experience	1

✍ Portfolio Course

🎓 Capstone Course

**Concentrations**

- Education (p. 28)
- English Writing/Literature (p. 29)
- History (p. 31)
- Sociology (p. 33)

**General Requirements**

The Associate of Arts degree requires successful completion of a minimum of 62 semester credit hours with a minimum of 41 credits from English Composition, Social and Behavioral Sciences, Arts and Humanities, Sciences and Mathematics and the remaining credit hours earned via the approved list of transfer courses. For students wishing to complete the first two years of a Bachelor of Arts degree, as well as those desiring two years of a liberal arts/general education with emphasis in the Arts, Social Sciences or Humanities, the following minimum requirements shown below should be met. Transfer institutions may require different courses depending upon institutional or major requirements. Students should customize their program as closely as possible to the requirements at the four-year institution of their choice.

Code	Title	Hours
<b>Required Distribution</b>		
	English Composition and Literature	6
	Social and Behavioral Sciences	12
	Sciences and Mathematics	11
	Arts and Humanities	12
	<b>Minimum Distribution Requirements</b>	<b>41</b>
<b>Other Requirements</b>		
SDE 1010	First Year Experience	1
COM 2820	AA Capstone Course	1
	Information Literacy Course	3
	Additional Electives	16
	<b>Total Minimum Degree Requirements</b>	<b>62</b>

## Education Concentration

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 Office: 145G Tech Edu Lab

## Education Concentration

### Associate of Arts Degree

#### Structured Course Sequence (4 Semester Plan)

##### First Year

		Hours
<b>Fall</b>		
SDE 1010	First Year Experience	1
BIO 1090	Concepts in Biology	4
COM 1110	English Composition	3
EDU 1000	Introduction to Education	3
EDU 2030	Individuals with Exceptionalities	3
PSY 1010	General Psychology	3
<hr/>		
	Term Hours	17

##### Spring

COM 2400	Composition and Literature	3
EDU 1050	Introductory Child Development	3
BIO 1400	Microbiology	4
SOC 1010	Sociology	3
CPT 1040	Introductory Computer Applications	1
Arts & Humanities Elective		3
<hr/>		
	Term Hours	17

##### Second Year

<b>Fall</b>		
SOC 1320	American Cultural Diversity	3
MTH 1260	Statistics	3
HST 1610	American History to 1877	3
COM 2110	Public Speaking	3
COM 2820	AA Capstone Course	1
Elective		3
<hr/>		
	Term Hours	16

##### Spring

EDU 2130	Families, Communities and Schools	3
HST 1620	American History Since 1877	3
PSY 2301	Educational Psychology	3
CPT 2070	Educational Technology	3
Elective		3
<hr/>		
	Term Hours	15
<hr/>		
	Total Hours	65

 Portfolio course

 Capstone course

## Course Electives

### Social and Behavioral Sciences (12 Credits)

Code	Title	Hours
PSY 1010	General Psychology	3
SOC 1010	Sociology (PSY 1010 can be used if not taken to fulfill requirement)	3
ANT 2411	Cultural Anthropology	3
ECN 1410	Macro Economics	3
POL 1010	Introduction to Political Science	3
ECN 1430	Micro Economics	3
PSY 1730	Abnormal Psychology	3
PSY 2150	Lifespan Psychology	3
PSY 2200	Social Psychology	3
PSY 2301	Educational Psychology	3
SOC 1200	Death and Dying	3
SOC 1210	Family Sociology	3
SOC 1320	American Cultural Diversity	3
SOC 2211	World Religions: History, Belief, and Practice	3
SOC 2300	Social Problems	3

### Arts and Humanities (12 Credits)

Code	Title	Hours
COM 1801	Creative Writing: Fiction	3
COM 2110	Public Speaking	3
HST 1011	Western Civilization I	3
HST 1012	Western Civilization II	3
HST 1610	American History to 1877	3
HST 1620	American History Since 1877	3
HST 2300	Technology and Civilization	3
HST 2510	History of Latin America	3
LIT 2210	Introduction to Literature	3
LIT 2215	Native American Literature	3
LIT 2227	Literature of Graphic Novels	3
LIT 2250	The American Short Story	3
LIT 2260	Fantasy Literature	3
LIT 2301	British Literature I	3
LIT 2305	Introduction to Shakespeare	3
LIT 2310	Literature and the Holocaust	3
LIT 2450	Themes in Literature and Film	3
PHL 1011	Introduction to Philosophy	3
THR 1010	Introduction to Theatre	3

### Mathematics (3-5 Credits)

Code	Title	Hours
MTH 1190	Finite Mathematics/Business	3
MTH 1260	Statistics	3
MTH 1370	College Algebra	4
MTH 1430	Trigonometry	3
MTH 1611	Business Calculus	5
MTH 1711	Calculus I	5
MTH 2660	Calculus III	4
MTH 1721	Calculus II	5

MTH 2670	Differential Equations	4	SPN 2010	Intermediate Spanish I	3
MTH 2680	Elementary Linear Algebra	4	SPN 2020	Intermediate Spanish II	3

### Information Literacy (3 Credits)

Code	Title	Hours
CPT 1250	Computer Applications in the Workplace	3

### Sciences (8 Credits)

Code	Title	Hours
CHM 1110	Introductory General Chemistry	4
CHM 1120	Introductory Organic and Biochem	4
PHY 1120	Physics I	4
PHY 1130	Physics II	4
BIO 1090	Concepts in Biology	4
BIO 1400	Microbiology	4
BIO 1110	Anatomy and Physiology I	4
BIO 1120	Anatomy and Physiology II	4
BIO 2121	Introduction to Human Genetics	4
GLG 1000	Physical Geology	4

### English Composition and Literature (6 Credits)

Code	Title	Hours
COM 1110	English Composition	3
COM 1140	Technical Writing	3
COM 1160	Business Communications	3
COM 1200	Writing in the Sciences	3
COM 2213	Verbal Judo	3
COM 2400	Composition and Literature	3

### Other Approved Course Electives

Code	Title	Hours
<b>Accounting</b>		
ACC 1010	Corporate Accounting Principles	4
ACC 1020	Managerial Accounting Principles	4
<b>Medical Terminology</b>		
BHS 1390	Medical Terminology	2
<b>Business</b>		
BUS 2100	Business Law	3
<b>Electronic Engineering Technology</b>		
EET 1110	Circuit Analysis I	3
EET 1130	Electronics	4
<b>Human Service</b>		
HUM 1111	Introduction to Social Work	3
<b>Mechanical Engineering Design</b>		
MET 1000	Engineering Graphics with AutoCAD	4
<b>Mechanical Engineering Technology</b>		
MET 1020	Material Science	3
MET 2210	Strength of Materials	3
<b>Marketing</b>		
MKT 1010	Principles of Marketing	3
<b>Spanish</b>		
SPN 1010	Beginning Spanish Language I	3
SPN 1020	Beginning Spanish Language II	3

### Other Requirements

Hours	Code	Title	Hours
3	COM 2820	AA Capstone Course	1
	SDE 1010	First Year Experience	1
		Portfolio Course	
		Capstone Course	

### English Writing/Literature Concentration

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 Office: 205R Galvin Hall

The English Writing / Literature concentration is for the student who intends to transfer to a four-year college or university for further study in areas including the following: Communication, English, Pre-law, and others. To complete the concentration a student must complete the Associate of Arts distribution requirements and an additional nine credit hours of courses listed in the concentration.

### English Writing/Literature Concentration

#### Associate of Arts Degree

#### Structured Course Sequence (4 Semester Plan)

Hours	Fall	Spring	Hours
	SDE 1010	First Year Experience	1
	COM 1110	English Composition	3
	Mathematics Elective		3-5
	CPT 1250	Computer Applications in the Workplace	3
	PSY 1010 or SOC 1010	General Psychology or Sociology	3
	Term Hours		13-15
	<b>Spring</b>		
	COM 2400	Composition and Literature	3
	LIT 2210	Introduction to Literature	3
	Social and Behavioral Sciences Elective		3
	Concentration Elective		3
	Elective		3
	Term Hours		15
	<b>Second Year</b>		
	<b>Fall</b>		
	HST 1610	American History to 1877	3

Social and Behavioral Sciences Elective	3
Arts and Humanities Elective	3
Science Sequence Concentration Elective	3
<b>Term Hours</b>	<b>16</b>
<b>Spring</b>	
COM 2820   AA Capstone Course	1
Social and Behavioral Sciences Elective	3
Arts and Humanities Elective	3
Science Sequence Concentration Elective	3
<b>Term Hours</b>	<b>18</b>
<b>Total Hours</b>	<b>62-64</b>

- Portfolio Course
- Capstone Course

## Course Electives

### Social and Behavioral Sciences (12 Credits)

Code	Title	Hours
PSY 1010	General Psychology	3
SOC 1010	Sociology (PSY 1010 can be used if not taken to fulfill requirement)	3
ANT 2411	Cultural Anthropology	3
ECN 1410	Macro Economics	3
POL 1010	Introduction to Political Science	3
ECN 1430	Micro Economics	3
PSY 1730	Abnormal Psychology	3
PSY 2150	Lifespan Psychology	3
PSY 2200	Social Psychology	3
PSY 2301	Educational Psychology	3
SOC 1200	Death and Dying	3
SOC 1210	Family Sociology	3
SOC 1320	American Cultural Diversity	3
SOC 2211	World Religions: History, Belief, and Practice	3
SOC 2300	Social Problems	3

### Arts and Humanities (12 Credits)

Code	Title	Hours
COM 1801	Creative Writing: Fiction	3
COM 2110	Public Speaking	3

HST 1011	Western Civilization I	3
HST 1012	Western Civilization II	3
HST 1610	American History to 1877	3
HST 1620	American History Since 1877	3
HST 2300	Technology and Civilization	3
HST 2510	History of Latin America	3
LIT 2210	Introduction to Literature	3
LIT 2215	Native American Literature	3
LIT 2227	Literature of Graphic Novels	3
LIT 2250	The American Short Story	3
LIT 2260	Fantasy Literature	3
LIT 2301	British Literature I	3
LIT 2305	Introduction to Shakespeare	3
LIT 2310	Literature and the Holocaust	3
LIT 2450	Themes in Literature and Film	3
PHL 1011	Introduction to Philosophy	3
THR 1010	Introduction to Theatre	3

### Mathematics (3-5 Credits)

Code	Title	Hours
MTH 1190	Finite Mathematics/Business	3
MTH 1260	Statistics	3
MTH 1370	College Algebra	4
MTH 1430	Trigonometry	3
MTH 1611	Business Calculus	5
MTH 1711	Calculus I	5
MTH 2660	Calculus III	4
MTH 1721	Calculus II	5
MTH 2670	Differential Equations	4
MTH 2680	Elementary Linear Algebra	4

### Information Literacy (3 Credits)

Code	Title	Hours
CPT 1250	Computer Applications in the Workplace	3

### Sciences (8 Credits)

Code	Title	Hours
CHM 1110	Introductory General Chemistry	4
CHM 1120	Introductory Organic and Biochem	4
PHY 1120	Physics I	4
PHY 1130	Physics II	4
BIO 1090	Concepts in Biology	4
BIO 1400	Microbiology	4
BIO 1110	Anatomy and Physiology I	4
BIO 1120	Anatomy and Physiology II	4
BIO 2121	Introduction to Human Genetics	4
GLG 1000	Physical Geology	4




### English Composition and Literature (6 Credits)

Code	Title	Hours
COM 1110	English Composition	3
COM 1140	Technical Writing	3
COM 1160	Business Communications	3






COM 1200	Writing in the Sciences	3
COM 2213	Verbal Judo	3
COM 2400	Composition and Literature	3

## Other Approved Course Electives

Code	Title	Hours
<b>Accounting</b>		
ACC 1010	Corporate Accounting Principles	4
ACC 1020 	Managerial Accounting Principles	4
<b>Medical Terminology</b>		
BHS 1390	Medical Terminology	2
<b>Business</b>		
BUS 2100	Business Law	3
<b>Electronic Engineering Technology</b>		
EET 1110	Circuit Analysis I	3
EET 1130	Electronics	4
<b>Human Service</b>		
HUM 1111 	Introduction to Social Work	3
<b>Mechanical Engineering Design</b>		
MET 1000	Engineering Graphics with AutoCAD	4
<b>Mechanical Engineering Technology</b>		
MET 1020	Material Science	3
MET 2210	Strength of Materials	3
<b>Marketing</b>		
MKT 1010 	Principles of Marketing	3
<b>Spanish</b>		
SPN 1010	Beginning Spanish Language I	3
SPN 1020	Beginning Spanish Language II	3
SPN 2010	Intermediate Spanish I	3
SPN 2020	Intermediate Spanish II	3

## Other Requirements

Code	Title	Hours
COM 2820 	AA Capstone Course	1
		
SDE 1010 	First Year Experience	1

 Portfolio Course

 Capstone Course

## History Concentration

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 Office: 205R Galvin Hall





The History concentration is for the student who intends to transfer to a four-year college or university for further study in areas including: History, Political Science, Pre-law, and others. To complete the concentration a student must complete the Associate of Arts distribution requirements and an additional six credit hours of courses listed in the concentration.

## History Concentration

### Associate of Arts Degree

#### Structured Course Sequence (4 Semester Plan)



##### First Year

Hours	Fall	Hours
	SDE 1010 	First Year Experience
	COM 1110 	English Composition
	Mathematics Elective	3-5
	CPT 1250	Computer Applications in the Workplace
	HST 1610 	American History to 1877
	<hr/>	
	Term Hours	13-15
	<b>Spring</b>	
	COM 2400	Composition and Literature
	HST 1620	American History Since 1877
	PSY 1010 	General Psychology
	or SOC 1010	or Sociology
	Elective	3-4
	Elective	3-4
	<hr/>	
	Term Hours	15-17

##### Second Year

Hours	Fall	Hours
	HST 2300	Technology and Civilization
	POL 1010	Introduction to Political Science
	Arts and Humanities Elective	3
	Science Sequence	4
	Social and Behavioral Sciences Elective	3
	<hr/>	
	Term Hours	16

##### Spring

	COM 2820 	 AA Capstone Course	1
	Social and Behavioral Sciences Elective		3
	Arts and Humanities Elective		3
	Science Sequence		4
	HST 2510	History of Latin America	3
	<hr/>		
	Term Hours		14
	<hr/>		
	Total Hours		58-62

 Portfolio Course

 Capstone Course



## Course Electives

### Social and Behavioral Sciences (12 Credits)

Code	Title	Hours
PSY 1010	General Psychology	3
SOC 1010	Sociology (PSY 1010 can be used if not taken to fulfill requirement)	3
ANT 2411	Cultural Anthropology	3
ECN 1410	Macro Economics	3
POL 1010	Introduction to Political Science	3
ECN 1430	Micro Economics	3
PSY 1730	Abnormal Psychology	3
PSY 2150	Lifespan Psychology	3
PSY 2200	Social Psychology	3
PSY 2301	Educational Psychology	3
SOC 1200	Death and Dying	3
SOC 1210	Family Sociology	3
SOC 1320	American Cultural Diversity	3
SOC 2211	World Religions: History, Belief, and Practice	3
SOC 2300	Social Problems	3

### Arts and Humanities (12 Credits)

Code	Title	Hours
COM 1801	Creative Writing: Fiction	3
COM 2110	Public Speaking	3
HST 1011	Western Civilization I	3
HST 1012	Western Civilization II	3
HST 1610	American History to 1877	3
HST 1620	American History Since 1877	3
HST 2300	Technology and Civilization	3
HST 2510	History of Latin America	3
LIT 2210	Introduction to Literature	3
LIT 2215	Native American Literature	3
LIT 2227	Literature of Graphic Novels	3
LIT 2250	The American Short Story	3
LIT 2260	Fantasy Literature	3
LIT 2301	British Literature I	3
LIT 2305	Introduction to Shakespeare	3
LIT 2310	Literature and the Holocaust	3
LIT 2450	Themes in Literature and Film	3
PHL 1011	Introduction to Philosophy	3
THR 1010	Introduction to Theatre	3

### Mathematics (3-5 Credits)

Code	Title	Hours
MTH 1190	Finite Mathematics/Business	3
MTH 1260	Statistics	3
MTH 1370	College Algebra	4
MTH 1430	Trigonometry	3
MTH 1611	Business Calculus	5
MTH 1711	Calculus I	5
MTH 2660	Calculus III	4
MTH 1721	Calculus II	5

MTH 2670	Differential Equations	4
MTH 2680	Elementary Linear Algebra	4

### Information Literacy (3 Credits)

Code	Title	Hours
CPT 1250	Computer Applications in the Workplace	3

### Sciences (8 Credits)

Code	Title	Hours
CHM 1110	Introductory General Chemistry	4
CHM 1120	Introductory Organic and Biochem	4
PHY 1120	Physics I	4
PHY 1130	Physics II	4
BIO 1090	Concepts in Biology	4
BIO 1400	Microbiology	4
BIO 1110	Anatomy and Physiology I	4
BIO 1120	Anatomy and Physiology II	4
BIO 2121	Introduction to Human Genetics	4
GLG 1000	Physical Geology	4

### English Composition and Literature (6 Credits)




Code	Title	Hours
COM 1110	English Composition	3
COM 1140	Technical Writing	3
COM 1160	Business Communications	3
COM 1200	Writing in the Sciences	3
COM 2213	Verbal Judo	3
COM 2400	Composition and Literature	3

### Other Approved Course Electives

Code	Title	Hours
<b>Accounting</b>		
ACC 1010	Corporate Accounting Principles	4
ACC 1020	Managerial Accounting Principles	4
<b>Medical Terminology</b>		
BHS 1390	Medical Terminology	2
<b>Business</b>		
BUS 2100	Business Law	3
<b>Electronic Engineering Technology</b>		
EET 1110	Circuit Analysis I	3
EET 1130	Electronics	4
<b>Human Service</b>		
HUM 1111	Introduction to Social Work	3
<b>Mechanical Engineering Design</b>		
MET 1000	Engineering Graphics with AutoCAD	4
<b>Mechanical Engineering Technology</b>		
MET 1020	Material Science	3
MET 2210	Strength of Materials	3
<b>Marketing</b>		
MKT 1010	Principles of Marketing	3
<b>Spanish</b>		
SPN 1010	Beginning Spanish Language I	3
SPN 1020	Beginning Spanish Language II	3

SPN 2010	Intermediate Spanish I	3
SPN 2020	Intermediate Spanish II	3

## Other Requirements

Code	Title	Hours
COM 2820 	AA Capstone Course	1
		
SDE 1010 	First Year Experience	1

 Portfolio Course

 Capstone Course

## Sociology Concentration

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The Sociology concentration is for the student who intends to either pursue a bachelor's degree in sociology or related social science discipline at a four-year college or university or to seek entry-level employment working with diverse populations. Sociology is the scientific study of society and human social behavior. Sociologists analyze how groups think and interact while promoting an understanding of the effects of social categories such as sex, gender, class, race, ethnicity, and age on people's daily lives. The sociology concentration emphasizes the development of critical and analytical thinking and writing skills. The course offerings assure that students learn the foundations of sociology while allowing students to focus their electives in areas that interest them. To complete the concentration, students must complete the Associate of Arts distribution requirements and an additional six credit hours of courses listed in the concentration.

## Sociology Concentration


### Associate of Arts Degree

#### Structured Course Sequence (4 Semester Plan)

##### First Year

Code	Title	Hours
SDE 1010 	First Year Experience	1
COM 1110 	English Composition	3
Mathematics Elective		3-5
CPT 1250	Computer Applications in the Workplace	3
SOC 1010 	Sociology	3
Term Hours		13-15

##### Spring



COM 2400	Composition and Literature	3
Arts and Humanities Elective		3
SOC 1200	Death and Dying	3
PSY 1010 	General Psychology	3
Elective		4
Term Hours		16

## Second Year

### Fall

HST 1620	American History Since 1877	3
SOC 1320	American Cultural Diversity	3
Arts and Humanities Elective		3
Science Sequence		4
SOC 2300	Social Problems	3
Term Hours		16

### Spring



COM 2820 	 AA Capstone Course	1
SOC 1210	Family Sociology	3
Arts and Humanities Elective		3
Science Sequence		4
Elective		3
Elective		3
Term Hours		17
Total Hours		62-64

 Portfolio Course

 Capstone Course

## Course Electives

### Social and Behavioral Sciences (12 Credits)

Code	Title	Hours
PSY 1010 	General Psychology	3
SOC 1010 	Sociology (PSY 1010 can be used if not taken to fulfill requirement)	3
ANT 2411	Cultural Anthropology	3
ECN 1410	Macro Economics	3
POL 1010	Introduction to Political Science	3
ECN 1430	Micro Economics	3
PSY 1730	Abnormal Psychology	3
PSY 2150	Lifespan Psychology	3
PSY 2200	Social Psychology	3
PSY 2301	Educational Psychology	3
SOC 1200	Death and Dying	3
SOC 1210	Family Sociology	3
SOC 1320	American Cultural Diversity	3
SOC 2211	World Religions: History, Belief, and Practice	3
SOC 2300	Social Problems	3

### Arts and Humanities (12 Credits)

Code	Title	Hours
COM 1801	Creative Writing: Fiction	3
COM 2110	Public Speaking	3
HST 1011	Western Civilization I	3
HST 1012	Western Civilization II	3

HST 1610	American History to 1877	3
HST 1620	American History Since 1877	3
HST 2300	Technology and Civilization	3
HST 2510	History of Latin America	3
LIT 2210	Introduction to Literature	3
LIT 2215	Native American Literature	3
LIT 2227	Literature of Graphic Novels	3
LIT 2250	The American Short Story	3
LIT 2260	Fantasy Literature	3
LIT 2301	British Literature I	3
LIT 2305	Introduction to Shakespeare	3
LIT 2310	Literature and the Holocaust	3
LIT 2450	Themes in Literature and Film	3
PHL 1011	Introduction to Philosophy	3
THR 1010	Introduction to Theatre	3

### Mathematics (3-5 Credits)

Code	Title	Hours
MTH 1190	Finite Mathematics/Business	3
MTH 1260	Statistics	3
MTH 1370	College Algebra	4
MTH 1430	Trigonometry	3
MTH 1611	Business Calculus	5
MTH 1711	Calculus I	5
MTH 2660	Calculus III	4
MTH 1721	Calculus II	5
MTH 2670	Differential Equations	4
MTH 2680	Elementary Linear Algebra	4

### Information Literacy (3 Credits)

Code	Title	Hours
CPT 1250	Computer Applications in the Workplace	3

### Sciences (8 Credits)

Code	Title	Hours
CHM 1110	Introductory General Chemistry	4
CHM 1120	Introductory Organic and Biochem	4
PHY 1120	Physics I	4
PHY 1130	Physics II	4
BIO 1090	Concepts in Biology	4
BIO 1400	Microbiology	4
BIO 1110	Anatomy and Physiology I	4
BIO 1120	Anatomy and Physiology II	4
BIO 2121	Introduction to Human Genetics	4
GLG 1000	Physical Geology	4

### English Composition and Literature (6 Credits)

Code	Title	Hours
COM 1110	English Composition	3
COM 1140	Technical Writing	3
COM 1160	Business Communications	3
COM 1200	Writing in the Sciences	3

COM 2213	Verbal Judo	3
COM 2400	Composition and Literature	3

### Other Approved Course Electives

Code	Title	Hours
<b>Accounting</b>		
ACC 1010	Corporate Accounting Principles	4
ACC 1020	Managerial Accounting Principles	4
<b>Medical Terminology</b>		
BHS 1390	Medical Terminology	2
<b>Business</b>		
BUS 2100	Business Law	3
<b>Electronic Engineering Technology</b>		
EET 1110	Circuit Analysis I	3
EET 1130	Electronics	4
<b>Human Service</b>		
HUM 1111	Introduction to Social Work	3
<b>Mechanical Engineering Design</b>		
MET 1000	Engineering Graphics with AutoCAD	4
<b>Mechanical Engineering Technology</b>		
MET 1020	Material Science	3
MET 2210	Strength of Materials	3
<b>Marketing</b>		
MKT 1010	Principles of Marketing	3
<b>Spanish</b>		
SPN 1010	Beginning Spanish Language I	3
SPN 1020	Beginning Spanish Language II	3
SPN 2010	Intermediate Spanish I	3
SPN 2020	Intermediate Spanish II	3

### Other Requirements

Code	Title	Hours
COM 2820	AA Capstone Course	1
SDE 1010	First Year Experience	1

- Portfolio Course
- Capstone Course







## Associate of Science Degree

Fernando Arzola, PhD, **Dean**  
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 Office: 260N Science Building

The Associate of Science is designed for students who plan to transfer to a Bachelor of Science degree at a four-year college or university and desire a broad-based liberal arts education. The Associate of Science has a more intentional mathematics and natural sciences orientation which prepares students for the Bachelor of Science degree, while also meeting the general education distribution requirements. In selecting courses for this degree, students are strongly encouraged to consult the specific academic plan in the College catalog, the faculty advisor, and the

four-year institution to which they intend to transfer in order to determine appropriate curriculum choices.

## Associate of Science Degree Structured Course Sequence (4 Semester Plan)

First Year		Hours
<b>First Semester</b>		
SDE 1010 	First Year Experience	1
COM 1110 	English Composition	3
Mathematics		3-5
Elective		
Science Elective		4
CPT 1250	Computer Applications in the Workplace	3
Term Hours		14-16
<b>Second Semester</b>		
COM 2400	Composition and Literature	3
Science Elective		4
Mathematics		3-5
PSY 1010 	General Psychology	3
or SOC 1010	or Sociology	
Elective		3
Term Hours		16-18
<b>Second Year</b>		
<b>First Semester</b>		
HST 1610 	American History to 1877	3
or HST 1620	or American History Since 1877	
Social and Behavioral Sciences Elective		3
Arts and Humanities		3
Elective		
Elective		3
Elective		3
Term Hours		15
<b>Second Semester</b>		
BIO 2820  	Associate of Science Capstone	1
Social and Behavioral Sciences Elective		3
Arts and Humanities		3
Elective		
Social and Behavioral Sciences Elective		3
Elective		3
Elective		3-4
Term Hours		16-17
Total Hours		61-66

 Portfolio course

 Capstone course

## Course Electives

### Social and Behavioral Sciences (12 Credits)

Code	Title	Hours
ANT 2411	Cultural Anthropology	3
PSY 1010	General Psychology	3
SOC 1010	Sociology	3
ECN 1410	Macro Economics	3
ECN 1430	Micro Economics	3
POL 1010	Introduction to Political Science	3
PSY 1730	Abnormal Psychology	3
PSY 2150	Lifespan Psychology	3
PSY 2200	Social Psychology	3
PSY 2301	Educational Psychology	3
SOC 1200	Death and Dying	3
SOC 1210	Family Sociology	3
SOC 1320	American Cultural Diversity	3
SOC 2211	World Religions: History, Belief, and Practice	3
SOC 2300	Social Problems	3

### Arts and Humanities (9 Credits)

Code	Title	Hours
COM 1801	Creative Writing: Fiction	3
COM 2110	Public Speaking	3
HST 1011	Western Civilization I	3
HST 1012	Western Civilization II	3
HST 1610	American History to 1877	3
HST 1620	American History Since 1877	3
HST 2300	Technology and Civilization	3
HST 2510	History of Latin America	3
LIT 2210	Introduction to Literature	3
LIT 2215	Native American Literature	3
LIT 2227	Literature of Graphic Novels	3
LIT 2250	The American Short Story	3
LIT 2260	Fantasy Literature	3
LIT 2301	British Literature I	3
LIT 2310	Literature and the Holocaust	3
LIT 2450	Themes in Literature and Film	3
PHL 1011	Introduction to Philosophy	3
THR 1010	Introduction to Theatre	3

### Mathematics (6-10 Credits)

Code	Title	Hours
MTH 1190	Finite Mathematics/Business	3
MTH 1260	Statistics	3
MTH 1370	College Algebra	4
MTH 1430	Trigonometry	3
MTH 1711	Calculus I	5
MTH 1721	Calculus II	5
MTH 2660	Calculus III	4
MTH 2670	Differential Equations	4
MTH 2680	Elementary Linear Algebra	4

### Information Literacy (3 Credits)

Code	Title	Hours
CPT 1250	Computer Applications in the Workplace	3

### Sciences (8 Credits)

Code	Title	Hours
CHM 1110	General Chemistry I	4
CHM 1120	Introductory Organic and Biochemistry	4
PHY 1120	Physics I	4
PHY 1130	Physics II	4
BIO 1090	Concepts in Biology	4
BIO 1400	Microbiology	4
BIO 1110	Anatomy and Physiology I	4
BIO 1120	Anatomy and Physiology II	4
BIO 2121	Introduction to Human Genetics	4
GLG 1000	Physical Geology	4
GLG 1004	Historical Geology	4

### English Composition and Literature (6 Credits)

Code	Title	Hours
COM 1110	English Composition	3
COM 1140	Technical Writing	3
COM 1160	Business Communications	3
COM 1200	Writing in the Sciences	3
COM 2213	Verbal Judo	3
COM 2400	Composition and Literature	3

### Other Approved Course Electives

Code	Title	Hours
<b>Accounting</b>		
ACC 1010	Corporate Accounting Principles	4
ACC 1020	Managerial Accounting Principles	4
<b>Health</b>		
BHS 1390	Medical Terminology	2
DTN 1000	Basic Nutrition	2
<b>Business</b>		
BUS 2100	Business Law	3
<b>Electronic Engineering Technology</b>		
EET 1110	Circuit Analysis I	3
EET 1120	Circuit Analysis II	3
EET 1130	Electronics	4
EET 1330	Digital Circuits	4
<b>Human Service</b>		
HUM 1111	Introduction to Social Work	3
<b>Mechanical Engineering Design</b>		
MET 1000	Engineering Graphics with AutoCAD	4
<b>Mechanical Engineering Technology</b>		
MET 1020	Material Science	3
MET 2210	Strength of Materials	3
<b>Marketing</b>		
MKT 1010	Principles of Marketing	3
<b>Spanish</b>		

SPN 1010	Beginning Spanish Language I	3
SPN 1020	Beginning Spanish Language II	3
SPN 2010	Intermediate Spanish I	3
SPN 2020	Intermediate Spanish II	3

**Education**

EDU 1000	Introduction to Education	3
EDU 1050	Introductory Child Development	3
EDU 2030	Individuals with Exceptionalities	3
EDU 2130	Families, Communities and Schools	3

**Other**

LAW 1210	Criminology	3
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## Other Requirements

Code	Title	Hours
BIO 2820	Associate of Science Capstone	1
SDE 1010	First Year Experience	1

 Portfolio Course

 Capstone Course

## Concentrations

- Business (p. 37)
- Environmental, Health & Safety (p. 37)
- Pre-Health (p. 39)
- Psychology (p. 41)

## General Requirements

The Associate of Science degree requires successful completion of a minimum of 62 semester credit hours chosen from the list of identified transfer level courses. Two additional credit hours are required: SDE 1010 First Year Experience (1 hr.) and the AS capstone course, BIO 2820 Associate of Science Capstone (1 hr.) meaning that a minimum of 62 semester credit hours are required to obtain the degree. In addition, students must complete (at a minimum) the specified number of credit hours in each required distribution area.

Code	Title	Hours
<b>Required Distribution</b>		
English Composition and Literature		6
Social and Behavioral Sciences		12
Arts and Humanities		9
Sciences and Mathematics		14
<b>Minimum Distribution Requirements</b>		41
<b>Other Requirements</b>		
SDE 1010	First Year Experience	1
BIO 2820	Associate of Science Capstone	1
Information Literacy Course		3
<b>Additional Electives</b>		16
<b>Total Minimum Degree Requirements</b>		62

## Business Concentration

Cara Rex, MACC, **Chair**  
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## Business Concentration

### Associate of Science Degree

#### Structured Course Sequence (4 Semester Plan)

**First Year**

<b>First Semester</b>		<b>Hours</b>
SDE 1010	First Year Experience	1
COM 1110	English Composition	3
Mathematics Elective		3-5
ACC 1010	Corporate Accounting Principles	4
PSY 1010	General Psychology	3
CPT 1250	Computer Applications in the Workplace	3
Term Hours		17-19

**Second Semester**

COM 1160	Business Communications	3
ACC 1020	Managerial Accounting Principles	4
Mathematics Elective		3-5
BUS 2100	Business Law	3
ECN 1430	Micro Economics	3
Term Hours		16-18

**Second Year****First Semester**

HST 1610	American History to 1877	3
Science Sequence		4
COM 2110	Public Speaking	3
ECN 1410	Macro Economics	3
MKT 1010	Principles of Marketing	3
Term Hours		16

**Second Semester**

BIO 2820	Associate of Science Capstone	1
Science Sequence		4
HST 1620	American History Since 1877	3
SOC 1010	Sociology	3
Elective		3
Term Hours		14
Total Hours		63-67

 Portfolio course

 Capstone course

## Environmental, Health & Safety Concentration

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# Environmental, Health & Safety Concentration

## Associate of Science Degree

### Structured Course Sequence (4 Semester Plan)

#### First Year

##### First Semester

		Hours
BIO 1090	Concepts in Biology	4
COM 1110	English Composition	3
CPT 1250	Computer Applications in the Workplace	3
MTH 1370	College Algebra	4
SOC 1010	Sociology	3
SDE 1010	First Year Experience	1
Term Hours		18

##### Second Semester

BIO 1400	Microbiology	4
COM 1140	Technical Writing	3
ENV 1210	Environmental Laws and Regulations	3
HST 2300	Technology and Civilization	3
MTH 1430	Trigonometry	3
Term Hours		16

#### Summer

CHM 1110	General Chemistry I	4
ENV 1000	Introduction to EHS Technology	3
ENV 2500	OSHA 40-hr Training	2
Term Hours		9

#### Second Year

##### First Semester

COM 2110	Public Speaking	3
COM 2400	Composition and Literature	3
CHM 1120	Introductory Organic and Biochemistry	4
ENV 2400	Properties of HAZMAT	3
HST 1610	American History to 1877	3
Term Hours		16

##### Second Semester

COM 1200	Writing in the Sciences	3
ECN 1410	Macro Economics	3
ENV 2970	AS EHS Capstone Project	1
PSY 1010	General Psychology	3
SOC 1320	American Cultural Diversity	3
Term Hours		13

Total Hours 72

 Portfolio course

 Capstone course

## Course Electives

### Social and Behavioral Sciences (12 Credits)

Code	Title	Hours
ANT 2411	Cultural Anthropology	3
ECN 1410	Macro Economics	3

ECN 1430	Micro Economics	3
POL 1010	Introduction to Political Science	3
PSY 1010	General Psychology	3
PSY 1730	Abnormal Psychology	3
PSY 2150	Lifespan Psychology	3
PSY 2200	Social Psychology	3
PSY 2301	Educational Psychology	3
SOC 1010	Sociology	3
SOC 1200	Death and Dying	3
SOC 1210	Family Sociology	3
SOC 1320	American Cultural Diversity	3
SOC 2211	World Religions: History, Belief, and Practice	3
SOC 2300	Social Problems	3

### Arts and Humanities (9 Credits)

Code	Title	Hours
COM 1801	Creative Writing: Fiction	3
COM 2110	Public Speaking	3
HST 1011	Western Civilization I	3
HST 1012	Western Civilization II	3
HST 1610	American History to 1877	3
HST 1620	American History Since 1877	3
HST 2300	Technology and Civilization	3
HST 2510	History of Latin America	3
LIT 2210	Introduction to Literature	3
LIT 2215	Native American Literature	3
LIT 2227	Literature of Graphic Novels	3
LIT 2250	The American Short Story	3
LIT 2260	Fantasy Literature	3
LIT 2301	British Literature I	3
LIT 2305	Introduction to Shakespeare	3
LIT 2310	Literature and the Holocaust	3
LIT 2450	Themes in Literature and Film	3
PHL 1011	Introduction to Philosophy	3
THR 1010	Introduction to Theatre	3

### Mathematics (6-10 Credits)

Code	Title	Hours
MTH 1190	Finite Mathematics/Business	3
MTH 1260	Statistics	3
MTH 1370	College Algebra	4
MTH 1430	Trigonometry	3
MTH 1611	Business Calculus	5
MTH 1711	Calculus I	5
MTH 1721	Calculus II	5
MTH 2660	Calculus III	4
MTH 2670	Differential Equations	4
MTH 2680	Elementary Linear Algebra	4

### Information Literacy (3 Credits)

Code	Title	Hours
CPT 1250	Computer Applications in the Workplace	3



**Sciences (8 Credits)**

Code	Title	Hours
CHM 1110	Introductory General Chemistry	4
CHM 1120	Introductory Organic and Biochem	4
PHY 1120	Physics I	4
PHY 1130	Physics II	4
BIO 1090	Concepts in Biology	4
BIO 1400	Microbiology	4
BIO 1110	Anatomy and Physiology I	4
BIO 1120	Anatomy and Physiology II	4
BIO 2121	Introduction to Human Genetics	4
GLG 1000	Physical Geology	4

**English Composition and Literature (6 Credits)**

Code	Title	Hours
COM 1110	English Composition	3
COM 1140	Technical Writing	3
COM 1160	Business Communications	3
COM 1200	Writing in the Sciences	3
COM 2213	Verbal Judo	3
COM 2400	Composition and Literature	3

**Other Approved Course Electives**

Code	Title	Hours
<b>Accounting</b>		
ACC 1010	Corporate Accounting Principles	4
ACC 1020	Managerial Accounting Principles	4
<b>Medical Terminology</b>		
BHS 1390	Medical Terminology	2
<b>Business</b>		
BUS 2100	Business Law	3
<b>Electronic Engineering Technology</b>		
EET 1110	Circuit Analysis I	3
EET 1130	Electronics	4
<b>Human Service</b>		
HUM 1111	Introduction to Social Work	3
<b>Mechanical Engineering Design</b>		
MET 1000	Engineering Graphics with AutoCAD	4
<b>Mechanical Engineering Technology</b>		
MET 1020	Material Science	3
MET 2210	Strength of Materials	3
<b>Marketing</b>		
MKT 1010	Principles of Marketing	3
<b>Spanish</b>		
SPN 1010	Beginning Spanish Language I	3
SPN 1020	Beginning Spanish Language II	3
SPN 2010	Intermediate Spanish I	3
SPN 2020	Intermediate Spanish II	3

**Other Requirements**

Code	Title	Hours
BIO 2820	Associate of Science Capstone	1
SDE 1010	First Year Experience	1

Portfolio Course

Capstone Course

**Pre-Health Concentration**

Angela Heaton, MSED

**Assistant Dean Health Sciences/Allied Health - Program Director**

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Email: heaton.a@RhodesState.edu

Office: 102B Tech Edu Lab

**Pre-Health Concentration****Associate of Science Degree****Structured Course Sequence (4 Semester Plan)****First Year**

First Semester	Hours	
SDE 1010	First Year Experience	1
COM 1110	English Composition	3
Mathematics Elective		3-4
BIO 1110	Anatomy and Physiology I	4
PSY 1010	General Psychology	3
Term Hours		14-15

**Second Semester**

BIO 1120	Anatomy and Physiology II	4
COM 2110	Public Speaking	3
SOC 1010	Sociology	3
CPT 1250	Computer Applications in the Workplace	3
HST 1620	American History Since 1877	3
Term Hours		16

**Second Year****First Semester**

Elective		3
BIO 1400 or CHM 1120	Microbiology or Introductory Organic and Biochemistry	4
SOC 1200	Death and Dying	3
BHS 1390	Medical Terminology	2
Approved Elective		3
Approved Elective		3
Term Hours		18

<b>Second Semester</b>		
BIO 2820	Associate of Science Capstone	1
Social and Behavioral Elective		3




Arts and Humanities	3
Approved Elective	3
Approved Elective	3
Approved Elective	3
<b>Term Hours</b>	<b>16</b>
<b>Total Hours</b>	<b>64-65</b>

 Portfolio course


 Capstone course

## Course Electives

### Social and Behavioral Sciences (12 Credits)

Code	Title	Hours
ANT 2411	Cultural Anthropology	3
ECN 1410	Macro Economics	3
ECN 1430	Micro Economics	3
POL 1010	Introduction to Political Science	3
PSY 1010 	General Psychology	3
PSY 1730	Abnormal Psychology	3
PSY 2150	Lifespan Psychology	3
PSY 2200	Social Psychology	3
PSY 2301	Educational Psychology	3
SOC 1010 	Sociology	3
SOC 1200	Death and Dying	3
SOC 1210	Family Sociology	3
SOC 1320	American Cultural Diversity	3
SOC 2211	World Religions: History, Belief, and Practice	3
SOC 2300	Social Problems	3

### Arts and Humanities (9 Credits)

Code	Title	Hours
COM 1801	Creative Writing: Fiction	3
COM 2110	Public Speaking	3
HST 1011	Western Civilization I	3
HST 1012	Western Civilization II	3
HST 1610 	American History to 1877	3
HST 1620	American History Since 1877	3
HST 2300	Technology and Civilization	3
HST 2510	History of Latin America	3
LIT 2210	Introduction to Literature	3
LIT 2215	Native American Literature	3
LIT 2227	Literature of Graphic Novels	3
LIT 2250	The American Short Story	3
LIT 2260	Fantasy Literature	3
LIT 2301	British Literature I	3
LIT 2305	Introduction to Shakespeare	3
LIT 2310	Literature and the Holocaust	3
LIT 2450	Themes in Literature and Film	3

PHL 1011	Introduction to Philosophy	3
THR 1010	Introduction to Theatre	3

### Mathematics (6-10 Credits)

Code	Title	Hours
MTH 1190	Finite Mathematics/Business	3
MTH 1260	Statistics	3
MTH 1370	College Algebra	4
MTH 1430	Trigonometry	3
MTH 1611	Business Calculus	5
MTH 1711	Calculus I	5
MTH 1721	Calculus II	5
MTH 2660	Calculus III	4
MTH 2670	Differential Equations	4
MTH 2680	Elementary Linear Algebra	4


### Information Literacy (3 Credits)

Code	Title	Hours
CPT 1250	Computer Applications in the Workplace	3


### Sciences (8 Credits)

Code	Title	Hours
CHM 1110	Introductory General Chemistry	4
CHM 1120	Introductory Organic and Biochem	4
PHY 1120	Physics I	4
PHY 1130	Physics II	4
BIO 1090	Concepts in Biology	4
BIO 1400	Microbiology	4
BIO 1110	Anatomy and Physiology I	4
BIO 1120	Anatomy and Physiology II	4
BIO 2121	Introduction to Human Genetics	4
GLG 1000	Physical Geology	4

### English Composition and Literature (6 Credits)

Code	Title	Hours
COM 1110 	English Composition	3
COM 1140	Technical Writing	3
COM 1160	Business Communications	3
COM 1200	Writing in the Sciences	3
COM 2213	Verbal Judo	3
COM 2400	Composition and Literature	3

### Other Approved Course Electives

Code	Title	Hours
<b>Accounting</b>		
ACC 1010	Corporate Accounting Principles	4
ACC 1020 	Managerial Accounting Principles	4
<b>Medical Terminology</b>		
BHS 1390	Medical Terminology	2
<b>Business</b>		
BUS 2100	Business Law	3
<b>Electronic Engineering Technology</b>		
EET 1110	Circuit Analysis I	3

EET 1130	Electronics	4
<b>Human Service</b>		
HUM 1111	Introduction to Social Work	3
<b>Mechanical Engineering Design</b>		
MET 1000	Engineering Graphics with AutoCAD	4
<b>Mechanical Engineering Technology</b>		
MET 1020	Material Science	3
MET 2210	Strength of Materials	3
<b>Marketing</b>		
MKT 1010	Principles of Marketing	3
<b>Spanish</b>		
SPN 1010	Beginning Spanish Language I	3
SPN 1020	Beginning Spanish Language II	3
SPN 2010	Intermediate Spanish I	3
SPN 2020	Intermediate Spanish II	3

## Other Requirements

Code	Title	Hours
BIO 2820	Associate of Science Capstone	1
SDE 1010	First Year Experience	1

 Portfolio Course

 Capstone Course

## Psychology Concentration

Joseph Abbott, PhD, Chair

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The Psychology concentration is for the student who intends to either pursue a bachelor's degree in psychology or related mental health or public service discipline at a four-year college or university or to seek entry-level employment in human service settings and mental health facilities. Psychology offers a window into the way people think, feel and behave. The psychology curriculum is designed to ensure that students acquire the skills they need to understand human behavior and develop strong writing and critical thinking skills. To complete the concentration, students must complete the Associate of Science distribution requirements and an additional nine credit hours of courses listed in the concentration.

## Psychology Concentration

### Associate of Science Degree

#### Structured Course Sequence (4 Semester Plan)

##### First Year

First Semester	Hours
SDE 1010	1
COM 1110	3
Mathematics	3-5
Elective	
PSY 1010	3
CPT 1250	3

Elective	3
Term Hours	16-18

### Second Semester

COM 2400	Composition and Literature	3
Arts and Humanities		3
Elective		
Mathematics		3-5
SOC 1010	Sociology	3
PSY 1730	Abnormal Psychology	3
Term Hours		15-17

### Second Year

#### First Semester

HST 1620	American History Since 1877	3
PSY 2150	Lifespan Psychology	3
Science		4
Sequence		
SOC 1320	American Cultural Diversity	3
Elective		4
Term Hours		17

#### Second Semester

BIO 2820	Associate of Science Capstone or COM 2820 or AA Capstone Course	1
PSY 2200	Social Psychology	3
PSY 2301	Educational Psychology	3
Arts and Humanities		3
Elective		
Science		4
Sequence		
Term Hours		14
Total Hours		62-66

 Portfolio course

 Capstone course

The Psychology concentration can be taken as an Associate of Arts (AA) or Associate of Science (AS) degree. It depends upon the amount of Mathematics credit taken. Three hours are required for the AA and six are required for the AS. See your advisor for details.

## Course Electives

### Social and Behavioral Sciences (12 Credits)

Code	Title	Hours
ANT 2411	Cultural Anthropology	3
ECN 1410	Macro Economics	3
ECN 1430	Micro Economics	3
POL 1010	Introduction to Political Science	3
PSY 1010	General Psychology	3
PSY 1730	Abnormal Psychology	3
PSY 2150	Lifespan Psychology	3
PSY 2200	Social Psychology	3
PSY 2301	Educational Psychology	3
SOC 1010	Sociology	3

SOC 1200	Death and Dying	3
SOC 1210	Family Sociology	3
SOC 1320	American Cultural Diversity	3
SOC 2211	World Religions: History, Belief, and Practice	3
SOC 2300	Social Problems	3

### Arts and Humanities (9 Credits)

Code	Title	Hours
COM 1801	Creative Writing: Fiction	3
COM 2110	Public Speaking	3
HST 1011	Western Civilization I	3
HST 1012	Western Civilization II	3
HST 1610	American History to 1877	3
HST 1620	American History Since 1877	3
HST 2300	Technology and Civilization	3
HST 2510	History of Latin America	3
LIT 2210	Introduction to Literature	3
LIT 2215	Native American Literature	3
LIT 2227	Literature of Graphic Novels	3
LIT 2250	The American Short Story	3
LIT 2260	Fantasy Literature	3
LIT 2301	British Literature I	3
LIT 2305	Introduction to Shakespeare	3
LIT 2310	Literature and the Holocaust	3
LIT 2450	Themes in Literature and Film	3
PHL 1011	Introduction to Philosophy	3
THR 1010	Introduction to Theatre	3

### Mathematics (6-10 Credits)

Code	Title	Hours
MTH 1190	Finite Mathematics/Business	3
MTH 1260	Statistics	3
MTH 1370	College Algebra	4
MTH 1430	Trigonometry	3
MTH 1611	Business Calculus	5
MTH 1711	Calculus I	5
MTH 1721	Calculus II	5
MTH 2660	Calculus III	4
MTH 2670	Differential Equations	4
MTH 2680	Elementary Linear Algebra	4

### Information Literacy (3 Credits)

Code	Title	Hours
CPT 1250	Computer Applications in the Workplace	3

### Sciences (8 Credits)

Code	Title	Hours
CHM 1110	Introductory General Chemistry	4
CHM 1120	Introductory Organic and Biochem	4
PHY 1120	Physics I	4
PHY 1130	Physics II	4
BIO 1090	Concepts in Biology	4
BIO 1400	Microbiology	4

BIO 1110	Anatomy and Physiology I	4
BIO 1120	Anatomy and Physiology II	4
BIO 2121	Introduction to Human Genetics	4
GLG 1000	Physical Geology	4

### English Composition and Literature (6 Credits)

Code	Title	Hours
COM 1110	English Composition	3
COM 1140	Technical Writing	3
COM 1160	Business Communications	3
COM 1200	Writing in the Sciences	3
COM 2213	Verbal Judo	3
COM 2400	Composition and Literature	3

### Other Approved Course Electives

Code	Title	Hours
<b>Accounting</b>		
ACC 1010	Corporate Accounting Principles	4
ACC 1020	Managerial Accounting Principles	4
<b>Medical Terminology</b>		
BHS 1390	Medical Terminology	2
<b>Business</b>		
BUS 2100	Business Law	3
<b>Electronic Engineering Technology</b>		
EET 1110	Circuit Analysis I	3
EET 1130	Electronics	4
<b>Human Service</b>		
HUM 1111	Introduction to Social Work	3
<b>Mechanical Engineering Design</b>		
MET 1000	Engineering Graphics with AutoCAD	4
<b>Mechanical Engineering Technology</b>		
MET 1020	Material Science	3
MET 2210	Strength of Materials	3
<b>Marketing</b>		
MKT 1010	Principles of Marketing	3
<b>Spanish</b>		
SPN 1010	Beginning Spanish Language I	3
SPN 1020	Beginning Spanish Language II	3
SPN 2010	Intermediate Spanish I	3
SPN 2020	Intermediate Spanish II	3

### Other Requirements

Code	Title	Hours
BIO 2820	Associate of Science Capstone	1
SDE 1010	First Year Experience	1

 Portfolio Course

 Capstone Course

## Associate of Technical Studies

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The Associate of Technical Studies (ATS) is designed for students whose career goals do not match exactly with those of existing programs. It enables the design of a personalized course of study using content from existing technical programs. By blending technical courses with general and basic studies selections, students can create a coherent arrangement of courses across program majors to produce a customized learning experience.

## Student Admission

When it becomes clear that the student's educational goals cannot be accomplished through one of the existing technical programs, the Office of Advising and Counseling may assist with the initiation of the Associate of Technical Studies (ATS). The student must complete an application for entrance into the ATS, outlining the proposed plan to meet program requirements. This should be created with assistance from the Division Dean, Program Chair or a designated faculty advisor. The completed application is presented to the Dean overseeing the major program of participation for review with the student and advisor to ensure that the plan meets the overall objectives of the ATS degree and the needs of the student.

Students pursuing an ATS program of study at Rhodes State must enroll in one of the following courses: ATS 1000 ATS Degree Plan Seminar in Allied Health, ATS 1010 ATS Degree Plan Seminar in Business/Public Service, ATS 1020 ATS Degree Planning Seminar in Information Technology/Engineering Technology, or ATS 1030 Degree Planning Seminar in Nursing.

Note: Students may not bring more than 50 completed credit hours to the ATS program.

## Degree Requirements

Candidates for the degree of Associate of Technical Studies must meet the following general and specific requirements:

1. Achieve a 2.0 overall grade point average.
2. Complete 20 technical semester hours of residency.
3. Declare intent to pursue and complete the degree prior to the completion of 40 credit hours of study.
4. Complete 60 to 65 semester credit hours based on the agreed upon plan of study.

## Specific Requirements

1. Satisfactory completion of ATS Seminar course (ATS 1000 ATS Degree Plan Seminar in Allied Health, ATS 1010 ATS Degree Plan Seminar in Business/Public Service or ATS 1020 ATS Degree Planning Seminar in Information Technology/Engineering Technology)
2. Twenty-five percent of the agreed upon curriculum must be in General Education including English Composition, selected coursework in Behavioral Sciences, Mathematics, and either Humanities or Life and Physical and Biological Sciences. (see here (p. 21)).
3. Twenty-five percent of the agreed upon curriculum must be in Basic/ Related Studies credit hours or the equivalent. One hour must be SDE 1010 First Year Experience and CPT 1040 Introductory

Computer Applications or CPT 1250 Computer Applications in the Workplace. See academic advising for exceptions.

4. Fifty percent of the agreed upon curriculum must be in Technical Studies credit hours or the equivalent.
5. The degree must have a minimum of six writing assignments submitted to the college e-portfolio system (Exceptions may include: courses transferred in, or a course receiving credit for experience).
6. Completion of an appropriate Capstone course including the CAAP test.

# DIVISION OF BUSINESS, TECHNOLOGY & PUBLIC SERVICE

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Office of the Dean  
Phone: (419) 995-8065  
Office: JJC 117

The Division of Business, Technology & Public Service provides entry into opportunities available in the profit, nonprofit and public service sectors of our communities, and the worldwide economy. The programs provide the background for entry into the modern and global information age. Graduates of this division will be prepared to meet the increasingly sophisticated job requirements that exist in today's workplace. The Division meets the needs of students pursuing degrees or seeking certificate coursework to enhance their current or future employment needs.

## Majors

### Accounting, Banking and Real Estate

- Accounting Major (p. 45)

### Administrative Office Technology

- Executive Administrative Assistant (p. 61)
- Medical Administrative Assistant (p. 70)

### Construction Engineering Technology

- Concrete Technology (p. 52)

### Criminal Justice

- Law Enforcement Major (p. 65)
- Corrections Major (p. 53)

### Culinary Arts

- Culinary Arts (p. 54)

### Education

- Early Childhood Education Major (p. 57)

### Human Service

- Human Service Major (p. 64)

### Information and Emerging Technology

- Digital Media Technology (p. 55)
- Network Security (p. 72)
- Operations Excellence Technology (p. 75)
- Web Programming/Computer Programming (p. 80)

### Integrated Systems Technology

- Advanced Manufacturing Technology (p. 48)
- Manufacturing Engineering Technology (p. 67)
- Mechanical Engineering Technology (p. 69)
- Electronic Engineering Technology (p. 59)

## Management and Marketing

- Business Administration Major (p. 50)
- Marketing Major (p. 68)
- Human Resource Major (p. 62)

## Paralegal/Legal Assisting

- Paralegal/Legal Assisting (p. 76)

## Technical Standards Statement

While many of the skills and abilities required by these standards are expected to develop and/or improve during the course of training, all candidates seeking degrees within the Division of Business, Technology, & Public Service must be able to perform the following essential skills/functions with or without reasonable accommodations. Prospective students with disabilities may want to pay careful attention to this information; if there are concerns, Accommodative Services can be contacted for assistance.

1. **Observation:** Students must be able to acquire a defined level of required information as presented through educational experiences in both basic arts and technical sciences. To achieve the required competencies in the classroom setting, students must perceive, assimilate, and integrate information from a variety of sources. These sources include oral presentation, printed material, visual media, and live demonstrations. Consequently, students must demonstrate adequate functional use of visual, tactile, auditory and other sensory and perceptual modalities to enable such observations and information acquisition necessary for academic and laboratory performance.
2. **Communication:** Effective communication is critical for students to build relationships with faculty, advisors, fellow students, and clients in the student's various roles of learner, consultant, and leader. Students must be able to gather, comprehend, utilize and disseminate information effectively, efficiently and according to professional standards. Students are required to communicate in the English language both verbally and in writing, at a level consistent with competent professional practice. Students are expected to use grammar and vocabulary proficiently. They must be able to elicit information, gather information, and describe findings verbally and in writing. This communication should be comprehensible by professionals and laypersons.
3. **Intellectual and Conceptual Abilities:** Students must demonstrate critical thinking skills so they can problem-solve creatively, master abstract ideas, and synthesize information presented in academic, laboratory, and fieldwork settings. Students must be able to measure, calculate, reason, analyze, process, integrate, synthesize, apply and retain facts, concepts, and data related to the arts and sciences. In some areas, this requires comprehension of three-dimensional relationships and understanding of the spatial relationships of structures. Students must develop and exhibit a sense of ethics, and recognize and apply pertinent legal and ethical standards.
4. **Motor Skills:** Students must possess the motor skills required to properly manipulate tools and/or necessary equipment within their chosen discipline. These skills will vary depending on the particular program and laboratory settings. Students must possess the coordination of both gross and fine muscular movements, equilibrium, and functional use of the senses of touch and vision.
5. **Behavioral and Social Skills:** Students must demonstrate emotional stability and acceptable communication skills, and be capable of developing mature and effective academic relationships with

their faculty and other students. Students must be able to tolerate physically taxing workloads and to function effectively under stress. They must be able to adapt to changing environments, to display flexibility, and to learn to function in the face of uncertainties. Compassion, integrity, concern for others, interpersonal skills, interest, and motivation are all personal qualities that should be adopted and nurtured during the education process.

6. **Professional Responsibility:** Students must demonstrate professional attitudes and behaviors that reflect a sense of right and wrong in their chosen area of discipline and their working environment.

Students must be in attendance for classroom instruction/discussion (or meet defined "attendance" requirements for online and self-directed coursework) and possess organizational skills and stamina for performing and completing required tasks and assignments within allotted time frames. Students will learn and demonstrate their ability to work cooperatively and collaboratively with fellow students on assigned projects and participate willingly in a supervisory process involving evaluation of abilities and reasoning skills.

Students must comply with all policies set forth by the college that regulate student activity and behavior. This includes matters ranging from professional dress and behavior to knowledge of and commitment to the code of ethics of their profession.

## Accounting

Cara Rex, MACC, **Chair**  
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 Email: rex.c@RhodesState.edu  
 Office: 239 Keese Hall

The objective of the Business Program is to provide quality, up-to-date education for individuals who desire to enter into or advance careers in fields related to accounting, business administration, human resource, marketing, and office administration. All business majors are built on a blend of courses that stimulate critical thinking. Degrees and certificates within the Business Program are designed to prepare students for challenging and rewarding positions in business, industry, education, government, health care and public service. Certificates provide an opportunity to secure expertise in special areas of concentration, and students may use most coursework to pursue associate-level degrees.

**The Accounting, Business Administration, Human Resource, and Marketing degrees are all accredited by the Accreditation Council for Business Schools and Programs (ACBSP).**

The **Accounting Major** is designed to prepare students for gainful employment in business and industrial accounting positions in three main areas: private organizations, governmental agencies and public accounting firms. The aim of the program is to educate the student in the design, maintenance and utilization of a financial system. The curriculum emphasizes accounting systems and the analysis of financial data from the managerial point of view. Additionally, students learn to resolve accounting problems using popular computer software. Students learn to utilize an integrated accounting software program which simulates various business operations and to effectively employ tax software while preparing returns. In addition, the degree complies with the educational requirements leading to the Certified Public Accountant certificate. Additional information regarding the CPA exam may be obtained from the program chair.

This degree can be earned in the classroom or fully online.

## Technical Standards

See here (p. 44) for details.



## Accounting Major

### Associate of Applied Business Degree

#### Structured Course Sequence (4 Semester Plan)

##### First Year

First Semester		Hours
ACC 1010	Corporate Accounting Principles	4
COM 1110	English Composition	3
CPT 1250	Computer Applications in the Workplace	3
ECN 1430	Micro Economics	3
MTH 1260 or MTH 1100	Statistics <sup>1</sup> or Math of Business	3
SDE 1010	First Year Experience	1
Term Hours		17

##### Second Semester

ACC 1020	Managerial Accounting Principles	4
ACC 1050	Accounting Software (QuickBooks)	2
ACC 1121	Payroll Accounting	2
PSY 1010 or SOC 1010	General Psychology or Sociology	3
COM 2110	Public Speaking	3
AOT 2640	Spreadsheet Software and Applications	3
Term Hours		17

##### Second Year

##### First Semester

ACC 2010	Intermediate Accounting I	4
ACC 2111	Cost Accounting	4
ACC 2250	Principles of Federal Income Tax	2
ACC 2290	Intermediate Income Tax	2
BUS 2100	Business Law	3
Term Hours		15

##### Second Semester

ACC 2020	Intermediate Accounting II	4
ACC 2991	Accounting Practicum	2

ACC 2992	Accounting Seminar	1
ACC 2401	Special Studies in Accounting	2
HST 1620	American History Since 1877	3
Select one of the following:		
ACC 1440	Governmental Non-Profit Accounting	3
FIN 1010	Principles of Money Banking	3
FIN 2400	Corporate Finance	3
Term Hours		15
Total Hours		64

 Portfolio course

 Capstone course

<sup>1</sup> If planning to pursue a bachelor's degree, please take MTH 1260 Statistics

See here (p. 21) for Portfolio and Capstone information.

##### Prerequisites:

Students should check course prerequisites before registering. Prerequisites are listed in the Course Tab (p. 111).

The Accounting, Business Administration, Human Resource, and Marketing degrees are all accredited by the Accreditation Council for Business Schools and Programs (ACBSP), 11520 West 119th Street, Overland Park, Kansas 66213.

## Accounting Clerk Certificate

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Office: 239 Keese Hall

Accounting Major (p. 45)

The Accounting Clerk Certificate provides students with the knowledge and skills needed for an entry-level accounting position. This certificate is geared for individuals that want to work as an accounting clerk, payroll processor, or accounts payable processor. The accounting clerk certificate curriculum focuses on accounting, payroll and extensive technology skills.

## Technical Standards

See here (p. 44) for details.

Code	Title	Hours
ACC 1010	Corporate Accounting Principles	4
ACC 1020	Managerial Accounting Principles	4
ACC 1050	Accounting Software (QuickBooks)	2
ACC 1121	Payroll Accounting	2
AOT 2640	Spreadsheet Software and Applications	3

CPT 1250	Computer Applications in the Workplace	3
Total Hours		18

See [www.RhodesState.edu/GainfulEmployment](http://www.RhodesState.edu/GainfulEmployment) for additional information on accounting clerk certificate.

 Portfolio

## Activity Directing Certificate

Diane Haller, MS, **Chair**  
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 Email: [haller.d@RhodesState.edu](mailto:haller.d@RhodesState.edu)  
 Office: 145F Tech Edu Lab

Human Service Major (p. 64)

The Activity Directing certificate provides the educational content required to lead an activity department in long-term care facilities in the State of Ohio. For students wanting to pursue national certification, the certificate provides the 90-hour basic modular education program required by the National Certification Council for Activity Professionals (please view the NCCAP website at [nccap.org](http://nccap.org) for all the needed national certification requirements).

For individuals who do not seek to head an activity department or are seeking national certification, this coursework will provide an understanding of professional activity work. All required courses are offered online and include the requirement of a 45-hour (per course) practicum placement at an agency that engages in professional activity work.

## Technical Standards

See here (p. 44) for details.

Code	Title	Hours
HUM 1310	Activity Directing I	3
HUM 1320	Activity Directing II	3
Total Hours		6

This certificate provides the basic coursework required to head an activity department at a long-term care facility in Ohio. Additional college credit and work experience may be necessary to become a National Certified Activity Director or Assistant Director (please see the department chairperson for more information).

The Human Service program is accredited by:  
 Council for Standards in Human Service Education  
 Elaine R. Green, President  
<http://www.cshse.org>

## Administrator Certificate

Michael Trego, EdD, **Chair**  
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 Email: [trego.m1@RhodesState.edu](mailto:trego.m1@RhodesState.edu)  
 Office: 145G Tech Edu Lab

Early Childhood Education Major (p. 57)

The Administrator Certificate is in compliance with the Ohio Department of Job and Family Services Licensing Rules 2003.


**Requirements for educational training of Early Childhood Administrators can be found in the Ohio Department of Job and Family Services Licensing Rules. These regulations state that in Ohio an administrator of a child care center must meet one of the following qualifications:**

- A high school verification and two years of college, including the completion of at least four courses (12 semester hours) in child development or early childhood education from an accredited college, **OR**
- A high school diploma and two years of experience working as a child care staff member in a center and four courses (12 semester hours) in child development or early childhood education from an accredited college, university, or technical college, **OR**
- A currently valid child development associate credential issued by the National Child Development Associate (CDA) Commission and two years of experience. The CDA must be renewed as needed, **OR**
- An associate or higher degree in child development or early childhood education from an accredited college, university or technical college or a pre-kindergarten associate certificate that is issued by the State Board of Education, **OR**
- An administrator credential as approved by the Ohio Department of Job and Family Services (ODJFS)

## Technical Standards

See here (p. 44) for details.

The Administrator Concentration Award has been designed to meet the needs of persons interested in the administration of child care centers. Five ECE courses provide basic information relative to the development of young children, developmentally appropriate curriculum planning, administrative issues, positive guidance and classroom management. The five courses are a part of the Associate of Applied Science Degree in Early Childhood Education:

Code	Title	Hours
EDU 1050	Introductory Child Development	3
EDU 1080	Classroom Management and Guidance	3
EDU 1300	Curriculum, Observation, and Assessment	3
EDU 2130 	Families, Communities and Schools	3
EDU 2040	Administration and Health Management	3
Total Hours		15

See [www.RhodesState.edu/GainfulEmployment](http://www.RhodesState.edu/GainfulEmployment) for additional information on certificates.

 Portfolio

The Early Childhood Education program is accredited by the:  
*Ohio Department of Higher Education*  
*University System of Ohio*  
 30 East Broad Street, 36th Floor  
 Columbus, Ohio 43215

## Advanced Concrete Technician Certificate

J. Erik Robey, BS, **Coordinator**


Phone: 419-995-8071  
 Email: robey.e@RhodesState.edu  
 Office: 132 JJC

## Tech Prep Partner


See here (p. 13) for details.

This certificate was designed to meet the need for trained Concrete Technicians in the construction industry. Concrete Technicians work with engineers, project managers, estimators and construction crews performing such duties as evaluating fresh and cured concrete specimens to verify compliance with building standards. This certificate includes third-party credentials that include the following: OSHA 10-hour General Safety, American Concrete Institute (ACI) – Field Testing Technician: Grade I, and ACI Concrete Strength Testing Technician. Individuals who successfully complete this certificate will be job-ready to enter into the concrete testing field. This in-demand career will provide local as well as nationwide opportunities.

### First Year

First Semester		Hours
IMT 1911	Technical Math I	3
CET 1220	Construction Materials	3
CET 1910	OSHA 10-hr General Safety	1
CET 1450	Concrete Technology I	4
SDE 1010 	First Year Experience	1
Term Hours		12

### Second Semester

ENV 1000 	Introduction to EHS Technology	3
CET 2450	Concrete Technology II	4
CET 1921	ACI Strength Testing Technician	2
MGT 1250	Team Building	3
Term Hours		12

### Third Semester

CET 2991	Field Experience	1
Term Hours		1
Total Hours		25

 Portfolio

## Advanced Manufacturing Technology

Charles Butcher, DM, **Chair**  
 Phone: (419) 995- 8372  
 Email: butcher.c1@RhodesState.edu  
 Office: 131 JJC

The Advanced Manufacturing Technology Program offers students the opportunity to build a career maintaining integrated manufacturing systems found in advanced manufacturing. The program leads students through a mechatronics approach to maintaining and troubleshooting highly-automated, complex manufacturing systems that include programmable logic controllers, robots, various types of drives, sensors, photoeyes, and electrohydraulics and electropneumatics. Graduates will be able to work as Maintenance Technicians in most manufacturing settings.

## Technical Standards

See here (p. 44) for details.

**First Year****First Semester**

		Hours
AMT 1020	Preventive Maintenance	2
AMT 1040	Blueprint Reading and Schematics	2
AMT 1070	Basic Electricity and Electronics	3
AMT 1080	Mechanical Drive Systems	3
AMT 1091	Safety	2
AMT 1092	Rigging	1
IMT 1911	Technical Math I	3
SDE 1010	First Year Experience	1
Term Hours		17

**Second Semester**

AMT 1100	Welding and Fabrication	3
AMT 1200	Machine Tool Operations	3
AMT 2060	Controls and Instrumentation	3
CPT 1250	Computer Applications in the Workplace	3
Physical Science Elective		4
Term Hours		16

**Second Year****First Semester**

AMT 2010	Electrohydraulics and Pneumatics	4
AMT 2030	Programmable Logic Controllers	3
AMT 2050	Robot Maintenance	3
COM 1110	English Composition	3
MET 2991	Field Experience	1
General Education Elective		3
Term Hours		17

**Second Semester**

AMT 2970	Troubleshooting Capstone	3
COM 1140	Technical Writing	3
COM 2110	Public Speaking	3
FMS 2130	Industrial Mechatronics and Robotics	3
PSY 1010  or SOC 1010	General Psychology or Sociology	3
Term Hours		15
Total Hours		65

Portfolio

## Agricultural Technology Certificate

J. Erik Robey, BS, **Coordinator**

Phone: 419-995-8071

Email: robey.e@RhodesState.edu

Office: 132 JJC

This certificate is designed for individuals engaged in a variety of agricultural-related businesses and careers. For those aspiring to learn more about sustainable farming or wish to become an Agriculture Technician, this is the ideal certificate. According to the United States Department of Agriculture (USDA), this in-demand career will experience

a significant growth and job demand in the near future. This certificate includes classes in food science, sustainability, land surveying, soils, welding, fertilizer, pesticides and safety. The certificate includes the necessary training and preparation for individuals to obtain two third party certifications: OSHA 10 hour general safety and Fertilizer / Pesticide licensure through the Ohio Department of Agriculture. This curriculum is interrelated with Food Science and Civil Engineering Technology.

**First Year****First Semester**

		Hours
AGR 1000	Introduction to Agriculture	3
CET 1220	Construction Materials	3
AMT 1020	Preventive Maintenance	2
CET 1910	OSHA 10-hr General Safety	1
FST 1000	Introduction to Food Science	3
Term Hours		12

**Second Semester**

AMT 1100	Welding and Fabrication	3
CET 2220	Surveying Fundamentals	3
AGR 1200	Sustainable Agriculture	3
ENV 1000	Introduction to EHS Technology	3
Term Hours		12
Total Hours		24

Portfolio

## Banking Certificate

Cara Rex, MACC, **Chair**

Phone: (419) 995-8323

Email: rex.c@RhodesState.edu

Office: 239 Keese Hall

The banking certificate provides students with the knowledge and skills needed for an entry level banking position. The banking certificate curriculum focuses on accounting, finance, customer service, leadership, and technology skills.

**Technical Standards**

See here (p. 44) for details.

Code	Title	Hours
ACC 1010	Corporate Accounting Principles	4
AOT 2640	Spreadsheet Software and Applications	3
FIN 1010	Principles of Money & Banking	3
FIN 2400	Corporate Finance	3
MGT 1010	Principles of Management	3
MGT 1260	Team Leadership	3
MKT 1600	Customer Relations and Public Relations	3
Total Hours		22

See [www.RhodesState.edu/GainfulEmployment](http://www.RhodesState.edu/GainfulEmployment) for additional information on certificates.

Portfolio

## Basic Peace Officer Academy - OPOTC Certificate

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 Office: 145H Tech Edu Lab

Law Enforcement Major (p. 65)

The basic training academy is designed to meet the requirements for basic Peace Officer certification. Cadets are trained in all academic and skill areas of basic law enforcement. This is an open enrollment program. An information packet containing requirements and application information will be sent on request to any interested person.

**NOTE:** The certificate will be awarded only when courses are taken in conjunction with the Basic Training Academy LAW 2810 Basic Policy Academy I and LAW 2820 Basic Policy Academy II and only with the permission of the Chair.

LAW 2810 Basic Policy Academy I and LAW 2820 Basic Policy Academy II: Basic Police Officer Training: September through May, Monday through Thursday, 6 - 10 p.m. and some Saturdays, 8 a.m. – 4:30 p.m. or May through August, Monday through Friday, 8 a.m. – 4:30 p.m. and some Saturdays, 8 a.m. – 4:30 p.m.

## Technical Standards

See here (p. 44) for details.

## Certificate for the Ohio Police Officer's Basic Training Academy

Code	Title	Hours
LAW 2810	Basic Policy Academy I	11
LAW 2810 contains the content from and/or is a substitute for the following courses:		
LAW 2020	Criminal Law	3
LAW 2090	Social Issues in Policing	3
LAW 1540	Constitutional Issues	3
LAW 1990	Independent Study in LAW	2
LAW 2820	Basic Policy Academy II	11
LAW 2820 contains the content from and/or is a substitute for the following courses:		
LAW 2050	Traffic Enforcement	3
LAW 2530	Patrol Administration	3
LAW 2120	Criminal Investigation	4
LAW 1990	Independent Study in LAW	1

 Portfolio course

 Capstone course

Students will register for LAW 2810 Basic Policy Academy I in First Semester. Students will register for LAW 2820 Basic Policy Academy II in the Second Semester. LAW 2810 Basic Policy Academy I and LAW 2820 Basic Policy Academy II are equivalent to LAW 2800 Basic Police Academy.

**If planning to pursue a baccalaureate degree, choose from one of the TAG approved Math courses. See MTH (p. 145) courses in Course Description (p. 111) section of this catalog.**

See [www.RhodesState.edu/GainfulEmployment](http://www.RhodesState.edu/GainfulEmployment) for additional information on certificates.

## Business Administration

Cara Rex, MACC, **Chair**  
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The objective of the Business Program is to provide quality, up-to-date education for individuals who desire to enter into or advance careers in fields related to accounting, business administration, human resource, marketing, and office administration. All business majors are built on a blend of courses that stimulate critical thinking. Degrees and certificates within the Business Program are designed to prepare students for challenging and rewarding positions in business, industry, education, government, health care and public service. Certificates provide an opportunity to secure expertise in special areas of concentration, and students may use most coursework to pursue associate-level degrees.

**The Accounting, Business Administration, Human Resource, and Marketing degrees are all accredited by the Accreditation Council for Business Schools and Programs (ACBSP).**

**The Business Administration Major** provides a broad base of business and general education course requirements combined with the study of management and business. The Business Administration Major develops the skills and knowledge necessary to succeed in a modern organization.

Students have an opportunity to discuss the application of modern theories with faculty who have both academic credentials and management experience. The program prepares graduates to manage a small organization, assume supervisory positions in a large organization or start a business as an entrepreneur. The major serves government institutions and non-profit organizations, as well as businesses run for profit. Completion of the Business Administration degree is an academic accomplishment that increases employment potential and can be an important steppingstone toward attainment of a baccalaureate degree.

**This associates degree can be earned in the classroom, fully online or in a one night a week format.**

## One Night a Week Business Administration Degree

Students begin the One Night a Week Program with a cohort of peers and graduate within two years. Classes are taught in an accelerated format (generally 5-week sessions - one course at a time). Courses are structured in a hybrid manner where work is completed both in class and on-line. Classes meet one night a week for a four-hour session making it easier for working adults to balance school, work and family responsibilities.

## Business Administration Major (Available Traditional, Online Format and One Night A Week Cohort)

### Associate of Applied Business Degree Structured Course Sequence (4 Semester Plan)

#### First Year

Course	Description	Hours
<b>First Semester</b>		
COM 1110	English Composition	3
COM 2110	Public Speaking	3
CPT 1250	Computer Applications in the Workplace	3
MGT 1010	Principles of Management	3
ECN 1410	Macro Economics	3
SDE 1010	First Year Experience	1
Term Hours		16

#### Second Semester

ECN 1430	Micro Economics	3
MGT 1250 or MGT 1260	Team Building or Team Leadership	3
MTH 1100 or MTH 1260	Math of Business <sup>1</sup> or Statistics	3
PSY 1010 or SOC 1010	General Psychology or Sociology	3
BUS 2100	Business Law	3
Term Hours		15

#### Second Year

Course	Description	Hours
<b>First Semester</b>		
ACC 1010	Corporate Accounting Principles	4
AOT 2640	Spreadsheet Software and Applications	3
MKT 1010	Principles of Marketing	3
HST 1620	American History Since 1877	3
MGT 2000	Human Resource Management	3
Term Hours		16

#### Second Semester

ACC 1020	Managerial Accounting Principles	4
MGT 2490	Applications in Business Administration	2
MGT 2010	Organizational Behavior	3
MGT 2991	Practicum	1
MGT 2992	Seminar	1
Elective		2
Term Hours		13
Total Hours		60

 Portfolio Course

 Capstone Course

<sup>1</sup> **If planning to pursue a bachelor degree, choose from one of the TAG approved Math courses. See MTH courses (p. 145) in Course Description (p. 111) section of this catalog.**

See here (p. 21) for Portfolio and Capstone information.

**Students may take courses through distance education or in the traditional format.**

**All online Business Administration majors are required to have webcam and microphones.**

#### Prerequisites:

Students should check course prerequisites before registering.

Prerequisites are listed in the Course Tab (p. 111).

#### Basic Related Electives:

Code	Title	Hours
ACC 1050	Accounting Software (QuickBooks)	2
ACC 1121	Payroll Accounting	2
AOT 2650	Database Software and Applications	3
FIN 1010	Principles of Money & Banking	3
FIN 2400	Corporate Finance	3
MGT 2060	Employee and Labor Relations	3
MGT 2410	Employee Selection and Placement	3
MGT 2435	Benefits and Compensation	3
MGT 2440	Training, Development and Safety	3
MKT 1600	Customer Relations and Public Relations	3
MKT 2000	Digital Marketing	3
MKT 2210	Comprehensives Sales Technique	3

Students are reminded to check course descriptions for prerequisites.

The Accounting, Business Administration, Marketing, and Human Resource majors are accredited by the Accreditation Council for Business Schools and Programs (ACBSP), 11520 West 119th Street, Overland Park, Kansas 66213.

## Business Administration Certificate

Cara Rex, MACC, **Chair**

Phone: (419) 995-8323

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Office: 239 Keese Hall

The Business Administration certificate provides students with the knowledge and skills needed for an entry-level supervisory position in a



business environment. The curriculum focuses on management, team leadership, and technology skills. Additionally, the student is introduced to basic marketing and human resource concepts.

## Technical Standards

See here (p. 44) for details.

Code	Title	Hours
COM 1110	English Composition	3
CPT 1250	Computer Applications in the Workplace	3
MGT 1010	Principles of Management	3
MGT 1250 or MGT 1260	Team Building Team Leadership	3
MGT 2000	Human Resource Management	3
MKT 1010	Principles of Marketing	3
MTH 1100	Math of Business	3
Total Hours		21

See [www.RhodesState.edu/GainfulEmployment](http://www.RhodesState.edu/GainfulEmployment) for additional information on certificates.

 Portfolio

## Child Development Associate Certificate

Michael Trego, EdD, **Chair**  
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Email: [trego.m1@RhodesState.edu](mailto:trego.m1@RhodesState.edu)  
Office: 145G Tech Edu Lab

Early Childhood Education Major (p. 57)

The successful completion of the three-course Child Development Associate (CDA) certificate prepares students for the national assessment/evaluation online test. These classes are part of the Early Childhood Education program and can be used toward the Associate of Applied Science degree for candidates choosing to continue beyond the CDA certificate.

## Technical Standards

See here (p. 44) for details.

With the completion of the following three courses, your CDA (Child Development Associate) required course work will be completed, and you will be prepared for the National assessment:

### Preschool

Code	Title	Hours
EDU 1080	Classroom Management and Guidance	3
EDU 1300	Curriculum, Observation, and Assessment	3
EDU 2040	Administration and Health Management	3
Total Hours		9

### Infant/Toddler

Code	Title	Hours
EDU 1300	Curriculum, Observation, and Assessment	3
EDU 2210	Infant and Toddler Environments	3

EDU 2040	Administration and Health Management	3
Total Hours		9

The Early Childhood Education program is accredited by the:  
*Ohio Department of Higher Education*  
*University System of Ohio*  
30 East Broad Street, 36th Floor  
Columbus, Ohio 43215

## Computer Numerical Control Certificate

Charles Butcher, DM, **Chair**  
Phone: (419) 995-8372  
Email: [butcher.c1@RhodesState.edu](mailto:butcher.c1@RhodesState.edu)  
Office: 131 JJC

Manufacturing Engineering Technology Major (p. 67)  
Mechanical Engineering Technology Major (p. 69)

Students completing the Computer Numerically Controlled (CNC) Certificate have the skills to operate and program CNC Lathes and Mills. Students completing this certificate learn to program manually using M and G Codes and using MasterCAM.

All students successfully completing the Manufacturing Engineering Technology (FMS) degree are eligible for this certificate. Students completing the Mechanical Engineering Technology (MET) degree only need to take one additional course, FMS 2220 CAM/CNC Machining II, to gain this certificate.

## Technical Standards

See here (p. 44) for details.

Code	Title	Hours
FMS 2210	CAM/CNC Machining I	3
FMS 2220	CAM/CNC Machining II	3
IMT 1911 or MTH 1210	Technical Math I Mathematics I	3
MET 1000	Engineering Graphics with AutoCAD	4
MET 1110	Manufacturing Processes	3
Total Hours		16

See [www.RhodesState.edu/GainfulEmployment](http://www.RhodesState.edu/GainfulEmployment) for additional information on certificates.

 Portfolio

## Concrete Technology

J. Erik Robey, BS, **Coordinator**  
Phone: 419-995-8071  
Email: [robey.e@RhodesState.edu](mailto:robey.e@RhodesState.edu)  
Office: 132 JJC

Concrete Technicians work with engineers, project managers, estimators and construction crews performing such duties as evaluating fresh and cured concrete specimens to verify compliance with building standards. A Concrete Technician is a person with the training and/or experience required to sit for and successfully pass the American Concrete Institute's (ACI) certification tests for Concrete Field Testing

Technician - Grade I, Concrete Laboratory Testing Technicians - Grades I and II. A Concrete Technician will also have the experience required to sit for and successfully pass the Ohio Concrete certification test for Concrete Mix Designers. Furthermore, Concrete Technicians have knowledge of properties of aggregates, construction practices, inspection and test methods, pavement design and estimating. They are also prepared to work in the public or private sectors as inspectors, testing technicians, quality control personnel, supervisors and managers.

