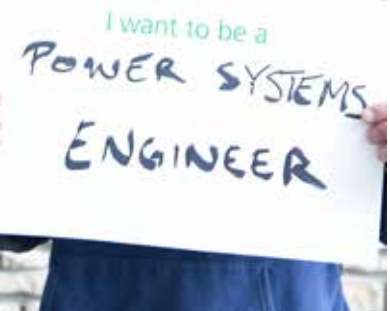
Be GREAT



WHO DO YOU WANT TO **Be**?

Cincinnati State

2013-2014 CATALOG

2013-2014 ACADEMIC CALENDAR

Fall Semester 2013

June 10	Course offerings available on MyServices (Tentative)
July 8	On-Time Priority One Registration Begins
July 11	On-Time Priority Two Registration Begins
July 15	On-Time Open Registration Begins
August 19	On-Time Registration Ends
August 20	Late Registration Begins (Students who have not previously enrolled for the semester)
August 20	$100 Non-Refundable Late Fee for Late Registration (Students who have not previously enrolled for the semester)
August 26	**First Day of Classes**
August 26	Instructor Approval to Add Class Required
August 26	Last Day to Submit Residency Appeal
August 30	Last Day to Add (Regularly Scheduled Classes)
August 30	Last Day to Drop Classes for 100% Tuition Refund
September 2	**College Closed**
September 6	Last Day to Declare an Audit for an Enrolled Class
September 6	Last Day to Drop Classes for 50% Tuition Refund
September 7	First Day to Request a Withdrawal
November 11	**College Closed**
November 13	Last Day to Request a Withdrawal
November 27 - December 1	**College Closed**
December 14	**Last Day of Classes**
December 19	Grades available on web after 12:00 PM (Noon)
December 23 - January 1	**College Closed**

Spring Semester 2014

September 30	Course offerings available on MyServices (Tentative)
November 4	On-Time Priority One Registration Begins
November 7	On-Time Priority Two Registration Begins
November 12	On-Time Open Registration Begins
December 20	On-Time Registration Ends
December 21	Late Registration Begins (Students who have not previously enrolled for the semester)
December 21	$100 Non-Refundable Late Fee for Late Registration (Students who have not previously enrolled for the semester)
December 23 -January 1	**College Closed**
January 6	**First Day of Classes**
January 6	Instructor Approval to Add Class Required
January 6	Last Day to Submit Residency Appeal
January 10	Last Day to Add (Regularly Scheduled Classes)
January 10	Last Day to Drop Classes for 100% Tuition Refund
January 17	Last Day to Declare an Audit for an Enrolled Class
January 17	Last Day to Drop Classes for 50% Tuition Refund
January 20	**College Closed**
January 17	First Day to Request a Withdrawal
February 17	**College Closed**
March 26	Last Day to Request a Withdrawal
April 19	**Last Day of Classes**
April 24	Grades Available on Web After 12:00 PM (Noon)

Summer Semester 2014

February 3	Course offerings available on MyServices (Tentative)
March 17	On-Time Priority One Registration Begins
March 20	On-Time Priority Two Registration Begins
March 24	On-Time Open Registration Begins
April 25	On-Time Registration Ends
April 26	Late Registration Begins (Students who have not previously enrolled for the semester)
April 26	$100 Non-Refundable Late Fee for Late Registration (Students who have not previously enrolled for the semester)
May 5	**First Day of Classes**
May 5	Instructor Approval to Add Class Required
May 5	Last Day to Submit Residency Appeal
May 9	Last Day to Add (Regularly Scheduled Classes)
May 9	Last Day to Drop Classes for 100% Tuition Refund
May 16	Last Day to Declare an Audit for an Enrolled Class
May 16	Last Day to Drop Classes for 50% Tuition Refund
May 17	First Day to Request a Withdrawal
May 26	**College Closed**
July 4	**College Closed**
July 23	Last Day to Request a Withdrawal
August 16	**Last Day of Classes**
August 21	Grades Available on Web After 12:00 PM (Noon)

Please note: All dates are subject to change. Visit www.cincinnatistate.edu for more information regarding important dates.

TABLE OF CONTENTS

WELCOME TO Cincinnati State

If you live long enough you will likely come across the adage, "Where your treasure is, there your heart will be also."

That saying may fairly be applied to this college catalog. This document shows where the heart of Cincinnati State – its treasure – can be found: in the programming and services we offer our students.

The 2013-14 Cincinnati State catalog reflects a consolidation of the changes that began last year with the conversion to a semester-based academic calendar. It also reveals the growth of our online offerings, as well as the steady expansion of programs available to students at the Middletown campus, which is now entering its second full year of operations.

What has not changed is our commitment to student success. In fact, readers who bring a bit of historical background to this catalog will notice that it describes changes designed to enhance that effort. We have beefed up our academic advising operations, for example. Strengthened our services for veterans. We have made adjustments in the details of Academic Foundations courses, in an effort to speed the process for students to qualify for credit-bearing coursework. We have signed additional articulation agreements with other colleges, notably the College of Mount St. Joseph and the Miami University Regional Campuses, in an effort to make it even easier for our graduates to transfer all their Cincinnati State credits should they choose to move on to a baccalaureate institution.

We know there is room for improvement. That's a constant. So please contact my office via **ask@cincinnatistate.edu** if you have ideas on how to help us do that. Thank you.

Sincerely,

O'dell M. Owens, M.D., MPH
President
Cincinnati State Technical and Community College

All statements in this publication are announcements of present policy only and are subject to change at any time without prior notice. They are not to be regarded as offers to contract.

Throughout this document, trademark names are used. Rather than placing a trademark symbol after every occurrence of a trademarked name, we used the names in an editorial fashion only, and to the benefit of the trademark owner, with no intention of infringement of the trademark. Where such designations appear in this document, they have been printed with initial capital letters.

Cincinnati State Technical and Community College does not discriminate on the basis of race, age, color, handicap, sexual orientation, national origin, or gender in the admission of students or in any activity conducted by Cincinnati State.

Cincinnati State Technical and Community College is an equal opportunity institution.

Parts or all of this catalog as well as any admissions materials will be provided on tape to disabled individuals upon request.

Cincinnati State

3520 Central Parkway
Cincinnati, Ohio 45223

(513) 569-1500 Main Number
(513) 861-7700 Office of Admission

www.cincinnatistate.edu

Cincinnati State

2013-2014 Catalog

GENERAL INFORMATION

CINCINNATI STATE TECHNICAL AND COMMUNITY COLLEGE

Cincinnati State Technical and Community College is a public, two-year college operated under the authority of the Ohio Board of Regents and governed by a nine-member Board of Trustees appointed by the Governor of the State of Ohio.

The College currently offers more than 100 associate degree programs, majors and certificate programs at its main campus in Clifton, online and at locations in Evendale, Harrison, Middletown and elsewhere in Greater Cincinnati. Annually, more than 20,000 students enroll in Cincinnati State courses that are offered during the day, in the evening, on weekends and online. In addition to its academic and technical programs, the College offers continuing education opportunities through short courses, seminars, and on-site training programs for businesses and industries in the region.

Cincinnati State is fully accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools (30 North LaSalle Street, Suite 2400, Chicago, IL 60602-2504, phone 800-621-7440) and holds numerous programmatic accreditations, listed below.

OVERVIEW

Collaborative Relationships

Cincinnati State serves the community by hosting numerous community events throughout the year, and by its many partnerships with area high schools and universities. The College maintains cooperative education partnerships with more than 600 employers. Cincinnati State is also a member of the Greater Cincinnati Consortium of Colleges and Universities which allows students, under certain conditions, to take courses not offered at their home institution at any of the thirteen member institutions. Students who would like more information about this program should contact the Office of the Registrar, Room 161 Main Building, registraroffice@cincinnatistate.edu.

Cincinnati State also has a cross-registration agreement with the Army and Air Force ROTC at the University of Cincinnati. Army and Air Force personnel teach General Military Training classes. Enrollment in these classes entails no service obligation, and books and uniforms for the courses are provided free to students. Participants attend ROTC classes and drill periods on the University of Cincinnati's campus while attending academic classes at Cincinnati State. Details are available in the Office of Veteran Student Affairs at Cincinnati State, Room 184 Main Building.

Cooperative Education

Cincinnati State has one of the largest cooperative education programs in the United States. Since its inception, the College has emphasized the value of integrating cooperative work experience with academic coursework. Cincinnati State's consistently high graduate employment rate reflects the College's commitment to providing quality education enriched by on-the-job training. Students encounter "real-world" job demands, helping to clarify their career choices and promote responsibility in the workplace. Most co-op experiences are paid placements that permit students to earn while learning, and thus defray the total cost of their education. The College has been recognized nationally for its extensive cooperative education program. More than 600 employers provide placements for degree-seeking Cincinnati State students who devote one or more semesters of their program of study to applying the knowledge they have acquired in the lab and in the classroom.

Equal Opportunity

Cincinnati State is committed to a policy of equal educational opportunities for all persons regardless of race, age, handicap, sexual orientation, national origin, or gender. This policy is adopted as a matter of law and as a matter of educational policy consistent with the goals and purposes of the College.

The College also adheres to a policy of equal employment opportunity and affirmative action to end any illegal pattern of discrimination and to overcome the effects of past discrimination. Cincinnati State is also committed to serving the region's Armed Forces Veterans.

Institutional Values

As a college community:
- We embrace experiential and lifelong learning, personal growth, and employability.
- We create and promote a civil and respectful environment.
- We anticipate and effectively respond to changing stakeholder expectations.
- We honor the diversity of people and ideas.

Mission

Cincinnati State Technical and Community College provides student-focused, accessible, high-quality technical and general education, academic transfer, experiential and cooperative education, and workforce development.

Student-Centered Quality Education

Cincinnati State is known for its dedication to teaching and its student-centered philosophy and practices. Small class sizes, an extensive academic foundations program, a free tutoring program, counseling, advising, and library services provide the kinds of academic support needed for success for adult students and recent high school graduates. Both theory and practice are stressed through appropriate classroom, laboratory, and cooperative/clinical education experiences.

Cincinnati State instructors take pride in the personal attention afforded each student, and every Cincinnati State graduate is a reflection of the College's commitment to developing human potential, one student at a time.

Vision

Cincinnati State will be the technical and community college of choice in our region, nationally recognized for academic excellence, cooperative education, and workforce development.

HISTORY

History of Cincinnati State

Cincinnati State can trace its origins to the **Cincinnati Cooperative School of Technology (CCST)**, a two-year technical institute for high school graduates that was established by the Cincinnati Board of Education in 1966. The function of the school was to train technicians in a program combining college-level classroom instruction and cooperative work experience. This program operated in a portion of the facility at 3520 Central Parkway, which at the time was also the home to Courter Technical High School and former home to Central High School. In its first year, the college offered only four degree programs.

In 1969, the State of Ohio established Cincinnati Technical Institute to serve the post-secondary public technical education needs of the area. Clifford R. House is named first president of the college. The following year, the college entered into a contract with the

Cincinnati Board of Education to purchase the Courter Technical High School property, where the College is located today. The name of the college was changed to Cincinnati Technical College (CTC) in 1972. Courter Tech continued to share the facility until the high school ended operations at the site in 1974.

In 1976, Frederick Schlimm succeeded Clifford House to become the second president of the institution, and over the next decade the college grew steadily. During Schlimm's tenure (1976-89), enrollment increased from 2,000 to more than 4,000 students, and the number of programs expanded from 35 to 45.

Amid a period of economic decline, President Schlimm deemed 1983-84 "The Year of the Co-op," signaling his support of expanding the cooperative education program at the College. Today, Cincinnati State has the largest co-op program among two-year colleges in the United States and one of the largest among any American institution of higher education, with strong connections to more than 800 employers.

Dr. James Long became the third President of the college in 1990, and enrollment exceeded 5,000 students for the first time that year. At his recommendation, the Cincinnati Technical College Board of Trustees on July 27, 1993, voted to convert CTC to a state community college. The name was officially changed to Cincinnati State Technical and Community College on September 1, 1994.

During the same month, the Health Professions Building (HPB) and Ludlow Parking Garage were opened, coinciding with the college's 25th anniversary. In May 1995, the State of Ohio approved the purchase of Cincinnati West Airport in Harrison, Ohio, to serve the aviation program at the college. An academic facility opened in 1998 at the airport.

On March 6, 1998, Dr. Ron Wright was formally inaugurated as the fourth president of the college. During his tenure, the college continued to grow. In 2000, the college purchased the Workforce Development Center (WDC) in Evendale to serve as a site for corporate training programs including computer skills, hazardous materials and industrial maintenance training.

In September 2003, a second parking garage (Central Parkway Garage) was opened to serve the increasing student population, which hit the 8,000 mark earlier that year. The Advanced Technology & Learning Center (ATLC) opened in November 2004, coinciding with the College's 35th anniversary. The building houses the Midwest Culinary Institute, multimedia production studios, information technologies labs, student activities areas and other functions, and contains more than 200,000 square feet.

In 2007, Dr. John Henderson was appointed Interim President. The next year, Cincinnati State introduced a Renewable Energy and Energy Efficiency major to address the needs of growing industries in Ohio and middle America. In April 2009, the College received a significant grant from the U.S. Department of Labor in order to expand the program. During various events in September 2009, the college celebrated its 40th anniversary as enrollment surpassed 10,000 students for the first time.