## Technical Standards

See here (p. 44) for details.

## Tech Prep Partner

See here (p. 13) for details.

## Concrete Technology Major Associate of Applied Science Degree Structured Course Sequence (4 Semester Plan)

### First Year

First Semester		Hours
CET 1220	Construction Materials	3
CET 1910	OSHA 10-hr General Safety	1
COM 1110✍	English Composition	3
MTH 1370	College Algebra	4
PHY 1120	Physics I	4
SDE 1010✍	First Year Experience	1
Term Hours		16

### Second Semester

CET 1450	Concrete Technology I	4
CET 2220✍	Surveying Fundamentals	3
COM 1140	Technical Writing	3
CPT 1250	Computer Applications in the Workplace	3
MET 1000	Engineering Graphics with AutoCAD	4
Term Hours		17

### Second Year

#### First Semester

CET 2210✍	Pavement Analysis	3
CET 2450	Concrete Technology II	4
CHM 1110	General Chemistry I	4
COM 2110	Public Speaking	3
ENV 1000✍	Introduction to EHS Technology	3
Term Hours		17

#### Second Semester

CET 2200	Structural Design	3
CET 2230	Construction Cost and Analysis	3
CET 2540✍ 🎓	CET Capstone Project	3
CET 2991	Field Experience	1
PSY 1010✍ or SOC 1010	General Psychology or Sociology	3
Term Hours		13
Total Hours		63

✍ Portfolio course

🎓 Capstone course

See here (p. 21) for Portfolio and Capstone information.

## Corrections

Terri Wies-Haithcock, MS, **Coordinator**

Phone: (419) 995-8219

Email: wies-haithcock.t@RhodesState.edu

Office: 162A Tech Edu Lab

The Corrections Program is designed for students interested in the field of probation/parole, halfway house counselors, crime victim counselors, juvenile caseworkers and correctional institution employees. The program is also available in a distance education format where a majority of the coursework is available and accessible through distance learning methods and designed to prepare students for correctional situations,

both theoretically and practically. Upon completion of the two-year program, students will graduate with an Associate Degree in Applied Science.

## Technical Standards

See here (p. 44) for details.

### Corrections Major Associate of Applied Science Degree (Available in traditional and fully online formats) Structured Course Sequence (4 Semester Plan)

#### First Year

##### First Semester

	Hours
COM 1110✎ English Composition	3
COR 2600 Correctional Supervision	4
CPT 1250 Computer Applications in the Workplace	3
LAW 1130 Introduction to Criminal Justice	3
PSY 1010✎ General Psychology	3
SDE 1010✎ First Year Experience	1
Term Hours	17

##### Second Semester

COR 2230 Probation and Parole	3
LAW 1210 Criminology	3
LAW 1540✎ Constitutional Issues	3
MTH 1100 Math of Business <sup>1</sup>	3
SOC 1010✎ Sociology	3
Term Hours	15

#### Second Year

##### First Semester

COR 2570 Case Management and Counseling	4
HST 1620 American History Since 1877	3
or HST 1011 or Western Civilization I	
or HST 1012 or Western Civilization II	
or HST 1610 or American History to 1877	
or HST 2300 or Technology and Civilization	
or LIT 1450 or Introduction to Film	
or LIT 2210 or Introduction to Literature	
or LIT 2215 or Native American Literature	
or LIT 2227 or Literature of Graphic Novels	
or LIT 2250 or The American Short Story	
or LIT 2260 or Fantasy Literature	
or LIT 2305 or Introduction to Shakespeare	
or LIT 2310 or Literature and the Holocaust	
or LIT 2450 or Themes in Literature and Film	
LAW 2020 Criminal Law	3
LAW 2200 Juvenile Delinquency	3
SOC 1320 American Cultural Diversity	3
Term Hours	16

##### Second Semester

COM 2110 Public Speaking	3
or COM 2213 or Verbal Judo	
COR 1160 Correctional Tactics	3
COR 2150✎ 🎓 Corrections Capstone	1
COR 2500 Practicum	2

COR 2720✎ Special Needs Clients	4
PSY 1730 Abnormal Psychology	3
or PSY 2150 or Lifespan Psychology	
or PSY 2200 or Social Psychology	
or SOC 1210 or Family Sociology	
or SOC 2300 or Social Problems	
Term Hours	16
Total Hours	64

✎ Portfolio course

🎓 Capstone course

See here (p. 21) for Portfolio and Capstone information.

**If planning to pursue a bachelor degree, choose from one of the TAG approved Math courses. See MTH courses (p. 145) in Course Description section of this catalog.**

#### Prerequisites:

Students should check course prerequisites before registering. Prerequisites are listed in the Course Tab (p. 111).

## Culinary Arts

Office of the Dean  
Phone: (419) 995-8065  
Office: 117 JJC

The Associate of Applied Science in Culinary Arts is designed to meet American Culinary Federation accreditation and National Restaurant Association certification to prepare students for certified culinarian employment as food service workers, cooks, and potentially chefs in restaurants, hotels, country clubs, and other food service establishments. Students are trained in hands-on culinary and baking laboratories where they will practice their skills in quantity food preparation techniques. The degree also includes general education requirements, management training, safety and sanitation training, purchasing, marketing, menu design, nutrition, supervision and labor/food cost control.

## Culinary Arts Associate of Applied Science Degree

### First Year

#### First Semester

		Hours
COM 1110	English Composition	3
CPT 1250	Computer Applications in the Workplace	3
CUL 1010	Introduction to Culinary Arts	2
CUL 1011	Food Service Sanitation/Safety	2
CUL 1020	Food Preparation I	3
MGT 1250 or MGT 1260	Team Building or Team Leadership	3
SDE 1010	First Year Experience	1
Term Hours		17

#### Second Semester

PSY 1010	General Psychology	3
CUL 1021	Meats, Fish and Poultry	3
CUL 1022	Introduction to Baking and Pastry	3
MTH 1151	Quantitative Reasoning	3
CUL 1012	Nutrition and Menu Planning	2
Term Hours		14

### Second Year

#### First Semester

ACC 1010	Corporate Accounting Principles	4
COM 2110	Public Speaking	3
CUL 2030	Food and Beverage Cost Controls	2
CUL 2031	Food Preparation II	4
CUL 2032	Garde Manger	3
CUL 2033	Dining Room Service	2
Term Hours		18

#### Second Semester

CUL 2040	Catering Management	3
CUL 2041	Culinary Practicum	1
CUL 2042	Culinary Arts Capstone	2
CUL 2043	Culinary Seminar	1
MGT 1010	Principles of Management	3
MKT 1600	Customer Relations and Public Relations	3
SOC 1010	Sociology	3
Term Hours		16
Total Hours		65

 Portfolio

 Capstone

## Cyber Security Certificate

Paul Burkholder, MSISA, Chair  
Phone: (419) 995-8123  
Email: burkholder.p@RhodesState.edu  
Office: 179M JJC

This Cybersecurity certificate is designed for the student who seeks to take on growing responsibilities for securing organizational data and network infrastructure against digital threats. Students will build a deeper and broader knowledge of the tools and protocols needed

to navigate, use, and manage security technologies. This certificate provides technical and strategic knowledge to help the student fully leverage innovations while moving an organization from a reactive to a predictive approach to risk mitigation. Students will also engage in conversations that will provide insight into the ethical, legal, and social dynamics of cybersecurity.

Network Security Major (p. 72)

## Technical Standards

See here (p. 44) for details.

Code	Title	Hours
CPT 1705	Cisco I - CCNA	3
CPT 2540	Computer and Network Security	3
CPT 2545	Scripting for Cybersecurity Professionals	3
CPT 2550	Cryptography and Encryption	3
CPT 2555	Network Forensics	3
CPT 1940	Introduction to Cybersecurity	3
CPT 1945	Introduction to the Internet of Things	3
CPT 1950	Security Awareness	3
CPT 1955	Firewall Essentials	3
CPT 1715	Cisco II - CCNA	3
Total Hours		30

See [www.RhodesState.edu/GainfulEmployment](http://www.RhodesState.edu/GainfulEmployment) for additional information on certificates.

 Portfolio

## Digital Media Technology

Paul Burkholder, MSISA, Chair  
Phone: (419) 995-8123  
Email: burkholder.p@RhodesState.edu  
Office: 179M JJC

The **Information and Emerging Technology** department consists of three IT majors: Web Programming/Computer Programming, Digital Media Technology, Network Security, and two emerging technology majors: Operations Excellence and Food Science.

Each of these majors provide the students with a valuable education using state-of-the-art coursework, equipment and technology.

The **Digital Media Technology Major** approaches media from creative and technical perspectives. Students will take advantage of the latest software to design and produce advertisements and websites, create animation, edit digital pictures and digital video, and produce a variety of other media communication vehicles that meet the needs of the marketplace. This option is for individuals who desire careers in developing websites, desktop publishing, illustrators, graphic designers, or multimedia producers. Course content covers objectives for various certifications including:

- Adobe ACE Dreamweaver
- Adobe ACE InDesign
- Adobe ACE Photoshop
- Adobe ACE Illustrator
- Adobe ACE Animate

- Adobe ACE After Effects
- Adobe ACE Premiere Pro

## Technical Standards

See here (p. 44) for details.

## Tech Prep Partner

See here (p. 13) for details.

## Digital Media Technology Major

### Associate of Applied Science Degree

#### Available only in a Hybrid/Blended Format

#### Structured Course Sequence (4 Semester Plan)

##### First Year

First Semester		Hours
COM 1110✎	English Composition	3
CPT 1250	Computer Applications in the Workplace	3
CPT 1580	Introduction to Graphic Design and Layout	3
CPT 2650	Creating and Editing Digital Images	3
CPT 2670	Graphics Software and Applications	3
SDE 1010✎	First Year Experience	1
Term Hours		16

##### Second Semester


CPT 1050✎	Technology Basics for IT Pro	3
CPT 1120	Introduction to VB Programming	3
CPT 2700	Digital Video Editing	3
CPT 2760	Animation	3
CPT 2770	Animation II	3
MTH 1151 or MTH 1260	Quantitative Reasoning or Statistics	3
Term Hours		18

##### Second Year

##### First Semester

CPT 1820	ASP.NET Programming	3
CPT 1850	Webpage Layout and Design	3
CPT 2991	Field Experience	1
MGT 1250 or FIN 1250	Team Building or Personal Finance	3
PSY 1010✎ or SOC 1010	General Psychology or Sociology	3
Technical Studies Elective		3
Term Hours		16

##### Second Semester

CPT 2350✎	Database Programming	3
COM 1140 or COM 2110	Technical Writing or Public Speaking	3
CPT 2750	HTML and CSS	3
CPT 2900✎ 	Advanced Digital Media Studies Capstone	3
HST 1620 or HST 2300	American History Since 1877 or Technology and Civilization	3
Term Hours		15
Total Hours		65

See here (p. 21) for Portfolio and Capstone information.

##### Prerequisites:

Students should check course prerequisites before registering.

##### Technical Electives

Code	Title	Hours
AOT 1500	Computer Presentation Software	3
AOT 1650	Word Processing Software	3

AOT 2650	Database Software and Applications	3
EET 2320	C# Programming	3
CPT 1110	Introduction to Programming Logic and Design	3
CPT 1410	Microsoft I	3
CPT 1605	IT Essentials	3
CPT 2070	Educational Technology	3
CPT 2500	iOS Mobile Applications Development	3

 Portfolio

 Capstone

## Digital Media Technology Certificate

Paul Burkholder, **MSISA, Chair**

Phone: (419) 995-8123

Email: burkholder.p@RhodesState.edu



Office: 179M JJC

Digital Media Technology Major (p. 55)

The Digital Media certificate is designed for the student who is interested in a career or degree in Digital Media Technology. As companies move business functions and communications from analog to digital platforms, there is a need for students equipped with skills in digital applications for business and with the expertise to optimize strategic and creative marketing functions in a digital world. The curriculum consists of the introductory courses required for associate degree in web design and web page layout.

## Technical Standards

See here (p. 44) for details.

Code	Title	Hours
CPT 1050 	Technology Basics for IT Pro	3
CPT 1120	Introduction to VB Programming	3
CPT 1250	Computer Applications in the Workplace	3
CPT 1580	Introduction to Graphic Design and Layout	3
CPT 1850	Webpage Layout and Design	3
CPT 2350 	Database Programming	3
CPT 2650	Creating and Editing Digital Images	3
CPT 2670	Graphics Software and Applications	3
CPT 2700	Digital Video Editing	3
CPT 2750	HTML and CSS	3
CPT 2760	Animation	3
CPT 2770	Animation II	3
Total Hours		36

See [www.RhodesState.edu/GainfulEmployment](http://www.RhodesState.edu/GainfulEmployment) for additional information on certificates.

 Portfolio

## Education

Michael Trego, EdD, **Chair**

Phone: (419) 995-8823

Email: trego.m1@RhodesState.edu

Office: 145G Tech Edu Lab

Graduates of Rhodes State College's Early Childhood Education Program are qualified for certification as preschool teachers, assistant teachers, directors, or staff members of child-care programs. They may also work as paraprofessionals in public schools and as teachers or assistant teachers in several federal programs, such as Head Start and Early Head Start. A degree in Early Childhood Education prepares you with the skills necessary to help cultivate healthy growth in children by shaping their lives and the communities that they live in for the better.

The course of study includes: theories of child growth and development, theoretical coursework, integrated curriculum, and programming for children with emphasis on ages birth through 5 years.

Based on guidelines set by the National Association for the Education of Young Children, coursework is sensitive to the special needs and diversity of today's children and families and emphasizes developmentally appropriate curriculum design and instructional skill. The program is accredited by The Ohio Department of Higher Education.

## "C" Grade Policy

Education students must attain a grade of "C" or higher in all courses carrying the specific program prefix of EDU. Any education core course in which a grade below "C" is received must be repeated.

## Prekindergarten Associate Licensure

The Prekindergarten Associate Certificate is a State License that is awarded from the Ohio Department of Education to graduates who have received the Associate of Applied Science Degree in Early Childhood Education and who have fulfilled all eligibility requirements:

1. Completion of a minimum of 325 hours of supervised practicum and field based experiences in conjunction with Rhodes State course work.
2. Completion of all Education courses with a grade of "C" or higher.
3. Completion of the degree with not less than 2.5 in the technology and not less than 2.5 overall GPA.
4. Completion of EDU 2991 Practicum with satisfactory evaluations.
5. Written entries for the electronic portfolio be completed during EDU 1000 Introduction to Education, EDU 2130 Families, Communities and Schools and EDU 2992 Practicum Seminar.
6. Final interview by Education faculty.
7. Completion of additional electronic portfolio and graduation requirements from General Education courses.
8. Upon successful completion of the program, the student is eligible to take the state licensure examination, Pre-Kindergarten Ohio Assessments for Educators Series. Students who score a minimum of 220 or higher will be awarded the Associate Pre-Kindergarten licensure through The Ohio Department of Education.

## Tech Prep Partner

See here (p. 13) for details.

## Non-Traditional Students

Non-traditional students may also obtain an A.A.S. in Early Childhood Education by attending classes in the evenings and weekends. General Studies and all Early Childhood Education classes are offered on a rotation basis in the evenings and alternate Saturdays during each term. Many summer classes are held.



## Articulation (2+2/3)

The associate degree program from Rhodes State College provides a solid foundation for further college education and degrees. The Department Chair or advisor can provide specific information on this opportunity.

## Technical Standards

See here (p. 44) for details.

## Early Childhood Education Major

### Associate of Applied Science Degree

#### Structured Course Sequence (4 Semester Plan)

##### First Year

First Semester		Hours
COM 1110	English Composition	3
EDU 1000	Introduction to Education	3
EDU 1080	Classroom Management and Guidance	3
EDU 2040	Administration and Health Management	3
PSY 1010	General Psychology	3
SDE 1010	First Year Experience	1
Term Hours		16

##### Second Semester

CPT 2070	Educational Technology	3
EDU 1040	Phonics-Foundation of Literacy	3
EDU 1050	Introductory Child Development	3
EDU 1114	Integrated Curriculum in Early Childhood Education	3
EDU 1300	Curriculum, Observation, and Assessment	3
MTH 1100 or MTH 1151	Math of Business <sup>1</sup> or Quantitative Reasoning	3
Term Hours		18

##### Second Year

###### First Semester

EDU 2010	Emergent Literacy-Learning	3
EDU 2020	Literature for Children and Adolescents	3
EDU 2030	Individuals with Exceptionalities	3
EDU 2210	Infant and Toddler Environments	3
SOC 1010	Sociology	3
Term Hours		15

###### Second Semester

EDU 2130	Families, Communities and Schools	3
EDU 2991	Capstone Practicum	2
EDU 2992	Practicum Seminar	2
HST 1620	American History Since 1877	3
PSY 2301	Educational Psychology	3
Technical or General/Basic Elective (see list)		3
Term Hours		16
Total Hours		65

 Portfolio course

 Capstone course

<sup>1</sup> If planning to pursue a bachelor degree, choose from one of the TAG approved Math courses. See MTH courses (p. 145) in Course Description section of this catalog.

#### Prerequisites:

Students should check course prerequisites before registering. Prerequisites are listed in the Course tab (p. 111).

## Early Childhood Education Electives

### Technical Electives

Code	Title
EDU 2200	Special Topics in Education

### General/Basic Electives

Code	Title	Hours
BIO 1090	Concepts in Biology	4
EDU 2000	Psychology of Childhood	3
LIT 2210	Introduction to Literature	3
LIT 2250	The American Short Story	3
LIT 2260	Fantasy Literature	3
LIT 2310	Literature and the Holocaust	3
SPN 1010	Beginning Spanish Language I	3
COM 2213	Verbal Judo	3

## Admission Requirements

- General college requirements (See the General Admissions Procedures in the General Information (p. 21) section of the College catalog).
- A minimum 2.0 grade point average for previous college course work from all colleges including courses taken at Rhodes State College. Students below a 2.0 GPA may apply to the Pre-Early Childhood Education program. (See your academic advisor for information on Pre-ECE).
- Applicants are required to complete Rhodes State College placement testing prior to admissions.
- Applicants who complete testing and need developmental course support will be placed in Pre-ECE coursework. Students must meet all developmental course requirements.
- Provide ECE faculty with the following:
  - Completed medical statement (O.D.J.F.S. form 1296), completed and signed by a licensed physician (includes the results of a Mantoux skin test).
  - Completed background checks for teacher licensure with Bureau of Criminal Identification and Investigation (BCII) and a FBI check is also required
  - Completed Good Moral Character form
  - Copy of high school diploma, GED, or equivalency (All necessary forms can be obtained from ECE faculty.)

Students are encouraged to meet with the ECE academic advisor prior to registration **each term**.

The Early Childhood Education program is accredited by the:  
*Ohio Department of Higher Education*  
*University System of Ohio*  
 30 East Broad Street, 36th Floor  
 Columbus, Ohio 43215

## Early Childhood Education Certificate

Michael Trego, EdD, **Chair**  
 Phone: (419) 995-8823  
 Email: trego.m1@RhodesState.edu  
 Office: 145G Tech Edu Lab

Early Childhood Education Major (p. 57)

The Early Childhood Education certificate is designed for those who are working in child care facilities and for other individuals interested in upgrading their child development skills.

### Technical Standards

See here (p. 44) for details.

Code	Title	Hours
EDU 1000	Introduction to Education	3
EDU 1114	Integrated Curriculum in Early Childhood Education	3
EDU 1040	Phonics-Foundation of Literacy	3
EDU 1050	Introductory Child Development	3
EDU 1080	Classroom Management and Guidance	3
EDU 1300	Curriculum, Observation, and Assessment	3
EDU 2010	Emergent Literacy-Learning	3
EDU 2020	Literature for Children and Adolescents	3
EDU 2030	Individuals with Exceptionalities	3
EDU 2040	Administration and Health Management	3
EDU 2130	Families, Communities and Schools	3
EDU 2210	Infant and Toddler Environments	3
EDU 2991	Practicum	2
EDU 2992	Practicum Seminar	2
Total Hours		40

See [www.RhodesState.edu/GainfulEmployment](http://www.RhodesState.edu/GainfulEmployment) for additional information on certificates.

### Portfolio

The Early Childhood Education program is accredited by the:  
*Ohio Department of Higher Education*  
*University System of Ohio*  
 30 East Broad Street, 36th Floor  
 Columbus, Ohio 43215

## Electronic Engineering Technology

Charles Butcher, DM, **Chair**  
 Phone: (419) 995- 8372  
 Email: butcher.c1@RhodesState.edu  
 Office: 131 JJC

Electronic Engineering Technology encompasses the study of electronic engineering technologies. Students desiring a broad-based education or who desire to possibly pursue a Bachelor's degree in Electronic Engineering Technology should consider enrolling in the Electronic Engineering Technology program.

Electronic engineering technicians use state-of-the-art measuring and diagnostic equipment. While engineering principles, mathematics, and physics provide a theoretical base, practical (hands-on) experience is also important. Technicians will learn to design, build, and troubleshoot electronic circuits of their own. Students begin by analyzing basic series and parallel DC and AC circuits and progress through amplifiers and integrated circuits. The electronics program also includes digital logic, microprocessor studies, and programmable logic controllers. These devices monitor and control various processes automatically. The aim of

the curriculum is to teach hardware and software programming design and implementation of this equipment, as well as the development of software needed for programming it.

## Technical Standards

See here (p. 44) for details.

## Tech Prep Partner

See here (p. 13) for details.

## Electronic Engineering Technology Major Associate of Applied Science Degree Structured Course Sequence (4 Semester Plan)

### First Year

First Semester		Hours
COM 1110✎	English Composition	3
EET 1110	Circuit Analysis I	3
EET 1330✎	Digital Circuits	4
MET 1000	Engineering Graphics with AutoCAD	4
MTH 1370	College Algebra	4
SDE 1010✎	First Year Experience	1
Term Hours		19

### Second Semester

CPT 1120	Introduction to VB Programming	3
EET 1120	Circuit Analysis II	3
EET 1130	Electronics	4
MTH 1430	Trigonometry	3
PSY 1010✎ or SOC 1010	General Psychology or Sociology	3
Term Hours		16

### Second Year

#### First Semester

COM 2110	Public Speaking	3
EET 2030	Motor Controls	3
EET 2320	C# Programming	3
EET 2910	Programmable Controllers	3
EET 2991	Field Experience	1
PHY 1120	Physics I	4
Term Hours		17

#### Second Semester

COM 1140	Technical Writing	3
EET 2310✎	Microcontroller Fundamentals	4
EET 2530✎	Electronic Engineering Technology Capstone	1
PHY 1130	Physics II	4
Term Hours		12
Total Hours		64

See here (p. 21) for Portfolio and Capstone information.

Please consult an advisor or the course description (p. 111) section of this catalog.

#### Prerequisites:

Students should check course prerequisites before registering.

✎ Portfolio

🎓 Capstone

The Rhodes State College Electronic Engineering Technology (EET) program is accredited by the:

Engineering Technology Accreditation Commission of ABET  
415 North Charles Street, Baltimore, MD 21202-4012  
(410) 347-7700

website: <http://www.abet.org>

## Executive Administrative Assistant

Cara Rex, MACC, **Chair**  
 Phone: (419) 995-8323  
 Email: [rex.c@RhodesState.edu](mailto:rex.c@RhodesState.edu)  
 Office: 239 Keese Hall

The objective of the Business Program is to provide quality, up-to-date education for individuals who desire to enter into or advance careers in fields related to accounting, business administration, human resource, marketing, and office administration. All business majors are built on a blend of courses that stimulate critical thinking. Degrees and certificates within the Business Program are designed to prepare students for challenging and rewarding positions in business, industry, education, government, health care and public service. Certificates provide an opportunity to secure expertise in special areas of concentration, and students may use most coursework to pursue associate-level degrees.

The Office Administration program at Rhodes State College prepares individuals to serve as administrative support personnel. These individuals receive extensive course work and hands-on training in traditional office skills, the latest software applications, and managerial skills.

Emphasis is placed on the following:

1. managing the information flow in the office,
2. handling client/customer relations,
3. providing effective communication within the organization and with the general public and the business community,
4. solving problems and making decisions

The Associate of Applied Science degree in Office Administration prepares students in one of two areas of specialization:

Executive Administrative Assistant (p. 61)  
 Medical Administrative Assistant (p. 70)

### Tech Prep Partner

See here (p. 13) for details.

## Executive Administrative Assistant Major Associate of Applied Science Degree (Available in fully online and hybrid/blended formats)

### Structured Course Sequence (4 Semester Plan)

#### First Year

First Semester		Hours
AOT 1060	Keyboarding Accuracy and Speed	2
AOT 1650	Word Processing Software	3
COM 1110✍	English Composition	3
HST 1620	American History Since 1877	3
or HST 2300	or Technology and Civilization	
MTH 1100	Math of Business *	3
or MTH 1260	or Statistics	
SDE 1010✍	First Year Experience	1
Term Hours		15

#### Second Semester

ACC 1010	Corporate Accounting Principles	4
AOT 1070	Keyboarding/Document Formatting	4
AOT 1500	Computer Presentation Software	3
AOT 1230✍	Business English I	3
CPT 1580	Introduction to Graphic Design and Layout	3
Term Hours		17

#### Second Year

##### First Semester

AOT 2000	Office Production and Procedures	4
AOT 2260	Professional Development	2
AOT 2280	Business English II	3
AOT 2640	Spreadsheet Software and Applications	3
COM 2110	Public Speaking	3
Term Hours		15

##### Second Semester

AOT 2991	Practicum	1
AOT 2992✍	✎ Seminar	2
BUS 2100	Business Law	3
ECN 1430	Micro Economics	3
MGT 1010✍	Principles of Management	3
PSY 1010✍	General Psychology	3
or SOC 1010	or Sociology	
Term Hours		15
Total Hours		62

See here (p. 21) for Portfolio and Capstone information.

\* If planning to pursue a bachelor's degree, please take MTH-1260.

#### Prerequisites:

Students should check course prerequisites before registering.

✍ Portfolio

✎ Capstone

## Food Technology Certificate

Paul Burkholder, MSISA, **Chair**

Phone: (419) 995-8123  
 Email: burkholder.p@RhodesState.edu  
 Office: 179M JJC

This degree can be earned in a fully online format.

The Food Technology Certificate curriculum is designed to introduce students to the procedures, testing, and reporting related to all aspects of the Food Technology industry. Students will learn maintenance, quality, safety, procurement, shipping and production. The curriculum also prepares students to sit for two industry-recognized certifications: Hazard Analysis and Critical Control Points (HACCP) and Servsafe Manager's training.

## Technical Standards

See here (p. 44) for details.

### First Year

First Semester		Hours
FST 1000	Introduction to Food Science	3
FST 1200	Food Quality	3
IMT 1911 or MTH 1260	Technical Math I or Statistics	3
FST 1300	Food Plant Operations	3
FST 1100	Food Processing	3
AGR 1000	Introduction to Agriculture	3
CUL 1011	Food Service Sanitation/Safety	2
Term Hours		20
Total Hours		20

See [www.RhodesState.edu/GainfulEmployment](http://www.RhodesState.edu/GainfulEmployment) for additional information on certificates.

## Human Resource

Cara Rex, MACC, **Chair**  
 Phone: (419) 995-8323  
 Email: rex.c@RhodesState.edu  
 Office: 239 Keese Hall




The objective of the Business Program is to provide quality, up-to-date education for individuals who desire to enter into or advance careers in fields related to accounting, business administration, human resource, marketing, and office administration. All business majors are built on a blend of courses that stimulate critical thinking. Degrees and certificates within the Business Program are designed to prepare students for challenging and rewarding positions in business, industry, education, government, health care and public service. Certificates provide an opportunity to secure expertise in special areas of concentration, and students may use most coursework to pursue associate-level degrees.

**The Accounting, Business Administration, Human Resource, and Marketing degrees are all accredited by the Accreditation Council for Business Schools and Programs (ACBSP).**


**The Human Resource Major** provides the practical skills and theory necessary to enter or advance in the human resource department of a small to large organization. Students prepare for generalist careers helping administer management practices, selection and placement, training and development, compensation and benefits, labor and employee relations, plus health, safety, and security.

## Human Resource Major (Available Online Only) Associate of Applied Business Degree Structured Course Sequence (4 Semester Plan)

### First Year

First Semester	Hours
COM 1110  English Composition	3
COM 2110 Public Speaking	3
CPT 1250 Computer Applications in the Workplace	3
MGT 1010  Principles of Management	3
HST 1620 American History Since 1877	3
SDE 1010  First Year Experience	1
Term Hours	16

### Second Semester



AOT 2640 Spreadsheet Software and Applications	3
MGT 1260 Team Leadership or MGT 1250 or Team Building	3
MGT 2410 Employee Selection and Placement	3
MTH 1100 Math of Business <sup>1</sup> or MTH 1260 or Statistics	3
PSY 1010  General Psychology or SOC 1010 or Sociology	3
Term Hours	15

### Second Year

#### First Semester

ACC 1010 Corporate Accounting Principles	4
ECN 1410 Macro Economics	3
MGT 2010 Organizational Behavior	3
MGT 2440 Training, Development and Safety	3
MGT 2991 Practicum	1
MGT 2992 Seminar	1
Term Hours	15

#### Second Semester

BUS 2100 Business Law	3
MGT 2060 Employee and Labor Relations	3
MGT 2435 Benefits and Compensation	3
MGT 2530   Application in Human Resources	2
Elective (Must take at least 3 credit hours of elective classes)	3
Term Hours	14
Total Hours	60

 Portfolio Course

 Capstone Course

<sup>1</sup> If planning to pursue a bachelor degree, choose from one of the TAG approved Math courses. See MTH (p. 145) courses in Course Description section of this catalog.

See here (p. 21) for Portfolio and Capstone information.

#### Prerequisites:

Students should check course prerequisites before registering. Prerequisites are listed in the Course Tab (p. 111).

All students in the on-line Human Resources major are required to have a microphone and webcam.

### Basic Related Electives

Code	Title	Hours
ACC 1050	Accounting Software (QuickBooks)	2
ACC 1121	Payroll Accounting	2
AOT 2650	Database Software and Applications (Access)	3
MKT 1600	Customer Relations and Public Relations	3
MKT 2000	Digital Marketing	3
ECN 1430	Micro Economics	3

 Portfolio course

 Capstone course

Students are reminded to check course descriptions for prerequisites.

The Accounting, Business Administration, Marketing, and Human Resource majors are accredited by the Accreditation Council for Business Schools and Programs (ACBSP), 11520 West 119th Street, Overland Park, Kansas 66213.



## Certificates

To be eligible for the following Business Program certificates, a student must have received a grade of "C" or better for each course required for the certificate and completed all required courses within four years of applying for the certificate.

Applications for these certificates can be obtained in the Office of the Dean of Business, Technology & Public Service. Please **do not** apply for a certificate until you have completed **all** required courses with a grade of "C" or better.

Prerequisites may be required for courses listed for each certificate. Please consult the course description section of this college catalog or see your advisor.

## Human Resource Management Certificate (p. 64)

Code	Title	Hours
COM 1110 	English Composition	3
CPT 1250	Computer Applications in the Workplace	3
MGT 1010 	Principles of Management	3
MGT 2060	Employee and Labor Relations	3
MGT 2410	Employee Selection and Placement	3
MGT 2435	Benefits and Compensation	3
MGT 2440	Training, Development and Safety	3
Total Hours		21

 Portfolio

See [www.RhodesState.edu/GainfulEmployment](http://www.RhodesState.edu/GainfulEmployment) for additional information on certificates.



# Human Resource Management Certificate

Cara Rex, MACC, **Chair**  
 Phone: (419) 995-8323  
 Email: rex.c@RhodesState.edu  
 Office: 239 Keese Hall

Human Resource Major (p. 62)

The Human Resource certificate provides students with the knowledge and skills needed for an entry level human resource position. The human resource certificate curriculum focuses on human resource skillsets including: employee selection, employee placement, employee benefits, employee compensation, labor relations, employee training, employee development and employee safety.

## Technical Standards

See here (p. 44) for details.

Code	Title	Hours
COM 1110	English Composition	3
CPT 1250	Computer Applications in the Workplace	3
MGT 1010	Principles of Management	3
MGT 2060	Employee and Labor Relations	3
MGT 2410	Employee Selection and Placement	3
MGT 2435	Benefits and Compensation	3
MGT 2440	Training, Development and Safety	3
Total Hours		21

See [www.RhodesState.edu/GainfulEmployment](http://www.RhodesState.edu/GainfulEmployment) for additional information on certificates.

 Portfolio

## Human Service

Diane Haller, MS, **Chair**  
 Phone: (419) 995-8202  
 Email: haller.d@RhodesState.edu  
 Office: 145F Tech Edu Lab

If you have a desire to make a positive impact by helping those who require assistance, a career in Human Service may be right for you. Human Service Professionals and Social Work Assistants have specialized training to help individuals and communities facing challenges. They are employed in a wide variety of settings such as community service centers, mental health agencies, addiction centers, correctional facilities, domestic violence shelters, group homes, government agencies, halfway homes, homeless shelters, and activities departments. The curriculum is designed so you will practice and apply what you learn and includes practicum (internship) experiences to prepare you for entering the profession.

Graduates of the program receive an Associate of Applied Science Degree in Human Service Technology. The curriculum offered meets the requirements to pursue a certificate of registration as a Social Work Assistant (SWA) with the Ohio Counselor, Social Worker, & Marriage and Family Therapist Board and the credential of Human Services-Board

Certified Professional (HS-BCP) with The Credentialing and Education Center.

## Grading Policy

Academic standards are found under Grading and Credit System (p. 193) of the Student Handbook section of this catalog. Human Service students must attain a "C" grade in each Human Service core course. Any Human Service core course in which a grade below a "C" is received must be repeated.

## Curriculum Options

Students are encouraged to review their individual needs with the department chairperson when considering full-time and part-time alternatives. Additionally, students should review educational needs in conjunction with current work experiences.

## Articulations (2+2 Option)

Students interested in pursuing a Bachelor's degree should speak to a Human Service Advisor early in their Rhodes State College career.

## Human Service Technology Major

### Associate of Applied Science Degree Available in a hybrid/blended format)

#### Structured Course Sequence (4 Semester Plan)

##### First Year

First Semester	Hours	
COM 1110	English Composition	3
CPT 1040	Introductory Computer Applications	1
HUM 1111	Introduction to Social Work	3
HUM 1150	Interviewing Techniques	3
HUM 2100	Case Management Practice	3
PSY 1010	General Psychology	3
SDE 1010	First Year Experience	1
Term Hours		17

##### Second Semester

HST 1620	American History Since 1877	3
HUM 2230	Issues and Ethics in Helping	3
HUM 2500	Observation/Community Service	2
MTH 1100	Math of Business <sup>1</sup>	3
PSY 1730	Abnormal Psychology	3
SOC 1010	Sociology	3
Term Hours		17

##### Second Year

##### First Semester


COM 2110	Public Speaking	3
HUM 2400	Crisis Management	3
HUM 2991	Practicum I	2
SOC 1320	American Cultural Diversity	3
Technical Elective		4
Term Hours		15

##### Second Semester

HUM 2170	Dynamics of Mental Illness	3
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HUM 2310	Group Dynamics/Intervention	3
HUM 2992	Practicum II	2
PSY 2150	Lifespan Psychology	3
Technical Elective		2
General Basic or Technical Elective		2
Term Hours		15
Total Hours		64

 Portfolio Course

 Capstone Course

<sup>1</sup> **If planning to pursue a bachelor degree, choose from one of the TAG approved Math courses. See MTH (p. 145) courses in Course Description section of this catalog.**

See here (p. 21) for Portfolio and Capstone information.

Please see the course descriptions (p. 111) section for prerequisites before registering for courses.

#### Prerequisites:

Students should check course prerequisites before registering. Prerequisites are listed in the Course Tab (p. 111).

## Human Service Program Electives

### Technical Electives

Code	Title	Hours
HUM 1120	Society of Aging	2
HUM 1200	Chemical Dependency	2
HUM 1230	Therapeutic Recreation	2
HUM 1310	Activity Directing I	3
HUM 1320	Activity Directing II	3
HUM 1350	Developmental Disabilities	2
HUM 1601	American Sign Language I (formerly HUM 1500)	4
HUM 1602	American Sign Language II (formerly HUM 1530)	3
HUM 1603	American Sign Language III (formerly HUM 1540)	3
HUM 1604	American Sign Language IV (formerly HUM 1550)	3
HUM 1990	Independent Study in HUM	1-3
HUM 2000	Special Topics in Human Services	1-3
HUM 2090	Community Resources	2
HUM 2190	Chemical Dependency in Family	2

### General/Basic Electives

Code	Title	Hours
BHS 1310	CPR	0.5
BHS 1380	Introduction to Medical Terminology	2
BHS 2110	Growth and Development: Lifespan	2
BIO 1090	Concepts in Biology	4
COM 2213	Verbal Judo	3
COR 2720	Special Needs Clients	4
FIN 1250	Personal Finance	3
LAW 1130	Introduction to Criminal Justice	3
LAW 2200	Juvenile Delinquency	3

MGT 1010	Principles of Management	3
MGT 1250	Team Building	3
PSY 2200	Social Psychology	3
SOC 1200	Death and Dying	3
SOC 1210	Family Sociology	3
SOC 2300	Social Problems	3
SPN 1010	Beginning Spanish Language I	3

 Portfolio course

A total of 8 hours of electives are required; a minimum of 6 hours of electives must be chosen from Technical (HUM) electives and the remaining 2 hours may be chosen from General/Basic electives or Technical (HUM) electives. Please see advisor when considering 2+2 option.

## Admission Requirements

See the General Admissions Procedures (p. 10) in the College catalog.

Students who begin the curriculum in spring semester or who need developmental course support should recognize that it may take longer than four semesters to complete the program.

Individuals must recognize that to be successful in the Human Service field, there are important disposition and professional conduct factors, such being emotionally mature, respectful, dependable, and responsible.

The Human Service program is accredited by:  
Council for Standards in Human Service Education  
Elaine R. Green, President  
<http://www.cshse.org>

## Law Enforcement

James "Jim" Seaman, MS, **Chair**  
Phone: (419) 995-8386  
Email: [seaman.j@RhodesState.edu](mailto:seaman.j@RhodesState.edu)  
Office: 145H Tech Edu Lab

Professions in Law Enforcement are on the threshold of a new era that will bring with it greater demands from the community for more highly qualified personnel. The opportunities for well-educated and trained individuals are vast, and horizons are constantly expanding.

The Criminal Justice Program at Rhodes State College is designed to prepare those individuals who are seeking entry-level positions, especially in local, and state law enforcement agencies, as well as public and private security agencies. Criminal Justice associate degree graduates planning to continue their education at a four-year institution will find easy transfer to most institutions.

Rhodes State College also offers the Basic Peace Officer Training Academy through the Criminal Justice Program. The Academy has special admission requirements. The candidate must have a valid driver's license, be twenty-one by the end of the academy, and no felony or domestic violence convictions. All candidates must complete a short interview and fitness test administered under the direction of the Department Chair prior to acceptance into the academy. Students who wish to first take the degree requirements may select the Basic Peace Officer Academy at the conclusion of the program.

Ohio Peace Officer Training for Certification cannot be taken through distance education. All OPOTA training must be taken in the classroom. Please contact the Chair for further clarification.

## Law Enforcement Major

### Associate of Applied Science Degree

#### Structured Course Sequence (4 Semester Plan)

##### First Year

First Semester		Hours
COM 1110✎	English Composition	3
CPT 1250	Computer Applications in the Workplace	3
LAW 1130	Introduction to Criminal Justice	3
LAW 2050	Traffic Enforcement	3
PSY 1010✎	General Psychology	3
SDE 1010✎	First Year Experience	1
Term Hours		16

##### Second Semester


LAW 1210	Criminology	3
LAW 1540✎	Constitutional Issues	3
MTH 1100	Math of Business <sup>1</sup>	3
PSY 1730	Abnormal Psychology	3
SOC 1010✎	Sociology	3
Term Hours		15

##### Second Year

##### First Semester

HST 1620	American History Since 1877	3
LAW 2020	Criminal Law	3
LAW 2040	Criminal Evidence and Procedure	3
LAW 2090	Social Issues in Policing	3
LAW 2200	Juvenile Delinquency	3
Select one of the following:		3
FIN 1250	Personal Finance	3
or HUM 1601	or American Sign Language I	
or SPN 1010	or Beginning Spanish Language I	
Term Hours		18

##### Second Semester

LAW 2120	Criminal Investigation	4
COM 2213	Verbal Judo	3
LAW 2500	Law Enforcement Practicum	2
LAW 2530✎ 	Patrol Administration	3
SOC 1320	American Cultural Diversity	3
Term Hours		15
Total Hours		64

✎ Portfolio course

 Capstone course

<sup>1</sup>If planning to pursue a bachelor degree, choose from one of the TAG approved Math courses. See MTH (p. 145) courses in Course Description section of this catalog.

See here (p. 21) for Portfolio and Capstone information.

##### Prerequisites:

Students should check course prerequisites before registering. Prerequisites are listed in the Course Tab (p. 111).

# Manufacturing Engineering Technology

Charles Butcher, DM, **Chair**  
 Phone: (419) 995- 8372  
 Email: butcher.c1@RhodesState.edu  
 Office: 131 JJC

The application of flexible manufacturing systems (FMS) to the totally automated factory requires technicians who are able to function in the world of robots, computerized numerical controlled (CNC) machines, computer-aided drafting and design (CADD), automated warehousing systems, and the total flexible manufacturing network. Manufacturing Engineering Technology is designed specifically to prepare students for technician-level employment in the fields of robotics, automated systems and associated areas under the broad umbrella of flexible manufacturing systems. The curriculum combines course offerings from the Electronic Engineering Technology and Mechanical Technology programs and includes four FMS technical courses while maintaining the same general studies and related studies currently required by those majors.

# Manufacturing Engineering Technology Major

## Associate of Applied Science Degree Structured Course Sequence (4 Semester Plan)

### First Year

First Semester		Hours
COM 1110✍	English Composition	3
EET 1330✍	Digital Circuits	4
MET 1000	Engineering Graphics with AutoCAD	4
MET 1110✍	Manufacturing Processes	3
MTH 1210	Mathematics I	3
SDE 1010✍	First Year Experience	1
Term Hours		18

### Second Semester


COM 1140	Technical Writing	3
CPT 1120	Introduction to VB Programming	3
MET 1020	Material Science	3
General Education Elective		3
Physical Science Elective		4
Term Hours		16

### Second Year

#### First Semester

EET 1110	Circuit Analysis I	3
EET 2910	Programmable Controllers	3
FMS 2110	Basic Robotics and Mechatronics	3
FMS 2210	CAM/CNC Machining I	3
MET 2310	Fluid Power	3
MET 2991	Field Experience	1
Term Hours		16

#### Second Semester

FMS 2130✍	Industrial Mechatronics and Robotics	3
COM 2110 or COM 2213	Public Speaking or Verbal Judo	3
FMS 2220	CAM/CNC Machining II	3
MET 2970✍ 	MET Department Capstone	2
PSY 1010✍ or SOC 1010	General Psychology or Sociology	3
Term Hours		14
Total Hours		64

See here (p. 21) Portfolio and Capstone information.

 Portfolio

 Capstone

#### Prerequisites:

Students should check course prerequisites before registering. Prerequisites are listed in the Course tab (p. 111).

## Marketing

Cara Rex, MACC, Chair  
 Phone: (419) 995-8323  
 Email: rex.c@RhodesState.edu  
 Office: 239 Keese Hall

The objective of the Business Program is to provide quality, up-to-date education for individuals who desire to enter into or advance careers in fields related to accounting, business administration, human resource, marketing, and office administration. All business majors are built on a blend of courses that stimulate critical thinking. Degrees and certificates within the Business Program are designed to prepare students for challenging and rewarding positions in business, industry, education, government, health care and public service. Certificates provide an opportunity to secure expertise in special areas of concentration, and students may use most coursework to pursue associate-level degrees.

**The Accounting, Business Administration, Human Resource, and Marketing degrees are all accredited by the Accreditation Council for Business Schools and Programs (ACBSP).**

The Marketing Major is designed to provide a quality up-to-date education for individuals to enter, advance or improve their skills and knowledge in this expanding business field. Students study the application of advertising, sales promotion, sales techniques, digital marketing, customer service, public relations, and integrated marketing strategies. Students prepare for career positions as sales representatives, community relations managers, marketing specialists, customer service representatives, retail managers, and other challenging career positions.

## Marketing Major (Available Traditional & Online Format) Associate of Applied Business Degree Structured Course Sequence (4 Semester Plan)

### First Year

First Semester		Hours
COM 1110	English Composition	3
ECN 1430	Micro Economics	3
CPT 1250	Computer Applications in the Workplace	3
MGT 1010	Principles of Management	3
MGT 1250 or MGT 1260	Team Building or Team Leadership	3
SDE 1010	First Year Experience	1
Term Hours		16

### Second Semester

BUS 2100	Business Law	3
COM 2110	Public Speaking	3
PSY 1010 or SOC 1010	General Psychology or Sociology	3
MKT 1010	Principles of Marketing	3
MTH 1100 or MTH 1260	Math of Business <sup>1</sup> or Statistics	3
Term Hours		15

### Second Year

#### First Semester

ACC 1010	Corporate Accounting Principles	4
CPT 1580	Introduction to Graphic Design and Layout	3
MKT 1600	Customer Relations and Public Relations	3
MKT 2210	Comprehensives Sales Technique	3
AOT 2640	Spreadsheet Software and Applications	3
Term Hours		16

#### Second Semester

HST 1620	American History Since 1877	3
MKT 2000	Digital Marketing	3
MKT 2110	Advertising and Sales Promotion	3
MKT 2520	Special Studies in Marketing	2
MGT 2991	Practicum	1
MGT 2992	Seminar	1
Term Hours		13
Total Hours		60

 Portfolio Course

 Capstone Course

<sup>1</sup> If planning to pursue a bachelor degree, choose from one of the TAG approved Math courses. See MTH (p. 145) courses in Course Description section of this catalog.

See here (p. 21) for Portfolio and Capstone information.

**Students may take courses through Distance Education or in traditional format. All online Marketing majors are required to have webcam and microphones. See here (p. 166) for additional requirements.**

**Prerequisites:**

Students should check course prerequisites before registering. Prerequisites are listed in the Course Tab (p. 111).

The Accounting, Business Administration, Marketing, and Human Resource majors are accredited by the Accreditation Council for Business Schools and Programs (ACBSP), 11520 West 119th Street, Overland Park, Kansas 66213.

## Marketing Certificate

Cara Rex, MACC, **Chair**  
Phone: (419) 995-8323  
Email: rex.c@RhodesState.edu  
Office: 239 Keese Hall

Marketing Major (p. 68)

The Marketing certificate provides students with the knowledge and skills needed for an entry level marketing position. The marketing certificate curriculum focuses on a broad variety of marketing skillsets including: customer relations, public relations, digital marketing, advertising, sales promotion, and sales techniques.

## Technical Standards

See here (p. 44) for details.

Code	Title	Hours
COM 1110	English Composition	3
CPT 1250	Computer Applications in the Workplace	3
ECN 1430	Micro Economics	3
MGT 1010	Principles of Management	3
MKT 1010	Principles of Marketing	3
MKT 1600	Customer Relations and Public Relations	3
MKT 2000	Digital Marketing	3
MKT 2110	Advertising and Sales Promotion	3
MKT 2210	Comprehensives Sales Technique	3
MTH 1100	Math of Business	3
or MTH 1260	Statistics	
Total Hours		30

See [www.RhodesState.edu/GainfulEmployment](http://www.RhodesState.edu/GainfulEmployment) for additional information on certificates.

 Portfolio

 Capstone

## Mechanical Engineering Technology

Charles Butcher, DM, **Chair**  
Phone: (419) 995- 8372  
Email: butcher.c1@RhodesState.edu  
Office: 131 JJC

Mechanical Engineering Technicians help engineers design, develop, test, and manufacture mechanical devices, including tools, engines, and machines. They may make sketches and rough layouts, record and analyze data, make calculations and estimates, and report their findings. Often Mechanical Engineering Technicians design equipment and make working models to test. When involved in manufacturing, these technicians frequently determine the strength, quality, quantity and cost

of materials. Technicians who specialize in Mechanical Design may take the rough sketches produced by an engineer and convert them into detailed drawings. They might also provide illustrations and exploded views of machinery for operating or maintenance manuals. Mechanical Engineering Technicians also help engineers design, develop, test and manufacture machinery, industrial robotics and other equipment.

The curriculum provides the skills to become a Mechanical Engineering Technician. Practical, hands-on, learning experience is incorporated with principle and theory. Students learn how to make sketches and rough layouts, record data, tabulate calculations, analyze results and write informative reports. Those interested in the MET major should have an aptitude for mathematics, science and technical work. Upon completion of the coursework, the student will receive an Associate of Applied Science Degree in Mechanical Engineering Technology.

Employment opportunities are excellent for individuals who have completed a two-year program in mechanical engineering technology. Completion of the degree prepares the graduate for entry into today's global industrial world in a number of job classifications such as design technicians, detailers, draftsmen, engineering technicians, lab technicians, metallurgical technicians, quality control technicians, troubleshooters and test technicians. Graduates have the solid foundation needed to continue on to a bachelors degree in engineering technology, engineering science, and eventually become a licensed Professional Engineer pursuant to the Ohio Revised Code.

## Mechanical Engineering Technology Major

### Associate of Applied Science Degree Structured Course Sequence (4 Semester Plan) First Year

First Semester		Hours
COM 1110	English Composition	3
MET 1000	Engineering Graphics with AutoCAD	4
MET 1110	Manufacturing Processes	3
MTH 1370	College Algebra	4
PHY 1120	Physics I	4
SDE 1010	First Year Experience	1
Term Hours		19

### Second Semester




COM 1140	Technical Writing	3
MET 1020	Material Science	3
MET 1130	Statics	3
MET 2440	Computer Aided Design	3
MTH 1430	Trigonometry	3
PHY 1130	Physics II	4
Term Hours		19

### Second Year


First Semester		Hours
CPT 1120	Introduction to VB Programming	3
EET 1110	Circuit Analysis I	3
FMS 2210	CAM/CNC Machining I	3
MET 2210	Strength of Materials	3
MET 2310	Fluid Power	3
MET 2991	Field Experience	1
Term Hours		16



**Second Semester**

COM 2110	Public Speaking	3
CPT 1250	Computer Applications in the Workplace	3
MET 2970  	MET Department Capstone	2
PSY 1010  or SOC 1010	General Psychology or Sociology	3
Term Hours		11
Total Hours		65

 Portfolio course

 Capstone course

See here (p. 21) Portfolio and Capstone information.

**Prerequisites:**

Students should check course prerequisites before registering.

The Rhodes State College Mechanical Engineering Technology (MET) program is accredited by:

3 *Engineering Technology Accreditation Commission of ABET*  
2 415 North Charles Street, Baltimore, MD 21202-4012  
3 (410) 347-7700  
website: <http://www.abet.org>

## Medical Administrative Assistant

Cara Rex, MACC, **Chair**

Phone: (419) 995-8323

Email: [rex.c@RhodesState.edu](mailto:rex.c@RhodesState.edu)

Office: 239 Keese Hall

The objective of the Business Program is to provide quality, up-to-date education for individuals who desire to enter into or advance careers in fields related to accounting, business administration, human resource, marketing, and office administration. All business majors are built on a blend of courses that stimulate critical thinking. Degrees and certificates within the Business Program are designed to prepare students for challenging and rewarding positions in business, industry, education, government, health care and public service. Certificates provide an opportunity to secure expertise in special areas of concentration, and students may use most coursework to pursue associate-level degrees.

The Office Administration program at Rhodes State College prepares individuals to serve as administrative support personnel. These individuals receive extensive course work and hands-on training in traditional office skills, the latest software applications, and managerial skills.

Emphasis is placed on the following:

1. managing the information flow in the office,
2. handling client/customer relations,
3. providing effective communication within the organization and with the general public and the business community,
4. solving problems and making decisions

The Associate of Applied Science degree in Office Administration prepares students in one of two areas of specialization:

Executive Administrative Assistant (p. 61)

Medical Administrative Assistant (p. 70)

**Tech Prep Partner**

See here (p. 13) for details.




## Medical Administrative Assistant Major

### Associate of Applied Science Degree (Available in a hybrid/blended format)


#### Structured Course Sequence (4 Semester Plan)

##### First Year

##### First Semester

		Hours
AOT 1060	Keyboarding Accuracy and Speed	2
BHS 1160	Medical Law-Ethics Healthcare	2
BIO 1000	Basic Human Structure and Function	3
COM 1110 	English Composition	3
MTH 1100 or MTH 1260	Math of Business * or Statistics	3
SDE 1010 	First Year Experience	1
PSY 1010  or SOC 1010	General Psychology or Sociology	3
Term Hours		17

##### Second Semester



ACC 1010	Corporate Accounting Principles	4
AOT 1070	Keyboarding/Document Formatting	4
AOT 1230 	Business English I	3
BHS 1390	Medical Terminology	2
COM 2110	Public Speaking	3
Term Hours		16

##### Second Year

##### First Semester

AOT 2000	Office Production and Procedures	4
AOT 2090	Electronic Health Records and Procedures	3
AOT 2260	Professional Development	2
AOT 2280	Business English II	3
MAT 2410	Medical Office Coding	4
Term Hours		16

##### Second Semester

AOT 2991	Practicum	1
AOT 2992  	Seminar	2
ECN 1410	Macro Economics	3
HST 1620 or HST 2300	American History Since 1877 or Technology and Civilization	3
AOT 1500	Computer Presentation Software	3
AOT 2640	Spreadsheet Software and Applications	3
Term Hours		15
Total Hours		64

 Portfolio course

 Capstone course

See here (p. 21) for Portfolio and Capstone information.

\* If planning to pursue a bachelor's degree, please take MTH-1260.

#### Prerequisites:

Students should check course prerequisites before registering.

## Microcontrollers Certificate

Charles Butcher, DM, **Chair**

Phone: (419) 995- 8372

Email: butcher.c1@RhodesState.edu

Office: 131 JJC





Electronic Engineering Technology Major (p. 59)

Students who obtain the Microcontroller Certificate have demonstrated their ability to install, integrate, and program microcontrollers.

Microcontrollers are commonly used in products and equipment that require a small dedicated computer to control functions.

### Technical Standards

See here (p. 44) for details.

Code	Title	Hours
EET 1110	Circuit Analysis I	3
EET 1330 	Digital Circuits	4
EET 2310 	Microcontroller Fundamentals	4
EET 2320	C# Programming	3
EET 2530  	Electronic Engineering Technology Capstone	1
MTH 1370	College Algebra	4
Total Hours		19

See [www.RhodesState.edu/GainfulEmployment](http://www.RhodesState.edu/GainfulEmployment) for additional information on certificates.

 Portfolio

 Capstone

The Rhodes State College Electronic Engineering Technology (EET) program is accredited by the:

Engineering Technology Accreditation Commission of ABET  
415 North Charles Street, Baltimore, MD 21202-4012  
(410) 347-7700  
website: <http://www.abet.org>

## Minor Maintenance Certificate

Charles Butcher, DM, **Chair**

Phone: (419) 995- 8372

Email: butcher.c1@RhodesState.edu

Office: 131 JJC

Manufacturing Engineering Technology Major (p. 67)

The Minor Maintenance Certificate provides students with the basic knowledge of electricity, hydraulics, print reading, mechanical power transmission, and rigging. This certificate provides documentation of entry-level training in multi-skilled maintenance to area manufacturers.

### Technical Standards

See here (p. 44) for details.

Code	Title	Hours
IMT 1010	Mechanical and Electrical Print Reading	2
IMT 2080	Introduction to Electricity	3

IMT 2400	Introduction to Fluid Power	3
IMT 2810	Millwright Tools and Equipment	2
IMT 2820	Mechanical Power Transmission Systems	2
Total Hours		12

See [www.RhodesState.edu/GainfulEmployment](http://www.RhodesState.edu/GainfulEmployment) for additional information on certificates.

## Network Security

Paul Burkholder, MSISA, Chair  
 Phone: (419) 995-8123  
 Email: [burkholder.p@RhodesState.edu](mailto:burkholder.p@RhodesState.edu)  
 Office: 179M JJC

The **Information and Emerging Technology** department consists of three IT majors: Web Programming/Computer Programming, Digital Media Technology, Network Security, and two emerging technology majors: Operations Excellence and Food Science.

Each of these majors provide the students with a valuable education using state-of-the-art coursework, equipment and technology.

The **Network Security Major** stresses the design, installation, security and maintenance of a computer network. This major also provides the coursework that will train the students to design, build and implement complete end-to-end security solutions. The coursework will also provide exposure to various digital, computer, and network forensic methods, VPNs, secure remote access, and disaster recovery techniques. Course content covers objectives for various certifications including:

- **A+**
- **Cisco Certified Network Associate**
- **Cisco Certified Network Associate - Security**
- **Cisco Certified Network Associate - CyberOps**
- **Microsoft Certified IT Professional**
- **Microsoft Certified Technology Specialist**
- **Linux+**
- **LPIC-1**
- **Network+**
- **VMware Certified Professional**
- **Certified Ethical Hacker**
- **Security +**
- **Palo Alto ACE**

**Rhodes State College is an official Microsoft Information Technology Academy**, which means that Rhodes State College is an authorized training partner with Microsoft and we use **official Microsoft curriculum in our Microsoft courses**.

In order to become a **Microsoft Certified IT Professional (MCITP)**, students should take CPT 1410 Microsoft I, CPT 1415 Microsoft II and CPT 1420 Microsoft III and pass the associated Microsoft exams. Passing any one of these exams would give the student the **Microsoft Certified Technology Specialist** certification. Both of these courses use official Microsoft curriculum.

**Rhodes State College is an authorized Local Cisco Network Academy** which means that Rhodes State College is an authorized training partner with Cisco and we use **official Cisco curriculum in our Cisco courses**.

In order to become a **CCNA(Cisco Certified Network Associate)**, the student should take CPT 1705 Cisco I - CCNA, CPT 1715 Cisco II - CCNA, CPT 2705 Cisco III - CCNA and CPT 2715 Cisco IV - CCNA and pass the CCNA exam.

In order to become a **CCNP (Cisco Certified Network Professional)**, the student should take CPT 2740 Cisco V - CCNP and CPT 2741 Cisco VI - CCNP and pass the associated CCNP exams.

In order to become a CCNA with Security specialization (**CCNAS**), the student should take CPT 2960 CCNA Security and pass the CCNAS exam.

**Rhodes State College is an authorized VMware IT Academy**, which means that Rhodes State College is an authorized training partner with VMware and we use **official VMware curriculum in our virtualization courses**.

In order to become a **VCP (VMware Certified Professional)**, the student should take CPT 2940 Virtualization I and CPT 2945 Virtualization II and pass the VCP exam.

## Technical Standards

See here (p. 44) for details.

## Tech Prep Partner

See here (p. 13) for details.

## Network Security Major

### Associate of Applied Science Degree

#### Structured Course Sequence (4 Semester Plan)

##### First Year

##### First Semester

	Hours
COM 1110✎ English Composition	3
CPT 1410 Microsoft I	3
CPT 1415 Microsoft II	3
CPT 1605 IT Essentials	3
CPT 1620 Linux Administration I	3
SDE 1010✎ First Year Experience	1
<b>Term Hours</b>	<b>16</b>

##### Second Semester

COM 1140 Technical Writing	3
CPT 1420 Microsoft III	3
CPT 1625 Linux Administration II	3
CPT 1705✎ Cisco I - CCNA	3
CPT 1715 Cisco II - CCNA	3
MTH 1151 Quantitative Reasoning or MTH 1260 or Statistics	3
<b>Term Hours</b>	<b>18</b>

##### Second Year

##### First Semester

CPT 2705 Cisco III - CCNA	3
CPT 2715 Cisco IV - CCNA	3
CPT 2930 Ethical Hacking I	3
CPT 2935 Ethical Hacking II	3
CPT 2991 Field Experience	1
HST 1620 American History Since 1877	3
<b>Term Hours</b>	<b>16</b>

##### Second Semester

CPT 2940 Virtualization I	3
CPT 2560 Server and Infrastructure Integration	3
CPT 2960 CCNA Security	3
CPT 2965✎ 🎓 Applications of Network Security	3
PSY 1010✎ General Psychology or SOC 1010 or Sociology	3
<b>Term Hours</b>	<b>15</b>
<b>Total Hours</b>	<b>65</b>

See here (p. 21) for Portfolio and Capstone information.

##### Prerequisites:

Students should check course prerequisites before registering.

- ✎ Portfolio
- 🎓 Capstone

## Cyber Security Certificate

Code	Title	Hours
CPT 1705✎	Cisco I - CCNA	3
CPT 2540	Computer and Network Security	3
CPT 2545	Scripting for Cybersecurity Professionals	3
CPT 2550	Cryptography and Encryption	3
CPT 2555	Network Forensics	3
CPT 1940	Introduction to Cybersecurity	3
CPT 1945	Introduction to the Internet of Things	3
CPT 1950	Security Awareness	3
CPT 1955	Firewall Essentials	3
CPT 1715	Cisco II - CCNA	3
<b>Total Hours</b>		<b>30</b>

✎ Portfolio

See [www.RhodesState.edu/GainfulEmployment](http://www.RhodesState.edu/GainfulEmployment) for additional information on certificates.

## Office Publications Certificate

Cara Rex, MACC, **Chair**  
 Phone: (419) 995-8323  
 Email: [rex.c@RhodesState.edu](mailto:rex.c@RhodesState.edu)  
 Office: 239 Keese Hall

Executive Administrative Assistant Major (p. 61)  
 Medical Administrative Assistant Major (p. 70)

The office publications certificate provides students with the knowledge and skills needed for an entry level position involving graphic design and digital editing. The office publications certificate curriculum focuses on a broad variety of technical skillsets including: graphic design, software publication, video editing, digital image editing and graphics software applications.

Code	Title	Hours
CPT 1580	Introduction to Graphic Design and Layout	3
AOT 1230✎	Business English I	3
AOT 1650	Word Processing Software	3
CPT 2700	Digital Video Editing	3
CPT 2650	Creating and Editing Digital Images	3
CPT 2670	Graphics Software and Applications	3
<b>Total Hours</b>		<b>18</b>

See [www.RhodesState.edu/GainfulEmployment](http://www.RhodesState.edu/GainfulEmployment) for additional information on certificates.

✎ Portfolio

## Office Software Certificate

Cara Rex, MACC, **Chair**  
 Phone: (419) 995-8323  
 Email: [rex.c@RhodesState.edu](mailto:rex.c@RhodesState.edu)  
 Office: 239 Keese Hall

Executive Administrative Assistant Major (p. 61)  
 Medical Administrative Assistant Major (p. 70)

The office software certificate provides students with the knowledge and skills needed for an entry level administrative assistant position.

The office software certificate curriculum focuses on a broad variety of technical skillsets including: keyboarding, document formatting and graphic design. This certificate also provides a strong foundation in Microsoft products including: Word, Excel, PowerPoint and Access.

Code	Title	Hours
AOT 1060	Keyboarding Accuracy and Speed	2
AOT 1070	Keyboarding/Document Formatting	4
AOT 1650	Word Processing Software	3
CPT 1580	Introduction to Graphic Design and Layout	3
AOT 2640	Spreadsheet Software and Applications	3
AOT 1500	Computer Presentation Software	3
AOT 2650	Database Software and Applications	3
Total Hours		21

See [www.RhodesState.edu/GainfulEmployment](http://www.RhodesState.edu/GainfulEmployment) for additional information on certificates.

## One Year Maintenance Certificate

Charles Butcher, DM, **Chair**

Phone: (419) 995- 8372

Email: [butcher.c1@RhodesState.edu](mailto:butcher.c1@RhodesState.edu)

Office: 131 JJC

Manufacturing Engineering Technology Major (p. 67)

Mechanical Engineering Technology Major (p. 69)

Students completing the One Year Maintenance Certificate have demonstrated that they have completed the coursework to be considered for Multi-Skilled Maintenance positions in a manufacturing facility. Multi-skilled maintenance personnel are able to work on electronic, mechanical, hydraulic and pneumatic systems.

## Technical Standards

See [here](#) (p. 44) for details.

Code	Title	Hours
<b>Math Elective</b>		
Minimum 3 Credits		
IMT 1921	Technical Math II	3
MTH 1210	Mathematics I	3
MTH 1370	College Algebra	4
<b>Drafting Elective</b>		
Minimum 2 Credits		
AMT 1040	Blueprint Reading and Schematics	2
IMT 1010	Mechanical and Electrical Print Reading	2
MET 1000	Engineering Graphics with AutoCAD	4
MET 1010	Blueprint Reading and Sketching	3
MET 1050	CAD for Electronics	2
<b>Electrical Elective</b>		
Minimum 2 Credits		
AMT 1070	Basic Electricity and Electronics	3
EET 1110	Circuit Analysis I	3
IMT 2080	Introduction to Electricity	3

IMT 2170	Industrial Motor Drives	2
IMT 2260	Industrial Electronic Controls	3
<b>Fluid Power Elective</b>		
Minimum 2 Credits		
AMT 2010	Electrohydraulics and Pneumatics	4
MET 2310	Fluid Power	3
<b>Mechanical Elective</b>		
Minimum 2 Credits		
AMT 1080	Mechanical Drive Systems	3
AMT 1100	Welding and Fabrication	3
AMT 1180	Tool and Gage Design	2
AMT 1200	Machine Tool Operations	3
IMT 2810	Millwright Tools and Equipment	2
IMT 2820	Mechanical Power Transmission Systems	2
MET 1020	Material Science	3
MET 1110	Manufacturing Processes	3
<b>Technical Elective</b>		
Minimum 18 Credits		
AMT 1020	Preventive Maintenance	2
AMT 2030	Programmable Logic Controllers	3
AMT 2050	Robot Maintenance	3
AMT 2060	Controls and Instrumentation	3
AMT 2550	Fundamentals of Plumbing and Pipefitting	2
AMT 2970	Troubleshooting Capstone	3
EET 1120	Circuit Analysis II	3
EET 1130	Electronics	4
EET 1330	Digital Circuits	4
EET 2030	Motor Controls	3
EET 2310	Microcontroller Fundamentals	4
EET 2900	Electric Codes and Application	2
EET 2910	Programmable Controllers	3
FMS 2110	Basic Robotics and Mechatronics	3
FMS 2130	Industrial Mechatronics and Robotics	3
FMS 2210	CAM/CNC Machining I	3
FMS 2220	CAM/CNC Machining II	3
FMS 2320	Manual Machining I	2
FMS 2340	Numerical Control Concepts	2
IMT 2740	Advanced Refrigeration and HVAC	3
IMT 2750	Wastewater Treatment and Operation	2
IMT 2850	Power Plant Equipment	3
<b>Field Experience</b>		
Minimum 1 Credit		
MET 2991	Field Experience	1
<b>Total Hours</b>		30

See [www.RhodesState.edu/GainfulEmployment](http://www.RhodesState.edu/GainfulEmployment) for additional information on certificates.

 Portfolio

 Capstone

## Paralegal/Legal Assisting Certificate

Margaret Schuck, JD, **Coordinator**

Phone: (419) 995-8404  
 Email: schuck.m@RhodesState.edu  
 Office: 145E Tech Lab

#### Paralegal/Legal Assisting Major (p. 76)

The Paralegal/Legal Assisting Certificate is available to those who currently hold an **associate's\***, **bachelor's** or **graduate-level degree**. \*(May require additional general education credits). The requirements for the certificate may be completed in one year if the student has a flexible work schedule.

## Technical Standards

See here (p. 44) for details.

### First Year

Fall		Hours
BUS 2100	Business Law	3
LEG 1010	Introduction to Paralegals and the Legal System	2
LEG 1100	Legal Research and Writing I	2
LEG 1100L	Legal Research and Writing I Lab	0
Legal Electives		7-8
Term Hours		14-15
Spring		
LEG 1020	Legal Ethics	1
LEG 1110✍	Legal Research and Writing II	3
LEG 1110L	Legal Research and Writing II Lab	0
LEG 1150	Litigation	3
LEG 1300	Legal Office Management and Technology	2
LEG 2991	Paralegal Legal Assisting Practicum	3
Legal Electives		7-8
Term Hours		19-20
Total Hours		33-35

Code	Title	Hours
<b>Electives</b>		
LEG 1190	Criminal Law	2
LEG 1200	Family Law	2
LEG 2050	Real Estate Law	2
LEG 2100	Probate Administration	3
LEG 2200	Debtor/Creditor/Bankruptcy	2
LEG 2250	Administrative Law	1
LEG 2000✍ 🎓	Civil Procedure	2
ACC 2250	Principles of Federal Income Tax	2

✍ Portfolio course

🎓 Capstone course

See [www.RhodesState.edu/GainfulEmployment](http://www.RhodesState.edu/GainfulEmployment) for additional information on certificates.

## Operations Excellence Technology

Paul Burkholder, MSISA, Chair  
 Phone: (419) 995-8123  
 Email: burkholder.p@RhodesState.edu

Office: 179M JJC

The Operations Excellence Technology (OET) program is focused on improving processes through people. Building trust and empowering organizations to make great improvements start with personal excellence and leadership. The program takes students on a personal journey to improve their leadership, management, and interpersonal skills using an inside-out approach toward excellence. Students will learn many different strategies used to achieve short-term gains in safety, quality, delivery, and cost. These strategies are drawn from current industrial engineering (lean manufacturing) practices such as standard work, flow, pull, and 6S (organization & cleanliness) used to eliminate process wastes. Additionally, students will go beyond these tools to gain a better understanding of how to achieve long-term results using systems to drive cultural change and improvement. Ultimately, the student gains a deep understanding of principles that are universal, timeless, and self evident to achieve true cultural transformation.

Operations excellence is a growing field as students of the program will have the ability to pursue positions not only in manufacturing, but in healthcare, education, services, banking/finance, government, agriculture, and beyond. Culture is a major part of every industry and organization, and Operations Excellence challenges existing culture to transform behaviors created in the industrial age to principle-centered behaviors in a new "knowledge worker" age. This program will teach and mentor the student on how to implement such changes that have a profound performance impact on industries and organizations.

The program is fully online.



## Operations Excellence Technology Major

### Associate of Applied Science Degree

#### Structured Course Sequence (4 Semester Plan)

##### First Year

##### First Semester

		Hours
COM 1110	English Composition	3
MGT 1260	Team Leadership	3
OET 1100	Operations Management	3
OET 1110	Introduction to Operations Excellence	3
IMT 1911	Technical Math I	3
SDE 1010	First Year Experience	1
Term Hours		16

##### Second Semester

AOT 2640	Spreadsheet Software and Applications	3
COM 1140	Technical Writing	3
ENV 1300 or MGT 2440	OSHA Regulations and Safety or Training, Development and Safety	3
OET 1120	Tools of Operations Excellence	4
SOC 1010	Sociology	3
Term Hours		16

##### Second Year

##### First Semester

OET 2015	Statistics for SPC	3
OET 2120	Quality Management Systems	3
OET 2210	Logistics and Supply Chain	3
OET 2510	Lean Systems	3
Term Hours		12

##### Second Semester

COM 2110	Public Speaking	3
HST 1620	American History Since 1877	3
OET 2021	Advanced Tools of Operations Excellence	3
OET 2970	Cost Analysis and Estimating	4
OET 2980	OET Capstone	3
Term Hours		16
Total Hours		60

 Portfolio course

 Capstone course

See here (p. 21) for Portfolio and Capstone information.

##### Prerequisites:

Students should check course prerequisites before registering.

## Paralegal/Legal Assisting

Margaret Schuck, JD, **Coordinator**

Phone: (419)995-8404

Email: schuck.m@RhodesState.edu

Office: Tech Lab 145E

The Paralegal/Legal Assisting program prepares individuals to work in many legal settings. Individuals assist attorneys in private, public, corporate, or administrative areas. Graduates may work in corporate legal departments, human resource or personnel offices, banks, trust or

real estate departments, local government and court offices, billing and collections, insurance, administrative agencies (workers compensation, social security, EPA, etc.) and community or non-profit agencies. Jobs which utilize paralegal skills and talents can be found in every industry and profession.

This is a practical, skills-based program. Students receive extensive coursework and hands-on training in computer skills, general and specific legal knowledge, legal research and writing skills, accounting and business law. They perform specific legal tasks (research, analysis, investigation, written and oral communication, exercising judgment, preparing documents, etc.) and complete case studies in legal research, family law, criminal law, debt collections and bankruptcy, real estate procedures, probate, and government administrative processes. Students complete a practicum in a legal, business or government setting gaining valuable practical experience.

A one-year Paralegal certificate is available for individuals who already have an associates or higher degree.

**Rhodes State Paralegal Program does not prepare students to practice law. Graduates do not provide legal services directly to the public.**

The associate degree program provides a well-rounded educational background in the areas of communications, analytical problem solving, accounting, taxes, social interactions, political science and economics. This assists students who desire to obtain an education beyond the Associate's degree.

By adding one to two additional courses, students may also pursue the following business certificates: Tax Preparer Certificate and/or the Accounting Clerk Certificate.

Students must attain a "C" grade in each Paralegal/technical course (LEG and BUS prefix). Any paralegal/technical course in which a grade below a "C" is received must be repeated. Students must receive a "C" grade in COM 1110 English Composition, before enrolling in LEG 1110 Legal Research and Writing II.

Students interested in the night program should see an advisor or the department chair for the scheduled night classes. Students who begin the curriculum in Spring semester or who need developmental course support should recognize that it may take longer than four semesters to complete the program. Students who are considering full- or part-time alternatives to the listed curriculum are encouraged to consult with the department chair for scheduling.

**Rhodes State's Paralegal/Legal Assisting Program is approved by:**

*The American Bar Association*

*321 N. Clark Street, Chicago, IL, 60610*

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

## Technical Standards

See here (p. 44) for details.

## Tech Prep Partner

See here (p. 13) for details.

## Paralegal/Legal Assisting Major

### Associate of Applied Business Degree

#### Structured Course Sequence (4 Semester Plan)

##### First Year

##### First Semester

		Hours
COM 1110	English Composition	3
CPT 1250	Computer Applications in the Workplace	3
LEG 1010	Introduction to Paralegals and the Legal System	2
LEG 1100	Legal Research and Writing I	2
LEG 1100L	Legal Research and Writing I Lab	0
LEG 1190	Criminal Law	2
MTH 1100	Math of Business <sup>1</sup>	3
SDE 1010	First Year Experience	1

Term Hours 16

##### Second Semester

ACC 1010	Corporate Accounting Principles	4
BUS 2100	Business Law	3
LEG 1110	Legal Research and Writing II	3
LEG 1110L	Legal Research and Writing II Lab	0
LEG 1150	Litigation	3
LEG 1300	Legal Office Management and Technology	2
PSY 1010	General Psychology	3

Term Hours 18

##### Second Year

##### First Semester

COM 1160	Business Communications	3
LEG 1200	Family Law <sup>2</sup>	6
or LEG 2050	or Real Estate Law	
or LEG 2200	or Debtor/Creditor/Bankruptcy	
or ACC 2250	or Principles of Federal Income Tax	
POL 1010	Introduction to Political Science	3
SOC 1010	Sociology	3

Term Hours 15

##### Second Semester

ECN 1410	Macro Economics	3
HST 2300	Technology and Civilization	3
LEG 1020	Legal Ethics	1
LEG 2000	Civil Procedure	2
LEG 2100	Probate Administration	3
LEG 2250	Administrative Law	1
LEG 2991	Paralegal Legal Assisting Practicum	3

Term Hours 16

Total Hours 65

 Portfolio course

 Capstone course

<sup>1</sup> If planning to pursue a bachelor degree, choose from one of the TAG approved Math courses. See MTH (p. 145) courses in Course Description section of this catalog.

<sup>2</sup> Must take 3 of the 4 listed courses.

Ohio prohibits the practice of law by non-lawyers.

See here (p. 21) for Portfolio and Capstone information.

This curriculum has been approved by **The American Bar Association (ABA)**.

##### Prerequisites:

Students should check course prerequisites before registering.

## Legal Electives

The student may select six of the following courses for the legal electives for the One-Year Paralegal/Legal Assisting Certificate:

The Paralegal/Legal Assisting major is accredited by the Accreditation Council for Business Schools and Programs (ACBSP), 11520 West 119th Street, Overland Park, Kansas 66213.

## Pre-Gaming Design Certificate

Paul Burkholder, MSISA, **Chair**  
 Phone: (419) 995-8123  
 Email: burkholder.p@RhodesState.edu  
 Office: 179M JJC

Digital Media Technology Major (p. 55)

Web/Computer Programming Major (p. 80)

This Pre-Gaming Design certificate is for students interested in ultimately pursuing a degree in computer game design. The curriculum consists of introductory courses typically required by colleges that offer associate degrees in computer game design. For students planning to pursue a degree, college-level math and English courses are advisable. For students transferring after completion, consult with the four-year institution for transfer guidelines.

## Technical Standards

See here (p. 44) for details.

Code	Title	Hours
CPT 1050	Technology Basics for IT Pro	3
CPT 1120	Introduction to VB Programming	3
CPT 1580	Introduction to Graphic Design and Layout	3
CPT 1850	Webpage Layout and Design	3
CPT 2500	iOS Mobile Applications Development	3
CPT 2130	JavaScript Programming	3
CPT 2650	Creating and Editing Digital Images	3
CPT 2670	Graphics Software and Applications	3
CPT 2700	Digital Video Editing	3
EET 2320	C# Programming	3
Total Hours		30

See [www.RhodesState.edu/GainfulEmployment](http://www.RhodesState.edu/GainfulEmployment) for additional information on certificates.

 Portfolio

## Programmable Controllers Certificate

Charles Butcher, DM, **Chair**

Phone: (419) 995- 8372  
 Email: butcher.c1@RhodesState.edu  
 Office: 131 JJC

Electronic Engineering Technology Major (p. 59)

Programmable Logic Controllers (PLCs) are the computers used in industry to control manufacturing equipment. Students completing the Programmable Controllers Certificate are able to install, maintain and program PLCs. This skill is very valuable and highly sought after by area manufacturing facilities.

## Technical Standards

See here (p. 44) for details.

Code	Title	Hours
EET 1110	Circuit Analysis I	3
EET 1330✎	Digital Circuits	4
EET 2910	Programmable Controllers	3
FMS 2110	Basic Robotics and Mechatronics	3
IMT 1911	Technical Math I	3
MTH 1210	Mathematics I	3
or MET 2310	Fluid Power	
Total Hours		19

See [www.RhodesState.edu/GainfulEmployment](http://www.RhodesState.edu/GainfulEmployment) for additional information on certificates.

✎ Portfolio

The Rhodes State College Electronic Engineering Technology (EET) program is accredited by the:

Engineering Technology Accreditation Commission of ABET  
 415 North Charles Street, Baltimore, MD 21202-4012  
 (410) 347-7700  
 website: <http://www.abet.org>

## Digital Marketing Certificate

Cara Rex, MACC, **Chair**  
 Phone: (419) 995-8323  
 Email: rex.c@RhodesState.edu  
 Office: 239 Keese Hall

Marketing Major (p. 68)  
 Web Programming/Computer Programming Major (p. 80)

The digital marketing certificate provides students with the knowledge and skills needed for an entry level social media-related marketing position. The digital marketing certificate curriculum focuses on a broad variety of technical skill sets including: Digital Marketing, Social Media Technology, Mobile Marketing, Digital Analytics, Digital Image Editing and Video Editing.

## Technical Standards

See here (p. 44) for details.

Code	Title	Hours
MKT 1010✎	Principles of Marketing	3
MKT 2000	Digital Marketing	3

MKT 2300	Social Media and Mobile Marketing	3
MKT 2350	Digital Marketing Analytics	3
AOT 1230✎	Business English I	3
or COM 1110	English Composition	
CPT 2650	Creating and Editing Digital Images	3
CPT 2700	Digital Video Editing	3
Total Hours		21

See [www.RhodesState.edu/GainfulEmployment](http://www.RhodesState.edu/GainfulEmployment) for additional information on certificates.

✎ Portfolio

🏠 Capstone

## Tax Preparer Certificate

Cara Rex, MACC, **Chair**  
 Phone: (419) 995-8323  
 Email: rex.c@RhodesState.edu  
 Office: 239 Keese Hall

Accounting Major (p. 45)

The tax preparer certificate provides students with the knowledge and skills needed for an entry level tax-related position. The tax preparer certificate curriculum focuses on a technical accounting skillset, including: understanding accounting principles, preparing financial statements, running QuickBooks, understanding tax laws and preparing tax returns.

## Technical Standards

See here (p. 44) for details.

Code	Title	Hours
ACC 1010	Corporate Accounting Principles	4
ACC 1050	Accounting Software (QuickBooks)	2
ACC 2250	Principles of Federal Income Tax	2
ACC 2290	Intermediate Income Tax	2
Total Hours		10

See [www.RhodesState.edu/GainfulEmployment](http://www.RhodesState.edu/GainfulEmployment) for additional information on certificates.

## Team Leadership Certificate

Cara Rex, MACC, **Chair**  
 Phone: (419) 995-8323  
 Email: rex.c@RhodesState.edu  
 Office: 239 Keese Hall

The Team Leadership certificate provides students with the knowledge and skills needed to effectively manage teams. The Team Leadership certificate curriculum focuses on management, leadership, communication, and technology skills.

## Technical Standards

See here (p. 44) for details.

Code	Title	Hours
COM 1110✍	English Composition	3
CPT 1250	Computer Applications in the Workplace	3
MGT 1010✍	Principles of Management	3
MGT 1250 or MGT 1260	Team Building Team Leadership	3
MGT 2010	Organizational Behavior	3
PSY 1010✍ or SOC 1010	General Psychology Sociology	3
Total Hours		18

See [www.RhodesState.edu/GainfulEmployment](http://www.RhodesState.edu/GainfulEmployment) for additional information on certificates.

✍ Portfolio

## Tool and Die Certificate

Charles Butcher, DM, **Chair**  
Phone: (419) 995- 8372  
Email: [butcher.c1@RhodesState.edu](mailto:butcher.c1@RhodesState.edu)  
Office: 131 JJC

The Tool and Die certificate is designed to prepare students for employment as a Tool and Die Maker or Machinist. The program provides the students with the related technical knowledge necessary to supplement on-the-job training. Experience gained from the program will be in the area of drafting and design, manufacturing processes and tooling elements. Jobs obtained from this certificate will be as a tool and die machinist or tool designer.

First Year	Hours
<b>First Semester</b>	
AMT 1091 Safety	2
FMS 2210 CAM/CNC Machining I	3
MET 1000 Engineering Graphics with AutoCAD	4
MET 1010 Blueprint Reading and Sketching	3
MET 2310 Fluid Power	3
Term Hours	15
<b>Second Semester</b>	
AMT 1100 Welding and Fabrication	3
FMS 2220 CAM/CNC Machining II	3
IMT 1190 Tool and Die Technology	2
IMT 1195 Tool and Die Troubleshooting	2
MET 1020 Material Science	3
MTH 1210 Mathematics I	3
Term Hours	16
Total Hours	31

## Troubleshooting Certificate

Charles Butcher, DM, **Chair**  
Phone: (419) 995- 8372  
Email: [butcher.c1@RhodesState.edu](mailto:butcher.c1@RhodesState.edu)  
Office: 131 JJC

The Troubleshooting Certificate builds technical knowledge and critical thinking skills by giving students the skills needed to troubleshoot

and repair electronic devices. These skills are highly sought after by employers that include manufacturing facilities and electronic equipment suppliers.

Electronic Engineering Technology Major (p. 59)

## Technical Standards

See here (p. 44) for details.

Code	Title	Hours
CPT 1120	Introduction to VB Programming	3
EET 1110	Circuit Analysis I	3
EET 1120	Circuit Analysis II	3
EET 1130	Electronics	4
EET 1330✍	Digital Circuits	4
EET 2310✍	Microcontroller Fundamentals	4
MTH 1370	College Algebra	4
MTH 1430	Trigonometry	3
EET 2320	C# Programming	3
Total Hours		31

See [www.RhodesState.edu/GainfulEmployment](http://www.RhodesState.edu/GainfulEmployment) for additional information on certificates.

✍ Portfolio

The Rhodes State College Electronic Engineering Technology (EET) program is accredited by the:

Engineering Technology Accreditation Commission of ABET  
415 North Charles Street, Baltimore, MD 21202-4012  
(410) 347-7700  
website: <http://www.abet.org>

## Real Estate License Certificate

Cara Rex, MACC, **Chair**  
Phone: (419) 995-8323  
Email: [rex.c@RhodesState.edu](mailto:rex.c@RhodesState.edu)  
Office: 239 Keese Hall

One of the most complex and important financial events is the purchase or sale of a home or investment property. As a result, people usually seek the help of real estate brokers and sales agents when buying or selling real estate. The Real Estate Certificate at Rhodes State is the first step toward this exciting and fulfilling career field. The Real Estate Certificate is comprised of the coursework required by the State of Ohio that students will need prior to sitting for the Ohio Real Estate Salesperson Licensure Examination. Students will obtain 120 hours of education in classes that emphasize knowledge regarding the general theory of real estate, real estate laws, real estate finance and real estate appraisal that prospective real estate professionals must be familiar with.

## Technical Standards

See here (p. 44) for details.

Code	Title	Hours
RST 1020	Real Estate Practice & Appraisal	4
RST 1120	Real Estate Law & Finance	4
Total Hours		8

## Robotic Welding Certificate

Charles Butcher, DM, **Chair**  
 Phone: (419) 995-8372  
 Email: butcher.c1@RhodesState.edu  
 Office: 131 JJC

The Robotic Welding Certificate provides students with training to become highly skilled welding technicians. Students completing the Robotic Welding Certificate will be prepared to become certified by the American Welding Society (AWS). Upon completion of the certificate, the students may register with an AWS Accredited Test Facility to become certified. Coursework includes Shielded Metal Arc Welding, Gas Tungsten Arc Welding and Gas Metal Arc Welding as well as Industrial Mechatronics and Robotics.

## Technical Standards

See here (p. 44) for details.

### First Year

#### First Semester

		Hours
AMT 1091	Safety	2
AMT 1092	Rigging	1
MET 1000	Engineering Graphics with AutoCAD	4
WLD 1000	Weld Joint Design and Preparation (1st 8wks)	3
WLD 1100	Shielded Metal Arc Welding (2nd 8wks)	3
WLD 1400	Welding Metallurgy (2nd 8wks)	3
Term Hours		16

#### Second Semester

IMT 1911	Technical Math I	3
FMS 2130	Industrial Mechatronics and Robotics	3
WLD 1200	Gas Tungsten Arc Welding (1st 8wks)	3
WLD 1300	Gas Metal Arc Welding (2nd 8wks)	3
WLD 2300 or WLD 2400 or WLD 2500	Shielded Metal Arc Welding AWS Certification or Gas Tungsten Arc Welding AWS Certification or Gas Metal Arc Welding AWS Certification	2
Term Hours		14
Total Hours		30

See [www.RhodesState.edu/GainfulEmployment](http://www.RhodesState.edu/GainfulEmployment) for additional information on certificates.

 Portfolio

## Video & Graphic Specialist Certificate

Paul Burkholder, MSISA, **Chair**  
 Phone: (419) 995-8123  
 Email: burkholder.p@RhodesState.edu

Hours Office: 179M JJCC

Digital Media Technology Major (p. 55)

This certificate is designed for students interested in gaining a foundation of technical knowledge that can lead to a degree in Digital Media Technology. The curriculum consists of typical introductory courses required by colleges that offer associate and baccalaureate degrees in graphic design and video editing. It is likely many of these courses would be accepted for credit at other educational institutions (check with the particular institution about its guidelines for accepting courses). For students pursuing a degree, college-level math and English courses are advised.

## Technical Standards

See here (p. 44) for details.

Code	Title	Hours
CPT 1050	Technology Basics for IT Pro	3
CPT 1250	Computer Applications in the Workplace	3
CPT 1580	Introduction to Graphic Design and Layout	3
CPT 2650	Creating and Editing Digital Images	3
CPT 2670	Graphics Software and Applications	3
CPT 2700	Digital Video Editing	3
CPT 2750	HTML and CSS	3
CPT 2760	Animation	3
CPT 2770	Animation II	3
CPT 1850	Webpage Layout and Design	3
Total Hours		30

See [www.RhodesState.edu/GainfulEmployment](http://www.RhodesState.edu/GainfulEmployment) for additional information on certificates.

 Portfolio

## Web Programming/Computer Programming

Paul Burkholder, MSISA, **Chair**  
 Phone: (419) 995-8123  
 Email: burkholder.p@RhodesState.edu  
 Office: 179M JJC

The **Information and Emerging Technology** department consists of three IT majors: Web Programming/Computer Programming, Digital Media Technology, Network Security, and two emerging technology majors: Operations Excellence and Food Science.

Each of these majors provide the students with a valuable education using state-of-the-art coursework, equipment and technology.

The **Web Programming / Computer Programming Major** prepares the student to work as a Web programmer, computer programmer, programmer/analyst or systems analyst. Graduates of this major can apply their course work toward a four-year degree and a career as a software engineer. Students learn the entire spectrum of information systems analysis and design through completed programming and implementation. Students will utilize the Visual Studio to learn a variety

of languages including, but not limited to, Visual Basic, C#, and ASP.NET. Students will also gain exposure to Python, HTML5, CSS, and JavaScript.

## Technical Standards

See here (p. 44) for details.

## Tech Prep Partner

See here (p. 13) for details.

## Web Programming/Computer Programming Major

### Associate of Applied Science Degree Structured Course Sequence (4 Semester Plan)

First Year		Hours
<b>First Semester</b>		
COM 1110✍	English Composition	3
CPT 1050✍	Technology Basics for IT Pro	3
CPT 1110	Introduction to Programming Logic and Design	3
CPT 1120	Introduction to VB Programming	3
SDE 1010✍	First Year Experience	1
CPT 1410	Microsoft I	3
Term Hours		16
<b>Second Semester</b>		
CPT 2120	Advanced COBOL Programming	4
COM 1140	Technical Writing	3
EET 2320	C# Programming	3
MTH 1151 or MTH 1260	Quantitative Reasoning or Statistics	3
CPT 2750	HTML and CSS	3
Term Hours		16
<b>Second Year</b>		
<b>First Semester</b>		
CPT 1820	ASP.NET Programming	3
CPT 2130	JavaScript Programming	3
PSY 1010✍ or SOC 1010	General Psychology or Sociology	3
ACC 1010	Corporate Accounting Principles	4
CPT 2350✍	Database Programming	3
Term Hours		16
<b>Second Semester</b>		
CPT 2210✍	Systems Analysis and Design	3
CPT 2400✍ 🎓	Special Studies in IT	3
CPT 2500	iOS Mobile Applications Development	3
CPT 2991	Field Experience	1
ECN 1410	Macro Economics	3
HST 1620 or HST 2300	American History Since 1877 or Technology and Civilization	3
Term Hours		16
Total Hours		64

✍ Portfolio course

🎓 Capstone course

See here (p. 21) for Portfolio and Capstone information.

#### Prerequisites:

Students should check course prerequisites before registering.



# Web Programming/Computer Programming Certificate






Paul Burkholder, MSISA, **Chair**  
 Phone: (419) 995-8123  
 Email: burkholder.p@RhodesState.edu  
 Office: 179M JJC

Web/Computer Programming Major (p. 80)

The Web Programming/Computer Programming certificate is designed to teach students how to develop a website for the internet or an intranet including web design, web content development, web server and network security configuration. With this certificate, students will be equipped with the skill of creating presentations of context that can be delivered to an end-user through the World Wide Web or other Web-enabled software, such as Microblogging clients and RSS readers.

## Technical Standards

See here (p. 44) for details.

Code	Title	Hours
CPT 1050 	Technology Basics for IT Pro	3
CPT 1120	Introduction to VB Programming	3
CPT 1820	ASP.NET Programming	3
CPT 2120	Advanced COBOL Programming	4
CPT 2130	JavaScript Programming	3
CPT 2210 	Systems Analysis and Design	3
CPT 2350 	Database Programming	3
CPT 2400  	Special Studies in IT	3
CPT 2500	iOS Mobile Applications Development	3
EET 2320	C# Programming	3
Total Hours		31

See [www.RhodesState.edu/GainfulEmployment](http://www.RhodesState.edu/GainfulEmployment) for additional information on certificates.

 Portfolio

 Capstone

# DIVISION OF HEALTH SCIENCES

## Dr. Paula Boley, EdD, MSN, RN, Dean

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## Dr. Eric Mason, RN, MSN, EdD, Assistant Dean Health Sciences/Nursing

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## Angela Heaton, MEd, Assistant Dean Health Sciences/Allied Health

Phone: 419-995-8813

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The Division of Health Sciences was established to meet specific health industry employment needs in northwest Ohio. Currently, there are 10 Health Sciences programs and 10 certificate options. Information regarding the requirements to qualify for the programs can be found on their respective program pages under the Majors tab in this section or in the Degrees, Programs, and Certificates section of the catalog.

## “C” Grade Policy

- A minimum “C” (2.0) grade policy is required for graduation for the Division of Health Sciences. A grade of “C” or higher must be achieved in all courses carrying the specific program prefix such as DHY, EMS, (EXS), NSG, MAT, RAD, RES, PNS, PTA and OTA.
- All programs require a grade of “C” (2.0) or better in required science courses and in required basic/related health science (BHS) courses as well as in selected general education and basic/related science courses (see program requirements).

Code	Title	Hours
BIO 1000	Basic Human Structure and Function	3
BIO 1110	Anatomy and Physiology I	4
BIO 1120	Anatomy and Physiology II	4
BIO 1400	Microbiology	4
CHM 1120	Introductory Organic and Biochem	4

All of the following required coursework needs to have been completed within five years of matriculation into a Health Sciences program:

Code	Title	Hours
BIO 1000	Basic Human Structure and Function	3
BIO 1110	Anatomy and Physiology I (*)	4
BIO 1120	Anatomy and Physiology II (*)	4
BIO 1400	Microbiology	4
BHS 1390	Medical Terminology	2
CHM 1120	Introductory Organic and Biochem	4
DTN 1220	Principles of Nutrition	2
BHS 2110	Growth and Development: Lifespan	2
NSG 1721	Pharmacology for Nursing	2

\*This requirement may be waived by the Program Chair if the applicant is currently working in a healthcare field.

- Policies covering all aspects of grading in the Division of Health Sciences remain consistent with those of the College as they are listed in this catalog.

Due to the availability of clinical practice opportunities, seats in all Health Sciences Programs are limited. Click here (p. 10) for general information regarding admissions to the College. Specific qualification and admission information for each Health Sciences Program is found within the Program section. Any particular questions pertaining to these criteria should be directed to the Office of Advising and Counseling.

## Criminal Background Checks and Drug Screening

To meet the expanding requirements of our clinical affiliates, both a criminal background check and a drug screen will be mandatory prior to clinical experiences for most students within the Division of Health Sciences. Some program exceptions may apply. **You are at risk if you have been convicted of a prior felony and/or some misdemeanors. Students with certain felony, misdemeanor, or drug-related convictions will be ineligible for admission into clinical experiences. A criminal record may also prevent you from obtaining a license or certificate in your chosen healthcare profession or to obtain employment post graduation.** Students admitted to a program containing off campus clinical/practicum experiences will be required to submit to drug screening. Positive drug screenings may result in dismissal from all clinical courses. Any student who refuses/fails to cooperate, or complete any required drug screening will be considered “positive” and dismissed from the clinical component of their program. All students requiring drug screening may be subject to random drug screens and for cause during the program.

## Recommended High School Coursework

Students are encouraged to complete college prep classes in high school. Although not required, the courses provide a better understanding of college-level work. Recommended college prep courses include:

*English:* 4 units

*Math:* 4 units

*Natural Science:* 3 units

*Social Science:* 3 units

## Health Insurance

The Division of Health Sciences is committed to protecting students, faculty and patients from infectious diseases during clinical practice and taking every reasonable precaution to provide a safe educational and work environment. All new students entering the Division of Health Sciences' programs will be informed, in writing, of the risks of blood-borne and other infectious diseases. Students with a high risk of infectious diseases should be aware of their own health status and risk of exposure to other students, employees or patients involved in the clinical environment. All students are required to provide their own health insurance coverage for the duration of their program and be able to provide proof of insurance if requested.

## Majors

- Dental Hygiene (p. 85)
- Emergency Medical Services (p. 87)
- Exercise Science (p. 90)
- Medical Assisting (p. 93)
- Occupational Therapy Assistant (p. 98)
- Physical Therapist Assistant (p. 101)
- Radiographic Imaging ( Radiography) (p. 104)
- Respiratory Care (p. 107)
- Veterinary Technology (p. 109)

## Nursing

- Associate Degree Program For Registered Nursing (p. 96)
- LPN to ADN Transition Program (p. 92)

## Health Sciences Technical Standards Statement

All applicants accepted to Rhodes State's Health Sciences Programs must be able to meet the technical standards of the program of study for which they enroll. Students are asked to review the standards and to sign a form certifying that they have read, understand, and are able to meet the standards. Students are to be provided the technical standards information upon selection of their program of study. All applicants accepted into one of Rhodes State's Health Sciences Programs must be able to meet the department's technical standards. These Technical Standards are discipline specific essentials critical for the safe and reasonable practice of allied health and nursing practitioners. These standards include concrete statements of the sensory/observational skills; communication skills; motor skills; intellectual conceptual, integrative, and quantitative abilities; and behavioral/social and professionalism for normal and safe functions. The intent of these standards is to inform prospective students of the attributes, characteristics, and abilities essential to practice in a health profession. Professional competency is the summation of many cognitive, affective, and psychomotor skills. The College has a moral and ethical responsibility to select, educate, and graduate competent and safe students/practitioners. Students are judged on their academic accomplishments, as well as on their physical and emotional capacities to meet the full requirements of Rhodes State's curricula and to graduate as skilled effective practitioners. Patient health and safety is the sole benchmark against which performance requirements, including Technical Standards are measured.

All students must be able to perform the essential functions of the curriculum and meet the standards described for the program in which the student is enrolled, with or without reasonable accommodations.

The Health Sciences programs are prepared to provide reasonable accommodations to accepted students who have documented disabilities. The College reserves the right to review information to determine whether an accommodation request is reasonable, taking into account whether an accommodation would:

1. involve the use of an intermediary that would in effect require a student to rely on someone else's power of selection and observation
2. fundamentally alter the nature of the program
3. lower academic standards
4. cause undue hardship on the College
5. endanger clinicians, patients or others.

Applicants with disabilities who wish to request accommodations under the Americans with Disabilities Act, must follow the College's procedures for verification of a disability as stated in the Rhodes State College Student Guide to Accommodative Services. Students seeking accommodations must schedule an appointment to meet the Accommodative Services Learning Specialist and complete the Intake form. \* Note: Students disabled after they matriculate into the designated health program are required to follow the same procedures when seeking accommodations.

## Technical Standards

All applicants for the Health Sciences programs and certificates must possess the essential skills and abilities necessary to successfully complete the requirements of the curriculum either with or without reasonable accommodations for any disabilities the individual may have. \* Note: The use of an intermediary that in effect requires a student to rely on someone else's power of selection and observation will not be permitted.

The essential skills and abilities for the Health Sciences programs and certificates are categorized in the following Technical Standards:

1. **Sensory/Observational Skills:** The applicant must be able to observe a patient accurately at a distance and close at hand. Observation necessitates the functional use of all the senses.
2. **Communication:** The applicant must be able to speak, to hear, and to observe patients in order to elicit information, describe changes in mood, activity and posture, and perceive nonverbal communications. An applicant must be able to communicate effectively with patients and all members of the health care team. Communication includes, listening, speaking, reading and writing.
3. **Motor Skills:** Applicants must have sufficient motor skills to gain access to clients in a variety of care settings and to manipulate and utilize the equipment central to the assessment, general and emergency treatment of patients receiving health practitioners' care. Such actions require coordination of both gross and fine muscular movements, equilibrium and functional use of the senses of touch and vision.
4. **Intellectual-Conceptual, Integrative, and Quantitative Abilities:** These abilities include measurement, calculation, reasoning, analysis, and evaluation. Problem solving, the critical skill demanded of health practitioners, requires all of these abilities. In addition, the applicant should be able to comprehend three dimensional relationships and to understand the spatial relations of structures.
5. **Behavioral/Social Skills and Professionalism:** An applicant must possess the emotional health required for utilization of his/her intellectual abilities. The exercise of good judgment, the prompt completion of all responsibilities attendant to the care of patients, and the development of effective relationships with patients are essential skills for health practitioners. Applicants must be able to tolerate physically taxing workloads and to function effectively under stress. They must be able to adapt to changing environments, to display flexibility, and to learn to function in the face of the uncertainties inherent in the clinical problems of many patients.

Concern for others, integrity, interpersonal skills, interest, and motivation are all personal qualities necessary for the health practitioners.

6. **Environmental:** All applicants must interact with diverse patient populations of all ages with a range of acute and chronic medical conditions. Applicants must be able to tolerate frequent exposure to communicable diseases, toxic substances, ionizing radiation, medicinal preparations, hostile individuals, and other conditions common to the health care environment.

## Advanced EMT Certificate

Jeb Sheidler, MPAS, **Coordinator**  
Phone: (419) 995-8228  
Email: sheidler.j@RhodesState.edu  
Office: 224B Cook Hall

Emergency Medical Services Major (p. 87)

Students interested in this certificate must first be certified as an Ohio EMT-Basic. Students completing the Advanced EMT-certificate are able to:

- Challenge the NREMT exam and meet the certification standards set forth by the Ohio Board of EMS.
- Perform all duties of an Advanced EMT.
- Initiate advanced patient assessment and appropriate intravenous procedures and use specific pharmacological agents for pain, respiratory emergencies and diabetic emergencies.

## Technical Standards

See here (p. 84) for technical standards.

See Acceptance Into Dental Hygiene, Emergency Medical Services, Medical Assisting and Respiratory Care Majors here (p. 83).

Code	Title
EMS 1120	Advanced EMT

Changes in the federal and state EMT-Advanced and Paramedic curriculums may necessitate changes to Rhodes State certificate programs.

See [www.RhodesState.edu/GainfulEmployment](http://www.RhodesState.edu/GainfulEmployment) for additional information on certificates.

## Allied Health Profession to Paramedic Certification

Jeb Sheidler, MPAS, **Coordinator**  
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Email: sheidler.j@RhodesState.edu  
Office: 224B Cook Hall

Emergency Medical Services Major (p. 87)

These courses are designed to prepare the licensed health professional for a Paramedic Certification. Registered nurses, licensed practical nurses and respiratory therapists are eligible to take this coursework. All candidates must have a minimum of two years clinical experience, preferably in a critical care setting; EMT-Basic certification from the state

of Ohio; ACLS, PALS or PEPP; TNCC, BTLIS or PHTLS; and an AHA BLS Health Care Provider Certification or its equivalent prior to enrollment.

Students completing the Allied Health Profession to Paramedic Certification courses will be able to challenge the NREMT Paramedic Exam and meet the certification standards set forth by the Ohio Board of EMS and perform all duties of an EMT-Paramedic.

## Technical Standards

See here (p. 84) for technical standards.

See Acceptance Into Dental Hygiene, Emergency Medical Services, Medical Assisting and Respiratory Care Majors here (p. 83).

Code	Title	Hours
EMS 2310	Allied Health Professional to Medic	5
EMS 2320	Allied Health Professional to Medic Clinical	2
Total Hours		7

## Dental Hygiene

Denise Bowers, RDH, PhD, **Chair**  
Phone: (419) 995-8385  
Email: bowers.d@RhodesState.edu  
Office: 122 Cook Hall

## A Career in Dental Hygiene

A registered dental hygienist is a licensed member of the oral health team who is responsible for assessing the oral health status of his/her patient and providing individualized preventive treatment. Men and women choose this caring profession because it is a challenging and rewarding career with the security of a professional license and the responsibility of direct patient care. Treatment often provided by a dental hygienist includes: taking social, medical and dental histories; assessing the patient's oral health and planning preventive treatment; making radiographic surveys (x-rays); providing individual oral health care instructions; removing deposits from teeth (cleaning); administering fluoride therapy; and placing dental sealants. Most dental hygienists practice in a private dental office. However, some seek employment in public health settings, specialty practices, school systems, industry, federal services and higher education. The need for licensed dental hygienists continues to grow as the demand for access to preventive oral health care increases.

Hours  
8

The Associate Degree program at Rhodes State College provides the student with an excellent dental hygiene education, encouraging personal and professional growth. The faculty are committed to offering the highest level of instruction to each student. All clinical instruction, assessment and evaluation is provided by licensed dental hygienists and dentists in the modern, well-equipped Dental Hygiene Clinic. Dental health activities are integrated throughout the program preparing graduates to be vital members of the community. The curriculum is a combination of classroom, laboratory and clinical courses providing the student with the knowledge and skills necessary to practice dental hygiene. Emphasis is given to assisting the student to appreciate the value of comprehensive dental hygiene care.

## Mission Statement

The Dental Hygiene Program prepares students to become competent oral healthcare professionals. (Approved 2013)

**Notice to Prospective or Current Dental Hygiene Students**

You are at risk if you have been convicted of a prior felony and/or some misdemeanors. You may not be able to participate in clinical education experiences required to complete the program. A criminal record may also prevent you from obtaining a license or certificate in your chosen healthcare profession.

**Bloodborne Pathogens**

Dental hygiene students provide services in the oral cavity where they come in contact with blood and saliva. Although diseases may be encountered, research indicates that risks are negligible when optimal infection control is practiced. Upon entering the program, current infection control measures and practice are presented to the students by qualified faculty. Compliance of these practices is assessed and evaluated throughout the students' clinical experience to ensure a safe working environment.

Prior to entering the program, all new Health Sciences Division students will receive the Division of Health Sciences Infectious Disease Policy. This comprehensive document demonstrates the College's commitment to protecting students' rights, to educating students about infectious diseases, and to taking every reasonable precaution to provide a safe educational and work environment.

**Dental Hygiene Licensure**

Graduates of the program are awarded an Associate Degree of Applied Science. Upon successful completion of the program, the National Board Dental Hygiene Examination, the American Board of Dental Examiners (ADEX) Dental Hygiene Examination, and the Ohio Jurisprudence Examination, graduates will be eligible to apply for state licensure.

**Reentry or Admission with Advanced Standing**

Students seeking reentry to the Dental Hygiene Program **may be accepted** one time on a space available basis. A student who withdrew or was academically disqualified the previous academic year must be in good standing with the College and follow the prescribed procedures stated in the program's Reentry Policy. This document is published in the Clinic Manual and is available upon request from the Office of the Chairperson of Dental Hygiene.

Advanced standing may be granted to a transfer student when courses are equivalent and were completed within the accepted time frame:

**Dental Hygiene courses:** within the previous academic year

**Related (Basic) Studies courses:** within the previous five years

**Technical Standards**

See here (p. 84) for details.

**Tech Prep Partner**

See here (p. 13) for details.

"C" Grade Policy (p. 83)

Criminal Background Checks and Drug Screening (p. 83)

Recommended High School Coursework (p. 83)

Health Insurance (p. 83)

**Radiation Monitoring**

For educational and training purposes, students under the age of 18 are held to the same radiation exposure limits as members of the general public (1mSv/year). This limit is 1/50 that of the occupational exposure limit which is 50mSv/year. (National Council on Radiation Protection and Measurements) The occupational radiation exposure of radiologic personnel engaged in general x-ray activity are typically considerably lower exposures than this limit. All students are issued personnel monitoring devices to wear while in areas of possible radiation exposure.

## Dental Hygiene Associate of Applied Science Degree Structured Course Sequence (5 Semester Plan)

### First Year

Fall		Hours
BIO 1110	Anatomy and Physiology I	4
COM 1110	English Composition	3
DHY 1010	Dental Hygiene Preclinic	4
DHY 1200	Orofacial Anatomy	2
DHY 1460	Oral Radiography	3
DHY 1511	Preventive Concepts I	3
Term Hours		19

### Spring

BHS 1330	Foundations in Pharmacology	1
BIO 1120	Anatomy and Physiology II	4
DHY 1030	Dental Hygiene Clinic I	3
DHY 1301	Oral Histology and Pathology	3
DHY 1521	Preventive Concepts II	3
DHY 1660	Pain Control Management	2
Term Hours		16

### Summer

BIO 1400	Microbiology	4
CHM 1120	Introductory Organic and Biochemistry	4
DTN 1220	Principles of Nutrition	2
MTH 1370 or MTH 1151	College Algebra or Quantitative Reasoning	3-4
Term Hours		13-14

### Second Year

Fall		Hours
DHY 2010	Dental Hygiene Clinic II	4
DHY 2140	Dental Materials	2
DHY 2340	Periodontology	2
DHY 2510	Preventive Concept III	2
PSY 1010	General Psychology	3
Term Hours		13

### Spring

DHY 2020	Dental Hygiene Clinic III	4
DHY 2540	Dental Hygiene Capstone Course	1
DHY 2770	Community Dental Health	2
SOC 1010	Sociology	3
DHY 2662	Current Concepts	1
Term Hours		11

Total Hours 72-73

 Portfolio Course

 Capstone Course

## Prerequisites:

Students should check course prerequisites before registering. Prerequisites are listed in the Course Description section (p. 111).

All students who apply for acceptance into the Dental Hygiene program have their name placed on a qualified list **after** they meet the program qualifications listed below.

Students seeking admission are encouraged to review the qualification requirements early due to the amount of time required to complete the process. Names are listed on the qualified list, in order, using the date on which the documentation was received, verifying that the admission criteria is met. In the event that two or more students qualify on the same day, the date of application to the College is used to rank order these students.

In addition to the general admission requirements for all students, the following specific requirements must be completed before being added to qualified list:

1. Attend a mandatory program specific orientation.
2. Have a minimum 2.75 grade point average (GPA) for any previous college level course work at the time of selection and matriculation.
3. Complete all required college level or developmental level math, writing and reading courses and prerequisites with a grade or D or higher, and all college level or development level science requirements and prerequisites with a grade of C or higher; or equivalent placement.

Once the student is admitted into the Dental Hygiene program, the program admitted students must show completion of the below requirements **three weeks prior** to start of term:

1. Complete SDE 1010 First Year Experience or have previous college prior to admission to the program.
2. Complete 16 hours of observation of a dental hygienist in a dental office. Four (4) of these hours can be earned by completing treatment as patient in the Dental Hygiene Clinic. Waiver for dental office experience will be considered on an individual basis by the chairperson.
3. Attend a mandatory Dental Hygiene comprehensive orientation with the dental hygiene department chairperson.
4. Provide written results of physical and dental examinations, completion of required laboratory tests and completion of required immunizations to include the first two hepatitis B inoculations.
5. Complete the American Heart Association (Healthcare Provider) or American Red Cross (Basic Life Support for Healthcare Providers) course. CPR certification must be maintained through to graduation.

Dental Hygiene program admits students once a year in Fall Semester. Note: Two seats in each class will be designated for Tech Prep and/or College Credit Plus students who have met the minimal qualifications.

The program in dental hygiene is accredited by the Commission on Dental Accreditation. The Commission is a specialized accrediting body recognized by the United States Department of Education. The Commission on Dental Accreditation can be contacted at (312) 440-4653 or at 211 East Chicago Avenue, Chicago, IL 60611. The Commission's web address is: <http://www.ada.org/100.aspx>. The program has held this accreditation status since inception in 1976.

## Emergency Medical Services

Jeb Sheidler, MPAS, **Coordinator**  
Phone: (419) 995-8228  
Email: [sheidler.j@RhodesState.edu](mailto:sheidler.j@RhodesState.edu)



Office: 224B Cook Hall

As important members of the healthcare team, paramedics perform a wide variety of functions both on and off the streets. The professional paramedic is qualified by education and certification to provide pre-hospital care under the supervision of a medical director. In addition, the paramedic may also hold administrative duties within his/her organization.

## Program Goals

Paramedic:

- To prepare competent entry level Paramedics in the cognitive (knowledge), psychomotor (skills) and affective (behavior) learning domains with or without exit points at the Advanced Emergency Medical Technician and/or Emergency Medical Technician and/or Emergency Medical Responder levels.

Advanced Emergency Medical Technician:

- To prepare competent entry level Advanced Emergency Medical Technician in the cognitive (knowledge), psychomotor (skills) and affective (behavior) learning domains.

## Mission Statement

The Emergency Medical Services Program exists to prepare students as competent, professional emergency medical services providers.

## Notice to Prospective or Current EMS Students

You are at risk if you have been convicted of a prior felony and/or some misdemeanors. You may not be able to participate in clinical education experiences at some hospitals or other clinical sites, therefore preventing you from completing the program. A criminal record may also prevent you from obtaining a license or certificate in your chosen healthcare profession.

## Associates Degree in Technical Studies with emphasis in Fire Science

Individuals who wish to pursue an associated degree in technical studies utilizing their Fire Fighter training should contact the EMS program chair. College credit will be awarded for state certification in the following courses:

Code	Title	Hours
EMS 1150	Volunteer Firefighter	2
EMS 1160	Level I Transition Firefighter	4
EMS 1170	Level I Firefighter	5
EMS 1180	Level II Firefighter	5
EMS 1190	Fire Safety Inspector	3

See here (p. 42) regarding requirements for the Associate of Technical Studies.

## Re-Entry into Certification Program

Students seeking re-entry to the Emergency Medical Services Program Paramedic Certification **may be accepted** one time on a space available basis. A student who withdrew or was academically disqualified the previous academic year must be in good standing with the College. Students must score a minimum of 80% on an EMS reentry exam.

## Placement Testing

Please refer to the General Allied Health Qualifications section here (p. 10).

## "C" Grade Policy (p. 83)

Criminal Background Checks and Drug Screening (p. 83)

Recommended High School Coursework (p. 83)

Health Insurance (p. 83)

## Emergency Medical Services Associate of Applied Science Degree

### Structured Course Sequence (4 Semester Plan)


#### First Year

Fall		Hours
BIO 1110	Anatomy and Physiology I	4
BHS 1390	Medical Terminology	2
COM 1110✎	English Composition	3
MTH 1151	Quantitative Reasoning	3
PSY 1010✎	General Psychology	3
SDE 1010✎	First Year Experience	1
Term Hours		16




#### Spring

BHS 1330	Foundations in Pharmacology	1
BIO 1120	Anatomy and Physiology II	4
SOC 1200	Death and Dying	3
EMS 1580	EMT-Basic	7
Term Hours		15

**Second Year****Fall**

EMS 2210 	Paramedic I	13
EMS 2215	Paramedic Clinical	2.5
Term Hours		15.5

**Spring**

EMS 2220 	Paramedic II	13
EMS 2225	Paramedic Field Experience	2.5
EMS 2260  	EMS Capstone	1
EMS 2250	Paramedic Review	2
Term Hours		18.5
Total Hours		65

 Portfolio Course

 Capstone Course

See General Education Requirements (p. 21) page for Portfolio and Capstone information.

**Prerequisites:**

Students should check course prerequisites before registering.

Once the student is admitted into the Emergency Medical Services program, the program admitted students must show completion of the below requirements prior to the first day of class start of term:

1. Be 18 years of age or older.
2. Possess valid current Ohio EMT Card.
3. Submit a high school transcript to the Office of Admissions.
4. Complete a physical examination including laboratory tests and completion of required immunizations.
5. Be able to meet the technical standards of the EMS program. These standards specify skills necessary to participate in learning activities and professional practice.
6. Complete an American Heart Association, BLS, Health Care Provider, CPR course prior to first day of class and must be kept current through certification course(s) completion.
7. Complete an interview with the Emergency Medical Services program chair or director of clinical education.

## Accreditation

**State:**

The program is fully accredited by the Ohio Department of Public Safety, Division of Emergency Medical Services. Ohio Accreditation Number 318.

Inquiries regarding accreditation should be directed to:

Ohio Department of Public Safety,  
Division of Emergency Medical Services  
1970 West Broad Street  
Columbus, OH 43218  
1-800-233-0785  
<http://ems.ohio.gov/>

**National:** This program is fully accredited with the Committee on Accreditation of Educational Programs for Emergency Medical Services Profession. Program #600609.

Inquiries regarding the Letter of Review should be directed to:

CoAEMSP  
8301 Lakeview Parkway  
Suite 111-212  
Rowlett, TX 73088  
Phone: 214-703-8445  
[www.coaemsp.org](http://www.coaemsp.org)

## Exercise Science Certificate

Amanda Beard, BS, **Coordinator**  
Phone: 419-995-8879  
Email: [beard.a@RhodesState.edu](mailto:beard.a@RhodesState.edu)  
Office: 102-E Tech Edu Lab

Exercise Science Major (p. 90)

The exercise science certificate issued by Rhodes State College ensures students possess industry specific skills such as client assessment, exercise prescription, and program design. Students are encouraged to continue the exercise science degree program upon completion of the certificate if pursuing a career in the exercise science or sports medicine fields.

## Technical Standards

See here (p. 84) for Technical Standards information.

<b>First Year</b>		<b>Hours</b>
<b>Fall</b>		
DTN 1000 or DTN 1220	Basic Nutrition or Principles of Nutrition	2
BIO 1110	Anatomy and Physiology I	4
EXS 1000	Introduction to Exercise Science	4
BHS 1320	CPR and First Aid	1
Term Hours		11
<b>Spring</b>		
BIO 1120	Anatomy and Physiology II	4
BHS 1560	Smoking Cessation Education	1
EXS 1010	Exercise Assessment and Prescription	4
MGT 1010 or MGT 1050 or MGT 1250 or MKT 1600	Principles of Management or Principles of Entrepreneurship or Team Building or Customer Relations and Public Relations	3
Term Hours		12
<b>Summer</b>		
EXS 1020	Program Design	3
EXS 1030	Athletic Facility Management	2
EXS 1040	Exercise Clinical I	2
BHS 1530	12 Lead ECG Interpretation	1
Term Hours		8
Total Hours		31

**Mission Statement**

The Rhodes State Exercise Science Program prepares students to be competent professionals in the field of exercise science.

See [www.RhodesState.edu/GainfulEmployment](http://www.RhodesState.edu/GainfulEmployment) for additional information on certificates.

## Exercise Science Degree

Amanda Beard, BS, **Coordinator**

Phone: (419) 995-8879

Email: [Beard.A@RhodesState.edu](mailto:Beard.A@RhodesState.edu)

Office: 102-E Tech Edu Lab

## Program

The Exercise Science program at Rhodes State College provides students the opportunity to enter the work field or continue their education in preparation for a promising career in the health and wellness industry.



The demand for professionals with the skills to assess fitness, prescribe exercise, promote wellness and proper nutrition is growing. The Exercise Science curriculum provides content knowledge, hands-on lab activities and experiential learning opportunities specific to areas such as exercise physiology, kinesiology, sport nutrition and strength and conditioning.

As a part of the National Strength and Conditioning Association (NSCA) Education Recognition Program (ERP), the EXS degree is recognized at a national level by one of the industry's leading certifying bodies. Students will be prepared to take the national certification exam through the NSCA to become a Certified Personal Trainer (C-PT). A C-PT will have the knowledge to assess fitness status, assist clients in setting goals, and develop appropriate exercise prescriptions for clients based on individual needs, goals and health status. Upon completing the EXS degree program, students will also be prepared to enter into a baccalaureate program leading to promising careers in Sports Medicine, Athletic Training, Strength & Conditioning, Cardiac Rehabilitation, Biomechanics, Physical Education, Health and Wellness Promotion and more.




## Exercise Science

### Associate of Applied Science Degree

#### First Year

First Semester		Hours
SDE 1010 	First Year Experience	1
DTN 1000 or DTN 1220	Basic Nutrition or Principles of Nutrition	2
COM 1110 	English Composition	3
BIO 1110	Anatomy and Physiology I	4
EXS 1000	Introduction to Exercise Science	4
BHS 1320	CPR and First Aid	1
Term Hours		15

#### Second Semester

PSY 1010  or SOC 1010	General Psychology or Sociology	3
BIO 1120	Anatomy and Physiology II	4
BHS 1560	Smoking Cessation Education	1
EXS 1010 	Exercise Assessment and Prescription	4
MGT 1010  or MGT 1050 or MGT 1250 or MKT 1600	Principles of Management or Principles of Entrepreneurship or Team Building or Customer Relations and Public Relations	3
Term Hours		15

#### Summer



EXS 1020	Program Design	3
EXS 1030	Athletic Facility Management	2
EXS 1040	Exercise Clinical I	2
BHS 1530	12 Lead ECG Interpretation	1
MTH 1151 or MTH 1260	Quantitative Reasoning or Statistics	3
Term Hours		11

#### Second Year

##### First Semester

EXS 2000	Kinesiology for Exercise Science	4
EXS 2015	Sport Nutrition	3
EXS 2020	Basics of Athletic Training	3
COM 2213 or COM 2110	Verbal Judo (or) or Public Speaking	3
Term Hours		13

##### Second Semester

EXS 2030	Strength and Conditioning	4
EXS 2050  	Exercise Science Capstone	2
EXS 2045	Exercise Science Clinical II	3
Term Hours		9


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Total Hours	63
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 Capstone

 Portfolio

 Portfolio

 Capstone

### Exercise Science Certificate

The exercise science certificate issued by Rhodes State College ensures students possess industry specific skills such as client assessment, exercise prescription, and program design. Students are encouraged to continue the exercise science degree program upon completion of the certificate if pursuing a career in the exercise science or sports medicine fields.

#### First Year

Fall		Hours
DTN 1000 or DTN 1220	Basic Nutrition or Principles of Nutrition	2
BIO 1110	Anatomy and Physiology I	4
EXS 1000	Introduction to Exercise Science	4
BHS 1320	CPR and First Aid	1
Term Hours		11
Spring		
BIO 1120	Anatomy and Physiology II	4
BHS 1560	Smoking Cessation Education	1
EXS 1010	Exercise Assessment and Prescription	4
MGT 1010 or MGT 1050 or MGT 1250 or MKT 1600	Principles of Management or Principles of Entrepreneurship or Team Building or Customer Relations and Public Relations	3
Term Hours		12
Summer		
EXS 1020	Program Design	3
EXS 1030	Athletic Facility Management	2
EXS 1040	Exercise Clinical I	2
BHS 1530	12 Lead ECG Interpretation	1
Term Hours		8
Total Hours		31

## LPN to ADN Transition Program

Eric Mason, EdD, MSN, RN, **Assistant Dean Health Sciences/Nursing - Program Director**

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A special program has been developed for LPNs who might choose to extend their course of study and apply for admission to the Program with advanced standing. LPNs who meet the general College admission requirements may enroll in "General Studies" and "Related Courses" (see the Academic Plan). An applicant must be a graduate of a state-approved school of practical nursing, submit proof of a current, unrestricted Ohio LPN license, and have a minimum cumulative GPA of 2.5. Students will be admitted into the transitional coursework based on space availability. Students who have an active Ohio LPN license are not required to complete or submit evidence of a State Tested Nurse Aide certificate course. Students qualify for the transitional program after the acceptance requirements are completed. The applied education and nursing clinical courses must be completed within five (5) calendar years.

### Acceptance Requirements

1. General College requirements (see General Admissions Procedures (p. 10).)
2. Writing: American College Test (ACT) score at or above the remediation free level, or self-placement into COM 1110 English Composition with a grade of "D" or higher.
3. Reading: American College Test (ACT) score at or above the remediation free level in Social Science, or PSY 1010 General Psychology with a grade of "D" or higher, or placement score that is required for college reading or higher.
4. Math: American College Test (ACT) score at or above the remediation free level in Mathematics, or placement score that is required for college math or higher, or completion of appropriate developmental coursework, MTH 0902 College Prep Math 2 or MTH 0903, or credit by examination with a grade of "C" or higher.
5. Sciences: (Chemistry and Biology) American College Test (ACT) score at or above the remediation free level in Natural Science, or completion of appropriate developmental coursework, CHM 0960, or Credit by Examination, with a grade of "C" or higher.
6. Graduation from High School or equivalent.
7. College cumulative GPA of 2.5 or higher. If the cumulative GPA is between 2.25 and 2.49, the student is conditionally accepted into the LPN to RN Transition Program with the stipulation that a grade of 80% or higher must be achieved in all transition coursework (NSG 1421, NSG 1423, and NSG 1424).
8. Attend mandatory Nursing Program student orientation.
9. Declaration of Nursing as the major course of study.

### Additional Requirements After Entry into the LPN to RN Nursing Program

1. Evidence of sufficient physical and mental health to engage in the practice of nursing.
2. Current American Heart Association or equivalent certification in CPR.
3. Completed health and immunization form.
4. Criminal background check.
5. Drug Screen.

### General Studies

*Must be taken before enrollment in Advanced Nursing courses:*

Code	Title	Hours
PSY 1010 or SOC 1010	General Psychology Sociology	3
COM 1110	English Composition	3
SDE 1010	First Year Experience	1

### Related Courses

*Must be taken before enrollment in Required Transition courses:*

Code	Title	Hours
BIO 1400	Microbiology	4
BHS 2110	Growth and Development: Lifespan <sup>1</sup>	2
BIO 1110	Anatomy and Physiology I <sup>1</sup>	4
BIO 1120	Anatomy and Physiology II <sup>1</sup>	4
DTN 1220	Principles of Nutrition <sup>1</sup>	2
BHS 1711	Pathophysiology for Healthcare	2

MTH 1260      Statistics  
or MTH 1151    Quantitative Reasoning

3

- Assist the medical professional during exams and minor office surgeries
- Collect and prepare laboratory specimens, like drawing blood
- Perform basic laboratory tests

## Advanced Standing Courses

Code	Title	Hours
NSG 1320	Foundations of Nursing Advanced Standing Credit for LPN	5
NSG 1323	Adult Health Advanced Standing Credit for LPN <sup>2</sup>	3
NSG 1324	OB Advanced Standing for LPN <sup>2</sup>	2
NSG 1326	Psychosocial Advanced Standing Credit for LPN <sup>2</sup>	2

- Instruct patients about medications and special diets
- Prepare and administer medications as directed by a medical professional
- Authorize prescription refills as directed
- Remove sutures and change dressings
- In the state of Ohio the medical assistant may also perform clinical duties as directed by a certified nurse practitioner and a physician assistant.

## Required Transition Courses

Code	Title	Hours
NSG 1421	OB Transition for LPN to RN <sup>3</sup>	1
NSG 1423	Medical-Surgical I for the LPN to RN <sup>3</sup>	6
NSG 1424	Psychosocial Transition for LPN to RN <sup>3</sup>	1




### Administrative Duties

- Use clinical and computer applications
- Answer telephones, greet patients and schedule appointments
- Update and file patient medical records, typically in an electronic health record
- Apply medical codes to services and diagnoses
- Facilitate submission of insurance forms
- Arrange for hospital admissions, surgeries, imaging and laboratory services
- Handle correspondence, billing, and bookkeeping
- Purchase supplies and maintain administrative and clinical equipment

## Other Required Courses

Code	Title	Hours
NSG 1721	Pharmacology for Nursing	2

## Required Advanced Nursing Courses

Code	Title	Hours
NSG 2522 	Adult Health II	6
NSG 2525  	Essentials of Nurse Practice	9

 Portfolio

 Capstone

<sup>1</sup> Challenge exam available

<sup>2</sup> Awarded after successful completion of NSG 1423 Medical-Surgical I for the LPN to RN.

<sup>3</sup> Must be successfully completed before progressing to advanced nursing courses.

### With advanced skills, education and/or experience, medical assistants may:

- Advance to office manager with supervisory functions
- Oversee compliance with federal, state and regulatory agencies
- Establish & utilize computer information systems, creating spreadsheets and databases
- Be responsible for overall financial management of the office

# Medical Assisting

Cheryl Kuck, MS, **Coordinator**

Phone: (419) 995-8256

Email: kuck.c@RhodesState.edu

Office: 102J Tech Edu Lab

Medical Assistants are multi-skilled professionals who assist physicians with the administrative and clinical aspects of patient care in their offices or other ambulatory care settings, including clinics and hospitals.

### Duties may include

As a medical assistant, you will be the health care provider's assistant, increasing productivity in the workplace and improving patient outcomes. Medical assistants are essential members of the health care team that work closely with providers in the offices in handling patient care.

### Clinical Duties

- Take medical histories
- Measure and record patients' vital signs
- Prepare patients for examination, and explain treatment procedures to patients

The U. S. Department of Labor predicts that the employment of medical assistants is expected to grow by 29 percent from 2016 to 2026, much faster than the average for all occupations as the health services industry expands due to technological advances in medicine, and a growing and aging population. Employment growth is driven by the increase in the number of group practices, clinics, and other health care facilities that need personnel who are cross-trained and can provide considerable flexibility to the physician office. Medical assistants primarily work in outpatient settings with good hours. This allows for a better balance in life between work, family and personal life. Because of Rhodes State accreditation with the Commission on Accreditation of Allied Health Education Programs (CAAHEP), Rhodes State students are eligible to take the Certified Medical Assistant (CMA) Certification Exam given by the American Association of Medical Assistants (AAMA).

## Mission Statement

The Medical Assisting program prepares students to be competent, professional health care providers.



## Notice to Prospective or Current Medical Assisting Students

You are at risk if you have been convicted of a prior felony and/or some misdemeanors. You may not be able to participate in clinical education experiences at some hospitals or other clinical sites, therefore, preventing you from completing the program. A criminal record may also prevent you from obtaining a license or certificate in your chosen healthcare profession. Because health care employers routinely perform background checks on prospective employees, a criminal record may also prevent you from obtaining employment in your chosen field after graduation.

## Technical Standards

See here (p. 84) for details

### Tech Prep Partner

See here (p. 13) for details.

"C" Grade Policy (p. 83)

Criminal Background Checks and Drug Screening (p. 83)

Recommended High School Coursework (p. 83)

Health Insurance (p. 83)

## Medical Assisting Associate of Applied Science Degree Structured Course Sequence (4 Semester Plan)

### First Year

First Semester		Hours
BIO 1110	Anatomy and Physiology I	4
COM 1110	English Composition	3
BHS 1380	Introduction to Medical Terminology	2
CPT 1250	Computer Applications in the Workplace	3
MAT 1010	Medical Assisting I	3
SDE 1010	First Year Experience	1
Term Hours		16

### Second Semester

BIO 1120	Anatomy and Physiology II	4
BHS 1390	Medical Terminology	2
BHS 1330	Foundations in Pharmacology	1
COM 2213	Verbal Judo	3
MAT 1020	Medical Assisting II	4
MAT 1300	Medical Office Procedures I	3
Term Hours		17

### Second Year

#### First Semester

MAT 2010	Medical Assisting III	6
MAT 2300	Medical Office Procedures II	4
MTH 1100	Math of Business	3
BHS 1310	CPR	0.5
BHS 1160	Medical Law-Ethics Healthcare	2
Term Hours		15.5

#### Second Semester



MAT 2020	Disease Processes	3
MAT 2410	Medical Office Coding	4
PSY 1010	General Psychology	3
MAT 2510	Medical Assisting Clinical (Practicum)	2
MAT 2520	Capstone for Medical Assisting	2
Term Hours		14
Total Hours		62.5

NOTE: The "C" grade policy applies to:

Code	Title	Hours
All MAT Courses		
BIO 1110	Anatomy and Physiology I	4
BIO 1120	Anatomy and Physiology II	4
BHS 1380	Introduction to Medical Terminology	2
BHS 1390	Medical Terminology	2
BHS 1160	Medical Law-Ethics Healthcare	2
BHS 1330	Foundations in Pharmacology	1

In addition, if a student also desires to pursue the Medical Coding Certificate, the "C" grade policy will apply to AOT 1060 Keyboarding Accuracy and Speed and CPT 1250 Computer Applications in the

Workplace . Courses are sequential and must be completed with a "C" or better to continue in the program.

-  Portfolio Course
-  Capstone Course

#### Prerequisites:

Students should check course prerequisites before registering.

Once the student is admitted into the Medical Assisting program, the program admitted students must show completion of the below requirements prior to start of term:

1. Evidence of sufficient physical and mental health to engage in the practice of medical assisting as evidenced by a physical evaluation by a licensed practitioner (MD, DO, NP, PA), including specified laboratory tests and immunizations.
2. Hepatitis B vaccine series started prior to MAT 1010 Medical Assisting I and with the series completed prior to entrance into MAT 1020 Medical Assisting II.

Note: The Medical Coding Certificate does not require any formal admission process.

The Rhodes State College Medical Assisting program is accredited by the Commission on Accreditation of Allied Health Education Program (CAAHEP) upon the recommendation of the Medical Assisting Education Review Board (MAERB). Questions regarding accreditation should be directed to CAAHEP, 25400 U.S. Highway 19 North, Ste., 158, Clearwater, FL 33763, Phone: 727-210-2350 or [www.caahep.org](http://www.caahep.org).

Questions regarding professional certification may be directed to the American Association of Medical Assistants, 20 North Wacker Drive, Ste. 1575, Chicago IL 60606-2903, Phone: 312-899-1500 or [www.aama-ntl.org](http://www.aama-ntl.org)

### Medical Coding Certificate

Medical coders read a patient's medical chart and analyze it, determining the patient's diagnoses and any procedures performed. Those diagnoses and procedures are then assigned specific numeric or alphanumeric codes within various classification systems and used for insurance reimbursement purposes. In other words, a medical coder translates the documents in a patient's chart into codes. Coders are an invaluable part of the healthcare team that help facilitate income into the medical office. According to the U.S. Bureau of Labor Statistics, jobs for certified medical coders will increase 22 percent through the year 2022.

The Medical Coding Certificate at Rhodes State College serves as a gateway to the American Association of Professional Coders (AAPC) national certification examination. Upon successful completion of this certificate, the student is eligible to take the AAPC's national certification examination, the Certified Professional Coder (CPC). An experiential pathway is available in lieu of some coursework for those students who can demonstrate previous healthcare experience and knowledge.

Successful completion of the certification exam results in the student being a Certified Professional Coder-Apprentice (CPC-A). When the student can document two years employment as a professional coder, the student will become a CPC. CPCs are employed in a variety of settings including, but not limited to, physician's offices, clinics, insurance companies, ambulatory care centers, home health agencies, and working remotely from home.

To be eligible for the Medical Coding Certificate, a student must have received a grade of "C" or better for **each** course required for the certificate and completed all courses within four (4) years of applying for the certificate, or at the discretion of the Chair.

## Medical Coding (p. 95)

Code	Title	Hours
BHS 1160	Medical Law-Ethics Healthcare	2
BIO 1110	Anatomy and Physiology I	4
BIO 1120	Anatomy and Physiology II	4
CPT 1250	Computer Applications in the Workplace	3
BHS 1380	Introduction to Medical Terminology	2
BHS 1390	Medical Terminology	2
MAT 2410	Medical Office Coding	4
MAT 2420	Medical Coding - Advanced	2
AOT 1060	Keyboarding Accuracy and Speed	2
Total Hours		25

See [www.RhodesState.edu/GainfulEmployment](http://www.RhodesState.edu/GainfulEmployment) for additional information on certificates.

## Medical Coding Certificate

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 Email: [kuck.c@RhodesState.edu](mailto:kuck.c@RhodesState.edu)  
 Office: 102J Tech Edu Lab

Medical Assisting Major (p. 93)

### Medical Coding Certificate

Medical coders read a patient's medical chart and analyze it, determining the patient's diagnoses and any procedures performed. Those diagnoses and procedures are then assigned specific numeric or alphanumeric codes within various classification systems and used for insurance reimbursement purposes. In other words, a medical coder translates the documents in a patient's chart into codes. Coders are an invaluable part of the healthcare team that help facilitate income into the medical office. According to the U.S. Bureau of Labor Statistics, jobs for certified medical coders will increase 22 percent through the year 2022.

The Medical Coding Certificate at Rhodes State College serves as a gateway to the American Association of Professional Coders (AAPC) national certification examination. Upon successful completion of this certificate, the student is eligible to take the AAPC's national certification examination, the Certified Professional Coder (CPC). An experiential pathway is available in lieu of some coursework for those students who can demonstrate previous healthcare experience and knowledge.

Successful completion of the certification exam results in the student being a Certified Professional Coder-Apprentice (CPC-A). When the student can document two years employment as a professional coder, the student will become a CPC. CPCs are employed in a variety of settings including, but not limited to, physician's offices, clinics, insurance companies, ambulatory care centers, home health agencies, and working remotely from home.

To be eligible for the Medical Coding Certificate, a student must have received a grade of "C" or better for **each** course required for the certificate and completed all courses within four (4) years of applying for the certificate, or at the discretion of the Chair.

## Technical Standards

See here (p. 84) for details

Code	Title	Hours
BHS 1160	Medical Law-Ethics Healthcare	2
BIO 1110	Anatomy and Physiology I	4
BIO 1120	Anatomy and Physiology II	4
CPT 1250	Computer Applications in the Workplace	3
BHS 1380	Introduction to Medical Terminology	2
BHS 1390	Medical Terminology	2
MAT 2410	Medical Office Coding	4
MAT 2420	Medical Coding - Advanced	2
AOT 1060	Keyboarding Accuracy and Speed	2
Total Hours		25

See [www.RhodesState.edu/GainfulEmployment](http://www.RhodesState.edu/GainfulEmployment) for additional information on certificates.

No accreditation necessary.

## Nurse Assistant Certificate

Eric Mason, EdD, MSN, RN

Assistant Dean Health Sciences/Nursing - Program Director

Phone: (419) 995-8265

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Office: 224A Cook Hall

The Nurse Assistant Certificate (STNA) is completed in one semester and provides the student with the knowledge and skills necessary to provide basic care to patients. Course content is based on the current Standards and Guidelines from the Ohio Department of Health. The course includes lecture, laboratory and a 16-hour clinical component. Students are required to submit health and immunizations records prior to starting the clinical experience. All students who successfully complete this course are eligible to take the State Tested Nurses Aide Certification credential examination.

See [www.RhodesState.edu/GainfulEmployment](http://www.RhodesState.edu/GainfulEmployment) for additional information on certificates.

### First Year

First Semester	Hours
BHS 1140 State Tested Nurse Aide Training	5
Term Hours	5
Total Hours	5

## Nursing

Eric Mason, EdD, MSN, RN

Assistant Dean Health Sciences/Nursing - Program Director

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Office: 224A Cook Hall

The Associate Degree Nursing program is designed for qualified men and women interested in providing patient care as members of the health team. The curriculum is a blend of general education, nursing courses and applied education courses providing the graduate with the skills necessary to effectively serve patients and their families.

Various community health care settings are utilized for students to apply the nursing process in identifying and meeting needs of patients. A nursing laboratory and a simulation laboratory contain equipment for practicing skills and provide settings for independent study as well as instructor-supervised study. Graduates of the program receive an Associate of Applied Science Degree and are eligible to take the national licensing examination (NCLEX-RN) to become a Registered Nurse. Upon licensure, the RN is able to work in acute care, long-term care and community health care agencies to apply competent nursing care that is patient-centered. The RN will be able to provide collaborative evidence-based care through principles of quality and safety and informatics.

The program is approved by the Ohio Board of Nursing and is accredited by the Accreditation Commission for Education in Nursing (ACEN), Inc., 3343 Peachtree Road, NE, Ste. 850, Atlanta, GA 30326, (404) 975-5000.

## Mission Statement

The Associate Degree Nursing Education Program serves to change lives, build futures, and improve communities by providing an opportunity for students with diverse learning needs to obtain an affordable, quality entry level professional nursing education, and thereby, meet the community's need for nurses.

## Additional Information

Due to limited clinical practice opportunities, students will be assigned to day or evening or weekend clinical experiences in the Nursing Programs (Associate Degree Nursing (ADN), Practical Nursing (PN), LPN to ADN Transition). Specific qualification information for each nursing program

is found within the program sections. Any questions pertaining to these criteria should be directed to the Office of Advising and Counseling or to the Nursing Department.

Some students may choose to extend their course of study beyond the recommended plan due to academic deficiencies, employment commitments, or personal choice. If a student chooses to extend their course of study, it is the student's responsibility to notify the Nursing Department.

## Admission or Reentry for Clinical Placement

Students submitting an application for admission or reentry into a clinical course will be reviewed and a decision made by the Assistant Dean of Health Sciences/Nursing or designee based on space-availability and the following criteria:

1. Rhodes State College students in good standing will be ranked by GPA and may be granted permission to register into the appropriate Nursing course.
2. Transfer students in good standing.
3. Admission or reentry may or may not be granted based on application review.
4. Basic science courses must be completed within the previous five-years (some exceptions may apply).
5. Students who are out one year or more from a Nursing Clinical course are evaluated on an individual basis to ensure competency in previous coursework. Contact the Nursing Department for additional information.

Availability of space for the above applicants will not be known until grades have been reported for the term immediately preceding the desired term of admission or reentry. Applicants will be notified of placement in time to register.

Pursuant to the Ohio Revised Code 4723 and rule 4723-5-12 of the Ohio Administrative Code, students who reenter or are readmitted to an Ohio school of nursing must "meet the curriculum requirements effective at the time of readmission."

## Associate Degree Program Completion

The student is expected to complete the clinical nursing coursework within five years of beginning the first semester of the nursing clinical program.

## Tech Prep Partner

See here (p. 13) for details.

## Nursing

### Associate of Applied Science

#### Registered Nursing Program Sequence

##### First Year

First Semester	Hours
BIO 1110	Anatomy and Physiology I 4
COM 1110✍	English Composition 3
DTN 1220	Principles of Nutrition 2
SDE 1010✍	First Year Experience 1

BHS 2110	Growth and Development: Lifespan	2
Term Hours		12

##### Second Semester

NSG 1520✍	Foundations of Nursing	8
BIO 1120	Anatomy and Physiology II	4
BHS 1711	Pathophysiology for Healthcare	2
Term Hours		14

##### Third Semester

PSY 1010✍	General Psychology	3
or SOC 1010	or Sociology	
NSG 1523	Adult Health I	6
NSG 1524	Care of Childbearing Family	3
Term Hours		12

##### Second Year

###### First Semester

BIO 1400	Microbiology	4
NSG 1721	Pharmacology for Nursing	2
NSG 2521	Psychosocial Nursing	3
NSG 2522✍	Adult Health II	6
Term Hours		15

###### Second Semester

NSG 2525✍	Essentials of Nurse Practice	9
MTH 1260	Statistics	3
or MTH 1151	or Quantitative Reasoning	
Term Hours		12

Total Hours 65

✍ Portfolio Course

🎓 Capstone Course

See here (p. 21) for Portfolio and Capstone information.

**Note: Students may elect to take general education courses and sciences prior to beginning the first nursing clinical course.**

## Acceptance into the Associate Degree Nursing (ADN) Major

- All students who apply for acceptance to the ADN program must meet the "Acceptance Requirements", which are stated in the College catalog. Upon receipt of an application for admission, the advisor in the Office of Advising and Counseling will review the application with the student to verify that admission criteria have been met. In the event that two or more students qualify on the same day, the student's cumulative GPA and date of application to the College is used to rank the students.
  - All students seeking acceptance into the ADN program must be remediation-free to qualify for acceptance.
  - Students who did not score at or above remediation-free levels on the placement test, or did not meet the high school criteria (if applicable), may qualify for acceptance to the ADN program by successfully completing the respective developmental course(s).
  - If the student must complete developmental courses, he/she must maintain a cumulative GPA of 2.5 or higher to be eligible to apply for entrance into the ADN program. **Developmental education courses do not count toward graduation.**
  - Students must be 18 years or older prior to entering the first clinical nursing course.
- Acceptance into the first ADN program clinical course may occur in fall or spring semester. Students are notified of acceptance prior to the beginning of the semester. The program will continue to accept students until all seats are filled or the first day of classes whichever occurs first.
- Two seats in either fall or spring will be designated for Tech Prep and/or College Credit Plus students who have met the minimum qualifying criteria by June 30 and who have graduated from a Tech Prep program during May or June of that same year. Tech Prep students will be listed on the qualified list in the order in which they met all qualifying criteria, using the date on which documentation was received, verifying that all criteria have been met. In the event that two or more Tech Prep students qualify on the same day, the date of application to the college will be used to rank the students. Tech Prep designated seats may rollover to the next term if no qualified Tech Prep students are available. These two seats will then be filled by Tech Prep designated students, as they are listed on the qualification list, irrespective of high school graduation date. Remaining seats will be given to students as they are listed in numerical order on the program's qualified list. Up to 25 or more seats may be competitively awarded through an Accelerated Clinical Entry (ACE) opportunity.
- If a student has been convicted of a felony and/or a misdemeanor, he/she may not be able to participate in clinical education experiences at some hospitals or other clinical sites, therefore, preventing the student from completing the program. A criminal conviction or guilty plea may also prevent the student from obtaining a license or certificate in his/her chosen healthcare profession.**
- To meet the expanding requirements of our clinical affiliates, students with objections/refusal to receive required immunizations or have convictions of certain felonies, misdemeanors, or drug-related offenses will be ineligible for admission into clinical experiences and may be dismissed from the program. Positive drug screens will result in dismissal from all clinical courses. Any student who refuses/fails to cooperate, or complete any required drug screen will be considered

"positive" and will be dismissed from the program. All students may be subject to random drug screens throughout the program.

## Acceptance Requirements

Applicants must meet "Acceptance Requirement Criteria" before being accepted into the Associate Degree Nursing (ADN) program. Students are required to submit a completed nursing application to the Office of Advising and Counseling. The applicant and an advisor from the advising office will review the application and verify that "Acceptance Requirement Criteria" are met. In the event that two or more students qualify on the same day, the date of application to the college is used to rank order these students. Applicants who do not meet the qualification requirements should meet with an advisor in the Office of Advising and Counseling to plan a course of study. Also, all applicants must meet the Nursing Technical Standards.

### Criteria

- General College requirements (see General Admissions Procedures (p. 10).)
- Attend mandatory Nursing Program Student Orientation.
- Graduation from high school or equivalent.
- Must be remediation free in math, English, reading, and science.
- College cumulative GPA of 2.5 or higher.
- Certificate of completion of state-approved nurse aide training course.
- Declaration of Nursing as the major course of study.

## Additional Requirements After Entry into the First Clinical Nursing Course

- Evidence of sufficient physical and mental health to engage in the practice of nursing.
- Current American Heart Association or equivalent certification in CPR.
- Completed health and immunization form.
- Criminal background check.
- Drug screening prior to second clinical nursing course.

## Occupational Therapy Assistant

Ann Best, MHS, **Chair**  
 Phone: (419) 995-8080  
 Email: best.a@RhodesState.edu  
 Office: 102L Tech Edu Lab

Occupational Therapy is an evidence-based, science-driven profession that helps others increase participation and independence in every day activities (occupations) in all of their environments (home, work, school, community, etc.) while reducing health care costs. Occupational therapists (OTs) and occupational therapy assistants (OTAs) help people of all ages participate in the things they want and/or need to do through therapeutic use of activities. Under the supervision of an OT, an OTA will develop and provide therapeutic activities and strategies that will help their clients gain the physical, cognitive, psychological and developmental skills necessary for everyday life. They also provide adaptive equipment or techniques necessary to carry out life tasks; educate clients, families and caregivers; and address prevention. The OTA works with a team of other professionals in a variety of settings including but not limited to: hospitals, school systems, community

mental health centers, nursing homes, home health agencies and private practice.

### **Credentialing Required After Graduation**

After successfully completing this accredited Occupational Therapy Assistant Program, the graduate is eligible to take the National Certification Examination for the Occupational Therapy Assistant administered by the National Board for Certification in Occupational Therapy (NBCOT). After successful completion of this exam, the individual will be a COTA.

NBCOT  
One Bank Street  
Suite 300  
Gaithersburg, MD 20878  
(301) 990-7979  
email: [info@nbcot.org](mailto:info@nbcot.org)  
<http://www.nbcot.org/>

In addition, all states require licensure to practice; however, Ohio and most other state licenses are based on passing of the NBCOT Certification Exam. After achieving licensure, the individual will be a COTA/L.

## **Mission Statement**

The Rhodes State OTA Program prepares students to be competent, professional occupational therapy assistants.

## **Notice to Prospective or Current Occupational Therapy Assistant Students**

You are at risk if you have been convicted of a prior felony and/or some misdemeanors. You may not be able to participate in clinical education experiences at some hospitals or other clinical sites, therefore preventing you from completing the program. A felony conviction may affect your ability to sit for the National Certification Examination for the Occupational Therapy Assistant (NBCOT exam) or attain state licensure. Because health care employers routinely perform background checks on prospective employees, a criminal record may also prevent you from obtaining employment.

## **Technical Standards**

See here (p. 84) for details.

"C" Grade Policy (\*Note in addition to courses required for all Health Division Programs, the OTA program requires C or better in PSY 1730, Abnormal Psychology) (p. 83)

Criminal Background Checks and Drug Screening (p. 83)

Recommended High School Coursework (p. 83)




Health Insurance (p. 83)




# Occupational Therapy Assistant Associate of Applied Science Degree Structured Course Sequence (6 Semester Plan)

## First Year

### Summer

		Hours
OTA 1010 	Principles and Practices of Occupational Therapy	3
COM 1110 	English Composition	3
BIO 1110	Anatomy and Physiology I	4
SDE 1010 	First Year Experience	1
Term Hours		11

### Fall

OTA 1020	Occupational Therapy Process	2
OTA 1030	Therapeutic Activities and Occupations	2
OTA 1050	Human Anatomy and Pathology I	3
PSY 1010 	General Psychology	3
BIO 1120	Anatomy and Physiology II	4
Term Hours		14

### Spring



OTA 1060	Human Anatomy and Pathology II	2
OTA 1140	Therapeutic Procedures I	5
PSY 1730	Abnormal Psychology	3
Term Hours		10

## Second Year



### Summer

OTA 2130	Therapeutic Procedures II	4
BHS 1390	Medical Terminology	2
OTA 2100	Occupational Therapy for Psychosocial Dysfunction I	2
Term Hours		8

### Fall

OTA 2140	Occupational Therapy for Developmental Dysfunction	3
OTA 2150 	Occupational Therapy for Psychosocial Dysfunction II	3
MTH 1260 or MTH 1151	Statistics or Quantitative Reasoning	3
SOC 1010 	Sociology	3
Term Hours		12

### Spring

OTA 2170	Fieldwork I <sup>1</sup>	4
OTA 2180	Fieldwork II <sup>1</sup>	4
OTA 2200  	Capstone for Occupational Therapy Assistant	2
Term Hours		10
Total Hours		65

 Portfolio Course

 Capstone Course

<sup>1</sup> These courses involve full-time field work in clinical sites and must be completed no later than 18 months after completion of academic preparation.

### Prerequisites:

Students should check course prerequisites before registering. Prerequisites are listed in the Course Tab (p. 111).

The Occupational Therapy Assistant Program is accredited by the:

Accreditation Council for Occupation Therapy Education (ACOTE)  
 American Occupational Therapy Association (AOTA)  
 4720 Montgomery Lane, Suite 200  
 Bethesda, MD 20814-3449  
 Email: [accred@aota.org](mailto:accred@aota.org)  
 (301) 652-AOTA  
[www.acoteonline.org](http://www.acoteonline.org)

This program has been accredited since its inception in 1997.

All students who apply for acceptance into the Occupational Therapy Assistant program have their name placed on a qualified list **after** they meet the program qualifications listed below.

Admission to the program requires submission of a program application packet which can be found by contacting the Office of Advising and Counseling or visiting the OTA webpage and requirements tab. Students seeking admission are encouraged to review the qualification requirements early due to the amount of time required to complete the process. The application deadline is the second Friday of February for the application year.

In addition to the general admission requirements for all students, the following specific requirements must be completed before being added to qualified list:

1. Attend a mandatory program specific orientation.
2. Complete and score a minimum of 60 on the Test of Essential Academic Skills (ATI TEAS) assessment exam.
3. Achieve an overall GPA and program-related GPA of 2.75 or higher. (Program-related GPA is defined as the average GPA of program-specific coursework excluding SDE 1010.) For the high school senior applicant without college level courses work, high school grades though the first nine weeks of the senior year will be used to calculate the GPA.
4. Complete 40 hours of observation in a clinical setting with a licensed Occupational Therapist or Occupational Therapy Assistant using the Observation Form in the application packet.
5. Complete all required college level or developmental level math, writing and reading courses and/or prerequisites with a grade of D or higher, and all college level or development level science requirements and/or prerequisites with a grade of C or higher; or equivalent placement.

If more than 30 applicants are qualified, students will be offered a seat based on the qualifying criteria (aggregate of calculated GPA, ATI TEAS score, the number of program specific courses completed with a C or better, and the two observation rubrics). If the qualifying criteria aggregate score of two applicants is equal then the college application date will be used to rank order those applicants.

Qualified students not in the top 30 will be admitted in a following cohort year. This acceptance is contingent upon re-application prior to the deadline of the offered cohort year to verify continued interest in pursuing the degree. These students will be encouraged to attend an informational meeting with programmatic faculty to discuss strategies for persistence within the program or opportunities for other health care majors with

seats available for immediate entry and/or other career directions offered at the College.

The Occupational Therapy Assistant program accepts students once a year in Summer Semester.

## Paramedic Certificate

Jeb Sheidler, MPAS, **Coordinator**  
 Phone: (419) 995-8228  
 Email: sheidler.j@RhodesState.edu  
 Office: 224B Cook Hall

Emergency Medical Services Major (p. 87)

(Ohio Accreditation #318) (subject to change)



Students interested in the Paramedic certificate must be certified as an Ohio EMT. Students completing the Paramedic certificate are able to:

- Meet requirements to take the National Registry Paramedic examination.
- Perform all duties of the Paramedic.
- Initiate full cardiac monitoring, endotracheal intubation, perform manual defibrillation and synchronized cardioversion, perform appropriate drug therapy, relieve tension pneumothorax and perform crico-thyrotomy when authorized by a medical director.

## Technical Standards

See here (p. 84) for technical standards.

See Acceptance Into Dental Hygiene, Emergency Medical Services, Medical Assisting and Respiratory Care Majors here (p. 83).

Code	Title	Hours
EMS 2210 	Paramedic I	13
EMS 2215	Paramedic Clinical	2.5
EMS 2220 	Paramedic II	13
EMS 2225	Paramedic Field Experience	2.5
Total Hours		31

 Portfolio Course

**Prerequisite or corequisite:** BHS 1390 Medical Terminology, EMS 1040 EMS Anatomy and Physiology or BIO 1000 Basic Human Structure and Function (min. grade "C").

See [www.RhodesState.edu/GainfulEmployment](http://www.RhodesState.edu/GainfulEmployment) for additional information on certificates.

## Pharmacy Technician Certificate

Denise Bowers, PhD, **Chair**  
 Phone: (419) 995-8385  
 Email: bowers.d@RhodesState.edu  
 Office: 122 Cook

This course prepares the students to acquire the knowledge and skills necessary to competently practice in a variety of specialized healthcare facilities as a pharmacy technician. The topics covered include law and rule, basic pharmacology, medication preparation, distribution, dosage calculations, medication order interpretation, and maintenance of patient

records at the direction of licensed pharmacists. Successful completion of this course allows the student to take the Pharmacy Technicians Certification Board (PTCB) examination.

Code	Title	Hours
BHS 1750	Introduction to Pharmacy Technician	6

## Phlebotomy Certificate

Joel Harris, MEd, **Coordinator**  
 Phone: 419-995-8849  
 Email: Harris.j@RhodesState.edu  
 Office: 201A Cook Hall

This Phlebotomy certificate is designed to provide expertise in the practice of phlebotomy. Students will gain didactic knowledge and clinical practice experiences and will be eligible to sit for the American Society of Clinical Pathologists (ASCP) examination for a nationally recognized credential in phlebotomy.

### Technical Standards

Code	Title	Hours
BHS 1390	Medical Terminology	2
BHS 1840	Phlebotomy Principles and Practice <sup>1</sup>	3
BHS 1850	Phlebotomy Clinical <sup>1</sup>	1
MAT 1030	Introduction to Laboratory Science	3
Total Hours		9

## Physical Therapist Assistant

Angela Heaton, PT, MEd  
**Assistant Dean Health Sciences/Allied Health - PTA Program Director**  
 Phone: (419) 995-8813  
 Email: heaton.a@RhodesState.edu  
 Office: 102B Tech Edu Lab

**Physical Therapist Assistants (PTAs)** are skilled technical health personnel who provide physical therapy services under the direction and supervision of a physical therapist. PTAs work as part of a team to implement selected components of patient interventions (treatment), obtain data related to the interventions provided, and make modifications in selected interventions either to progress the patient as directed by the physical therapist or to ensure patient safety and comfort. PTAs assist the physical therapist in the treatment of individuals of all ages, from newborns to the geriatric population, who have medical problems or other health-related conditions that limit their abilities to move and perform functional activities in their daily lives.

The Associate Degree program at Rhodes State College provides the student with an excellent physical therapist assistant education encouraging personal and professional growth. The curriculum is a combination of general education, applied physical therapy sciences, technical skills and clinical education courses. The clinical component provides students with supervised clinical learning experiences in a variety of settings with exposure to different patient populations.

After successful completion of both the didactic and clinical components of the PTA curriculum and attainment of the Associate of Applied Science degree from Rhodes State College, students seeking licensure as a PTA must submit an application to register for the National Physical Therapy Examination for PTAs administered by the Federation of State Boards

of Physical Therapy. Additionally, the student must submit a separate application to the licensing authority of the jurisdiction (state) in which the applicant is seeking licensure. In the state of Ohio, the Occupational Therapy, Physical Therapy, and Athletic Trainers Board is the jurisdiction licensing authority. The state of Ohio requires licensure to practice physical therapy. Licensure enables the PTA to seek employment as a part of a dynamic health care team in a variety of health care settings such as hospitals, nursing homes, rehabilitation centers, sports medicine clinics and outpatient treatment centers.

## Program Mission Statement

The Rhodes State College Physical Therapist Assistant Program prepares students to be competent, professional physical therapist assistants.

## Notice to Prospective or Current Physical Therapist Assistant Students

You are at risk if you have been convicted of a prior felony and/or some misdemeanors. You may not be able to participate in clinical education experiences at some hospitals or other clinical sites, therefore preventing you from completing the program. A criminal record may also prevent you from obtaining a license or certificate in your chosen healthcare profession.

## Technical Standards

See here (p. 84) for details.

"C" Grade Policy (p. 83)




Criminal Background Checks and Drug Screening (p. 83)

Recommended High School Coursework (p. 83)

Health Insurance (p. 83)

## Physical Therapist Assistant Associate of Applied Science Degree Structured Course Sequence (6 Semester Plan)


### First Year

Summer		Hours
SDE 1010 	First Year Experience	1
BIO 1110	Anatomy and Physiology I	4
COM 1110 	English Composition	3
BHS 1390	Medical Terminology	2
PTA 1100 	Introduction to Physical Therapy	3
Term Hours		13

### Fall

BIO 1120	Anatomy and Physiology II	4
MTH 1260	Statistics	3
PTA 1120	Functional Anatomy	4
PTA 1140	Therapeutic Procedures	4
Term Hours		15

### Spring


PTA 1200	Therapeutic Exercise	4
COM 2213	Verbal Judo	3
PSY 1010 	General Psychology	3
PTA 1220	Kinesiology	4
Term Hours		14

### Second Year



#### Summer

PTA 1300	PTA Seminar	1
PTA 1320	Clinical Application I	2
Term Hours		3

#### Fall

PSY 2150	Lifespan Psychology	3
PTA 2100 	Rehabilitation for Specific Patient Populations	4
PTA 2120	Functional Neurorehabilitation	4
Term Hours		11

#### Spring

PTA 2200	Clinical Application II	3
PTA 2220	Clinical Application III	3
PTA 2230  	Capstone Course	1
PTA 2240	Seminar II	1
Term Hours		8
Total Hours		64

The "C" grade policy applies to all PTA courses, BIO 1110 Anatomy and Physiology I and BIO 1120 Anatomy and Physiology II. Courses are sequential and must be completed with a "C" or better to continue in the program.

 Portfolio Course

 Capstone Course

**Prerequisites:**

Students should check course prerequisites before registering. Prerequisites are listed in the Course Tab (p. 111).

All students who apply for acceptance into the Physical Therapist Assistant program have their name placed on a qualified list **after** they meet the program qualifications listed below.

A program application packet is required and can be found by contacting the Office of Advising or visiting the PTA webpage and requirements tab. Students seeking admission are encouraged to review the qualification requirements early due to the amount of time required to complete the process. The application deadline is the second Friday of February for the application year.

In addition to the general admission requirements for all students, the following specific requirements must be completed before being added to qualified list:

1. Attend a mandatory program-specific orientation.
2. Complete and score a minimum of 60 on the Test of Essential Academic Skills (ATI TEAS) assessment exam.
3. Achieve an overall college GPA and program-related GPA of 2.75 or higher. (Program-related GPA is defined as the average GPA of program specific coursework excluding SDE 1010). For high school senior applicants without college level course work, high school grades through the first nine weeks of the senior year will be used to calculate the GPA.
4. Complete 40 hours of observation in a clinical setting with a licensed Physical Therapist or Physical Therapist Assistant using the Observation Form in the application packet.
5. Complete all required college level or developmental level math, writing and reading courses and/or prerequisites with a grade of D or higher, and all college level or development level science requirements and/or prerequisites with a grade of C or higher; or equivalent placement.

If more than 30 applicants are qualified, students will be offered a seat based on the qualifying criteria (aggregate of calculated GPA, ATI TEAS score, the number of program specific courses completed with a C or better, and the two observation rubrics). If the qualifying criteria aggregate score of two applicants is equal then the college application date will be used to rank order those applicants.

Qualified students not in the top 30 will be admitted in a following cohort year. This acceptance is contingent upon re-application prior to the deadline of the offered cohort year to verify continued interest in pursuing the degree. These students will be encouraged to attend an informational meeting with programmatic faculty to discuss strategies for persistence within the program or opportunities for other health care majors with seats available for immediate entry and/or other career directions offered at College.

The Physical Therapist Assistant program accepts students once a year in Summer Semester.

This PTA Program at Rhodes State College is accredited by the:

*Commission on Accreditation in Physical Therapy Education (CAPTE)*  
1111 North Fairfax Street, Alexandria, Virginia 22314  
(703) 706-3245  
email: [accreditation@apta.org](mailto:accreditation@apta.org)  
website: [www.capteonline.org](http://www.capteonline.org)

The program has been accredited since its inception in May 1993.