In August 2010, the Board of Trustees voted unanimously to appoint Dr. O'dell M. Owens to succeed Dr. Henderson. Dr. Owens – who at the time of his appointment was the Hamilton County Coroner – began his duties at Cincinnati State on September 1. In an address to the Cincinnati State community, Dr. Owens – who has served on the board of trustees at the University of Cincinnati and long been involved in efforts to improve education from preschool up throughout Greater Cincinnati – announced plans to improve the visibility of Cincinnati State and put it on equal footing with the region's four-year institutions in terms of its standing as a viable educational option for high school graduates.

In November 2010 Cincinnati State set another enrollment record, with 11,421 total students. In April, 2012 college officials signed an agreement with a private partner to rehabilitate an office building in downtown Middletown, Ohio, to serve as the base for a campus. The Middletown Campus opened Aug. 29, 2012. That date also marked the start of the College's conversion to a semester-based academic calendar, ending its previous system of five academic terms per year.

GOVERNANCE

Board of Trustees

Mrs. Cathy T. Crain, *Chair*
Retired Vice President
Scudder Stevens & Clark
Term expires October 30, 2016

Mr. Mark D. Walton, *Vice Chair*
Vice President & North Regional Manager
Private Banking
Fifth Third Bank
Term Expires: August 31, 2014

Peter J. Kambelos, M.D.
Physician
Internal Medicine
Term expires Aug. 31, 2018

Mrs. Laurie Nippert Leonard, *Secretary*
Senior Sales Vice President
Comey & Shepherd Realtors
Term expires August 31, 2016

Mr. Robert W. McKenna, Jr.
Executive Vice President
F & M Mafco, Inc.
Term expires August 31, 2018

Rajbir Minhas, M.D.
Physician
Mercy Orthopedic and Spine/Pain Associates.
Term Expires August 31, 2018

Mr. Michael Oestreicher
Attorney
Thompson Hine
Term expires August 31, 2016

Mr. Robert Ringel
Vice President, Legal
Duke Energy Corporation
Term expires October 31, 2014

Ms. Margy Waller
Senior Fellow, Topos Partnership
Executive Director, The Mobility Agenda
Serendipity Director, Art on the Streets
Term expires October 31, 2014

Faculty Senate

President: Carla Gesell-Streeter, Humanities
Vice President: To Be Elected
Recording Secretary: Viola Johnson, Business Technologies
Elections Secretary: Mindy Piles, Health and Public Safety
Treasurer: Amy Dimmerling, Sciences
Joel Knueven, Information Technologies
Ryan Shadle, Humanities
David Simmermon, Engineering Technologies
Ex Officio, AAUP President: David Simmermon

ACCREDITATION & MEMBERSHIPS

General Accreditation

- Ohio Board of Regents
- Division of Vocational Education, State Department of Education
- Higher Learning Commission of the North Central Association of Colleges and Schools (30 North LaSalle Street, Suite 2400, Chicago, IL 60602-2504, 800-621-7440)

Professional Accreditations

- Accreditation Council for Education in Nutrition and Dietetics
- Accreditation Council for Occupational Therapy Education
- Accreditation Review Committee on Education in Surgical Technology and Surgical Assisting
- American Council for Construction Education
- American Culinary Federation Foundation
- American Dietetic Association
- Association of Nutrition & Foodservice Professionals
- Commission on Accreditation of Allied Health Education Programs
- Commission on Accreditation for Health Informatics and Information Management Education
- Committee on Accreditation for Respiratory Therapy
- Engineering Technology Accreditation Commission of ABET
- Federal Aviation Administration Approved Aircraft Maintenance Technician School
- International Association for Continuing Education and Training
- Medical Assisting Education Review Board
- National Accrediting Agency for Clinical Laboratory Sciences
- National Automotive Technicians Education Foundation, Inc.
- National League for Nursing Accrediting Commission, Inc.
- Ohio Department of Education, Associate PreK Education Licensure Program
- Ohio Department of Public Safety, Department of Emergency Medical Services
- Ohio Division of Real Estate
- Ohio State Board of Nursing
- Professional Landcare Network

Memberships

- Academic Quality Improvement Project
- American Association of Collegiate Registrars and Admission Officers
- American Association of Community Colleges
- American Society of Safety Engineers (ASSE)
- American Society of Allied Health Professionals
- American Technical Education Association
- Association for the Promotion of Campus Activities
- CincinnatiUSA Chamber of Commerce
- Consortium of College and University Media Centers (CCUMC)
- Continuous Quality Improvement Network
- Cooperative Education Association
- Enterprise Ohio Network
- Greater Cincinnati Consortium of Colleges and Universities
- InfoComm International
- Midwest Cooperative Education & Internship Association
- Midwest Institute for International/Intercultural Education
- National Association of College Admission Counseling
- National Association of College and University Business Officers
- National Association of Student Financial Aid Administration
- National Council of Student Development
- National Council on Black American Affairs
- National Junior College Athletic Association
- National Network of Health Career Programs in Two-Year Colleges
- Northern Kentucky Chamber of Commerce
- Ohio Association of Community Colleges
- Ohio Association of Collegiate Registrars and Admission Officers
- Ohio Partnership for Excellence (Ohio Baldridge Program)
- OhioLINK
- OHIONET
- Southwest Ohio Neighboring Libraries
- U.S. Green Building Council
- World Affairs Council
- World Association of Cooperative Education

FACILITIES

Use of College Facilities

Students presenting a SurgeCard may use facilities such as the gymnasium, pool, game room, weight room, library, auditorium, and meeting rooms. Such use is restricted to hours set aside for student use for free time recreation. These hours will not conflict with previously scheduled events, and may be subject to change because of scheduling of intramurals, athletics, community use, or other purposes.

Students or student groups may lease on-campus facilities through the Facilities Office. The use of facilities is outlined in the Facility Usage and Rental Guidelines.

Bakery Hill

Bakery Hill is a retail bakery on the second floor of the Advanced Technology & Learning Center (ATLC). Bakery Hill is operated by students and instructors at the College on both an educational and entrepreneurial basis.

Bakery Hill on Main is a retail outlet in Main Building near the Welcome Center that sells pastries, coffee, snacks and other items. Bakery Hill at the Overlook is a kiosk that sells dessert items in the Overlook cafeteria on the first floor of the ATLC.

Bookstore

The Cincinnati State Bookstore is located on the lower level of the ATLC. A complete supply of new texts and a limited supply of used books are available, covering all the courses offered at the College. A textbook rental program is also available for certain courses. The store also carries a complete line of classroom supplies, calculators, and course-related equipment and supplies.

Used books are purchased by the bookstore at any time during the year.

Books for which an exchange or refund is requested must be accompanied by the original receipt and presented to the College bookstore within one week after the beginning day of each semester. If a student drops a course and wishes a refund within the established time frame, the student must show bookstore personnel a copy of the drop/add form. Only books on approved book lists can be returned as used books and refunded accordingly.

Regular hours of the bookstore are Monday, 8 a.m. to 7 p.m., Tuesday through Thursday, 8 a.m. to 6 p.m., and Friday 8 a.m. to 2 p.m. During registration periods, hours are extended.

Child Development Center

The William L. Mallory Child Development Center is located on the Fourth Floor of the Main Building. It provides outstanding childcare on Cincinnati State's campus while serving as a learning lab for Cincinnati State students — particularly those in the Early Childhood Education (ECE) programs. Enrollment priority is given to children of currently enrolled students and staff and faculty of the College.

The Mallory Center daytime program is designed for children ages three months to five years who are not yet eligible for kindergarten. This is a full-time, year-round program operated Monday through Friday, 7 am to 5:30 pm. There is typically a waiting list for this program. The preschool classrooms also offer Head Start Enhancement. The Mallory Center also operates a summer program in conjunction with the daytime program for children five to 10 years of age. The Mallory Center serves breakfast, lunch, and snack, thus supplying two-thirds of a child's daily needs. Menus are posted regularly on the center's parent bulletin board.

Parents are welcome and encouraged to visit their children at any time. There are observation booths for most of the classrooms if parents wish to observe without being seen. Parents are also welcome to help in the classroom: reading books, eating lunch, or going on field trips.

All teachers at the Mallory Center have achieved at least a high school diploma, and all lead teachers have some type of formal training, including an associate's degrees in Early Childhood Education or a Child Development Associate (CDA) credential, or are working towards that goal. Teachers also have training in CPR, first aid, common childhood illnesses, and child abuse recognition. All staff and volunteers have been fingerprinted and have had a complete background check.

The Mallory Center is licensed by the City of Cincinnati's Department of Health and the State of Ohio's Department of Job and Family Services. It is accredited by the National Association for the Education of Young Children (NAEYC). This voluntary achievement was initially awarded in 1998. For the NAEYC accreditation, the center volunteered to be measured against new program standards that assess the program's level of quality. The Mallory Center was one of the first childcare centers in Ohio to earn the mark of quality represented by the reinvented NAEYC accreditation system.

For more information about the Mallory Center, phone (513) 569-1504 or e-mail ask@cincinnatistate.edu.

Computers/Computer Labs

The College provides access to computers at open labs in both the Main Building and the ATLC. In addition, computers are available for student use in the Johnnie Mae Berry Library and at kiosks at several locations within the ATLC. In addition, the entire campus in Clifton has wireless access that is free and open to Cincinnati State students, faculty and staff.

Fitness Center

The Fitness Center in the Main Building provides a full range of Nautilus equipment, free weights, cardio machines and resistance equipment, as well as a gymnasium (at designated times) and swimming pool. Racquetball courts are available in the ATLC. Fitness classes are regularly scheduled, and students, faculty and staff have access to the services of personal trainers as well as personal evaluations.

A SurgeCard is required for use of the Fitness Center and a liability waiver must be on file. Children, food and drinks, and loitering are not permitted in the Fitness Center.

Game Room

A Game Room is located in Room 135 of the ATLC. Table tennis, billiards, board games, and equipment are available free with a SurgeCard. Racquetball courts are also available for use by currently enrolled students. Racquets and balls can be checked out in the game room with a SurgeCard.

Gymnasium

The gymnasium is located in the Main Building, behind the Welcome Center. It is open at designated times (generally when it is not being used for team practices or classes); a SurgeCard is required to check out equipment. No food or drink is allowed in the gym. Gym shoes must be worn when using the gymnasium (street shoes with soft soles are not permitted).

Library

The Johnnie Mae Berry Library, named for the College's first librarian, provides library services to the College community. The library is open from 7:30 a.m. to 10 p.m. Monday through Thursday, 7:30 a.m. to 4:30 p.m. on Friday and 8 a.m. to 4 p.m. on Saturday. A trained staff member is available during these hours to assist library patrons in locating information and using the College's reference, circulation, and periodical collections. Along with standard print resources, the library has a wide array of resources available electronically.

The library's homepage is available online at www.cincinnatistate.edu/library or by clicking on the word "Library" from the College's homepage. It provides access to: BLINK, the library's online catalog; full-text articles via our databases and Electronic Journal Center; subject and class-specific LibGuides to assist with research 24/7; and video tutorials to help students find books and articles and avoid plagiarism.

Students may check out circulating books for a three-week period or audio books for a two-week period by presenting their SurgeCard. Books may be renewed up to six times provided no one has placed a hold on the item. Audiobooks may be renewed once. Items not returned within 30 days of being overdue will be billed at a rate of at least $100 per item to cover the replacement and processing costs. Upon return the charge is reduced to $25 per item.

Cincinnati State is a member of the Ohio Library Information Network, also known as OhioLINK. This network provides access to a central catalog of the colleges and universities throughout Cincinnati and Ohio. Students can request books from any other OhioLINK libraries through this system. Items are usually delivered within three days and are checked out for three weeks and renewed up to six times. Overdue fines of 50 cents per day are charged for books borrowed from other libraries. A fee of $50 per item is charged for books overdue for 30 days.

Cincinnati State students also have access to a number of libraries in the area through the SWON Libraries (Southwest Ohio and Neighboring Libraries). To use the member libraries, students must obtain a SWON Common Patron ID card at the Circulation Desk in the Berry Library. These IDs expire at the end of each academic term and must be renewed every term. SWON's website, www.swonlibraries.org, provides access to a member directory and lending policies.

The library's media collection provides a variety of popular and instructional media items which are available for students to view in the library during open hours. Media items in the Fiction and Biography sections are now available for a one-week check-out by students.

The library has four group study rooms which can be 'checked out' for two hour periods. It also has a variety of tables, desks, and carrels for individual study. Two coin-operated copiers are available.

Laptops are available for students to check out for two hours for use in the library. A SurgeCard is required for checkout. The laptops contain the software found in the computer labs and connect to the Internet via a wireless network. Students with overdue laptops are subject to $5 fines for each hour they are late.

Lockers

The College has a limited number of lockers available for student use; students must provide their own locks. Cincinnati State assumes no responsibility for any loss, theft, or damage to lockers, locks, or contents due to fire, trespassers, etc. Each year, at the end of the Spring semester, students must remove locks and contents from their lockers so that general cleaning and maintenance can be performed.

Overlook Café

The Overlook Café is located on the first floor of the ATLC. It offers a wide selection of wholesome foods and refreshments, including hot breakfasts and daily lunch and dinner specials, soups, a custom Deli station, a salad bar, a fruit bar and a full range of drink and "grab and go" options.

Vending facilities are located on the second floor of the ATLC, the first and third floor lounges in the Main Building, and on the second and third floors of the Health Professions Building. If necessary, refunds from vending facilities can be obtained from the cafeteria cashier.

Pool

The pool is open to students and staff for free swimming at designated hours. A SurgeCard is required for pool usage and must be presented to the lifeguard. For the safety of all swimmers, no loud or disruptive behavior is tolerated. No street clothes are allowed in the pool area; locker rooms are available before and after swimming in the Fitness Center. Swimsuits are not allowed in other areas of the College.