## Practical Nursing Certificate

Melissa Harvey, MSN, **Coordinator**

Phone: (419)995-8347

Email: [harvey.m@rhodesstate.edu](mailto:harvey.m@rhodesstate.edu)

Office: 230C Cook Hall

This one-year certificate program prepares the graduate to provide direct basic nursing care as a practical nurse under the supervision of a registered nurse, licensed physician, dentist, optometrist or podiatrist.

The curriculum integrates classroom, campus laboratory, and clinical instruction for skills which the practical nurse performs to contribute to the nursing care of patients. Supervised clinical experiences are scheduled in a variety of healthcare settings. The student must demonstrate technical knowledge, manual dexterity, interpersonal skills, caring behavior, and commitment to professional ethics.

The program has full approval of the Ohio Board of Nursing. The graduate is eligible to take the National Council Licensing Exam for Practical Nurses (NCLEX-PN). Graduates are then encouraged to continue their education through articulation into the Associate Degree Nursing Program.

Applicants must be 18 years of age or older prior to entering the first practical nursing clinical course. Some students may choose to extend their course of study beyond the usual one-year plan due to academic deficiencies, employment commitments, or personal choice. If a student extends their course of study beyond the one-year time frame, the student is responsible to notify the Nursing Department. The student is expected to complete the practical nursing clinical coursework within two years of beginning the first semester of the Practical Nursing Program.

To be eligible for a Practical Nurse Certificate, a student must have received a grade of "C" or better in all required coursework.

### Admission or Reentry for Advanced Clinical Placement in Practical Nursing

Students who have withdrawn in good standing from the practical nursing clinical course sequence may request readmission within one year as space is available. Remedial study may be required. Requests for readmission will be evaluated on an individual basis.

Transfer students with college credit for potentially equivalent courses should submit course syllabi and materials for equivalency evaluation. Advanced placement may be granted if courses are equivalent and were completed within the accepted time frame.

Students in the Associate Degree Nursing (ADN) Program who seek a major change to the Practical Nursing (PN) program will be considered before transfer students. Advanced standing into the PN program may be awarded to RSC ADN students that have successfully completed at least the first nursing clinical course of the ADN academic plan. ADN students must successfully complete the PN program curriculum and any associated coursework to receive a certificate of completion. Students may then elect to re-enter the ADN program through the LPN to ADN Transition Program. All qualifications must be met.

Pursuant to the Ohio Revised Code 4723 and rule 4723-5-12 of the Ohio Administrative Code, students who reenter or are readmitted to an Ohio

school of nursing must “meet the curriculum requirements effective at the time of readmission.”

Basic science and applied general education courses will be evaluated on an individual basis to determine equivalency.

To be eligible for a Practical Nurse Certificate, a student must have received a grade of “C” or better in all required coursework.

Fall		Hours
BHS 2110	Growth and Development: Lifespan	2
BIO 1000 or BIO 1120	Basic Human Structure and Function or Anatomy and Physiology II	3
COM 1110✍	English Composition	3
PNS 1201	Fundamentals-Practical Nursing	8
	Term Hours	16
Spring		
DTN 1220	Principles of Nutrition	2
NSG 1721	Pharmacology for Nursing	2
PSY 1010✍	General Psychology	3
PNS 1202	Adult Medical-Surgical Nursing	10
	Term Hours	17
Summer		
PNS 1203	PN-Issues and Trends	1
PNS 1204	Maternal Child Nursing	5
	Term Hours	6
	Total Hours	39

See [www.RhodesState.edu/GainfulEmployment](http://www.RhodesState.edu/GainfulEmployment) for additional information on certificates.

✍ Portfolio

## Acceptance into the Practical Nursing Certificate Program

Applicants must meet acceptance requirements before being placed on the program’s qualified list. Names are placed on the qualified list using the date on which documentation was received, verifying that acceptance requirements have been met. In the event that two or more students qualify on the same day, the date of application is used to rank order the students. All students must meet technical standards. Applicants who do not meet the qualifications should meet with an advisor in The Office of Advising and Counseling to plan a course of study.

## Acceptance Requirements

1. General college requirements (See General Admissions Procedures (p. 10).)
2. Graduation from high school or equivalent.
3. Attend mandatory Practical Nursing Program Student Orientation.
4. Must be remediation free in math, English, reading, and science.
5. College GPA of 2.0 or higher.
6. Declaration of Practical Nursing as the major course of study.
7. Certificate of completion of state-approved nurse aide training course.

## Additional Requirements After Entry into the First Clinical Nursing Course

1. Evidence of sufficient physical and mental health to engage in the practice of nursing.
2. Current American Heart Association or equivalent certification in CPR.
3. Completed Health and Immunizations Form.
4. Criminal background check.
5. Drug screen.

## Radiographic Imaging (Radiography)

Robert (Andy) Shappell, MEd, **Coordinator**

Phone: (419)995-8257

Email: [shappell.a@rhodesstate.edu](mailto:shappell.a@rhodesstate.edu)

Office: 102G Technical Education Lab Building

Radiographers are certified professionals that produce images through the use of x-rays. These images are an important diagnostic tool that has played an important role in medicine for over a hundred years. The science of radiographic imaging is technology driven with the use of computerized equipment common to every patient exam. Radiographers (X-ray technologists) work closely with other health care professionals in meeting the needs of patients with a compassionate approach.

The Radiographic Imaging Program provides students with the technical skills and knowledge to safely use radiation to produce diagnostic images. Courses in the curriculum focus on patient care, radiographic procedures, the science and technology behind the imaging process, radiobiology, and other general education courses. A diverse clinical education experience in a variety of clinical settings and with a range of patient populations supplements the campus lectures and labs with a strong emphasis on hands-on participation by all students.

A minimum of six semesters is required to successfully complete the Associate in Applied Science degree in Radiographic Imaging. Graduates are eligible to take the certifying examination in radiography by the American Registry of Radiologic Technologists (ARRT). Once ARRT certified, graduates are eligible to apply for a state license that is required to practice most states. Graduate radiographers have ample career opportunities that may include computed tomography, mammography, vascular interventional procedures, equipment sales, and with additional degree work, imaging education, and healthcare administration.

The Radiographic Imaging program is a partner in the Northwest Ohio Allied Health Consortium.

## Mission Statement

The Radiographic Imaging Program prepares competent, professional radiographers.

## Program Goals/Learning Objectives

Upon graduating from the Radiographic Imaging (Radiography) program, students will:

1. Demonstrate clinical competence.
  - 1.1 Position patients accurately.
  - 1.2 Select diagnostic exposure factors.
  - 1.3 Practice appropriate radiation safety.
2. Demonstrate effective communication skills.
  - 2.1 Demonstrate effective verbal communication skills.
  - 2.2 Demonstrate effective written communication skills.



3. Utilize critical thinking.
  - 3.1 Adapt routine procedures to accommodate patient condition.
  - 3.2 Demonstrate proficiency in radiographic patient analysis.
4. Demonstrate professionalism.
  - 4.1 Act professionally.
  - 4.2 Demonstrate cultural awareness.

## Notice to Prospective or Current Radiographic Imaging Students

You are at risk if you have been convicted of a prior felony and/or some misdemeanors. You may not be able to participate in clinical education experiences at some hospitals or other clinical sites, thereby preventing you from completing the program. A criminal record may also prevent you from obtaining a license or certification in your chosen healthcare profession.

## Technical Standards

See here (p. 84) for details.

## “C” Grade Policy

- A minimum “C” (2.0) grade policy is required for graduation for the Division of Health Sciences. A grade of “C” or higher must be achieved in all courses carrying the specific program prefix such as DHY, EMS, (EXS), NSG, MAT, RAD, RES, PNS, PTA and OTA.
- All programs require a grade of “C” (2.0) or better in required science courses and in required basic/related health science (BHS) courses as well as in selected general education and basic/related science courses (see program requirements).

Code	Title	Hours
BIO 1000	Basic Human Structure and Function	3
BIO 1110	Anatomy and Physiology I	4
BIO 1120	Anatomy and Physiology II	4
BIO 1400	Microbiology	4
CHM 1120	Introductory Organic and Biochem	4

All of the following required coursework needs to have been completed within five years of matriculation into a Health Sciences program:

Code	Title	Hours
BIO 1000	Basic Human Structure and Function	3
BIO 1110	Anatomy and Physiology I (*)	4
BIO 1120	Anatomy and Physiology II (*)	4
BIO 1400	Microbiology	4
BHS 1390	Medical Terminology	2
CHM 1120	Introductory Organic and Biochem	4
DTN 1220	Principles of Nutrition	2
BHS 2110	Growth and Development: Lifespan	2
NSG 1721	Pharmacology for Nursing	2

\*This requirement may be waived by the Program Chair if the applicant is currently working in a healthcare field.

- Policies covering all aspects of grading in the Division of Health Sciences remain consistent with those of the College as they are listed in this catalog.

Due to the availability of clinical practice opportunities, seats in all Health Sciences Programs are limited. Click here (p. 10) for general information regarding admissions to the College. Specific qualification and admission information for each Health Sciences Program is found within the Program section. Any particular questions pertaining to these criteria should be directed to the Office of Advising and Counseling.

## Criminal Background Checks and Drug Screening

To meet the expanding requirements of our clinical affiliates, both a criminal background check and a drug screen will be mandatory prior to clinical experiences for most students within the Division of Health Sciences. Some program exceptions may apply. **You are at risk if you have been convicted of a prior felony and/or some misdemeanors. Students with certain felony, misdemeanor, or drug-related convictions will be ineligible for admission into clinical experiences. A criminal record may also prevent you from obtaining a license or certificate in your chosen healthcare profession or to obtain employment post graduation.** Students admitted to a program containing off campus clinical/practicum experiences will be required to submit to drug screening. Positive drug screenings may result in dismissal from all clinical courses. Any student who refuses/fails to cooperate, or complete any required drug screening will be considered “positive” and dismissed from the clinical component of their program. All students requiring drug screening may be subject to random drug screens and for cause during the program.

## Recommended High School Coursework

Students are encouraged to complete college prep classes in high school. Although not required, the courses provide a better understanding of college-level work. Recommended college prep courses include:

*English:* 4 units

*Math:* 4 units

*Natural Science:* 3 units

*Social Science:* 3 units

## Health Insurance

The Division of Health Sciences is committed to protecting students, faculty and patients from infectious diseases during clinical practice and taking every reasonable precaution to provide a safe educational and work environment. All new students entering the Division of Health Sciences' programs will be informed, in writing, of the risks of blood-borne and other infectious diseases. Students with a high risk of infectious diseases should be aware of their own health status and risk of exposure to other students, employees or patients involved in the clinical environment. All students are required to provide their own health insurance coverage for the duration of their program and be able to provide proof of insurance if requested.

## Radiation Monitoring

For educational and training purposes, students under the age of 18 are held to the same radiation exposure limits as members of the general public (1mSv/year). This limit is 1/50 that of the occupational exposure limit which is 50mSv/year. (National Council on Radiation Protection and Measurements) The occupational radiation exposure of radiologic personnel engaged in general x-ray activity are typically considerably



lower exposures than this limit. All students are issued personnel monitoring devices to wear while in areas of possible radiation exposure.

## Radiographic Imaging (Radiography) Associate of Applied Science Degree Structured Course Sequence (6 Semester Plan)

### First Year

Summer		Hours
SDE 1010✎	First Year Experience	1
MTH 1151	Quantitative Reasoning	3
BIO 1110	Anatomy and Physiology I	4
RAD 1410	Introduction to Radiography	2
Term Hours		10

### Fall

BIO 1120	Anatomy and Physiology II	4
BHS 1390	Medical Terminology	2
RAD 1210	Principles of Imaging I	3
RAD 1310✎	Radiographic Procedures I	3
Term Hours		12

### Spring

COM 1110✎	English Composition	3
RAD 1510	Clinical Education I - Radiography	3
RAD 1220	Principles of Imaging II	3
RAD 1320	Radiographic Procedures II	3
Term Hours		12

### Second Year

#### Summer

BHS 1160	Medical Law-Ethics Healthcare	2
RAD 1520	Clinical Education II - Radiography	4
Term Hours		6

#### Fall

CPT 1040	Introductory Computer Applications	1
PSY 1010✎	General Psychology	3
RAD 2510	Clinical Education III - Radiography	3
RAD 2210	Principles of Imaging III	3
RAD 2310	Radiographic Procedures III	3
Term Hours		13

#### Spring



COM 2213	Verbal Judo	3
RAD 2520	Clinical Education IV - Radiography	3
RAD 2220✎	Radiation Biology	3
RAD 2320	Radiographic Patient Analysis	2
RAD 2490✎	Selected Topics in Radiography	1
Term Hours		12
Total Hours		65

**NOTE:** A minimum of 13 credit hours of clinical courses is required for graduation.

Code	Title	Hours
RAD 1510	Clinical Education I - Radiography	3
RAD 1520	Clinical Education II - Radiography	4
RAD 2510	Clinical Education III - Radiography	3
RAD 2520	Clinical Education IV - Radiography	3

RAD 2590	Clinical Education Seminar - Radiography	1-4
Total Hours		14-17

Must successfully complete RAD 1510 Clinical Education I - Radiography and RAD 2520 Clinical Education IV - Radiography. Radiographic Imaging students are admitted once per year in the Summer Semester. A grade of "C" or better is required for all BHS, BIO and RAD courses.

-  Portfolio course
-  Capstone course

#### Prerequisites:

Students should check course prerequisites before registering.

All students who apply for acceptance into the Radiographic Imaging program have their names placed on a qualified list **after** they meet the program qualifications listed below.

Please contact the Office of Advising and Counseling for the application packet. Students seeking admission are encouraged to review the qualification requirements early due to the amount of time required to complete the process. **The application deadline is the second Friday in February for the application year.**

In addition to the general admission requirements for all students, the following specific requirements must be completed before being added to qualified list:

1. Attend a mandatory program specific orientation.
2. Complete and score a minimum of 60 on the Test of Essential Academic Skills (ATI TEAS) assessment exam.
3. Achieve an overall college GPA and program-related GPA of 2.75 or higher. (Program-related GPA is defined as the average GPA of program specific coursework excluding SDE 1010). For high school senior applicants without college level course work, high school grades through the first nine weeks of the senior year will be used to calculate the GPA.
4. Complete 16 hours of observation in a clinical setting with a Registered Technologist in Radiography using the Observation Form in the application packet.
5. Complete all developmental prerequisites if applicable
6. Submit the Radiographic Imaging application packet to the Office of Advising and Counseling prior to the stated deadline. Please contact the Office of Advising and Counseling for the application packet or download from the program's webpage. Students seeking admission are encouraged to review the qualification requirements early due to the amount of time required to complete the process. The application deadline is the second Friday of February for the application year.

The Radiographic Imaging program admits one time per year for Summer Semester.

The Radiographic Imaging Program is accredited by the:

*Joint Review Committee on Education in Radiologic Technology*  
 20 North Wacker Drive, Suite 2850  
 Chicago, IL 60606-3182  
 (312) 704-5300  
 e-mail: [mail@jrcert.org](mailto:mail@jrcert.org)

The program has held this accreditation status since inception in 1976.

## Respiratory Care

Pamela Halfhill, MS, **Chair**

Phone: (419) 995-8366

Email: [halfhill.p@RhodesState.edu](mailto:halfhill.p@RhodesState.edu)

Office: 224C Cook Hall

Skillful providers of respiratory care are in increasing demand. Respiratory care practitioners are prepared to administer pulmonary care under the direction of licensed physicians. Respiratory therapists assist physicians in the diagnosis and treatment of lung and breathing disorders. These tasks include administering medical gases, breathing tests, medications by inhalation and drawing of blood for analysis. Respiratory care practitioners are required to have knowledge of special life-support equipment and methods of monitoring critically-ill patients. Individuals educated as respiratory therapists must complete a minimum of two years of education. Upon completing the minimum education, graduates are eligible to sit for the national board examinations to become a Certified Respiratory Therapist (CRT) and then a Registered Respiratory Therapist (RRT, advanced level). Registered respiratory therapists assume primary clinical responsibility for all respiratory care modalities. Therapists scope of practice includes specific knowledge of cardiopulmonary and renal anatomy, pathology, clinical management, therapeutics and diagnostics. Excellent communication skills are necessary in order to consult with physicians and other members of the health care team. **The most important standard in the profession of respiratory care is for practitioners to serve as role models in matters concerning health by abstaining from the use of tobacco products at home, school and work environments.**

## Mission Statement and Goals

The Respiratory Care Program prepares students to become competent, professional, advanced-level respiratory therapists.

The goal of the Respiratory Care program is to prepare graduates with demonstrated competence in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains of respiratory care practice as performed by registered respiratory therapists (RRTs).

## Notice to Prospective or Current Respiratory Care Students

You are at risk if you have been convicted of a prior felony and/or some misdemeanors. You may not be able to participate in clinical education experiences at some hospitals or other clinical sites, therefore, preventing you from completing the program. A criminal record may also prevent you from obtaining a license or certificate in your chosen healthcare profession.

## Respiratory Care Associate of Applied Science Degree Structured Course Sequence (6 Semester Plan)

### First Year

Summer		Hours
SDE 1010	First Year Experience	1
BIO 1110	Anatomy and Physiology I	4
CHM 1120	Introductory Organic and Biochemistry	4
MTH 1151	Quantitative Reasoning	3
RES 1000	Introduction to Respiratory Care	3
Term Hours		15

### Fall

BIO 1120	Anatomy and Physiology II	4
RES 1090	Respiratory Care Pharmacology	2
RES 1110	Cardiopulmonary Anatomy and Physiology	4
RES 1010	Respiratory Care Procedures I	3
Term Hours		13

### Spring

RES 1120	Pulmonary Diagnostics	3
RES 1410	Clinical Experience I	1
RES 1020	Respiratory Care Procedures II	3
BHS 1390	Medical Terminology	2
COM 1110	English Composition	3
Term Hours		12

### Second Year

Summer		Hours
RES 2230	Respiratory Disease	2
RES 1420	Clinical Experience II	2
RES 2100	Respiratory Procedures III	3
Term Hours		7

### Fall

RES 2410	Advanced Clinical Experience I	3
RES 2110	Respiratory Procedures IV	4
BHS 2100	Advanced Cardiac Life Support	1
BHS 2200	Pediatric Advanced Life Support	1
BHS 2300	Neonatal Resuscitation	1
Term Hours		10

### Spring

RES 2420	Advanced Clinical Experience II	3
RES 2510	Respiratory Care Capstone	1
BHS 1560	Smoking Cessation Education	1
SOC 1010	Sociology	3
Term Hours		8
Total Hours		65

 Portfolio Courses

 Capstone Course

**Prerequisites:** Students should check course prerequisites before registering.

All students who apply for acceptance into the Respiratory Care Program have their name placed on a qualified list after they meet the program qualifications listed below.

In addition to the general admission requirements for all students, the following specific requirements must be completed before being added to the qualified list:

1. Attend a mandatory program specific orientation.
2. Have a minimum 2.5 grade point average (GPA) for any previous college-level course work at the time of selection and matriculation.
3. Complete all required college level math, writing and reading courses and prerequisites with a grade of D or higher, and all college level science requirements and prerequisites with a grade of C or higher; or equivalent placement.

Once the student is admitted into the Respiratory Care program, the program admitted students must show completion of the below requirements prior to start of first term (summer):

1. Complete 16 hours of observation with a respiratory care practitioner in a hospital of the applicant's choice. Appointments with the hospital are made by the applicant.
2. Complete an interview with the Respiratory Care Program chairperson or director of clinical education.

Prior to enrollment in the first clinical course, the student must meet these requirements:

1. Provide the results of a physical examination including laboratory tests and completion of required immunizations before actual clinical course work can be started. The Respiratory Care program also has technical standards for which all students must be capable. These standards specify skills necessary to participate in learning activities and professional practice.
2. Complete an American Heart Association, BLS, Health Care Provider, CPR course prior to clinical course work. Must be maintained through to graduation.
3. Meet the expanding requirements of our clinical affiliates, students will be required to submit to drug screening prior to enrollment in the first clinical course (RES 1410 Clinical Experience I). Positive drug screens will result in dismissal from all clinical courses and consequently from the program. In addition to screening, all students in clinical courses are subject to random and for cause drug screens for the duration of the Respiratory Care program.
4. Complete a mandatory criminal background check. Anyone with a prior felony and/ or some misdemeanors are at risk of being dismissed from the program. A positive criminal record may also prevent an individual from obtaining a license to practice Respiratory Care following graduation. Please refer to the Criminal Background Checks and Drug Screening paragraph in the Division of Health Sciences section of the current college catalog for details.

The Respiratory Care program accepts students once a year in Summer Semester

Rhodes State College Respiratory Care Program number 200324 is accredited by the Commission on Accreditation for Respiratory Care ([www.coarc.com](http://www.coarc.com)),

Commission on Accreditation for Respiratory Care

1248 Harwood Road, Bedford, Texas 76021-4244

(817) 283-2835

The program has been accredited since its inception in 1980.

To view Programmatic Outcomes Data: <http://www.coarc.com/Students/Programmatic-Outcome-Data.aspx>

## Sleep Technologist Certificate (p. 109)

Rhodes State College offers the opportunity for a certificate in Sleep Technology for the enrolled Respiratory Care student or licensed Registered Respiratory Therapist wanting to be employed in a Sleep Center. After successful completion of all courses, the student will be eligible to take the following examinations for the certificate desired:

- Board of Registered Polysomnographic Technologists (BRPT) for the RPGST
- National Board of Respiratory Care (NBRC) for the RRT SDS

### First Year

#### First Semester

		Hours
RES 2610	Polysomnography Clinical I	1
RES 2710	Polysomnography Technology I	3
Term Hours		4

#### Second Semester

RES 2620	Polysomnography Clinical II	1
RES 2720	Polysomnography Technology II	3
Term Hours		4
Total Hours		8

See [www.RhodesState.edu/GainfulEmployment](http://www.RhodesState.edu/GainfulEmployment) for additional information on certificates.

## Sleep Technologist Certificate

Pamela Halfhill, MS, **Chair**  
 Phone: (419) 995-8366  
 Email: [halfhill.p@RhodesState.edu](mailto:halfhill.p@RhodesState.edu)  
 224C Cook Hall

Respiratory Care Major (p. 107)

Rhodes State College offers the opportunity for a certificate in Sleep Technology for the enrolled Respiratory Care student or licensed Registered Respiratory Therapist wanting to be employed in a Sleep Center. After successful completion of all courses, the student will be eligible to take the following examinations for the certificate desired:

- Board of Registered Polysomnographic Technologists (BRPT) for the RPGST
- National Board of Respiratory Care (NBRC) for the RRT SDS

## Technical Standards

See here (p. 84) for details.

### First Year

#### First Semester

		Hours
RES 2610	Polysomnography Clinical I	1
RES 2710	Polysomnography Technology I	3
Term Hours		4

#### Second Semester

RES 2620	Polysomnography Clinical II	1
RES 2720	Polysomnography Technology II	3
Term Hours		4
Total Hours		8

See [www.RhodesState.edu/GainfulEmployment](http://www.RhodesState.edu/GainfulEmployment) for additional information on certificates.

Rhodes State College Sleep Technologist Certificate program number 400324 is accredited by the Commission on Accreditation for Respiratory Care ([www.coarc.com](http://www.coarc.com))

Commission on Accreditation for Respiratory Care

1248 Harwood Road

Bedford, Texas 76021-4244

(817) 283-2835

To view Programmatic Outcomes Data: <http://www.coarc.com/Students/Programmatic-Outcome-Data.aspx>

## Veterinary Technology (Consortium with Colby Community College, Colby, KS)

Ann Best, MHS, **Chair**  
 Phone: (419) 995-8080  
 Email: [best.a@RhodesState.edu](mailto:best.a@RhodesState.edu)  
 Office: 102L Tech Edu Lab

Rhodes State College has partnered with Colby Community College to offer a Veterinary Technology Program. Students are required to take general education courses at Rhodes State College, work with a community veterinary hospital for observation and internship, and take on-line courses through Colby Community College. After graduation, students are required to pass the Veterinary Technician National Examination and register with the Ohio Veterinary Medical Licensing Board to practice as a veterinary technician.

A veterinary technician is involved in many different aspects of veterinary medicine and performs many of the duties vital to animal care. The Ohio Association of Veterinary Technicians uses the term veterinary nurse to help the public relate to the duties of a veterinary technician. Employment opportunities are growing faster than average, according to the U.S. Department of Labor, and include work in veterinary hospitals, humane societies, zoos, colleges and universities, pharmaceutical companies, pet food companies, research laboratories, feed yards and dairies.

### Pre-requisites:

Students can start any semester and work with Rhodes State College for the first year to complete all pre-requisites and application to the Colby Distance Learning Veterinary Technology Program.




- 20 hours of general education prerequisite courses taken through Rhodes State College\*
- 4 hours of veterinary technology courses taken on-line through Colby Community College\*

- minimum of 30 hours of observation/work experience at a community veterinary hospital verified with appropriate documentation using DLVTP Veterinary Observation Work Experience Form

*\*Prerequisite courses must be completed with a "C" or better to be eligible to apply to the program. Admission to program is a selective process.*

### First Year

#### First Semester

		Hours
SDE 1010 	First Year Experience	1
BHS 1390	Medical Terminology	2
BIO 1090	Concepts in Biology	4
COM 1110 	English Composition	3
PSY 1010 	General Psychology	3
or ECN 1410	or Macro Economics	
or ECN 1430	or Micro Economics	
Term Hours		13

#### Second Semester

CHM 1110	Introductory General Chemistry	4
COM 2110	Public Speaking	3
Term Hours		7
Total Hours		20

### Admission Requirements:

Students complete prerequisite requirements through Rhodes State College, on-line Colby Community College courses and live observation/work experience through a community veterinary hospital of their choosing. Upon successful completion of prerequisite courses with a "C" or better and submission of the Veterinary Observation/Work Experience Form a student is eligible to apply to the Colby Community College Distance Learning Veterinary Technology Program.

The program requires selective admission. Once admitted the students complete traditional classroom course work online while obtaining hands-on experience in veterinary hospitals of their choosing. Students are not required to meet at scheduled times each week for class nor attend campus visits. However, there is an on-campus weekend mentorship known as a "fly-in" once during the fall semester for the microbiology, large animal and laboratory animal/exotic pet courses if a student does not have access to these species in their community.

The program requires 60 credit hours of program specific coursework on a full-time or part-time basis.

Full-time program curriculum

Part-time program curriculum

## Additional Requirements:

*Complete steps 1-4 and 6 in the admissions procedure for the Colby Community College Distance Learning Veterinary Technology program*

### First Year First Semester

- *VT 116 Orientation to Veterinary Technology (Colby Distance Learning-1 credit hour)*
- *Veterinary Hospital Observation/Work Experience: 30 hours minimum - download, print, complete observation and form then fax to 785-460-4666*

### First Year Second Semester

- *AG 149 Animal Science (Colby Distance Learning -3 credit hours)*

Complete steps 9-11 of the admissions procedure at the completion of the second semester.

**\*\*\*all courses must be successfully completed with a grade of "C" or better for application to the Colby Community College Distance Learning Veterinary Technology program.**

 Portfolio

### Accreditation

Rhodes State College and Colby Community College are each accredited by the Higher Learning Commission.

Higher Learning Commission  
230 South LaSalle Street  
Chicago, IL 60604

The Veterinary Technology Program is accredited by the American Veterinary Medical Association (AVMA).

American Veterinary Medical Association  
1931 North Meacham Road, Suite 100  
Schaumburg, IL 60173-4360

# COURSE DESCRIPTIONS

## Accounting (ACC)

### ACC 1010 – Corporate Accounting Principles

#### 4 Credit hours

Introduces students to fundamental accounting principles for corporations. The students will learn the analysis of business transactions (external and internal) and their effect on the accounting equation; the processing and flow of data from the recording of source documents to the closing of the books (accounting cycle); accounting for assets; cash, receivables, plant and intangible assets; inventories. In addition it covers both short-term and long-term liabilities (bonds); as well as the corporate structure including the nature, type and issuance of stock transactions.

**Transfer:** TAG.

### ACC 1020 – Managerial Accounting Principles

#### 4 Credit hours

Introduces students to fundamental managerial accounting principles. The students will learn the basics to internal accounting processes along with how to determine the cost of a product, study cost behavior and analysis, appropriate profit reporting, budgeting, performance evaluation, differential analysis and capital investment analysis. This is designated as a portfolio course.

**Transfer:** TAG

**Prerequisites:** ACC 1010.

### ACC 1050 – Accounting Software (QuickBooks)

#### 2 Credit hours

Applies basic accounting principles to an integrated accounting software package. The package currently used is QuickBooks.

### ACC 1121 – Payroll Accounting

#### 2 Credit hours

Studies the various laws that relate to payroll including FLSA, FICA, Unemployment Compensation and federal, state and local withholding tax. Students will learn to calculate wages and withholding as well as complete the appropriate federal and state forms. In addition, they will complete the necessary employer records and apply payroll accounting concepts to microcomputer application.

**Corequisites:** ACC 1010.

### ACC 1440 – Governmental & Non-Profit Accounting

#### 3 Credit hours

Covers accounting and reporting principles, standards and procedures applicable to governmental and non-profit organizations. Its emphasis is on a fund accounting system.

**Prerequisites:** ACC 1010.

### ACC 2010 – Intermediate Accounting I

#### 4 Credit hours

Focuses on financial reporting theory and application at the intermediate level as related to balance sheet valuation and income determination. Accounting applications for cash, temporary investments, receivables and inventory are also examined.

**Prerequisites:** ACC 1010.

### ACC 2020 – Intermediate Accounting II

#### 4 Credit hours

Follows ACC 2010 featuring financial reporting applications for noncurrent operating assets; long-term investments; current, contingent and long-term liabilities; corporate equity; earnings per share presentation; leases; pensions and cash flows.

**Prerequisites:** ACC 2010.

### ACC 2111 – Cost Accounting

#### 4 Credit hours

Covers the concepts, quantitative analysis and detailed accounting procedures employed by a firm to determine material, labor and overhead cost elements. Included is the utilization of job order, process and blended cost systems. In addition, it includes the basic principles of budgeting for managerial use in planning for capital acquisition, development of standard costs, operating budgets and responsibility accounting. This is designated as a portfolio course.

**Prerequisites:** ACC 1020.

### ACC 2250 – Principles of Federal Income Tax

#### 2 Credit hours

Introduces the theory and practice of individual income taxes and provides a comprehensive application of the federal income tax code as it pertains to the determination of taxable income and computation of tax liability for individuals. It covers problems involving laws and regulations, preparation of individual income taxes, methods of tax planning and tax minimization. Included is a discussion of the impact of income taxes upon society and an individual's tax decisions.

### ACC 2290 – Intermediate Income Tax

#### 2 Credit hours

Provides a more detailed analysis of the comprehensive application of the federal income tax code as it pertains to the determination of taxable income and computation of tax liability for individuals, corporations and partnerships. Tax returns are prepared by hand and also by utilizing a tax software package. In addition, online tax research is completed.

**Prerequisites:** ACC 2250.

### ACC 2401 – Special Studies in Accounting

#### 2 Credit hours

Requires the students to integrate the knowledge gained, and skills developed, in prior course study. Course requirements include research, interpretation and application of both internal and external accounting policies, presentations and guest speakers. Pre and Co-requisites are enforced. This is designated as a portfolio course.

**Prerequisites:** ACC 2010, ACC 2111, ACC 2290.

**Corequisites:** ACC 2020.

### ACC 2991 – Accounting Practicum

#### 2 Credit hours

Requires the student to participate in a guided work experience in which the student will work for a minimum of 210 hours in an accounting/finance position. Exact duties will be agreed upon by the Faculty Member/Chair, Work Experience Supervisor, and the Student. Student will be required to present a portfolio which summarizes their time spent in the work experience. Simultaneous enrollment in ACC 2992, Accounting Seminar, is required. This course is graded S/U.

**Prerequisites:** ACC 1010, ACC 1020 and approval of an Accounting Faculty Member.

**Corequisites:** ACC 2992.



**ACC 2992 – Accounting Seminar****1 Credit hour**

Brings practicum accounting students together with their instructor to discuss achievements, progress, and challenges occurring during their practicum work experiences. Simultaneous enrollment in ACC 2991, Accounting Practicum, is required.

**Prerequisites:** ACC 1010, ACC 1020 and approval of an Accounting Faculty Member

**Corequisites:** ACC 2991.

## Administrative Office Tech (AOT)

**AOT 1060 – Keyboarding Accuracy and Speed****2 Credit hours**

Promotes the development of keyboarding accuracy and then speed building. Mis-stroke analysis and prescriptions are used to target individual keyboarding weaknesses. Students use speed sprints, progressive progress, and 5-minute timed writings to progressively build keyboarding skill. Touch keyboarding experience and correct fingering techniques are required.

**AOT 1070 – Keyboarding/Document Formatting****4 Credit hours**

Facilitates good keyboard technique, centering data, business correspondence, tables, and reports and attainment of at least 35 NWPM on five-minute timings. Beginning demonstrated keyboarding skill of 25 NWPM on a five-minute timed writing is recommended. Provides an in-depth study of production of documents at the executive level. The student works in an office simulation integrating the formatting and word processing skills used within a variety of professional offices.

**Corequisites:** AOT 1060.

**AOT 1230 – Business English I** **3 Credit hours**

Reviews fundamentals of business English including punctuation, grammar, spelling, capitalization and number usage as they apply to proofreading for mailability. Students will practice writing effective sentences.

**AOT 1300 – Special Topics in Administrative Office Techniques****1 Credit hour**

Explores current topics in Administrative Office Technology. This allows students to explore material outside of the regular course offerings.

**AOT 1500 – Computer Presentation Software****3 Credit hours**

Introduces the student to Microsoft PowerPoint, a software program that helps students organize and present information to an audience. Students will enhance computer-based slide presentations with pictures, charts, sound and video via audience handouts speakers notes, outline pages, and alternative digital formats. Class work will contribute to a portfolio. Recommends either CPT 1250, or basic computer and word processing knowledge prior to enrolling in this course.

**AOT 1650 – Word Processing Software****3 Credit hours**

Introduces the student to Microsoft Word, word processing software processing software package. The student will be able to create, format, save and print Word documents. Other topics covered are using customized features, moving text within and between documents, adding special features to documents and enhancing the visual display of documents with graphic features.

**AOT 2000 – Office Production and Procedures****4 Credit hours**

Utilizes an office simulation to integrate previously learned skills in the preparation, organization and keyboarding of materials and correspondence commonly encountered in the office. Emphasis is placed on following directions, organizing work, composing correspondence, making decisions, thinking critically, proofreading carefully, and producing mailable content and attainment of at least 45 NWPM on five-minute timings. The full use of technology including software and e-mail is expected. Class work will contribute to a portfolio.

**Prerequisites:** AOT 1070, AOT 1650.

**AOT 2090 – Electronic Health Records and Procedures****3 Credit hours**

Develops skills in building and posting to patient files, making and canceling appointments, entering and printing hospital rounds and reports, patient and insurance billing, posting payments and adjustments and generating aging reports using computer-based medical office software. This course is also designed to introduce students to the electronic health record (EHR) through practical applications and guided exercises. Students will have a working knowledge of the history, theory, benefits, and skills of EHR through guided and critical thinking exercises.

**Corequisites:** BIO 1000 or BIO 1110.

**AOT 2260 – Professional Development****2 Credit hours**

Serves as a finishing course to help the student develop the personal qualities, techniques and attitudes needed both to find a good position and to be successful on the job. It covers (but is not limited to) such diverse areas as job search, dress and grooming, wellness, ethics, group dynamics and cultural diversity. A portfolio will be compiled.

**Prerequisites:** AOT 1070.

**AOT 2280 – Business English II****3 Credit hours**

Emphasizes and applies the fundamentals of business English including punctuation, grammar, spelling, vocabulary and sentence structure as they apply to the original composition of letters, reports and memos. Listening and speaking skills will be covered. Class work will contribute to a portfolio.

**Prerequisites:** AOT 1070, AOT 1230.

**AOT 2640 – Spreadsheet Software and Applications****3 Credit hours**

Introduces the student to Microsoft Excel, an electronic spreadsheets program. Students will plan, create, and maintain electronic spreadsheets and apply them to common business and accounting functions. Concepts covered will include basic to advanced formulas and functions, creating customized charts, and managing Table data. Classwork will contribute to a portfolio.

**AOT 2650 – Database Software and Applications****3 Credit hours**

Introduces the student to Microsoft Access, an electronic database program. Students will create, manipulate and maintain databases, and generate queries and reports. Concepts covered include creating fields and customizing field properties, creating and customizing tables, queries, forms, and reports. Class work will contribute to a portfolio.

**AOT 2991 – Practicum****1 Credit hour**

Provides application of theoretical concepts to practical applications within the occupational field of office administration. This course will require 105 hours of work for the semester in a practicum and participation in a two hour online seminar and capstone course.

**Prerequisites:** COM 1110, AOT 2000, Faculty Advisor approval.

**Corequisites:** AOT 2992.

**AOT 2992 – Seminar**  **2 Credit hours**

Incorporates skills used in the practicum setting with skills learned through academic experiences in the program. Students will share and critically assess their practicum experiences. Class taken in conjunction with the practicum, AOT 2991, course.

**Prerequisites:** COM 1110, AOT 2000 and approval of Office Administration Faculty Member.

**Corequisites:** AOT 2991.

## Advanced Manufacturing Tech (AMT)

**AMT 1020 – Preventive Maintenance****2 Credit hours**

Introduces how routine work is done to keep equipment in good working order and to optimize its efficiency and accuracy. Addresses regular routine cleaning, lubricating, testing, checking for wear and tear and eventually replacing components to avoid breakdown. Introduces students to the various types and styles of predictive and preventive maintenance components, principles and practices used in industrial applications.

**AMT 1040 – Blueprint Reading and Schematics****2 Credit hours**

Introduces the fundamental information in drafting necessary to retrieve, read, manipulate and understand a mechanical part print. Instructs students to recognize, identify, describe and relate the components used in schematics, along with their symbols and connectors, to describe electrical, electronics, pneumatics, hydraulics and piping circuits, as well as welding and joining symbols interpretation.

**AMT 1070 – Basic Electricity and Electronics****3 Credit hours**

Introduces the various elements of basic electricity including the identification of electrical symbols as well as interpretation of schematics, cross referencing prints, tracing circuits, interpreting sequential function charts, line drawings and time charts. Introduces the student to electrical measurement instruments, including digital and analog multimeters, clamp-on ammeters, megohmmeters, and the oscilloscope. Concentrates on control logic components and circuit function. Introduces the student to solid state devices and applications.

**AMT 1080 – Mechanical Drive Systems****3 Credit hours**

Introduces safety, maintenance techniques and procedures used to maintain industrial equipment, including industrial couplings, chains, sprockets, belts, bearings, shafts, brakes, clutches, gears and cams. Addresses the principles of power transmission, calculations of speed and force and how they affect a power transmission system.

**AMT 1091 – Safety****2 Credit hours**

Introduces OSHA and the OSHA regulations that apply to the auto manufacturing industry. Provides the knowledge and skills necessary to help sustain life and minimize the consequences of injury or sudden illness to meet the various training needs of those in workplace, school or community settings.

**AMT 1092 – Rigging****1 Credit hour**

Introduces safety rules and issues in the use of overhead cranes, hoists, rigging equipment, attachment components, calculating sling angle stresses, and safe lifting and turning loads.

**AMT 1100 – Welding and Fabrication****3 Credit hours**

Introduces the power sources used in shielded metal arc welding (SMAW) and gas metal arc welding (GMAW), along with equipment and filler metals used to produce a welded joint. Welding principles will be introduced along with the metallurgy of steel and welding. Introduces shielded metal arc welding safety and shielded metal arc welding processes including flat, horizontal, vertical, and overhead welding techniques. Provides knowledge of theory, safety practices, equipment and techniques required for gas metal arc welding including different transfer methods and position welding. Introduces oxy-fuel welding and cutting, including safety, setup and maintenance of oxy-fuel welding and cutting equipment. Techniques taught in this course include cutting, brazing, and welding.

**AMT 1180 – Tool and Gage Design****2 Credit hours**

Emphasizes design fixtures (drilling, milling, boring, welding) and gauges (plug, ring, feeler, indicators, relation). The design assignments feature loading, locating and clamping considerations.

**AMT 1200 – Machine Tool Operations****3 Credit hours**

Introduces machining operations, procedures and machines used by multi-skilled industrial maintenance technicians. Introduces the safe and correct operation of lathes, milling machines, drill presses, metal saws and hand and power tools. Students will work with various measuring and layout tools found in industrial environments.

**AMT 2010 – Electrohydraulics and Pneumatics****4 Credit hours**

Provides an explanation of the fundamental concepts of fluid power and electro-fluid power systems. Covers the principles of fluid power, calculations of physical properties of fluids and their ability to do work. Introduces the various fluid power components, symbols, circuits. Introduces troubleshooting of fluid power components and systems with an emphasis on safety. Addresses fluids, filters, reservoirs, piping, pumps, actuators, accumulators, control valves, and combination circuits.

**AMT 2030 – Programmable Logic Controllers****3 Credit hours**

Introduces the Programmable Logic Controllers (PLC) and elements needed for an automated industrial control system. Introduces memory and project organization within a PLC and provides instruction in basic numbering systems, computer and PLC terminology. Introduces PLC control functions, program structures, language standards, wiring and troubleshooting methods, as well as, real world communications. Requires the student to program a PLC which may include a combination of ladder logic, structured text, sequential function chart and/or function block languages. Includes various protocols of industrial communications used between PLC controlled machines, PLC to PLC, PLC to computer and computer to computer.

**AMT 2050 – Robot Maintenance****3 Credit hours**

Introduces robotics in regard to industrial robotic safety standards, applications, types of classes for industrial robots, basic system components, robotic motion concepts, key programming techniques, definitions and the common terms associated with computer integrated manufacturing (CIM) as it relates to robotic cells. Instructs students on the mastering concepts of preventive maintenance techniques required for a robot and their backup systems in addition to recovery procedures needed to interpret robot error codes and perform a safe recovery start up procedure on robotics equipment, as well as integrating robotic applications in a PLC-controlled, automated system.

**AMT 2060 – Controls and Instrumentation****3 Credit hours**

Covers the diversity of control devices including: theory of operation, applications in automation control and troubleshooting and repair. Introduces identification, installation, replacement, and troubleshooting of automation controller circuit boards and modules. This course also introduces the installation, maintenance and troubleshooting of common input devices. Methods of motor controls including on-off, proportional, integral, and derivative including PID loop tuning and quality are discussed. Automation output devices including AC, DC, and servo motors, variable speed drivers, relays, motor starters and sizing of components for various applications is also covered.

**AMT 2550 – Fundamentals of Plumbing and Pipefitting****2 Credit hours**

Provides discussion of the specifications, applications and maintenance of pipes, fittings and valves; simple pipe calculations and template development; tools used in piping; proper valve installations and maintenance and consideration of safe working pressures for pipes and valves.

**AMT 2970 – Troubleshooting Capstone**  **3 Credit hours**

Provides students with the skills and knowledge to be proficient in diagnosing and repairing advanced integrated technology. Students will combine the skills acquired throughout their studies to diagnose and troubleshoot the Integrated Technology Trainer. The course is designed to simulate real world environment and support teamwork concepts necessary to be successful in industry. The course will include an e-portfolio assignment and an exit evaluation of critical thinking and writing.

## Agriculture (AGR)

**AGR 1000 – Introduction to Agriculture****3 Credit hours**

Introduces the student to the various disciplines in the field of agriculture. Areas of focus will be Leadership, Biology, Soils, Foods, Plants, Animals, Natural Resources and Mechanics.

**AGR 1200 – Sustainable Agriculture****3 Credit hours**

Provides comprehensive coverage to the theory and practice of transforming the field of agriculture into a more environmentally sound operation. Studies include a focus on plants, animals, soils, water, energy and efficiencies as they relate to today's modern agriculture operations.

## American Sign Language (ASL)

**ASL 1010 – American Sign Language I****4 Credit hours**

Provides an introduction to the basic skills in production and comprehension of American Sign Language (ASL), including fingerspelling and numbers. Introduces conversational ability, culturally appropriate behaviors and exposes students to ASL grammar.

**Transfer:** TAG.

**ASL 1020 – American Sign Language II****3 Credit hours**

Develops receptive and expressive ability in American Sign Language (ASL) and allows recognition and demonstration of increasingly more sophisticated grammatical features of ASL. Increases fluency and accuracy in fingerspelling and numbers.

**Prerequisites:** ASL 1010.

## Anthropology (ANT)

**ANT 2411 – Cultural Anthropology****3 Credit hours**

Examines the fundamental principles and concepts, research methods, and anthropological theories for understanding human cultural diversity and cultural change in a global context. Cultural anthropology is the sub-field of anthropology that studies the influence of culture on human behavior. It encompasses many subjects including law, politics, and power; economies, social class and inequality; race and racism, gender, sexuality, health and illness, kinship, family, and marriage; the global economy; and religion. Students will explore these topics from a holistic, comparative, and global perspective using the anthropological frameworks of political, social, economic, and religious systems.

**Transfer:** TAG, TM.

**Prerequisites:** COM 1110 with a "C" or better.

## Associate Tech Studies (ATS)

**ATS 1000 – ATS Degree Plan Seminar in Allied Health****0.5 Credit hours**

Provides the student with the opportunity to develop all of his/her experiences and resources into a coherent plan to meet educational needs not otherwise supported by normal college programs. The "Plan of Study" will be developed through consultation and interaction with an instructor consisting of meeting 7.5 hours per semester. This course is graded S/U.

**Prerequisites:** Application to ATS program.

**ATS 1010 – ATS Degree Plan Seminar in Business/Public Service****1 Credit hour**

Provides the student with the opportunity to develop all of his/her experiences and resources into a coherent plan to meet educational needs not otherwise supported by normal college programs. The "Plan of Study" will be developed through consultation and interaction with an instructor consisting of meeting 15 hours per semester. This course is graded S/U.

**Offered:** Fall, Spring, Summer

**Prerequisites:** Application to ATS Program.

**ATS 1020 – ATS Degree Planning Seminar in Information Technology/Engineering Technology****0.5 Credit hours**

Provides the student with the opportunity to develop all of his/her experiences and resources into a coherent plan to meet educational needs not otherwise supported by normal college programs. The "Plan of Study" will be developed through consultation and interaction with an instructor consisting of meeting 7.5 hours per semester. This course is graded S/U.

**Prerequisites:** Application to ATS program.

**ATS 1030 – Degree Planning Seminar in Nursing****1 Credit hour**

Provides the student with the opportunity to develop all of his/her experiences and resources into a coherent plan to meet educational needs not otherwise supported by normal college programs. The "Plan of Study" will be developed through consultation and interaction with an instructor consisting of meeting 15 hours per term. This course is graded S/U.

**Offered:** Fall, Spring, Summer

**Prerequisites:** Application to the ATS Program.

## Basic Business (BUS)

**BUS 2100 – Business Law****3 Credit hours**

Introduces the student to the legal aspects of common business transactions, contract law, tort law, commercial paper, business organizations, agency law, negotiable instruments, secured and unsecured transactions, bankruptcy, personal property and real property law.

**Transfer:** TAG.

## Basic Health Sciences (BHS)

**BHS 1140 – State Tested Nurse Aide Training****5 Credit hours**

Uses the Ohio Department of Health Standards and Guidelines as the curriculum, the requirements for Ohio's Nurse Aide and Competency Evaluation Program, as established by Chapter 3701-18 of the Administrative Code of the State of Ohio, are presented. Students who successfully complete the course receive a certificate and are eligible to take the state test for nurse aides.

**Prerequisites:** CPR for the Healthcare Provider certified or BHS-1311.

**BHS 1160 – Medical Law-Ethics Healthcare****2 Credit hours**

Introduces the principles of law, ethics, etiquette, and bioethics as they apply to the healthcare worker. The medical record as a legal document is reviewed. Issues of treatment consent, patient confidentiality, and technology's impact on healthcare delivery is addressed. Discussion of governmental regulations, legal statutes, and their impact on healthcare delivery.

**BHS 1310 – CPR****0.5 Credit hours**

Meets the didactic and practical skills applications required by the American Heart Association for the Health Care Provider CPR certification. The American Heart Association strongly promotes knowledge and proficiency in BLS, ACLS, and PALS and have developed instructional materials for this purpose. Use of these materials in an educational course does not represent course sponsorship by the American Heart Association. Any fees charged for such a course, except for a portion of fees needed for AHA course materials, do not represent income to the Association. This course is graded S/U.

**BHS 1315 – CPR Renewal****0.5 Credit hours**

Demonstrates the American Heart Association's requirements for a certification in Health Care Provider CPR. The American Heart Association strongly promotes knowledge and proficiency in BLS, ACLS, and PALS and has developed instructional materials for this purpose. Use of these materials in an educational course does not represent course sponsorship by the American Heart Association. Any fees charged for such a course, except for a portion of fees needed for AHA course materials, do not represent income to the Association. This course is graded S/U.

**Prerequisites:** BHS 1310.

**BHS 1320 – CPR and First Aid****1 Credit hour**

Demonstrates the didactic and practical skills applications required by the American Heart Association (AHA) for the Health Care Provider CPR certification and the Heartsaver First Aid certification. The BLS for Healthcare Providers course is designed to provide a wide variety of certified or non-certified, licensed or non-licensed, healthcare professionals with the skills to keep people alive until they can be brought to a hospital or be treated with more advanced lifesaving measures. The course covers: First Aid Basics, Medical Emergencies, Injury Emergencies, and Environmental Emergencies. The AHA strongly promotes knowledge and proficiency in BLS, ACLS, and PALS and has developed instructional materials for this purpose. Use of these materials in an educational course does not represent course sponsorship by the AHA. Any fees charged for such a course, except for a portion of fees needed for AHA course materials, do not represent income to the Association. This course is graded S/U.

**BHS 1330 – Foundations in Pharmacology****1 Credit hour**

Focuses on the general principles of pharmacology and selected drug classifications related to the cardiac, circulatory, respiratory, endocrine, neurological, and musculoskeletal systems.

**Prerequisites:** BIO 1110 and currently enrolled into an Allied Health Program.

**BHS 1380 – Introduction to Medical Terminology****2 Credit hours**

Introduces the student to the components of the language of medicine. Medical terms are identified using the basic elements of prefixes, suffixes, combining forms, root words, plural formations, and abbreviations. Correct spelling and pronunciation are reviewed in depth. Creation and division of medical terms is stressed. Class may be offered as a fast-break class.



**BHS 1390 – Medical Terminology****2 Credit hours**

Discusses an understanding of foundational medical terminology used in communication with the health care team. Terminology pertaining to the treatment of disease, including standard abbreviations, anatomic, diagnostic, symptomatic, eponymic, laboratory, pathologic, radiology, anesthetic, operative, and drug items will be covered in this course.

**Transfer:** TAG.

**BHS 1530 – 12 Lead ECG Interpretation****1 Credit hour**

Provides instruction in the procedure used to accomplish the recording of a 12-lead EKG and the interpretation of the resulting diagnostic data. The student will develop a familiarity with EKG equipment and be able to discuss lead placement, bipolar, unipolar, and pericardial leads. Additionally, the ability to recognize recording errors and artifacts will be stressed. A systematic approach to interpreting the results of the 12-lead recording based on proper evaluation of the standard hexaxial system is described.

**BHS 1560 – Smoking Cessation Education****1 Credit hour**

Using a structured model, this course will help you build an effective patient education presentation. This model will lead you through five important steps: concept; planning; organization; presentation; and evaluation. Special emphasis is placed on a particular topic that crosses all disciplines in healthcare education: smoking cessation. This course is geared toward healthcare professionals, but the concepts are valid in any career path.

**BHS 1570 – First Responder****2 Credit hours**

Learns how to treat a sick or injured person prior to advanced EMS personnel reach the scene. Topics include airway management, patient assessment, cardiac management, illness and injury management, children and childbirth. Successful completion of all written and practical examinations enables the student to challenge the National Registry of Emergency Medical Technicians, First Responder Exam. Certification in the State of Ohio requires successful completion of the National Registry of Emergency Medical Technicians, First Responder Exam.

**BHS 1711 – Pathophysiology for Healthcare****2 Credit hours**

Explores the basis of human diseases and disorders. Emphasis is placed on the effects of basic pathophysiology processes which occur in various organ systems with common degenerative, neoplastic, metabolic, immunologic, and infectious diseases/disorders. "C" grade policy applies for nursing majors.

**Corequisites:** BIO 1120.

**BHS 1750 – Introduction to Pharmacy Technician****6 Credit hours**

Prepares the student to acquire the knowledge and skills necessary to competently practice in a variety of specialized healthcare facilities as a pharmacy technician. The topics covered include law and rule, basic pharmacology, medication preparation, distribution, dosage calculations, medication order interpretation, and maintenance of patient records at the direction of licensed pharmacist. Successful completion of this course allows the student to take the Pharmacy Technicians Certification Board (PTCB) examination.

**BHS 1840 – Phlebotomy Principles and Practice****3 Credit hours**

Provides didactic and classroom skills instruction in the practice of phlebotomy and general laboratory procedures. The student will be required to demonstrate competency in the performance of designated procedures through skills check-offs. This course is a part of the Structured Phlebotomy Program as defined by the American Society of Clinical Pathologists (ASCP) and together with BHS 1850, prepares the successful student to sit for the ASCP PBT examination.

**BHS 1850 – Phlebotomy Clinical****1 Credit hour**

Provides the opportunity for practical application and skills development for concepts learned in BHS 1840 Phlebotomy Principles & Practice. Students will complete 100 clock hours of clinical training and orientation in an accredited laboratory with a minimum performance of 100 successful unaided blood collections including venipunctures and skin punctures. This course is part of the Structured Phlebotomy Program as defined by the American Society of Clinical Pathologists (ASCP). Successful completion of this course along with BHS 1840 prepares the student to sit for the ASCP PBT certification exam. Student must be a high school graduate or hold equivalent certification.

**BHS 2010 – Intravenous Line Insertion****1 Credit hour**

Introduces students to the techniques involved in IV line insertion. This course is designed to provide students in various health fields with multi-skilled techniques that will enable students to provide a greater scope of practice in the health field. Graduates from various health programs will also be welcomed in this course for CEU purposes. Note: This course provides an introduction to this skill and is not competency based.

**Prerequisites:** Enrollment in or graduate from a health program.

**BHS 2110 – Growth and Development: Lifespan****2 Credit hours**

Provides the student with an understanding of the physical, psychological, and social development and needs, as well as the developmental tasks of the child through school age, adolescent, young adult, middle aged and elderly. This course provides the foundation for understanding the well individual across the lifespan. "C" grade policy applies.

**BHS 2250 – Effective Patient Education****0.5 Credit hours**

Provides instruction for both students preparing for a career in health care and for practicing clinicians in developing effective education programs for their patients and communities. An effective model of planning is used both within the course structure and as a template for the students in the preparation of a presentation project.

**Offered:** Fall, Spring, Summer.

**BHS 2500 – Health and Wellness Capstone** **1 Credit hour**

Taken during the semester of scheduled graduation for Health and Wellness majors. A capstone project will be required which is relevant to the student's area of specialization and which integrates a holistic approach to health and wellness. This course is graded S/U.

**Prerequisites:** COM 1110, Completion of core courses in area of specialization.

**BHS 2600 – Health Science Technology Capstone**  **1 Credit hour**

Provides an opportunity for the prospective graduate to demonstrate achievement of the program's learning outcomes as well as the college's general education and core skills and abilities. A capstone project will be completed in the student's area of specialization. The course will include an examination of the student's growth in diversity, critical thinking, and writing. Other elements of the course include an e-portfolio writing assignment and the completion of selected Collegiate Assessment of Academic Proficiency tests. The capstone course concludes with a role-transition experience that includes resume development, effective interview skills, and career laddering.

**Prerequisites:** COM 1110, Completion of core courses in area of specialization.

**BHS 2700 – Special Topics in Allied Health****1-4 Credit hours**

Serves as a vehicle for specialized college study in specific healthcare content not otherwise covered by regular curriculum. This course is individually tailored for each student need for career pathway development and may be taught using individualized learning contracts or may be taught in traditional method for specific cohorts in specialized training experiences.

## Biology (BIO)

**BIO 1000 – Basic Human Structure and Function****3 Credit hours**

Provides a basic understanding of the terms and concepts related to normal structure and function of the human body. The anatomy and physiology of each body system is studied and the basis for pathophysiological changes with common health problems is integrated. This non-laboratory course may be taken with non-health majors.

**Prerequisites:** BIO-0900 with a "C" or better, or any college level course in biology or chemistry, or placement.

**BIO 1090 – Concepts in Biology****4 Credit hours**

Introduces molecular and cellular concepts, metabolism, energy, genetics, and basic comparative physiology. "C" grade policy applies for a student in a health program. All students enrolled in BIO 1090 must also sign up for a section of BIO 1090 lab.

**Transfer:** TM.

**Prerequisites:** CHM-0960, or any college level course in biology or chemistry, or placement.

**Corequisites:** BIO-1090L.

**BIO 1110 – Anatomy and Physiology I****4 Credit hours**

Studies the structure and function of the human body as an integral whole. The course begins with a brief study of inorganic chemistry, organic chemistry, and histology, then examines the following body systems: integumentary, skeletal, muscular and nervous. Laboratories include dissections, physiology experiments, and plastic model demonstrations. "C" grade policy applies for a student in a health program.

**Transfer:** TM.

**Prerequisites:** BIO-0900 with a "C" or better, or placement.

**Corequisites:** BIO-1110L.

**BIO 1120 – Anatomy and Physiology II****4 Credit hours**

Builds upon BIO 1110 by continuing the examination of human anatomy and physiology with the following body systems: endocrine, cardiovascular, lymphatic/ immune, respiratory, urinary, digestive, and reproductive. Includes additional topics of fluid and electrolyte balance, and metabolism. Laboratories include dissections, physiology experiments, and model demonstrations. The "C" grade policy applies for students in a health science program.

**Transfer:** TM.

**Prerequisites:** BIO 1110 with a "C" or better

**Corequisites:** BIO-1120L.

**BIO 1400 – Microbiology****4 Credit hours**

Provides an overview of microbiology to Nursing, Allied Health, and General Education students. Topics of study include: morphology, growth, reproduction, control of and diseases caused by bacteria, viruses, fungi, and protozoa. Laboratories emphasize bacterial and microbiological techniques. "C" Grade Policy applies for a student in a health program. All students enrolled in BIO- 1400 must also sign up for a section of BIO 1400 lab.

**Transfer:** TM.

**Prerequisites:** BIO 1110 and BIO 1120, or BIO 1090 "C" grade policy applies.

**Corequisites:** BIO-1400L.

**BIO 1990 – Biology Independent Study****1-5 Credit hours**

Enables Independent Study in the Biological Sciences.

**BIO 2121 – Introduction to Human Genetics****4 Credit hours**

Introduces genetics fundamentals, focusing on human genetics. Students will learn genetics history, terminology and analysis; including pedigrees, karyotypes, DNA profiling, and recombinant DNA techniques. Laboratories apply genetic analysis techniques. Designed as an elective for Associate of Science and Associate of Arts degrees.

**Transfer:** TM.

**Prerequisites:** BIO 1110 and BIO 1120 or BIO 1090 with a "C" or better.

**Corequisites:** BIO-2121L.

**BIO 2820 – Associate of Science Capstone**  **1 Credit hour**

Integrates reading from an instructor-chosen, science-related text with additional readings from other sources. The capstone project requires an oral presentation and related paper focusing upon a specific ethical issue, presenting the student's viewpoint while reasonably discussing opposing views. Should be taken during the term of scheduled graduation.

**Prerequisites:** COM 1110.

**Corequisites:** COM 2400.

**BIO 900 –****3 Credit hours**



## Chemistry (CHM)

### CHM 1110 – Introductory General Chemistry

#### 4 Credit hours

Provides a foundation in basic principles of general chemistry. Topics include methods of measurement, temperature and heat, atomic structure, nuclear chemistry, bonding, nomenclature, gas laws, chemical reactions, stoichiometry, solutions, acid-base chemistry and chemical equilibrium.

**Transfer:** TM.

**Prerequisites:** MTH-0903 (with a grade of "C" or better).

### CHM 1120 – Introductory Organic and Biochem

#### 4 Credit hours

Covers the fundamentals of acid-base chemistry, organic chemistry, and biochemistry, including laboratory applications. The structures and properties of acid, bases, buffers, organic compounds classified by functional group, carbohydrates, lipids, amino acids, proteins, and nucleic acids are presented. Students will develop a basic knowledge of organic nomenclature and reaction classes. Relationships between structure, properties, and functionality of compounds are discussed with emphasis on their application in health sciences. This course presumes a foundation in introductory inorganic chemistry either at the high school or college level. "C" grade policy applies for student in a health program.

**Transfer:** TM.

**Prerequisites:** CHM-0960 with "C" or better, or CHM 1110, or ACT Science score of 20, or placement.

### CHM 960 –

#### 3 Credit hours

## Civil Engineering Technology (CET)

### CET 1220 – Construction Materials

#### 3 Credit hours

Covers soil types as well as the determination of strength and load bearing capacities. Methods for and reasons to determine optimum soil moisture contents will be covered. Techniques for field and laboratory identification of soils and for soil compaction and tests of liquid and plastic limit will be taught. The types and kinds of aggregate materials to include slag, gravel, and limestone will be studied. Crush counts as it relates to strength will also be covered. Types of gradation and density as it relates to compaction of stone will be taught. The quality of aggregate materials.

### CET 1450 – Concrete Technology I

#### 4 Credit hours

Provides an introductory understanding of base materials such as stone, gravel, sand, water, types of cement, and ASTM type additives A through F. In addition, air entrainment agents as well as Pozzlanic type additives such as nylon, polypropylene, and still will also be covered. Construction quality of building: (a) foundations, (b) walls, (c) frames, and (d) floors will be covered. In addition, construction of bridge foundations, sub- and superstructures, and architecturally designed concrete slabs and concrete pavements will be addressed. Joint construction, vibration considerations of concrete, texture and smoothness, placement of reinforcements, drainage considerations (edge drains), and segregation of the mix will also be covered. Balancing material production with trucking and placement will be taught. Types of equipment plant to finished work will be included as well as the effects of climatic conditions on construction.

**Prerequisites:** CET 1220.

### CET 1910 – OSHA 10-hr General Safety

#### 1 Credit hour

Provides entry level general awareness for recognizing and preventing hazards in a general industry setting. Upon successful completion of this course, participants will receive an OSHA 10-hr General Industry completion card.

### CET 1921 – ACI Strength Testing Technician

#### 2 Credit hours

Demonstrates concrete strength certification procedures including the knowledge and the ability to perform, record and report the strength results as well as the capping of concrete cylinders, unbounded capping, compressive strength and flexural strength of concrete test specimens.

### CET 1990 – Independent Study in CET

#### 1 Credit hour

Incorporates in-depth work on a special topic within the field of Civil Engineering Technology which the student was not able to pursue in the desired degree of depth in the regular course offerings. During the first week of the semester, the student is required to describe the proposed course of study in writing that he/she wishes to pursue. Such proposal must be submitted to the division dean for approval and student assignment to a Civil Engineering Technology faculty member for overseeing the project.

### CET 2200 – Structural Design

#### 3 Credit hours

Covers the concepts of structural design as it applies to wood and steel structures such as residential and light commercial structures. Topics that will be covered include: fundamental concepts of stress analysis, analysis of coplanar statically determinate and indeterminate trusses; bending deformation; analysis of statically indeterminate coplanar frames; load analysis and fundamentals of structural connections. The use of LRFD steel manual will also be explored to select structural beams.

**Prerequisites:** PHY 1120, MTH 1370.

### CET 2210 – Pavement Analysis

#### 3 Credit hours

Introduces AASHTO equations as they relate to pavement design as well as how to compute axle loads as it relates to design and pavement thickness. The Ohio Department of Transportation, Portland Cement Association, and the Asphalt Institute's design criteria will also be taught. Life cycle cost concepts and computerized design aids will be introduced. Materials, environment, subgrade strength, and traffic will be covered as basic concepts to design of rigid and flexible pavements.

**Prerequisites:** MTH 1210, CET 1220.

### CET 2220 – Surveying Fundamentals

#### 3 Credit hours

Learn the techniques and procedures utilized to locate, measure, and check the construction components for both new and existing buildings. Development of hands-on skills using the tools and equipment in simulated construction application exercises. Utilization of contract documents as sources of information for layout of projects as well as the documentation of techniques used to record field activities.

**CET 2230 – Construction Cost and Analysis****3 Credit hours**

Covers the determination of time, labor, and materials needed to complete a job. Determination of indirect costs and their relationship to direct costs will be covered as well as assignment of distributions of overhead. Also covered will be the determination of equipment depreciation. Unique bidding parameters such as A and B bidding, Incentive/Disincentive, and Warranties will be included as well as life cycle cost comparisons for designers and value engineering for design changes.

**Prerequisites:** CET 2210, MTH 1210.

**CET 2450 – Concrete Technology II****4 Credit hours**

Covers specifications from ACI and ASTM for mix design and field testing of concrete. Specifically, the course will cover testing of fresh concrete, concrete materials, compiling and evaluating test results, and assessing product performance. Proper procedures for making and curing specimens will be covered in addition to field testing of fresh concrete to determine temperature, slump, yield and air content. Emphasis will be placed on batch adjustments and the knowledge needed to become ACI Certified as a Field Testing Technician - Grade I.

**CET 2540 – CET Capstone Project**  **3 Credit hours**

Allows students to demonstrate their proficiency by integrating technical knowledge with core skills and abilities. This course is designed to combine all of the material presented thus far and relate it to a real life engineering design and construction experience. The students will be presented a design and construction task and be required to complete the project on a scheduled time-line. Relevant content will be a collection of topics including aggregate material & soils data, concrete mix designs, material and additives, concrete field and lab testing, topography surveying, pavement analysis & design (rigid & flexible), computer drafting and estimating. Each project will have a final oral presentation showing the students communication skills including the use of PowerPoint in the presentation. By design, this is a capstone course so no new material will be presented in this class. The course will include an e-portfolio assignment and an exit evaluation of critical thinking and writing.

**Prerequisites:** COM 1110, CET 1220, CET 1450, CET 2210.

**CET 2991 – Field Experience****1 Credit hour**

Enables work activity which relates to an individual student's occupational objectives. With permission of a faculty advisor, the field experience replaces elective or required courses in a student's associate degree program. The experience is coordinated by a faculty member of the college who assists the student in planning the experience, visits the site of the experience for a conference with the student and his/her supervisor at least once during the semester and assigns the course grade to the student after appropriate consultation with the employer/supervisor. This course is graded S/U.

## Communications (COM)

**COM 1110 – English Composition** **3 Credit hours**

Provides practice in sound organization and effective expression of ideas in original expository and argumentative compositions as well as the research paper. Extensive discussion of rhetorical modes and editing techniques.

**Transfer:** TM.

**COM 1140 – Technical Writing****3 Credit hours**

Applies the principles of good writing in industrial and academic reporting, with emphasis on the techniques of presenting information graphically as well as in clear, concise, written form.

**Transfer:** TM.

**Prerequisites:** COM 1110.

**COM 1160 – Business Communications****3 Credit hours**

Applies the principles of good writing to on-the-job and personal business letters, formal business reports and other types of business correspondence. Areas covered include proper letter format and strategies of reader oriented letter writing (e.g. effective employment applications, orders, inquiries, adjustments, refusals, memos) as well as research, oral presentations and assessment of career goals.

**Transfer:** TAG, TM.

**Prerequisites:** COM 1110.

**COM 1170 – Police Communications** **3 Credit hours**

Provides training in the development of occupational writing skills with emphasis on police reports, letters, and memos. Effective oral communication will be studied and practiced via formal presentations and interviews.

**Prerequisites:** COM 1110.

**COM 1200 – Writing in the Sciences****3 Credit hours**

Provides a working knowledge of the typical writing tasks encountered in the scientific workplace. This course is an interdisciplinary course which builds upon the writing skills acquired in COM 1110 and the science skills acquired in the physical sciences (Biology, Chemistry, Physics) and social sciences (Sociology, Psychology). The course will cover principles and purposes critical to the scientific writing process, including such features as the collaborative nature of scientific writing; the importance of precision, clarity, and objectivity in scientific writing; and the role of ethics in scientific writing.

**Transfer:** TM.

**Prerequisites:** COM 1110.

**COM 1801 – Creative Writing: Fiction****3 Credit hours**

Offers an introduction to the art and craft of writing short fiction. Students read and analyze published fiction. Students write scenes; write a short story; and discuss the writing of classmates.

**Prerequisites:** COM 1110.

**COM 1980 – Research and Writing****1 Credit hour**

Enables the student to work one-on-one with an instructor in learning persuasive, argumentative and research strategies; use of the library; and organization, development and documentation of the research paper. This course is intended for a transfer student who has taken an English composition course that did not cover writing a persuasive paper, an argumentative paper and a research paper. A student who has completed COM 1110 may not take COM 1980.

**COM 1990 – Independent Study in COM****1 Credit hour**

Involves students on a one-to-one basis with an instructor on a term paper entailing reading, writing and discussion. The subject matter, to be set by the instructor, will relate to humanities or social sciences rather than to the student's technological field of study. A six to ten page paper will be assigned for each credit. Limit of 1 hour per semester; only 1 hour counts toward graduation.

**COM 2110 – Public Speaking****3 Credit hours**

Covers the analysis, formation, organization, development, and delivery of ideas and attitudes within contemporary issues by means of audience analysis and dialogue. Various rhetorical modes and group projects are also included.

**Transfer:** TAG, TM.

**COM 2213 – Verbal Judo****3 Credit hours**

Applies the area of redirecting behavior with words, i.e., tactical communication, while maintaining an attitude of professionalism. Extensive discussion and practice of rhetorical modes, listening techniques, and tactical theory are included.

**Transfer:** TM.

**Prerequisites:** COM 1110.

**COM 2400 – Composition and Literature****3 Credit hours**

Builds on the writing foundational skills introduced in COM 1110 and emphasizes critical thinking and communication skills to promote skilled academic writing. Using literature as the course content, students focus upon essay writing in multiple genres. This course aims to develop the student's ability to communicate ideas about literature effectively by using the principles of the writing process.

**Transfer:** TM.

**Prerequisites:** COM 1110.

**COM 2820 – AA Capstone Course**  **1 Credit hour**

Focuses on global diversity issues. This course combines two texts, one fiction and one non-fiction; of those texts one may be historical in nature while the other must be contemporary. A paper and a multiple intelligence project serve as the capstone project. To complete this project, which presents students' understanding of global diversity issues, students synthesize the textual information, combine that information with outside research and present the project to the class. They then write a reflection/expansion paper about their multiple intelligences project.

**COM 3110 – Advanced Composition****3 Credit hours**

Refines and improves writing and critical thinking skills. Expanding upon the topics encountered in English Composition (COM 1110), this course involves a wider range of rhetorical modes in exposition and persuasion, including responses to literature and film as well as the synthesis of primary and secondary research as it relates to social and historical issues. The course requires active communication with individuals of the local community in order to stress the value of writing as a social act.

**Prerequisites:** COM 1110 ("C" grade policy applies).

**COM 950 –****4 Credit hours****COM 980 –****3 Credit hours**

# Corrections (COR)

**COR 1160 – Correctional Tactics****3 Credit hours**

Prepares correctional students in firearm and self-defense tactics. Students will be trained on a handgun and a shotgun following the ODRC specifications. Students will also be trained in unarmed self-defense tactics and upon course completion must be able to demonstrate the following: rolling break fall, back fall, come along, fight break up, basic block, outside wrist turn, arm bar take down, inside wrist turn, throw away technique, defense against grabs, strikes and kicks. (This course involves physical activity and students must have a physical or doctor's permission to complete the course.) This course is graded S/U.

**Prerequisites:** Must be a second year correction student and have submitted a criminal background check.

**COR 2150 – Corrections Capstone**  **1 Credit hour**

Allows students to demonstrate their proficiency by integrating technical knowledge and core skills and abilities. Each student will be given a correctional file and must complete the appropriate interviews, assessments case plans and referrals for their particular client. This course will include an e-portfolio self-growth/awareness writing assignment and an exit evaluation of critical thinking and writing.

**Prerequisites:** COR 2570.

**COR 2230 – Probation and Parole****3 Credit hours**

Examines problems facing the probation officer and the parolee and theories concerning parole for the criminal. Students will also learn to write a presentence investigation and parole violation.

**COR 2500 – Practicum****1-2 Credit hours**

Provides on the job training under the direction of local criminal justice officials. It is given on an individual basis with evaluations completed by the supervising faculty member. A total of 210 student practicum hours are required. This course is graded S/U.

**Prerequisites:** COR 2600.

**COR 2570 – Case Management and Counseling****4 Credit hours**

Studies various approaches to correctional assessment, counseling and problem solving skill techniques. Students will study these approaches and then apply them in lab settings with practical applications. Skills will be gained in Risk and Need Assessments, AIM's, Client Management Classification Instruments as well as case planning and teaching problem solving skills to correctional clients.

**Prerequisites:** COM 1110, COR 2230.

**COR 2600 – Correctional Supervision****4 Credit hours**

Explores the history of the correctional system and then builds on current correctional facility operations. Students will learn the fundamentals of day to day prison and jail operations including practical applications of pat downs, cell searches, cell extractions, and transports. Emergency operations will also be discussed. The course will conclude with supervisory education focusing on line and middle management levels to prepare the student for promotional opportunities in the work force.

**COR 2720 – Special Needs Clients** **4 Credit hours**

Discusses two components, the first half pertaining to the plight of crime victims. A brief history of crime victims will be discussed and then a focus on victims of violent crime including sexual assault, child abuse, spousal abuse, bullying, murder, and robbery. Special emphasis will be on how data is collected. The second component will focus on special offenders including sex offenders and other offenders with high recidivism rates. This course will include an e-portfolio assignment.

## Culinary Arts (CUL)

**CUL 1010 – Introduction to Culinary Arts****2 Credit hours**

Introduces the Culinary Arts student to fundamental techniques and procedures used in the food service industry. Culinary theory, key terms, commercial equipment, and American Culinary Federation (ACF) and National Restaurant Association (NRA) standards are covered.

**Corequisites:** CUL 1011.

**CUL 1011 – Food Service Sanitation/Safety****2 Credit hours**

Discusses causes and prevention of food-borne illness and food service accidents. Course stresses food service workers' responsibilities in food safety management and protecting public health by knowing and employing proper methods for food handling, equipment and facilities cleaning and sanitation, and performing the Heimlich maneuver and CPR (both taught within this course). A national exam is part of the course. Students must pass the national exam to pass this course.

**CUL 1012 – Nutrition and Menu Planning****2 Credit hours**

Develops knowledge of preparation of food in accordance with sound nutrition principles and dietary guidelines. The basic fundamentals of nutrition will be studied. Principles and practices of planning, writing and evaluating menus for commercial or institutional food services. Recipe costing and menu pricing are discussed.

**CUL 1020 – Food Preparation I****3 Credit hours**

Presents a systematic study of the application of culinary techniques and principles of food preparations essential to all laboratory cooking classes. Emphasis is on palatability, variety, digestibility and nutrient retention in food preparation. An introduction to the American Culinary Federation (ACF) and National Restaurant Association (NRA) and their importance in the food preparation/service industry is included.

**Prerequisites:** CUL 1011.

**CUL 1021 – Meats, Fish and Poultry****3 Credit hours**

Studies all aspects of meat, fish, and poultry including grading, inspection, storage, butchery, and methods of preparation. Students will learn the different cuts and varieties of meat including red and white meats, fish, and poultry.

**Prerequisites:** CUL 1020, CUL 1011.

**CUL 1022 – Introduction to Baking and Pastry****3 Credit hours**

Studies the fundamentals, principles, and application of baking and pastry equipment, ingredients, weights and measures, technology, preparation and storage. Includes the production of pastries, classical desserts, breads and rolls.

**Prerequisites:** CUL 1011.

**CUL 2030 – Food and Beverage Cost Controls****2 Credit hours**

Learn about food and beverage product specifications, supplier selection, packaging, and receiving, organization, storage and cost control functions.

**Corequisites:** ACC 1010.

**CUL 2031 – Food Preparation II****4 Credit hours**

Experiences in food preparation based on the American Culinary Federation (ACF) competencies in the following areas: basic cooking techniques and preparation of soups, sauces, meat, poultry and seafood entrees, fruits and vegetables, starches and garnishes. Sanitation, recipe reviews and analysis, and knowledge of tools and equipment are included.

**Prerequisites:** CUL 1020, CUL 1011.

**CUL 2032 – Garde Manger****3 Credit hours**

Studies basic garde-manger (cold-food preparation) principles; functions and duties of the garde-manger department as they relate and integrate with other kitchen operations. Students will learn and demonstrate the skills necessary to prepare and present food and ice carvings, and specialty foods such as terrines, pates, canapes and hors d'oeuvres.

**Prerequisites:** CUL 1020.

**CUL 2033 – Dining Room Service****2 Credit hours**

Learn about the stations, jobs, and procedures of dining room service. Special emphasis is placed on dining room salesmanship, table service, guest relations, table setting and personal appearance.

**CUL 2040 – Catering Management****3 Credit hours**

Covers aspects of planning, preparing and serving catering functions. Students practice skills in laboratory settings by planning, preparing food and serving at special theme functions and buffet events.

**Prerequisites:** CUL 1020, CUL 2031.

**CUL 2041 – Culinary Practicum****1 Credit hour**

Requires the student to participate in a work experience integrated with academic instruction. Students apply their skills sets within the culinary field working a minimum of seven clock hours per week. The practicum is coordinated with a Culinary Arts faculty member and an employer and may be paid or unpaid. The faculty member issues the practicum grade.

**Prerequisites:** Completion of 30 hours in program and approval of Culinary Arts Faculty Member.

**Corequisites:** CUL 2043.

**CUL 2042 – Culinary Arts Capstone****2 Credit hours**

Prepares culinary students for program completion and final examination by reviewing and practicing the comprehensive set of course content and skills acquired during their culinary studies. Both written and food preparation exams are designed to meet American Culinary Federation (ACF) and National Restaurant Association (NRA) standards.

**Prerequisites:** CUL 1011, CUL 1012, CUL 1020, CUL 1021, CUL 1022, CUL-1031, CUL-1032, CUL 2033, CUL 2040.



**CUL 2043 – Culinary Seminar****1 Credit hour**

Brings practicum culinary students together with their instructor to discuss achievements, progress, and/or challenges occurring during practicum work experiences.

**Prerequisites:** Completion of 30 hours in the program required and approval by Culinary Arts Faculty Member.

**Corequisites:** CUL 2041.

## Dental Hygiene (DHY)

**DHY 1010 – Dental Hygiene Preclinic****4 Credit hours**

Provides clinical application procedures in prevention, recognition, and treatment of oral diseases. Emphasis is placed on infection control, instrumentation, and basic clinical skills. "C" grade policy applies.

**Prerequisites:** Acceptance into the Dental Hygiene Program.

**Corequisites:** BIO 1110, COM 1110, DHY 1511, DHY 1200, DHY 1460.

**DHY 1019 – Nitrous Oxide Sedation****0.5 Credit hours**

Provides basic principles of nitrous oxide minimal sedation for dental professionals. Emphasis is given to assessing patients and the clinical set up for dental assistant monitoring and/or dental hygienist administration of nitrous oxide in accordance with the Ohio State Dental Board (OSDB) requirements. Must have current CPR for the Healthcare Provider Certified or BHS-1131 as per OSDB. Must have instructor or program chair permission to register. The course satisfies 7.5 hours of continuing education (CE) requirements for Ohio license renewal. This course is graded S/U.

**DHY 1030 – Dental Hygiene Clinic I****3 Credit hours**

Provides an opportunity for the student to develop the ability to assess individual patient needs, plan and provide dental hygiene care and instruction necessary to treat and/or prevent oral diseases. "C" grade policy applies.

**Prerequisites:** BIO 1110, DHY 1010, DHY 1200, DHY 1460, DHY 1511, COM 1110.

**Corequisites:** BHS 1330, BIO 1120, DHY 1301, DHY 1521, DHY 1660.

**DHY 1200 – Orofacial Anatomy****2 Credit hours**

Provides a study of orofacial anatomy with emphasis on dental nomenclature, head and neck anatomy, and dental anatomy. "C" grade policy applies.

**Prerequisites:** Acceptance into the Dental Hygiene Program.

**Corequisites:** BIO 1110, COM 1110, DHY 1010, DHY 1460, DHY 1511.

**DHY 1301 – Oral Histology and Pathology****3 Credit hours**

Provides a study of the growth, development, and microscopic anatomy of the teeth and surrounding structures as well as a study of the pathological processes of the human body and their manifestations in the oral cavity. Emphasis is placed on recognition and identification of oral lesions and conditions utilizing clinical, radiographic, and histologic media. Interpreting case studies and the development of a case study portfolio enhance students' understanding and applicability of course material. "C" grade policy applies.

**Prerequisites:** BIO 1110, DHY 1010, DHY 1200, DHY 1460, DHY 1511, COM 1110.

**Corequisites:** BHS 1330, BIO 1120, DHY 1030, DHY 1521, DHY 1660.

**DHY 1460 – Oral Radiography****3 Credit hours**

Provides a study of the concepts of radiobiologic imaging including components of the x-ray machine, x-ray production, and attenuation. Instruction on and practice with exposing, processing, mounting, assessing, interpreting and duplicating extraoral and intraoral radiographs with emphasis on the parallel technique is incorporated into this course. Principles of radiation safety and protection in conjunction with quality assurance are stressed. "C" grade policy applies.

**Prerequisites:** Acceptance into the Dental Hygiene Program.

**Corequisites:** BIO 1110, COM 1110, DHY 1010, DHY 1200, DHY 1511.

**DHY 1469 – Oral Radiography for the Dental Team****0.5 Credit hours**

Provides a study of oral radiographic principles and interpretation leading to certification of the dental assistant through the Ohio State Dental Board. The clinical requirement must be met at the participant's dental office under the supervision of the employer dentist within 60 days of the completion of this course. Application then must be made to the Ohio State Dental Board. Must have instructor or program chair permission to register. In addition, this course satisfies 7.5 hours of continuing education requirements for license renewal for dental hygienists and dentists. This course is graded S/U.

**DHY 1511 – Preventive Concepts I****3 Credit hours**

Provides an introduction to the principles and techniques used in the recognition and primary treatment in oral diseases. Additionally, this course assists the student in developing skills to treat a diverse population of individuals including those that are physically and mentally compromised.

**Prerequisites:** Acceptance into the Dental Hygiene program.

**Corequisites:** BIO 1110, COM 1110, DHY 1010, DHY 1200, DHY 1460.

**DHY 1521 – Preventive Concepts II****3 Credit hours**

Provides a continuation of the study of principles and techniques used in the prevention, recognition, and initial treatment of oral diseases. Emphasis is placed on the further development of skills to communicate, plan treatment for, manage, and educate the physically and mentally compromised patients. Additionally, the role of research and its importance to dental hygiene will be introduced. "C" grade policy applies.

**Prerequisites:** BIO 1110, DHY 1010, DHY 1200, DHY 1460, DHY 1511, COM 1110.

**Corequisites:** BHS 1330, BIO 1120, DHY 1030, DHY 1301, DHY 1660.

**DHY 1529 – Oral Health Access Supervision****0.5 Credit hours**

Prepares dental hygienists to properly and safely practice dental hygiene under the Oral Health Access Supervision Program in accordance with the Ohio State Dental Board requirements. Student must be a graduate dental hygienist or dentist. Must have permission of instructor or program chair to register. This course satisfies 8 hours of continuing education (CE) requirements for Ohio license renewal. This course is graded S/U.

**DHY 1660 – Pain Control Management****2 Credit hours**

Provides the basic concepts of pain anxiety for the provision of safe and effective dental hygiene treatment. "C" grade policy applies.

**Prerequisites:** BIO 1110, DHY 1010, DHY 1200, DHY 1460, DHY 1511, COM 1110.

**Corequisites:** BHS 1330, BIO 1120, DHY 1030, DHY 1301, DHY 1521.

**DHY 1669 – Local Anesthesia for Hygienist****2 Credit hours**

Provides the basic concepts of the administration of local anesthesia for pain control for the licensed dental professional. Within 18 months of the completion of this course, participants must successfully complete a state or regional written examination on local anesthesia approved by the Ohio State Dental Board. Must have RDH or DDS valid license, current CPR for the Healthcare Provider Certified or BHS-1311 as per OSDB and permission of instructor or program chair to register. This course satisfies 15 hours of continuing education (CE) requirements for Ohio license renewal. This course is graded S/U.

**DHY 1990 – Independent Study in DHY****1-3 Credit hours**

Provides an opportunity for additional instruction to enhance the success of students earning an Associate Degree in Dental Hygiene. This course is graded S/U.

**DHY 2010 – Dental Hygiene Clinic II****4 Credit hours**

Provides a continuation of DHY 1030 and increases the student's theoretical knowledge and application of techniques used in the treatment and prevention of oral diseases. "C" grade policy applies.

**Prerequisites:** BHS 1330, BIO 1120, BIO 1400, CHM 1120, DTN 1220, DHY 1030, DHY 1301, DHY 1521, DHY 1660

**Corequisites:** DHY 2140, DHY 2340, DHY 2510, PSY 1010.

**DHY 2020 – Dental Hygiene Clinic III****4 Credit hours**

Provides a continuation of DHY 2010 and expands upon the student's theoretical knowledge in the application of techniques with emphasis on providing total patient care and preventing oral disease. "C" grade policy applies.

**Prerequisites:** DHY 2010, DHY 2140, DHY 2340, DHY 2510, PSY 1010.

**Corequisites:** DHY 2540, DHY 2662, DHY 2770, SOC 1010.

**DHY 2140 – Dental Materials****2 Credit hours**

Provides a study of the composition, chemical and physical properties and application of dental materials commonly used in the dental office and laboratory. This knowledge is essential if the student is to communicate properly with other members of the dental team and to adequately perform thorough patient education and preventative oral health care. "C" grade policy applies.

**Prerequisites:** BHS 1330, BIO 1120, BIO 1400, CHM 1120, DTN 1220, DHY 1030, DHY 1301, DHY 1521, DHY 1660.

**Corequisites:** DHY 2010, DHY 2340, DHY 2510, PSY 1010.

**DHY 2340 – Periodontology****2 Credit hours**

Provides a study of clinical assessment of periodontal disease, its etiology, classification, principles of treatment, and prevention of periodontal disease. "C" grade policy applies.

**Prerequisites:** BHS 1330, BIO 1120, BIO 1400, CHM 1120, DTN 1220, DHY 1030, DHY 1301, DHY 1521, DHY 1660.

**Corequisites:** DHY 2010, DHY 2140, DHY 2510, PSY 1010.

**DHY 2510 – Preventive Concept III****2 Credit hours**

Provides a study of advanced theory and practice used in the treatment and prevention of oral disease. "C" grade policy applies.

**Prerequisites:** BHS 1330, BIO 1120, BIO 1400, CHM 1120, DTN 1220, DHY 1030, DHY 1301, DHY 1521, DHY 1660.

**Corequisites:** COM 2110, DHY 2010, DHY 2140, DHY 2340, PSY 1010.

**DHY 2540 – Dental Hygiene Capstone Course**  **1 Credit hour**

Provides an opportunity for the prospective graduate to demonstrate achievement of the program's learning outcomes and competencies as well as the college's general education core skills and abilities. A major component of this course will facilitate a team approach to patient care and cultural diversity through an interdisciplinary team case study project. Psychomotor skills will also be demonstrated. Other elements are a final electronic portfolio writing assignment and the completion of selected Collegiate Assessment of Academic Proficiency tests. "C" grade policy applies.

**Prerequisites:** DHY 2010, DHY 2140, DHY 2340, DHY 2510.

**Corequisites:** DHY 2020, DHY 2662, DHY 2770, SOC 1010.

**DHY 2661 – Current Concepts** **2 Credit hours**

Prepares students to take licensing examinations and to better understand and appreciate the legal and ethical responsibilities of licensure. Current trends and issues impacting the profession of dental hygiene as well as career opportunities in traditional and non-traditional settings are discussed. The advantage of advanced education and necessity for life-long learning are expounded upon. At the end of this course, students will develop, solve, and present an ethical case study for submission to his/her college electronic portfolio. "C" grade policy applies.

**Prerequisites:** DHY 2010, DHY 2140, DHY 2340, DHY 2510, PSY 1010

**Corequisites:** DHY 2020, DHY 2540, DHY 2770, SOC 1010.

**DHY 2662 – Current Concepts** **1 Credit hour**

Prepares students to take licensing examinations and to better understand and appreciate the legal and ethical responsibilities of licensure. Current trends and issues impacting the profession of dental hygiene as well as career opportunities in traditional and non-traditional settings are discussed. The advantage of advanced education and necessity for life-long learning are expounded upon. At the end of this course, students will develop, solve, and present an ethical case study for submission to his/her college electronic portfolio. "C" grade policy applies.

**Prerequisites:** DHY 2010, DHY 2140, DHY 2340, DHY 2510, PSY 1010.

**Corequisites:** DHY 2020, DHY 2540, DHY 2770, SOC 1010.

**DHY 2770 – Community Dental Health****2 Credit hours**

Provides an introduction to basic principles of public health as they relate to the profession of dental hygiene. Methods of dental biostatistics and epidemiology will be introduced as well as the purposes and functions of public health agencies. Emphasis is given to assessing, planning, implementing, and evaluating community dental health projects. Additionally, the methodology and resources for teaching dental health to groups in various community settings will be introduced. Extramural experiences consist of assessment, planning, implementation, and evaluation of dental education programs as well as participation in scheduled community activities. "C" grade policy applies.

**Prerequisites:** DHY 2010, DHY 2140, DHY 2340, DHY 2510, PSY 1010

**Corequisites:** DHY 2020, DHY 2662, SOC 1010.



## Economics (ECN)

### ECN 1410 – Macro Economics

#### 3 Credit hours

Provides students who will take only one course in economics a thorough treatment of the essential concepts of practical economics and a solid working vocabulary of economic terms so that the student may develop the ability to apply problem-solving methods to economic matters in his or her daily life.

**Transfer:** TAG.

### ECN 1430 – Micro Economics

#### 3 Credit hours

Examines: theories of consumer behavior, determination of input and output prices and quantities, analysis of international trade and policy, and applications including labor markets and income distribution.

**Transfer:** TAG.

## Education (EDU)

### EDU 1000 – Introduction to Education

#### 3 Credit hours

Introduces the profession of teaching in today's society. More than ever before, teaching is a complex and challenging profession which requires the candidates to develop and use their skills and abilities and to foster a disposition and character of reflections. Candidates will utilize readings, explore themes, participate in field experiences and produce carefully considered reflections in order to broadly explore the purposes of schools in society and what knowledge, dispositions, and performances are required to be an effective teacher today.

**Transfer:** TAG.

### EDU 1040 – Phonics-Foundation of Literacy

#### 3 Credit hours

Introduces students to the reading process, including the nature and acquisition of language, current and historical perspectives about reading instruction, the interrelationship among the language arts, and the relation of prior knowledge, meaning, and context to the reading process. Included are the importance of reading aloud; the relationship of the phonemic, morphemic, semantic, and syntactic systems of language to the reading process; techniques to create literate environments and support emergent literacy; phonetic principles; oral and written grammar; and dialects and language patterns. Field hours in an early childhood, middle childhood, or adolescent/young adult classroom will be needed for assignment completion.

### EDU 1050 – Introductory Child Development

#### 3 Credit hours

Covers human development that embraces academic theory, scientific discoveries, and practical applications. The course presents developmental processes from conception through adolescence in three distinct categories or domains- biosocial, cognitive, and psychosocial. Content will examine how the interplay of nature and nurture affects development across the life span, including developmental variations of typical and atypical developing children. The course will investigate appropriate expectations of the physical, emotional, social and intellectual growth and development of the child and adolescent. Fifteen (15) field hours required in early childhood, middle childhood, or adolescent/young adult classroom.

**Transfer:** TAG.

### EDU 1080 – Classroom Management and Guidance

#### 3 Credit hours

Presents classroom management techniques teachers can employ to develop self-control, positive self-concepts, independence and pro-social behaviors in students. Introduction of practical applications of guidance and motivation techniques: problem-solving, prevention of potential problems for group settings, negotiation skills, setting limits, arrangement of the environment, positive affirmations and logical consequences. Guidance and motivation are presented within a framework of child development, developmentally appropriate practices, and constructivist educational philosophy.

### EDU 1114 – Integrated Curriculum in Early Childhood Education

#### 3 Credit hours

Focuses on the development of the young child and promotes developmentally appropriate practices in early childhood environments and curriculum. The aim of the classroom is to help children acquire the skills and behaviors that will promote their optimal growth. Candidates will learn to navigate between state standards and assessments and developmentally appropriate principles and practices. Constructive approach is emphasized as candidates study topics placed appropriately within curriculum content curriculum areas, such as math, science, music, movement, and creative art experiences.

### EDU 1300 – Curriculum, Observation, and Assessment

#### 3 Credit hours

Provides design and delivery techniques for children birth to eight years of age. Curriculum development, lesson planning and instructional methods based on NAEYC guidelines. Emphasis is placed on learning environments representing the philosophies of Piaget, Vygotsky, Montessori, Reggio Emilia, Gardner and others. Skill development in the areas of observation, evaluation and assessment of young children and adolescents. Emphasis is placed on developmentally appropriate practice, project-approach, and integrated instruction for the ECE and primary classroom. Fifteen (15) field hours required in a preschool or early childhood classroom.

### EDU 2000 – Psychology of Childhood

#### 3 Credit hours

Covers the developmental, adjustment and psychological problems of the child from birth through adolescence. The relationship of scientific psychological findings to practical methods of guidance and training of children by parents and teachers will be emphasized.

**EDU 2010 – Emergent Literacy-Learning****3 Credit hours**

Provides information about developmental patterns in early language and literacy learning and research-based ways of teaching reading and writing during the early years (birth through 8 years). Research proves that language and speech are learned through meaningful experiences, not in isolated skill and drill activities. Research shows that language and literacy begins at birth. All children need a print rich language and literacy environment at home, in child care settings, and at school; a wide variety of experience in order to develop the concepts and vocabulary they will need in order to understand what they read; see adults read and write and try to write for themselves in order to understand that print is a way to share information; and to have good books available and enjoy being read to. Topics include basic strategies of teaching reading and writing, literacy to play environments, utilizing technology, collaborative home-school partnerships, cultural and developmental differences (diversity), assessment as an ongoing and indispensable part of reflective teaching and learning, and moral and ethical dimensions of teaching reading in early childhood. Students will explore instructional materials and assessments used in early childhood reading programs and their relationship to the Ohio P-12 Language Arts Standards (content standards). Fifteen (15) hours of field work in a preschool and early childhood classroom.

**EDU 2020 – Literature for Children and Adolescents****3 Credit hours**

Studies literature for children and adolescents, age birth through the primary grades. Curriculum includes criteria for selection and evaluation of literature, different types of literature (genre), literature's portrayal of diversity, outstanding authors and illustrators, the integration of literature into all areas of the curriculum, the techniques of reading and storytelling to promote literary appreciation.

**EDU 2030 – Individuals with Exceptionalities****3 Credit hours**

Provides students with an overview of special education programs with an opportunity to plan and implement activities in educational settings. Topics include: early intervention, practical strategies to integrate children with special needs, legislation and public policy (with a historical perspective of ADA, IDEA, 504 plans etc. and an awareness of the legal rights of children with exceptional learning needs and their families), recognizing risk factors that may impede typical development with an emphasis on the awareness of and respect for the ability differences in students and their families and the effects of those factors on development and learning community agencies/resources and adaptations to the environment.

**Transfer:** TAG.

**EDU 2040 – Administration and Health Management****3 Credit hours**

Provides an overview of major administrative principles, legislative mandates, policies and procedures, physical facilities, purchasing, budgeting, recordkeeping, and professional public relations. Includes legal requirements and responsibilities of Ohio licensing procedures. Staff development, support, and management including conflict resolution. Course will also examine the components that contribute to the concept of wellness in children, including a process of moving toward optimal health and vitality. Components within the course include the completion of first-aid training, CPR, child abuse awareness and reporting identification and treatment of communicable diseases for preschools and public school settings. These trainings are an additional cost to the student. Students may produce proof of previous training to be excused from this component of the course.

**EDU 2130 – Families, Communities and Schools** **3 Credit hours**

Addresses the significant steps for improving children's education in schools by direct collaboration with families and communities. Curriculum surrounds children and much of their learning comes from the world outside the classroom. Students recognize that all citizens are educators and ideas are presented for developing effective partnerships between schools, families, and communities at large. Instruction introduces education majors to an environment that values diversity and portrays it positively. The course will focus on the belief that educators can deliver an equitable education for all students. Educators have the responsibility to help students contribute to and benefit from our democratic society. The curriculum will introduce the concept that effective instructional strategies should be drawn primarily from the cultures of students in the classroom and the community, not the teacher. This is a portfolio designated course which requires a writing sample submission to the electronic portfolio database. Satisfying this requires is a part of earning a grade for this course. Submitting the paper as instructed will ensure a grade commensurate with the work in the course.

**Transfer:** TAG.

**EDU 2200 – Special Topics in Education****3 Credit hours**

Provides an in-depth study of a current topic with special emphasis on changing needs in Early Childhood Education.

**EDU 2210 – Infant and Toddler Environments****3 Credit hours**

Provides a comprehensive framework for planning and implementing a developmentally appropriate program for the care of infants and toddlers. Course includes current brain research in the field of infant and toddler years of development. An overview of best practices for infant and toddler care will be presented as well as curriculum to stimulate growth and learning. Licensing procedures and regulations will be presented for the supervision of this age child. Fifteen (15) field hours required in infant/toddler settings.

**EDU 2991 – Practicum**  **2 Credit hours**

Enables students to demonstrate their proficiency by integrating technical knowledge with core skills and abilities. This capstone builds upon the experiences from previous course work. Students will demonstrate growth in cognitive, affective, and psychomotor learning. Students will develop and implement an integrated curriculum that supports children's interest, needs, and intellectual integrity with curriculum outcomes. The student becomes responsible for classroom activities, teaching, and demonstrating positive guidance strategies, effective communications and collaborations. This practicum will take place in an approved educational setting of early childhood centers or classrooms, including the campus and YMCA child care centers within the last two semesters of the program. This course is a minimum of fourteen (14) hours per week (for a total of 210 hours during the semester) working under the supervision of a specifically trained teacher/mentor and college supervisor. A lab fee is assessed for this course. The course will include an e-portfolio self-growth/awareness writing assignment, and an exit evaluation of critical thinking and writing.

**Prerequisites:** MTH 1100, EDU 1114.

**Corequisites:** EDU 2992.

**EDU 2992 – Practicum Seminar****2 Credit hours**

Allows students to discuss practicum experiences of their individual school settings and serves as an opportunity for the acquisition of further knowledge. The seminar will focus on self-understanding and reflection, necessary observation and assessment skills and required abilities, teaching strategies, curriculum development, and collaboration in group settings with students, peers, supervisors, and families. Offered concurrently with Practicum capstone experience.

**Prerequisites:** MTH 1100, EDU 1050, EDU 1114.

**Corequisites:** EDU 2991.

## Electronic Engineering Technology (EET)

**EET 1110 – Circuit Analysis I****3 Credit hours**

Covers the analysis of networks with resistive loads, the transient response to capacitive and inductive networks and an introduction to instruments. Laboratory activity will include verification of circuit analysis methods by circuit construction and electrical measurement. Lab report writing is emphasized. There is an introduction to MULTISIM, a computer simulated circuit analysis.

**Transfer:** TAG.

**Corequisites:** MTH-0904.

**EET 1120 – Circuit Analysis II****3 Credit hours**

Covers the analysis of networks with a combination of resistive, capacitive, and inductive loads. Topics include methods of analysis, network theorems and power. Laboratory activity will include verification of circuit analysis methods by circuit construction and electrical measurement. Course offers additional work with MULTISIM.

**Transfer:** TAG.

**Prerequisites:** EET 1110.

**EET 1130 – Electronics****4 Credit hours**

Introduces students to transistor operations and small signal parameters. The D.C. and A.C. analysis of single and multistage transistor circuits will be analyzed with respect to biasing, input and output impedance, gains, power and voltage controlled devices. Laboratory activities will be used to verify many of the principles and applications of the transistor. Introduction to the fabrication and characteristics of integrated circuits. The following characteristics will be covered: the use of the operational amplifier as a circuit element; the determination and electrical characteristics of the operational amplifier; the use of the operational amplifier in linear circuits such as summers, constant voltage, constant current, integrators, differentiator circuits; the limitations of the operational amplifier with respect to the frequency response, voltages, current and slew rate limits. Laboratory activity will include the verification of these characteristics.

**Transfer:** TAG.

**EET 1330 – Digital Circuits** **4 Credit hours**

Introduces students to computer based number systems, symbolic logic concepts, Boolean Algebra, logic devices, and basic logic circuits. Logic circuits are analyzed using truth tables and timing diagrams. Laboratory work will demonstrate and verify the principles studied in the classroom.

**Transfer:** TAG.

**EET 1990 – Independent Study in EET****1-5 Credit hours**

Provides the student with the opportunity for in-depth work on a special topic within the field of Electronic Engineering Technology, which the student was not able to pursue in-depth during the regular course offerings. During the first week of the semester, the student is required to describe in writing the proposed course of study he/she wishes to pursue. Such proposal must be submitted to the division dean for approval and student assignment to an Electronic Engineering Technology area faculty member for overseeing the project. This course of independent study may be substituted for an Electronic Engineering technical course if it is applicable. No more than five (5) credit hours will count toward graduation.

**EET 2030 – Motor Controls****3 Credit hours**

Introduces motor control devices and the circuits they are designed to be used in. Electronic components used as controlling and sensing devices are reviewed. Magnetic relays, motor starters, timers, forward and reversing starters and other motor control devices are introduced. Different types of motors are also discussed. These may include direct current motors, three-phase and single-phase alternating current motors and stepping motors. Different methods for starting, accelerating, stopping, and reversing motors will be discussed. Laboratory activity will be used to wire up control circuits and analyze important characteristics of these circuits.

**Prerequisite:** EET 1110.

**EET 2200 – Panel Wiring and Arc Flash Safety****3 Credit hours**

Provides students with the ability to read industrial electrical prints. Students will learn to wire industrial electrical panels and use soldered and crimped-on connectors. Students will learn to properly layout wires in an industrial panel using the correct size and colors of wires according to applicable codes and standards. Students will also learn to safely open live high voltage electrical panels following the latest Arc Flash safety standards and use the appropriate protective equipment.

**EET 2310 – Microcontroller Fundamentals** **4 Credit hours**

Covers the fundamentals of microcomputers. Since the introduction of the 8-bit microprocessors in 1973, the marketplace for the microprocessor has advanced into all areas of industrial and consumer goods. The microcontroller incorporates a microprocessor and additional I/O and can be customized for specific application. In order to use the microcontroller, users must know how to instruct it, get information into and out of the circuits and communicate with the system in language the machine understands-this means software and programming. Hence, this course will give the student a good knowledge of the basic instructions of a microcontroller (Motorola 68HC12) and use these instructions to control the device and peripheral devices.

**Transfer:** TAG.

**Prerequisites:** EET 2320.

**EET 2320 – C# Programming****3 Credit hours**

Covers more advanced programming concepts using the Visual C# programming language. Students will create Windows applications using methods, classes, structures, arrays, writing to and reading from files and error trapping.

**Prerequisites:** CPT 1120.

**EET 2530 – Electronic Engineering Technology Capstone**  **1 Credit hour**

Allows students to demonstrate their proficiency by integrating technical knowledge with core skills and abilities. This course will emphasize the evaluation of the total system requirements in designing systems for specific industrial applications. A laboratory project (or projects) will provide students with an opportunity to develop and solve a typical control problem using the programmable controller, or other industrial circuits. The course will include an e-portfolio assignment and an exit evaluation of critical thinking and writing.

**Prerequisites:** EET 2910, COM 1110.

**Corequisites:** EET 2310.

**EET 2900 – Electric Codes and Application****2 Credit hours**

Provides combined classroom-laboratory study of the National Electrical Code and its application to wiring installations. Particular attention will be devoted to the electrical principles that dictate the various provisions of the code. The laboratory work will concur with the classroom studies. Actual wiring installations will be examined for adequacy and compliance with the code.

**EET 2910 – Programmable Controllers****3 Credit hours**

Introduces the field of programmable logic controllers (PLC). The student will use relay logic and ladder diagrams to control circuits with programmable controllers. The special aspects of the PLC, such as sequencers and timers, will also be utilized.

**Prerequisites:** EET 1330.

**EET 2920 – Advanced Programmable Controllers****3 Credit hours**

Provides advanced experience in the application of programmable logic controllers (PLC). The students will gain experience in interfacing and networking PLC's to other PLC's and to industrial automation equipment.

**EET 2991 – Field Experience****1 Credit hour**

Enables work activity which relates to an individual student's occupational objectives. With permission of a faculty advisor, the field experience replaces elective or required courses in a student's associate degree program. The experience is coordinated by a faculty member of the college who assist the student in planning the experience, visits the site of the experience for a conference with the student and his/her supervisor at least once during the semester and assigns the course grade to the student after appropriate consultation with the employer/supervisor.

**Prerequisites:** Completion of 1st semester and faculty advisor approval. This course is graded S/U.

## Emergency Medical Services (EMS)

**EMS 1040 – EMS Anatomy and Physiology****3 Credit hours**

Demonstrates knowledge in basic human anatomy and physiology. Designed for students wishing to complete the Paramedic certification.

**EMS 1120 – Advanced EMT****8 Credit hours**

Demonstrates both the cognitive and psychomotor skills required to challenge the NREMT Advanced EMT certification exam. This course meets the state required cognitive and didactic components of the Emergency Medical Technician Advanced curriculum as outlined and approved by the Emergency Medical Services Board in March of 2002. Topics to be covered include the assessment and management of medical and trauma emergencies. Advanced skills such as manual defibrillation, intravenous cannulation, and use of pharmacological agents for pain, respiratory emergencies and diabetic emergencies will be covered. Changes in State and Federal law and regulations may necessitate changes in this course. Students enrolling in this course must be certified as an EMT-Basic in the state of Ohio.

**Prerequisites:** Current Ohio EMT certification, Completion of EMS admission packet and all paperwork.

**EMS 1150 – Volunteer Firefighter****2 Credit hours**

Demonstrates both the cognitive and psychomotor skills required to function as a volunteer firefighter. The basic training class is required by the state of Ohio for all new volunteer firefighters. Topics will include safety, fire behavior, personal protective equipment and much more. Participants are instructed that they cannot perform the duties of a firefighter or participate in live burn evaluations prior to obtaining state certification. Special Notes: All students are required to attend all scheduled classes, pass both a written and practical examination to successfully complete this course. To become certified, students must also pass the Division of EMS Volunteer Fire Exam. This course is offered at Apollo Career Center (Ohio Fire Charter Number 102) through articulated or dual enrollment at Rhodes State College, students must meet admission requirements set forth by Apollo Career Center and the state of Ohio, which include a felony/misdemeanor waiver statement. Students must be at least 18 years old. Interested students should contact the EMS Department Chair for schedule.

**EMS 1160 – Level I Transition Firefighter****4 Credit hours**

Expands the cognitive and psychomotor skills learned in EMS 1150 to meet the requirement of the Level I Professional Firefighter. Special Notes: Students are required to attend all scheduled classes and pass both a written and practical examination to successfully complete this course. To become certified, students must also pass the Division of EMS Fire Exam. This course is offered at Apollo Career Center (Ohio Fire Charter Number 102) through articulated or dual enrollment at Rhodes State College. Course schedule is determined by Apollo Career Center. "C" grade policy applies.

**Prerequisites:** EMS 1150.



**EMS 1170 – Level I Firefighter****5 Credit hours**

Meets all the NFPA Level I Fire Fighter course objectives. Topics include Fire Department Organization and Safety, Fire Alarm and Communications, Fire Behavior, Overhaul, Personal Protective Equipment/SCBA, Fire Hose, Appliances and Streams, Foam Fire Systems, Fire Control, Fire Cause and Origin, Rescue, Water Supplies, Fire Detection, Alarm, and Suppression Systems, Fire Prevention, Public Fire Education, and Fire Cause Determination, Building Construction, Forcible Entry, Ventilation and Tools, Ropes, Salvage, Fire Extinguishers, Ground Ladders, Emergency Medical Care, HazMat, ICS, Practical Evolutions, and Live Fire Training. Students are required to attend all scheduled classes and pass both a written and practical examination to successfully complete this course. To become certified, students must also pass the Division of E.M.S. Fire Safety Inspector examination. This course is offered through a cooperative agreement with Apollo Career Center Ohio Fire Charter Number 102.

**EMS 1180 – Level II Firefighter****5 Credit hours**

Meets all the NFPA Level II Firefighter course objectives. Upon completion of this level the firefighter is certified as a Professional Firefighter II by the State of Ohio. Special Notes: Students are required to attend all scheduled classes and pass both a written and practical examination to successfully complete this course. To become certified, students must also pass the Division of EMS Fire Exam. This course is offered through a cooperative agreement with Apollo Career Center (Ohio Fire Charter Number 102). "C" grade policy applies.

**Prerequisites:** EMS 1170 or EMS 1150 and EMS 1160.

**EMS 1190 – Fire Safety Inspector****3 Credit hours**

Meets the standards for Fire Safety Inspector prescribed in H.B. 590. The student will gain the fundamental knowledge and skills to conduct fire safety inspections. Students will be introduced to various codes needed to develop a working knowledge of the inspection process. As such, each student should be familiar with the codes and standards in effect within the State of Ohio. Topics include the fire inspector's responsibilities and role in code enforcement, general fire prevention practices, competencies, life safety considerations, fire safety requirements related to HazMat; electrical systems; occupancy and fire protection systems. Course content is designed to meet certification requirements as established by the Ohio Department of Public Safety, and NFPA 1031-Fire Inspector Professional Qualifications. Students are required to attend all scheduled classes and pass both a written and practical examination to successfully complete this course. To become certified, students must also pass the Division of E.M.S. Fire Safety Inspector examination. This course is offered through a cooperative agreement with Apollo Career Center.

**EMS 1580 – EMT-Basic****7 Credit hours**

Learn operation of an ambulance, transportation and care of patients, and how to determine the nature and extent of illness or injury. Advanced lifesaving skills, including intubation, automatic external defibrillation. Admission requirements: 18 years of age, current driver's license, high school diploma or GED. Students who successfully complete this course meet the requirements to be eligible to challenge the National Registry of Emergency Medical Technicians, EMT-Basic Exam. Certification in the State of Ohio requires successful completion of the National Registry of Emergency Medical Technicians, EMT-Basic Exam.

**EMS 1990 – Independent Study in EMS****0.5-6 Credit hours**

Provides the student the opportunity for in depth work on special topic within the field of Emergency Medical Services which the student was not able to pursue in the desired depth in the regular course offerings. During the first week of the semester the student is required to describe the proposed course of study in writing that he/she wishes to pursue. Such proposal must be submitted to the Department Chairperson for approval and student assignment to an Emergency Medical Services faculty member for oversight of the project. This course of independent study may be substituted for an elective course required for the AAS degree in Emergency Medical Services. This course is graded S/U.

**EMS 2210 – Paramedic I** **13 Credit hours**

Integrates comprehensive knowledge of anatomy and physiology, pharmacology into the assessment and management of patients experiencing a medical emergency. Topics include EMS systems pharmacology, airway management, patient assessment, respiratory, obstetrics, gynecological and cardiovascular emergencies. "C" grade policy applies.

**Prerequisites:** EMS 1040 or BIO 1000, BHS 1390.

**Corequisites:** EMS 2215.

**EMS 2215 – Paramedic Clinical****2.5 Credit hours**

Provides interactions with patients in the hospital setting under the direct supervision of a Licensed Health Care Professional or Physician. Introduction to specific psychomotor and cognitive objectives learned in EMS 2210 will be completed in this course. "C" grade policy applies.

**Prerequisites:** EMS 1040 or BIO 1000, BHS 1390.

**Corequisites:** EMS 2210.

**EMS 2220 – Paramedic II** **13 Credit hours**

Integrates comprehensive knowledge of anatomy and physiology, pharmacology into the assessment and management of patients experiencing an EMS emergency. Topics include Medical Emergencies: Neurologic, EENT, Abdominal/Gastrointestinal, Genitourinary, Renal, Endocrine, Hematologic, Immunologic, Infectious Diseases, Toxicology, Trauma, Environmental emergencies, and EMS Operations. "C" grade policy applies.

**Prerequisites:** EMS 2210, EMS 2215.

**Corequisites:** EMS 2225.

**EMS 2225 – Paramedic Field Experience****2.5 Credit hours**

Provides interactions with patients in the pre-hospital setting under the direct supervision of a certified Paramedic. Students will participate as a team leader beginning the 11th week of the term. Student will demonstrate competency in their ability to manage a patient in the emergent setting. "C" grade policy applies.

**Prerequisites:** EMS 2210, EMS 2215.

**Corequisites:** EMS 2220.

**EMS 2250 – Paramedic Review****2 Credit hours**

Meets the cognitive and psychomotor objectives of the Paramedic Refresher curriculum as outlined by the Ohio Department of Public Safety, Board of EMS. Topic areas include preparatory, airway management and ventilation, medical emergencies, trauma, special considerations and EMS operations. Students completing this course in a traditional classroom setting meet the criteria necessary for a Paramedic Refresher CEU completion certificate. Online versions of this course do not meet the Ohio Requirements for a Paramedic Refresher. Not all CEU hours provided via the online course may be accepted by the National Registry of Emergency Medical Services. Students completing this course via online will be given 48 hours of continuing education in the specific topic areas. This course is graded S/U.

**EMS 2260 – EMS Capstone**  **1 Credit hour**

Integrates technical knowledge with core skills and abilities. Students in this course will complete a project that reflects their ability to manage an EMS department. The project will include the development of work schedules, training schedules and grant applications for training and equipment purchase. The course will include an e-portfolio assignment and an exit evaluation of critical thinking and writing.

**Prerequisites:** COM 1110.

**EMS 2310 – Allied Health Professional to Medic****5 Credit hours**

Demonstrates proficiency in the psychomotor and cognitive objectives required by the State of Ohio to challenge the NREMT Paramedic Exam. To qualify for admissions the Licensed/Certified must have a current provider card in Advance Cardiac Life Support (ACLS), Pediatric Education for Pre-Hospital Providers (PEPP), Trauma Nursing Care Course (TNCC), Basic Trauma Life Support (BTLS), or Pre-Hospital Trauma Life Support (PHTLS); or Pre-Hospital Trauma Life Support (PHTLS); an Ohio Basic EMT Certification and a Basic Health Care CPR card. Students in this course will meet all of Ohio's requirements to challenge the National Registry Exam at the Paramedic level. "C" grade policy applies.

**Corequisites:** EMS 2320.

**EMS 2320 – Allied Health Professional to Medic Clinical****2 Credit hours**

Demonstrates proficiency in the clinical and prehospital setting of the cognitive and psychomotor skills and objectives of EMS 2310. Classes and clinical time spent in preparation to become licensed in the student's field of expertise will be taken into consideration to fulfill the clinical requirements. This course graded S/U.

**Corequisites:** EMS 2310.

## Environmental, Health & Safety (ENV)

**ENV 1000 – Introduction to EHS Technology** **3 Credit hours**

Addresses safety, health, and environmental issues in the workplace. Air quality and air emissions, water pollution, soil contamination, waste disposal, federal regulations, pollution prevention plans, OSHA rules and regulations, materials safety data sheets (MSDS), personal protective equipment.

**ENV 1210 – Environmental Laws and Regulations****3 Credit hours**

Explores the fundamental concepts of the American regulatory system, environmental law and the basics of environmental compliance. Through the use of the Federal Register, the Code of Federal Regulations and independent research students will gain both general education and technical skills necessary to understand/interpret regulations, current events/issues and how they impact environmental compliance. Topics include an introduction to the law/legal system, the environmental laws (i.e. Clean Air Act, Clean Water Act, RCRA, CERCLA/Superfund, SARA, TSCA) & international environmental law.

**Corequisites:** ENV 1000.

**ENV 1300 – OSHA Regulations and Safety****3 Credit hours**

Explores the fundamental concepts of the American health and safety system by providing the student understanding of safety regulations and compliance. Through the use of the Federal Register, the Code of Federal Regulations and independent research the student will gain basic understanding of the major laws, issues, and events which helped shape safety & health compliance in various industries and businesses. Emphasis will be placed on US OSHA standards.

**ENV 2400 – Properties of HAZMAT****3 Credit hours**

Introduces the fundamentals of chemistry apply to hazardous materials and will cover the risks of mass exposure to such substances. Students will examine the general features of hazardous materials and describe how Federal statutes reduce the risks associated with usage, storage, and transportation of various hazmat. Topics include: risk of exposure, EPA/DOT regulations, chemical behavior or hazardous materials (i.e. hydrocarbons, flammable liquids/solids, oxidizers, corrosives, compressed gases, radioactive materials, explosives, toxic materials, water reactive materials), identification of physical/ chemical properties of substances, the fire triangle, DOT hazard classifications/hazmat table. Responding to incidents involving hazmat & fundamentals of toxicology and toxicological effects.

**Corequisites:** CHM 1110.

**ENV 2500 – OSHA 40-hr Training****2 Credit hours**

Provides students with both general education and technical skills necessary to understand the regulatory requirements and procedures outlined in the OSHA's Hazardous Waste Operator & Emergency Response (HAZWOPER) standard (29 CFR 1910.120). The course is structured to be 50% distance learning, 50% hands-on training/classroom instruction. The online assignments are structured to be completed prior to the required 2, eight (8) hour & 1, four (4) hour hands-on sessions. Various topics covered in the course include general structure of the OSHA HAZWOPER standard, proper procedures used in responding to hazardous material incidents, hazardous materials chemistry, toxicology, air monitoring instrumentation, proper use and selection of personal protective equipment (PPE) & hazmat decontamination.

**ENV 2970 – AS EHS Capstone Project**  **1 Credit hour**

Integrates reading and case studies based on EHS related topics and/or research and other sources. The capstone project will require an oral presentation and related paper which focuses on a specific EHS issue, presenting the student's viewpoint while reasonably discussing opposing views.

**Corequisites:** ENV 1000, ENV 1210, ENV 2400, ENV 2500.



## Exercise Science (EXS)

### EXS 1000 – Introduction to Exercise Science

#### 4 Credit hours

Discusses applied physiology in regards to the role of a trainer. Content includes: structure and function of muscle, skeletal and nervous system, cardiorespiratory system and gas exchange, bioenergetics, biomechanics and adaptations to resistance training, aerobic training and anaerobic training. The proper use of equipment, proper exercise technique and client safety during an exercise program will be discussed and practiced in the lab setting. "C" grade policy applies. Lab will be held off campus at F.A.S.T.

**Corequisites:** BIO 1110, BHS 1320, EXS-1000L.

### EXS 1010 – Exercise Assessment and Prescription

#### 4 Credit hours

Discusses the assessment process and first meeting with a client including goal setting, risk analysis, health appraisal, assessment selection and interpretation of results. Students will also research special populations such as pregnancy, metabolic disturbances, cardiovascular and respiratory conditions, orthopedic abnormalities and spinal cord injuries. In the lab setting, students will practice various assessment techniques and be introduced to several case studies in which they will run risk assessments and create exercise prescriptions based on individual needs. "C" grade policy applies. Lab will be held off campus at a training facility.

**Prerequisites:** EXS 1000, BIO 1110, BHS 1320.

**Corequisites:** EXS-1010L, BIO 1120.

### EXS 1020 – Program Design

#### 3 Credit hours

Focuses on techniques of program design for resistance training, anaerobic training and aerobic training. The students will be required to create prolonged training programs demonstrating the ability to calculate and progress exercise loads, intensity, frequency and duration for resistance training for a specific client. In the lab setting, students will be required to train in various settings such as large groups, youth training sessions, aerobic training, team training and multiple clients with multiple needs. "C" grade policy applies. Lab will be held off campus at a training facility.

**Prerequisites:** EXS 1000, EXS 1010, BIO 1110, BIO 1120, BHS 1320.

**Corequisites:** EXS-1020L, EXS 1030, EXS 1040.

### EXS 1030 – Athletic Facility Management

#### 2 Credit hours

Discusses the basics of management with special focus on the management of a fitness facility. Facility planning and design are covered as well as the liability for both the facility and the trainer in a fitness environment. Course also includes process for obtaining and managing the personal information of a client or potential client with regards to privacy considerations. Students will be required to participate in multiple off campus facility visits as part of the class requirements. "C" grade policy applies.

**Prerequisites:** EXS 1000, EXS 1010, BHS 1320.

**Corequisites:** EXS 1020, EXS 1040.

### EXS 1040 – Exercise Clinical I

#### 2 Credit hours

Provides hands-on experience in area fitness facilities with a focus on individual training programs and the application of competencies completed in previous courses. All sites must be pre-approved by instructor. Students will be required to log experiences and complete a reflective essay in addition to multiple site coordinator evaluations, instructor on-site visit and exit interview with instructor. Clinical preparation interview may be required. "C" grade policy applies.

**Prerequisites:** EXS 1000, EXS 1010, BHS 1320.

**Corequisites:** EXS 1020, EXS 1030.

### EXS 2000 – Kinesiology for Exercise Science

#### 4 Credit hours

Combines anatomy and basic biomechanical concepts to assess dynamic movements such as lifting, walking, running, jumping, throwing and kicking. Students will learn how to apply the muscle control formula to identify ways in which muscles contract during human movement. Utilization of movement analysis imaging will be implemented in the laboratory setting. An understanding of structural anatomy and hands on identification will be assessed. "C" grade policy applies.

**Prerequisites:** EXS 1000, EXS 1010, EXS 1020, BIO 1110, BIO 1120.

**Corequisites:** EXS-2000L, EXS 2015, EXS 2020.

### EXS 2015 – Sport Nutrition

#### 3 Credit hours

Build upon knowledge of basic nutritional information previously acquired in prerequisite courses to make sound nutritional judgments within the health and wellness field. Students discuss macronutrients as bioenergetic fuel substrates and their effects on exercise performance. Students critique current research findings, compare weight loss methods, analyze food labels and correlate research findings to practical sport application. "C" grade policy applies.

**Prerequisites:** EXS 1000, EXS 1010, DTN 1000 or DTN 1220.

**Corequisites:** EXS 2000, EXS 2020.

### EXS 2020 – Basics of Athletic Training

#### 3 Credit hours

Discusses the basic principles of prevention, recognition and care of athletic injuries. Explains how to assess risk of injury, basic evaluation of injury and first aid care of the injured athlete. "C" grade policy applies.

**Prerequisites:** EXS 1000, EXS 1010, EXS 1020, BIO 1110, BIO 1120.

**Corequisites:** EXS 2000, EXS 2015, EXS-2020L.

### EXS 2030 – Strength and Conditioning

#### 4 Credit hours

Focuses on training methods for sports, positions and specific athletes. Various training methods such as plyometric training, speed, agility, speed endurance, aerobic endurance and resistance training will be taught and practiced. Specialized equipment such as the Noramco, Vertamax, Laser timing and movement analysis software will be utilized in the lab setting for both training and assessment. Other topics such as sport psychology, performance enhancing substances and proper nutritional factors for athletes will be discussed. "C" grade policy applies.

**Prerequisites:** EXS 1000, EXS 1010, EXS 1020, EXS 1030, EXS 1040, EXS 2000, EXS-2010 or EXS 2015, EXS 2020, BIO 1110, BIO 1120.

**Corequisites:** EXS-2030L, EXS 2045, EXS 2050.

**EXS 2045 –****3 Credit hours**

Apply knowledge and principles learned throughout EXS program while at various fitness training venues throughout the community with professionals in the exercise science industry. Students will utilize learned competencies from previous courses in these settings. Students must be able to utilize a hands-on approach with a multi-diverse population, centered on the goal of applying sound assessments, exercise prescription and program implementation towards the success of performance enhancement and improved health. "C" grade policy applies.

**Prerequisites:** EXS 1040, EXS 2000, EXS-2010 or EXS 2015, EXS 2020.

**Corequisites:** EXS 2030, EXS 2050.

**EXS 2050 – Exercise Science Capstone**  **2 Credit hours**

Allows students to demonstrate their proficiency by integrating technical knowledge with core skills and abilities. A study of realistic fitness and conditioning scenarios, problems or situations with emphasis on analyzing and evaluating these problems to formulate acceptable programs or solutions for training. This course requires critical thinking and ability to utilize knowledge from past courses in an applied environment. This course will include hands-on scenarios and use of several case studies as well as practice exams that will prepare the student for the CPT exam. The course will include an e-portfolio assignment and an exit evaluation of critical thinking and writing. "C" grade policy applies.

**Prerequisites:** EXS 2000, EXS-2010 or EXS 2015, EXS 2020

**Corequisites:** EXS 2030, EXS 2045.

## Financial Services (FIN)

**FIN 1010 – Principles of Money & Banking****3 Credit hours**

Offers a broad overview of the growth and functions of American banking, the economic importance of banks, legal relationship with depositors, services performed, internal controls, and government supervision.

**FIN 1250 – Personal Finance****3 Credit hours**

Provides students with a basic understanding of personal money management problems, consumer credit, personal insurance planning, securities analysis, Medicare, Social Security benefits, etc.

**FIN 1251 – Personal Finance - Module I****1 Credit hour**

Familiarizes students with basic financial planning strategies.

**FIN 1252 – Personal Finance - Module II****1 Credit hour**

Familiarizes the students with consumer credit, costs of credit, purchasing strategies and housing decision factors and financing. This course also works to familiarize students with fundamentals of life, health, disability, car and house insurance issues.

**Prerequisites:** FIN 1251.

**FIN 1253 – Personal Finance - Module III****1 Credit hour**

Familiarizes the students in fundamentals of investing including discussion of stocks, bonds, and mutual funds. This course also works to familiarize students concerning real estate and other investment alternatives as well as retirement planning and estate planning.

**Prerequisites:** FIN 1251.

**FIN 2400 – Corporate Finance****3 Credit hours**

Focuses on financial procedures and practices involving managerial decisions. The course also deals with financial instruments, markets and the principles of insurance. Application of the concepts will be through problems, case studies and discussion.

**Prerequisites:** ACC 1010.

## General Allied Health (GAH)

**GAH 1700 – Health Adjustments I****3 Credit hours**

Introduces and explores the conceptual framework of health careers and their related principal practices. A number of psychological and theoretical theories will be integrated with group and individual experiences for application purposes. Thus, major areas presented are utilization of self-assessment, critical thinking, personality, multicultural issues, wellness, human behavior and managing diversity.

**GAH 2200 – Human Values in Health Care****2 Credit hours**

Provides students with the opportunity to explore their personal value system within the context of practicing as a health professional. Students will undergo values clarification exercises through a case-study approach with basic instruction in making choices, decision by authority and responsible decision making. Professional codes of ethics will also be addressed.

## General Engineering Technology (GET)

**GET 1500 – Special Topics in Engineering Technology****1-10 Credit hours**

Provides the student with the opportunity for in-depth work on a special topic within some field of engineering technology for which the student is not able to pursue in depth from regular course offerings. The subject matter must be closely related to the student's major course of study in engineering technology. The student is required to approve the course outcomes with the department chair or division dean in similar fashion to independent studies (see descriptions of EET, ENV, FMS, MED, MET, or QET-1990 for details). The course is sometimes used as a credit transfer mechanism for applicable courses or work experiences closely related to a student's major course of study.

## Geology (GLG)

**GLG 1000 – Physical Geology****4 Credit hours**

Introduces students to the field of geology (or geo-science) - the study of the Earth. Course focuses on the composition of the Earth and the geological agents and processes that modify the earth's surface; occurrence, formation, accumulation, and availability of minerals and rocks as earth resources.

**Transfer:** TAG, TM.

**Prerequisites:** ACT Science sub-score of 20.

**GLG 1004 – Historical Geology****4 Credit hours**

Provides the student with the necessary tools to interpret and understand the processes leading to the complex history of the Earth and its contained biota. An additional goal is to provide an overview of the major events in Earth's history that have had a profound effect on Earth's physical, chemical, and biologic environment. The course encompasses the causes and effects of mass extinction on the history of life, and the role of plate tectonics on the geologic and biologic evolution of the Earth.

**Transfer:** TAG, TM.

**Prerequisites:** GLG 1000 with a "C" or better.

## History (HST)

**HST 1011 – Western Civilization I****3 Credit hours**

Provides an introduction to Western Civilization from ancient times to 1648. This course looks at the historical development of the Western World with critical examination of primary sources.

**Transfer:** TM.

**Corequisites:** COM 1110.

**HST 1012 – Western Civilization II****3 Credit hours**

Provides an introduction to Western Civilization from 1648 to modern times. This course looks at the historical development of the Western World with critical examination of primary sources.

**Transfer:** TAG, TM.

**Corequisites:** COM 1110.

**HST 1610 – American History to 1877** **3 Credit hours**

Provides the student with the basic historical structures in the United States from its discovery to Reconstruction. Specific insights will be gained through intensive study of moments in the nation's development and crises: discovery and colonialism, the decade of discontent and revolution, the founding of the republic, the institution of slavery, manifest destiny, the Civil War and Reconstruction.

**Transfer:** TAG, TM.

**HST 1620 – American History Since 1877****3 Credit hours**

Provides the student with the basic historical structures of the late 19th and 20th century United States. Specific insights will be gained through intensive study of moments in crisis in the century: the rise of industrialism, the two world wars, the "normalcy" of the twenties, the depression of the thirties and the urban crisis of the sixties and seventies.

**Transfer:** TAG, TM.

**HST 2300 – Technology and Civilization****3 Credit hours**

Provides the student an opportunity to analyze and evaluate the historical relationship between technology and society. Emphasis is on the way technology is a response to society's needs and ultimately a catalyst for more societal changes. Simultaneously, the course provides an overview of Western civilization from Ancient Greece to the rise of the modern world.

**HST 2510 – History of Latin America****3 Credit hours**

Provides the student with the basic historical structure of Latin America from pre-discovery to modern times. Topics include the study of ancient American peoples and cultures, discovery and colonialism, independence movements, labor systems, political structures, and foreign relations.

**Transfer:** TM.

**HST 2521 – Women in World History****3 Credit hours**

Covers societies from classical times to the twentieth century, enabling exploration of what happens to established ideas about men, women, and gender roles when different cultural systems come into contact. Some topics discussed include Women & Athenian Democracy, Women's access to power in Imperial Rome, Concubines & foot binding, Queen Victoria, Cleopatra, Tz'u Hsi, Florence Nightingale, Marie Curie, among others.

**Transfer:** TM.

## Human Service (HUM)

**HUM 1111 – Introduction to Social Work** **3 Credit hours**

Provides an introductory understanding of the human service and social work professions. Topics such as historical developments, underlying assumptions, core values, ethical principles, functions, major social problems, and methods of human service/social work will be covered. Goals of the human/social service system and the role of human service professionals, social work assistants, and social workers will be examined. "C" grade policy applies.

**Transfer:** TAG.

**HUM 1120 – Society of Aging****2 Credit hours**

Focuses on problems facing the elderly in present society and how it differs from 50 years ago. The course covers the developmental aspect of aging including milestones and issues faced by the elderly. Students will learn techniques in interviewing and dealing with various physical, social and psychological issues of the elderly. "C" grade policy applies.

**HUM 1150 – Interviewing Techniques****3 Credit hours**

Covers the principles and practices of interviewing clients in the human service area. Students will be taught a model of interviewing and learn to use various techniques such as verbal/nonverbal communication skills. Students will practice skills through role playing. "C" grade policy applies.

**HUM 1200 – Chemical Dependency****2 Credit hours**

Discusses the historical, cultural, and social context of addiction, as well as the theories of addiction. Other topic areas will include assessing and providing intervention to substance abusers. Prevention services will also be presented. "C" grade policy applies.

**HUM 1212 – Social Welfare in the United States****3 Credit hours**

Introduces the history, structure, functions, and challenges of the American social welfare system. Various social problems along with societal/student values and beliefs on social welfare topics will be examined. Topical areas include factors in the delivery of social services, issues of diversity and discrimination, empowering at-risk and vulnerable populations, and fields of practice. "C" grade policy applies for Human Service majors.

**Transfer:** TAG.

**HUM 1230 – Therapeutic Recreation****2 Credit hours**

Reviews the technical aspects of recreation as an intervention. Course will include recreation techniques as alternatives for persons with a variety of problems as well as prevention strategies. Therapeutic recreation techniques used in individual Human Service settings will be reviewed and practiced. "C" grade policy applies.

**HUM 1310 – Activity Directing I****3 Credit hours**

Introduces activity directing; specifically covers textbook knowledge, lecture, and in-field demonstrations to gain working knowledge of the activity profession. Students will also learn about the elderly as individuals and what makes them unique human beings, and what happens to them as they age. They will also learn about Resident Rights, activities of daily living and community resources. This is part one of a two part class. "C" grade policy applies.

**HUM 1320 – Activity Directing II****3 Credit hours**

Introduces the various aspects of management such as planning, organizing, hiring, creating job descriptions, and maintaining employee-employer relations. They also learn about the controlling function of management. They will also learn about the evaluating function of management: managing risks, establishing department and people performance standards, measuring performance, and correcting deviations from standards and plans. This class completes the MEPAPII 90 hour Advanced Class for Activity Directing this is required for National Certification by NCCAP (National Certification Council of Activity Professionals). This is part two of the two part Activity Directing class. "C" grade policy applies.

**Prerequisites:** HUM 1310.

**HUM 1350 – Developmental Disabilities****2 Credit hours**

Explores historical, current, and future trends in the Developmental Disabilities field. Students will develop a working knowledge of terms and treatment modalities/concepts. "C" grade policy applies.

**HUM 1601 – American Sign Language I****4 Credit hours**

Introduces conversation in American Sign Language. Beginning conversation using American Sign Language (ASL) which will include dialogue using fingerspelling, numbers, and vocabulary. "C" grade policy applies.

**HUM 1602 – American Sign Language II****3 Credit hours**

Follows the introductory course in American Sign Language (ASL). Emphasis on vocabulary, conversation, enhanced knowledge of understanding ASL and Deaf culture and history. "C" grade policy applies.

**Prerequisites:** HUM 1601.

**HUM 1603 – American Sign Language III****3 Credit hours**

Continues the practice and learning of American Sign Language taught during HUM 1601, American Sign Language I and HUM 1602, American Sign Language II. Students will develop more advanced ASL communication skills, both receptive and expressive, with vocabulary and grammar. This course will continue to enhance knowledge about the Deaf community and its culture. "C" grade policy applies.

**Prerequisites:** HUM 1601, HUM 1602.

**HUM 1604 – American Sign Language IV****3 Credit hours**

Follows the advanced ASL class and continues the practice and learning of American Sign Language taught during HUM 1601, American Sign Language I and HUM 1602, American Sign Language II. Students will develop more advanced ASL communication skills, both receptive and expressive, with vocabulary and grammar. This course will continue to enhance knowledge about the Deaf community and its culture. "C" grade policy applies.

**Prerequisites:** HUM 1601, HUM 1602, HUM 1603.

**HUM 1990 – Independent Study in HUM****1-3 Credit hours**

Provides individualized instruction with students working on a one-one basis with an instructor on a project entailing reading, writing, and discussion. The subject matter is set by the instructor and student and will relate to the Human Service field. A student may register for 1, 2, or 3 hours of Independent Study. Independent Study may be taken more than one time, BUT Human Service majors may not apply more than 3 hours in total of Independent Study toward their elective hours requirement. "C" grade policy applies.

**HUM 2000 – Special Topics in Human Services****1-3 Credit hours**

Explores current topics in Human Services. This allows students to explore material in Human Services outside of the regular course offerings. Offered on demand as determined by the Chair of Human Services. "C" grade policy applies.

**HUM 2090 – Community Resources****2 Credit hours**

Enhances the networking skills of Health and Human Services professionals. The curriculum includes the development of a community resource guide targeting needs of patients/clients of all ages based on a holistic approach to client services. Students will gain the necessary skills to plan and negotiate services for patients/clients. Students will have the opportunity to develop community-network plans on a variety of different case studies based on their scope of practice. "C" grade policy applies.

**HUM 2100 – Case Management Practice****3 Credit hours**

Emphasizes case management process and the skills related to the management of client cases in human service agencies. The course will cover planning, implementing, coordinating and documenting. Students will also research and understand the various agencies that assist clients in various settings. "C" grade policy applies.

**HUM 2170 – Dynamics of Mental Illness** **3 Credit hours**

Explores the historical perspective of mental illness and how changes have occurred. Symptoms, causes, and treatment modalities will be discussed with emphasis on deinstitutionalization. Specific emphasis will be placed on developing a working knowledge of the mental health system and an introduction of the common treatment practices in mental health. "C" grade policy applies.

**HUM 2190 – Chemical Dependency in Family****2 Credit hours**

Exposes students to chemical dependency and its impact on family; specifically, the dynamics of family by understanding interactive patterns among family members and the alteration of those patterns due to the presence of an addiction. "C" grade policy applies.

**HUM 2230 – Issues and Ethics in Helping****3 Credit hours**

Applies the Ohio Laws and Rules, Ethical Standards of Human Service Professionals, and NASW Code of Ethics in the practice of social work assistants and human service professionals. Students will create their own style of intervention based on current and past learning. "C" grade policy applies.

**HUM 2310 – Group Dynamics/Intervention****3 Credit hours**

Examines group process, group behaviors and the application of group work in the human service field. Emphasis will be placed on current issues, ethical and specific needs of various populations. Students will practice group leadership skills and lead assimilated groups. They will also learn to research and write group proposals. "C" grade policy applies.

**Prerequisites:** HUM 1150.

**HUM 2400 – Crisis Management****3 Credit hours**

Utilizes interview skills and learns how to use them in a crisis intervention format. Students will learn to deal with a variety of crisis situations ranging from suicidal situations to natural catastrophes. The class involves a combination of interpersonal communication skills and crisis intervention strategies for diverse populations. Emphasis will be placed on de-escalation techniques. "C" grade policy applies.

**Prerequisites:** HUM 1150.

**HUM 2500 – Observation/Community Service****2 Credit hours**

Spends 64 hours in community service and 16 hours observing human service agency operations at various private and public organizations. Every week a two hour lecture/discussion group will meet to express ideas and knowledge from observations. An exploration of career management compromising of organizational issues, job development, interviewing, self-awareness, stress management, employee coping skills, legal issues, ethical concerns and environment. This course is used to assist students in selecting an agency for practicum class. This course is graded S/U.

**Prerequisites:** HUM 1150, HUM 2100.

**HUM 2991 – Practicum I****2 Credit hours**

Provides on-the-job training for students in Human Service agencies. Students will work in the field learning and implementing human service skills. Students will complete a total of 180 hours of supervised experience, which is equivalent to 12 hours weekly at their practicum agency over a 15-week semester. In addition, the student is required to attend a 1-hour weekly class. This course is graded S/U.

**Prerequisites:** HUM 1150, HUM 2100, HUM 2230, HUM 2500.

**HUM 2992 – Practicum II**  **2 Credit hours**

Provides continuing on-the-job training either at the same agency as HUM 2991 or at a different agency. Upon completion of HUM 2500, HUM 2991 and HUM 2992 students should be familiar with the operations of a human service agency including client/staff relationships and employee responsibilities. Students will complete 180 hours of practical experience, which is equivalent to 12 hours weekly at their practicum agency over a 15-week semester. In addition, the student is required to attend a 1-hour weekly class. This course is graded S/U.

**Prerequisites:** HUM 1150, HUM 2100, HUM 2230, HUM 2500, HUM 2991.

# Industrial Manufacturing Technology (IMT)

**IMT 1000 – AutoCAD Basics****2 Credit hours**

Introduces students to the fundamentals of AutoCAD while preparing them for drawing in MasterCAM. This course will cover the fundamentals of 2D drawing in addition to providing an introduction to 3D wireframe drawings, Geometric Dimensioning and Tolerancing (GD&T).

**IMT 1010 – Mechanical and Electrical Print Reading****2 Credit hours**

Covers reading, sketching and interpreting work drawings. Symbolism, conventional practices and standards used in the drafting area are studied. Concentration will be in the machine part drawings. This course is not part of any engineering degree.

**IMT 1020 – Manufacturing Concepts****2 Credit hours**

Introduces the student to the manufacturing environment. Students gain basic skills required by modern manufacturers in areas of community, mathematics, teaming, safety, workplace readiness, quality, continuous improvement and understanding of some manufacturing processes. This course matches requirements for the West Central Ohio Manufacturing Consortium's Basic Certification.

**IMT 1190 – Tool and Die Technology****2 Credit hours**

Introduces the fundamentals of tool and die technology as it relates to the manufacturing industry. Covers the various types of dies, and machining processes required to make dies and the impact of lean manufacturing on die selection.

**IMT 1195 – Tool and Die Troubleshooting****2 Credit hours**

Introduces the fundamentals of troubleshooting and problem solving as it relates to tool and die technology. Covers basic nomenclature, terminology, classification of problems related to manufactured parts, repair techniques and maintenance of new/existing tools in the manufacturing industry.

**IMT 1330 – Plant Layout and Equipment****2 Credit hours**

Covers blueprint reading and simplified drawings related to the fabrication and installation of hoists, catwalks, platforms, machinery foundations, exhaust systems, heat treat furnaces, helical and continuous washers. Practice in making simple plant layouts.

**IMT 1911 – Technical Math I****3 Credit hours**

Provides the first in a two course math sequence, which emphasizes the practical application of mathematics to a variety of industries such as: business, technical, trade and/or allied health programs. This course concentrates on providing the essential algebra and geometry needed in technical and trade programs.

**IMT 1921 – Technical Math II****3 Credit hours**

Provides the second, in a two course math sequence, which emphasizes the practical application of mathematics to the needs of people in skilled trades. The course concentrates on topics out of algebra, complex numbers, trigonometry, and vectors and phasors.

**Prerequisites:** IMT 1911.



**IMT 2080 – Introduction to Electricity****3 Credit hours**

Provides an overview of direct current and alternating current electricity, magnetism and applications. Topics include: atomic structure of matter, static electricity, Ohm's Law, series and parallel circuits, power, magnetism and electromagnetism, generation of EMF, inductance, capacitance, reactance, resonance, generators, motors, transformers and measuring instruments.

**IMT 2170 – Industrial Motor Drives****2 Credit hours**

Provides a hands-on introduction to industrial servo motors including the various power supplies, speed control systems and feedback systems. Students will construct servo control circuits using schematic diagrams to install and troubleshoot the completed circuit.

**IMT 2260 – Industrial Electronic Controls****3 Credit hours**

Introduces the fundamental concept of industrial electronic control circuits. Topics include: introduction to control electronics, control system components, signal conditioning and power control, motor and controls, closed-loop control, programmable logic controllers, power distribution effects, and safety automation.

**Prerequisites:** IMT 2080.

**IMT 2400 – Introduction to Fluid Power****3 Credit hours**

Provides a broad overview of basic fluid power uses in the manufacturing environment. Topics include hydraulic and pneumatic energy, force & pressure, basic system components, and system flow rates. Laboratory experiences involve troubleshooting basic circuits.

**IMT 2710 – Fundamentals of Refrigeration****2 Credit hours**

Introduces the fundamentals of refrigeration to prospective refrigeration or air conditioning operators or heating and cooling servicepersons. Topics covered: refrigeration systems and cycles, refrigerants, compressors, condensers, evaporators, metering and control devices, electric motors and controls, basic servicing and use of tools, equipment and instruments.

**IMT 2740 – Advanced Refrigeration and HVAC****3 Credit hours**

Explains cooling systems used in commercial, institutional and industrial applications. Types of equipment include reciprocating and centrifugal chillers, absorption systems, cooling towers, fans and air handlers.

Topics include psychometrics, pressure-enthalpy diagrams and commercial load calculation. This course is a continuation of IMT 2710.

**Prerequisites:** IMT 2710.

**IMT 2750 – Wastewater Treatment and Operation****2 Credit hours**

Provides an overview of the treatment of municipal wastewater, and is designed to assist in the preparation of the State of Ohio Class I Wastewater Operator exam. The course will emphasize wastewater treatment processes and equipment, as well as an understanding of sewer systems and laboratory processes. The wastewater treatment theory and the math involved in taking the state exam will be emphasized.

**IMT 2810 – Millwright Tools and Equipment****2 Credit hours**

Introduces students to foundation for study of manufacturing methods, processes, related equipment, and tools for industry. Requires students to understand shop safety practices, job planning, feeds and speeds, layout tools and procedures, hand tool and bench work, metal cutting saws, drilling machines, lathes, milling machines, jig bore and jig grinder EDM abrasives.

**IMT 2820 – Mechanical Power Transmission Systems****2 Credit hours**

Covers installation and maintenance of mechanical power transmission systems. Topics include: belts, pulleys, shafts, couplings, bearing, speed reducers and chains used in the modern factory by the millwright.

**IMT 2850 – Power Plant Equipment****3 Credit hours**

Covers the fundamentals of power plant equipment, operation and maintenance designed for operators of small and large power plants and building engineers. Topics include: boilers, combustion, fuels and firing, steam engines and turbines, auxiliary (pumps, heat exchangers, compressed air systems, building heating systems, and water treatment systems), accessories (feed water regulation, fans and blowers, control systems), refrigeration and air conditioning systems, and basic power plant operation.

**IMT 2910 – Physics for Apprentices****3 Credit hours**

Covers applied mechanical physics. Selected topics include vector forces, momentum, constant acceleration, trajectories, friction, concepts of simple machines, rotary motion, work, power, energy, torque, simple harmonic motion, waves and sound, solid and fluid properties, heat and thermodynamics and kinetic theory of gases.

**Prerequisites:** IMT 1911 or equivalent.

## Information Technology (CPT)

**CPT 1040 – Introductory Computer Applications****1 Credit hour**

Introduces students to general computer terms and concepts. In addition, students will learn how to operate a microcomputer and to use the computers in the campus microcomputer labs. The students will learn about the Windows operating system and how to use a word processor (Microsoft Word) and an electronic spreadsheet (Microsoft Excel). Some keyboard experience is recommended. Self-paced and proficiency exam(s) available.

**CPT 1050 – Technology Basics for IT Pro ****3 Credit hours**

Covers the use of the microcomputer in a professional environment with a focus on the innovative use of this technology. Students will use decision making tools to assist them in their work or personal environment. The course focuses on technology; history of technology; components of the PC; the Internet; application software including spreadsheet, word processing, and Web technologies. Students will see a variety of IT professions and discuss the daily activities of each. Proficiency exams are available.

**CPT 1060 – Intermediate Computer Applications****2 Credit hours**

Introduces students in health majors to become proficient doing the following tasks: research using the internet and search engines, intermediate and advanced features in Windows, advanced topics using Microsoft PowerPoint and advanced topics in Microsoft Word.



**CPT 1110 – Introduction to Programming Logic and Design****3 Credit hours**

Introduces computers, systems, and the management of information in a business environment. Provides a comprehensive overview of the principles of programming and teaches the beginning programmer how to develop logical thinking, structured procedural and program logic, and good programming style. Focuses on concepts such as procedural logic, programming concepts and enforces good style and logical thinking. Programming Logic and Design provides the beginning programmer with a guide to developing structured program logic. The course assumes no programming experience and does not focus on any one particular programming language. It introduces programming concepts and enforces good style and logical thinking. This class teaches flowcharting and writing algorithms or pseudo code. Students will learn Python in this course.

**CPT 1120 – Introduction to VB Programming****3 Credit hours**

Introduces programming concepts using the Microsoft Visual Basic .Net programming language. The concepts will involve planning and using algorithms; and programming with object-oriented design. There will be applications created using variables and constants, the selection structure, the repetition structure, controls, and handling events. Students should have knowledge of basic computer skills, including file/folder management concepts.

**CPT 1250 – Computer Applications in the Workplace****3 Credit hours**

Introduces students to essential concepts in computer terminology, hardware components, operating systems and software issues. The student will have hands-on introduction to word processing, spreadsheet, presentation and database software using the Windows operating environment. Students will be required to prepare letters, reports and other documents and will be required to import data between the word processing and spreadsheet software applications. Proficiency exam options available. Some keyboard experience is recommended before taking this class.

**Prerequisites:** Keyboarding experience recommended.

**CPT 1410 – Microsoft I****3 Credit hours**

Introduces students to installing and configuring a Microsoft Windows Server 2012 Network. This course focuses on the initial implementation and configuration of core services, such as Networking, Storage, Active Directory Domain Services (AD DS), Group Policy, File and Print Services, and Hyper-V. Different server roles are looked at including DNS servers, DHCP servers and Active Directory Domain Controllers. This course will help the student prepare for the following Microsoft Certified Solutions Associate (MCSA): Windows Server 2012 exam: 70-410. The material the student will use in this course will include Microsoft Official Academic Course textbooks and CDs.

**CPT 1415 – Microsoft II****3 Credit hours**

Describes multiple topics including implementing, managing, maintaining and troubleshooting a Microsoft Windows Server 2012 environment. This course focuses on the administration tasks necessary to maintain a Windows Server 2012 infrastructure such as configuring and troubleshooting name resolution, user and group management with Active Directory Domain Services (AD DS) and Group Policy, implementing Remote Access solutions such as Direct Access, VPNs and Web Application Proxy, implementing Network Policies and Network Access Protection, Data Security, deployment and maintenance of server images, as well as, update management and monitoring of Windows Server 2012 environments. This course will help the student prepare for the following Microsoft Certified Solutions Associate (MCSA): Windows Server 2012 exam: 70-411. The materials the student will use in this course will include Microsoft Official Academic Course textbooks and CDs.

**Corequisites:** CPT 1410.

**CPT 1420 – Microsoft III****3 Credit hours**

Learn advanced configuration and service tasks necessary to deploy, manage and maintain a Windows Server 2012 infrastructure. Topics include advanced networking services, Active Directory Domain Services (AD DS), Active Directory Rights Management Services (AD RMS), Active Directory Federation Services (AD FS), Network Load Balancing, Failover Clustering, business continuity and disaster recovery services, as well as, access and information provisioning and protection technologies such as Dynamic Access Control (DAC), and Web Application Proxy integration with AD FS and Workplace Join. This course will help the student prepare for the Microsoft Certified Solutions Associate (MCSA): Windows Server 2012 70-412 exam. The materials the student will use in this course will include Microsoft Official Academic Course textbooks and CDs.

**Prerequisite:** CPT 1415.

**CPT 1440 – Internet Usage and Web Page Program****1 Credit hour**

Utilizes the Internet to access popular email services, upload and download files, use bulletin boards, new services, and other applications found on the Internet. Social Media services will also be discussed and used. Students will also develop a web page. Some experience with computers is recommended before taking this course.

**CPT 1470 – Introduction to Database Programming****3 Credit hours**

Enables students to create, maintain, and manipulate relational databases. They use Oracle SQL Plus to operate in a relational database environment. SQL will be covered. This course is required for IT majors with the digital media option.

**Corequisites:** CPT 1050.

**CPT 1580 – Introduction to Graphic Design and Layout****3 Credit hours**

Introduces students to design and layout concepts that make an effective presentation. Topics of instruction will include layout, type design, color usage, scaling photographs and artwork, design of various documents, and integration with written work. An introduction to the use of desktop publishing software will also be included. Classwork will contribute to a required student portfolio.

**CPT 1605 – IT Essentials****3 Credit hours**

Prepares students for CompTIA A+ Certification exams. This class is designed for students who want to pursue careers in IT and gain working knowledge of how computers work, how to assemble computers, and how to troubleshoot hardware and software problems. This class is also designed to give the student basic IT and Operating Systems knowledge and introduction into industry terminology and concepts.

**Corequisites:** CPT 1050.

**CPT 1615 – OS Introduction****3 Credit hours**

Discusses operating systems, which are not limited to, Microsoft and Linux. Hands-on-labs and in class material will be presented in a format that will help the student prepare for computer-based questions they might experience on this exam. This course provides exposure to Linux command line utilities, KDE, GNOME, Xserver and basic shell scripting. This class is also designed to give student comparisons between many of the different operating systems utilized in industry. OS Introduction helps a student to prepare for the CompTIA Linux+ Certification exams.

**Corequisites:** CPT 1050.

**CPT 1620 – Linux Administration I****3 Credit hours**

Develop proficiency in performing maintenance tasks on the command line, installing and configuring a computer running Linux, and configuring basic networking, using virtual machines running Linux. This course will cover system architecture, Linux installation and package management, GNU and UNIX commands, devices, Linux file systems, and file system hierarchy standards.

**CPT 1625 – Linux Administration II****3 Credit hours**

Exposes students to advanced topics in Linux server administration and provides students with the knowledge to setup, configure, and maintain a Linux workstation/server for use in industry as well as personal use. This course will cover basic and advanced scripting techniques to automate administrative tasks. Topics covered include scripting and data management, interfaces and desktops, administrative tasks, essential system services, networking fundamentals, and security. This class will also cover different distributions for Linux including, but not limited to, CentOS and Ubuntu. This course class will assist in preparation for the LPIC-1 Certification Exam.

**Prerequisites:** CPT 1620.

**CPT 1705 – Cisco I - CCNA** **3 Credit hours**

Introduces the architecture, structure, functions, components, and models of the internet and other computer networks. It uses the OSI and TCP layered models to examine the nature and roles of protocols and services at the application, network, data link, and physical layers. The principles and structure of IP addressing, the fundamentals of Ethernet concepts, media, and operations are introduced to provide a foundation for the curriculum. Labs use a "model internet" to allow students to analyze real data without affecting production networks. At the end of the course, students build simple LAN topologies by applying basic principles of cabling, performing basic configurations of network devices such as routers and switches, and implementing IP addressing schemes.

**CPT 1715 – Cisco II - CCNA****3 Credit hours**

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. Students learn to configure and troubleshoot routers and switches and resolve common issues with virtual LANs and inter-VLAN routing in both IPv4 and IPv6 networks.

**Corequisites:** CPT 1705.

**CPT 1820 – ASP.NET Programming****3 Credit hours**

Introduces web programming technologies. ASP.NET is a server-side programming environment that you can use to create and run dynamic interactive web server applications. The student will use HTML and Visual Basic and databases to create data driven and interactive web sites.

**Prerequisites:** CPT 1120.

**CPT 1850 – Webpage Layout and Design****3 Credit hours**

Introduces student to the software Dreamweaver. This course is intended to expose the student to the concepts of developing and displaying web pages using hypertext markup language (HTML) editors for visually designing and managing websites and pages in a professional environment. The course will introduce the student to the features of Dreamweaver with a series of explanations, examples, exercises and projects that develop the skills needed to develop attractive and effective web pages and create, organize and manage websites. Students will learn to use tables, layers, frames, style sheets, behaviors and forms.

**CPT 1940 – Introduction to Cybersecurity****3 Credit hours**

Explores the broad topic of Cybersecurity in a way that matters to the student. Each student will learn how to protect personal data and privacy online and in social media, and why more and more IT jobs require Cybersecurity awareness and understanding.

**CPT 1945 – Introduction to the Internet of Things****3 Credit hours**

Examines the evolution of the Internet and how the interconnection of people, processes, data, and things is transforming every industry. This course provides an overview of key concepts and challenges related to digital transformation.

**CPT 1950 – Security Awareness****3 Credit hours**

Provides a basic survey of the importance of IT security awareness and data confidentiality. This security awareness-training course walks users through every aspect of Information Security in a very broad, easy to understand way and explains to them the value of securing data, both for themselves and the organization. The class will introduce legislation, local, state and federal privacy policies and liability of individuals and institutions related to data confidentiality and integrity. The course will introduce risk management, security policies, and common threats and countermeasures. The course will also present best practices in access control and password policies. This course will prepare a student to take the CompTIA Security+ Certification exam.

**CPT 1955 – Firewall Essentials****3 Credit hours**

Exposes students to various firewall devices. The course will enable a student to install, configure, and manage essential features of various firewalls. This course will also teach students how to build reliable firewall security measures including, but not limited to, access lists, VPNs, and least privilege concepts.

**CPT 1965 – Application of Network and Computer Security****3 Credit hours**

Allows students to demonstrate their proficiency by integrating technical knowledge with core skills and abilities. Students learn to provide modular, scalable security, using firewalls, access management, host security, and encryption as the foundation for security. Students will utilize case studies to implement access management including AAA, TACAS+, Kerberos, and physical card devices or token cards. Students will develop auditing procedures that combine host and network security practices.

**Prerequisites:** CPT-1930, CPT-1720.

**CPT 1990 – Independent Study in CPT****1-5 Credit hours**

Provides the student with an opportunity for in-depth work on a special topic within the field of Information Technology which the student was not able to pursue in the desired degree of depth in the regular course offerings. During the first week of the semester, the student is required to describe the proposed course of study in writing that he/she wishes to pursue. Such proposal must be submitted to the division dean for approval and student assignment to an Information Technology area faculty member for overseeing the project. This course of independent study may be substituted for an Information Technology technical course if it is applicable. Not more than five (5) credit hours will count towards graduation.

**CPT 2070 – Educational Technology****3 Credit hours**

Encompasses effectively identifying, locating, evaluating, designing, preparing and efficiently using educational technology as an instructional resource in the classroom as related to principles of learning and teaching. Required course for all preservice teachers. Candidates will develop increased classroom communication abilities through lectures, discussions, modeling, laboratory experiences and completion of a comprehensive project.

**CPT 2110 – Introduction to Programming - COBOL****4 Credit hours**

Introduces students to basic programming terms, concepts, and documentation techniques. By the end of the course students will be able to design, write, compile, test and debug basic computer programs. Programming is done using the structured Common Business Oriented Language (COBOL). Topics covered include formatting/printing, computing, decision making, iteration, multi-level control break processing, and data validation. This course covers both batch and interactive processing. Microsoft Windows experience is recommended.

**Corequisites:** CPT 1050.

**CPT 2120 – Advanced COBOL Programming****4 Credit hours**

Introduces students to advanced programming terms and concepts. By the end of the course students will be able to design, write, compile, test, and debug advanced COBOL programs. Topics covered include arrays and tables, sequential and indexed file processing, sorting, and screen design. This course also incorporates the elements of systems design through completed programming and documentation. Each student will design and implement a complete information system. The system will include multiple programs, make use of sequential and indexed files and use batch and interactive processing.

**Prerequisites:** CPT 1110.

**CPT 2130 – JavaScript Programming****3 Credit hours**

Acquires the fundamentals of JavaScript programming to enhance the user experience and responsiveness of web sites. Students will create simple JavaScript code that will work well across multiple browser platforms. It will ready students to learn many of the pre-written jQuery libraries that will allow them to create professional web sites.

**CPT 2210 – Systems Analysis and Design** **3 Credit hours**

Presents an introduction to the fundamental concepts of business systems analysis and design. Topics covered include an introduction to information systems, systems planning, systems analysis, systems design, systems implementation, systems operation, systems support, and security. The course presents a practical approach using a blend of traditional development with current technologies. It uses "real world" case studies that promote critical thinking and student participation.

**Prerequisites:** At least one programming course.

**CPT 2350 – Database Programming** **3 Credit hours**

Designed to obtain an understanding of relational database management concepts, theories, and procedures. They will design and create a relational database. The student will also normalize a database and design a relational database schema. They will use Oracle to access and manipulate data in a relational database environment. They will receive extensive instruction on how to perform queries using Oracle SQL. At the end of the semester, the student should be able to use Oracle SQL in the SQL Plus Environment to perform advanced queries on a relational database.

**Corequisites:** CPT 1050.

**CPT 2400 – Special Studies in IT**  **3 Credit hours**

Covers advanced topics using sub and function procedures, multi-tier database access and using classes to build object-oriented programs. This course will include an e-portfolio assignment and an exit evaluation of critical thinking and writing skills.

**Prerequisites:** CPT 1120, CPT 1820, CPT 2350, EET 2320.

**CPT 2500 – iOS Mobile Applications Development****3 Credit hours**

Introduces the concepts of building iOS applications for the iPhone, iPad, and iPod. This course will also cover using the Apple Macintosh's development program Xcode 4.

**CPT 2540 – Computer and Network Security****3 Credit hours**

Introduces the concepts and issues related to securing information systems and the development of policies to implement information security controls. Topics include the historical view of networking and security, security issues, trends, security resources, and the role of policy, people, and processes in information security. Upon completion, students should be able to identify information security risks, create an information security policy, and identify processes to implement and enforce policy.

**CPT 2545 – Scripting for Cybersecurity Professionals****3 Credit hours**

Introduces the student to a variety of scripting languages. These scripting languages are an integral part of modern Penetration Testing tools. The course starts with an introduction to Windows PowerShell and Linux Shell scripting. This course will also cover Ruby, PHP, and Python scripting, concluding with a brief overview of Debugging and Disassembly.

**CPT 2550 – Cryptography and Encryption****3 Credit hours**

Covers the usage of cryptographic protocols for computer and network applications. With the advent of electronic commerce, online transactions, consumer computing and authentication, cryptography is playing an important role in securing the privacy and authenticity of electronically stored and transmitted information. Assuring the quality, validity and privacy of information is one of the key applications of Cryptography. This course covers all aspects of cryptographic applications, using the basic concepts of encryption, PKI, hashing and signatures.

**CPT 2555 – Network Forensics****3 Credit hours**

Provides a comprehensive understanding of network forensic analysis principles. Within the context of forensics security, network infrastructures, topologies, and protocols are introduced. Students understand the relationship between network forensic analysis and network security technologies. Students will learn to identify network security incidents and potential sources of digital evidence and demonstrate the ability to perform basic network data acquisition and analysis using computer based applications and utilities. Students will also identify potential applications for the integration of network forensic technologies and demonstrate the ability to accurately document network forensic processes and analysis.

**CPT 2650 – Creating and Editing Digital Images****3 Credit hours**

Introduces students to creating and/or editing digital images. Students will learn to create bitmap images using a variety of software tools, and will capture digital images using a digital camera and a scanner, and transfer those images to a computer for editing. Students will learn both the design and productions perspective, including creating and managing layer masks, creating color effects and improving images with adjustments layers, working with text and combining text and imagery, and using filters and layer styles to create eye-popping special effects. This is a hands on course. Classwork will contribute to a student portfolio.