PARKING/TRANSPORTATION

Cincinnati State provides a variety of parking and transportation options for its students, faculty and staff. The College strives to utilize its available parking resources for the benefit of students, employees, and visitors to insure that the parking areas are maintained and safe, and to promote transit, cycling, ride-sharing and other alternatives.

Metro Discount

Cincinnati State and Metro offer students significantly discounted rates. For $1, Cincinnati State students can ride any Metro bus route, at any time, to any place Metro travels. Students must have a valid SurgeCard to obtain a Metro discount card.

Parking Facilities

A map of the parking areas on the Clifton campus is available at www.cincinnatistate.edu/on-campus/maps-directions

Central Parkway Garage: This structure, at the northernmost edge of the Clifton campus, is open to students, employees and visitors on a cash basis, as well as to anyone with a valid SurgeCard. Payment is collected upon exit from the garage.

Ludlow Garage: The Ludlow Garage is located near Ludlow Avenue. It is open only to faculty, staff and students who have purchased a parking privilege. A SurgeCard reader is located at the entrance to the garage; neither cash nor the debit feature of the SurgeCard is accepted.

Lot A: Lot A is located off of College Drive and is reserved for faculty and staff only. Faculty and staff must swipe their SurgeCard at the entry gate to gain access to this lot.

Lot C: Lot C is open to students, employees and visitors, either on a daily cash basis or to those who have purchased a parking privilege. (A SurgeCard or SurgeCard debit feature is accepted.) Access is available from Central Parkway, Ludlow Avenue or College Drive.

Lot D: Lot D is located at the top of the front drive, at the end of A and B wings, and is reserved for faculty and staff only. Faculty and staff must swipe their SurgeCard at the entry gate to gain access to this lot.

"Overflow" lots: During periods of peak enrollment the College typically provides free parking, along with free shuttle bus service, from "overflow" lots located near the campus.

Motorcycle/Bicycle Parking Areas: Motorcycle parking is permitted at the end of the Main Building, just off the front drive. This is the only location where motorcycle parking is permitted on campus. All motorcycles must be registered with the Department of Public Safety in Room 7 Main Building. Bicycles must be secured to a bicycle rack; one is located by the entrance to the Ludlow Avenue Garage, another near the loading dock for the Main Building. Bicycles should not be chained to trees or light poles.

Dropoff/Pickup Area: Several parking spaces in front of Main Building, just south of the flagpole, have been designated for motorists to drop off or pick up passengers. Motorists must remain with their vehicles at all times.

Parking Regulations

The regulations in this section were developed by the Campus Police Department, and approved by the College administration in accordance with the Ohio Revised Code. Questions about parking should be directed to the Campus Police Department at (513) 569-1558.

Emergencies: Individuals who need assistance from Campus Police should call (513) 861-8888. Emergency phones are located near the parking areas and in the garages. These phones are monitored by the Campus Police Department 24 hours a day. Campus Police officers are available to assist students, staff and visitors who accidentally lock their keys in the car or need a jump start. Contact the Campus Police Department in Room 7 Main Building or call (513) 861-8888 for assistance.

Citation Procedure: College parking regulations are enforced by the Campus Police Department. Any violations can result in a citation. Citations must be paid or appealed within 10 business days from the date of issue. After that time, the ability to appeal is lost. Any citation not paid or appealed within 10 business days of issue will double in cost, and the vehicle is subject to impoundment. After 30 days from issue, unpaid citations are automatically added to the student's account. Repeated or serious violations could result in loss of campus parking privileges, towing of vehicle and/or impoundment at the owner's expense. Ignorance of College parking policy is not an excuse for operating or parking in violation. Citations are payable at the Cashier's Office or mail to: Cincinnati State, Cashier's Office, 3520 Central Parkway, Cincinnati, OH 45223.

Citation Appeal Procedure: Any ticket issued by Campus Police can be appealed by filling out the appeal form available in the Campus Police Department, Room 7 Main Building. The form must be completed and submitted within ten business days after the ticket was issued. The findings of the Appeal Committee are final.

Handicapped Parking: Parking permits are available allowing use of the handicapped parking spaces. Both a state-issued license plate/plaque and a Cincinnati State parking permit are required. Contact the Campus Police Department for details, Room 7 Main Building, (513) 569-1558.

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

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

Reserved Parking: Many parking spots in Lot D are reserved for specific faculty and staff members and are marked with the individual's last name, either on an adjacent wall or on the parking stop at the front of the spot. These spots are reserved Monday through Friday from 6:30 a.m. to 4 p.m. Parking in a reserved spot during these hours will result in a parking citation. (Note: The College has abandoned the practice of reserved parking and does not issue new reserved parking spots to faculty and staff.)

Visitor Parking: Paid visitor parking is available in the Central Parkway Garage or in Lot C. These lots can be used by students registering or visiting campus. Parking vouchers are available at Campus Police Department. The parking voucher must be presented for free parking.

POLICE

The Cincinnati State Campus Police Department has full police powers, and is a professional, fully-trained and equipped law enforcement agency. The Police Department is available to help with any questions. Students are invited to visit the Police Department in Main Building Room 7 or to call (513) 569-1558.

SMOKING POLICY

Cincinnati State is a smoke-free facility. No smoking is permitted in any College owned or operated building. Students, employees, and guests should extinguish smoking materials in receptacles provided at entrances to the building. The courtyard outside the College's main entrance, the small dock area near the courtyard, the visitor's entrance, and the plaza in front of the Health Professions Building are also designated smoke-free. Smoking is not permitted within 25 feet of any building entrance.

All employees and students share in the responsibility for adhering to and enforcing this policy. Employees and students are expected to assist in the enforcement of this policy through refraining from smoking inside the building, and politely reminding persons who smoke inside the building to observe the College's policy.

SURGE CARDS

Every student enrolled in classes is required to have a College identification card (SurgeCard) with them at all times for security purposes. The initial SurgeCard is free and is available from Student Activities, in Room 204 ATLC, after a student has registered for classes. The SurgeCard is required to use some campus services such as the library, parking, and fitness center, and for admission to College sports activities. Additional uses for the SurgeCard include the bookstore, computer lab printing, food services, vending machines, day care door access for qualified parents, and other services.

A SurgeCard is required to access available financial aid fund information that can be used to purchase books in the campus bookstore. Financial Aid funds are never deposited on the SurgeCard.

More information about SurgeCards is available from Student Activities, Room 204 ATLC.

Cincinnati State

2013-2014 Catalog

ADMISSION INFORMATION

OVERVIEW

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

The best way to begin the process is by contacting the Office of Admission. For the Clifton campus, please call (513) 861-7700, send an e-mail to adm@cincinnatistate.edu or visit us in person in the Main Building at 3520 Central Parkway, Cincinnati, Ohio, 45223. The Office of Admission sponsors College Information Sessions at 9 a.m. and 6:30 p.m. every Tuesday. Those interested in the Middletown campus are encouraged to call (513) 217-3700, send an e-mail to adm@cincinnatistate.edu or pay a personal visit at 1 N. Main Street, Middletown, OH 45042. College Information Sessions are held at the Middletown campus on the first and third Tuesdays of each month at 9 a.m. and 6:30 p.m.

Prospective students will be asked to complete an online application for admission and provide a transcript (an official record) of their educational progress to date. They will also be required to complete a placement test to help advisors assure they begin their academic career at Cincinnati State at an appropriate level.

Students are advised to begin the admission process at least eight (8) weeks in advance of the semester in which they plan to attend in order to facilitate the timely transfer of transcripts from other schools, placement testing, financial aid processing, and academic advising. The application process should be completed in accordance with the admission deadlines below to ensure the application is processed in a timely manner. Some programs reach their capacity early, requiring possible placement on a waitlist. Some Health and Public Safety programs have selective admission policies.

Applications for admission and supporting documents will be processed as received. Cincinnati State supports an open admission policy based on a three-semester rolling admission process. Applicants will be admitted into the semester in which the process has been completed.

Admission deadlines:

Fall Semester 2013
Priority Deadline: July 15, 2013
Fall semester begins Aug. 26, 2013

Spring Semester 2014
Priority Deadline: Nov. 4, 2013
Spring Semester Begins Jan. 6, 2014

Summer Semester 2014
Priority Deadline: March 17, 2014
Summer Semester Begins May 5, 2014

Fall Semester 2014
Priority Deadline: July 15, 2014
Fall Semester Begins Aug. 27, 2014

A priority deadline means the last date for beginning the admission process with an assurance of completing the process in time for the coming semester. Applications and supporting documents will be accepted after the Priority Deadline dates, but there is no guarantee is such cases that the process will be completed in time to allow a student to begin classes immediately.

Cincinnati State does allow students to register for classes before the admission process is completed. However, students who do so may not receive Financial Aid, nor gain the financial benefits of Kentucky or Indiana reciprocity agreements, until the admission process is completed.

Upon completion of the admission process, students are admitted to a degree or certificate program. All placements are based on a review of placement test scores (COMPASS® or ACT®) and high school (or GED) and college transcripts.

Some admitted students may be recommended to participate in prerequisite or Academic Foundations courses. These courses are designed to help students develop or strengthen important academic skills. Such courses are arranged in consultation with an academic advisor, in an effort to enhance the student's academic success based on a student's goal, a review of placement test scores, high school and/or college transcripts, and an academic advising session. Students must complete all prerequisite or academic foundation courses in three semesters or one calendar year.

Notes:
- An Application for Admission is valid for one year.
- Required documents for admitted students are maintained for five years after the initial admission date.
- All documents submitted to the Office of Admission become the property of Cincinnati State Technical and Community College and will not be returned, forwarded, or copied. Please request this information from the issuing institution.
- Non-degree seeking students and applicants are not eligible to receive financial aid and do not qualify for Kentucky/Indiana tuition reciprocity.
- Graduation rate information is available at http://www.cincinnatistate.edu/admission-financial-aid/financial-aid-scholarships/financial-aid-scholarships/gainful-employment-1/disclosure-information/?searchterm=graduation%20rate

APPLICATION PROCESS

College Email, User ID and Password

Recognizing increasing reliance on electronic communications, Cincinnati State creates a College email (Surge Mail) account for all applicants and students. The College uses the Surge Mail account as the official means of business communication for College information. Applicants and students must access and review Surge Mail on a frequent and consistent basis is to stay current with College communications.

A user identification and password is assigned and sent to each student who applies to the College. Social security numbers are not used as an identifier for student records.

Detailed Application Information

First Time Students

First time students should submit:
- A completed online Application for Admission, available at www.cincinnatistate.edu/apply.
- An official high school transcript. The transcript must be mailed directly to the Office of Admission from the institution. Hand carried, emailed, or faxed copies are not accepted. (High school seniors must submit a final transcript after graduation.)
- Applicants who are not high school graduates must submit a copy of their General Educational Development (GED) test scores.
- Applicants must complete the COMPASS®/ESL placement test (see the "Placement Testing" section of this catalog for details).
- A $15 non-refundable admission fee is charged to the student's first registration bill. Cincinnati State does not charge a fee when the admission application is submitted.

Home-Schooled Students

Home-schooled students should submit:
- An online Application for Admission.
- A notarized letter from their parents detailing the duration and the content of the student's home-school experience.
- A diploma and transcript from a recognized home-schooling association or a state diploma based on the GED.
- Applicants must take the COMPASS®/ESL placement test.

International Students

Non-U.S. citizens who have been granted the status of immigrant, permanent resident, or refugee by the Bureau of Citizenship and Immigration Services may be admitted on the same basis as U.S. citizens. Students in these categories must provide the Office of Admission a copy of applicable documentation (permanent resident card, visa, I-94, etc.) for the application to be processed. International students will be eligible for registration only upon receipt of required/requested documentation. All other international applicants, at least two months before they intend to begin classes at Cincinnati State, should:
- Meet the College admission requirements of U.S. citizens, including completion of an Application for Admission.
- Provide proof of proficiency with the English language with a minimum TOEFL score of 500 (paper), 173 (computer-based) or 61 (Internet-based), sent directly from the educational testing service. Cincinnati State's school code is 1984.
- Submit an English translation of high school transcripts. If transferring college/university coursework from abroad, students must have transcript(s) translated and evaluated by an official Credential Evaluation Service. (Listing available upon request from the International Student Office.)
- Provide proof of adequate financial support. It is estimated that international students need a minimum of $17,542 per year for tuition, books, living, and miscellaneous expenses. There are no scholarships or educational loans available for international students. Submission of a signed and officiated Certification of Finances Form, sent to the attention of the International Student Advisor, is required to verify the availability of sufficient funds to cover the cost of the education while attending Cincinnati State.

After receipt of the above-mentioned documents, and consequent offer of admission, all international students must submit a $3,500 advance tuition deposit fee to the Cashier's Office. This deposit is credited to the individual's account and used only for payment of tuition and fees. The fee covers approximately one semester of tuition. The student must provide for all other expenses, including room, board, books, transportation, and incidental expenses. An I-20 Form is issued to the student only after the above-mentioned steps are completed.

For additional information regarding international admission, contact the International Student Advisor at (513) 569-1543, or visit www.cincinnatistate.edu/internationalstudent. Only certain international student visas are eligible for financial aid. Please see the Office of Financial Aid website at www.cincinnatistate.edu/financial aid to determine eligibility.