**CPT 2670 – Graphics Software and Applications****3 Credit hours**

Introduces students to creating and/or editing digital graphics. Students will learn to create vector graphics using a variety of software tools to create simple graphics, icons, and text to complex and multilayered illustrations. Through a thorough exploration of vector graphics students are able to apply their knowledge to all of the software tools, features and special effects, allowing them to create fun and interesting artwork. This is a hands on course. Classwork will contribute to a student portfolio.

**CPT 2700 – Digital Video Editing****3 Credit hours**

Introduces students to video production, compression, and editing concepts. Students will record video, capture the video to a computer, build a video presentation using a combination of video, sound, graphics, titles, and effects. This is a hands-on course. Classwork will contribute to a student portfolio.

**CPT 2705 – Cisco III - CCNA****3 Credit hours**

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. Students learn to configure and troubleshoot routers and switches and resolve common issues with RIPv1, RIPng, single-area and multi-area OSPF, virtual LANs, and inter-VLAN routing in both IPv4 and IPv6 networks.

**Prerequisites:** CPT 1705.

**CPT 2715 – Cisco IV - CCNA****3 Credit hours**

Discusses the WAN technologies and network services required by converged applications in a complex network. The course enables students to understand the selection criteria of network devices and WAN technologies to meet network requirements. Students learn how to configure and troubleshoot network devices and resolve common issues with data link protocols. Students also develop the knowledge and skills needed to implement virtual private network (VPN) operations in a complex network.

**Prerequisites:** CPT 1705.

**CPT 2740 – Cisco V - CCNP****3 Credit hours**

Provides students with an opportunity to learn how to create an efficient and expandable enterprise network. Students will also learn how to install, configure, monitor, and troubleshoot network infrastructure equipment. Topics include configuration of EIGRP, OSPF, IS-IS, and BGP routing protocols, and how to manipulate and optimize routing updates between these protocols. Other topics include multicast routing, IPv6, and DHCP configuration.

**Prerequisites:** CPT 2715.

**CPT 2741 – Cisco VI - CCNP****3 Credit hours**

Covers the deployment of state-of-the art campus LANs. The primary focus is on the selection and implementation of the appropriate Cisco IOS services to build reliable, scalable, multilayer-switched LANs. Focus areas of the course include VLANs, Spanning Tree Protocol, wireless client access, minimizing service loss, and minimizing data theft in a campus network. This hands-on, lab-oriented course stresses the design, implementation, operation, and troubleshooting of multilayer switched networks.

**Prerequisites:** CPT 2715.

**CPT 2750 – HTML and CSS****3 Credit hours**

Introduces students to HTML (Hypertext Markup Language) and CSS (Cascading Style Sheets), two of the core technologies for building web pages. HTML provides the structure of the page, CSS the (visual and aural) layout, for a variety of devices. HTML5 features are designed to make it easy to include and handle multimedia and graphical content on the web without having to resort to proprietary plugins and APIs. Along with graphics and scripting, HTML and CSS are the basis for building web pages and web applications. This is a hands on course. Classwork will contribute to a student portfolio.



**CPT 2760 – Animation****3 Credit hours**

Introduces students to produce visually innovative motion graphics and effects for film, video, DVD, and the web. Students will also learn how to composite and animate in 2D or 3D space using multiple cameras and lights. Integration of this product will be used in conjunction with other software packages. Students will create rich internet content and applications by using powerful video, multimedia and application development features. Upon completion of this course, students will be well versed in creating animations for a variety of uses. Class work will contribute to a student portfolio.

**CPT 2770 – Animation II****3 Credit hours**

Introduces students to create rich internet content and applications by using powerful video, multimedia, and application development features. Upon completion of this course students will be well versed in creating animation for a variety of uses. Classwork will contribute to student portfolio.

**CPT 2900 – Advanced Digital Media Studies Capstone**  **3 Credit hours**

Allows students to demonstrate their proficiency by integrating technical knowledge with core skills and abilities. The skills learned in previous digital media courses will be combined and used to produce an advanced multimedia project of the student's digital media skills. The course will include an e-portfolio assignment and an exit evaluation of critical thinking and writing.

**Prerequisites:** COM 1110, CPT 1850, CPT 2650, CPT 2670, CPT 2700

**Corequisites:** CPT 2750, CPT 2760, CPT 2770.

**CPT 2930 – Ethical Hacking I****3 Credit hours**

Acquaints students with the world of offensive information security. This penetration testing training introduces the latest hacking tools and techniques in the field and simulates a full penetration test, from start to finish, by injecting the student into a diverse and vulnerable network. This class does express the legal and ethical aspects of utilizing these tools in industry.

**Prerequisites:** CPT 1620, CPT 1410.

**CPT 2935 – Ethical Hacking II****3 Credit hours**

Acquaints students with the world of offensive information security. Students will not only apply knowledge of security concepts, tools, and procedures to react to security incidents, it ensures that they can anticipate security risks and guarding against them. This class will also cover investigative techniques and post mortem analysis of attacks on a network.

**Prerequisites:** CPT 1620, CPT 1410.

**CPT 2940 – Virtualization I****3 Credit hours**

Introduces students to the installation, configuration, and management of the VMware ESXi server infrastructure. The materials the student will use in this course will include VMware Official Academic Course textbooks. This is the first of two VMware course offered.

**CPT 2945 – Virtualization II****3 Credit hours**

Explores the advanced features of installation, configuration, and management of the VMware ESXi server infrastructure using vSphere, VMware ESXi, VMware vCenter. The materials the student will use in this course will include VMware Official Academic Course textbooks. This is the second of two VMware courses offered.

**CPT 2950 – VoIP I****3 Credit hours**

Applies the core principles of voice and data technology as they integrate the IP Telephony architecture. Topics included in this course will be modifying the LAN, MAN, and WAN to accommodate IP Telephony and translating the various layers in the OSI model. Quality of Service (QoS) will be described, as well as cabling issues for IP Telephony in the enterprise. Asterisk and other open source IP Telephony services will be covered in this course.

**Prerequisites:** CPT 1620, CPT 1410.

**CPT 2955 – VoIP II****3 Credit hours**

Introduces students to the building and configuration of CISCO IP Telephony infrastructure. Call Manager Express will be utilized, each of these voice exchange systems will be configured, and time will be spent determining when to best utilize each system in different situations.

**Prerequisites:** CPT 1620, CPT 1410.

**CPT 2960 – CCNA Security****3 Credit hours**

Develops the skills needed to succeed in IT-related degree programs and prepare for the CCNA Security certification. It provides a theoretically rich, hands-on introduction to network security, in a logical sequence driven by technologies. The goals of CCNA Security are as follows:

provide an in-depth, theoretical understanding of network security; provide an experience-oriented course that employs industry-relevant instructional approaches to prepare students for associate-level jobs in the industry; enable students to have significant hands-on interaction with IT equipment to prepare them for certification exams and career opportunities. Upon completion of the CCNA Security course, students will be able to perform the following tasks: describe the security threats facing modern network infrastructures; secure network device access; implement the Cisco IOS IPS feature set; implement site-to-site IPsec VPNs; administer effective security policies.

**Prerequisites:** CPT 2715.

**CPT 2965 – Applications of Network Security**  **3 Credit hours**

Focuses on interoperability of real world server integration combining services across various platforms. Topics will include, but not limited to, integration of Windows, Linux, and Novell systems, file sharing, domain services, directory services, database services, VPNs, web services, print services, VoIP services, and server clustering. With these services being implemented security will also be stressed. Services will need to be available as well as secure. The course will include an e-portfolio assignment and an exit evaluation of critical thinking and writing.

**Prerequisites:** CPT 2715, CPT 2935.

**CPT 2991 – Field Experience****1-4 Credit hours**

Enables work activity which relates to an individual student's occupational objectives. With permission of a faculty advisor, the field experience replaces elective or required courses in a student's associate degree program. The experience is coordinated by a faculty member of the college who assists the student in planning the experience, visits the site of the experience for a conference with the student and his/her supervisor at least once during the semester and assigns the course grade to the student after appropriate consultation with the employer/supervisor.

**Prerequisites:** Completion of first semester and faculty advisor approval. This course is graded S/U.

**CPT 980 –**  
**2 Credit hours**

## Law Enforcement (LAW)

**LAW 1130 – Introduction to Criminal Justice**  
**3 Credit hours**

Explores the functions and interactions of law enforcement, prosecutors, courts, and corrections. Upon course completion, the student should be able to explain the process from the point of the crime occurring through release from a correctional agency. Emphasis will be placed on the funneling process in the justice system.

**LAW 1210 – Criminology**  
**3 Credit hours**

Studies the nature of the factors of crime, criminal behavior, and prevention. A primary emphasis will be placed on the psychological and sociological factors of the problem. Other aspects to be addressed are criminal topologies involving the street criminal in addition to the white-collar criminal and cyber criminals.

**Transfer:** TAG.

**LAW 1540 – Constitutional Issues** ✍️  
**3 Credit hours**

Provides a functional basis in the practical application of constitutional issues confronting today's law enforcement officer. The course shall include all major amendments to the Bill of Rights that have influence on the law enforcement officer's conduct in both substantive and procedural matters.

**LAW 1990 – Independent Study in LAW**  
**1-5 Credit hours**

Assists students who wish to work independently of other students on a one to one basis with the instructor on a project entailing reading, writing, and discussion. The subject matter is set by the instructor and student and will relate to the criminal justice field.

**LAW 2020 – Criminal Law**  
**3 Credit hours**

Studies the aspects of criminal law as they relate to the law enforcement officer. Included are studies of elements and proof in crimes of frequent concern, procedural consideration of criminal law and rules of law.

**LAW 2040 – Criminal Evidence and Procedure**  
**3 Credit hours**

Studies the rules of evidence and criminal procedure, arrest, search and seizure, role playing with attorneys, witness testimony, kinds of evidence and admissibility of evidence in court.

**LAW 2050 – Traffic Enforcement**  
**3 Credit hours**

Provides an in-depth study of the procedure and objectives in accident investigation and prevention. In addition, there will be an emphasis on the practical aspects of traffic control and enforcement of traffic laws.

**LAW 2090 – Social Issues in Policing**  
**3 Credit hours**

Includes a brief history of policing to present day law. Emphasis will be placed on the officer and community involvement. Topics to be covered include community oriented policing, ethical issues, community problems such as victimless crimes and officer stress. Students will be expected to participate in role playing.

**LAW 2120 – Criminal Investigation**  
**4 Credit hours**

Explores methods of investigation, report writing, crime scene search techniques, evidence documentation and collection procedures, fingerprint dusting and lifting techniques, as well as interview and interrogation styles and criminal case preparation.

**Prerequisites:** COM 1110.

**LAW 2200 – Juvenile Delinquency**  
**3 Credit hours**

Explores the sociological analysis of the delinquency situation in the United States, with specific attention to theoretical perspectives and causal interpretations. Examination of numerous factors on delinquent behavior and on the production of a delinquent personality, patterns of delinquent behavior, institutional efforts at control and treatment and legal methods of dealing with delinquents.

**LAW 2500 – Law Enforcement Practicum**  
**1-2 Credit hours**

Provides on the job training under the direction of local criminal justice officials. It is given on an individual basis with evaluation made by the Chair of the Criminal Justice program. A total of 210 hours is required. This course is graded S/U.

**Prerequisites:** Must have completed one semester prior to taking course.

**LAW 2530 – Patrol Administration** ✍️ 🎓  
**3 Credit hours**

Explores the contemporary local law enforcement agency, its functions, structure, and operational techniques. Principles of organization, staffing, budgeting, controlling, coordination, planning and research will be presented as will the development and maintenance of liaison between agencies.

**Prerequisites:** Second Year Students.

**LAW 2800 – Basic Police Academy**  
**22 Credit hours**

Provides certification for those aspiring to be police officers. This academy will be conducted in accordance with the rules established by the Ohio Peace Officers Training Council and the training curriculum of the Ohio Peace Officers Training Academy. Requirements include: Minimum age 21, physical from a physician to participate in strenuous training and activities, no felony record, crimes of violence, OVI, crimes of theft, excessive bad driving record, or domestic violence convictions. Valid driver's license required. Must be fingerprinted and record checked through BCI&I and FBI. This course is graded S/U.

**Prerequisites:** Minimum 21 years of age by the end of the academy.

**LAW 2810 – Basic Policy Academy I**  
**11 Credit hours**

Trains students for the Ohio Peace Officer Training Academy. Completion of Part I and Part II comply with statutory requirements as defined by the Ohio Peace Officer Training Council. This course is graded S/U.

**Prerequisites:** Minimum 21 years of age by the end of the academy.

**LAW 2820 – Basic Policy Academy II**  
**11 Credit hours**

Trains students for the Ohio Peace Officer Training Academy. Completing of Part I and Part II comply with statutory requirements as defined by the Ohio Peace Officer Training Council. This course is graded S/U.

**Prerequisites:** Minimum 21 years of age by end of the academy and completion of Police Academy I (LAW 2810).



## Literature (LIT)

### LIT 1450 – Introduction to Film

#### 3 Credit hours

Focuses on a close study of films and film making. This course engages students in the exploration of films-how they are created, what techniques are used to create them and how to read their composition. In studying film, culture and ideology and how it is present within the frame will be explored. Students will study the meaning inherent in mise-en-scene, sound, acting, directing, kinetics and many other film components.

### LIT 2210 – Introduction to Literature

#### 3 Credit hours

Serves as an introduction to the three major areas of literature: poetry, drama, and prose. It provides an overview of the three genres and may focus upon a central theme.

**Transfer:** TM.

### LIT 2215 – Native American Literature

#### 3 Credit hours

Focuses on contemporary Native American literature written by and about the Great Lakes tribes of the Algonquian- language family (including the tribes of Shawnee, Delaware, Miami, Potawatomi, Ojibwe, and Ottawa) and of the Iroquoian-language family (including the tribes of Wyandotte, Seneca, Mohawk, Onondaga, Oneida, and Cayuga). Genres include autobiography, poetry, short story, novel, and folklore.

**Transfer:** TM.

**Prerequisites:** COM 1110.

### LIT 2227 – Literature of Graphic Novels

#### 3 Credit hours

Examines the visual and verbal media depicted in comic books and the graphic novel.

**Transfer:** TM.

### LIT 2250 – The American Short Story

#### 3 Credit hours

Centers of American authors and their themes. These themes are often a reflection of the author's education, experiences, and social milieu. The course will focus on the historical, social, philosophical and theological implications of the stories.

**Transfer:** TM.

### LIT 2260 – Fantasy Literature

#### 3 Credit hours

Focuses on the fantasy literature of major writers, illustrating the major themes of fantasy literature and some of the relationships between fantasy and reality.

**Transfer:** TM.

### LIT 2301 – British Literature I

#### 3 Credit hours

Provides an introductory survey of British literature, spanning from the Old English period to the Early Modern or Renaissance period. In this course, students will be introduced to a variety of literary styles (poetry, essay, drama), and to the historical contexts from which these literary works came. This course requires analytical and critical reading and writing, mastery of objective knowledge of the texts, and culminates in a research project focusing on a specific text from the early period of British literature.

**Transfer:** TAG, TM.

### LIT 2305 – Introduction to Shakespeare

#### 3 Credit hours

Provides students with the opportunity to get to know the life, era, and work of William Shakespeare.

### LIT 2310 – Literature and the Holocaust

#### 3 Credit hours

Examines the events leading to the Holocaust, the Holocaust itself, and the aftermath; emphasis is placed on the victims and survivors through the study of various fiction and non-fiction.

**Transfer:** TM.

### LIT 2450 – Themes in Literature and Film

#### 3 Credit hours

Focuses on themes and connections between literature and film. The overarching course theme is "crossing boundaries" in literature and film. A close textual examination of course readings will provide insight on how people have multiple identities and how these identities are tested and formed when crossing borders. The class will be exploring the idea of borders, how they are created, how they are enforced, how they are crossed, and what happens when they are crossed.

**Transfer:** TM.

## Management (MGT)

### MGT 1010 – Principles of Management

#### 3 Credit hours

Introduces the basic concepts and methods of management in the business enterprise is presented through a comparison of evolving management approaches, and through an examination of motivation, ethics, leadership, communication, and decision-making processes within the management functions of planning, organizing, leading and controlling. Past and present business situations are examined through events currently reported in the news media for the purpose of promoting the application of management theories and techniques. Credit may be earned by proficiency examination.

### MGT 1050 – Principles of Entrepreneurship

#### 3 Credit hours

Investigates the skills necessary in creating and establishing a small business. Students will learn about the start-up process, how to research fundamental small business issues, strategies, decision making, risk and reward considerations and techniques designed to help students to create and operate their own business. Upon successful completion of the course, students should be able conceptualize the characteristics and entrepreneurial traits necessary for successful development of small business enterprises.

### MGT 1250 – Team Building

#### 3 Credit hours

Offers real business team situations and develops critical leadership skills to interact effectively. Students will conduct meetings, develop teams, lead discussions, conduct self-assessments, practice assertiveness, do problem-solving and decision-making in a group environment.

### MGT 1260 – Team Leadership

#### 3 Credit hours

Introduces the subject of team leadership including theories about interpersonal leadership skills. The course is designed to help students develop the personal skills necessary to take command of their own life, relate well with others and lead small groups. Time will be devoted to learning to listen well, to act with commitment and vision, value one's capabilities, handle conflict, communicate trust and empathy, lead wisely and truly value others.

### MGT 1990 – Independent Study in MGT

#### 1-3 Credit hours

Provides Independent Study for students.

**MGT 2000 – Human Resource Management** **3 Credit hours**

Introduces students to the human resources function for future managers in all departments. The employment process will be covered from writing job descriptions and employment planning to recruiting, interviewing, testing and hiring. Orientation and training will be discussed followed by various methods used for performance reviews and compensation. Employees' legal rights and labor relations are included with practical applications.

**Prerequisites:** MGT 1010.

**MGT 2010 – Organizational Behavior****3 Credit hours**

Examines the reactions, interactions, attitudes, and activities of individuals and groups within a goal-seeking organization. Includes business communication, motivation, team building, and conflict resolution. Course considers business relationships among supervisors and subordinates, business and its clients and informal groups with emphasis on the development of effective human relations.

**Prerequisites:** PSY 1010 or SOC 1010.

**MGT 2060 – Employee and Labor Relations****3 Credit hours**

Provides students with a complete picture of labor relations from the initial establishment of a bargaining relationship to the interactions that occur in a long established mature relationship. After developing a theoretical perspective, the negotiation process and contract administration are analyzed with modern issues included.

**MGT 2250 – Organizational Problem Solving****3 Credit hours**

Develops visible models on which to base both planning and problem solving activities. Planning tools include forecasting, demand management, and project management. Problem solving tools include both quantitative (e.g., revenue-limiting bottlenecks) and qualitative (e.g., cause and effect discovery) investigation techniques. Emphasis is placed both on why these tools are valuable to the organization and on the several methods by which each may be accomplished. Teamwork and collaborative learning processes will be emphasized.

**Prerequisites:** MGT 1010, MTH 1100.

**MGT 2410 – Employee Selection and Placement****3 Credit hours**

Introduces legal and regulatory factors affecting selection and placement. Major topics include: Recruitment, Selection, Equal Employment Opportunity, Affirmative Action and Case Histories.

**MGT 2435 – Benefits and Compensation****3 Credit hours**

Introduces legal and regulatory factors affecting benefits and compensation. Other major topics covered include tax and accounting treatment of programs; economic factors affecting compensation philosophy, strategies and policy; job analysis, description and specification; job evaluations, pay structures, employee benefit programs, managing employee benefit programs, and evaluating the effectiveness of total benefit programs.

**MGT 2440 – Training, Development and Safety****3 Credit hours**

Examines legal and regulatory factors; HR training and the organization; training needs analysis; training and development programs; evaluation of training effectiveness, and presentation skills as well as introductory safety principles and practice; safety and the law, safety concepts, OSHA requirements, organization and administration effects, hazard control technology, human factors and relevant professional areas.

**MGT 2490 – Applications in Business Administration**  **2 Credit hours**

Provides an opportunity for students to showcase their educational experiences in the major. Students will conduct case studies about applications and practices in a major area of program knowledge and make oral presentations. Exercises will demonstrate competency in hands-on business administration activities. In addition, individuals will write a self-growth awareness essay for their last individual portfolio assignment.

**Prerequisites:** MGT 1010, MGT 1250 or MGT 1260, COM 1110.

**MGT 2530 – Application in Human Resources**  **2 Credit hours**

Emphasizes the application of knowledge gained from required classes in the Human Resource major. Individuals will conduct case studies about individual topics from a major area of human resource knowledge. Then, they will join a team to create a coherent oral team presentation. In addition, exercises will demonstrate the ability to engage in hands-on human resource activities. Finally, students will write a self-growth awareness essay for their individual portfolio assignment. This capstone course is offered once per academic year and prerequisites are enforced.

**Prerequisites:** MGT 1010, MGT 2410.

**MGT 2991 – Practicum****1 Credit hour**

Requires the student to participate in an internship work experience in which the student will work for a minimum of 105 hours in a business administration, marketing or human resource related position. Exact duties will be agreed upon by the Faculty Member/Chair, Work Experience Supervisor and the Student. Student will be required to present a portfolio which summarizes their time spent in the work experience.

**Prerequisites:** MGT 1010, COM 1110

**Corequisite:** MGT 2992.

**MGT 2992 – Seminar****1 Credit hour**

Brings practicum students together with their instructor to discuss achievements, progress, and challenges occurring during their internship work experiences.

**Prerequisites:** MGT 1010, COM 1110

**Corequisites:** MGT 2991.

## Manufacturing Engineering Technology (FMS)

**FMS 1990 – Independent Study in FMS****1-5 Credit hours**

Provides the student with the opportunity for in-depth work on a special topic within the field of Manufacturing Engineering Technology which the student was not able to pursue in the desired degree of depth in the regular course offerings. During the first week of the semester, the student is required to describe the proposed course of study in writing that he/she wishes to pursue. Such proposal must be submitted to the division Dean for approval and student assignment to a Manufacturing Engineering Technology faculty member for overseeing the project. This course of independent study may be substituted for a Manufacturing Engineering technical course if it is applicable. No more than five (5) credit hours will count toward graduation. This course is graded S/U.

**FMS 2110 – Basic Robotics and Mechatronics****3 Credit hours**

Provides combined classroom and laboratory study of robotics, with the lecture stressing an overview of robotics. Topics will include such aspects as the historical perspective, mechanics, electronics, sensors, vision systems and the future of robotics. The laboratory will offer a more in-depth study of programming, interfacing and control of a robotic device using off the shelf components.

**FMS 2130 – Industrial Mechatronics and Robotics** **3 Credit hours**

Provides comprehensive training in the operation, programming, troubleshooting, maintenance, etc. of industrial robots. Various applications such as MIG welding, assembly, pick and place will be presented in a work cell environment. Labs will be performed on industrial robots.

**FMS 2210 – CAM/CNC Machining I****3 Credit hours**

Covers the basic principles of Computer Numerical Control Programming. Emphasis is placed on the manual hand programming of CNC Mills and CNC Lathes using G and M codes. Topics include point to point, continuous path, circular interpolation, canned cycles and four axis programming. The course will introduce and cover the latest processes in Computer Aided Manufacturing (CAM) software. The laboratory assignments will offer the students hands-on experience in each of these areas on industrial grade equipment.

**FMS 2220 – CAM/CNC Machining II****3 Credit hours**

Continues on from FMS 2210 and provides the student with additional experiences in producing accurate, detailed, engineering drawings on the computer, using AutoCAD, EZCAM and MasterCam to generate programs for the CNC equipment. This course will provide the student with experience in rapid prototyping using 3D and solid types of software and techniques.

**Prerequisites:** FMS 2210.

**FMS 2320 – Manual Machining I****2 Credit hours**

Provides an in-depth knowledge and practice of lathes, mills, jig borers and grinders. Students will be expected to already have the knowledge of and have used lathe tooling and accessories, and vertical milling machine tooling and accessories. The course is designed to provide more extensive classroom use of basic machine operations on lathes and mills and various grinding and jig boring processes as well as an introduction to electro-chemical and electrical discharge machine procedures.

**Prerequisites:** AMT 1200 or MET 1110 or equivalent.

**FMS 2340 – Numerical Control Concepts****2 Credit hours**

Introduces programming numerically controlled machines. In addition to terminology, systems and formats employed for programming, the course includes system analysis, axis and motion nomenclature, point-to-point programming and general machine operation.

**FMS 2460 – Process Tech Instrumentation****3 Credit hours**

Prepares future process operators to observe, read, and interpret the data provided by the types of instrumentation typically found on an operating unit and be able to make decisions to maintain the safe and economical operation of their process unit based on that data.

**FMS 2470 – Process Technology Equipment****3 Credit hours**

Covers the many kinds of equipment found in common to the different process industries. Special emphasis will be given to equipment like storage tanks and pumping equipment. This will be from an operational, but relatively non-technical viewpoint as seen from the operator's perspective.

## Marketing (MKT)

**MKT 1010 – Principles of Marketing** **3 Credit hours**

Introduces the essentials of marketing. The environments of marketing, the nature of the consumption forces in the economy, the institutional structure of the American marketing system, distribution, wholesaling and retailing, ultimate consumers and industrial consumers and pricing are studied in detail.

**Transfer:** TAG.

**Corequisites:** ECN 1430.


**MKT 1600 – Customer Relations and Public Relations****3 Credit hours**

Examines customer service methods and public relations tools and techniques, supplementary to advertising and personal selling. Emphasis is placed on the integration of all marketing communications to achieve organizational objectives. Students learn about the trends in business toward a service culture; how to develop communication skills, how to encourage loyalty, how to deal with difficult situation, and the role of public relations in marketing.

**MKT 2000 – Digital Marketing****3 Credit hours**

Explores marketing strategies and tactics for the internet marketplace. Search engines, online advertising, web analytics, e-mail marketing, and social media will be utilized to build brand awareness and contribute to an integrated marketing communication campaign. An online advertising simulation program is used to provide hands on experience to build online presence and better internet usage for a business.

**Prerequisites:** CPT 1250, MKT 1010.

**MKT 2110 – Advertising and Sales Promotion** **3 Credit hours**

Examines and studies advertising and sales promotion including history and development of advertising, preparation of the ad, selection of media, budgeting for advertising, research and direct-mail marketing. The fundamentals of sales promotion are discussed. Emphasis is placed on increasing sales through advertising and sales.

**Transfer:** TAG.

**Prerequisites:** MKT 1010.

**MKT 2210 – Comprehensive Sales Technique** **3 Credit hours**

Examines and studies the principles of professional selling including its historical and economic aspects; the selling processes; types of selling; personal selling as a communicative and promotional element in the marketing of goods and services; pre-sale essentials; pre-sale planning; the selling formula; salesmanship at work and self-management. This comprehensive approach to the fundamentals of persuasive selling covers every phase of salesmanship from finding a prospect to closing. The course is designed to instill a feeling of confidence, a positive mental attitude and provide competence in the field of sales. Role playing techniques and a video camera and recorder for student sales demonstrations are utilized.

**Prerequisites:** COM 2110, MKT 1010.

**MKT 2300 – Social Media and Mobile Marketing****3 Credit hours**

Explores the various social media channels to build social marketing strategies and track their effectiveness. Mobile marketing is defined, including strategy, tracking ROI, advertising, applications, mobile websites, consumer interactions with mobile devices, and the laws and ethics of the medium are studied.

**Prerequisites:** CPT 1250, MKT 1010.

**MKT 2350 – Digital Marketing Analytics****3 Credit hours**

Explores web analytic tools to identify how digital marketing initiatives (e.g., social media vs. blogging vs. email marketing, etc.) perform against one another, understand how well they're achieving their business goals, and identify return on investment of their online activities.

**Prerequisites:** CPT 1250, MKT 1010.

**MKT 2520 – Special Studies in Marketing**  **2 Credit hours**

Integrates the knowledge gained, and skills developed, in prior course study. The focus of this capstone course is maximizing the impact of the marketing mix through marketing strategies. The course requires the use of marketing information from primary and secondary sources, and the interpretation of such information. Emphasizing the significance of marketing plans, course requirements include students' selection, research, and development of one specialized element of marketing planning as a capstone project. This capstone course is offered once per academic year and prerequisites are enforced.

**Prerequisites:** MKT 1010, MKT 2210.

## Mathematics (MTH)

**MTH 1100 – Math of Business****3 Credit hours**

Emphasizes the application of fundamental algebra to a wide range of business topics. Included are studies of percents, discounts, markups, markdowns, payroll, checkbook reconciliation, taxes, annuities, and simple and compound interest.

**Prerequisites:** MTH-0901 (with a grade of "C" or better) or placement.

**MTH 1151 – Quantitative Reasoning****3 Credit hours**

Covers quantitative relationships and solving problems in a variety of real-world contexts, mathematical models used to make decisions, language and structure of statistics and probability to investigate, represent, make decisions, and draw conclusions from real-world contexts. Topics include solving, graphing, and applying linear, quadratic, and exponential equations, an introduction to functions, systems of linear equations, linear inequalities, elements of consumer math, including simple and compound interest and annuities, introductory descriptive statistics, and unit conversions.

**Prerequisites:** MTH-0902 (with a grade of "C" or better) or placement.

**MTH 1190 – Finite Mathematics/Business****3 Credit hours**

Provides an introduction to Finite Mathematics, with an emphasis on business and economics applications, and Mathematics of Finance. Topics covered include: linear equations, linear functions (with exploration of other function types), linear models including Least Square Line, systems of linear equations, a brief introduction to matrices, and linear programming. Topics from finance covered: simple interest and discount, compound interest, annuities, and amortization schedules.

**Transfer:** TM.

**Prerequisites:** MTH-0904 (with a grade of "C" or better) or placement.

**MTH 1210 – Mathematics I****3 Credit hours**

Combines algebra with an introduction to trigonometry. Topics include: systems of linear equations, quadratic equations, exponents, radicals, graphing, right-triangle trigonometry, trigonometric functions of any angle, Law of Sines, Law of Cosines, and vectors.

**Prerequisites:** MTH-0904 (with a grade of "C" or better) or placement.

**MTH 1260 – Statistics****3 Credit hours**

Covers data collection, frequency distribution, graphs, measures of central tendency and dispersion, probability concepts, probability distributions, sampling distributions, confidence intervals, hypothesis testing, analysis of variance, and correlation and regression analysis.

**Transfer:** TM.

**Prerequisites:** MTH-0903 (with a grade of "C" or better) or placement.

**MTH 1370 – College Algebra****4 Credit hours**

Covers equations and inequalities, complex numbers, graphs and equations of lines, functions including quadratic functions and composite functions, inverse functions, polynomial and rational functions, the Fundamental Theorem of Algebra, exponential and logarithmic functions, systems of equations and inequalities, conic sections, and sequences and series. A specific calculator requirement will be made by the instructor on the first day of class.

**Transfer:** TM

**Prerequisites:** MTH-0904 (with a "C" or better) or placement.

**MTH 1430 – Trigonometry****3 Credit hours**

Concentrates on the development and use of the trigonometric functions with additional study of vectors. The course will cover trigonometric functions, solving right and oblique triangles, graphs of trigonometric functions, identities, trigonometric equations, inverse trigonometric functions, complex numbers, polar coordinates and graphs, and vectors.

**Transfer:** TM.

**Prerequisites:** MTH 1370 (with a grade of "C" or better) or placement.

**MTH 1611 – Business Calculus****5 Credit hours**

Covers limits and continuity, derivatives and integration and their applications in a business environment.

**Transfer:** TM.

**Prerequisites:** MTH 1370 with a "C" or better or placement.

**MTH 1711 – Calculus I****5 Credit hours**

Covers limits including the definition and l'Hospital's Rule; continuity; derivatives including the transcendental functions; applications of derivatives including related rate, curve sketching, and optimization problems; introduction to integration; Fundamental Theorem of Calculus; and applications to area and volumes.

**Transfer:** TM.

**Prerequisites:** MTH 1370, MTH 1430 (with grade of "C" or better) or placement.

**MTH 1721 – Calculus II****5 Credit hours**

Covers integrals including techniques of integration; applications of integration including volume and work problems; approximating definite integrals; improper integrals; arc length of a curve; area of a surface; solving separable differential equations; parametric equations; polar coordinates; infinite sequences and series; and vectors and geometry of space.

**Transfer:** TM.

**Prerequisites:** MTH 1711 (with a "C" or better).

**MTH 2660 – Calculus III****4 Credit hours**

Provides students with a rigorous background in vector functions, partial derivatives, multiple integrals and vector calculus. Applications of differential and integral calculus to surfaces in space and of multiple integrals to volumes, areas, and moments are studied. Green's Theorem, Stokes' Theorem, and the Divergence Theorem and their application to problems in physics and engineering are also included. MTH 1711, MTH 1721, and MTH 2660 (Calculus I, II, and III) provide students with a traditional Calculus sequence.

**Transfer:** TAG, TM

**Prerequisites:** MTH 1721 (with a grade of "C" or better).

**MTH 2670 – Differential Equations****4 Credit hours**

Provides students with a background in solving first order separable, linear, and exact differential equations; solving higher order homogeneous and nonhomogeneous differential equations using a variety of methods including Laplace transforms; and solving systems of first order linear equations. Applications of these concepts are also covered.

**Transfer:** TAG, TM.

**Prerequisites:** MTH 1721 (with a grade of "C" or better).

**MTH 2680 – Elementary Linear Algebra****4 Credit hours**

Provides students with a background in solving systems of linear equations using various methods including the Gauss-Jordan method, matrices and their operations and properties, determinants, vector spaces, inner product spaces, linear transformations, and eigenvalues and eigenvectors. Applications of these concepts are also covered.

**Transfer:** TAG, TM.

**Prerequisites:** MTH 1721 (with a grade of "C" or better).

**MTH 901 –****1 Credit hour****MTH 902 –****2 Credit hours****MTH 903 –****3 Credit hours****MTH 904 –****2 Credit hours**

# Mechanical Engineering Technology (MET)

**MET 1000 – Engineering Graphics with AutoCAD****4 Credit hours**

Introduces engineering graphics to technology majors. Broad coverage of blueprints, symbols, sketching, views, dimensioning and tolerancing practices, scale reading, and fundamentals of drawing with AutoCAD software.

**Transfer:** TAG.

**MET 1010 – Blueprint Reading and Sketching****3 Credit hours**

Covers reading, sketching and interpreting working drawings. Symbolism, conventional practices and standards used in the drafting area are studied. Concentration will be on the machine part drawings. Not open to students who have completed MED-1000.

**MET 1020 – Material Science****3 Credit hours**

Introduces the properties of common engineering materials. It will provide a broad understanding of theory, manufacturing, processing and testing of industrial materials including metals, polymers, woods, ceramics, composites, adhesives and coatings. Laboratory activities will serve to enhance the principles learned in the classroom.

**Transfer:** TAG.

**Corequisites:** MET-1020L.

**MET 1050 – CAD for Electronics****2 Credit hours**

Introduces IT, Networking and Electronic Engineering student to beginning level drafting using AutoCAD and Microsoft VISIO software. Topics covered will be the preparation of various electrical and network drawings including block diagrams, flow charts, schematic wiring diagrams, and printed circuit layouts. The course will stress the use of electronic symbols and nomenclature.

**MET 1110 – Manufacturing Processes ****3 Credit hours**

Introduces manufacturing processes and their relation to the design of machine elements. Basic and advanced machine tool operations, press tool operation, welding, casting and forging are studied.

**Transfer:** TAG.

**Corequisites:** MET-1110L.

**MET 1130 – Statics****3 Credit hours**

Engineering applications of basic statics. Classroom discussion includes concurrent and non-concurrent force systems, resultants, equilibrium, trusses, centroids, moments of inertia and friction. Computers are used in problem solving and design analysis.

**Transfer:** TAG.

**Prerequisites:** PHY 1120.



**MET 1990 – Independent Study in MET****1-5 Credit hours**

Provides the student with the opportunity for in-depth works on a special topic within the field of Mechanical Engineering Technology which the student was not able to pursue in the desired degree for depth in the regular course offerings. During the first week of the semester, the student is required to describe in writing, the proposed course of study that he/she wishes to pursue. Such proposal must be submitted to the division Dean for approval and student assignment to a Mechanical Engineering Technology area faculty member for overseeing the project. This course of independent study may be substituted for a Mechanical Engineering technical course if it is applicable. No more than five (5) credit hours will count toward graduation. This course is graded S/U.

**MET 2210 – Strength of Materials****3 Credit hours**

Introduces the study of elementary strength of materials applied to basic structural and machine components. Course topics will cover tension and compression, torsion, and shear stresses. Included will be beam stresses, shear and moments and combined stresses. Computers are used in problem solving and design analysis.

**Transfer:** TAG.

**Prerequisites:** MET 1130.

**MET 2310 – Fluid Power****3 Credit hours**

Covers the development, transmission and utilization of power through fluid power circuits and controls. Emphasis is on selecting and applying fluid power devices and related equipment to machine circuits for both linear and rotary motion. Applications of pneumatics and fluid mechanics will also be covered.

**Transfer:** TAG.

**Corequisites:** MET-2310L.

**MET 2440 – Computer Aided Design****3 Credit hours**

Covers three-dimensional parametric solid modeling. Topics will include constraining sketches, creating and editing solid objects and assemblies and converting them to two-dimensional drawings.

**Transfer:** TAG.

**Prerequisite:** MET 1000.

**MET 2970 – MET Department Capstone**  **2 Credit hours**

Taken during the semester of scheduled graduation for MET, MED and FMS majors. Students demonstrate comprehensive proficiency by integrating technical knowledge with core skills and abilities. Students will combine the skills acquired in the MET, MED and FMS majors, and apply them to perform mechanical analysis, produce detailed drawings, and actually manufacture a product. The course is designed to simulate and support teamwork concepts necessary to be successful in industry. The course will include an e-portfolio assignment and an exit evaluation of critical thinking and writing.

**Prerequisites:** COM 1110, COM 1140, MET 1000, MET 1110, MET 1020.

**MET 2991 – Field Experience****1 Credit hour**

Enables work activity which relates to an individual student's occupational objectives. With permission of a faculty advisor, the field experience replaces elective or required courses in a student's associate degree program. The experience is coordinated by a faculty member of the college who assists the student in planning the experience, visits the site of the experience for a conference with the student and his/her supervisor at least once during the semester and assigns a grade to the student after appropriate consultation with the employer/supervisor. This course is graded S/U.

**Prerequisites:** Completion of 1st semester and faculty advisor approval.

## Medical Assisting Technology (MAT)

**MAT 1010 – Medical Assisting I** **3 Credit hours**

Introduces the student to the health care system and the role of the medical assistant and scope of practice in different health-care environments. Overview of the health care industry, including organization of ambulatory care practice groups, solo practice, offices, hospitals, professional organizations and federal health care programs and health care delivery trends and issues. Identifying and demonstrating concepts of effective communication with the health-care team, patients and their families is explored. Investigation and exploration of technologies used in the healthcare setting, including, but not limited to: HIPAA security & privacy, telemedicine, medical transcription and technology as it relates to various specialties. Introduction of electronic medical records (EMR). Current technologies will be added to the course as needed. Students need a solid knowledge base of medical terminology, anatomy and physiology and computer skills to perform many of the functions in this class.

**Prerequisites:** Acceptance into the Medical Assisting Program.

**Corequisites:** MAT-1010L, BIO 1110, BHS 1380.

**MAT 1020 – Medical Assisting II****4 Credit hours**

Demonstrates knowledge of the techniques employed by the medical assistant during a general physical examination, taking and recording vital signs, proper chart documentation, practicing and applying medical and surgical asepsis and infection control. An introduction to diagnostic laboratory procedures performed in the physician's office laboratory and medical laboratory science. Principles of laboratory procedures will be studied by observation, discussion and practice in the laboratory sessions. Emphasis on collection, proper handling, including blood and body fluid restrictions, basic hematology procedures, routine urinalysis, Clinical Laboratory Improvement Amendment- waived laboratory testing, capillary puncture and venipuncture for competency. "C" grade policy applies.

**Prerequisites:** MAT 1010, BIO 1110, BHS 1380

**Corequisites:** MAT-1020L, BIO 1120, BHS 1390.

**MAT 1030 – Introduction to Laboratory Science****3 Credit hours**

Provides a basic introduction into the various areas of the clinical laboratory including phlebotomy, hematology, urinalysis, immunology, microbiology, and chemistry. Pipettes, glassware, safety, quality assurance, medical ethics and instrumentation are also discussed. Emphasis on collection, proper handling and CLIA waived laboratory testing utilized in the physician office laboratory (POL) and medical laboratory. Upon successful completion of this course, the student will be able to perform basic laboratory testing in a POL or medical laboratory.

**Corequisites:** BHS 1840 and MAT-1030L.



**MAT 1300 – Medical Office Procedures I****3 Credit hours**

Introduces the theory and practice of administrative skills used in the medical office. Topics included are receiving patients in the office, appointment management, telephone techniques, records management, filing procedures, office brochures, office inventory, patient coaching, patient navigation, processing mail and correspondence in the medical office and composing professional/business letters.

**Prerequisites:** MAT 1010 and currently enrolled in the Medical Assisting Program.

**Corequisites:** MAT 1020, MAT-1300L.

**MAT 1990 – Independent Study in MAT****1-5 Credit hours**

Guides exploration of an independent study designed to provide the medical assisting student with the opportunity for in-depth work on a selected topic, within the field of medical assisting for which the student was unable to pursue to the desired degree of depth in regular course offerings. Medical Assisting students will have several options to complete this course including observation of skills, research papers and skill development. During the first week of the semester, the student will meet with the Chairperson and submit in writing the proposed topic of study he/she wishes to pursue and the methods of pursuit that will be used. A faculty member will be assigned to the student for support throughout the project. No more than 3 credit hours of independent study will count toward graduation. This course is graded S/U.

**Prerequisites:** MAT 1020.

**MAT 2010 – Medical Assisting III** **6 Credit hours**

Investigates numerous clinical exam room procedures. Classroom and lab instruction on outpatient specialty procedures employed in a general medical examination including assisting with minor office surgery, instrument identification and specialty exams associated with all body systems, performing EKG and pulmonary function testing. Understanding and assessing the differences in working with pediatrics, geriatrics, female/male systems and assisting the physicians in exams with each of these. Also covered in this course will be the theories and principles of medication administration across the life span and the equipment used to deliver medication within the medical assistant's scope of practice. Clinical procedures in each of these areas will be practiced and evaluated in the campus lab. "C" grade policy applies.

**Prerequisites:** MAT 1020, MAT-2010L, BIO 1120.

**MAT 2020 – Disease Processes****3 Credit hours**

Introduces basic information on common medical conditions, human diseases and the disease process. Emphasis will be placed on signs/symptoms, diagnostic tests indicated and treatment. Client teaching is required and ways to validate a patients' understanding of their diseases and treatment. Office safety and emergency preparedness for the medical assistant will be covered and participation in a mock environmental exposure event.

**Prerequisites:** MAT 2010.

**MAT 2300 – Medical Office Procedures II****4 Credit hours**

Continues the theory and practice of administrative skills of the medical office is offered. Topics include management of the medical office, basic medical practice of finances including accounts payable/receivable, banking and collection procedures in manual and computerized formats. This course also addresses the theory and practice of processing insurance claims in the medical office, applying managed care policies and procedures, third-party guidelines of documentation and processing to ensure federal, state, and third-party reimbursements and completion of insurance claim forms. A computer-based medical office software package will be used to simulate a real medical office environment.

**Prerequisites:** MAT 1300

**Corequisites:** MAT-2300L.

**MAT 2410 – Medical Office Coding****4 Credit hours**

Introduces medical coding for the entry-level professional with emphasis on theory and development of skills required to code outpatient and ambulatory services coding for physical reporting requirements. Introduction to the basic principles and fundamentals of the International Classification of Disease, Ninth Revision classification system, as well as the International Classification of Diseases, Tenth Revision classification system. Introduction to the basic principles and fundamentals of the Physician's Current Procedure Terminology coding nomenclature. The student should have sufficient background in medical terminology and anatomy/physiology to provide a solid foundation for coding knowledge. This may be acquired through course work or workplace experience. "C" grade policy applies.

**MAT 2420 – Medical Coding - Advanced****2 Credit hours**

Applies the principles of procedural and diagnostic coding theories. Students should have completed MAT 2410 successfully or have a minimum of two years full time documented coding experience in the healthcare setting. This course is designed to serve as a review course for Certified Procedural Coding examinations. College credit from this course may be utilized as continuing education for many health professions. "C" grade policy applies.

**Prerequisites:** MAT 2410.

**MAT 2510 – Medical Assisting Clinical (Practicum)** **2 Credit hours**

Provides participation in a 180 hour non-reimbursed, on-the-job, supervised clinical (practicum) in an ambulatory healthcare medical facility. This class enables the student to apply all of the classroom training to an actual work situation and is an integral part of the Medical Assistant Program. The student will observe, assist and demonstrate administrative, general and clinical skills in the office. All required courses must have been successfully completed or must be taken concurrently. If any required courses being taken concurrently are dropped, the clinical (practicum) may be terminated also. "C" grade policy applies.

**Prerequisites:** MAT 2010, MAT 2300

**Corequisites:** MAT 2020.

**MAT 2520 – Capstone for Medical Assisting**  **2 Credit hours**

Provides assessment of medical assisting knowledge presented in a capstone experience. Students will demonstrate their proficiency by integrating technical knowledge with core skills and abilities. Through discussion boards, roundtable discussions, psychomotor demonstrations and various other learning modalities, the student will demonstrate their core skills and abilities that have reinforced throughout the program. All required courses must have been successfully completed or must be taken concurrently. "C" grade policy applies.

**Prerequisites:** MAT 2010, MAT 2300, MAT 2020

**Corequisites:** MAT 2510.

## Music (MUS)

**MUS 1010 – Music Appreciation I****3 Credit hours**

Provides an introduction to music from its origins in Gregorian Chant to the Romantic Period. Students will acquire background information on the various aspects of music from music notation, analysis, aesthetic value, and an overall brief history of music within various cultures and eras.

**Transfer:** TM.

## Nursing (NSG)

**NSG 1320 – Foundations of Nursing Advanced Standing Credit for LPN****5 Credit hours**

Introduces the philosophy and conceptual framework of the nursing program. Focuses on the foundational knowledge, skills, and attitudes required to practice evidence based, quality and safe patient centered care utilizing teamwork and collaboration and informatics to formulate patient centered nursing decisions. Integrates foundational nursing concepts, the nursing process and nursing skills to promote critical thinking and safe patient care. The student builds upon knowledge acquired from general education and applied general education course work. "C" grade policy applies.

**Prerequisites:** Acceptance to Nursing Clinical Program

**Corequisites:** BIO 1110, BHS 1711, BHS 2110.

**NSG 1323 – Adult Health Advanced Standing Credit for LPN****3 Credit hours**

Provides the opportunity to incorporate the nursing process in the care of adult clients. The characteristics of the individual are studied with a major focus placed on common health problems related to the human needs of oxygenation (respiration), hydration, skin and tissue integrity, and physiological safety (hormonal and sensory). Evidence-based practice and critical thinking skills are emphasized. The student builds upon previously acquired knowledge from general education and basic health related course work. Clinical opportunities are provided for students to give safe and competent nursing care to client in structured settings. "C" grade policy applies.

**Prerequisites:** Acceptance into the LPN to ADN Transition Program in Nursing.

**NSG 1324 – OB Advanced Standing for LPN****2 Credit hours**

Provides the opportunity to incorporate the nursing process in the care of the child-bearing family. Characteristics of the individual are studied with a major focus on the human need of sexuality. Specific topics explored include: pregnancy, labor, and delivery, postpartum care of the newborn, and male/female reproductive issues. Emphasis is placed on client centered care and collaboration which includes valuing a partnership with the childbearing family. The student builds upon previously acquired knowledge from general education and basic health related course work. Clinical opportunities are provided for students to give safe and competent nursing care to clients in structured settings. "C" grade policy applies.

**Prerequisites:** Acceptance into the LPN to ADN Transition Program in Nursing.

**NSG 1326 – Psychosocial Advanced Standing Credit for LPN****2 Credit hours**

Provides opportunities to acquire knowledge regarding the psychosocial characteristics of the individual are explored through the nursing process. Specific topics include the human needs of sexuality, emotional security, communication and cognition, love and belonging, self-esteem, and self-actualization. Emphasis is placed on nursing care of patients with psychosocial health problems promoting collaboration, patient centered care, and evidence-based practice. Opportunities are provided for the student to utilize therapeutic communication techniques and structuring of interpersonal relationships. The student builds upon previously acquired knowledge from general education and applied general education course work. Clinical opportunities are provided for the students to give safe and competent nursing care to patients in structured settings. "C" grade policy applies.

**Prerequisites:** Acceptance into the LPN to ADN Transition Program in Nursing.

**NSG 1421 – OB Transition for LPN to RN****1 Credit hour**

Provides the opportunity for the LPN student to incorporate the nursing process in the care of the child-bearing family. Characteristics of the individual are studied with a major focus on the human need of sexuality. Specific topics explored include: pregnancy, labor and delivery, postpartum, care of the newborn, and male/female reproductive issues. "C" grade policy applies.

**Prerequisites:** BIO 1120, BHS 2110, DTN 1220, PSY 1010

**Corequisites:** BHS 1711.

**NSG 1423 – Medical-Surgical I for the LPN to RN****6 Credit hours**

Provides the opportunity to incorporate the nursing process in the care of adult patients. The characteristics of the individual are studied with a major focus placed on the common health problems related to the human needs of oxygenation (respiration), circulation (shock), hydration, skin and tissue integrity, physiological safety (hormonal and sensory) and health concerns related to the surgical patient (peri-operative nursing care). Evidence-based practice and critical thinking skills are emphasized. In addition, legal and ethical aspects are emphasized in regard to the scope of practice for the registered nurse. The student builds upon previously acquired knowledge from general education and applied general education course work. Clinical opportunities are provided for students to practice safe and competent nursing care to patients in structured settings. "C" grade policy applies.

**Prerequisites:** BIO 1120, BHS 2110, PSY 1010

**Corequisites:** NSG-1423C, NSG-1423L, BHS 1711.

**NSG 1424 – Psychosocial Transition for LPN to RN****1 Credit hour**

Provides opportunities to acquire knowledge regarding the psychosocial characteristics of the individual are explored through the nursing process. Specific topics include the human needs of sexuality, emotional security, communication and cognition, love and belonging, self-esteem, and self-actualization. Emphasis is placed on nursing care of clients with psychosocial health problems promoting collaboration, client centered care, and evidence-based practice. Opportunities are provided for the student to utilize therapeutic communication techniques and structuring of interpersonal relationships. The student builds upon previously acquired knowledge from general education and applied general education course work. "C" grade policy applies.

**Prerequisites:** BIO 1120, BHS 2110, DTN 1220, PSY 1010 or SOC 1010

**Corequisites:** BHS 1711.

**NSG 1520 – Foundations of Nursing ****8 Credit hours**

Introduces the philosophy and conceptual framework of the nursing program. Focuses on the foundational knowledge, skills, and attitudes required to practice evidence based, quality and safe patient centered care utilizing teamwork and collaboration and informatics to formulate patient centered nursing decisions. Integrates foundational nursing concepts, the nursing process and nursing skills to promote critical thinking and safe patient care. The student builds upon knowledge acquired from general education and applied general education course work. Psychomotor skills competency demonstration and clinical opportunities promote critical thinking while providing students the opportunity to give safe nursing care to patients in structured settings. "C" grade policy applies.

**Prerequisites:** Acceptance to Nursing Clinical Program

**Corequisites:** BIO 1110.

**NSG 1523 – Adult Health I****6 Credit hours**

Provides opportunities to incorporate the nursing process in the care of adult patients. The characteristics of the individual are studied with a major focus placed on the common health problems related to the human needs of oxygenation (respiration), hydration, skin and tissue integrity, and physiological safety (hormonal). Evidence-based practice and critical thinking skills are emphasized. The student builds upon previously acquired knowledge from general education and applied general education course work. Clinical opportunities are provided for students to give safe and competent nursing care to patients in structured settings. "C" grade policy applies.

**Prerequisites:** BIO 1110, BHS 2110, NSG 1520

**Corequisites:** BIO 1120, NSG-1523C, NSG-1523L, PSY 1010 or SOC 1010.

**NSG 1524 – Care of Childbearing Family****3 Credit hours**

Provides opportunities to incorporate the nursing process in the care of the child-bearing family. Characteristics of the individual are studied with a major focus on the human need of sexuality. Specific topics explored include: pregnancy, labor and delivery, postpartum, care of the newborn, and male/female reproductive issues. Emphasis is placed on patient centered care and collaboration, which includes valuing a partnership with the childbearing family. The student builds upon previously acquired knowledge from general education and applied general education course work. Clinical opportunities are provided for students to give safe and competent nursing care to patients in structured settings. "C" grade policy applies.

**Prerequisites:** BIO 1110, BHS 2110, NSG 1520

**Corequisites:** NSG-1524C, NSG-1524L.

**NSG 1721 – Pharmacology for Nursing****2 Credit hours**

Focuses on the general principles of pharmacology. Selected drug classifications related to the neurological, circulatory, urinary, respiratory, endocrine, gastrointestinal, and immune systems and process are discussed. Health care considerations appropriate to individual drug classification will be emphasized. "C" grade policy applies.

**Prerequisites:** Acceptance into the Nursing program or permission from Chair or Dean of Nursing.

**NSG 1990 – Independent Study in NSG****1-8 Credit hours**

Allows the student who has completed at least one clinical nursing course in the nursing major. The student will have opportunities to explore various assigned nursing related topics. A variety of instructional delivery techniques are used to emphasize nursing topics such as lecture, online learning, small group work, simulation, and etc. At the discretion of the instructor, various clinical opportunities in structured settings may be required. "C" grade policy applies.

**NSG 2521 – Psychosocial Nursing****3 Credit hours**

Provides opportunities to acquire knowledge regarding the psychosocial characteristics of the individual in the context of the nursing process. Specific topics include the human needs of sexuality, emotional security, communication and cognition, love and belonging, self-esteem, and self-actualization. Emphasis is placed on nursing care of patients with psychosocial health problems promoting collaboration, patient centered care, and evidence-based practice. Opportunities are provided for the student to utilize therapeutic communication techniques and structuring of interpersonal relationships in scheduled laboratory and clinical experiences. The student builds upon previously acquired knowledge from general education and applied general education course work. Clinical opportunities are provided for the students to give safe and competent nursing care to patients in structured settings. "C" grade policy applies.

**Prerequisites:** BIO 1120, BHS 1711, NSG 1523, NSG 1524, PSY 1010 or SOC 1010



**Corequisites:** NSG 1721, NSG-2521C, NSG-2521L.

**NSG 2522 – Adult Health II ****6 Credit hours**

Provides opportunities to incorporate the nursing process in the care of the adult patients. Characteristics of the individual are studied with a major focus placed on the common health problems related to the human needs of physiological safety (immunity-oncology), elimination (bowel and bladder), oxygenation (circulation), and activity and mobility. Emphasis is placed on collaboration among the health care team, evidence-based practice, and critical thinking skills. The student builds upon previously acquired knowledge from applied general education courses. Clinical opportunities are provided for students to practice safe and competent nursing care to patients in structured settings. "C" grade policy applies.

**Prerequisites:** BIO 1120, BHS 1711, NSG 1523 or NSG 1423, NSG 1524 or NSG 1421, PSY 1010 or SOC 1010

**Corequisites:** NSG 1721, NSG-2522C, NSG-2522L.

**NSG 2525 – Essentials of Nurse Practice**  **9 Credit hours**

Provides opportunities to incorporate the nursing process in the care of adult and pediatric patients. Characteristics of the adult individual are studied with a focus on common health problems that include the human need of physiological safety (neurosensory/eye/ear). The pediatric individual is studied with a focus on common health problems that include the human needs of oxygenation, nutrition, elimination, physiological safety, activity/mobility and communication/cognition. Topics related to individual emergencies, trauma, bio-terrorism and disaster nursing are discussed. Emphasis is placed on collaboration, leadership, management and delegation as the student prepares to transition into practice. The student builds upon previously acquired knowledge from general education and applied general education course work. Clinical experiences are provided for students in a variety of structured settings to practice safe and competent nursing care. This capstone course concludes with a role-transition experience. "C" grade policy applies.

**Prerequisites:** NSG 1721, NSG 2521 or NSG 1326, NSG-2521C, NSG-2521L, NSG 2522, NSG-2522C, NSG-2522L, Background check (fingerprint)

**Corequisites:** MTH 1260, NSG-2525C, NSG-2525L.

## Nutrition and Food Management (DTN)

**DTN 1000 – Basic Nutrition****2 Credit hours**

Provides opportunities to increase knowledge and understanding of basic nutrition concepts. Emphasis is on nutrients and the varied needs of individuals during the life cycle. Application of nutrition concepts to daily life should enable students to make decisions for healthful nutrition for self and others. Students are introduced to the principles and practices of basic nutritional screening. This course cannot be substituted for DTN 1220 Principles of Nutrition. "C" grade policy applies.

**Transfer:** TAG.

**DTN 1011 – Medical Nutrition Therapy****4 Credit hours**

Defines the basic concepts of medical nutrition therapy in long term and acute care settings. Covers the rationale for therapeutic diets for various acute and chronic disease states. Also includes the basic understanding of diabetes, exchange system and menu planning, calculation of energy, protein, and fluid needs and the reason for facility diet manuals. Includes a review of basic organ systems and how their relationship to disease states and diet restrictions. This course a laboratory component. "C" grade policy applies.

**Corequisites:** DTN-1011L.

**DTN 1021 – Food Service Management****3 Credit hours**

Includes evaluation of meal service, review of various food service systems and a review of the quality management process. Course emphasizes the manager role in agency surveys and plan of corrective action for food service establishments. Standardized food recipes, use in food service and conversion of recipes as well as the forecasting of food productions will be covered. Student must complete ServSafe certification or have a current certificate. "C" grade policy applies.

**Prerequisites:** DTN 1000, DTN 1011, BHS 1390.

**DTN 1031 – Clinical Experience****2 Credit hours**

Provides hands-on experience in the areas of health care and commercial food service. "C" Grade Policy applies.

**Prerequisites:** DTN 1000, DTN 1011, BHS 1390, MGT 1010, MGT 2000

**Corequisites:** DTN 1021.

**DTN 1220 – Principles of Nutrition****2 Credit hours**

Studies each major class of nutrients as it relates to the maintenance of health. The emphasis is on the functions of each nutrient and the specific nutrient requirements to maintain health and prevent disease. Food composition of each specific nutrient to maintain health and prevent disease. Food composition of each specific nutrient is stressed. Students are introduced to the basic energy calculations, exchange system, food guides, and the basic issue of weight control.

## Occupational Therapy Assistant (OTA)

**OTA 1010 – Principles and Practices of Occupational Therapy** **3 Credit hours**

Provides an overview of the healthcare system, the role of the Occupational Therapy Assistant (OTA), and the provision of occupational therapy services. Emphasis is on the profession's historical development, domain, standards of practice, professional ethics, and models of practice/frames of reference and the use of evidence to guide clinical reasoning. Lecture and laboratory sessions will focus on the student's achieving competence with vital sign monitoring; patient positioning, bed mobility, transfers, selection and use of mobility aid; infection control and safety procedures. Abbreviations and documentation for common treatments rendered in therapy are also introduced. "C" grade policy applies.

**Corequisites:** OTA-1010L, COM 1110.

**OTA 1020 – Occupational Therapy Process****2 Credit hours**

Provides an emphasis on the process of the provision of occupational therapy services, including proper documentation of those services. The role of the OTA and the importance of collaboration with the OT is stressed. Screening and assessment skills covered include observations, histories, interviews, and standardized tests. The student will be expected to competently perform several standardized assessments, including but not limited to those related to Occupational Performance and the Biomechanical Frame of Reference. Application of assessment results in intervention planning, implementation and review is introduced. "C" grade policy applies.

**Prerequisites:** OTA 1010

**Corequisites:** OTA 1030, OTA 1050, OTA-1020L.



**OTA 1030 – Therapeutic Activities and Occupations****2 Credit hours**

Examines the use of activity and occupation as therapeutic intervention. Emphasized will be meaning and dynamics of occupation and activity, the profession's history relative to the use of activity, models of practice/frames of reference and the use of evidence to guide clinical reasoning. Students will be introduced to the tools and terminology for analysis of activity relative to areas of occupation, performance skills, performance patterns, activity demands, contexts, client factors and the interaction/significance of these areas. Students will experience a variety of crafts and creative media that can be used in therapy and gain skills for using the teaching-learning process. Introduced will be the ability to grade and adapt the environment, tools, materials, and tasks based on the changing needs of the client, as well as, documentation relative to this specific aspect of occupational therapy. "C" grade policy applies.

**Prerequisites:** OTA 1010

**Corequisites:** OTA 1020, OTA-1030L, OTA 1050.

**OTA 1050 – Human Anatomy and Pathology I****3 Credit hours**

Examines the human anatomy as it relates to the field of occupational therapy. Focus is on the musculoskeletal and nervous systems, specifically structure and function of the human body when engaged in occupation. Emphasized will be the action, innervations and function of major muscles. Unique cadaver, model, web-based and group laboratory study will allow visualization as well as palpation of bones, muscles, joints, and nerves of the human body. Analysis of functional movement using medical terminology will be introduced and related to participation in occupation. Also studied will be common diseases and pathology of the musculoskeletal system and medical/pharmacological diagnostic/treatment options. Logical thinking, critical analysis, problem solving and creativity will be used to apply knowledge about common clinical conditions to dysfunction in occupation and the impact to individual, family, and society. The teaching-learning process will be introduced with emphasis on diverse learning styles and public speaking skills with opportunities for practice. "C" grade policy applies.

**Prerequisites:** OTA 1010, BIO 1110

**Corequisites:** OTA 1020, OTA 1030, OTA-1050L.

**OTA 1060 – Human Anatomy and Pathology II****2 Credit hours**

Continues the study of human anatomy as it relates to the field of occupational therapy. Focus is on the cardiopulmonary, neurological, respiratory, endocrine, and integument systems specific to the human while engaged in occupation. Common diseases and pathology of these systems and their medical/pharmacological diagnostic and treatment procedures will be studied. Also discussed are the effects of heritable diseases and predisposing genetic conditions, pathophysiology, immunopathology, and infection. The student will work with others to discover the effects of aging, stress, pain, and inactivity on well-being. Critical thinking will be developed related to the impact of disease on occupational performance to the individual, family and society; and the use of occupation for the promotion of health/prevention of disease. Team work will be utilized to analyze the impact of disease on areas of occupation, performance skills, performance patterns, activity demands, contexts and client factors and to develop appropriate treatment planning based on this impact utilizing evidence-based practice. The teaching-learning process, interview techniques, literature review professional behavior and public speaking skills will be refined and utilized throughout. "C" grade policy applies.

**Prerequisites:** OTA 1030, OTA 1050, BIO 1120

**Corequisites:** OTA 1140, OTA-1060L.

**OTA 1140 – Therapeutic Procedures I****5 Credit hours**

Applies basic functional anatomy and an in-depth analysis of human motion. Developmental (adult), biomechanical, rehabilitative and occupational performance approaches are examined. Focus is on treatment interventions related to range of motion, strength, endurance, edema control, hand-use, coordination and sensation with particular focus on the adult population and the developmental needs of this population. Occupational therapy treatment principles specific to orthopedic injuries, burns and surgical repairs including standard protocols and precautions will be discussed and applied. Application of standardized assessments will occur. Developed will be the ability to utilize physical agent modalities for common clinical conditions, as well as, splinting, utilization of orthotics and training in the use of prosthesis. Emphasized will be a variety of functional activities, utilization of adaptive/assistive equipment and compensatory as well as remedial techniques, home and environmental assessment and adaptation, education of safety with patient-family training, community reintegration, and ergonomics/return to work issues. Skills related to therapeutic use of self, professional behaviors, activity analysis, grading and adapting activity and occupation, documentation, and the use of evidence will be further developed. Level I Fieldwork begins with biomechanical and activity focus. "C" grade policy applies.

**Prerequisites:** OTA 1030, OTA 1050, OTA 1020

**Corequisites:** OTA-1140C, OTA-1140L.

**OTA 1990 – Independent Study in OTA****1-2 Credit hours**

Provides the OTA student with the opportunity for in-depth work in a selected topic with the field of occupational therapy which the student was unable to pursue to the desired degree of depth in regular course offerings. OTA students have the option of observing occupational therapy and/or writing a paper. During the first week of the term, the student meets with the chairperson and submits in writing the proposed topic of study he/she wishes to pursue either through observation or research. An OTA faculty member will be assigned to the student for continued support throughout the project.

**Prerequisites:** any OTA course.

**OTA 1991 – Special Topics in OTA I****1-2 Credit hours**

Provides the OTA student with for in-depth work in selected topics within the field of occupational therapy which the student was unable to pursue to the desired degree of depth in regular course offerings. During the first week of the term, the student meets with the chairperson and submits the ideas for further study. Through collaboration between the program chairperson and student, a syllabus and course requirements will be developed and agreed upon. Course requirements will involve work beyond writing and research. Additional OTA faculty members may be assigned to the student for continued support throughout the project.

**OTA 1992 – Special Topics in OTA II****1-2 Credit hours**

Provides the OTA student with the opportunity for in-depth work in selected topics within the field of occupational therapy which the student was unable to pursue in Special Topics in OTA I. During the first week of the term, the student meets with the chairperson and submits the ideas for further study. Through collaboration between the program chairperson and student, a syllabus and course requirements will be developed and agreed upon. Course requirements will involve work beyond writing and research. Additional OTA faculty members may be assigned to the student for continued support throughout the project. "C" grade policy applies.

**Prerequisites:** OTA 1991.

**OTA 2100 – Occupational Therapy for Psychosocial Dysfunction I****2 Credit hours**

Relates occupational therapy treatment theories and intervention to psychosocial dysfunction. The diversity of the consumer will be explored, as will diagnosis, symptoms and behaviors, psychotropic medications, and specific needs for various populations. The history of occupational therapy in mental health, current treatment settings and issues, the role of the OTA, and ethical concerns will be discussed. The occupational therapy process including evaluation, treatment planning, therapeutic intervention and documentation specific to this area will be modeled and practiced. Culmination of course materials will occur through a case study project. "C" grade policy applies.

**Prerequisites:** PSY 1730

**Corequisites:** OTA-2100L, OTA 2130, OTA-2130C, OTA-2130L.

**OTA 2130 – Therapeutic Procedures II****4 Credit hours**

Focuses on cognitive/perceptual, neurological, rehabilitative and related frames of reference as applicable to the adult and elderly population, while also incorporating previously learned knowledge and intervention techniques to provide for the total needs of the patient. Standardized assessments and practical applications for the intervention of cognitive/perceptual and neurological dysfunctions are introduced and emphasized. Focus on traditional and modern theories related to motor control and learning for neurological dysfunction and application of the rehabilitative approach specific to this population will allow students to develop skills for treatment intervention. Specialty areas related to these theories including driver re-education, and treatment interventions for other conditions common to the adult and elderly population will be studied. Examined will be normal development, health and wellness, sexuality and continence in the aging population, as well as, ethical concerns and working with families and caregivers of elders. Regulation of public policy and reimbursement issues will be studied at more in-depth levels. Students are expected to build upon previously learned theories and knowledge regarding documentation. Therapeutic use of self, activity analysis, use of evidence for treatment to be at a proficient level. Level I Fieldwork continues with neurological focus. "C" grade policy applies.

**Prerequisites:** OTA 1140, OTA 1060

**Corequisites:** OTA-2130C, OTA-2130L.

**OTA 2140 – Occupational Therapy for Developmental Dysfunction****3 Credit hours**

Focuses on the role of the OTA in the provision of OT services for the pediatric population, ages 0-21. Normal development and common diagnoses/disorders and impact on the occupational performance of children are explored. Intervention will focus on the frames of reference appropriate to this population, particularly the developmental, biomechanical, neurodevelopmental, motor learning, sensory integration/sensory processing, and visuo-cognitive frames of reference as they are applied in various contexts including, but not limited to school/community-based settings. Documentation of services across settings continues to be practiced and the student is introduced to the IEP process. Assistive technology, educational legislation and reimbursement are also emphasized. Critical thinking skills will be fostered throughout via group as well as individual case study assignments and competency testing incorporating current technology. The ability to critically analyze activity relative to areas of occupation, performance skills, performance patterns, activity demands, contexts and client factors and the interaction/significance of these areas; as well as, therapeutic use of self, professional behaviors, activity analysis, grading and adapting activity and occupation, and the use of evidence for treatment planning is expected to be developed specific to OT for this population. "C" grade policy applies.

**Prerequisites:** OTA 2130

**Corequisites:** OTA-2140L, OTA 2150, OTA-2150L, OTA-2150C.

**OTA 2150 – Occupational Therapy for Psychosocial Dysfunction II****3 Credit hours**

Relates occupational therapy treatment theories and intervention to psychosocial dysfunction. Group process, group dynamics, group behaviors, and the application of group work in the occupational therapy field are examined. Occupational therapy treatment theories, models, and frames of reference are used to establish group treatment plans. Group leadership is discussed, implemented and assessed. Students integrate knowledge through formulating and implementing group treatment plans for peers in the classroom and for clients in the clinic. The course instructor acts as the supervising and collaborating OT for a group case study project where students integrate the therapeutic process including therapeutic use of self, environment, and activity. Therapeutic use of self and professionalism is fostered through reflection and assessment in final preparation for Level II Fieldwork. Culmination of course material occurs as the students write, submit, and present a proposal to provide occupational therapy services to an emerging area of practice in the mental health arena utilizing evidence based practice, interviewing of current occupational therapists, and application of knowledge gained from the course. "C" grade policy applies.

**Prerequisites:** OTA 2100

**Corequisites:** SOC 1010, OTA-2150C, OTA-2150L.



**OTA 2170 – Fieldwork I****4 Credit hours**

Provides an advanced clinical experience under the guidance and supervision of an occupational therapy practitioner. Students prepare for the work force by developing their level skills relating to the provision of role appropriate OT services, and demonstration of professional and ethical behavior while completing a minimum of 8 full-time hours at an assigned fieldwork site. In addition, the student will meet with the course instructor virtually one time/week where reflection and self-assessment will allow the students to begin to integrate technical and clinical knowledge and develop the clinical reasoning, professional behaviors, and therapeutic use of self necessary for entry-level work as an OTA. A "Satisfactory" grade must be achieved for the continuation in the program. "C" grade policy applies.

**Prerequisites:** OTA 2140, OTA 2150, MTH 1260 or MTH 1151, BHS 1390, COM 1110

**Corequisites:** OTA 2200.

**OTA 2180 – Fieldwork II****4 Credit hours**

Provides an advanced clinical experience under the guidance and supervision of an occupational therapy practitioner. Prepares students for the work force by developing their entry-level skills relating to the provision of role appropriate OT services, and demonstration of professional and ethical behavior while completing a minimum of 8 full-time hours at an assigned field work site. In addition, the student will meet with the course instructor one time/week where reflection and self-assessment will allow the students to fully integrate technical and clinical knowledge and develop the clinical reasoning, professional behaviors and the use of self necessary for entry-level work as an OTA. A "Satisfactory" grade must be achieved for graduation. "C" grade policy applies.

**Corequisites:** OTA 2170, OTA 2200.

**OTA 2200 – Capstone for Occupational Therapy Assistant  ****2 Credit hours**

Provides the student with opportunities to become increasingly aware of professional issues affecting the field of occupational therapy and to demonstrate their proficiency of integrating technical knowledge with core skills and abilities. Journaling and group participation is used to share experiences from clinical practice in various occupational therapy work settings. Directed on-line and classroom discussion and assignments related to clinical and management experiences will allow for exploration of multiple practice and management issues, will emphasize situational problem solving and will ultimately encourage the establishment of life-long learning habits. The course will include an examination of the student's growth in diversity, critical thinking and writing. Culmination of OTA program knowledge will occur in a project to promote the profession which will be presented to mentors in the clinic and peers in the classroom and in a final review of the OTA curriculum with preparation for the OTA national certification, and state licensure exams. "C" grade policy applies.

**Corequisites:** OTA 2170, OTA 2180.

# Operations Excellence Technology (OET)

**OET 1100 – Operations Management****3 Credit hours**

Introduces the principals involved in the organization and management of a manufacturing plant. Discussion includes industrial organization, work measurement, factory cost, production planning, and personnel management.

**OET 1110 – Introduction to Operations Excellence****3 Credit hours**

Introduces the principles, systems, and tools involved with operational and personal excellence. Discussion includes the habits of effectiveness, personal improvement plans, and roles in leadership, operations excellence model and organization assessment.

**OET 1120 – Tools of Operations Excellence****4 Credit hours**

Provides a detailed study of the tools involved with operational excellence. Discussion includes value stream analysis, rapid improvement, problem solving, corrective action, and flow control. Other specialized topics of study include total productive maintenance, quick changeover, production preparation process (3P), process preparation (2P) and A3 Thinking.

**OET 2015 – Statistics for SPC****3 Credit hours**

Covers foundational statistics which are necessary for advanced tools of operational excellence such as statistical process control and design of experiments. Discussion includes collecting and summarizing data, quantitative concepts, probability distributions, statistical decision making, and relationships between variables.

**OET 2021 – Advanced Tools of Operations Excellence****3 Credit hours**

Provides an in depth review of the quality concepts, statistical methods, and tools used today for continual improvement in processes and products in all human endeavors. Students will be introduced to the basics of the Lean Enterprise and Six Sigma. A detailed study will be undertaken in the qualitative aspects of statistical process control, fundamentals of statistics and probability, acceptance sampling, reliability, and management and planning tools.

**Prerequisites:** OET 2015.

**OET 2120 – Quality Management Systems****3 Credit hours**

Introduces the components of a modern quality management system which encompasses the entire organization and all activities required to ensure customer satisfaction in quality cost and delivery of a product or service. The detailed requirements of ISO/QS9000, TS 16949 quality systems are explored. Technique such as Failure Mode, Effects Analysis, Measurement Systems, Quality System Assessments, Production Part Approval Process, Advanced Product Quality Planning and Control Plan are reviewed.

**Prerequisites:** OET 1110.

**OET 2210 – Logistics and Supply Chain****3 Credit hours**

Presents an overview of logistics including: effects on information, financial, and management activities. Supply chain management concepts including: procurement, demand management, order management, and customer service. Inventory management will be explored to understand the concepts in distribution and warehouse management and materials management. Additionally, transportation and transportation management will be introduced along with international logistics.

**OET 2510 – Lean Systems****3 Credit hours**

Encompasses a detailed study of the lean systems involved with driving the behaviors of operational excellence. Discussion includes daily improvement, visual management, standard follow up, and strategy deployment. There is also a special emphasis on the four disciplines of execution, which sustains the operational excellence for the long term.

**Prerequisites:** OET 1120.

**OET 2970 – Cost Analysis and Estimating****4 Credit hours**

Covers the latest principles and techniques for the evaluation of engineering design. Chapters 1 through 4 reviews cost analysis and its importance in engineering, labor break down, elemental calculations, material component calculations, and financial documents used to manage a budget. Chapters 7 through 11 review methods for estimating labor and material, and looks at key elements in engineering economy and the enterprise.

**OET 2980 – OET Capstone****3 Credit hours**

Incorporates all operational excellence tools, systems, and principles applied in a project situation. Discussion includes business assessment, analysis, strategic implementation, and creating long term sustaining results in behavior and performance.

**Prerequisites:** OET 1110, OET 1120, OET 2510.

## Paralegal/Legal Assisting (LEG)

**LEG 1010 – Introduction to Paralegals and the Legal System****2 Credit hours**

Introduces the role of the paralegal within the American legal system, including an overview of the American system of law, an examination of federal and state criminal and civil courts; and appellate process. Emphasis is on ethical requirements for paralegals and practical skills necessary for this profession.

**LEG 1020 – Legal Ethics****1 Credit hour**

Introduces and discusses how attorneys are regulated, what ethical rules governing lawyer conduct and how ethical rules affects paralegals. Topics include what constitutes the unauthorized practice of law, confidentiality, conflicts of interest, competency and professionalism. Emphasis is on the Ohio Code of Professional Responsibility.

**LEG 1100 – Legal Research and Writing I****2 Credit hours**

Emphasizes legal research techniques; understanding when and how to use primary and secondary sources of law; and distinguishing between mandatory and persuasive law. The course includes an introduction to finding the law, analyzing the research and applying it to specific legal issues. Students will complete case briefs, an initial legal memorandum, and legal correspondence. Course is Part 1 of a two-part series in legal research and writing.

**Corequisites:** LEG-1100L.

**LEG 1110 – Legal Research and Writing II ****3 Credit hours**

Continues to develop the research and writing skills utilized in Legal Research I. Emphasizes legal writing to various audiences including: the court, clients, and attorneys. Students research and write legal memoranda, letters, and an appellate brief and participate in an oral argument. This class is Part 2 of a two-part course in legal research and writing. C grade policy applies.

**Prerequisites:** LEG 1100

**Corequisites:** COM 1110, LEG-1110L.

**LEG 1150 – Litigation****3 Credit hours**

Introduces the process of the American adversarial judicial system, including local, state, and federal jurisdiction and venue; civil procedure, Ohio Rules of Evidence, and an overview of the paralegal's and attorney's function in the civil trial process. Students practice skills in interviewing, preparation of legal documents, and organizing materials for a civil trial.

**LEG 1190 – Criminal Law****2 Credit hours**

Explores the basics of criminal law and procedures including basic constitutional law and the Ohio Criminal Code and procedures.

**LEG 1200 – Family Law****2 Credit hours**

Introduces and examines legal issues relating to marriage, divorce, dissolution, marital and non-marital property rights, child custody and support, visitation and other related domestic issues. Students prepare documents for a dissolution case study.

**LEG 1300 – Legal Office Management and Technology****2 Credit hours**

Studies basic principles and methods used in a law office, including time/billing, electronic document production, e-discovery, calendaring/docket control, e-file court forms, controlling conflicts, contacts, organizing documents and files, and trust accounting.

**LEG 2000 – Civil Procedure  ****2 Credit hours**

Demonstrates proficiency by integrating technical knowledge with core skills and abilities; reviews federal civil procedures such as pleadings, discovery, pretrial, and remedies in the litigation process. A case study approach is utilized. This course includes an e-portfolio assignment and an exit evaluation of critical thinking and writing. "C" grade policy applies.

**Prerequisites:** LEG 1110.

**LEG 2050 – Real Estate Law****2 Credit hours**

Introduces law of real property and common types of real estate transactions. Students prepare deeds, perform title searches, and draft a title option.

**LEG 2100 – Probate Administration****3 Credit hours**

Demonstrates knowledge of wills, trusts, estates and estate administration, taxation, testate and intestate estates, the law of descent and distribution, estate planning, and additional end of life documents. Students will draft a will and prepare basic probate estate documents for case study. "C" grade policy applies.

**Prerequisites:** LEG 1100

**Corequisites:** ACC 1010.

**LEG 2200 – Debtor/Creditor/Bankruptcy****2 Credit hours**

Examines the law of Debtor-Creditor relations including negotiable instruments, secured transactions, Consumer Protection laws, non-judicial and judicial collection methods; distinguishes between Chapter 7, 11, and 13 bankruptcy procedures: prepare Chapter 7 bankruptcy petition with case study. "C" grade policy applies.

**Prerequisites:** BUS 2100.

**LEG 2250 – Administrative Law****1 Credit hour**

Examines legal framework of administrative law; differentiates between federal, state, and local administrative agencies. "C" grade policy applies.

**Prerequisites:** LEG 1010

**Corequisites:** BUS 2100.

**LEG 2991 – Paralegal Legal Assisting Practicum****3 Credit hours**

A guided work experience in which the student will be employed for a minimum of 14 hours per week over the 15 week semester term (210 hours) in a law office, business, or agency offering legal services. Each student will meet with the faculty member/Chair to discuss the internship experience for one hour per week; duties will be agreed upon by the faculty member, internship supervisors, and the students.

**Prerequisites:** LEG 1110, LEG 1150, Chair approval

**Corequisites:** LEG 2000.

## Philosophy (PHL)

**PHL 1011 – Introduction to Philosophy****3 Credit hours**

Introduces learners to the nature, subject matter, and techniques of philosophy. The course begins by defining philosophy and by introducing learners to a variety of standard philosophical tools and techniques leading to an examination of epistemology, philosophy of science, metaphysics, ethics, and political philosophy from a multicultural perspective.

## Physical Therapist Assisting (PTA)

**PTA 1100 – Introduction to Physical Therapy** ✍**3 Credit hours**

Builds the foundation for the development of the PTA. The course will examine the utilization of appropriate medical terminology and documentation in the clinical setting. Laboratory sessions will focus on patient positioning, bed mobility, transfers, selection and fitting mobility aids, infection control procedures, and monitoring vital signs. The acquisition of communicating in an effective and culturally sensitive manner in the clinical setting is also reinforced during laboratory sessions. "C" grade policy applies.

**Prerequisites:** Admission to PTA Program

**Corequisites:** PTA-1100L.

**PTA 1120 – Functional Anatomy****4 Credit hours**

Involves the study of basic functional anatomy as it relates to the field of physical therapy. Students will study descriptive terminology, osteology, arthrology, and neurology and muscle physiology. Emphasis is placed on origin, insertion, action, and innervation of major muscles along with the ligamentous integrity of peripheral joints of the human body. Common diseases of the musculoskeletal system are introduced to provide clinical relevance. Group laboratory activities will focus on visualization of bony landmarks, muscles and nerves on anatomical models and the cadaver. Palpation of bones, muscles and joints will also be emphasized during laboratory sessions. "C" grade policy applies.