Lifelong Learners/Non-Degree Seeking

Lifelong learners who are not seeking a degree or certificate should submit an online Non-Degree Application form, available at www.cincinnatistate.edu/admissionforms

Returning Students

Students who have been admitted to Cincinnati State in the past, but have not enrolled in classes for one year or more, should:
- Be aware that admission documents are maintained for five years after the initial admission date.
- Previously admitted students who have not enrolled for one (1) year must reapply for admission online, and pay a $15 non-refundable admission fee (charged to the student's first registration bill).
- Students reapplying for admission five years after their prior admission date must resubmit an Application for Admission, resubmit all required documents, and retake the COMPASS® placement test. (Please see the "Placement Testing" section below for details, including the test waiver process.)

PLACEMENT TESTING

COMPASS®/ESL Placement Testing

All students seeking a degree or certificate must participate in placement testing for mathematics, reading, writing, and keyboarding.

Prerequisites are enforced; therefore, students may be required to enroll in an Academic Foundations class identified through placement testing before they can enroll in college-level courses.

On the Clifton campus, testing is conducted in the Testing Center, Room 176 Main Building, on a walk-in basis; no appointment is necessary. Testing hours are:
- Monday through Thursday, 8 a.m. – 8 p.m. Arrive no later than 6 p.m.
- Friday, 8 a.m. – 4:30 p.m. Arrive no later than 2 p.m.
- First Saturday of each month, 8 a.m. – noon
- Every Saturday in May and June. Arrive no later than 9:15 a.m.

On the Middletown campus, testing is conducted in Room 126. No appointment is necessary. Testing hours are:
- Tuesday, 9 a.m. – 3 p.m. Arrive no later than 1 p.m.
- Wednesday, 11 a.m. – 5 p.m. Arrive no later than 3 p.m.
- Thursday, 1 p.m. 8 p.m. Arrive no later than 6 p.m.
- First Saturday of each month, 9 a.m. – Noon. Arrive no later than 10 a.m.

The COMPASS® lab is closed on all federal holidays and other days the College is closed. Please call (513) 861-7700 for a complete schedule.

Please allow 90 minutes for testing. For everyone's safety, children are not permitted in the lab, and the College does not provide childcare for this purpose. A photo ID is required to complete testing. No food or drink is permitted in the testing labs.

Testing materials (calculator, pencils, scrap paper) are provided by the Testing Center. Applicants will be asked to store other items in their vehicles or in a small locker provided by the Testing Center. The staff will not be held responsible for unattended items that will not fit in the locker.

Each applicant may test only once, unless an academic advisor recommends retesting. There is no fee for testing, but a photo ID is required. COMPASS® test scores are valid for five years.

Any questions regarding the COMPASS®/ESL placement test should be directed to employees of the Testing Center, or to (513) 861-7700.

Sample test questions are available online at www.cincinnatistate.edu/admissiontesting.

A student who has taken the COMPASS®/ESL test at another institution within the past five years should submit a copy of the results to the Office of Admission for review.

COMPASS® Waiver Request

Students with transfer credit from a regionally accredited institution in college-level English composition and algebra may not need to complete the entire placement test. Interested students

should submit an official copy (by mail only) of their college/university transcript(s) to the Office of Admission, along with submitting an online ACT COMPASS® Test Waiver Form available at www.cincinnatistate.edu.

ACT® in Lieu of COMPASS® Placement Testing

Applicants who have taken the ACT® within the past two years may be exempted from taking the COMPASS® Placement Test. Students who did not previously authorize ACT® to send scores to Cincinnati State may request that the scores be sent by contacting ACT.org (separate charges may apply). Scores must be received directly from ACT®.

After receiving the ACT® scores, English and Reading scores will be used to determine appropriate English placement. Math scores lower than 23 will require the applicant to take the math portion of the COMPASS® test. Students with a math score of 23 or higher will be referred to an academic advisor for math placement.

For more information, call (513) 861-7700.

COMPASS® Placement Test Accommodations

Prospective students who have a permanent disability as defined by the Americans with Disabilities Act and the Rehabilitation Act of 1973 may wish to seek an accommodation or waiver of part or all of the COMPASS® placement test. Students making such a request must submit proper documentation of their disability for review. Interested students should contact the Office of Disability Services at (513) 569-1775 for more information concerning the necessary documentation, steps, and options.

INSTITUTIONAL TRANSFER

State of Ohio Policy for Institutional Transfer

Note: The following information is a policy of the Ohio Board of Regents.

Institutional Transfer

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

Transfer Module

The Ohio Board of Regents' Transfer and Articulation Policy established the Transfer Module, which is a subset or entire set of a college or university's general education curriculum in AA, AS, and baccalaureate degree programs. Students in applied associate's degree programs may complete some individual transfer module courses within their degree program or continue beyond the degree program to complete the entire transfer module. The Transfer Module contains 54-60 quarter hours or 36-40 semester hours of course credit in English composition (minimum five to six quarter hours or three semester hours); mathematics, statistics, and formal/symbolic logic (minimum of three quarter hours or three semester hours); arts/humanities (minimum nine quarter hours or six semester hours); social and behavioral sciences (minimum of nine quarter hours or six semester hours). Oral communication and interdisciplinary areas may be included as additional options. Additional elective hours from among these areas make up the total hours for a completed Transfer Module. Courses for the Transfer Module should be 100- and 200-level general education courses commonly completed in the first two years of a student's course of study. Each state-assisted university, technical, and community college is required to establish and maintain an approved Transfer Module.

Transfer Module course(s) or the full module completed at one college or university will automatically meet the requirements of individual Transfer Module course(s) or the full Transfer Module at another college or university once the student is admitted. Students may be required, however, to meet additional general education requirements at the institution to which they transfer. For example, a student who completes the Transfer Module at Institution S (sending institution) and then transfers to Institution R (receiving institution) is said to have completed the Transfer Module portion of Institution R's general education program. Institution R, however, may have general education courses that go beyond its Transfer Module. State policy initially required that all courses in the Transfer Module be completed to receive its benefit in transfer. However, subsequent policy revisions have extended this benefit to the completion of individual Transfer Module courses on a course-by-course basis.

Transfer Assurance Guides

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

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

Conditions for Transfer Admission

Ohio residents with associate's degrees from state-assisted institutions and a completed, approved Transfer Module shall be admitted to any state institution of higher education in Ohio, provided their cumulative grade point average (GPA) is at least 2.0 for all previous college-level courses. Further, these students shall have admission priority over out-of-state associate's degree graduates and transfer students.

- When students have earned associate's degrees but have not completed a Transfer Module, they will be eligible for preferential consideration for admission as transfer students if they have GPAs of at least a 2.0 for all previous college-level courses.
- In order to encourage completion of the baccalaureate degree,

students who are not enrolled in an AA or AS degree program but have earned 60 semester or 90 quarter hours or more of credit toward a baccalaureate degree with a grade point average of at least a 2.0 for all previous college-level courses will be eligible for preferential consideration for admission as transfer students.
- Students who have not earned an AA or AS degree or who have not earned 60 semester hours or 90 quarter hours of credit with a grade point average of at least a 2.0 for all previous college-level courses are eligible for admission as transfer students on a competitive basis.
- Incoming transfer students admitted to a college or university shall compete for admission to selective programs, majors, and units on an equal basis with students native to the receiving institution.

Admission to a given institution, however, does not guarantee that a transfer student will be automatically admitted to all majors, minors, or fields of concentration at the institution. Once admitted, transfer students shall be subject to the same regulations governing applicability of catalog requirements as native students. Furthermore, transfer students shall be accorded the same class standing and other privileges as native students on the basis of the number of credits earned. All residency requirements must be completed at the receiving institution.

Acceptance of Transfer Credit

To recognize courses appropriately and provide equity in the treatment of incoming transfer students and students native to the receiving institution, transfer credit will be accepted for all successfully completed college-level courses completed in and after fall 2005 from Ohio state-assisted institutions of higher education. Students who successfully completed AA or AS degrees prior to fall 2005 with a 2.0 or better overall grade point average would also receive credit for all college-level courses they have passed. (See Ohio Articulation and Transfer Policy, Definition of Passing Grade and Appendix D) While this reflects the baseline policy requirement, individual institutions may set equitable institutional policies that are more accepting.

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

Responsibilities of Students

In order to facilitate transfer with maximum applicability of transfer credit, prospective transfer students should plan a course of study that will meet the requirements of a degree program at the receiving institution. Students should use the Transfer Module, Transfer Assurance Guides, and Course Applicability System for guidance in planning the transfer process. Specifically, students should identify early in their collegiate studies an institution and major to which they desire to transfer. Furthermore, students should determine if there are language requirements or any special course requirements that can be met during the freshman or sophomore year. This will enable students to plan and pursue a course of study that will articulate with the receiving institution's major. Students are encouraged to seek further information regarding transfer from both their advisor and the college or university to which they plan to transfer.

Appeals Process

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

If a transfer student's appeal is denied by the institution after all appeal levels within the institution have been exhausted, the institution shall advise the student in writing of the availability and process of appeal to the state-level Articulation and Transfer Appeals Review Committee. The Appeals Review Committee shall review and recommend to institutions the resolution of individual cases of appeal from transfer students who have exhausted all local appeal mechanisms concerning applicability of transfer credits at receiving institutions.

Cincinnati State's Policy for Transfer of Credit

The Cincinnati State Policy for Transfer of Credit is in compliance with the Ohio Board of Regents' Transfer and Articulation Policy.

Once a student is admitted to a degree or certificate program, official transcripts from previously attended colleges and universities submitted for admission are forwarded to the Office of the Registrar for transfer of credit evaluation. In general, only coursework earned at a regionally-accredited institution of higher education with a grade of C or better will be accepted as transfer credit. Courses completed in and after Fall 2005 at a regionally accredited institution in which a passing grade of D was earned are also transferable.

Students who successfully completed an associate's degree or higher at a regionally-accredited institution prior to Fall 2005 with a 2.0 or better overall grade point average also receive credit for all college-level courses they passed. 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. Once the evaluation of transfer work is complete, the student receives, by mail, a Transfer Evaluation Report, which lists all credits awarded in transfer and what equivalent courses have been assigned at Cincinnati State. In the event no equivalent course at Cincinnati State can be assigned, the transfer course is accepted as elective credit. Whether or not courses accepted as elective credit are applicable to the student's degree or certificate program is at the discretion of the program chair or academic advisor. At the same time the student will be informed of the institution's appeals process.

In situations where coursework is five years old or older, or where requisite skills may have been lost, courses previously taken at other institutions are subject to review by the faculty and dean of the division that offers the equivalent course(s). Those courses reviewed that do not meet current program requirements and standards will not count toward degree or certificate requirements. Transfer credit accepted at Cincinnati State appears on a student's transcript as a cumulative number of hours accepted.

Cincinnati State Transfer Module Appeal Process

Should a student transferring into Cincinnati State be dissatisfied with the credit awarded as part of the transfer module program of the State of Ohio, an internal appeal process and an external appeal process are both available.

The internal appeal process must be utilized first. At Cincinnati State, the internal appeal process for a student dissatisfied with credit awarded as part of the transfer module program is the College Academic Appeals Procedure, described elsewhere in this catalog.

The external appeal process may be utilized only after the internal appeal process has been completed and the student remains dissatisfied with the institution's judgment. The external appeal will be conducted by the Statewide Appeals Review Committee. More information on this process is available from the Ohio Board of Regents in Columbus, Ohio.

POST-SECONDARY ENROLLMENT OPTIONS PROGRAM

Post-Secondary Enrollment Options Program (PSEO)

For grades nine, 10, 11, and 12, as outlined in Senate Bill 140 and House Bill 215 and amended by House Bill 282.

Option A: Permits eligible student to enroll in college courses for college credit. Student electing this option are required to pay all costs incurred, including tuition, fees, books, and materials. Payment in full is required with the request to register for courses.

Option B: Permits eligible students to enroll in college courses for college and high school credit concurrently. Student electing this option are not required to pay for tuition, fees, books, and required supplies. School districts may elect, through board policy, to recover from the student/parent all costs incurred by the district when and if a student fails to complete a college course, whether through a formal class-drop process or non-attendance other than for reasons generally accepted by the school district.v

Guidelines, Policies, and Procedures

1. The purpose of the PSEO program is to provide high school students who are intellectually and socially capable of performing at the college level an additional educational option. The option is appropriate for high school students whose local school district is not able to offer the course(s) needed to meet students' level of academic performance and for those students who have already completed all high school requirements and are ready to get a head start on college. The program is not intended to replace high school honors or advanced placement classes. Here is a description of the process. By March, the school district notifies students and parents about the PSEO program. Students then inform the public school district of their of intent to participate in the PSEO program. Non-public high school students who wish to participate in the PSEO program must contact their high school for details.

2. Only students who meet all of the following criteria are eligible for consideration for the PSEO program at Cincinnati State.

A. All students in grades 9, 10, 11, and 12 who wish to enter Cincinnati State for college and/or high school credit must complete the PSEO application and give it to their high school counselor. For each academic year, all students must have completed the Cincinnati State application process (including the COMPASS® Placement Test and have all credentials on file no later than: May 1 for the Fall semester. Public school students only may also apply, and have all credentials on file, by Oct. 1 for the Spring semester. (The PSEO program is not offered for the Summer semester.) Non-Public School students must follow all Ohio Department of Education guidelines, policies and deadlines. Contact your home school for details. High school counselors should mail the information below, by the above deadline, to: Office of Admission, Cincinnati State, 3520 Central Parkway, Cincinnati, Ohio 45223. No hand carried or faxed applications, letters of reference or transcripts will be accepted and the documents must be mailed directly from the high school counselor.

1. Current year's PSEO application completed in full with all signatures.
2. A letter of recommendation from the high school counselor attesting to the student's academic and social readiness to enter college courses.
3. An official copy of the high school transcript (all ninth grade proficiency tests must have been passed).

The above must be received and processed by the Office of Admission prior to taking the COMPASS® test.