**Prerequisites:** PTA 1100

**Corequisites:** PTA-1120L, PTA 1140.

**PTA 1140 – Therapeutic Procedures****4 Credit hours**

Educates the physical therapist assistant student in the theory and application of different types of therapeutic modalities. The course will analyze the use and application of therapeutic modalities according to current best evidence in order to support patient/client treatment and management decisions for rehabilitation, health promotion, and performance across the lifespan. Topics include: thermal modalities, cryotherapy, hydrotherapy, electrotherapy, iontophoresis, phonophoresis, ultrasound, mechanical traction, biofeedback, diathermy, massage and pneumatic compression modalities. The principles of physics employed as well as the indications, contraindications, and precautions of each modality are discussed. Laboratory activities seek to promote clinical decision making and competency in the application of the above treatment interventions by the student. "C" grade policy applies.

**Prerequisites:** PTA 1100

**Corequisites:** PTA 1120, PTA-1120L, PTA-1140L.

**PTA 1200 – Therapeutic Exercise****4 Credit hours**

Covers the basic concepts and principles of therapeutic exercise and foundational techniques. The course includes instruction in the areas of progressive resistive exercise, range of motion, stretching, coordination, balance, relaxation, aquatic therapy, general fitness, posture and core stabilization. A multitude of orthopedic pathologies and appropriate therapeutic exercise programs are covered and adapted for various aged patients. Case studies will be utilized to facilitate implementation of therapeutic exercise progression and to underscore the importance of evidence based practice in the clinical setting. "C" grade policy applies.

**Prerequisites:** BIO 1120, PTA 1100, PTA 1120, PTA 1140

**Corequisites:** PTA-1200L, PTA 1220.

**PTA 1220 – Kinesiology****4 Credit hours**

Involves the application of basic functional anatomy to an in-depth analysis of human motion. The biomechanics of each joint will be discussed along with common orthopedic joint dysfunctions, compensatory strategies, special tests, and surgical procedures. Students will also examine the gait cycle and identify possible causes for abnormal gait. Detailed goniometry and manual muscle testing will be the focus of lab content. "C" grade policy applies.

**Prerequisites:** BIO 1120, PTA 1100, PTA 1120, PTA 1140

**Corequisites:** PTA-1220L, PTA 1200.

**PTA 1300 – PTA Seminar****1 Credit hour**

Prepares students for the requirements and expectations of the first clinical experience, including an orientation to the Clinical Performance Instrument utilized to assess student performance in the clinic. Students will complete a "Clinical Education Passport" to validate exposure to a variety of patients and interventions and to document completion of supplemental learning activities. A cumulative written examination is given to assess mastery of first year content. "C" grade policy applies.

**Prerequisites:** PTA 1200, PTA 1220

**Corequisites:** PTA 1320.

**PTA 1320 – Clinical Application I****2 Credit hours**

Provides a supervised learning experience in an outpatient or inpatient setting. The student will complete a minimum of 175 hours of clinical experience with emphasis placed on treatment interventions and data collection skills learned in the first year of the didactic program. Students are expected to maintain 50% of a full time physical therapist assistant's patient care workload and to adjust interventions within the plan of care established by the physical therapist. Modifications of the treatment plan shall be communicated to the Clinical Instructor. This course is graded S/U.

**Prerequisites:** BIO 1110, BIO 1120, PTA 1100, PTA 1120, PTA 1140, PTA 1200, PTA 1220

**Corequisites:** PTA 1300.

**PTA 2100 – Rehabilitation for Specific Patient Populations ****4 Credit hours**

Introduces students to a variety of topics and areas of treatment including but not limited to cardiac and pulmonary rehabilitation, women's health, diabetes, geriatrics, amputations, prosthetics, orthotics, and burn/wound care management. Laboratory activities seek to promote clinical decision making and student competency in the application of postural drainage techniques, residual limb wrapping, and sterile wound care management as related to infection control procedures. "C" grade policy applies.

**Prerequisites:** PTA 1300, PTA 1320

**Corequisites:** PTA-2100L, PTA 2120.

**PTA 2120 – Functional Neurorehabilitation****4 Credit hours**

Links the structure and function of the central and peripheral nervous systems to the functional aspects of human movement. Lecture content will focus on the anatomy of the brain, spinal cord, its arterial supply, and the influences of neurological pathways on muscle tone, sensation, reflexes, coordination, and balance. Continued course content involves the application of the above knowledge to the treatment of patients with selected neurological deficits resultant from CVA, traumatic brain injury, spinal cord injury and birth. Laboratory activities will focus on instruction and competency of commonly utilized techniques by the PTA such PNF and NDT, facilitation/inhibition, and developmental sequence and pediatric intervention. Clinical case studies will also be utilized throughout the semester to facilitate critical thinking in the selection and implementation of appropriate therapeutic interventions learned throughout the course. "C" grade policy applies.

**Prerequisites:** PTA 1300, PTA 1320

**Corequisites:** PTA-2120L, PTA 2100.

**PTA 2200 – Clinical Application II****3 Credit hours**

Provides a supervised learning experience in an outpatient or inpatient setting. The student will complete a minimum of 210 hours of clinical experience with emphasis placed on refinement of skills taught in the PTA curriculum. Students are expected to maintain 75% of a full time physical therapist assistant's patient care workload and to adjust interventions within the plan of care established by the physical therapist. Modifications of the treatment plan shall be communicated to the Clinical Instructor. This course is graded S/U.

**Prerequisites:** PTA 2100, PTA 2120

**Corequisites:** PTA 2220, PTA 2230, PTA 2240.

**PTA 2220 – Clinical Application III****3 Credit hours**

Provides a terminal fulltime learning experience in an outpatient or inpatient setting. The student will complete a minimum of 245 hours of clinical experience with emphasis placed on demonstrating PTA skills at entry level competency. Students are expected to handle a full patient case load and to adjust interventions within the plan of care established by the physical therapist and to communicate these changes to the CI for the purpose of modifying the treatment plan. This course is graded S/U.

**Prerequisites:** PTA 2100, PTA 2120

**Corequisites:** PTA 2200, PTA 2230, PTA 2240.

**PTA 2230 – Capstone Course  ****1 Credit hour**

Prepares the student clinician to transition into the healthcare workforce as a licensed physical therapist assistant. The capstone experience in PTA allows students to demonstrate their proficiency in technical knowledge with integration of core skills and abilities. This is accomplished through student participation in the Allied Health Division's Cultural Competency Retreat. Students will work as interdisciplinary teams to address a complex patient diagnosis. Students will also actively prepare for the national Physical Therapy Assistant Licensure Examination through biweekly review modules to identify personal strengths and weaknesses. Other elements of the course include an e-portfolio writing assignment and the completion of selected Collegiate Assessment of Academic Proficiency tests. "C" grade policy applies.

**Prerequisites:** PTA 2100, PTA 2120

**Corequisites:** PTA 2200, PTA 2220, PTA 2240.

**PTA 2240 – Seminar II****1 Credit hour**

Accompanies the terminal clinical rotations of the Physical Therapist Assistant Program. Students will complete a "Clinical Education Passport" to validate exposure to a variety of patients and interventions and to document completion of supplemental learning activities. A highlight of the seminar is a collaborative interaction with PT students from the University of Findlay to work and learn together about their education, roles, and responsibilities as team members to ultimately model an effective PT/PTA relationship in clinical practice. The seminar also prepares the student for transition to entry level practice with an in depth focus on the laws and rules governing physical therapy practice in the state of Ohio, resume development, participation in mock interviews, and application for the physical therapist assistant licensure examination. "C" grade policy applies.

**Prerequisites:** PTA 2100, PTA 2120

**Corequisites:** PTA 2200, PTA 2220, PTA 2230.

## Physics (PHY)

### PHY 1120 – Physics I

#### 4 Credit hours

Introduces applied mechanical physics, which includes: Vector forces, moments, constant acceleration trajectories, friction, concepts of simple machines, rotary motion, work, power, energy, torque, simple harmonic motion, waves & sound, solid & fluid properties, heat & thermodynamics and kinetic theory of gases. Algebra-based.

**Transfer:** TAG, TM.

**Prerequisites:** MTH-0904, MTH-0953 with a 'C' or better

**Corequisites:** MTH 1210 or MTH 1370.

### PHY 1130 – Physics II

#### 4 Credit hours

Introduces applied mechanical physics, which includes: Electric field potential and forces, current and magnetic field integration over continuous charge/current distribution, quantum physics, atomic physics, nuclear physics, induction and inductance, resistance-capacitance and basic circuit analysis, EMF and electric power, electromagnetic waves, Kirchoff's Law, RLC circuits, Faraday's Law, conductivity, geometric optics, diffractions, interference, polarization.

**Transfer:** TAG, TM.

**Prerequisites:** MTH-0904, MTH-0953 with a grade of 'C' or better

**Corequisites:** MTH 1210 or MTH 1370.

## Political Science (POL)

### POL 1010 – Introduction to Political Science

#### 3 Credit hours

Provides an overview of the American political system. It explores the institutions and activities which combine to create public policy. It emphasizes political concepts and their transformation into practices which shapes the public good in areas such as justice, equality, freedom, democracy, political parties, and citizenship and their application to local, national, and international issues.

**Transfer:** TAG, TM.

**Corequisite:** COM-0950 or placement.

## Practical Nursing (PNS)

### PNS 1201 – Fundamentals-Practical Nursing

#### 8 Credit hours

Introduces the student to the philosophy and the conceptual framework of the Practical Nursing Program. The six major concepts: Nursing Process, Human Development, Human Needs, Common Health Problems, Role of the Practical Nurse, and Caring Behaviors are discussed. Major emphasis is placed upon the development of an understanding of the fundamentals of nursing practice. Students are introduced to the role of the practical nurse and standards of nursing care, utilization of the nursing process for problem solving, observational assessment skills, communication techniques, effects of cultural and spiritual beliefs on health care principles of patient safety and infection control. In addition, the student develops and practices the psychomotor skills necessary for nursing. The nursing skills related to common health problems of medical and surgical patients are discussed. The student contributes to the nursing process in the clinical setting in order to assist the gerontological patient in meeting his/her needs. "C" grade policy applies.

**Prerequisites:** Acceptance into the program

**Corequisites:** PNS-1201C, PNS-1201L.

### PNS 1202 – Adult Medical-Surgical Nursing

#### 10 Credit hours

Introduces the student to common health problems and nursing care related to the function of a variety of body systems including cardiovascular, neurological, hematological, respiratory, gastrointestinal, reproductive, sensory and endocrine. Intravenous therapy concepts are introduced and explored, which includes IV therapy skills. Supervised practice in the campus laboratory and clinical learning experiences occur in a variety of health care facilities and build upon previously acquired knowledge from PNS 1201 and related courses. Knowledge of pharmacological data about medications, administration of medications, and the role of the LPN in regards to medication administration for commonly occurring health problems is emphasized. "C" grade policy applies.

**Prerequisites:** PNS 1201, COM 1110, BIO 1000 or BIO 1120, BHS 2110

**Corequisites:** PNS-1202C, PNS-1202L.

### PNS 1203 – PN-Issues and Trends

#### 1 Credit hour

Explores a variety of issues related to the role of the practical nurse and changes in health care. Issues related to reimbursement methodologies, role of the Ohio Board of Nursing and other agencies, the impaired nurse, ethical and legal issues in health care, roles of the nurse in bio-terrorism events, QSEN, leadership and delegation are explored. The student develops a resume to be used upon completion of the program. "C" grade policy applies.

**Prerequisites:** COM 1110

**Corequisites:** PNS 1202.

### PNS 1204 – Maternal Child Nursing

#### 5 Credit hours

Introduces the student to the principles of nursing care for newborns through the developing family. Emphasis is placed on the normal processes and common gynecological problems of pregnancy. Community services for the emerging family are introduced. In addition, common health problems of children are discussed. The student continues to apply knowledge from the basic health sciences to address human needs by contributing to the nursing process. "C" grade policy applies.

**Prerequisites:** PNS 1201, PNS 1202, BIO 1120, NSG 1721

**Corequisites:** PNS 1203, PSY 1010, PNS-1204C.

## Psychology (PSY)

### PSY 1010 – General Psychology

#### 3 Credit hours

Provides an introduction to psychology; a prerequisite to advanced courses. The emphasis of this class is on the application of the scientific method to individual behavior and thought processes. The five major theoretical perspectives discussed are physiological, behavioral, cognitive, humanistic and psychoanalytic perspectives. Topics include physiology, learning, cognition development personality, social and abnormal behavior and therapy.

**Transfer:** TAG, TM.

**Prerequisites:** Appropriate ACT score, COM-0950 or placement.



**PSY 1730 – Abnormal Psychology****3 Credit hours**

Provides the student an opportunity to study many forms of mental disorders and abnormalities. Students will be presented with the major theoretical perspectives in terms of causation and treatment of these disorders. Students will study, evaluate, and apply the following approaches: psychodynamic, humanistic, cognitive, behavioral, and biological. Included also will be the classification of personality and behavior disturbances as defined by the current edition of the Diagnostic and Statistical Manual. Additionally, examples of the current therapeutic techniques will be presented.

**Transfer:** TAG, TM.

**Prerequisites:** PSY 1010.

**PSY 2150 – Lifespan Psychology****3 Credit hours**

Provides a broad overview of development and change physiologically, psychologically, socially and cognitively from conception to death. Influences on development such as heredity, environment, culture and diversity will also be examined based on research and major psychological theories.

**Transfer:** TAG, TM.

**Prerequisites:** PSY 1010.

**PSY 2200 – Social Psychology****3 Credit hours**

Provides an overview of the study of social psychology emphasizing how individual and social interactions influence the behaviors, thoughts, and feelings of an individual. This course balances research and application topics covering social cognition, attitude formation and change, conformity/obedience, group processes, pro-social behavior, aggression, and stereotyping/prejudice.

**Transfer:** TAG, TM.

**Prerequisites:** PSY 1010.

**PSY 2301 – Educational Psychology****3 Credit hours**

Examines major theories of human development and learning, motivation, instructional strategies, assessment, and similarities and differences in learners are examined. The role of factors in the student's environment that influence student's learning and development are considered. Research literature will serve as the foundation for course exploration.

**Transfer:** TAG, TM.

**Prerequisites:** PSY 1010.

## Radiography (RAD)

**RAD 1010 – Introduction to Clinical Radiography****1 Credit hour**

Prepares students for the requirements and expectations of the introductory clinical experience, including instruction in radiation protection, patient care procedures, and professional concepts for radiographers. Practical experience commences with chest, abdominal, and distal extremity procedures in a clinical setting. Practical competencies are utilized to determine if students can safely and accurately perform radiographic procedures. "C" grade policy applies.

**Prerequisites:** Good standing in Radiographic Imaging Program.

**RAD 1020 – Clinical Education II****2 Credit hours**

Provides a supervised learning experience in a clinical setting with emphasis on procedures of the extremities and the axial skeleton. Students begin practical experience with principles of exposure, image critique, and other associated professional skills in actual clinical practice. Practical competencies are utilized to determine if students can safely and accurately perform radiographic procedures. "C" grade policy applies.

**Prerequisites:** RAD 1010.

**RAD 1030 – Clinical Education III****4 Credit hours**

Provides a supervised learning experience in a clinical setting with emphasis on procedures of the appendicular and axial skeleton. Application of principles of exposure, with emphasis on image critique, and other associated professional skills continues in this course. "C" grade policy applies.

**Prerequisites:** RAD 1020 or RAD 2090.

**RAD 1210 – Principles of Imaging I****3 Credit hours**

Covers the structure of matter, electricity, and basic physical sciences leading to the principles of x-ray production. Students will also study x-ray emission spectrums, prime factors of exposure, and radiation interactions with matter. Laboratory activities will allow students to apply radiographic principles in producing images in preparation for use in clinical situations. "C" grade policy applies.

**Prerequisites:** MTH 1151 Good standing in Radiographic Imaging Program.

**RAD 1220 – Principles of Imaging II****3 Credit hours**

Covers the process of radiographic image formation and the basic factors controlling quality of the radiographic image. Students will also explore imaging informatics and PACS. "C" grade policy applies.

**Prerequisites:** RAD 1210

**Corequisites:** Any Radiographic Imaging clinical course.

**RAD 1310 – Radiographic Procedures I ****3 Credit hours**

Provides instruction in radiographic positioning and image critique for procedures of the chest, abdomen, hand, wrist, fingers, forearm, elbow, foot, calcaneus, ankle, toes, lower leg, knee, intercondylar fossa, patella, humerus, shoulder, AC joints, clavicle, scapula, and foreign body localization. Students study basics common to all radiographic procedures and arthrology/osteology. "C" grade policy applies.

**Prerequisites:** BIO 1110

**Corequisites:** Any Radiographic Imaging clinical course.

**RAD 1320 – Radiographic Procedures II****3 Credit hours**

Provides instruction in radiographic positioning and image critique for procedures of the pelvis, hip, femur, orthoroentgenography, cervical spine, thoracic spine, lumbar spine, sacrum, coccyx, SI joints, ribs, sternum, and contrast exams of the alimentary, hepatobiliary, and urinary tracts. "C" grade policy applies.

**Prerequisites:** RAD 1310

**Corequisites:** Any Radiographic Imaging clinical course.



**RAD 2010 – Clinical Education IV****2 Credit hours**

Provides a supervised learning experience in a clinical setting with emphasis on procedures of the skull including paranasal sinuses and facial bones, contrast exams, and fluoroscopic procedures. Students continue growth of associated professional skills and application of knowledge from previous and current courses. Practical competencies are utilized to determine if students can safely and accurately perform radiographic procedures. "C" grade policy applies.

**Prerequisites:** RAD 1030 or RAD 2090.

**RAD 2020 – Clinical Education V****2 Credit hours**

Provides a supervised learning experience in a clinical setting with emphasis on advanced exams including surgical, trauma, and computed tomography procedures. Students continue growth of associated professional skills and application of knowledge from previous and current courses. Practical competencies are utilized to determine if students can safely and accurately perform radiographic procedures. "C" grade policy applies.

**Prerequisites:** RAD 2010 or RAD 2090.

**RAD 2090 – Clinical Education Seminar****1-5 Credit hours**

Provides a supervised learning experience in a clinical setting with emphasis on radiographic and fluoroscopic exams appropriate to the student's knowledge. Students continue growth of associated professional skills and application of knowledge from previous and current courses. Practical competencies are utilized to determine if students can safely and accurately perform radiographic procedures. "C" grade policy applies.

**Prerequisites:** Good standing in Radiographic Imaging Program.

**RAD 2210 – Principles of Imaging III****3 Credit hours**

Covers advanced radiographic principles including quality assurance and quality control, fluoroscopy, mobile radiography, exposure systems, and the analysis of complex exposure problems. This course also explores some of the specialized imaging modalities including computed tomography (CT), magnetic resonance imaging (MRI), ultrasonography, and DEXA. Laboratory exercises support key concepts of the subject matter. "C" grade policy applies.

**Prerequisites:** RAD 1220

**Corequisites:** Any Radiographic Imaging Clinical course.

**RAD 2220 – Radiation Biology** **3 Credit hours**

Covers radiation interactions, radiosensitivity, radiation dose/response relationships, deterministic and stochastic radiation effects, radiation protection, and health physics in a lecture and laboratory format. Course discussions will also include the impact of macro- and micro-culture on radiation protection policies and practices. This course also explores nuclear medicine, PET, SPECT, radiation oncology, and emerging modalities. "C" grade policy applies.

**Prerequisites:** BIO 1120, RAD 1210, RAD 2210

**Corequisites:** Any Radiographic Imaging clinical course.

**RAD 2310 – Radiographic Procedures III****3 Credit hours**

Provides instruction in radiographic positioning and image critique for procedures of the skull, facial bones, zygomatic arches, mandible, TMJs, sinuses, orbits, and nasal bones. The course also includes instruction in radiography of trauma, pediatric, geriatric, and surgical patients. Furthermore, the course provides students with a basic understanding of mammography, arthrography, urography, and interventional radiography including specialized equipment used in these exams. Students are also introduced to sectional anatomy in cadaver sections and image correlation.

**Prerequisites:** BIO 1120, RAD 1320

**Corequisites:** Any Radiographic Imaging clinical course.

**RAD 2320 – Radiographic Patient Analysis****2 Credit hours**

Presents common radiographically demonstrated pathologies and anomalies in reference to structural and functional changes in the human body. The course also provides an increased knowledge of basic pharmacology, medical emergencies, and principles of patient care. "C" grade policy applies.

**Prerequisites:** Any two Radiographic Imaging clinical courses, BIO 1120

**Corequisites:** Any Radiographic Imaging clinical course.

**RAD 2490 – Selected Topics in Radiography**  **1 Credit hour**

Prepares students to demonstrate their proficiency by integrating technical knowledge with core skills and abilities taught in the Radiographic Imaging program. Students will actively prepare for the national radiography certification exam through instructor facilitated review sessions and online review modules to identify individual strengths and weaknesses. This capstone course will include an e-portfolio assignment, a capstone project including a video and oral presentation, and participation in the Health Sciences cultural competency retreat. "C" grade policy applies.

**Prerequisites:** BIO 1110, BIO 1120, BHS 1390, PSY 1010, RAD 2010, RAD 2210, RAD 2310, Good standing in Radiographic Imaging Program, or permission by department coordinator and chair.

## Real Estate (RST)

**RST 1020 – Real Estate Practice & Appraisal****4 Credit hours**

Introduces real estate designed for those interested in entering the real estate field as a salesperson and covers the general background knowledge of real estate law terminology, practice, and procedures. This course will also cover definitions and terminology of real estate appraising, analyzing the real estate market, and explaining the appraisal process. Basic determination to an estimate of value using cost, income, and market approaches as well as the mechanics of inspecting, measuring improvements, and cost estimating will be covered.

**RST 1120 – Real Estate Law & Finance****4 Credit hours**

Focuses on the areas of law pertinent to real estate sales. Emphasis is on the laws of property, agency, conveyance, zoning, licensure, and classification of types of estates. This course will also explore the financial aspects of real estate with primary consideration being toward the fundamentals of mortgage banking; sources of funds for mortgage lending; loan application procedures; processing, inspection, and appraisal of collateral; attracting new business; investing; and the effects of governmental monetary and fiscal policies.

**RST 1900 – Real Estate Independent Study****1-3 Credit hours**

Allows students the opportunity to student individually in the areas of Real Estate Practice, Appraisal, Law, and Finance. Students will attend relevant class sessions and complete relevant coursework related to these topics in either RST 1020 or RST 1120.

## Respiratory Care (RES)

**RES 1000 – Introduction to Respiratory Care****3 Credit hours**

Serves as an introduction to the profession of Respiratory Care, including its history, organizational hierarchy, and current as well as future trends. Students will be introduced to basic patient assessment skills and techniques, as well as infection control practices and will be given laboratory time to practice and master these skills. Professionalism in the healthcare setting, as well as legal implications and licensure requirements, will also be discussed. "C" grade policy applies.

**Corequisites:** BIO 1110, CHM 1120, RES-1000L.

**RES 1010 – Respiratory Care Procedures I** **3 Credit hours**

Provides an overview of the equipment and procedures which are used by entry-level respiratory care practitioners to administer floor therapy. This includes: oxygen therapy, humidity and aerosol therapy, volume expansion therapy, and bronchial hygiene therapy. "C" grade policy applies.

**Corequisites:** RES 1110, RES-1010L, RES 1090.

**RES 1020 – Respiratory Care Procedures II****3 Credit hours**

Provides an introduction of the student to care and maintenance of various artificial airways, including placement and suctioning techniques. An introduction to positive pressure ventilation will be provided, as well as the many cardiopulmonary resuscitation techniques that are used in the field of Respiratory Care. "C" grade policy applies.

**Prerequisites:** RES 1010, RES 1110

**Corequisites:** RES-1020L, RES 1120, RES 1410.

**RES 1090 – Respiratory Care Pharmacology****2 Credit hours**

Instructs Respiratory Care students in an overview of the cardiopulmonary medications covered by Ohio Law regarding the practice of Respiratory Care and focuses on the general principles of pharmacology and selected drug classifications related to the cardiac, circulatory, respiratory, endocrine, neurological, and musculoskeletal systems. "C" grade policy applies.

**Corequisites:** RES 1010, RES-1010L, RES 1110.

**RES 1110 – Cardiopulmonary Anatomy and Physiology****4 Credit hours**

Study in depth the structure and function of the human pulmonary and cardiovascular systems, with particular implications for the respiratory care professional will be discussed. The characteristics and theories of chemical laws, theories of gas behavior, and hemodynamic principles will be thoroughly examined and explored. The basis of oxygen and carbon dioxide transport, diffusion, and gas flow within the human body will be covered, as well as basic cardiac electrocardiogram analysis and interpretation. The laboratory portion of this course will focus on hands on application and real world implications of the topics covered in lecture. Students will be permitted to explore and learn more about human pulmonary and cardiac anatomy and physiology through the use of anatomical models, interactive demonstrations, human patient simulator models, and cadavers. "C" grade policy applies.

**Prerequisites:** RES 1000

**Corequisites:** RES 1010, RES-1010L, RES 1090, RES-1110L.

**RES 1120 – Pulmonary Diagnostics****3 Credit hours**

Includes a survey of the many types of tests used to diagnose and treat illness in the field of respiratory care. Included will be the principles and techniques used in the measurement and interpretation of Pulmonary Function Studies. Acid-based physiology and factors determining normal and abnormal blood gases as well as interpretation and application of the results will also be covered. Hemodynamics and other types of critical care monitoring will be introduced and explained as they pertain to the critical care respiratory patient. "C" grade policy applies.

**Prerequisites:** RES 1010, RES 1090, RES 1110

**Corequisites:** RES 1020, RES-1020L, RES-1120L, RES 1410.

**RES 1410 – Clinical Experience I****1 Credit hour**

Provides clinical experience in the maintenance and safe handling of equipment and oxygen therapy, basic respiratory therapeutic procedures, patient assessment skills, collecting and gathering medical information from the electronic and hard copy patient chart, aerosol therapy, humidity therapy, lung volume expansion therapy, metered dose inhaler use, and bronchial hygiene therapy. Students will participate, as available, in equipment sterilization and disinfection procedures. A valid CPR card is required for all clinical courses. "C" grade policy applies.

**Prerequisites:** RES 1010, RES 1110, RES 1090

**Corequisites:** RES 1020, RES-1020L, RES 1120, RES-1120L.

**RES 1420 – Clinical Experience II****2 Credit hours**

Provides clinical experience in positive pressure therapy, aerosol therapy, and a variety of pulmonary function tests. Students will gain further experience with bronchial hygiene therapies, including postural drainage and chest percussion. Students will perform arterial blood gas sampling on hospital patients, and will observe/ assist with maintenance of blood gas analyzer machines. Surgery rotations for intubation experience will be provided. "C" grade policy applies.

**Prerequisites:** RES 1020, RES 1120, RES 1410

**Corequisites:** RES 2100, RES-2100L, RES 2230.

**RES 1990 – Independent Study in RES****2 Credit hours**

Provides the Respiratory student the opportunity for in depth work on a respiratory topic. The first week of the term, the student will meet with the chairperson and submit in writing the proposed topic of study and the plan. The chairperson or another Respiratory faculty will provide continued support throughout the project. "C" grade policy applies.

**RES 2100 – Respiratory Procedures III****3 Credit hours**

Provides instruction in the theory and procedures with advanced respiratory care as associated with mechanical ventilation. This course will explore the various devices and monitoring techniques used in the management of ventilators. Students will also be given the opportunity to accomplish experiments simulating set-up modification, operation, and troubleshooting of various ventilators. "C" grade policy applies.

**Corequisites:** RES-2100L, RES 1420, RES 2230.

**RES 2110 – Respiratory Procedures IV** **4 Credit hours**

Provides an in-depth study of the respiratory management of both the neonatal and pediatric patient. Emphasis will be placed on the development of the cardiorespiratory system in relation to pathologies and critical care management. Essential knowledge, skill and abilities required for the practice of respiratory care in the perinatal and pediatric specialty area will be presented. Laboratory instruction for this course will focus on the critical care equipment and therapeutic modalities required for the care of the neonatal, infant, and pediatric populations. "C" grade policy applies.

**Prerequisites:** RES 2100

**Corequisites:** RES-2110L, RES 2410, RES 2550.

**RES 2230 – Respiratory Disease****2 Credit hours**

Provides a full review clinical assessment skills and introduces Respiratory Care students to techniques used in diagnosing cardiopulmonary disease. A wide variety of lung diseases will be explored in a problem-based learning format which integrates case studies, clinical simulations and use of Human Patient Simulator. Emphasis will be placed on the basic pathologies of each disease and a review of treatment options will be discussed. "C" grade policy applies.

**Prerequisites:** RES 1120, RES 1410

**Corequisites:** RES 1420, RES 2100, RES-2100L.

**RES 2410 – Advanced Clinical Experience I****3 Credit hours**

Provides advanced clinical practice in the art of patient assessment and testing that is essential to the discipline. Various clinical tests including arterial blood gas measurement, chest radiographic imaging, and cardiac and pulmonary stress testing will be provided to the student during clinical rotations to correlate findings with patient disease states and conditions. Students will take part in physician rounds, and attend physician lectures where patient case studies will be presented. Students will begin rotations in the adult critical care setting, where they will gain experience in managing artificial airways, mechanical ventilators, and hemodynamic measurement equipment. Students will also take part in rotations with department managers to gain an appreciation for the skills needed to manage a respiratory care department, while meeting quality assurance standards. "C" grade policy applies.

**Prerequisites:** RES 1420, RES 2230, RES 2100

**Corequisites:** RES 2110, RES-2110L, RES 2550.

**RES 2420 – Advanced Clinical Experience II****3 Credit hours**

Provides further clinical experiences that will include continued rotations in adult critical care settings, as well as new specialty rotations in such areas as pulmonary rehabilitation, sleep disorder clinics, home care, skilled nursing facilities, and physician rounds. Students will also gain clinical experience in the care of neonatal patients through rotations in the labor & delivery and neonatal ICU areas. The clinical experience will culminate in a preceptorship rotation in which the student gains real-world experience through management of a full work assignment, under the watchful eye of an assigned mentor. "C" grade policy applies.

**Prerequisites:** RES 2110, RES 2410, RES 2550

**Corequisites:** RES 2510.

**RES 2510 – Respiratory Care Capstone**  **1 Credit hour**

Allows students to demonstrate their proficiency by integrating technical knowledge with core skills and abilities. Study will be done of realistic clinical problems and situations with emphasis on analyzing and evaluating these problems to formulate acceptable respiratory care plans. Such care plans shall include selection of appropriate equipment, drugs, laboratory tests, equipment parameters and changes, treatment modalities and suggestions to physicians. Practice will be provided in the necessary techniques to take the NBRC clinical simulation examination. Computer simulations are an integral part of this course. The course will include an e-portfolio assignment and an exit evaluation of critical thinking and writing. "C" grade policy applies.

**Prerequisites:** RES 2410, RES 2550, RES 2100

**Corequisites:** RES 2420.

**RES 2550 – Advanced Cardiopulmonary Care****2 Credit hours**

Provides an opportunity to apply previously learned respiratory care procedures and pharmacologic interventions in the care of the critically ill patient. Course modules will focus on the American Heart Association critical care guidelines for the Neonatal Resuscitation Program (NRP), Pediatric Advanced Life Support (PALS) and Adult Cardiovascular Life Support (ACLS). AHA BLS for Healthcare Providers certification required. "C" grade policy applies.

**Prerequisites:** RES 2100 or enrollment in a healthcare program and Instructor approval.

**RES 2610 – Polysomnography Clinical I****1 Credit hour**

Provides clinical experience in an orientation to the sleep center, patient assessment, preparation, hook-up, monitoring, and education. Opportunities in stage recognition, troubleshooting, equipment preparation and disinfecting, and documentation will also be offered to the participant. A valid CPR card is required in all clinical courses. "C" grade policy applies.

**Prerequisites:** Current second year Respiratory Care student or currently licensed Respiratory Care Practitioner.

**RES 2620 – Polysomnography Clinical II****1 Credit hour**

Provides clinical experience and orientation to the sleep center, patient assessment, preparation, hook-up, monitoring, and education. Opportunities in stage recognition, troubleshooting, equipment preparation and disinfecting, and documentation will also be offered to the participant. A valid CPR card is required in all clinical courses. "C" grade policy applies.

**Prerequisites:** RES 2710, RES 2610

**Corequisites:** RES 2720, RES-2720L.

**RES 2710 – Polysomnography Technology I****3 Credit hours**

Introduces the student to sleep medical technology, instrumentation set up and calibration of polysomnographic equipment, and recording and monitoring the patient during a polysomnogram. This course is the first in a two course sequence and is designed for the Respiratory Therapist wanting to enter into sleep technology. "C" grade policy applies.

**Prerequisites:** RES 1420, RES 2230, or currently licensed Respiratory Care Practitioner.

**RES 2720 – Polysomnography Technology II****3 Credit hours**

Provides the student with an introduction to the different types of sleep studies and the purpose of each. The student will learn about a variety of sleep disorders, the symptoms of each, and pharmacologic and non-pharmacologic treatments. Scoring of Polysomnograms and sleep stages will also be discussed. "C" grade policy applies.

**Prerequisites:** RES 2610, RES 2710

**Corequisites:** RES-2720L.

## Sociology (SOC)

**SOC 1010 – Sociology** ✍**3 Credit hours**

Introduces students to terms, concepts and theories fundamental to the discipline of sociology. It is designed to: develop the students' overall store of sociological knowledge; offer a unique approach to thinking about, studying and understanding society; and develop and enhance the students' ability to think critically. General topics include: the history of sociology; theory, and research methodology; culture; social structure; socialization; deviance and social control; social stratification; social institutions, social movements, and social change.

**Transfer:** TAG, TM.

**Prerequisites:** Appropriate ACT score, COM-0950 or placement.

**SOC 1200 – Death and Dying****3 Credit hours**

Presents issues of death, dying and bereavement, as well as moral and conceptual issues that deal with the meaning and place of death in life. Topics covered will include: American attitudes toward death and dying; changing patterns of death encounters; features of the American death system including funerals and hospice; cultural differences within American society; coping with dying; life cycle issues; death related law; euthanasia and suicide.

**Transfer:** TM.

**Prerequisites:** Appropriate ACT score, COM-0950 or Placement.

**SOC 1210 – Family Sociology****3 Credit hours**

Addresses issues related to the social institution of families. Emphasis is placed on the development and changing structures of American families, and ongoing patterns of interaction within individual family units as influenced by social, political, and economic forces in the larger society. General topics to be covered will include: the multi-cultural history of the American family; family and social institutions; family and the organization of race, class and gender; love and partner selection; diversity in family forms; communication and conflict resolution; parenting; family violence and crisis; separation and divorce; and family policy and the state.

**Transfer:** TAG, TM.

**Prerequisites:** SOC 1010.

**SOC 1320 – American Cultural Diversity****3 Credit hours**

Introduces students to a sociological framework for understanding the dynamics and implications of a multicultural society. Issues addressed include the social construction of race; immigration; human diversity in culture, gender, sexual orientation, and age; race and ethnic relations; and the influence of social institutions on public perceptions of and responses to diversity. Topics will be explored from both historical and contemporary perspectives.

**Transfer:** TAG, TM.

**Prerequisites:** Appropriate ACT score, COM-0950 or placement.

**SOC 2211 – World Religions: History, Belief, and Practice****3 Credit hours**

Introduces students to the academic study of religions, including emphasis on the social-structural and cultural elements of religious systems. Key concepts to be covered will include approaches to the study of religions; the implications of particular definitions of religion; and common ideas found in many religious systems (e.g., myth, symbol, ritual). Students will also learn the history, beliefs, and practices of many religious systems. Religions to be studied include several religions commonly defined as "world religions" (including Hinduism, Buddhism, Judaism, Christianity, and Islam), as well as various ancient religions, indigenous religions, and new religious movements.

**Transfer:** TM.

**SOC 2300 – Social Problems****3 Credit hours**

Surveys a variety of issues and perspectives surrounding the definition, evaluation, and amelioration of social problems. While its focus is on the U.S., the global context in which social problems develop is also addressed. Issues to be covered include: illness and healthcare; drugs and alcohol; problems of youth and the elderly; gender, race and class inequality; work and unemployment; urban crisis; and science and technology. The course fulfills requirements for the University of Cincinnati Addiction Studies degree, and provides a Social Science elective for non-majors.

**Transfer:** TAG, TM.

**Prerequisites:** SOC 1010.

## Spanish (SPN)

**SPN 1010 – Beginning Spanish Language I****3 Credit hours**

Provides an introduction to Spanish language and culture through multiple approaches in order to develop spoken and written communication skills, listening and reading comprehension skills, and cultural awareness. This course will practice functional Spanish in basic listening and speaking situations. The focus will be on meaningful and achievable communication as per the American Council on the Teaching of Foreign Languages (ACTFL) current national standards.

**Transfer:** TAG.

**SPN 1020 – Beginning Spanish Language II****3 Credit hours**

Provides the second course in a series of two courses which serve as an introduction to Spanish Language and culture. Spoken and written communication skills will be developed as will listening and reading comprehension skills, and cultural awareness. This course will continue introducing and practicing functional Spanish in basic listening and speaking situations, as well as basic reading and writing. The focus will be on meaningful and achievable communication as per the American Council on the Teaching of Foreign Languages (ACTFL) current national standards.

**Transfer:** TAG.

**Prerequisites:** SPN 1010 (with a grade of "C" or better).

**SPN 2010 – Intermediate Spanish I****3 Credit hours**

Provides the first in a series of two intermediate courses in Spanish language and culture. The course focuses on using the five skills needed to learn a language: reading, writing, speaking, culture, and listening. The course will adhere to the national communication standards as identified by the American Council on the Teaching of Foreign Languages (ACTFL).

**Transfer:** TAG.

**Prerequisite:** SPN 1020 (with a grade of "C" or better).

**SPN 2020 – Intermediate Spanish II****3 Credit hours**

Provides the second in a series of two intermediate courses in Spanish language and culture. The course focuses on using the five skills needed to learn a language: reading, writing, speaking, culture, and listening. The course will adhere to the national communication standards as identified by the American Council on the Teaching of Foreign Languages (ACTFL).

**Transfer:** TAG

**Prerequisite:** SPN 2010 with a grade of C or better.

## Student Development Education (SDE)

**SDE 1010 – First Year Experience** **1 Credit hour**

Provides an introduction to Rhodes State College with emphasis on assessment and development of the academic, interpersonal and life management skills necessary to function within the college environment and a global society. Designed to provide experiences in which students use critical thinking to improve academic, interpersonal and intrapersonal skills related to professional behavior.

**SDE 1100 – Team Sports: Volleyball****2 Credit hours**

Allows participation as a player in club sports, which may include women's volleyball in the Fall, women's or men's basketball in the Spring, and men's baseball, and men's golf in the Spring. No greater than six (6) credit hours may be earned for participation in club sports. No greater than four (4) credits may be earned in any single semester. Credits earned must have permission of coach. Credits earned are not counted toward graduation. This course is graded S/U.

**Prerequisites:** Must participate on the Barons' Volleyball team.

**SDE 1110 – Team Sports: Basketball****2 Credit hours**

Allows participation as a player in club sports, which may include women's volleyball in the Fall, women's or men's basketball in the Spring, and men's basketball, and men's golf in the Spring. No greater than six (6) credit hours may be earned for participation in club sports. No greater than four(4) credits may be earned in any single semester. Credits earned must have permission of coach. Credits are not counted toward graduation. This course is graded S/U.

**Prerequisites:** Must participate on Barons' Basketball Team.

**SDE 1130 – Team Sports: Baseball****2 Credit hours**

Allows participation as a player in club sports, which may include women's volleyball in the Fall, women's or men's basketball in the Spring, and men's baseball, and men's golf in the Spring. No greater than six (6) credit hours may be earned for participation in club sports. No greater than four (4) credits may be earned in any single semester. Credits earned must have permission of coach. Credits earned are not counted toward graduation. This course is graded S/U.

**Prerequisites:** Must participate on Barons' Baseball Team.

**SDE 1140 – Team Sports: Golf****2 Credit hours**

Allows participation as a player in club sports, which may include women's volleyball in the Fall, women's or men's basketball in the Spring, and men's baseball and men's golf in the Spring. No greater than six (6) credit hours may be earned for participation in club sports. No greater than four (4) credits may be earned in any single semester. Credits earned must have permission of coach. Credits earned are not counted toward graduation. This course is graded S/U.

**Prerequisites:** Must participate on Barons' Golf Team.

## Surveying (SUR)

**SUR 2200 – Subdivision Design****3 Credit hours**

Provides an introduction to residential subdivision design with emphasis on general zoning and subdivision regulations (i.e., lot, street, and easement design) utilizing COGO and CADD computer programs.

**Prerequisite:** MET 1000.

## Theater (THR)

**THR 1010 – Introduction to Theatre****3 Credit hours**

Provides an introduction to theatre from its origins in Ancient Greece to modern day. Students will acquire background information on various aspects of theatre ranging from acting and production to script analysis as well as an overall history of theatre arts within various cultures and eras.

**Transfer:** TAG, TM.



# Welding (WLD)

## WLD 1000 – Weld Joint Design and Preparation

### 3 Credit hours

Introduces students to the field of welding. This course is broken into three modules. It is competency based and each module must be completed before continuing on to the next. Module 1 (Safety and Joint Design) covers safety rules for the welding lab and issues such as dealing with ultraviolet rays, burns, fumes, and electrical hazards. Introduces the print symbols and terminology used in fabricating and welding basic joints that are commonly seen on blueprints. Module 2 (Welding Code/Weld Measurement/Hand Tools) introduces welding codes and standards, identification of welding flaws, and the tools used to measure aspects of the weld. Emphasizes safety protocols and proper usage of hand tools in a welding lab. Module 3 (Material Cutting/Grinding/Fabrication) explores the set-up and use of the Oxy/Fuel cutting torch, the Oxy/Fuel line cutter, Plasma Arc cutting, safety protocols, and proper use of power tools in the welding lab. Also explores how to assemble various weld joints.

## WLD 1100 – Shielded Metal Arc Welding

### 3 Credit hours

Introduces students to shielded metal arc welding. This course is broken into three modules. It is competency based and each module must be completed before continuing on to the next. Module 1 (Flat and Horizontal Welding) examines the theory and practical operation of shielded metal arc welding in both a flat and horizontal welding position. Emphasizes safety protocols, machine settings, and filler metals. Module 2 (Vertical Welding) explores the theory and operation of shielded metal arc welding in a vertical welding position. Module 3 (Overhead Welding) discusses theory and operation of shielded metal arc welding. Emphasizes safety protocols and working specifically in the overhead welding position.

**Corequisites:** WLD 1000.

## WLD 1200 – Gas Tungsten Arc Welding

### 3 Credit hours

Introduces students to gas tungsten arc welding. This course is broken into three modules. It is competency based and each module must be completed before continuing on to the next. Module 1 (Safety and Technology) covers theory and operation of gas tungsten arc welding equipment. Emphasizes safety protocols, machine settings, and filler metals. Module 2 (Steel and Stainless Steel-Flat and Horizontal) discusses theory and operation of gas tungsten arc welding. Emphasizes safety protocols, and flat and horizontal welding positions while using mild and stainless steel. Module 3 (Steel and Stainless Steel-Vertical) covers theory and operation of gas tungsten arc welding. Emphasizes proper safety protocols and vertical welding position using mild steel and stainless steel.

**Corequisites:** WLD 1100.

## WLD 1300 – Gas Metal Arc Welding

### 3 Credit hours

Introduces students to gas metal arc welding. This course is broken into two modules. It is competency based and each module must be completed before continuing on to the next. Module 1 (Flat and Horizontal) covers theory, machine settings, filler metals, and operation of gas metal arc welding. Emphasizes safety protocols, flat welding position, and horizontal welding position using mild steel. Module 2 (Vertical and Overhead Welding) presents the theory and operation of gas metal arc welding. Emphasizes safety protocols, and proper vertical welding and overhead welding positions using mild steel and aluminum.

**Prerequisites:** WLD 1000.

## WLD 1400 – Welding Metallurgy

### 3 Credit hours

Introduces students to basic metallurgy principles pertaining to the field of welding. In this course students examine the basic metallurgical properties of steel and the changes that take place during cutting and welding operations. Students develop an understanding of the problems associated with these changes and strategies on how to avoid or minimize their adverse effects. In addition, various weld defects and faults which can occur in the shop floor environment are examined. Additional topics including heat treatment, stress relief and distortion are discussed in depth.

## WLD 2300 – Shielded Metal Arc Welding AWS Certification

### 2 Credit hours

Examines the theory and practical operation of shielded metal arc welding in both a flat and horizontal welding position. Emphasizes safety protocols, machine settings, and filler metals. Provides students with directed practice required to pass the American Welding Society certification in shielded metal arc welding.

**Prerequisites:** WLD 1000, WLD 1100, WLD 1400.

## WLD 2400 – Gas Tungsten Arc Welding AWS Certification

### 2 Credit hours

Discusses theory and operation of gas tungsten arc welding. Emphasizes safety protocols, and flat and horizontal welding positions while using mild and stainless steel. Provides students with directed practice required to pass the American Welding Society certification gas tungsten arc welding.

**Prerequisites:** WLD 1000, WLD 1200, WLD 1400.

## WLD 2500 – Gas Metal Arc Welding AWS Certification

### 2 Credit hours

Covers theory, machine settings, filler metals, and operation of gas metal arc welding. Emphasizes safety protocols, flat welding position, and horizontal welding position using mild steel. Provides students with directed practice required to pass the American Welding Society certification in gas metal arc welding.

**Prerequisites:** WLD 1000, WLD 1300, WLD 1400.



# CENTER FOR DISTANCE AND INNOVATIVE LEARNING

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Online Degrees Available (p. 166)

The Center for Distance and Innovative Learning (CDIL) supports the delivery of flexible, online credit courses, degree programs, and certificates. Rhodes State College utilizes a Learning Management System (LMS) to deliver online and hybrid/blended courses. The LMS is easily accessed through the college's website. Instructions on accessing the learning management system are mailed to students before the term begins.

Online students need to be highly motivated, organized, and self-directed learners. Students must have access to and be comfortable with using a computer and the internet to take online courses. Online instructors are available online, by telephone, via e-mail or in-person during office hours for assistance.

**Online courses** provide flexibility to learn at home, work or anywhere with internet access. Some online courses are supplemented by a course information packet, study guide, and/or textbook that is available either in hard copy or in electronic format. Additionally, some online course may require proctored exams. Check the course syllabus for more information.

Online courses are designated in the class schedule as *Section 900, 901, 902, 903, through 949* and must be completed during the term in which the student is registered to take the course.

**Hybrid/Blended courses** combine the best features of face-to-face classroom instruction and instruction online. Students are expected to alternately attend regularly scheduled class/lab periods on campus and to have the motivation to study and complete coursework from a distance. Online coursework may consist of video lectures, podcasts, webcasts or self-directed instruction. Specific information regarding the online course content is given to students during the scheduled class period. On-site or proctored exams may be required.

Blended courses are designated as *Section 950, 951, 952, 953, 954, through 999* and must be completed during the term in which the student is registered to take the course.

## Technical Skills Needed

To be successful, students should have the ability to:

- use Windows operating system or Macintosh operating system;
- use a web browser (such as Firefox or Google Chrome);
- use word processing software;
- download and upload files;
- manage files and folders.

## Recommended Computer Specifications

Student's computer should meet the minimum suggested specifications:

- Windows 7+ or Macintosh OS X 10.6.8;
- 2 GHz Processor;
- 1 GB RAM;
- A high-speed Internet connection;
- Webcam and microphone are recommended.

## Minimum Software Requirements:

- Mozilla Firefox or Google Chrome
- Java
- Adobe Reader
- Adobe Flash Player

## Mobile Devices

Students may have difficulty completing all coursework on a mobile device, especially when viewing recorded lectures. Please be advised that it is the student's responsibility to locate a computer if unable to complete coursework on a mobile device.

### Notes:

Courses that utilize webcast lectures may require Windows Media Player and Microsoft Silverlight. Additionally, Microsoft Office (Word, Excel, PowerPoint) is used by all faculty on campus and is required for select courses/programs. Please see your course syllabus for course-specific technology requirements.

## General Information

Online classes are not easier than traditional classes, just more flexible. Students will spend the same amount of time to complete an online class as they would if attending a traditionally-structured class. Use the following table to determine the amount of time needed to complete classes:

### Estimated Class Completion Time Per Class Credit Hour

	Course Material	Homework	Total Hours Per Week
1 credit class	1 hour	2 hours	3 hours
2 credit class	2 hours	4 hours	6 hours
3 credit class	3 hours	6 hours	9 hours
4 credit class	4 hours	8 hours	12 hours
5 credit class	5 hours	10 hours	15 hours

**Attendance.** Although distance education courses offer students the option of completing a majority of their coursework off campus, attendance will be tracked as an indication of progress. This means that all students must be actively working on all currently enrolled courses. Assignments must be turned in on time, and regular contact with the instructor is also required. Weekly progress on course assignments and projects is needed to gain an understanding of the course's content and to satisfactorily demonstrate required competencies. Lack of progress will negatively impact the earned grade and, if flagrant, could result in a grade of "E". Current information regarding distance education courses can be found at The Center for Distance and Innovative Learning website

## Degrees Available

Fully Online Two-Year Programs

- Accounting
- Business Administration
- Corrections
- Human Resources
- Executive Administrative Assistant
- Operations Excellence Technology

#### Fully Online Certificates

- Accounting Clerk
- Business Administration
- Business Management
- Human Resource Management
- Office Publications
- Office Software
- Tax Preparer
- Team Leadership

#### Hybrid/Blended Two-Year Programs

- Business Administration, One-Night-A-Week
- Digital Media Technology
- Human Service
- Marketing
- Network Security
- Medical Administrative Assistant
- Web Programming/Computer Programming

#### Hybrid/Blended Certificates

- Cyber Security
- Digital Media Technology
- Food Science Technology
- Marketing
- Pre-gaming Design
- Video and Graphic Specialist

## **For More Information**

For more information regarding online courses and programs, contact the Office of Admissions and Advising at (419) 995-8320.

# TRANSFER DEGREES

## Rhodes State College Transfer Degrees

Rhodes State College's Associate of Arts and Associate of Science degrees are designed to serve as the first two years of a bachelor's degree and provide maximum transferability of courses from the associate level to the bachelor's level. In selecting courses for this degree, students are strongly encouraged to consult the specific academic plan in the College catalog, the faculty advisor, and the four-year institution to which they intend to transfer in order to determine appropriate curriculum choices.

## Transferring to a Four-year Institution

Many students who complete the Associate of Applied Business Degree, the Associate of Applied Science Degree, Associate of Arts, Associate of Science or the Associate of Technical Studies Degree at Rhodes State College wish to pursue a Bachelor's degree at a four-year institution. Students are urged to plan their academic careers carefully and in close consultation with the College's admissions and academic advisors. Currently transfer opportunities for graduates of Rhodes State College are provided by four methods:

1. Articulation Completion Agreements
2. Course by Course Transfer and Evaluation
3. Transfer Assurance Guides (TAG)
4. Ohio's Transfer Module

## Articulation Completion Agreements (Bachelor Completion)

Rhodes State College has entered into agreements with a number of four-year colleges and universities by which graduates can transfer to one of those institutions to complete a baccalaureate degree. These agreements often provide two plus two transfer opportunities in specific programs, that is the receiving institution accepts the two-year program which the student has completed at Rhodes State College as the first two years of the baccalaureate degree. The student then can complete the baccalaureate degree at another college or university. Students can receive additional information on these agreements and the participating institutions from the Office of Admissions, Office of Advising, Division Dean, Program Chair, or Director.

## Course-By-Course Transfer and Evaluation

Students who do not take advantage of one of the Articulation Agreements can always apply for transfer to a four-year institution and have their coursework evaluated for transferability on a course-by-course basis by the receiving institution. Successful transfer of courses using this method requires careful planning on the part of the student. In particular, a student should consult early with the institution to which he/she wishes to transfer in order to determine the transferability of specific Rhodes State College courses. Although this option does not provide assurances of transferability as provided by the Ohio Transfer Module or the Articulation Agreements, it does allow flexibility for a

student to select coursework which meet specific admission or program requirements of the receiving institution.

## University System of Ohio

Rhodes State College is proud to be a part of The University System of Ohio. Transfer Assurance Guides (TAGs) have been created for a large number of courses within the system, allowing for seamless transfer of TAG-designated general education or technical courses.

## 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.

Each TAG approved course is identified in the Course Descriptions (p. 111) section of this catalog with TAG at the end of the course description. Students may also visit the Ohio Department of Higher Education Transfer Assurance Guide website and complete a search for all TAG courses for Rhodes State College

## Ohio Transfer Module

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 established 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.

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 36-40 semester hours of course credit in English composition (minimum 3 semester hours); mathematics, statistics and formal/symbolic logic (minimum of 3 semester hours); arts/humanities (minimum 6 semester hours); social and behavioral sciences (minimum of 6 semester hours); and natural sciences (minimum 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.

## Acceptance of Transfer Credit

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 Associate of Arts or Associate of Science 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). Other courses may be transferred in consultation with the Dean of the Division.

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

## Appeals Process

Following the evaluation of a student transcript from another institution, Rhodes State will provide the student with a statement of transfer credit applicability which will include the appeals process. The process includes review of the course description, syllabus, and learning outcomes to determine a match with Rhodes State courses. Responses should be issued within 30 days of the receipt of the appeal.

## 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 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 of credit 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.
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 college or university, 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.

## Responsibilities of Students

In order to 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 Ohio Transfer Module (OTM), Transfer Assurance Guides (TAG), and the course applicability system for guidance and planning the transfer process. Students should identify early in their collegiate studies an intended institution and major for transfer paying attention to any language requirements or any special course requirements that can be met during the time at Rhodes State. Students are encouraged to seek further information regarding transfer from both their advisor and the college or university to which they plan to transfer.

## Transfer Module

### Rhodes State College Transfer Module

(Effective 6/2016)

To complete the Transfer Module, students should accumulate 36-40 semester hours as specified on the grid below. Advisors should assist the students in selection of the courses according to the students' educational goals.

#### I. English/Oral Communication (Minimum 6 Semester Hours)

Code	Title	Hours
COM 1110	English Composition	3
Select one of the following from Category II:		
COM 1140	Technical Writing	3
COM 1160	Business Communications	3
COM 1200	Writing in the Sciences	3
COM 2400	Composition and Literature	3

Additional courses may be taken from the English/Oral Communication area to fulfill the additional hours required to complete the Transfer Module including COM 2110 Public Speaking and COM 2213 Verbal Judo.

For the AA or AS Degrees, COM 2400 Composition and Literature must be taken.

## II. Mathematics, Statistics or Formal Logic (Minimum 3 Semester Hours)

Code	Title	Hours
Select one of the following:		
MTH 1190	Finite Mathematics/Business	3
MTH 1260	Statistics	3
MTH 1370	College Algebra	4
MTH 1430	Trigonometry	3
MTH 1611	Business Calculus	5
MTH 1711	Calculus I	5
MTH 1721	Calculus II	5
MTH 2660	Calculus III	4
MTH 2670	Differential Equations	4
MTH 2680	Elementary Linear Algebra	4

Additional courses may be taken from the Mathematics area to fulfill the additional hours required to complete the Transfer Module.

## III. Arts/Humanities <sup>1</sup> (Minimum 6 Semester Hours)

Code	Title	Hours
Select two courses with a minimum of one course from each category below:		
Category I:		
LIT 2210	Introduction to Literature	3
LIT 2215	Native American Literature	3
LIT 2227	Literature of Graphic Novels	3
LIT 2250	The American Short Story	3
LIT 2260	Fantasy Literature	3
LIT 2301	British Literature I	3
LIT 2310	Literature and the Holocaust	3
LIT 2450	Themes in Literature and Film	3
THR 1010	Introduction to Theatre	3
Category II:		
HST 1011	Western Civilization I	3
HST 1012	Western Civilization II	3
HST 1610	American History to 1877	3
HST 1620	American History Since 1877	3

Additional courses may be taken from the Arts/Humanities area to fulfill the additional hours required to complete the Transfer Module.

## IV. Social Science <sup>1</sup> (Minimum 6 Semester Hours)

Code	Title	Hours
Select two courses with a minimum of one course from each category below:		
Category I:		
ANT 2411	Cultural Anthropology	3
HST 2510	History of Latin America	3
POL 1010	Introduction to Political Science	3
SOC 1010	Sociology	3
SOC 1200	Death and Dying	3
SOC 1210	Family Sociology	3

SOC 1320	American Cultural Diversity	3
SOC 2211	World Religions: History, Belief, and Practice	3
SOC 2300	Social Problems	3
Category II:		
PSY 1010	General Psychology	3
PSY 1730	Abnormal Psychology	3
PSY 2150	Lifespan Psychology	3
PSY 2200	Social Psychology	3
PSY 2301	Educational Psychology	3

Additional courses may be taken from the Social Science area to fulfill the additional hours required to complete the Transfer Module.

## V. Natural Science (Minimum 6 Semester Hours, One Lab course required)

Code	Title	Hours
Select two courses, with at least one course having a lab component:		
BIO 1090	Concepts in Biology	4
BIO 1110	Anatomy and Physiology I	4
BIO 1120	Anatomy and Physiology II	4
BIO 1400	Microbiology	4
BIO 2121	Introduction to Human Genetics	4
CHM 1110	Introductory General Chemistry	4
CHM 1120	Introductory Organic and Biochem	4
GLG 1000	Physical Geology	4
PHY 1120	Physics I	4
PHY 1130	Physics II	4

Additional courses may be taken from the Natural Science area to fulfill the additional hours required to complete the Transfer Module.

### TRANSFER MODULE TOTAL HOURS 36 – 40 Semester Hours

<sup>1</sup> Courses in Areas III and IV must be from two different disciplines.

## Transferring To Rhodes State

Students transferring from another college must have official transcripts from each college attended sent to the Rhodes State College Office of Transfer for evaluation. Faxed transcripts or transcripts sent to an individual's email will not be considered official.

According to The Ohio Articulation and Transfer Policy, transfer students shall be subject to the catalog in force at the time of their admission to the receiving institution and to any revisions that occur after its publication and prior to their enrollment. 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 (e.g., financial aid, housing, registration, parking privileges, etc.) as native students on the basis of the number of credits earned. Exceptions to this regulation may be found in the Ohio Transfer & Articulation Policy, Section III. C located on the Ohio Department of Higher Education's web site, <https://www.ohiohighered.org/transfer/policy>.

Transfer credit is determined by analysis of course subject content and credit hours. For any coursework completed prior to fall 2005, no course will be transferable if the letter grade is less than "C" or if the course does



not apply to the curriculum of Rhodes State College. For coursework completed fall 2005 and after, no course will be transferable if the letter grade is less than "D" or if the course does not apply to the curriculum of Rhodes State College. Coursework in which the grade of "C" or higher was earned will be awarded the transfer grade of "K". Coursework in which the grade of "C-", "D+", or "D" was earned will be awarded the transfer grade of "KX". Coursework receiving the transfer grade of "KX" will not fulfill any graduation requirement or prerequisite in which the "C Grade Policy" applies. Coursework in which the grade of "D-" was earned will not transfer. Credit hours only will be accepted in transfer (no grades). Quarter hours will be accepted on the basis of 1 quarter hour equals .66 semester hours of credit.

## Residential Requirements

In order to earn a degree from Rhodes State College, students seeking an Applied Associate of Science (AAS) or Applied Associate of Business (AAB) degree must successfully complete a minimum of 20 semester hours in Rhodes State College technical courses. These technical courses must be within the technology program for which they intend to earn a degree. Associate of Arts (AA) and Associate of Science (AS) majors must successfully complete a minimum of an applicable 20 semester hours of approved AA/AS courses at Rhodes State College. (For more information on these requirements, see Graduation Requirements (p. 197).)

If transferring from an out-of-state college, please also see Ohio Residency Requirements (p. 12).

## Military Students

College credit will be granted to students with military training, experience, or coursework that is recognized by the American Council of Education (ACE) and is applicable to the student's degree program at Rhodes State College. For consideration of military credits, a student must have their official United States Armed Forces transcript sent to Rhodes State College, Office of Transfer. Credit shall be counted as hours earned only and shall not be considered in determining a student's grade point average.

1. College credit will be granted to students with military training, experience, or coursework that is recognized by the American Council on Education (ACE).
2. All public institutions of higher education in Ohio will use ACE Guide to the Evaluation of Educational Experiences in the Armed Services in evaluating and awarding academic credit for military training, experience, and coursework.
3. If the course to which the military training, experience, or coursework is equivalent fulfills a general education, major course or degree program requirement at the receiving institution, the credit should count towards graduation and meet a requirement accordingly. Otherwise, appropriate course credit including free elective course credit will be granted.
4. Each public institution of higher education in Ohio will provide information on awarding of college credit for military training, experience, and coursework, which should include the number of credits awarded and the course equivalents.
5. Credits earned via military training, experience, and coursework are transferable with public institutions of higher education in Ohio according to the state's Transfer Module, Transfer Assurance Guides, Career-Technical Credit Transfer, and transfer policy. (See Credit System (p. 193))

## Transferring from Rhodes State

It is not unusual for our students to transfer to a four-year college or university once they have achieved their educational goals at Rhodes State. There are established transfer articulation agreements that allow smooth transfer for our students. If a Bachelor's degree (or beyond) is your ultimate goal, then be sure to discuss the process with your Rhodes State academic advisor. He/She will likely refer you to [www.transferology.com](http://www.transferology.com), a useful tool for all students planning to transfer once they have finished their program at Rhodes.

# WORKFORCE ECONOMIC DEVELOPMENT AND CONTINUING EDUCATION

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Office of the Executive Director  
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Office: 147 Keese Hall

Rhodes State's Workforce Economic Development and Continuing Education (WEDCE) provides non-credit and credit training for individuals, businesses and organizations. Through employee training programs, consulting engagements and professional development offerings, helps individuals enhance their contribution to the workplace and assists organizations to improve their ability to achieve the results they desire. Professional training is available in healthcare, information technology, manufacturing & applied technologies, quality tools and processes, and human resource development through our Talent Development Network.

WEDCE's experience in developing and directing training programs for business, industry, government and non-profit agencies makes it the single point of contact for workplace training needs.

The WEDCE team of business development specialists draws upon diverse backgrounds to assess, customize and deliver solutions to meet specific needs. Obtaining the right skills is an important step toward preparing any business for the future. WEDCE helps businesses develop and maintain the skills needed to effectively meet the challenges faced in today's fast-paced and ever-changing business environment.

The WEDCE goal is to listen to customers, meet their needs, deliver on time, and show continual improvement.

## Apprenticeships

WEDCE can assist any company in the creation and support of both the Department of Labor (DOL) Registered and non-DOL Registered and Earn and Learn style apprenticeship programs. An apprentice's Related Instruction (RI) are delivered via credit coursework that can stack into college certificates and degrees.

Rhodes State College is now also recognized by the Department of Labor and the State of Ohio Office of Apprenticeship as a Registered Sponsor. WEDCE simplifies the start-up and ongoing maintenance of Apprenticeship programs.

## Mitsubishi Training Center

Rhodes State College Workforce Development has partnered with Mitsubishi Electric Automation Inc. to establish the "Mitsubishi Training Center at Rhodes State College." The Center provides training on Mitsubishi Programmable Logical Controllers (PLCs) and Human Machine Interface (HMI) utilizing standardized Mitsubishi curriculum. Classes are taught by Mitsubishi-certified instructors. The Center brings nationally-recognized training locally. See the WEDCE homepage for more information and a schedule of classes.

## The Small Business Development Centers of Ohio

The Rhodes State College (RSC) Small Business Development Center (SBDC) provides individual, confidential counseling and training programs for the small business person. The no-cost, confidential services link

resources of higher education with resources of federal, state and local governments and the private sector.

The SBDC at RSC operates in cooperation with the U.S. Small Business Administration and the Ohio Development Assistance Services. The service area includes: Allen, Auglaize, Hancock, Hardin, Mercer, Paulding, Putnam and Van Wert counties.

This unique public/private partnership offers clients one-stop access to federal, state and local small business assistance programs and provides counseling and training to new and existing businesses.

## Northwest Ohio Procurement Technical Assistance Center

The Rhodes State College (RSC) northwest Ohio Procurement Technical Assistant Center (PTAC) helps area businesses compete for federal, state and local government contracts. PTAC matches local business with contract opportunities, help clients prepare bids, navigate requirements and assist clients after winning contracts at no-cost to the business.

The PTAC at RSC is in cooperation with the U.S. Department of Defense Logistics Agency and the Ohio Development Services Agency. The service area includes: Allen, Defiance, Fulton, Hancock, Henry, Lucas, Ottawa, Paulding, Putnam, Sandusky, Van Wert, Williams and Wood Counties.

## Workforce Economic Development and Continuing Education Certifications

WEDCE has been assessed and approved by Smithers Quality Assessments to the following quality management system standard and requirements:

### ISO 9001: 2015 with Design

**Original Approval: March 1, 2002**

**Re-Certification Effective: March 24, 2018**

**Approval Certificate Number: 02.060.1**

## Courses

### WDCE 1000 – Lean Essentials, the Basics 4-10 Contact hours

Introduces the definitions and objectives of lean thinking, the role of the customer, the role of leadership, discusses and offers examples of lean tools and principles.

### WDCE 1040 – Certified Quality Improvement Associate 30 Contact hours

Introduces and provides practice with basic quality concepts including philosophies, teams, continuous improvement and customer relations. Prepares participants for the ASQ examination. (Cost does not include ASQ exam).

### WDCE 1045 – Lean Six Sigma Green Belt 30 Contact hours

Introduces and provides practice with an overview of six sigma goals and lean concepts and tools including defining the program, defining processes Project management, collecting data, team dynamics and performance, business results for projects, measurements, analysis

of data, hypothesis testing, design of experiments, implementation strategies and control strategies. (Cost does not include ASQ exam).

**WDCE 1055 – ISO 9001:2015 Looking at the Changes**  
**3-4 Contact hours**

Introduces the Final Draft revision of the ISO 9001 standard. Reviews the purpose of the revisions, the changes to the standard as well and the new requirements.

**WDCE 1060 – ISO 9001: 2015 Internal Auditor Training**  
**16 Contact hours**

Introduces the requirements of the ISO 9001: 2015 standard. Details practices and techniques to plan, conduct, report and follow-up an internal audit. An audit is completed within the class time, and an assessment and certificate are provided to participants at the end of the course.

**WDCE 1065 –IATF 16949: 2015 Internal Auditor Training with Core Tools**  
**24 Contact hours**

Introduces the requirements of the IATF 16949 Automotive standard. Details and practices with examples the planning, conducting, reporting and following-up of an actual audit. Presents and trains participants to audit the Advanced Product Quality Planning process including: FMEA, PPAP, SPC, MSA Core Tools. A skill assessment and certificate are provided upon the completion of the course.

**WDCE 1075 – Improving Customer Service**  
**4 Contact hours**

Uncovers the secrets of customer services hidden within your product, service and you that unleash potential growth for your business.

**WDCE 1080 – Process Technology Instrumentation**  
**15 Contact hours**

Prepares future process operators to observe, read, interpret data provided by instrumentation typically found on an operating unit and make decisions to maintain safe and economical operation of the process unit based on data.

**WDCE 1085 – Process Technology Equipment**  
**10 Contact hours**

Covers many types of equipment commonly found at process industries, emphasizing equipment such as storage tanks, valves, turbines and pumps.

**WDCE 1090 – Basic AutoCAD**  
**10 Contact hours**

Introduces students to basic skills, concepts and principles of engineering drawing in a hands-on format. Students use the latest version of AutoCAD to generating them and will define AutoCAD terminology, list and identify CAD applications, draw and dimension orthographic views on AutoCAD, plot orthographic views and properly format, save and move drawings via the Windows system.

**WDCE 1095 – Intermediate AutoCAD**  
**10 Contact hours**

Explores orthographic views, sectional views, auxiliary views and dimensioning.

**WDCE 1100 – Supervisor Leadership**

**4 Contact Hours per Session**

Promotes leadership skills in managing, motivating, communicating, resolving conflicts, prioritizing tasks, and coaching personnel. Monthly sessions cover aspects of these and other skill sets, often engaging students in interactive exercises.

**WDCE 1105 – Basic Manufacturing Pathway**  
**60 Contact Hours**

Prepares students interested in pursuing a career in manufacturing or upgrading their current skill set by addressing workplace skills, applied math and continuous improvement. Recent addition of the Manufacturing Skills Standards Council (MSSC) and the Skill Boss® trainer provides hands-on training in Manufacturing Production & Processes, Quality Practices & Measurement, Workplace Safety and Maintenance Awareness. Upon completion of this course, students take tests in each of these four modules to earn nationally-recognized credentials. Students earning the West Central Ohio Manufacturing Consortium's Basic Certification receive job referrals, regular information on job openings, job fairs and other events that enhance student's opportunities for employment.

**WDCE 1110 – Cyber Security**  
**4 Contact hours**

Creates and updates company IT policy, addresses IT security issues including phishing, spam and other deceptive practices. Understands how to transfer company data outside your company safely and securely. Learns to secure company IT access points.

**WDCE 1115 – Mitsubishi PLC Basics GX Works2**  
**8 Contact hours**

Provides the opportunity to learn about the basics of Programmable Logic Controllers. This class is a prerequisite to the GX Works2 Programming class. PLC Hardware, Numeric Data Handling, System Addressing, Programming Software, Ladder Logic Basics are covered in this course.

**WDCE 1120 – Mitsubishi GX Works2 Programming**  
**24 Contact hours**

Covers the GX Works2 Programming software and programming in ladder logic. It covers the concepts of ladder programming, as well as the features of the GX Works software. The material covered includes concepts applicable to the FX Series and Q series programmable controller families.

**WDCE 1125 – Mitsubishi GOT 1000 and GT Works3**  
**24 Contact hours**

Intends to familiarize the attendee with the GOT1000 family of operator interface products and the software needed to create, configure and modify screens which can be used with PLC systems. This class will be taught using GT15 or GT16 operator interfaces, Q series or L series PLCs, and GT Works3 software suite. Because PLC Programming is not covered in this course, a working knowledge of PLC Programming prior to this class is required.

**WDCE 1126 – Mitsubishi GOT 2000 and GT Works3**

24 Contact Hours

Intends to familiarize the attendee with the GOT2000 family of operator interface products and the software needed to create, configure and modify screens which can be used with PLC systems. This class will be taught using GT15 or GT16 operator interfaces, Q series or L series PLCs, and GT Works3 software suite. Because PLC Programming is not covered in this course, a working knowledge of PLC Programming prior to this class is required.

**WDCE 1130 – Introduction to DeviceNet I/O Networks**  
**8 Contact hours**

Explains the operation, maintenance and troubleshooting of a DeviceNet I/O network in a ControlLogix 5000 PLC system.

**WDCE 1135 – Introduction to Variable Frequency Drives**  
**16 Contact hours**

Describes the overview of the operation, the setup and the troubleshooting of a VFD using an Allen Bradley PowerFlex 70.

**WDCE 1140 – Ethernet for Controllogix Networks**  
**8 Contact hours**

Examines the overview of setup, operation, maintenance and troubleshooting of an Ethernet network in a ControlLogix 5000 PLC system.

**WDCE 1145 – Allen Bradley PLC CONTROLLOGIX 5000 Level I**  
**16 Contact hours**

Makes participants more effective troubleshooters on automated production equipment. The trainees will learn installation and replacement and how to troubleshoot the PLC hardware. A focus will also be on how to diagnose processor and I/O failures, as well as how to go online to a unit.

**WDCE 1150 – Allen Bradley PLC CONTROLLOGIX 5000 Level II**  
**16 Contact hours**

Offers more advanced topics, such as Tags, Arrays, Data Types, I/O Forcing, PLC Project Search and additional Analog I/O and RSLinx set up. This program has limited presentation time, allowing more hands-on programming and more troubleshooting.

**WDCE 1155 – OSHA 30 Hour**  
**30 Contact hours**

Certifies a student for a 30-hr OSHA General Industry card. This comprehensive safety program designed for anyone involved in general industry. OSHA recommends Training Program courses as an orientation to occupational safety and health for workers covered by OSHA 29 CFR 1910.

**WDCE 1160 – OSHA 10 Hour**  
**10 Contact hours**

Certifies a student to obtain an OSHA 10-hour General Industry card. The program is intended to provide an entry-level worker general awareness in recognizing and preventing hazards in an industrial setting. OSHA recommends Training Program courses as an orientation to occupational safety and health for workers covered by OSHA 29 CFR 1910.

**WDCE 1165 – Fundamentals of Refrigeration and HVAC**  
**62 Contact hours**

Review the fundamentals of refrigeration in commercial, institutional and industrial applications. Topics include science of refrigeration, heat gain/loss, thermodynamics, refrigeration cycle, system performance, refrigerants and recycling.

**WDCE 1166 – Advanced Refrigeration and HVAC**

**62 Contact Hours**

Explains cooling systems used in commercial, institutional and industrial applications. Types of equipment include reciprocating and centrifugal chillers, absorption systems, cooling towers, fans and air handlers. Topics include psychometrics, pressure-enthalpy diagrams and commercial load calculation. This course is a continuation of WDCE 1165

**WDCE 1167 – Fundamentals of Plumbing and Pipefitting**

**32 Contact Hours**

Provides discussion of the specifications, applications and maintenance of pipes, fittings and valves; simple pipe calculations and template development; tools used in piping; proper valve installations and maintenance and consideration of safe working pressures for pipes and valves.

**WDCE 1170 – 8-Hour NFPA 70E: Electrical Safety**  
**8 Contact hours**

Explores electrical shock. Analyze shock hazard process and Arc Flash hazards. Review injuries caused by arc flash. Review lockout/tagout procedures.

**WDCE 1175 – 2014 National Electric Code and Application**  
**32 Contact hours**

Explores the National Electrical Code® including understanding of the many 2014 code changes. Explore ways to answer your toughest electrical code questions.

**WDCE 1180 – Medical Assisting Review Course**  
**12 Contact hours**

Reviews medical assisting essentials to prepare to take and pass one of three certification exams: CMA (AAMA), RMA or the CCMA.

**WDCE 1185 – QuickBooks - Introduction**  
**12 Contact hours**

Explores the basics to get started using QuickBooks. Some topics include creating companies, using Chart of Accounts, creating lists and setting up and coordinating inventory.

**WDCE 1190 – QuickBooks - Intermediate**  
**12 Contact hours**

Continued progress deeper into QuickBooks. Some topics include customizing forms, working with fixed assets, credit card transactions and other account types. You also learn how to create, modify, export and print various reports and how to create graphs.

**WDCE 1195 – Microsoft Word Basic**  
**9 Contact hours**

Explores how to enter and edit text; save and browse documents; enhance document appearance and use various formatting options. You

also create tables, insert headers and footers, proof and print documents and insert graphics in this beginner's course.

**WDCE 1200 – Microsoft Word Intermediate**  
**9 Contact hours**

Delves into more advanced skills in this next level of Word. Some topics include working with styles, sections and columns. You also learn how to format tables, print labels and envelopes and work with graphics, as well as templates and Web features.

**WDCE 1205 – Microsoft Excel Basic**  
**12 Contact hours**

Explores Excel's window components, how to use Help, to navigate worksheets and workbooks and to enter and edit text, values, formulas and pictures. You also move and copy data, learn absolute and relative references and work with ranges, rows and columns.

**WDCE 1210 – Microsoft Excel Intermediate**  
**12 Contact hours**

Delves deeper into Excel to work with multiple worksheets and workbooks, advanced formatting and charting techniques. You also learn worksheet auditing and protection, file sharing, merging and workbook templates.

**WDCE 1230 – Microsoft Publisher Basics**  
**6 Contact hours**

Creates basic and multiple-page publications in this six-hour course. You will also work with master pages, format text and paragraphs, work with tables and output publications for sharing and commercial printing.

**WDCE 1235 – Microsoft Publisher Advanced**  
**6 Contact hours**

Learns to adjust layout and design of publications in this six-hour workshop that builds on the Basics course. You will also work with WordArt, masks, font schemes and create sections and bookmarks. Participants also learn to create mail merges, interactive forms and how to publish web sites.

**WDCE 1240 – Industrial Maintenance Program**  
**132 Contact hours**

Exposes a student courseware to online coursework in fundamental and advanced levels of electrical/electronic, industrial controls, fluid power and pneumatics and mechanical power transmission and drives. Knowledge is assessed after completion of the online coursework through a selection of hands-on labs. Participants can choose to complete select modules only or the full selection of modules available. Online coursework is self-paced. Hands-on labs are scheduled on demand.

**WDCE 1245 – Special Topics**  
**120 Contact hours**

Explores various special interest topics in quality, engineering technologies, health technologies, manufacturing, IT, small business development and critical incident response and prevention.

**WDCE 1250 – Customized Training**  
**120 Contact hours**

Request a quote for contracted training or services in the areas of quality, engineering technologies, health technologies, manufacturing, IT, small business development and critical incident response and prevention. Training and services can be customized to fit specific learning objectives, and can be delivered on-site or on our campus.

**WDCE 1255 – Behavioral Intervention Teams- Best Practices for Higher Education**  
**8 Contact hours**

Learns to develop and implement more effective Behavioral Intervention Teams (BIT) operations. Topics include: the guiding principles and practices of effective threat assessment and management; developing a Behavioral Intervention Team; mental health vs. behavior; legal issues; marketing your BIT; utilizing assessment tools and utilizing campus and community resources. The course will take BITs to the next level of effectiveness utilizing best practices for higher education.

**WDCE 1260 – Behavioral Intervention Teams II- Advanced Training for Higher Education**  
**8 Contact hours**

Explores using a case-based/problem-solving approach to various threat assessment issues. Class members utilize the knowledge gained in BIT 1 by solving problems presented in case studies and tabletop exercises generated by instructors and the participants. Two hours of classroom instruction is followed by five hours of group participation and discussion utilizing case studies and tabletop exercises. Topics include: The Current State of Affairs; Understanding Mental and Emotional Disorder and Disturbance; Developmental Pathways; Personality Disorders; Suicide and Associated Myths; Suicide and Self-Harm; and recommended reference material.

**WDCE 1265 – Behavioral Intervention Specialist Certificate**  
**40 Contact hours**

Explores reporting, assessment, management and resolution of violent and disturbing student behavior represents a growing challenge to higher education personnel entrusted with the education and well-being of students. This week-long training will enable higher education professionals from across a wide range of disciplines with varied responsibilities to conceptualize, create or enhance behavioral intervention strategies that are effective and appropriate for their particular institution in terms of its mission, size, location, resources and student body. Attendees will obtain 35 hours of continuing education. Upon successful completion, participants will receive a Behavioral Intervention Specialist Certificate.

**WDCE 1270 – Critical Incidents: Prevention, Planning, and Response for Higher Education**  
**8 Contact hours**

Helps college personnel working with their local first responders to develop a workable plan to effectively handle an active shooter or other man-made or natural disaster events. The course lays a foundation of the principles underlying critical incident planning. The training modules employ a building block approach to provide an overview of assessment processes. Modules include: Vulnerability and Threat Assessment, Introduction to the National Incident Management Systems (NIMS), Emergency Operations Plan (EOP) Development, Critical Incident Response Team (CIRT) Development, Incident Response and Management, and a Tabletop exercise.

**WDCE 1275 – Reporting Threatening or Self-Injurious Behavior**



**2 Contact hours**

Provides colleges and universities with a tool to utilize when talking to students and staff about the need to pass on concerns about those who demonstrate potentially threatening or self-risk behaviors.

**WDCE 1280 – Student and Staff Response to an Active Shooter  
3 Contact hours**

Covers specific actions that can be taken in the event of an active shooter. The curriculum expounds on the concepts explained in the Homeland Security video “Run, Hide, and Fight.” The instruction includes several practical exercises that are intended to provide participants with the knowledge and skills to better survive and protect others from an active shooter.

**WDCE 1285 – Recognizing, Reporting and Responding to Violent Acts  
4 Contact hours**

Provides colleges and universities with an overall approach to preventing and responding to violent acts occurring on college and university campuses. Course instruction includes; recognition of the warning signs of violent behavior, implementing an effective “See it, Say It” program, and students’ and staff’s response options should they become involved in an active shooter situation based on Homeland Security’s Run-Hide-Fight recommendations. .

**WDCE 1290 – Responding to Violence  
4 Contact hours**

Provides individuals with various options that they can take to prevent and survive violent attacks on a college campus. Topics include; Available Response Options to an Active Shooter, Diffusion of Emotionally Charged Individuals, and Basic Self Defense Tactics. The instruction includes practical exercises intended to provide participants with the knowledge and skills to survive and others from an active shooter as well as basic hands-on self-defense tactics that can be used for protection from a physical attack.