B. Between five and 10 business days after Cincinnati State receives the items above, qualified applicants will be notified and asked to complete the COMPASS® placement test administered on our Clifton and Middletown campuses. Please allow approximately two hours for testing within the scheduled hours. Photo ID is required. No reservations are necessary. There is no charge to take the test, but applicants who drive to the Clifton campus campus might be required to park in a lot or garage that charges a daily fee. For testing hours and practice tests, please visit www.cincinnatistate.edu/admissiontesting. Testing must be completed prior to the application deadlines.

C. Important: Each applicant may test only once. Admission to the PSEO program is based upon the completed application for PSEO, and qualification for college-level courses as indicated by the COMPASS® test scores. Students must demonstrate college-level mastery in all areas to be eligible to participate.

D. PSEO admission decisions will be mailed two weeks after the deadlines. Students who do not meet PSEO requirements are encouraged to enroll in appropriate high school classes to better prepare for college. Students may reapply for the next year if qualified, and are eligible to apply as a matriculating student after their high school graduation.

E. All students accepted in the PSEO program are required to attend the PSEO orientation with a parent/guardian. This meeting is held in August and includes a review of the College's academic procedures, practices, and policies.

F. High school counselors are responsible for explaining the equivalency, or lack of equivalency, of a given course at Cincinnati State in meeting high school graduation requirements.

G. Students must see the PSEO advisor prior to registration each semester to prepare a schedule for the semester. These registration meetings are held one week before classes begin.

H. PSEO students are permitted to register only during the open registration period. Acceptance into the PSEO program does not guarantee availability of classes.

I. Once admitted, students are issued a College e-mail account. Students must access this account for announcements and updates.

J. All books and materials given to students must be returned to the Office of Admission at the end of each semester. Official transcripts will not be issued until all books have been returned.

K. Students may take only as many credit hours as their high school Carnegie Units allow.

3. Students enrolling in the PSEO program are subject to the same policies and procedures, academic practices, and grading standards as all other Cincinnati State students.

A. To remain eligible for the PSEO program, students are required to successfully complete coursework and earn a minimum 2.0 GPA. A student cannot continue in the PSEO program if they earn a GPA lower than 2.0.

B. School districts may elect to bill students for courses they fail, or for those in which students receive a grade of Incomplete (I), or drop after the 100% refund period.

C. Students taking more than the credit hours authorized by their guidance counselor will be responsible for costs incurred beyond that amount.

D. Cincinnati State reserves the right to review the final selection of college classes approved by the high school, and to limit participation in any class based on circumstances such as extraordinary lab fees, age, safety issues, excessive course load, or academic probation.

4. Home-School

To qualify for PSEO consideration, home-school students must be registered with their school district prior to submission of their application.

Cincinnati State

2013-2014 Catalog

FINANCIAL INFORMATION

FINANCIAL INFORMATION

The Ohio Board of Regents provides a "state share of instruction" subsidy to Cincinnati State for each Ohio resident enrolled, along with other types of financial support. However, the total revenues received from the state are less than half of the College's annual operating costs. The balance must come from tuition, fees, and other sources.

As with most institutions of higher education, Cincinnati State charges a higher tuition rate to out-of-state students since the College does not receive a subsidy to pay for their education. Because of reciprocity agreements that have been negotiated with government officials in Kentucky and Indiana, however, residents in those states who live within commuting distance of Cincinnati State can obtain in-state tuition rates for most programs.

RESIDENCY

General Guidelines Defining Ohio Residency

The following persons shall be classified residents of the State of Ohio for tuition surcharge purposes. (Documentation supporting the student's request for classification as an Ohio resident is required).

a. A dependent student, at least one of whose parents or legal guardian has been a resident of the State of Ohio for all other legal purposes for 12 consecutive months or more immediately preceding the enrollment of such student in an institution of higher education.
b. A person who has been a resident of Ohio for the purpose of this rule for at least 12 consecutive months immediately preceding his or her enrollment in an institution of higher education and who is not receiving, and had not directly or indirectly received in the preceding 12 consecutive months, financial support from other persons or entities who are not residents of Ohio for all other legal purposes.
c. A dependent child of a parent or legal guardian, or the spouse of a person who, as of the first day of the semester of enrollment, has accepted full-time, self-sustaining employment and established domicile in the State of Ohio for reasons other than gaining the benefit of favorable tuition rates. Documentation is required. Residency status is lost immediately if the employed person upon whom resident student status was based accepts employment and establishes domicile outside of Ohio less than 12 months after accepting employment and establishing domicile in Ohio.
d. A person who is living and is gainfully employed on a full-time or part-time and self-sustaining basis in Ohio and who is pursuing a part-time program of instruction at an institution of higher education shall be considered a resident of Ohio for tuition surcharge purposes.
e. A person who enters and currently remains on active duty status in the United States military service while a resident of Ohio for all other legal purposes and his or her dependents shall be considered residents of Ohio as long as Ohio remains the state of such person's domicile.
f. A person on active duty status in the United States military service who is stationed and resides in Ohio and his or her dependents shall be considered residents of Ohio.

A dependent person classified as a resident of Ohio for these purposes as a result of (a) listed above and who is enrolled in an institution of higher education when his/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 program.

In considering residency, removal of the student or the student's parents or legal guardian from Ohio shall not, during a period of 12 months following such removal, constitute relinquishment of Ohio residency status otherwise established under items (a) or (b) listed above.

A person transferred by his or her employer beyond the territorial limits of the 50 states of the United States and the District of Columbia while a resident of Ohio for all other legal purposes, and his or her dependents, shall be considered residents for these purposes as long as Ohio remains the state of such person's domicile and as long as such person has fulfilled his or her tax liability to the State of Ohio for at least the tax year preceding enrollment.

A person who has been employed as a migrant worker in the State of Ohio and his or her dependents shall be considered a resident for these purposes provided such person has worked in Ohio for at least four months during each of the three years preceding the proposed enrollment.

Any person once classified as a non-resident, 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 a person in fact wants to be reclassified as a resident. Should such a person present clear and convincing proof that no part of his or her financial support is or in the preceding 12 months has been provided directly or indirectly by persons or entities who are not residents of Ohio for all other legal purposes, such a person shall be reclassified as a resident.

Any reclassification of a person who was once classified as a non-resident for these purposes shall have prospective application only from the date of such reclassification. Evidentiary determinations under this rule shall be made by the institution which will require the submission of documentation regarding the sources of a student's actual financial support and other documentation. Criteria which may be considered in determining residency for tuition purposes may include, but are not limited to:

Criteria evidencing residency:

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

Criteria evidencing lack of residency:

1. If a person is a resident of or intends to be a resident of another state or nation for the purpose of tax liability, voting, receipt of welfare benefits or student loan benefits (if the student qualified for that loan program by being a resident of that state or nation)
2. If a person is a resident or intends to be a resident of another state or nation for any purpose other than tax liability, voting, or receipt of welfare benefits

IMPORTANT: An individual's immigration status will affect his or her ability to obtain resident status for tuition purposes. Contact the Office of the Registrar at (513) 569-1522 for more information. Additional information and guidelines concerning residency are available in the Office of the Registrar.

Ohio Residency for Tuition Surcharge Purposes

Tuition is charged on the basis of residence in the State of Ohio and residence outside of the State of Ohio. A student with a question of their right to claim legal residence in the State of Ohio for educational purposes may request the College review their residency status. The student initiates the review process by submitting a completed Review of Residency form to the Office of the Registrar. The Review of Residency form should be submitted to

the Office of the Registrar at least five working days prior to the beginning of the semester in which the student plans to enroll.

Proof of residency is required when requesting a review of residency. An Ohio driver's license or Ohio state identification card is required. A lease, deed, or notarized letter to validate living in the state is required. Proof of paying Ohio income tax, bank statements, voter registration card, employment, and letters all can be considered support documents to validate residency status. Other documents may be requested as needed.

Forever Buckeye

Forever Buckeye extends the in-state resident tuition rate to any public or private Ohio high school graduate who leaves the state but returns to enroll in an undergraduate or graduate program at an Ohio college and also establishes residency in Ohio. The Forever Buckeyes provision of law removes the 12-month period of establishing domicile in Ohio before becoming eligible for in-state tuition rates.

Tuition Reciprocity for Indiana Residents

Cincinnati State Technical and Community College does not charge out-of-state tuition to residents of Adams, Allen, Blackford, Clark, Dearborn, Decatur, Delaware, Fayette, Franklin, Henry, Jay, Jefferson, Jennings, Ohio, Randolph, Ripley, Rush, Scott, Switzerland, Union, Wayne, and Wells counties in Indiana who are admitted to the College in either a degree or certificate program under the reciprocity agreement between Ohio and Indiana. The only programs excluded from the reciprocity agreement with Indiana are the Nursing programs, including the associate's degree in Nursing and the Licensed Practical Nursing certificate.

To be admitted a student must submit an admission application, have high school and college (if applicable) transcripts mailed to Cincinnati State, and complete the COMPASS® placement test. Students must be admitted to the College and received their letter of admission to be eligible for in-state tuition

This same reciprocity agreement enables residents of Butler, Darke, Mercer, Preble, Shelby, and Van Wert counties in Ohio to attend and pay Indiana resident tuition rates at Ball State University, Indiana University East, Ivy Tech Community College of Indiana-Region 6, Ivy Tech Community College of Indiana-Region 9 and Purdue University College of Technology at Muncie and Richmond in courses or programs not specifically excluded from this agreement by each institution.

Tuition Reciprocity for Northern Kentucky Residents

Cincinnati State does not charge out-of-state tuition to residents of Boone, Bracken, Campbell, Carroll, Gallatin, Grant, Kenton, and Pendleton counties in Kentucky who are approved to enroll at Cincinnati State under the reciprocity agreement between Ohio and Kentucky. To qualify for reciprocity, students must be admitted to Cincinnati State as degree-seeking (matriculated) students and enroll in eligible associate's degree programs. To be admitted a student must submit an application for admission, have high school and college (if applicable) transcripts mailed to Cincinnati State, and complete the COMPASS® placement test. Certificate programs are excluded from this tuition reciprocity agreement.

This same reciprocity agreement enables graduates of Cincinnati State who are residents of Butler, Clermont, Hamilton, and Warren counties in Ohio to enroll in certain baccalaureate degree programs at Northern Kentucky University and pay Kentucky resident tuition rates. Graduates must satisfy all NKU regular transfer admission requirements, including any requirements of the specific baccalaureate program.

TUITION AND FEES

Tuition

Tuition includes instructional fee, general fee, and other non-instructional service fees. Non-resident fees include a non-resident surcharge.

	In-State Tuition	Out-of-State Tuition
Tuition per credit hour	**$145.30**	**$290.60**

Credit Hours Taken	In-state Tuition	Out-of-state Tuition & Surcharge
1	$145.30	$290.60
2	$290.60	$581.20
3	$435.90	$871.80
4	$581.20	$1,162.40
5	$726.50	$1,453.00
6	$871.80	$1,743.60
7	$1,017.10	$2,034.20
8	$1,162.40	$2,324.80
9	$1,307.70	$2,615.40
10	$1,453.00	$2,906.00
11	$1,598.30	$3,196.60
12	$1,743.60	$3,487.20
13	$1,888.90	$3,777.80
14	$2,034.20	$4,068.40
15	$2,179.50	$4,359.00

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

Schedule of Fees

Lab/Course Fees

- Standard lab and/or course fee: $30 per lab contact hour, as listed in this catalog (see example below)
- Special lab and/or course fee: Some courses have additional fees related to the cost of consumable materials and/or special supplies and equipment used in specific degree or certificate programs.
- Web-based course fee: $5 per credit hour

Example:
An Ohio resident registers for semester class IM 100, Computer Literacy. This course is listed in the catalog with 1 lecture contact hour, 2 lab contact hours, and 2 total credit hours.

- Tuition is 2 (credit hours) x $145.30 = $290.60
- Lab fee is 2 (lab contact hours) x $30 = $60

Total tuition and lab fee for this class is $290.60 + $60 = $350.60

Other Fees

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

Parking Fees
Parking privileges $5 per day or $75 per semester

All fees are subject to change at the discretion of the College. Fees other than Tuition and Course/Lab fees are non-refundable.

All fees for each semester must be paid by the end of that semester. Certificates, degrees, transcripts, and further registration activities are withheld until all financial obligations are fully paid.

Books and Supplies

The cost of books and supplies can vary from semester to semester. Also, different programs have different requirements. For example, students in engineering technologies programs generally will spend more on supplies and equipment than students in business technologies programs. The first semester usually is the most expensive, as students purchase books and supplies at that time that will be used in later semesters also.

Students with pending financial aid in excess of their tuition and fees may charge books against their pending financial aid, using their SurgeCard, at the College's Follett Bookstore located on the ground floor of the ATLC Building.

Cooperative Education Credit Charges

Charges for cooperative education class registration (co-op credits) must be paid on the established registration date. Review the program curriculum published in the academic division section of this catalog to determine the exact number of co-op credits required.

Refund of Tuition Charges

Students are responsible for paying all charges incurred as a result of registering for classes. The College will not drop a student's classes or reduce tuition charges/fees due to a student's nonpayment of those charges.

Students may receive a fee reduction for classes by formally withdrawing from those classes for any reason. The amount of the fee reduction is based on the date of withdrawal and calculated according to the College's published refund schedule. Refunds are disbursed to the student or/and a third-party payor. There also may be a reduction or loss of financial aid eligibility.

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

1. Requests for refunds are considered only if the student officially drops the course. Students may utilize the online registration function of MyServices to drop courses up to the calendar day before the semester begins. The online option to drop a course is not available once the semester begins. Students may also drop a course at any time by completing and signing the official Registration Activity Form available in the Office of the Registrar.
2. The Admission fee, Registration fee and Late Registration fee are NOT refundable.
3. The following fees are not refundable unless the College cancels all classes for which the student registers:
   - Registration fee
   - Technology fee
   - Facility fee
   - Extended Payment Plan fee
   - Late Registration/Payment fees
4. The College's tuition refund schedule is as follows:
   - Refunds for dropped classes processed in the Office of the Registrar before the first day of the semester are calculated at a rate of 100% refund of the in-state or out-of-state tuition and course/lab fee for the dropped class. Students are not eligible for financial aid for these dropped classes.
   - Refunds for dropped classes processed in the Office of the Registrar from the first day of the semester through the seventh calendar day of the semester term are calculated at a rate of 100% refund of the in-state or out-of-state tuition and course/lab fee only for the dropped class. Students are not eligible for financial aid for these dropped classes.
   - Refunds for dropped classes processed in the Office of the Registrar from the eighth to fourteenth calendar day of the semester are calculated at a rate of 50% refund of the in-state or out-of-state tuition fee and course/lab fee for the dropped class.
   - There is no reduction of charges for courses dropped after the fourteenth calendar day of the semester; however, there may be a reduction or loss of financial aid eligibility.
5. Flexibly scheduled courses: Courses which have a beginning or/and ending date different than the first and last weeks of the normal semester schedule are considered flexibly scheduled and have a prorated refund period applied to them. A 100% refund is applicable to a flexibly scheduled course dropped in the first 7% period of that course's semester. A 50% refund is applicable to a flexibly scheduled course dropped in the 8% to 14% period of that course's semester. No refund is applicable after the 14% period of the semester.
6. Course cancellation: A refund of 100% is made to a student who has registered for courses that have been cancelled by the College, if the student does not change to another course.
7. Refunds for students whose registration bill was paid by third party funding (financial aid, agency) are applied toward reimbursing the third party before any disbursement to the student.
8. If a student owes a financial obligation to the College, the refund is applied toward payment of the balance due before any disbursement to the student.
9. Students who do not follow the established dropped-class procedures of the College are not eligible for a refund.
10. Students who have questions concerning refunds should contact the Cashier's Office.
11. Appeals to this refund policy may be filed by completing and submitting an appeal form, available at the Cashier's Office.

Cincinnati State Technical and Community College reserves the right to revise this statement of tuition refunds at any time.

Senior Citizens

Tuition fee waivers are available for senior citizens who register to audit courses on a space-available basis during open registration periods. The waiver covers the in-state tuition fee; senior citizens must pay all other fees. Waivers are not applicable to non-audited courses or to non-credit courses A senior citizen is defined as a student who is 60 years of age or older at the time of registration.

FINANCIAL AID AND SCHOLARSHIPS

The Office of Financial Aid is open Monday through Thursday from 8 a.m. to 6:30 p.m. and Friday from 8 a.m. to 5 p.m. No appointment is necessary. Students are accommodated on a first come, first served basis. Telephone assistance is available during office hours at (513) 569-1530.

The goal of the Office of Financial Aid at Cincinnati State is to enable access to higher education by providing college financial planning and quality customer service to students and families in pursuit of their educational goals. Cincinnati State awards more than $65 million annually from federal and state financial aid programs, private donors, and the College's own funds. More information on financial aid can be found at www.cincinnatistate.edu under Financial Aid and Scholarships.

Financial aid is money in the form of scholarships, grants, loans, and employment (Federal Work-Study). Scholarships and grants do not have to be repaid. Scholarhips are generally awarded on the basis of academic merit and/or financial need, while grants are typically awarded on the basis of financial need. Loans are borrowed money that must be repaid over a period of time, usually after the student leaves school. Federal Work-Study (FWS) is money that students earn by working at a part-time job with an office on or off campus.

How to Apply

Each year, beginning January 1, students must complete the Free Application for Federal Student Aid (FAFSA). The FAFSA application is available online at www.fafsa.ed.gov. The FAFSA includes all information necessary to determine the student's Expected Family Contribution (EFC). The FAFSA must be completed for consideration of most federal student aid programs. Many states offer financial assistance to students based on the FAFSA results and the availability of funds each year.

Students and parents of dependent students must apply for a PIN number at www.pin.ed.gov before they can complete the FAFSA. This PIN can be used each year to electronically complete and sign the FAFSA, as well as to access Federal Student Aid records online. Students must provide the federal school code number for each school where they want their FAFSA results sent. The federal school code number for Cincinnati State is 010345.

To receive maximum consideration for certain programs, including the Supplemental Educational Opportunity Grant (SEOG), and Federal Work-Study (FWS), students should submit their FAFSA by February 15 of each calendar year. Once a FAFSA is submitted, students receive an email from Federal Student Aid with a Student Aid Report (SAR); students should keep all parts of this report. The College receives the results of each student's FAFSA electronically in three to five business days after it is filed.

Students receive notification via Cincinnati State Surge email from the Office of Financial Aid (OFA) if further documentation is needed, or when their award is available.

How Financial Aid Awards are Calculated

Awards are calculated using the following formula: cost of attendance minus expected family contribution equals need.

Generally, financial aid is awarded to students based on need. One of the principles behind awarding need-based financial aid is that students and their families should pay for educational expenses to the extent they are able. A family's ability to pay for educational costs must be evaluated in an equitable and consistent manner. To be fair to everyone, a standard federal formula is used to calculate a student's Expected Family Contribution (EFC). The information is derived from the student's completed Free Application for Federal Student Aid (FAFSA). Financial need is the difference between a student's total annual Cost of Attendance (COA) and the Estimated Cost of Attendance (EFC). A student's need for financial assistance will differ from school to school because the cost of attendance will differ.

Estimated Cost of Attendance (COA)

A student's COA is pro-rated based on the number of semesters enrolled. Student's aid cannot exceed the assigned COA as follows:

In State	**Independent**	**Dependent**
Tuition	$5,328	$5,328
Room & Board	$5,700	$2,844
Books	$2,100	$2,100
Transportation	$900	$900
Personal	$1,320	$1,320
Fees	$528	$528
TOTAL	**$23,580**	**$13,020**

Out of State	**Independent**	**Dependent**
Tuition	$10,656	$10,656
Room & Board	$5,700	$2,844
Books	$2,100	$2,100
Transportation	$900	$900
Personal	$1,320	$1,320
Fees	$528	$528
TOTAL	**$21,204**	**$18,348**

Need based aid (i.e.: Pell Grant, SEOG, Direct Subsidized Stafford Loans, Work-Study, and State Grants) are assigned first to students based on their EFC, priority filing (if applicable), and federal limits. Then, non-need-based aid (i.e., Direct Unsubsidized Stafford Loans, Direct PLUS Loans, Alternative Loans) are assigned to students by subtracting the need based aid from the COA, and using the federal limits to award aid for the difference. If a student received any other funding source (i.e., NEALP, scholarships, or outside assistance), the student's award must be re-adjusted to ensure the award does not exceed the COA. For the student's benefit, aid will be adjusted in the following order:

1. Alternative Loans
2. Direct PLUS Loan
3. Direct Unsubsidized Loan
4. Direct Subsidized Loan
5. Federal Work-Study (any unearned amount)
6. SEOG

All financial aid is awarded according to federal, state, and institutional guidelines. Financial aid is disbursed to students after the processing of no-show rosters is complete. Please see the section below on eligibility criteria for more information.

Eligibility Criteria

To receive state/federal financial aid students must:

- Be enrolled or accepted for enrollment as a regular student working toward a degree or certificate in an eligible program
- Be a U.S. citizen or eligible non-citizen
- Have a valid Social Security number
- Sign a statement certifying all federal student aid will be used only for educational purposes
- Not be in default on a federal student loan or owe an overpayment on a federal student grant
- Register with the Selective Service, if required
- Make Satisfactory Academic Progress (SAP). See the Satisfactory Academic Progress Policy later in this section of the catalog for more information.
- Not have been convicted for any illegal drug offense while receiving federal financial aid funds
- Complete the verification (if selected)
- Enroll and attend classes for which they are registered.

Other general financial aid information:

- Financial aid awards are adjusted appropriately for changes in a student's enrollment status.
- To be eligible for loans, a student must be enrolled in at least six eligible credit hours at the time of disbursement.
- Students are no longer eligible for financial aid once graduation requirements are met.
- Students are only eligible for student aid for classes that are applicable to their program.
- Students are not eligible for financial aid for a class after it has been passed and attempted a second time.

The Office of Financial Aid is required to recalculate a student's financial aid award(s) to reflect only those classes for which the student is eligible and begins to attend.

Detailed information on these and other financial aid eligibility criteria may be obtained from www.cincinnatistate.edu under Financial Aid and Scholarships.

TYPES OF AID

Federal Grant and Loan Programs

The federal government provides various student financial aid programs to promote student achievement and preparation for global competitiveness by fostering educational excellence and ensuring equal access.

Federal Stafford Loan Program

Federal Direct Stafford loans (subsidized and unsubsidized) are low-interest loans made to students attending school on at least a half-time basis. At Cincinnati State, half-time means enrolled for at least six eligible credit hours per semester. Students are not required to make payments on subsidized or unsubsidized loans while enrolled at least half-time (six or more credit hours). Students are responsible for the interest that accrues on an unsubsidized loan. An option to have the interest capitalized on an unsubsidized loan is available.

At Cincinnati State, all first-time borrowers are required to complete an online loan entrance counseling session and Master Promissory Note (MPN) in order to receive loan proceeds. Students access the loan counseling session and (MPN) at www.studentloans.gov.

Federal Pell Grant

Pell Grants are awarded to undergraduate students who demonstrate financial need based on their EFC. The annual maximum Pell Grant is determined each year by the federal government. Pell Grants may be awarded to both full-time and part-time students and are pro-rated based on attendance. Eligible students may receive up to 12 full-time semesters or six years or 600% of their eligibility.

Federal PLUS Loans – Loans for Parents

Federal PLUS loans enable parents of dependent students with good credit histories to borrow funds to help pay their child's educational costs. The student for whom a PLUS loan is borrowed must attend school on at least a half-time basis. To apply, parents should complete a prescreening for eligibility at www.studentloans.gov. In the event a parent is declined a PLUS loan, the student may qualify for additional unsubsidized loan funds. Cincinnati State will receive acknowledgement of the status of the loan when complete.

Federal Work Study

Federal Work-Study provides jobs for students with financial need, allowing them to defray educational expenses. The amount a student earns may not exceed the Work-Study award. When assigning work hours, supervisors consider a student's class schedule, Work-Study award amount, and employer needs. Work-Study awards are offered first to students with exceptional financial need. Priority is given to students who have a completed financial aid file by February 15 of each year. Funding is limited and is awarded based on the availability of funds. This program is intended to help train students for the labor market as well as meet their financial needs.

Supplemental Educational Opportunity Grant (SEOG)

SEOG is for undergraduate students with exceptional financial need who are eligible to receive a Pell Grant. Priority for SEOG at Cincinnati State is given to students who have a completed financial aid file by February 15 of each year. Applying by February 15 does not guarantee receipt of SEOG for the upcoming academic year. Funding is limited and is awarded based on the availability of funds. SEOG may be awarded to both full-time and part-time students and is pro-rated based on attendance.

Ohio State Grant Programs

The Ohio Board of Regents (OBR) administers several state financial aid programs providing assistance to college students based on a variety of criteria ranging from need to academic achievement. For more information on these programs, visit the OBR website at www.regents.state.oh.us.

Nurse Education Assistance Loan Program (NEALP)

The purpose of the NEALP is to provide financial assistance to students enrolled in approved nurse education programs in Ohio institutions and to encourage students to remain in Ohio as they enter the nursing profession. NEALP loans are limited to $3,000 per year for a maximum of four years. Repayment of a NEALP loan is cancelled on an annual basis though service as a fulltime Ohio LPN, RN, or nurse instructor. For 100% cancellation, applicants must secure full-time employment in the direct clinical practice of nursing or nurse instruction within a period, not to exceed six months, following graduation from the approved nurse education program. LPN and RN recipients must serve five years and nurse instructors must serve four years for 100% cancellation. Borrowers who do not complete the service obligation must repay the entire outstanding loan balance, plus interest.

Ohio Academic Scholarship

The Ohio Academic Scholarship program provides scholarships for up to four years for academically outstanding Ohio high school graduates on a competitive basis. The program's objective is to encourage Ohio students to attend an Ohio college or university. Ohio's academically top-ranked students are eligible and should contact their high school guidance counselor for more information.

Ohio Safety Officers Tuition Waiver

This program provides tuition assistance to the children and spouses of peace officers, fire fighters and certain other safety officers who are killed in the line of duty, anywhere in the United States.

It also provides assistance to the children and spouses of a member of the armed forces of the U.S. who has been killed in the line of duty during Operation Enduring Freedom, Operation Iraqi Freedom or a combat zone designated by the President of the United States. The child is eligible for this program only if he or she is not eligible for the Ohio War Orphans Scholarship.

Ohio War Orphan's Scholarship

The Ohio War Orphan's Scholarship program awards tuition assistance to the children of deceased or severely disabled Ohio veterans who served in the armed forced during a period of declared war or conflict. To receive War Orphans Scholarship benefits, a student must be enrolled for full-time undergraduate study at an eligible Ohio college or university. Ohio residency is required. Applicants must be under the age of 25. Scholarship benefits cover a portion (currently 93 percent) of instructional and general fee charges at two- and four-year public institutions and a portion of these charges at eligible private colleges and universities.