**WDCE 1295 – Rape Aggression Defense (RAD) Training  
9 Contact hours**

Develops and enhances a woman's options by providing information on risk reduction and hands-on techniques. The class is taught by Rhodes State College staff that has been certified through RAD Systems, Inc. RAD is dedicated to teaching women defensive tactics against various types of assault by utilizing easy, effective, and proven self-defense techniques. This course can be delivered in 9 or 15 hour formats. Course modules can be spaced throughout several sessions that will best fit an organization’s needs.

**WDCE 1300 – Law Enforcement and Campus Security’s Role in Crisis Events  
8 Contact hours**

Gains the knowledge and skills needed to more effectively deal with acts of violence on a college or university campus. Modules include Dealing with the Mentally Ill; Run- Hide-Fight response options to an Active Shooter; Unarmed Security’s Role in Responding to acts of Campus Violence (Assisting First Responders at a Critical Incident); and Response to a Bomb Threat. The day concludes with a tabletop exercise.

**WDCE 1305 – Armed Campus Security’s SOLO Response to an Active Shooter****8 Contact hours**

Provides armed campus officers with the knowledge and skills related to making an effective solo response to an Active Shooter. The training includes a one-hour presentation on the tactics and response considerations in making a solo response to an armed gunman. The one-hour classroom instruction is followed with five hours of practical exercises involving tactics relating to movements through hallways and intersections and clearing hallways, doors, and rooms with stimulus. Airsoft weapons provided to participants are utilized during the practical exercises.

**WDCE 1310 – Personal Computer Basics  
8 Contact hours**

Discovers what makes a computer work in this workshop designed for individuals who have never turned on a computer, have little or no experience using a mouse and/or have little or no overall knowledge of computers. We teach you how to use a mouse; open and close programs; use folders and files in Windows; find saved data; use Help, Start menu, gadgets and change settings; lock and log off of the computer; and do basic Internet browsing.

**WDCE 1315 – Microsoft PowerPoint Basics  
6 Contact hours**

Learns to create new PowerPoint presentations including text, graphics, drawing tools, WordArt, tables, charts and diagrams. You also edit and format slide content and apply transition effects.

**WDCE 1320 – Microsoft PowerPoint Advanced  
6 Contact hours**

Customizes PowerPoint by modifying Quick Access Toolbar and creating macros in this basics follow-up workshop. Learn to apply themes and templates, and work with SmartArt graphics and tables. Add multimedia content and interactive elements to slides and learn about presentation distribution options, such as PDF and HTML. Lastly, learn to integrate PowerPoint with Word and Excel.

**WDCE 1325 – Machining Training  
68 Contact hours**

Learns advanced machining skills, including milling and lathing in hybrid format. Computer based training modules prepare student for labs. Labs also include drill pressing, sawing, deburring and use of hand tools. Create a Computer Numerical Control (CNC) program and implement it on a CNC mill.

**WDCE 1330 – Microsoft Excel Advanced  
12 Contact hours**

Builds on skills taught in Excel Intermediate. You will work with advanced formulas, as well as lookup functions, such as VLOOKUP, MATCH and INDEX. In addition, you will learn about data validation and database functions, such as DSUM. Participants will learn how to import and export data, and how to query external databases. Finally, learn about the analytical features of Excel, such as Goal Seek and Solver, running and recording macros, SmartArt graphics and conditional formatting with graphics.

**WDCE 1335 – Microsoft Word Advanced  
9 Contact hours**

Builds on skills taught in Word Intermediate. You will perform mail merges, create and use forms and create master documents that include a table of contents, a table of figures, footnotes, endnotes, an index, bookmarks, cross-references and web frames. Participants will also create macros, customize the ribbon and Quick Access toolbar, and work with XML documents.

**WDCE 1340 – Do It Better-Faster-Cheaper (Process Improvement Using Teams)**

**4 Contact hours**

Develops skills to expand the process improvement capabilities of team leaders and their teams. Each participant will review presented techniques and apply the skills.

**WDCE 1345 – Advanced Continuous Improvement**

**40 Contact hours**

Explores an in-depth improvement process that combines Deming's Plan-Do-Check-Act cycle with a step-by-step improvement process. Quality tools are introduced for each step, practice exercises are completed and a full team improvement problem is completed during the training.

**WDCE 1350 – Six Sigma Black Belt**

**48 Contact hours**

Introduces and provides practice with an overview of six sigma goals and lean concepts and tools including enterprise-wide deployment, team management, Voice of the customer, process characteristics, data collection, probability, relationships between variables, hypothesis testing, FMEA, Design of Experiments, Kaizen, Theory of Constraints, Risk analysis, sustaining improvements and Design for Six Sigma. (Cost does not include ASQ exam).

**WDCE 1355 – On-Line Leadership Series**

**9 Contact hours**

Introduces the essential concepts and tools to sharpen and develop ones leadership skill set. All on-line for your convenience.

**WDCE 1360 – Intro to Conflict Management, Part One**

**1 Contact hour**

Explores the types and causes of conflict, analyze the cost and expose barriers to effective conflict resolution. On-Line content.

**WDCE 1365 – Conflict Management Tools, Part Two**

**1 Contact hour**

Explore barriers to effective conflict resolution, understand cooperative approaches to handling conflict, and explore strategies to minimize the costs.

**WDCE 1370 – Understanding Change**

**1 Contact Hour**

Understand and evaluate the driving forces, examine psychological and emotional responses, identify sources of resistance, identify attributes that help teams cope.

**WDCE 1375 – Managing Change**

**1 Contact Hour**

Understand strategies and methods to facilitate change. Learn how to develop a continuous improvement culture.

**WDCE 1380 – Emotional Intelligence**

**1 Contact hour**

Understand how to use and manage your emotions, show positive influence methods, and explore the use of intrinsic motivators.

**WDCE 1385 - Active Listening**

**1 Contact hour**

Understand how to effectively communicate, fully engage in the conversation and learn how to interpret what you hear.

**WDCE 1390 – Effective Communication**

**1 Contact hour**

Understand communication styles and channels. Learn to recognize and manage verbal and non-verbal behaviors and how to be assertive without offending.

**WDCE 1395 – Diversity and Inclusion**

**1 Contact hour**

Understand the layers of diversity and the impact of conscious and unconscious bias. Explore our perceptions and the impact on others. Learn to recognize the potential conflict in the workplace and how to foster diversity and inclusion.

**WDCE 1400 – Managing Generations**

**1 Contact hour**

Understand how to recognize generational gaps, explore harmony in a multi-generational workforce and understand the needs of a telecommuting workforce.

**WDCE 1405 – IATF 16949:2016 Internal Auditor Training**

Introduces the requirements of the IATF 16949 Automotive standard. Details and practices with examples the planning, conducting, reporting and following-up of an actual audit. A skill assessment and certificate are provided upon the completion of the course.

**Integrated Systems I**

**8 Contact Hours**

Introduction to Integrated Manufacturing Systems and the related technology. Troubleshooting using a methodology that can be used on any sequencing machine. Developed for Maintenance Technicians to provide a basic understanding of how the PLC is used to control the operation of a machine.

**Welding Bootcamp**

Coursework can be learned at your own pace and level. The course outlines the following areas: safety, Shielded Metal Arc Welding (SMAW), Gas Metal Arc Welding (GMAW), Gas Tungsten Arc Welding (GTAW), welding symbols according to the American Welding Society, and related welding quality inspection and criteria for acceptance. This

is a competency based course, meaning your performance will not be compared to other students and you will move through the course at your own pace.

## West Central Ohio Manufacturing Consortium

Doug Durliat, **Director**  
 Phone: (419) 995-8353  
 Email: durliat.d@RhodesState.edu  
 Office: 139 Keese Hall

The West Central Ohio Manufacturing Consortium (WCOMC) is a recognized asset for area manufacturers to address their skill training needs and for area residents to develop their skills for employment in manufacturing. There are three levels of certification: Basic, Intermediate and Advanced.

Beginning Fall 2018, the Basic Pathway is a 60-hour course that includes curriculum that provides hands-on training from the Manufacturing Skills Standards Council (MSSC) and the Skill Boss® trainer. Students may take assessments in each of the four MSSC modules to earn nationally-recognized credentials: Manufacturing Production & Processes, Quality Practices & Measurement, Workplace Safety, and Maintenance Awareness. Additional hands-on exercises with continuous improvement instruments and measurement tools such as calipers, rulers and micrometers are included in the course. Students also create or upgrade their resume and complete the Free Application for Federal Student Aid (FAFSA) for financial assistance eligibility. Students who complete the Basic Pathway course are guaranteed a referral for job interview consideration with WCOMC members and receive weekly information on local job openings, job fairs and other employment opportunities.

Seven Intermediate Pathway certificates in in-demand areas of manufacturing are offered by the WCOMC including:

- Electrical
- Environmental-Health-Safety
- Computer Numerical Control (CNC) Machining
- Programmable Logic Controllers (PLC)
- Robotics
- Operations Excellence
- Process Operations

The Advanced Pathway is an Associate's or Bachelor's degree in a manufacturing discipline.

For manufacturers, membership in the WCOMC gives them access to the records of the students who successfully complete any of the three pathways, assuring a skilled employee prospect for hiring. This pool of students reduces a manufacturer's costs associated with hiring and training workers. Rhodes State College and the WCOMC are currently partners with the Northwest Ohio Manufacturing Extension Partnership which provides the products, services and assistance that are dedicated to the productivity, growth and global competitiveness of Ohio manufacturers. This partnership broadens the access of training and service programs to manufacturers in the region.

For more information, go to [wcomfg.com](http://wcomfg.com)

See [www.RhodesState.edu/GainfulEmployment](http://www.RhodesState.edu/GainfulEmployment) for additional information on certificates.

## Intermediate Certificates

### Electrical

Code	Title	Hours
CPT 1250	Computer Applications in the Workplace	3
EET 1110	Circuit Analysis I	3
EET 1120	Circuit Analysis II	3
EET 1330✎	Digital Circuits	4
IMT 1911	Technical Math I	3
MET 1110✎	Manufacturing Processes	3
MET 1000	Engineering Graphics with AutoCAD	4
OET 1100	Operations Management	3
Total Hours		26

### Environmental-Health-Safety

Code	Title	Hours
CPT 1250	Computer Applications in the Workplace	3
ENV 1000✎	Introduction to EHS Technology	3
ENV 1210	Environmental Laws and Regulations	3
ENV 1300	OSHA Regulations and Safety	3
IMT 1911	Technical Math I	3
MET 1110✎	Manufacturing Processes	3
MET 1000	Engineering Graphics with AutoCAD	4
OET 1100	Operations Management	3
Total Hours		25

### Programmable Logic Control (PLC)


Code	Title	Hours
CPT 1250	Computer Applications in the Workplace	3
EET 1330✎	Digital Circuits	4
EET 2030	Motor Controls	3
EET 2910	Programmable Controllers	3
IMT 1911	Technical Math I	3
MET 1110✎	Manufacturing Processes	3
MET 1000	Engineering Graphics with AutoCAD	4
OET 1100	Operations Management	3
Total Hours		26

### Computer Numerical Control (CNC)

Code	Title	Hours
CPT 1250	Computer Applications in the Workplace	3
FMS 2210	CAM/CNC Machining I	3
FMS 2220	CAM/CNC Machining II	3
IMT 1911	Technical Math I	3
MET 1110✎	Manufacturing Processes	3
MET 1000	Engineering Graphics with AutoCAD	4
OET 1100	Operations Management	3
Total Hours		22

## Robotics

Code	Title	Hours	OET 1100	Operations Management	Total Hours
CPT 1250	Computer Applications in the Workplace	3			3
EET 1110	Circuit Analysis I	3			3
FMS 2110	Basic Robotics and Mechatronics	3			3
FMS 2130	Industrial Mechatronics and Robotics	3			3
IMT 1911	Technical Math I	3			3
MET 1110	Manufacturing Processes	3			3
MET 1000	Engineering Graphics with AutoCAD	4			4
OET 1100	Operations Management	3			3
Total Hours		25			23

 Portfolio Course  
<sup>1</sup> Apollo Chemical Operator Class is a pre-requisite unless student has minimum one year professional experience in process operations. The Apollo class is a 184-hour evening class offered on-demand by local industry.

## Operations Excellence

The completion of this coursework prepares students toward the Six Sigma Black Belt.

Code	Title	Hours
OET 1100	Operations Management	3
OET 1110	Introduction to Operations Excellence	3
OET 1120	Tools of Operations Excellence <sup>1</sup>	4
OET 2015	Statistics for SPC <sup>1</sup>	3
OET 2021	Advanced Tools of Operations Excellence <sup>1</sup>	3
OET 2120	Quality Management Systems	3
OET 2210	Logistics and Supply Chain	3
OET 2510	Lean Systems	3
OET 2970	Cost Analysis and Estimating	4
OET 2980	OET Capstone	3
Total Hours		32

 Portfolio Course

<sup>1</sup> Completion of this coursework prepares students toward the Six Sigma Greenbelt.

## Process Operations Certificate

The WCOMC also offers a Process Operations Intermediate Pathway certificate through Rhodes State College and Apollo Career Center. The Apollo Chemical Operator program, a 12-week, 184-hour class, is a prerequisite before taking the FMS 2460 Process Tech Instrumentation and FMS 2470 Process Technology Equipment classes at Rhodes State College, unless the student has a minimum of one year professional experience in process operations. Persons may take the other courses in this certificate at Rhodes State College before completing the Apollo program. Apollo's process operator class is offered on-demand in response to local industry. This certificate may be applied toward an Associate of Technical Studies (ATS) degree in process operations.

Code	Title	Hours
CHM 1110	General Chemistry I	4
ENV 1000	Introduction to EHS Technology	3
EET 1330	Digital Circuits	4
FMS 2460	Process Tech Instrumentation <sup>1</sup>	3
FMS 2470	Process Technology Equipment <sup>1</sup>	3
IMT 1911	Technical Math I	3

# DIRECTORY

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The directory lists current administration, faculty and staff of the College. In addition, it includes Advisory Committee members who provide input into curriculum development and are able to help faculty and administration keep abreast of recent changes in the marketplace.

## Board of Trustees

**Wilfred G. Ellis, M.D., Chair**

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**Jane Krites**

**John Paradore**

**Mona Willamowski**

## Faculty and Staff

- #
- A (p. 180)
- B (p. 180)
- C (p. 181)
- D (p. 181)
- E (p. 182)
- F (p. 182)
- G (p. 182)
- H (p. 183)
- I (p. 183)
- J (p. 183)
- K (p. 183)
- L (p. 184)
- M (p. 184)
- N (p. 184)
- O (p. 185)
- P (p. 185)
- Q (p. 185)
- R (p. 185)
- S (p. 185)
- T (p. 186)
- U
- V (p. 186)
- W (p. 186)
- X
- Y (p. 187)
- Z (p. 187)

## A

### **Abbott, Joseph**

*Chair and Instructor, Social & Behavioral Sciences*

PhD, Western Michigan University

MA, University of South Alabama

BA, University of West Florida

AA, St. Pete College

### **Ahmed, Najim**

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Douglas LaRue, *Lima Memorial Health System*  
Dr. Valerie Lint, *University of Toledo/EM Med. Residency Program*  
Jennifer Pierce, *Rhodes State College*  
Chad Premo, *St. Rita's Medical Center*  
Robert Rowland, *Rhodes State College*  
Jeb Sheidler, *Rhodes State College*  
Brenda Snyder, *Cridersville EMS*  
Robert Souder, *Rhodes State College*

Mike Vorhees, *Auglaize County Sheriff's Department*

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## Exercise Science

Amanda Beard, *Rhodes State College*  
Jody Benda, *Apollo Career Center*  
Dr. Paula Boley, *Rhodes State College*  
Abe Frieson, *Mercy Health - St. Rita's Health Partners*  
Amanda Kuck, *Rhodes State College*  
Tim Lones, *F.A.S.T. Training Center*  
Tina Lones, *F.A.S.T. Training Center*  
Emily Nielson, *Rhodes State College*  
Mary Lou Paisley, *Senior Citizens Services*  
Tyler Smith, *Mercy Health*  
Dr. Scott Swanson, *Ohio Northern University*  
Chad Wagner, *The University of Findlay*  
Jami Williamson, *Owens Community College*

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## Human Service

Paula Allen, *Community Member*  
Gina Brun, *Crossroads Crisis Center*  
Marilyn Cipollone, *Samaritan House*  
Diane Haller, *Rhodes State College*  
Cora Hamman, *Career Development Company*  
Patricia Hampshire, *Rhodes State College*  
Chuck Honigford, *The WORTH Center*  
Dr. Tom Hull, *Allen County Juvenile Treatment & Detention Center*  
Christel Keller, *Crossroads Crisis Center*  
Heather Koontz, *The Ohio State University-Lima*  
Dr. J. Walter Paquin, *Bluffton University*  
Robin Walters-Powell, *The University of Findlay*  
Marjean Warren, *Allen County Juvenile Court*  
Tiffany Wright, *Allen County Metropolitan Housing Authority*

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## Information and Emerging Technology

Todd Bailey, *Rudolph Foods*  
Joseph Buerkle, *State Bank and Trust*  
Scott Buettner, *Honda of America, Inc.*  
Paul Burkholder, *Rhodes State College*  
Wayne Duling, *Unverferth Manufacturing*  
Bryan Dunlap, *SAFY*  
Aaron Holtz, *Com Net, Inc.*  
Christopher McClellan, *CorpComm Group, Inc.*  
Nicholas Moore, *Superior Credit Union*  
Jason Neumeier, *Telephone Service Company*  
Nick Norman, *CentraComm Communications*  
Gary Shank, *Marathon Petroleum Company LP*  
Mark Suter, *Pandora Gilboa High School*  
Donna Tucker, *Lima Senior High School*  
John White, *Central Mutual Insurance*  
Brad Wilkerson, *Bath High School*  
Gary Wurst, *Data Systems*

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## Management and Marketing

Wendy Baxter, *Baxter Benefits Solutions*  
Angie Brunswick, *Celina Aluminum Precision Technology, Inc.*

**William Clinger**, *Media and Marketing Solutions*  
**Mike Fagan**, *Honda Transmission Manufacturing*  
**Ron Freed**, *Freed Marketing*  
**Cara Rex**, *Rhodes State College*  
**Brenda Honigford**, *HCF Management*  
**Cara Rex**, *Rhodes State College*  
**Cindy Scott**, *Citizens National Bank*  
**Nicole Scott**, *Lima/Allen County Chamber of Commerce*  
**Joshua Young**, *Happy Daz Brand/Good Food Restaurants*

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## Manufacturing Engineering Technology and Mechanical Engineering Technology

**Ray Barber**, *BRW Tool, Inc.*  
**Jeff Hager**, *Randall Bearings*  
**Mike Hawk**, *GROB Systems, Inc.*  
**Jim Hefner**, *Spallinger Millwright Services*  
**Bob Kirkpatrick**, *Celina Aluminum Precision Technology, Inc.*  
**Bob Kunk**, *Randall Bearings, Inc.*  
**Mark Siefker**, *Whirlpool Corporation*

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## Medical Assisting

**Dawn Bell**, *CMA (AAMA), Rhodes State College*  
**Renee Benedum**, *Northwest Ohio OB/GYN*  
**Dr. Paula Boley**, *Rhodes State College*  
**Morgan Dickman**, *Student Member*  
**Ashley Goldsberry**, *Mercy Health - St Rita's Neuroscience & Rehab*  
**Caitlyn Holland**, *Rhodes State College*  
**Cheryl Kuck**, *CMA (AAMA), Rhodes State College*  
**Nan Luedeke**, *Lima Memorial Physicians' Corporation*  
**Beni Menker**, *Grand Lakes Primary Care*  
**Tina Myers**, *New Vision Medical Laboratories*  
**Faith Oglesbee**, *West Central Ohio Podiatry*  
**Brenda Speck**, *Tri Star Career Compact*  
**Debra Stoner**, *CMA (AAMA), Miami & Erie Family Practice*  
**Tom Vernon**, *(Retired)*  
**Dr. Michael Wieser**, *Orthopedic Institute of Ohio*  
**Jennifer Young**, *Ear, Nose, Throat, and Sinus Associates*

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## Multicultural

**Andrea Guice**, *Guice Inc.*  
**Kevin Jones**, *Adult Parole Authority*  
**Forrest Pratt**, *PFLAG, Past President*  
**Warren Pughsley**, *Lima Fire Department*  
**Jason Uptegrove**, *Uptegrove Family Enrichment Center*

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## Nursing

**Dr. Paula Boley**, *Rhodes State College*  
**Lisa Brackney**, *MSN, RN, Apollo Career Center*  
**Brandi Bye**, *BSN, RN, Joint Township District Memorial Hospital*  
**Amber Feighner**, *Blanchard Valley Health System*  
**Heather Fogle**, *Liberty Retirement Community of Lima*  
**Rachel Hartman**, *Blanchard Valley Health System*  
**Melissa Harvey**, *Rhodes State College*

**Angela Hile**, *Shawnee Manor*  
**Lana Hinders, RN, BSN**, *Joint Township District Memorial Hospital*  
**Chris Joseph, RN, MSN**, *Lima Memorial Health System*  
**Dr. Eric Mason, EdD, RN**, *Rhodes State College*  
**Linda Maurer, RN, MSN**, *Wilson Memorial Hospital*  
**Deb Point**, *Van Wert County Hospital*  
**Kimberly Reinhard**, *Mercer Health-Mercer Co. Community Hospital*  
**Debra Roberts, RN**, *Allen County Health Department*  
**Ashlee Robinson**, *Springview Manor*  
**Carol Schmidt**, *(Retired)*  
**Rhonda Sparrow, MS, RN**, *Rhodes State College*  
**Rachel Turnwald**, *Rhodes State College*  
**Charity Wray, BSN, RN**, *Mercy Health - St. Rita's Medical Center*

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## Occupational Therapy Assistant

**Mary Adkins**, *Wilson Memorial Hospital*  
**Ann Best**, *Rhodes State College*  
**Joyce Bockey, MOT, OTR/L**, *St. Rita's Medical Center*  
**Dr. Paula Boley**, *Rhodes State College*  
**Kevin Booher**, *HCR ManorCare at Heartland of Piqua Rehab*  
**Lindsey Buddelmeyer**, *University of Findlay*  
**Nichole Dearth**, *Midwest Regional Educational Service Center*  
**Marsha Dresbach, OTR/L**, *St. Rita's Medical Center*  
**Krystal Hannouz**, *Rhodes State College*  
**Roberta Keenan**, *Lima Memorial Health System*  
**Dr. Denise Mikesell**, *Rhodes State College*  
**Peggy Miller**, *Auglaize County ESC*  
**Chris Moscato**, *St. Rita's Medical Center*  
**Mike Murphy**, *Brehon Technologies*  
**Judith Poepelman**, *Community Sports & Therapy*  
**Tracie Recker**, *Community Therapy Services*  
**Cori Schroeder**, *Lima Memorial Health System*  
**Brenda Stose**, *Rhodes State College*  
**Kara Walther**, *Putman County ESC*

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## Operations Excellence Technology

**Paul Burkholder**, *Rhodes State College*  
**John Daeger**, *Celina Aluminum Precision Technology, Inc.*  
**Dave Ditto**, *Production Products, Inc.*  
**Jim Dunlap**, *(Retired)*  
**Bob Fischnich**, *Schnipke Engraving Company, Inc.*  
**Susan Jacob**, *Versatex, LLC*  
**Douglas Langhals**, *General Dynamics (Joint Systems Manufacturing Center)*  
**Kim Leopold**, *Crown Equipment Corp.*  
**Britt Munson**, *General Dynamics Land Systems*  
**Denny Schumm**, *Eaton Corp.*

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## Paralegal / Legal Assisting

**Mandy Crowell**, *Auglaize County Public Defender's Office*  
**Linda Gabrielle**, *Rhodes State College*  
**Amanda Hunsaker**, *City of Lima*  
**Lou Ann Lauck**, *Bureau of Worker's Compensation*  
**John Maguire**, *Marathon Petroleum Corporation*  
**Michelle Powell**, *St. Rita's Health Partners*  
**Richard Reese**, *Fitzgerald, Reese, & Van Dyne, Co.*  
**Dr. Margaret Schuck**, *Rhodes State College*  
**Robert Shenk**, *Huntington National Bank*

Winnie Warren, *Bureau of Worker's Compensation*

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## Pharmacy Technician

Erika Alexander, *St. Rita's Medical Center*  
Dr. Paula Boley, *Rhodes State College*  
Dr. Denise Bowers, *Rhodes State College*  
Lisa Brady, *St. Rita's Medical Center*  
Pam Grimslid, *Walgreens*  
Pam Halfhill, *Rhodes State College*  
Dr. Julie Kimmert, *Lima Memorial Health System*  
David Passmore, *Walmart Pharmacy*  
Dt. Sharon Ternullo, *The University of Findlay*  
Tom Wiechart, *Rite Aid*

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## Physical Therapist Assistant

Donna Berger, *Northwest Physical Therapy*  
Dr. Paula Boley, *Rhodes State College*  
Cindy Brandehoff, *BS, LPTA, ACCE, Rhodes State College*  
Matthew Cross, *Defiance Clinic Pro Rehab*  
Matt Dwenger, *Joint Township District Memorial Hospital*  
Michael Epley, *Rhodes State College*  
Angela Heaton, *PT, M.Ed., Rhodes State College*  
Brian Ison, *Jay County Hospital*  
Carol Jackson, *LPTA, M.Ed., (Retired)*  
Andrea Liles, *Rhodes State College*  
Diana Rammel, *PTA, Rhodes State College*  
Tony Rampulla, *Lima Memorial Health System*  
Betsy Trame, *Lima Memorial Health System*  
Amy Utendorf, *PTA, P.T., Services*  
April Wannemacher, *PTA, Therapy Solutions*

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## Polysomnography

Dr. Paula Boley, *Rhodes State College*  
Lauri Craft, *Joint Township District Memorial Hospital*  
Pamela Halfhill, *Rhodes State College*  
Teresa Iames, *Rhodes State College*  
Nancy Leonard, *Mary Rutan Hospital*  
Jerry McGlothen, *BA, RRT, (Retired)*  
Dr. Javier Pere, *St. Rita's Medical Center*  
Michelle Sutherland, *Rhodes State College*  
Michelle Taylor, *Mary Rutan Hospital*  
Elaine Walker, *Upper Valley Medical Center*  
Dr. Rick Watson, *Blanchard Valley Health System*

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## Radiographic Imaging

Andrea Angstmann, *Rhodes State College*  
Clairissa Aselage, *RT(R), St. Rita's Medical Center*  
Thomas Beery, *Rhodes State College*  
Dr. Paula Boley, *Rhodes State College*  
Taylor Cox, *Student Member*  
Michael Epley, *Rhodes State College*  
Marcia Frey, *RT(R), Mercer County Community Hospital*  
Vince Fried, *RT(R)(CT)(MR)(MBA), Rhodes State College*  
Carrie Gable, *RT(R), Rhodes State College*  
Diane Gayer, *RT(R), Joint Township District Memorial Hospital*  
Patti Giesken, *(RT), St. Rita's Medical Center*

Angela Heaton, *PT, M.Ed, Rhodes State College*  
Zoe Nye, *Community Memorial Hospital*  
Andrew Shappell, *RT(R)(MR)(CT)(QM), Rhodes State College*

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## Respiratory Care

Dr. Paula Boley, *Rhodes State College*  
Kim Busser, *Blanchard Valley Health System*  
James Coolman, *Community Hospital & Wellness Center*  
Lauri Craft, *Joint Township District Memorial Hospital*  
Pamela Halfhill, *Rhodes State College*  
Joel Harris, *Rhodes State College*  
Nancy Leonard, *Mary Rutan Hospital*  
Mary Marker, *BBA, CRT, CPFT, RCP, St. Rita's Medical Center*  
Colleen Martindale, *Student Member*  
Jerry McGlothen, *BA, RRT, Upper Valley Medical Center*  
Charles Mulholland, *M.Ed., RRT, Rhodes State College*  
Dr. Javier Pere, *St. Rita's Medical Center*  
Jane Rossman, *St. Rita's Medical Center*  
Kelly Schermund, *Piqua Manor*  
Brenda Stechschulte, *St. Rita's Medical Center*  
Michelle Sutherland, *Rhodes State College*  
Elaine Walker, *Upper Valley Medical Center*  
Dr. Rick Watson, *Blanchard Valley Health System*  
Beth White, *Rhodes State College*  
Steve Wiseman, *Lima Memorial Health System*  
Meagan Zoladz, *Rhodes State College*



# STUDENT HANDBOOK

The Student Handbook is a listing of comprehensive information on policies, procedures, and student services.

## Registration

Students should meet with an advisor and register for classes using STARS online through [www.RhodesState.edu](http://www.RhodesState.edu). Registration dates are posted throughout campus and online.

Classes are scheduled to accommodate both full- and part-time students. The class schedule generally operates between 7 a.m. and 10:30 p.m. The fall and spring operate on a 16-week semester with a first 8-week and a second 8-week term. The summer may be offered in a five-, eight-, ten-, or twelve-week format.

## Maximum Credit Hours

The maximum hours for which a student may register during any term are:

Fall Semester	21
Spring Semester	21
Summer Term	15

If at any point during the semester or term the total registered credit hours exceed the maximum then the student must receive approval of the dean or chair of the specified program. In the case of students in General Education, General Prep, or Undeclared the approval of the Director of Advising is required.

## Leaving the College after Registering

A student who registers for classes, but decides not to attend the College, must officially withdraw by dropping their classes. **Failure to officially withdraw may result in being awarded a failing grade in all courses and the requirement to pay all assessed tuition and fees, even though the student has actually left the College.**

## Orientation

Incoming students must meet with an academic advisor before registering for classes. Students can fulfill this requirement by attending orientation. Orientation programs are held prior to the start of each semester and are designed to introduce students to success strategies, college personnel, facilities, registration procedures, and requirements for their academic program.

Specific dates and times of orientation sessions will be posted on the Rhodes State website. Orientation information will be mailed to students after they submit their application to the College has been processed. Students should register for their preferred orientation date via the website or by calling the Office of Advising.

Students entering Health Sciences programs are required to attend a program orientation as a part of the qualification process for entry into their specific program.

Transfer students are not required to attend an orientation but are encouraged to do so. However, transfer students must meet individually with an academic advisor prior to their first registration.

## Advising

Students, upon acceptance into the College, are assigned an academic advisor in the Office of Advising. The advisor assists students in understanding their program requirements, identifying course prerequisites, selecting appropriate coursework, learning about school policies and procedures, utilizing the campus online system for registration and introducing other student supports. Advisors can also provide assistance in areas such as undecided student advising and issues related to academic success. Once a student accumulates 30 credit hours or has entered his/her specific allied health or nursing program, a faculty advisor will be assigned.

## Auditing

A student may register for and attend courses as an audit. The student will pay the regular tuition rate per semester hour and will be held responsible for the classroom assignments and/or for attendance but will not be required to take examinations. Students who satisfactorily complete audited courses will receive an "R" on their transcript. If classroom assignments and/or attendance do not meet the approval of the instructor, the student will receive a grade of "U".

No credit is received for an audit, and therefore the course will not apply toward the fulfillment of graduation requirements. Students may change from credit to audit by completing a petition, available in the Office of Advising prior to the 11th Friday of the semester.

Students wishing to audit a course may enroll on a space-available basis, with priority of entrance given to credit students.

**Note: Students must meet with the Financial Aid Office prior to auditing a course as there may be financial implications to auditing a class.**

## Credit for Prior Learning

Students may have acquired learning outside the traditional college classroom through past work, independent reading and study, training programs or in-service courses, volunteer service, cultural or artistic pursuits, hobbies and recreational pastimes, community or religious activities, organizational memberships, adult education, non-credit courses, study abroad, military training not evaluated for credit by ACE, or other experiences. Credit for Prior Learning allows a student to demonstrate this knowledge and potentially earn academic credit for it. Methods for evaluating prior learning include Credit by Examination; Credit for Experience; and Credit for Non-Academic Learning. A student interested in credit for prior learning should work with his/her advisor or Division Dean.

## Credit by Examination

Credit by examination enables students with previous education or self-study to receive credit for courses. Credit for a maximum of ten (10) semester hours may be earned in this way. A fee of \$25 per credit hour is assessed for each examination taken. Credit shall be counted as hours earned only and shall not be considered in determining the grade point average. Students may not receive credit by examination for courses they have failed and these examinations cannot be taken during the semester of the student's graduation.

The examinations will be comprehensive enough to represent the content of a course just as it is presented to a regular student. Upon completion of the exam, the results will be reviewed by the Division Dean. If the results indicate sufficient mastery of the course material, the Division Dean will recommend that credits earned by examination become part

of the student's permanent record. Students may submit standardized examination scores for CLEP, PEP and Advanced Placement Program from the College Examination Board for evaluation of credit. Other national or standardized examinations may also be considered.

Transfer credit may be awarded for equivalent general studies courses accepted for credit by examination by an accredited institution of higher education. At the discretion of the Division Dean transfer credit may be awarded for technical and basic-related studies courses accepted for credit by examination by an accredited institution of higher education.

## Credit for Experience

Credit for experience enables students with previous experience in a subject matter in a non-traditional matter to receive credit. The Division Dean of Chair evaluate the documentation provided by the student which demonstrates competency in the subject. Credit shall be counted as hours earned only and shall not be considered in determining the grade point average. No more than ten (10) semester hours may be earned in this way. A fee of \$25 per credit hour is assessed for each credit hour awarded. Students may not receive credit for experience during the semester of the student's graduation.

## Credit for Non-Academic Learning

Credit for non-academic learning enables students with previous experience in a subject matter through a non-academic training program to receive credit. The Division Dean of Chair evaluate the documentation provided by the student which demonstrates competency in the subject. Credit shall be counted as hours earned only and shall not be considered in determining the grade point average. No more than ten (10) semester hours may be earned in this way. A fee of \$25 per credit hour is assessed for each credit hour awarded. Students may not receive credit for experience during the semester of the student's graduation.

## Information Changes

Any changes of name (resulting from marriage or court action), address, or phone information must be promptly reported to the college. Address and phone information may be updated via STARS Online or in the Office of Advising. Name changes require appropriate legal documentation.

Failure to report a change in this information may result in cancellation of registration or financial aid.

## Adding/Dropping Courses

During the first week of classes, students may add new courses to their schedule by processing a drop/add form in the Office of Advising. If the class has already met, a Dean's approval is required.

Students who wish to drop/withdraw from a course should discuss doing so with their advisor and with financial aid. If, after these conferences, students still wish to drop/withdraw, they should proceed based on the following schedule. (This schedule may vary depending on the length of the term selected.):

1. Students who desire to withdraw from one or more of their courses should obtain a drop/add form from the Office of Advising, complete it and return it to the Office for processing. **Please note that withdrawing a course does not guarantee a refund of tuition and fees.**
2. Students who withdraw from one or more courses after the 15th day of a semester must obtain the signature of the course instructor(s) on the drop/add form.

3. Before 5 p.m. of the 6th Friday of a semester, students may withdraw from one or more courses or from all courses and no grade will be entered on their official permanent record.
4. Between 5 p.m. of the 6th Friday and 5 p.m. of the 11th Friday of the semester, students may withdraw from one or more courses or from all courses with the grade of "W" noted on their official permanent record.
5. Students normally are not permitted to withdraw after the 11th Friday of a semester. If a student finds it necessary to withdraw from one or more courses after 5 p.m. of the 11th Friday because of extenuating and documented circumstances (illness or some other unavoidable event), he/she must file a withdraw petition. Withdraw petitions may be obtained from the Office of Advising. Students will remain enrolled in courses until the withdraw petition is signed by the Vice President for Academic Affairs and recorded by the Records Office. Therefore, students should continue attending any course(s) in which he/she is enrolled until such time that the petition is approved or denied by the Vice President of Academic Affairs. **A faculty member's signature does not constitute approval of the petition.** Without extenuating circumstances, the petition may be denied by the Vice President for Academic Affairs. Upon approval of the petition, the Records Office will enter the grade of "WP" (withdrew passing) or "WF" (withdrew failing) as indicated by the course instructor on the student's official permanent record, .
6. Withdrawing from a course during final examination week is not permitted. Students should discuss their circumstances with the instructor who may elect to issue an incomplete "I" grade. An "I" indicates that the work of the student in the course is qualitatively satisfactory, but that for legitimate reasons a small fraction remains to be completed. For more information on incomplete grades please see the section titled "Grading and Credit System." (p. 193) Students continue to be enrolled in the course and are expected to complete the remaining assignments until such time the instructor agrees to issue an incomplete grade of "I." Only under the most extenuating and documented circumstances will the Vice President for Academic Affairs approve a withdraw petition once the semester has ended and grades have been posted to the student's permanent record.
7. Withdraw petitions submitted after a semester has ended will not be considered unless extenuating and documented circumstances are present and the petition is received no later than the Friday of the 9th week of the following term.
8. A student who ceases to attend a course without following the withdraw procedure prescribed may receive a failing grade for the course and may forfeit all fees paid.

## Reinstatement to the College Following Academic Dismissal

Students who have been academically dismissed from the College may, after one semester of separation, petition the Vice President for Academic Affairs for readmission. Petitions must be received in the Office of the Vice President for Academic Affairs at least two weeks prior to the start of the expected semester of return. Students wishing to be reinstated must meet with an advisor in the Office of Advising to determine the best course of action.

Immediately following academic dismissal, a student may change majors and apply for immediate readmission in accordance with the Program Change with Grade Point Adjustment (p. 193). The Program Change with Grade Point Adjustment may be exercised only once at

Rhodes State and the student's advisor will assist in completing the major change process and scheduling classes.

## Change of Program

A student may change a major or program by completing a Change of Major form in the Office of Advising.

1. Changes in major/program should begin with an advisor-student conference. The student will be given a major change form to complete. Once completed, the form should be returned to the Office of Advising for processing.
2. The student should meet with the Division Dean or Chair of the new program to determine if any prior coursework will apply toward graduation in the new major or program.
3. Graduation requirements for the new major/program are those listed in the catalog at the time the change in major was made. Graduation requirements listed in a separate section of this catalog may supersede these requirements.

## Major/Program Change with Grade Point Average Adjustment

The College realizes that a student may have made an inappropriate selection of program or major and often results in the student experiencing academic difficulty.

A student may change from one major or program to another and have his/her grade point average adjusted, provided that:

1. The student has not previously exercised the Major Change with GPA Adjustment option.
2. The student has had a conference with an academic advisor to review the requirements for the new major and to explain the reason(s) for the first difficulty and how the success will occur in the new major or program.
3. The course(s) would not apply to the new major or have counted in a previous degree. These courses are typically those with a General Education or Basic Related designation. Rhodes State College courses which are no longer available (and/or courses which are elective in nature) are eligible for consideration.
4. The Director of Advising, the Director of Academic Success, and the Division Dean of the new major/program approve the request.

**Note:** Current Financial Aid Status may not change as a result of the adjustment.

## Grading System

One indication of a student's achievement is a letter grade assigned to student performance. Each letter grade, in turn, carries "credit points" which are used in computing the student's "cumulative grade point average." Academic achievement in regular letter grades will be recorded at the end of each semester for all course work for which credit is granted. The credit hours attempted and credit points attained will enter into the computation of the student's cumulative grade point average. The College reserves the right to determine its grading scale and uses the following as the official grades of the institution. All students will be issued one of the following as a result of their work in any given course.

### A, A-

The instructor judged the student to have satisfied the stated objectives of the course in an excellent manner. The student's performance was judged to be in this range of high quality based upon a comparison with other students in the course, and/or with students who had taken the course previously, and/or the instructor's personal expectations relative to the stated objectives of the course, based on experience and expertise.

### B+, B, B-

The instructor judged the student to have satisfied the stated objectives of the course in an above-average manner. The student's performance was judged to be in this range of above-average quality based upon a comparison with other students in the course, and/or with students who have taken the course previously, and/or the instructor's personal expectations relative to the stated objectives of the course, based on experience and expertise.

### C+, C, C-

The instructor judged the student to have satisfied the stated objectives of the course in an average manner. The student's performance was judged to be in this range of average quality based upon a comparison with other students in the course, and/or students who have taken the course previously, and/or the instructor's personal expectations relative to the stated objectives of the course, based on experience and expertise.

### D+, D

The instructor judged the student to have satisfied the stated objectives of the course in a low but acceptable manner. The student's performance was judged to be in this range of below average but acceptable quality based upon a comparison with other students in the course, and/or the instructor's personal expectations relative to the stated objectives of the course, based on experience and expertise.

### E

Failure. The instructor judged the student not to have satisfied the stated objectives of the course. Credit for the course in which the grade "E" has been received can be obtained only by repeating and passing the course.

### NR

Grade not reported by the instructor.

### W

Withdraw. This grade is used for students who have officially withdrawn from the course between 5 p.m. of the 6th Friday and 5 p.m. of the 11th Friday of the semester. No credit shall be given for this grade, and it shall not be considered in determining a student's grade point average, but will be considered as attempted hours in determining Financial Aid Status.

### WF

Withdraw Failing. This grade is used for students who have petitioned to withdraw after the 11th week of a semester and who were failing the course at the time of the withdrawal. This grade is applied to students who have not been attending classes for which they are scheduled or have not actively participated in online, or blended courses. No credit shall be given for this grade, and it shall not be considered in determining a student's grade point average, but will be considered as attempted hours in determining Financial Aid Status.

## WP

Withdrawn Passing. This grade is used for students who have petitioned to withdraw after the 11th week of a semester and who were passing the courses at the time of the withdrawal. No credit shall be given for this grade, and it shall not be considered in determining a student's grade point average, but will be considered as attempted hours in determining Financial Aid Status.

## I

Incomplete. An "I" indicates that the work of the student in the course is satisfactory but that for legitimate reasons a small portion of the course remains to be completed.

The grade "I" shall be temporarily recorded on the student's grade report. The student must complete and submit the coursework no later than the sixth Friday following the start of the semester or term subsequent to the one in which the "I" was received. Upon the request of the student to the instructor, within the six-week period, the Vice President for Academic Affairs may allow a student additional time in which to complete the work. Generally, this shall not be longer than the end of the semester following the semester in which the "I" was received.

Until such time as the final grade is recorded, the credit hours in the incomplete courses shall not be counted or considered for any purpose. In no case shall a student who has received the grade "I" be permitted to repeat the course in which such grade was received until such time as the "I" has been removed. If the student fails to complete the coursework, the final grade will be determined by giving the student a zero on all remaining and unfinished work. These zeros will be used to calculate the final course grade. Students who are unsuccessful in a required competency (as defined in the syllabus) will receive an "E/U" grade.

**Note: A student's Financial Aid Status and/or Academic Standing may be affected by the Incomplete.**

## R

Audit. This grade indicates that the student registered to audit the course. No credit hours shall be awarded for this grade (Normal tuition and fees will be charged).

## S

Satisfactory. This grade may be used to record satisfactory completion of work, provided the course has been approved for this grade. "S" credit shall be counted as hours earned only and shall not be considered in determining a student's grade point average.

## U

Unsatisfactory. This grade shall be used for unsatisfactory work in courses in which a student would be entitled to the grade of "S" if his/her work had been satisfactory. No credit shall be given for work graded "U." This grade shall not be considered in determining a student's grade point average.

## Credit System

### EM

Examination. This grade indicates credit given to registered students on the basis of examinations taken prior to or after admission to the College. The department in which the course is taught will determine the score the student must earn to receive "EM" credit. A maximum of ten (10)

semester credit hours may be earned in this manner. "EM" credit cannot be processed during the semester of the student's graduation. A fee of \$25 per credit hour is assessed.

Examination credit shall not be given to a student for a course in which he or she has received a grade at this college. Credit shall be counted as hours only and shall not be considered in determining a student's grade point average.

### AP

Advanced Placement. This grade indicates credits awarded to a registered student for appropriate courses for scores between 3-5 on Advanced Placement examinations. Students must submit the official results to the Office of Transfer at Rhodes State, upon application to the college, for evaluation of AP credit. Students who submit the official results after beginning their course work at Rhodes State may jeopardize their placement in the appropriate course.

In accordance with recognized national standards for the awarding of college credit, scores of 1-2 on AP exams are not viewed as indicative of sufficient mastery of the subject matter to warrant the awarding of college credit.

Formal review of the AP scores will be done by the Division Dean of the content area. Credit shall be counted as hours only and shall not be considered in determining a student's grade point average.

### AS

Advanced Standing. This grade indicates credits awarded to a registered student as a result of meeting the requirements of an articulation agreement between recognized educational entities and Rhodes State. Credit shall be counted as hours only and shall not be considered in determining a student's grade point average.

### CL

College Level Examination Program (CLEP). This grade indicates credit awarded to a registered student for appropriate courses in which a student has earned the recommended credit granting score established by Ohio faculty review panels.

**See the ODHE website for a listing of the state-approved credit granting score for individual examinations and alignment with Rhodes State College courses.**

Students must submit an official CLEP transcript to the Office of Transfer at Rhodes State upon application to the college for evaluation of CL credit. Students who submit the official results after beginning their course work at Rhodes State may jeopardize their placement in the appropriate course.

Formal review of the CLEP scores will be done by the division dean of the content area. Credit shall be counted as hours only and shall not be considered in determining a student's grade point average.

### CR

Credit for Experience. This grade indicates credit awarded to a registered student as a result of the knowledge of the subject matter in a non-traditional manner. The Division Dean or Chair evaluate the documentation provided by the student which demonstrates competency in the subject matter. Credit shall be counted as hours earned only and shall not be considered in determining a student's grade point average. No more than ten (10) hours of "CR" credit may be counted toward



graduation. This credit cannot be obtained during the semester of a student's graduation. A fee of \$25 per credit hour is assessed.

## **K**

**Transfer Credit.** This grade indicates credit awarded to a registered student for completed coursework from other institutions and service schools, where a grade "C" or better was received. Transfer credit is only awarded after approval by the Office of Transfer. "K" credit shall be counted as hours earned only and shall not be considered in determining a student's grade point average. This credit cannot be obtained during the semester of a student's graduation.

## **KN**

**Credit for Non-Academic Learning.** This grade indicates credits awarded to a registered student as a result of knowledge of the subject matter through a non-academic training program. The Division Dean or Chair will evaluate the documentation provided by a student. Credit shall be counted as hours earned only and shall not be considered in determining a student's grade point average. No more than ten (10) hours of "KN" credit may be counted toward graduation. This credit cannot be obtained during the semester of a student's graduation. A fee of \$25 per credit hour is assessed.

## **KX**

**Transfer Credit with grade less than C.** As of Fall 2005, this grade indicates credits awarded to a registered student for completed coursework from other institutions and service schools where a grade of "C-", "D+", or "D" was received. KX credit is only awarded after approval of the Office of Transfer. "KX" credit shall be counted as hours earned only and shall not be considered in determining a student's grade point average. "KX" credit will not fulfill any graduation requirement or prerequisite in which the "C" Grade Policy applies. This credit cannot be obtained during the semester of a student's graduation.

## **ML**

**Military Credit.** This grade indicates credits awarded to a registered student as a result of knowledge of a subject matter of a course through training and experience in the United States Armed Forces or National Guard. The Division Dean or Chair will evaluate a United States Armed Forces transcript and use the documentation by the American Council on Education (ACE) to determine the applicability to the student's degree program at Rhodes State. Credit shall be counted as hours earned only and shall not be considered in determining a student's grade point average.

## **MT**

**Military Transfer.** Military Transfer Assurance Guides (MTAGs) provide a statewide guarantee that certain types of military training, experience, and/or coursework align to existing college and university courses and will be awarded appropriate credit. State faculty review panels have reviewed certain types of military training, experience and/or coursework and have aligned them to a Ohio Articulation Number (OAN). Student must submit their official United States Armed Forces transcript. Credit shall be counted as hour earned only and shall not be considered in determining a student's grade point average.

## **CT**

**Career-Technical Credit.** Career-Technical Assurance Guides (CTAG) Credit is awarded to registered students for technical courses completed at an Ohio Career Technical Center (that adhere to recognized industry standards) and have been aligned with a Career Technical Articulation

Number (CTAN) by Ohio faculty review panels. Student must have their official transcript sent directly from the educational institution and have the Career Technical Center send a completed State (CT)<sup>2</sup> Verification Form directly to the College. The student must also submit any additional credentials needed for credit. Documentation will be reviewed by the appropriate Division Dean or Chair. Credit shall be counted as hours only and shall not be considered in determining a student's grade point average. Additional information can be found here.

## **DN**

**DANTES Subject Standardized Tests (DSST).** This grade indicates credits awarded to a registered student as a result of receiving the American Council on Education (ACE) recommended credit granting score on DSST examinations. Students must submit the official results to the Office of Transfer at Rhodes State upon application to the College for evaluation of DN credit. Students who submit the official results after beginning their course work at Rhodes State may jeopardize their placement in the appropriate course. In accordance with recognized national standards for the awarding of college credit, scores lower than the American Council on Education (ACE) recommended credit granting score are not viewed as indicative of sufficient mastery of the subject matter to warrant the awarding of college credit. Formal review of the DSST scores will be done by the division dean of the content area.

## **Credit Points**

Credit points shall be assigned on the following basis:

1. For each credit hour of A, 4.0 credit points shall be allowed.
2. For each credit hour of A-, 3.7 credit points shall be allowed.
3. For each credit hour of B+, 3.3 credit points shall be allowed.
4. For each credit hour of B, 3.0 credit points shall be allowed.
5. For each credit hour of B-, 2.7 credit points shall be allowed.
6. For each credit hour of C+, 2.3 credit points shall be allowed.
7. For each credit hour of C, 2.0 credit points shall be allowed.
8. For each credit hour of C-, 1.7 credit points shall be allowed.
9. For each credit hour of D+, 1.3 credit points shall be allowed.
10. For each credit hour of D, 1.0 credit points shall be allowed.
11. For each credit hour of E, 0.0 credit points shall be allowed.

All other marks carry no credit points.

## **Grade Point Average**

The grade point average of a student shall be computed by dividing the sum of the applicable number of credit hours (in which the grades A,B,C,D, or E have been given) into the sum of credit points assigned for such hours.

## **Academic Honors**

The College honors outstanding achievement during a special awards ceremony each year. Students are not only recognized for academic achievement but may be singled out for recognition as a result of community and campus service. To be eligible to attend the awards ceremony, a student must have an overall GPA of 3.5 or higher as of the end of the Fall semester prior to the ceremony.

## **Dean's List**

Recognition will be made of those students who have achieved academic excellence carrying a 3.5 or higher grade point average after each



academic term. The full-time Dean's List recognizes students carrying 12 or more credit hours for a term; the part-time Dean's List recognizes students carrying 6 to 11 credit hours for a term. This achievement will be released on a regular basis to local newspapers if the student has indicated that the College may publish this information (see "Educational Rights and Privacy Act" at <http://www.rhodesstate.edu>).

## Graduation with Honors

Outstanding academic achievement will be recognized for students achieving a cumulative grade point average of 3.5 or higher at the time of graduation. Graduation with honors is based on the following selection: 3.50-3.69; 3.70-3.95; and 3.95 and above.

## Honor Societies

Students may also be recognized through induction into an honor society. Contact the office of the Vice President for Academic Affairs for information about Phi Theta Kappa or the program chairs for more information on departmental honoraries.

- Phi Theta Kappa, the two-year college national honorary and the largest honor society in American higher education. The Alpha Tau Mu chapter of Phi Theta Kappa honors outstanding students and inducts new members each spring.
- Alpha Beta Gamma, the national two-year Business honorary;
- Alpha Delta Nu, the national two-year Nursing honorary;
- Sigma Phi Alpha, the national Dental Hygiene honorary;
- Tau Alpha Pi, the Engineering Technologies honorary;
- Tau Upsilon Alpha, the national Human Service honorary;
- Lambda Nu, the national Radiological Sciences honorary;
- Lambda Beta, the national Respiratory Care honorary.

## Academic Standing

Academic Standing is computed using a student's cumulative GPA Divisor Hours and Cumulative Grade Point Average based on grade processing at the end of the term. A student is considered to be in good standing if his/her cumulative grade point average is 2.0 or higher. A student is placed on academic warning or probation based upon the following credit and grade point average (GPA) ranges:

Cumulative GPA Divisor Hours	Warning GPA	Probation GPA
1 to 15	0.0 to 1.99	---
16 to 30	1.4 to 1.99	0.00 to 1.39
31 to 45	1.6 to 1.99	0.00 to 1.59
46 to 59	1.8 to 1.99	0.00 to 1.79
60+	1.9 to 1.99	0.00 to 1.89

While students may remain on warning in succeeding semesters, they are no longer in good standing and are alerted to the fact that they must improve their GPA to meet graduation requirements.

Students may remain on probation provided they earn a minimum of 2.0 Term GPA each succeeding term of attendance until a status of warning or good standing is achieved.

Dismissal occurs when a student who is on probation fails to earn a 2.0 Term GPA or higher his/her next semester of attendance.

The Director of Advising and the Director of the Academic Success Center review the progress of students on warning and probation and

recommend retention activities that will assist students in achieving academic success.

## Appeal of Grades

Students who feel that they were not assigned a fair grade for a course should consult the instructor who taught the course. Then, if not satisfied, they should discuss the matter with the Division Dean or Department Chair. Finally, students have the option of taking their appeal to the Vice President for Academic Affairs. Any appeal of a grade must be initiated before the end of the semester immediately following the semester in which the grade was received.

## Failure in a Required Course

At his/her first opportunity, a Rhodes State student who has not been dismissed from the College must repeat, in class, a required course which he/she has failed. A substitute course may be taken if authorized by the Vice President for Academic Affairs upon the recommendation of the Division Dean or Chair of the department involved. When a substitute course is granted for a required course, the failing grade will not be expunged from the student's permanent record. Failing grades may only be expunged in accordance with the procedure as described under "repetition of courses" in this catalog.

## Repetition of Courses

Students may repeat courses taken by audit or credit at Rhodes State College. Each course and each grade earned by the student will be indicated on the student's official transcript; however, only the first repetition will be used in determining the student's cumulative grade point average even if the grade is lower than the first attempt. All subsequent repetitions will be used in the cumulative average and must be approved at the time of registration.

## Classroom Attendance Policy

Regular attendance is needed to gain an understanding of the course's content and to satisfactorily demonstrate required competencies. Lack of attendance may negatively impact the earned grade; and, may result in a grade of "E". Furthermore, lack of regular attendance may negatively impact a student's financial aid eligibility. (See the Catalog and the Federal Student Aid Handbook for further information)

## Withdrawal for Non-Attendance

The United States Department of Education (DOE) enacted legislation that require institutions of higher education to know when students are attending classes and to be able to prove how long students have attended before withdrawing from classes. Although not all students are receiving federal financial aid, the College is required to be consistent in how it tracks or determines attendance for all students. To comply with these regulations, Rhodes State College takes attendance for all students and in all classes. Student attendance and active participation will ensure success as they pursue their academic goals.

Students are responsible to officially drop/withdraw from all registered courses if they decide to no longer attend. If a student does not initiate an official drop/withdraw with the Office of Advising, the institution will identify a date of drop/withdraw. Students identified as not attending will be withdrawn failing "WF" by the College beginning the sixth week of the semester and may be responsible for all tuition and fees associated with that course or course(s). Students will be notified of the action by U.S. mail if they are withdrawn for non-attendance.. If attendance is a required element of the course and is stated in the course

materials, lack of attendance may result in a grade of “E” rather than “WF.”

## Withdrawal from Coursework

Unfortunately, it may become necessary for students to interrupt the pursuit of an academic program at Rhodes State. The student should work through the Office of Advising in order to permit any future readmission as a student in good standing. A form used for withdrawal purposes should be completed through the procedure outlined under “adding/dropping courses.”

Students who have withdrawn from the College previously must reactivate their file by contacting the Office of Advising.

Students who have dropped out of a limited enrollment program and wish to be readmitted at a later date should contact the Division Dean or Chair of the program to arrange a conference. The Division Dean or Chair makes the decision and communicates the necessary readmission procedures to the Office of Advising.

Withdraw forms are available in the Office of Advising, PS 148.

## Graduation Requirements

1. Students may choose a curriculum not more than two academic years prior to their graduation. Students must satisfy all academic requirements within their curriculum. The College reserves the right to change and amend curricula in order to offer relevant technical content. Division deans may grant course substitutions to accommodate students in unusual situations. Students who leave the college and then return may be subject to different requirements.
2. Transfer credit, proficiency credit and credit for experience must be processed before the term of the student’s graduation.
3. Students must meet the following requirements:
  - Final cumulative grade point average of 2.0 or higher. (In some cases additional requirements may exist such as division specific “C” grade policies. See individual programs).
  - Satisfaction of all financial obligations and resolution of all account holds.
  - Existence of an electronic portfolio with the prescribed number of submissions.
  - Credit for SDE 1010 First Year Experience or equivalent course.
  - Credit for the class designated as the capstone course experience in the student’s major.
  - Completion of the assessment given to all students taking their capstone experience course.
  - At least 20 technical credits earned at Rhodes State College or, in the case of those pursuing an AA or AS degree, 20 applicable credits.
  - Completion of a graduation petition and payment of the non-refundable graduation fee by the deadline (see chart). Filing the Petition to Graduate will initiate a review of the student’s records and identification of any missing requirements. Upon completion of requirements, the student will receive information about commencement. Students who petitioned but did not meet all graduation requirements must submit a new petition and payment of an additional graduation fee for graduation for the term in which they fulfill all their graduation requirements successfully.

## Commencement

Attendance at commencement is an opportunity for students to celebrate their accomplishment with family, friends and the campus community. The commencement ceremony is held at the end of spring term. Students graduating at any point in the academic year are encouraged to return to participate.

## Graduation Petition Deadlines are as Follows:

Fall Semester 2018	by March 15, 2018
Spring Semester 2019	by July 15, 2018
Summer Semester 2019	by October 15, 2018

If the date falls on Saturday/Sunday, the deadline is the next working day.

Dates are subject to change.

## Certificates

Students may earn one of the many certificates appearing in the catalog if 50% of the courses listed in the certificate are taken from Rhodes State. Course work leading to the certificate may be transferred from other institutions as long as credits do not exceed 50% of the courses in the certificate. Exceptions may be granted at the discretion of the division deans.

## Transcripts

An official copy of the student’s transcript is issued only upon written request and authorization of the student. Transcript requests will be processed as soon as possible, but at least five business days should be allowed. Transcript request forms are available from the Records Office, the Business Office, and from the College’s website. The College charges a \$5 processing fee for each official transcript requested.

## Student Services

### Academic Computer Resources

Computer labs are available for student use in various locations around campus. Students’ username and password to use computers and email services are available 24 to 48 hours after registration. Students with disabilities should contact Accommodative Services if adaptive equipment is needed. Operating hours are posted outside each lab.

### Academic Success Center

The Academic Success Center, located in Science Building Rooms 151 and 240, provides academic support services, resources, and educational development opportunities to all Rhodes State students. The Center is committed to providing opportunities for student development and intellectual competence in a student-centered environment. The Center fosters universal access for all students to engage in achieving their personal and educational goals through the development of critical thinking skills, self-awareness, and emotional and social growth.

Tutoring and other academic success services are available at no cost to enrolled students by appointment or on a walk-in basis. The goal of tutoring is to encourage students to develop skills, strategies, and attitudes necessary to reach their academic goals. Tutors provide help in specific course material and integrate study and learning strategies to promote independent learning. Professional tutors are instructors

teaching on campus. Peer tutors are students who know what you are going through first-hand, are dedicated to helping students succeed, and have been recommended by a professor. All professional and peer tutors receive training approved by the College Reading and Learning Association (CRLA).

The Academic Success Center also provides free online tutoring services through Smarthinking, eTutoring, or webcam with a Center tutor. For more information, contact (419) 995-8039.

## Accommodative Services

The mission of Accommodative Services is to provide equal access, support, resources, advocacy, and outreach with other campus and community affiliates to those students who have documented disabilities. In addition, Accommodative Services will work in an advisory capacity with faculty and staff in an effort to develop reasonable accommodations that allow students with disabilities to fully participate in all programs and services offered at the College.

The Testing Center and Accommodative Services Coordinator functions as a liaison with faculty and staff, as well as with community agencies. The primary goal of Accommodative Services is to implement classroom accommodations based on individual needs, to provide student support, and to enable students with disabilities to have equal access to Rhodes State programs and services. Rhodes State buildings comply with Federal regulations for all individuals with disabilities by providing access through external ramps, automatic doors, elevators, and designated parking areas close to the buildings and restrooms facilities. TTY services for the deaf are located in the Public Service Building Lobby.

There are many types of accommodations available to students, and all decisions are made on a case-by-case basis. The most common accommodations include (but are not limited to) extended time on tests, reduced distraction testing, enlarged print materials, use of a tape recorder or smart pen in the classroom, use of audio textbooks, and use of a sign language interpreter. For more information, call (419) 995-8009 or visit the Technical Education Laboratory in room 132 of the Tech Education Laboratory.

## Bookstore

The Barnes & Noble bookstore is located on the first floor of the Public Service Building. In addition to making available texts and equipment necessary for each course, the bookstore also stocks a variety of other gift items, such as sweatshirts, t-shirts and novelty items. Bookstore hours vary throughout the year. Evening hours are arranged at the beginning of each semester.

The bookstore will buy and sell used books as well as new books. Exchanges will be made only at specific times for specified items. Please check store for refund and buy-back policies. Students can purchase their books from the Bookstore website.

## Career Development

Rhodes State College Career Development, located in the Public Service Building, Room 150, offers career-related events, resources, and services to students. Students are assisted in their quest to: identify interests and strengths; understand how interests match educational majors; select and evaluate educational majors; explore career opportunities related to educational majors; evaluate career choices based on national trends and forecasts; develop skills that set applicants apart; strategically plan major, electives, and activities that support career goals; become aware

of internship experiences; launch a successful job search campaign; and explore and prepare for four-year college/university transfer opportunities.

Services are also offered in business etiquette; cover letter and résumé critique and construction; portfolio development; developing job search strategies and techniques; geographical relocation information; identification of potential employers; interview preparation, techniques and follow-up procedures; salary information and negotiation; and professional dress.

Student employment, co-op, internship, part-time, full-time, temporary, and volunteer opportunities are posted via the College Central Network. Students are encouraged to research employers, apply for positions, arrange interviews, upload résumés to participate in our résumé referral service, view career events, review resources and conduct research. Students should contact Career Development if they have specific questions on how to set up their account, search for positions, or upload their résumé and/or other career documents.

Additional information and resources are located at [www.RhodesState.edu/CareerServices](http://www.RhodesState.edu/CareerServices). Computers and a printer are available for students to prepare their cover letter and résumé and conduct their job search campaign. For more information about Career Development or to schedule an appointment, call 419-995-8352.

## Child Care

Rhodes State College also has a child care facility site located on campus in the Tech Education Laboratory for children three to six years of age. Contact the Campus Child Care Facility at (419) 995-8405 for information. This Center has been awarded the prestigious Four Star "Step Up to Quality" rating.

The Rhodes State College Childcare Center at the Lima YMCA is available for students and staff with small children six weeks to six years at a reduced rate. In addition to professional staff, some students from the Early Childhood Education program staff the childcare center. Contact the Child Care Center at (419) 223-1044 for details. This Center has been awarded the prestigious Three Star "Step Up to Quality" rating. Additional information, including rates, is located on the Rhodes State College website.

## Dental Hygiene Clinic

The Rhodes State College Dental Hygiene Clinic provides preventive dental hygiene treatment to include: an oral exam, radiographs (x-rays), oral prophylaxis (cleaning), fluoride treatment, dental sealants, and oral health instruction. The majority of these services are available without charge to the Rhodes State College students and employees. The Dr. Kenneth and Jean Clemens Clinic is located in Cook Hall; the hours vary from semester to semester.

## Developmental Education

Rhodes State College evaluates students' academic preparedness by administering an assessment of reading, writing, and math skills upon admission. The information obtained during this assessment process is critical to proper course selection. To provide appropriate educational experiences aimed at strengthening a student's academic skills, taking developmental courses in reading, writing, math or science is sometimes necessary. Developmental courses are designed to preserve and make possible educational opportunities for each student. They help to develop the skills, attitudes, and competencies necessary for success in

college courses. Developmental courses do not count toward a student's graduation requirements. However, final grades in these courses do count in the grade point average.

The developmental courses normally offered and their credit hour values include:

Code	Title	Hours
BIO 0900		3
CHM 0960		
COM 0950		4
COM 0980		3
CPT 0980		2
MTH 0901		1
MTH 0902		2
MTH 0903		3
MTH 0904		2

## Food Services

Breakfast items, entrees, grill items, salads, soups, pizza, snacks, deli sandwiches and an assortment of drinks are served in Baron's Bistro, located in the Reed Hall Cafeteria. Vending machines offering snacks and beverages are located in all buildings. The Bistro is open Fall and Spring semesters from 8-10 a.m. for breakfast and 10 a.m.-2 p.m. for lunch.

## Housing Information Service

Although most students commute daily from their homes, the College recognizes the group of students who need local housing. A listing of rental property management companies and a local residence hall-style housing unit is available in Galvin Hall, Rm. 066. This listing is provided as information only. Rhodes State is NOT responsible for a student's choice of housing. The College does not inspect, approve, supervise, or maintain any properties for off-campus housing.

## Library

The Lima Campus Library is located on the first floor of Cook Hall. The library has approximately 75,000 items and provides online access to over 100 databases. In addition to the local collection, students can also access and request items through OhioLINK, a statewide online catalog of over 46 million items in 93 Ohio colleges and universities. Many of the online databases provide full-text articles from thousands of journals. Interlibrary loan is available if an article is not located in the Lima collection. The catalogs and databases can also be accessed from home by logging in to the library website.

A conference room is available for group meetings and is reservable. The library hours are Monday-Thursday 8 a.m. - 8 p.m., Friday 8 a.m. - 5 p.m. Hours vary on breaks and during the summer term. To find out more about the library, visit its website.

## Testing Center

The Testing Center, located in Technical Education Laboratory, Room 132, offers services which include the administration of Accuplacer placement, instructional make-up, qualification {ACT Residual} and Test of Essential Academic Skills (ATI TEAS) exam, distance education, accommodated, non-Rhodes State College proctored, graduation, and certification/licensure tests. The Testing Center is also a certified ACT and Pearson VUE Testing Center.

Users of the Testing Center are to note that:

- Instructional make-up and distance education tests can be completed without appointments during the regular testing hours. A Rhodes State ID is required for all Rhodes State students.
- Appointments are required for placement testing, proficiency (credit-by-exam), non-Rhodes State College proctored, and accommodated testing for those individuals needing a reader or a scribe.
- Rhodes State students have the responsibility of reminding the instructor to send tests to the Testing Center at least two business days before the exam is to be administered.
- A picture ID is required to use any of the Testing Center services. All Rhodes State students must present their Rhodes State ID. Students who are scheduling Placement tests and non-Rhodes State College students may present their driver's license or other government-issued picture ID. Please call for more information regarding what forms of identification are acceptable for the test scheduled.

For more information on the Testing Center, call (419) 995-8476.

## Student Activities & Athletics

Rhodes State College provides opportunities for extra-curricular activities, social events, and competitive athletic programs. Rhodes State College students are encouraged to participate in any of the following activities on campus.

### Athletic Programs

Rhodes State College and The Ohio State University at Lima are members of the Ohio Regional Campus Conference (ORCC) and compete with other regional campus teams throughout the year. Before each season, open tryouts are held for each sport. The ORCC team sports include women's volleyball, and basketball; and men's basketball, golf and baseball. All teams compete in a state tournament at the end of their respective seasons. For a student to be eligible to play, they must take a minimum of seven credit hours during the semester of participation, and maintain a GPA of 1.7 or greater per Ohio Regional Campus Conference regulation.

### Intramural and Recreational Programs

Students interested in athletic and recreational activities in a leisure setting are encouraged to get involved with intramural activities. The Office of Recreational and Athletic Programs is located on the first floor of Cook Hall. The College offers several intramural activities including: volleyball, basketball, bowling, whiffle ball, soccer and flag football. Each sport has a regular season and a tournament for the championship.

### Student Engagement & Activities

The Office of Student Engagement & Activities offers opportunities to interact with and educate students *outside* of the classroom. A variety of social, cultural, philanthropic and informational events are held each semester and may include concerts, crafts, novelty items, free-food-giveaways, and other events going on at least once a week.

### Student Clubs and Organizations

Rhodes State students can get involved with clubs and organizations ranging from Honors Programs to Special Interest groups. There are numerous benefits to getting involved including gaining leadership skills, participating in regional and national conferences, networking, and working with classmates who share your same interests. For more information about clubs, organizations, or activities available at Rhodes



State College, visit the Office of Student Engagement and Activities in the Public Service Building, Room 221.

## Safety & Security

### Emergencies

In case of an emergency, a staff/faculty member should be contacted immediately. If a rescue squad is needed, call 9-1-1. Campus Safety & Security Department should also be contacted; dial 8499 from any campus phone including payphones. If the fire alarm sounds while on campus, students should walk calmly and silently to the nearest exit and leave the building. Do not use the elevators. Remain outside the building until the all-clear sounds. The College utilizes the Rhodes Alert Emergency Notification System to notify people of emergencies via text, phone and email. Students may sign up for Rhodes Alert by clicking here or by visiting the Rhodes State website at [www.rhodesstate.edu](http://www.rhodesstate.edu).

### School Closing/Delays

The College will remain open except under extreme weather conditions or emergency situations. School closings and delays will be reported to local television and radio stations and on the College's homepage at [www.RhodesState.edu](http://www.RhodesState.edu). Students may sign up for Rhodes Alert to receive closing information via text, email or phone.

### Lost or Stolen Articles

Do not leave books or other personal articles unattended. The College is not responsible for any personal articles which are lost or stolen. Lost articles should be turned in to the Campus Safety & Security Department, located in 140 Technology Education Lab. Any thefts should be reported immediately to the Campus Safety & Security Department at (419) 995-8499.

### Campus Parking Rules and Regulations

Parking is permitted in all paved and gravel parking lots designated for student parking. Parking is not permitted in fire lanes; within 10 feet of a fire hydrant; along yellow painted curbs; within 20 feet of a crosswalk; within 30 feet of an intersection, stop sign or other traffic control device; alongside or opposite any street excavation or obstruction, outside designated parking lanes or any place where signs prohibit parking.

Students are not permitted to park vehicles in visitor parking areas. Only vehicles displaying a state of Ohio handicap placard shall be parked in handicap parking areas. Illegal parking in handicap zones, whether on public or private property, is a minor misdemeanor punishable under state law.

Vehicle registration is mandatory. No vehicle shall be parked on campus which does not display a campus parking decal, except for visitors to the campus. Vehicles may be registered at the Campus Safety & Security Department, 140 Technology Education Lab or the Office of Admissions, 148 Public Service Bldg.

Campus traffic and parking regulations are derived from Ohio Traffic Laws and were developed for the safety of all persons on campus and to ensure the orderly flow of traffic and uncongested parking. Parking violations may result in a fine and/or the vehicle being towed and impounded with the owner having to pay all costs associated therewith. Unpaid fines may result in registration for future classes being withheld. Fines must be paid in cash or by cashier's check at the Business Office, 222 Public Service Building.

For more information, contact the Campus Safety & Security Director at 140 Technology Education Lab: (419) 995-8499.

## Campus Environment

Students have the right to a campus and classroom environment that is safe, secure and conducive to learning. In support of this, the student has the right to express his/her concerns if it negatively affects his/her environment. For classroom issues, the student should first contact the course instructor. If the student is not satisfied with the outcome of this discussion, then he/she has the right to contact the program chair of the department in which this course is housed. For student services issues, the student should first contact the department chair or the Vice President for Student Affairs. If there is a reason to believe there is immediate danger, the student should contact the Campus Safety & Security Department either in person (140 Technology Education Lab) or by campus phone (8499). More information can be found online at [www.RhodesState.edu/Security](http://www.RhodesState.edu/Security).

### Tobacco Free

Rhodes State College is a tobacco free campus. The Tobacco Free policy at Rhodes State College requires that all faculty, students, staff, visitors, and contractors not use tobacco products on campus, either inside or out. The College strives to enhance the general health and well-being of its faculty, staff, students, and visitors. The College desires to support individuals to be tobacco free, to achieve their highest state of health, and to launch students into their careers at a high level of health and wellbeing. To support this commitment, smoking and the use of tobacco and tobacco products are prohibited in or on all college owned or leased property including vehicles.

## Nondiscrimination Policy

It is the policy of James A. Rhodes State College that discrimination against any individual for any reasons of race, color, religion, national origin, sex, sexual orientation, qualified disability, age (40 or older), or because he/she is a Vietnam-era veteran or a disabled veteran is specifically prohibited. Accordingly, equal opportunity will be extended to all persons. The College's admissions policies, instructional programs, extracurricular activities and employment practices will reflect this Nondiscrimination Policy.

The College has appointed the individuals listed below as Title IX and Section 504 compliance officers. Students who believe that they have experienced discrimination, including sexual harassment, should contact Vice President for Student Affairs, 216 Public Service Building, Phone: (419) 995-8310. Employees or applicants for employment who believe that they have experienced discrimination, including sexual harassment, should contact Director for Human Resources, 223 Public Service Building, Phone: (419) 995-8302.

## Catalog Changes

The information contained in this catalog is current at the time of publication. Rhodes State College reserves the right to make changes in policy, curricula and fees as circumstances dictate subsequent to publication. The College expects its students to have knowledge of the information contained herein.



# INDEX

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<b>A</b>	
About the College .....	5
Academic Calendars .....	8
Academic Divisions .....	21
Acceptance of Transfer Credit .....	169
Accounting .....	45
Accounting (ACC) .....	111
Accounting Clerk Certificate .....	46
Activity Directing Certificate .....	47
Administrative Office Tech (AOT) .....	112
Administrator Certificate .....	47
Admissions .....	10
Advanced Concrete Technician Certificate .....	47
Advanced EMT Certificate .....	85
Advanced Manufacturing Tech (AMT) .....	113
Advanced Manufacturing Technology .....	48
Advisory Committees .....	187
Agricultural Technology Certificate .....	49
Agriculture (AGR) .....	114
Allied Health Profession to Paramedic Certification .....	85
American Sign Language (ASL) .....	114
American Sign Language Certificate .....	25
Anthropology (ANT) .....	114
Appeals Process .....	169
Associate of Arts Degree .....	25
Associate of Science Degree .....	34
Associate of Technical Studies .....	42
Associate Tech Studies (ATS) .....	114
<b>B</b>	
Banking Certificate .....	49
Basic Business (BUS) .....	115
Basic Health Sciences (BHS) .....	115
Basic Peace Officer Academy - OPOTC Certificate .....	50
Biology (BIO) .....	117
Business Administration .....	50
Business Administration Certificate .....	51
Business Concentration .....	37
Business Management .....	52
<b>C</b>	
Center for Distance and Innovative Learning .....	166
Change of Program .....	193
Chemistry (CHM) .....	118
Child Development Associate Certificate .....	52
Civil Engineering Technology (CET) .....	118
College Credit Plus .....	10
Communications (COM) .....	119
Computer Numerical Control Certificate .....	52
Concrete Technology .....	52
Conditions for Transfer Admission .....	169
Corrections .....	53
Corrections (COR) .....	120
Course Descriptions .....	111
Courses Not Required For Degree .....	18
Culinary Arts .....	54
Culinary Arts (CUL) .....	121
Cyber Security Certificate .....	55
<b>D</b>	
Dental Assisting Certificate .....	85
Dental Hygiene .....	85
Dental Hygiene (DHY) .....	122
Digital Marketing Certificate .....	78
Digital Media Technology .....	55
Digital Media Technology Certificate .....	57
Directory .....	180
Division of Arts & Sciences .....	25
Division of Business, Technology & Public Service .....	44
Division of Health Sciences .....	83
<b>E</b>	
Early Childhood Education Certificate .....	59
Economics (ECN) .....	124
Education .....	57
Education Concentration .....	28
Education (EDU) .....	124
Electronic Engineering Tech (EET) .....	126
Electronic Engineering Technology .....	59
Emergency Medical Services .....	87
Emergency Medical Services (EMS) .....	127
English Writing/Literature Concentration .....	29
Environmental, Health & Safety Concentration .....	37
Environmental, Health & Safety (ENV) .....	129
Estimated Budgets per Academic Year .....	19
Executive Administrative Assistant .....	61
Exercise Science Certificate .....	89
Exercise Science Degree .....	90

Exercise Science (EXS) .....	130	Mechanical Engineering Technology .....	69
<b>F</b>		Medical Administrative Assistant .....	70
Faculty and Staff .....	180	Medical Assisting .....	93
Federal Direct Loan Program .....	16	Medical Assisting Technology (MAT) .....	147
Financial Aid .....	15	Medical Coding Certificate .....	95
Financial Aid Non Attendance .....	18	Message from the President .....	4
Financial Services (FIN) .....	131	Microcontrollers Certificate .....	71
Food Technology Certificate .....	61	Minor Maintenance Certificate .....	71
Foundation and Scholarships .....	19	Music (MUS) .....	149
<b>G</b>		<b>N</b>	
Gainful Employment Information Regarding Eligible Certificate Programs .....	19	Network Security .....	72
General Admissions Procedures .....	10	Nondiscrimination Policy .....	200
General Allied Health (GAH) .....	131	Northwest Ohio Regional Tech Prep Center .....	13
General Education Requirements .....	21	Nurse Assistant Certificate .....	96
General Engineering Tech (GET) .....	131	Nursing .....	96
Geology (GLG) .....	131	Nursing (NSG) .....	149
Grading System .....	193	Nutrition and Food Management (DTN) .....	151
Graduation Requirements .....	197	Nutrition and Food Service Professional Certificate .....	96
<b>H</b>		<b>O</b>	
History Concentration .....	31	Occupational Therapy Assistant .....	98
History (HST) .....	132	Occupational Therapy Assistant (OTA) .....	151
Human Resource .....	62	Office Publications Certificate .....	73
Human Resource Management Certificate .....	64	Office Software Certificate .....	73
Human Service .....	64	One Year Maintenance Certificate .....	74
Human Services (HUM) .....	132	Operations Excellence Tech (OET) .....	154
<b>I</b>		Operations Excellence Technology .....	75
Industrial Manufacturing Tech (IMT) .....	134	Orientation .....	10
Information Technology (CPT) .....	135	<b>P</b>	
International Students .....	11	Paralegal/Legal Assisting .....	76
<b>L</b>		Paralegal/Legal Assisting Certificate .....	74
Law Enforcement .....	65	Paralegal/Legal Assisting (LEG) .....	155
Law Enforcement (LAW) .....	141	Paramedic Certificate .....	101
Limited Enrollment Programs .....	11	Pharmacy Technician Certificate .....	101
Literature (LIT) .....	142	Philosophy (PHL) .....	156
LPN to ADN Transition Program .....	92	Phlebotomy Certificate .....	101
<b>M</b>		Physical Therapist Assistant .....	101
Management (MGT) .....	142	Physical Therapist Assisting (PTA) .....	156
Manufacturing Engineering Tech (FMS) .....	143	Physics (PHY) .....	158
Manufacturing Engineering Technology .....	67	Political Science (POL) .....	158
Marketing .....	68	Practical Nursing Certificate .....	103
Marketing Certificate .....	69	Practical Nursing (PNS) .....	158
Marketing (MKT) .....	144	Pre-Gaming Design Certificate .....	77
Mathematics (MTH) .....	145	Pre-Health Concentration .....	39
Mechanical Engineering Tech (MET) .....	146		

Procedures and Eligibility .....	15	Tuition and Fees .....	14
Production Associate Certificate .....	77	<b>V</b>	
Program 60 .....	11	Veterinary Technology (Consortium with Colby College, Colby, KS) .....	109
Programmable Controllers Certificate .....	77	Video & Graphic Specialist Certificate .....	80
Psychology Concentration .....	41	Vision and Mission .....	7
Psychology (PSY) .....	158	<b>W</b>	
<b>R</b>		Web Programming/Computer Programming .....	80
Radiographic Imaging (Radiography) .....	104	Web Programming/Computer Programming Certificate .....	82
Radiography (RAD) .....	159	Welding (WLD) .....	165
Real Estate License Certificate .....	79	West Central Ohio Manufacturing Consortium .....	178
Real Estate (RST) .....	160	When Students Fail to Earn a Passing Grade in Any of their Classes .....	18
Registration .....	191	Withdrawals and Return of Federal Financial Aid .....	18
Residency Requirements .....	12	Workforce Economic Development and Continuing Education .....	172
Respiratory Care .....	107		
Respiratory Care (RES) .....	161		
Responsibilities of Students .....	169		
Robotic Welding Certificate .....	80		
<b>S</b>			
Safety & Security .....	200		
Schell Loan Program .....	16		
Sleep Technologist Certificate .....	109		
Sociology Concentration .....	33		
Sociology (SOC) .....	163		
Spanish (SPN) .....	163		
Standards of Academic Progress (SAP) .....	16		
Student Activities & Athletics .....	199		
Student Development Education (SDE) .....	164		
Student Handbook .....	191		
Student Services .....	197		
Surveying (SUR) .....	164		
<b>T</b>			
Tax Preparer Certificate .....	78		
Team Leadership Certificate .....	78		
Theater (THR) .....	164		
Tool and Die Certificate .....	79		
Transfer Degrees .....	168		
Transfer Module .....	169		
Transferring from Rhodes State .....	171		
Transferring to a Four-year Institution .....	168		
Transferring To Rhodes State .....	170		
Transient (Guest) Students .....	11		
Troubleshooting Certificate .....	79		
Tuition & Financial Assistance .....	14		