Choose Ohio First Scholarship Program

The Choose Ohio First Scholarship Program awards Ohio colleges, universities and their business partners that have developed innovative academic programs to recruit and retain more Ohio students into STEMM fields. The funding that they receive is used to offer scholarships for those programs to current and potential students.

Other Financial Aid Programs

Cincinnati State Scholarship Program

The purpose of the scholarship program at Cincinnati State is to acknowledge and reward high academic achievement by helping deserving students finance their college educational costs. The Cincinnati State scholarship application deadline date is February 15 of each calendar year. Recipients of a scholarship from Cincinnati State must reapply each year.

Scholarship eligibility requirements include:
- U.S. citizenship or eligible non-citizen
- Accepted for admission enrollment into a degree or eligible certificate program prior to application deadline. Students are encouraged to apply early, at least 6 – 8 weeks prior to the scholarship deadline. In most cases this will allow enough time to complete the admission process.
- Minimum grade point average of 2.0 for most scholarships. However, many scholarships require at least a 3.0 GPA.)
- For continuing students, must have completed a minimum of 12 credit hours at Cincinnati State prior to application deadline
- For need-based applicants, must have Free Application for Federal Student Aid (FAFSA) results on file
- Two professional letters of recommendation, delivered in an electronic format.
- Completed electronic application.

Students who meet the eligibility criteria and complete all requirements to apply for a scholarship by the due date are considered for all scholarships for which they are eligible. The number and type of scholarships vary from year to year, depending on donations received for the scholarship program.

Other (Non-Cincinnati State) Scholarship Opportunities

The public library is an excellent source of information on private sources of financial aid. Many companies have programs to help students pay for post-secondary educational cost for employees and their family members. In addition, financial assistance is available from many foundations, religious organizations, fraternities, sororities, town and city clubs, local school boards, and civic groups. This information is free. There are free online scholarship search programs accessible via the internet.

Students are also encouraged to review additional information on the Cincinnati State website at www.cincinnatistate.edu under Financial Aid and Scholarships.

SATISFACTORY ACADEMIC PROGRESS (SAP) POLICY

The Higher Education Act (HEA) of 1965 requires institutions of higher education to establish and apply standards of academic progress that must be met by all students receiving Federal Student Aid (FSA), under Title IV programs, including College Work-Study, Pell Grant, Supplemental Educational Opportunity Grant, Subsidized and Unsubsidized Direct Loan, and Parent PLUS Loan programs. These standards also apply to the following State of Ohio funded programs: Ohio Academic Scholars, Ohio War Orphan, NEALP, Frank O'Bannon, Choose Ohio First, and Ohio Safety Officer Scholarships. All Cincinnati State scholarship recipients are expected to adhere to the Satisfactory Academic Progress Policy.

The Satisfactory Academic Progress (SAP) Policy was established to encourage students to successfully complete courses for which financial aid is received and to progress satisfactorily toward degree completion.

Successful completion of a course is defined as receiving one of the following grades: A, B, C, D, or S.

The following grades/statuses are not considered as successful completion of a course: F, W, I, IP, U, N, or NS.

Satisfactory academic progress includes a student's total academic history including any enrollment periods in which a student did not receive financial aid.

SAP will be reviewed after Spring Semester for financial aid recipients. If it is determined that a student is not making satisfactory academic progress, the student will receive a suspension e-mail at the end of the semester. He/she must submit an appeal in order to receive any financial aid for the upcoming semester.

It is the student's responsibility to read, understand, and adhere to the Satisfactory Academic Progress policy in order to remain eligible for financial aid. Failure to comply with this policy can result in the student's financial aid being terminated at Cincinnati State Technical and Community College.

Standards

There are two specific measurements of academic performance pertaining to financial aid eligibility. A qualitative standard evaluates the student's grade point average. Quantitative standards ensure that students will complete their program within the maximum time frame.

Qualitative Standard

GPA
Students must maintain a cumulative GPA of at least 2.0 in order to remain eligible for financial aid.

Quantitative Standards

Maximum Time Frame
Students are expected to complete a degree/certificate within a maximum time frame of 150% of the published length of that program. To determine how many credits a student may attempt for a given program, multiply the number of credits required to complete the program by 150%.

For instance, if a program requires 73 credit hours to graduate, a student must complete their program within 109 credit hours (73 x 1.5 =109).

Students will be notified when they have attempted a number of credit hours equivalent to 100% of their curriculum. If the student has not completed all courses necessary for graduation at that time, they may appeal for additional financial aid up to 150% of their program.

Course Completion
In order to ensure that students will graduate within the maximum time frame of their program, they must complete 67% of all attempted credits. To determine a student's completion rate divide the number of completed credits by the number of attempted credits. For instance, if a student registers for 12 credits, but completes only 4 credits, their completion rate is 33% (4/12 = 33%).

SAP EVALUATION GUIDELINES

SAP Suspension

If a student does not meet any aspect of Satisfactory Academic Progress, his or her aid will be suspended pending any approval appeal. The student has the right to appeal.

SAP Appeal Process

All SAP appeals require an Academic Evaluation Form completed by the student's Academic Advisor, and an SAP Appeal Request e-form completed by the student. All forms are located under Financial Aid Forms in MyServices. SAP Appeals are processed within three weeks from the date all documentation is received..

Approved SAP Appeal/SAP Probation

When an appeal is approved, the student's financial aid is reinstated, and the student is placed on SAP Probation. The student must reach SAP standards within one semester. In some cases loan amounts will be decreased during the probationary period, until the student is making Satisfactory Academic Progress.

If a student on SAP Probation still has not reached acceptable standing after one semester, the student must develop an Academic Plan in order to continue receiving financial aid. On an Academic Plan, the student must complete 75% of all coursework attempted and earn a minimum GPA of 2.5 for each semester.

Denied SAP Appeal

When an appeal is denied the student is responsible for covering the cost of his/her own tuition and may not receive financial aid until they meet all requirements of the Satisfactory Academic Progress Policy. The Office of Financial Aid reserves the right to terminate a student's financial aid indefinitely at its discretion.

For additional information about Satisfactory Academic Progress standards and appeals, visit the Financial Aid Office (Main Building Room 155) or call (513) 569-1530.

SAP Special Conditions

Advanced Standing

Advanced standing credit hours received count as attempted and completed credit hours toward the maximum time frame standard and completion percentage standard.

Audits

Audited courses do not count towards course competition or maximum time frame. Students may not receive financial aid for these courses at any time.

Change of Majors

Students who decide to change their major put at risk completion of their program within the maximum time frame standard. Due to courses taken from their previous major, the student's number of credits attempted may exceed the maximum time frame of the new program. If the student reaches the maximum time frame they may appeal for additional financial aid.

Double Majors

Students with a double major (earning two degrees) must complete both degrees within the maximum time frame of the program that requires the most credit hours. If the student cannot complete both programs within the maximum time frame, they may appeal for additional financial aid.

English as a Second Language (ESL) Courses

Enrollment in ESL courses will not count against the 150% maximum time frame. These courses count towards the maximum credits allowed for Academic Foundations courses.

Academic Forgiveness

Students who receive Academic Forgiveness (described in the Academic Policies section of this catalog) are not exempt from meeting all aspects of the SAP Policy. If financial aid is terminated due to academic status the student must submit an appeal for financial aid.

Repeating Passed Courses

Students may repeat a previously passed course one time only, meaning the student may use financial aid for the same passed course twice. Passed courses will count as attempted, but only one of the repeated passed courses will be counted as completed for purposes of determining the student's course completion standard. The highest grade earned will be calculated into the grade point average.

Prior Enrollment Without Financial Aid

Students who previously did not use financial aid, but later begin to receive financial aid, are not exempt from meeting SAP. All credit hours attempted and completed, as well as GPA, must be taken into consideration in determining SAP, regardless of previous financial aid status.

Re-Entry

Students who return to Cincinnati State following any length of separation are subject to meeting Satisfactory Academic Progress standards regardless of previous financial aid status. All courses attempted from prior enrollment will be considered in evaluating SAP.

Transfer Students

A large number of transfer credits can place a student over the maximum time frame standard. In this case the student may appeal to determine what credits are applicable to their program, in order to re-calculate their maximum time frame. Applicable credits are calculated into attempted and completed credits for purposes of determining completion rate. A student's GPA is not affected by credits transferred from prior institutions. .

Financial Aid/SAP Definitions

Acceptable Documentation: Doctor's note, birth certificate, obituary, unemployment benefits record.

Attempted Course: Courses that are not dropped before the end of the 100% refund period, or any repeated course.

Double Major: A student enrolled into two degree programs, two certificate programs, or one of each.

Extenuating Circumstance: A death in the family, hospitalization, loss of employment, and/or any other circumstance will be considered on a case-by-case basis. Students must provide appropriate documentation to support extenuating circumstances.

Probation: The granting of financial aid for one semester, based on an approved SAP appeal, to a student who did not meet SAP standards at the end of the prior semester.

Transfer Student: A student admitted to the College with credits earned from a prior institution.

FINANCIAL AID ATTENDANCE/ WITHDRAWAL POLICIES

Loan Eligibility and Less than Half-Time Enrollment

Students must be enrolled for at least half time (six credit hours) to be eligible for loans. Any time a Stafford loan-borrowing student withdraws to less than six credit hours, takes off a semester, or enrolls for less than six credit hours, federal regulations require the student to complete exit counseling.

Even if the student intends to return to Cincinnati State with at least six credit hours, the student's repayment deferment time period begins when enrollment is less than six credit hours, and exit counseling is required. Students may complete exit counseling at www.studentloans.gov.

Non-Attendance of Classes

1. Instructors are required to document student attendance in each course meeting through the first two weeks of the semester.
2. From the first day of the semester until the First Day to Withdraw for the semester, students who drop or withdraw from a course must identify whether or not they attended the course section.
3. A student who enrolls in a course but does not attend the course within the first two weeks will be designated a No Show (NS) and dropped from the course by the instructor.
4. If there is a discrepancy between a student's self-reported attendance status and the attendance status reported by an instructor, the attendance status reported by the instructor will be the status of record.
5. Students are not permitted to begin attending a course section after an NS has been issued by the instructor or self reported by the student for that course section.
6. The designation of NS will not appear on the student's transcript.
7. A student who receives an NS designation for a course is still financially responsible for payment for the course. State and federal financial aid is not applicable to a course for which a student has received an NS designation. A student is not permitted to withdraw from a course he or she did not attend or to which an NS has been assigned.

A student who receives what he or she believes is an incorrect NS mark for one or more classes may ask for a determination that this was an institution error. Students who have been incorrectly marked with NS must wait until passing grades have posted to their academic record in order for the Office of Financial Aid to adjust the student aid for tht semester.

If a student receiving Title IV aid receives an NS mark for one of more classes and does not receive an earned grade (such as an A,B, C, etc.) on completion of a class, no financial aid will be disbured for such classes.

Policy on Official and Unofficial Course Withdrawal for Financial Aid Recipients - Federal (Title IV) Funds

Department of Education regulations require students to earn their eligibility for Title IV funds through attendance in classes. If a Title IV recipient ceases to be enrolled prior the end of the semester, the student's eligibility for Title IV funding must be recalculated. The recalculation process may require that portions of the Title IV funding be returned to the funding source.
Official Withdrawals

Upon dropping all classes for any given semester, a student is considered to have officially withdrawn from Cincinnati State, even if future enrollment is anticipated. To officially withdraw, a student must submit the Course Withdrawal Form to the Office of the Registrar. A student who withdraws from all classes after the fourteenth day of the semester, up to the 60% point of the semester, is subject to a financial aid re-calculation and must return a pro-rated portion of their financial aid to Cincinnati State.

Unofficial Withdrawals

A student is considered to have unofficially withdrawn if the student receives grades of Failing (F) and/or Unsatisfactory (U) in all classes for which they have registered and begun class attendance. The student will receive a notice of unofficial withdrawal from the Office of Financial Aid, and can appeal this unofficial withdrawal status to the Office of Financial Aid by the deadline indicated in their notice.

In the appeal, the student must provide documentation from the instructor, dean, or associate dean of the applicable division. The following are acceptable forms of documentation: exams, records of attendance, tutorials, computer-assisted instruction, and records of counseling, academic advisement, or study groups.

The withdrawal date for students considered unofficially withdrawn is the midpoint of the semester for which Title IV funds were disbursed, unless proved otherwise through the appeal process.

Cincinnati State

2013-2014 Catalog

ACADEMIC POLICIES AND PROCEDURES

ACADEMIC POLICIES AND PROCEDURES

This section provides a description of how academic performance is measured at Cincinnati State. It includes a discussion of policies regarding the application of Advanced Placement and other external credits to Cincinnati State coursework. It describes registration procedures and a variety of policies and procedures affecting academic matters such as grades and graduation.

Assessment of Learning Outcomes

All Cincinnati State students participate in assessment activities throughout their academic life at the College. In addition, the College collects and analyzes information from graduates, employers, advisory committee members, and other external sources to assist faculty and staff in monitoring the effectiveness of academic programs.

Cincinnati State is a member of the Academic Quality Improvement Project (AQIP) of the Higher Learning Commission, North Central Association of College and Schools. Under the auspices of the AQIP, and in congruence with the College mission statement, Cincinnati State has established the following criteria for assessing the general educational outcomes of Cincinnati State graduates.

A Cincinnati State graduate will be able to:
- Read critically, including the ability to analyze and interpret a variety of printed books, documents, and articles
- Produce clear, logical, correct, coherent, and properly documented prose
- Plan, write, and deliver an effective oral presentation
- Use mathematical skills to solve practical problems
- Analyze, interpret, and critically respond to non-print media/sources
- Explain how social, organizational, and technological systems work
- Display awareness of cultural, ethnic, gender, racial, and religious diversity
- Demonstrate self-management skills such as being able to accurately self assess, set personal goals, and monitor personal progress
- Demonstrate professional and ethical workplace practices by successful completion of cooperative education, clinical or practicum experience, or internships
- Function in the workplace both independently and as a member of a team
- Display a commitment to lifelong learning

Equal Opportunity

Cincinnati State is committed to a policy of equal educational opportunities for all persons regardless of race, age, handicap, sexual orientation, national origin, or gender. This policy is adopted as a matter of law and as a matter of educational policy consistent with the goals and purposes of the College.

The College also adheres to a policy of equal employment opportunity and affirmative action to end any illegal pattern of discrimination and to overcome the effects of past discrimination.

CREDITS EARNED FROM OTHER INSTITUTIONS

This section describes how Cincinnati State processes requests to accept credit for educational work completed at other institutions or in other settings.

Advanced Standing Credit, General Policies (AC, CL, EC, EL, ET, EX, IB, TP, VO)

Advanced standing credit means that a student receives credit for completing a Cincinnati State course or cooperative education requirement by using one of the methods listed below to demonstrate successful completion of appropriate prior academic and/or work experience. Advanced standing credit is available to students who have been accepted into a degree or certificate program. Students seeking advanced standing credit must follow College and divisional procedures published elsewhere in this catalog and/or on the College website.

The types of advanced standing credit are:

External Proficiency Examination:
The amount of credit given for an external proficiency examination is determined by the appropriate academic department.
- Credit may be awarded for Advanced Placement (AP) scores of three or higher. Credit is shown on the student's record as AC.
- Credit is awarded for College Level Examination Program (CLEP) scores based on the American Council on Education (ACE) recommendations of minimum scores for awarding credit. The ACE recommended score and semester hours may be viewed on the web at www.collegeboard.com/student/testing/clep/scr_cgs.html. Credit is awarded for a score of 50 or more with the exception of Level 2 Language in French (minimum score of 59), German (minimum score of 60), and Spanish (minimum score of 63). Credit is shown on the student's record as CL. Students should have their CLEP test scores sent to the Cincinnati State Office of Admission for processing.
- Credit may be awarded for International Baccalaureate program scores of five or higher. Credit is shown on the student's record as IB.

Internal Cincinnati State Proficiency Exam.
Credit is shown on the student's record as EC.

Credit for Applicable Work Experience.
Credit is shown on the student's record as EX.

Credit for an External Certificate/Licensing Exam.
Credit is shown on the student's record as EL.

Credit for an External Formal Training Program.
Credit is shown on the student's record as ET.

Credit through Senior Vocational Teacher Referral.
Credit is shown on the student's record as VO.

Credit for Tech Prep Coursework.
Credit is shown on the student's record as TP.

Some types of advanced standing credit are not available in some degree or certificate programs.

Students should be aware that advanced standing credit awarded by Cincinnati State may not be applicable to degrees at other colleges or universities. A student who intends to transfer to another college or university should consult with a transfer advisor at that institution concerning the transferability of Cincinnati State advanced standing credits.

Students should make arrangements to apply for advanced standing credit as soon as possible after admission to a program.

Requesting Advanced Placement (AP Exam) Credit

Cincinnati State awards advanced standing credit to students who have completed Advanced Placement (AP) courses in high school and have achieved test scores at or above the level of three.

The State of Ohio, working through the University System of Ohio, has initiated policies to facilitate the ease of transition from high school to college as well as between and among Ohio's public colleges and universities. For example:
1. Students obtaining an Advanced Placement (AP) exam score of three or above are awarded the aligned course(s) and credits for the AP exam area(s) successfully completed.
2. General Education courses and credits received are applied towards graduation and satisfy a general education requirement if the course(s) to which the AP area is equivalent fulfill a requirement.
3. If an equivalent course is not available for the AP exam area completed, elective or area credit is awarded in the appropriate academic discipline and is applied towards graduation where such elective credit options exist within the academic major.
4. Additional courses or credits may be available when a score of four or five is obtained. Award of credit for higher score values varies depending on the institution and academic discipline.
5. In academic disciplines containing highly dependent sequences (Sciences, Technology, Engineering and Mathematics – STEM) students are strongly advised to confer with the college/university advising staff to ensure they have the appropriate foundation to be successful in advanced coursework within the sequence.

Students should have their AP test scores sent to Cincinnati State's Office of Admission.

Requesting International Baccalaureate Credit

Cincinnati State awards credit to International Baccalaureate (IB) diploma graduates for higher level subjects passed at a satisfactory level. Minimum scores vary, by subject area, from five to seven.

Credit may be awarded based on the recommendation of the appropriate Cincinnati State academic department or division.

Students should have their IB test scores sent by the International Baccalaureate Organization to Cincinnati State's Office of Admission.

Requesting Other Advanced Standing Credit

To obtain advanced standing credit for all other types of prior learning, students should:
1. Obtain a Petition for Advanced Standing Credit from the Office of the Registrar.
2. Meet with his/her program chair or academic advisor to determine eligibility for advanced standing credit, and to determine which faculty member should receive the completed petition and supporting documentation.
3. Pay the advanced standing credit fee at the College Cashier's Office, where the petition is marked "paid." This step applies to students seeking advanced standing credit either through internal proficiency exams or through documented valid academic or work experience. There is a separate fee charged for each attempt to earn credit through an internal proficiency exam.
4. Submit the completed petition and supporting documentation to the appropriate faculty member, as determined in Step 2.

After the petition and related materials are reviewed by appropriate division personnel, and the request for advanced standing credit is approved or disapproved, the petition is forwarded to the Office of the Registrar and the student is notified of the results.

Students cannot earn credit through an exam for a course already completed at Cincinnati State. A course is defined as "completed" if a grade of A, B, C, D, F, S, U, or W has been issued.

Waiver of English Composition Requirement Based on Earned Degree
A student who has earned an associate's or bachelor's degree at a regionally accredited college or university will receive a waiver, which will satisfy the Cincinnati State English Composition requirement for all degree and certificate programs. The waiver will appear on the student's transcript as "ENG REQC – Eng Comp Complete."

To receive this waiver, an official academic transcript from the degree-granting institution must be submitted to Cincinnati State, using procedures described in the Admission section of this catalog.

REGISTRATION

Students may register for classes by using the MyServices section of the Cincinnati State website, in person in the Office of the Registrar, via email, or by fax to the Office of the Registrar. Registration for a semester begins during the previous semester. Specific registration deadlines for each semester can be found on the Calendar of Important Dates on the College website.

Administrative Withdrawal from Admitted Status

An admitted student who has not enrolled in classes for three consecutive semesters is administratively removed from admitted status. To regain admitted status, students must reapply for admission by submitting a new Application for Admission and paying a $15 non-refundable fee.

Students who apply for readmission five or more years after their prior admission date must submit a new Application for Admission, pay a $15 non-refundable fee, and complete all other required admissions steps, including placement testing. The student who is readmitted must meet the academic program requirements that are in effect at the time of readmission.

For additional information, please see the Admission Information section of this catalog.

Changing Degree Programs

Students who wish to transfer from one degree or certificate program to another must complete the online Change of Major form found under Admission in the MyServices area of MyCState.

When a student transfers from one degree or certificate program to another, all courses attempted that apply to the new Degree Audit curriculum – with the exception of cooperative education courses – automatically transfer to the new program. Course substitutions that were made for the former program do not apply automatically to the new program; the new program chair or academic advisor must approve course substitutions.

The new program's Degree Audit curriculum serves as the basis for calculating the program GPA. Additional transfer of courses to the new program, including cooperative education courses, is based on evaluation of the student's coursework by the program chair.

Completing More Than One Degree (Double Major)

When students are admitted to the College, they are considered to be seeking only one academic degree or certificate. In some

cases, students may seek to "double major" by pursuing a second associate's degree in an area closely related to their initial degree program.

To be considered for a double major, students must first be fully admitted to an associate's degree program. Students in pre-admit status are not eligible to apply for a double major. Students seeking a certificate rather than a degree are not eligible to apply for double major status.

To be considered for a double major, students must apply for admission to the second program by completing a double major form available online under Admission in the MyServices area of MyCState. The academic division in which the student seeks the second major determines whether the student is eligible to pursue the second major.

Students granted double major status are expected to consult regularly with their program advisor (or advisors) to ensure they make appropriate progress in their degree programs. Students with questions or concerns about their academic status or goals should consult with their program advisor, or with the Office of Admission.

Enrollment Status

Enrollment status is determined by the official number of credit hours for which a student registers each semester. Enrollment status often is used to help determine eligibility for financial aid, veteran's benefits, company and agency funding, health insurance benefits, and auto insurance.

Students are responsible for knowing their enrollment status and understanding the impact of changing their credit hours if using the add/drop process.

Cincinnati State defines a student's enrollment as follows:

Full-Time Enrollment	12 or more credit hours or full-time cooperative education placement
3/4-Time Enrollment	9 - 10 - 11 credit hours
Half-Time Enrollment	6 - 7 - 8 credit hours
Less than Half-Time Enrollment	5 or fewer credit hours

Students placed on a part-time cooperative education placement are not considered half-time students for the purpose of enrollment verification.

Enrollment Verification

Students may submit enrollment verification request(s) to the Office of the Registrar. Depending on the information requested, enrollment verifications may take up to five business days to process..

Late Registration

Late registration will begin on the day after On-Time Registration ends and continue until the end of the first week of the semester. Students who register for their first class after On-Time Registration ends will automatically be charged a $100 non-refundable late registration fee. Instructor's approval will be required to add a class during the first week of the semester if the course is online, has met, or is full. Once classes for the semester have begun, all registration activity must be processed via the Registrar's Office. Specific On-Time Registration deadlines for each semester can be found on the Calendar of Important Dates on the College website.

Registrations are not permitted after the first week of the semester. Students who request to add classes after the first week of the semester will be provided with academic advising appointments, financial aid, and career counseling as needed. They will be directed to register for classes for the following semester.

Name Changes

To request a name change, students must complete a Personal Data Change form available in the Office of the Registrar. All name change requests must be accompanied by a copy of official supporting documentation. Official documentation includes but is not limited to a valid driver's license, marriage license, divorce decree, or court order for official name change. Only a student's legal name is used on all records maintained or issued by the College.

Prerequisite Requirements

Before a student is permitted to register for any course, they must have successfully completed prerequisite requirements, or be currently enrolled in the course that is the prerequisite. A prerequisite to a course is either an appropriate score on the COMPASS® placement test or successful completion of a designated Academic Foundations (AF) course or another academic course prior to enrollment in the course.

Repeated Course

If a course is repeated, only the highest grade is computed in the calculation of the GPA. If a student earns the same grade upon repeating a course, only one grade is computed in the calculation of the GPA. The original course grade is still shown on the transcript with an indication that it is not calculated in the GPA.

Limits to Repeated Course
A student who has received a grade of F, W, or any other grade twice for the same course cannot register for the course a third time without the approval of the student's program chair or academic advisor. The program chair/advisor may require the student to meet with an academic advisor to discuss potential for success in the student's current degree or certificate program.

Students receiving financial aid should be aware of other standards related to repeated courses, discussed in the Financial Information section of this catalog.

Priority Registration

The registration period each semester consists of three overlapping segments or registration "windows":

Priority 1 registration is the time period set aside for active degree-seeking and certificate-seeking students with 30 or more quarter credit hours or 20 or more semester credit hours (including transfer credits). Students in the Honors Program can also register at this time, regardless of their accumulated credit hours.

Priority 2 registration begins approximately three days after Priority 1 registration begins. This period is for active degree-seeking and certificate-seeking students regardless of their accumulated credit hours.

Priority 3 or open registration begins approximately one week after Priority 1 registration begins. Students who are not seeking a degree or certificate may register at this time. Applicants who have not been admitted to a program may also register.

For specific dates of registration and additional information regarding online registration, please refer to the Office of the Registrar section of the College website, www.cincinnatistate.edu.

Academic Forgiveness Policy

Students experiencing current academic success may adjust their GPA by petitioning to remove certain courses from their GPA calculation. Courses with earned grades of D, F, V, or WF that do not apply to the student's current degree or certificate program may be eligible. Courses taken in a previous completed degree program are not eligible.
Academic Forgiveness is a one-time, non-reversible option. Students who plan to transfer to another college or university should note that the new college or university may use all grades earned in computing GPAs for admission or other purposes.

For Academic Forgiveness eligibility, students must:
- Be admitted to a degree or certificate program and have completed all Developmental Education, Academic Foundations, or English as a Second Language requirements.
- Have 12 or more credits—not including coursework for which Satisfactory/Unsatisfactory grades are assigned—to complete in their program at the time of application.

To request Academic Forgiveness, students must:
- Complete a petition for Academic Forgiveness (available in division offices) in consultation with the program chair or academic advisor. This petition lists courses in which the student earned grades of D, F, V, or WF and requests that they no longer be calculated in the grade point average.
- Submit the completed petition to the Office of the Registrar by the Last Day to Drop Courses for the semester. Late petitions may be held until the following semester.
- Complete a minimum of 12 additional credits and maintain a GPA of 2.0 or higher, and earn no grade lower than a C. Academic Foundations courses and co-op courses are not eligible.

At the end of the semester:
- The Office of the Registrar evaluates the petition. If the student has successfully completed 12 credits with a semester grade point average of 2.0 or higher and earned no grade below a C, Academic Forgiveness is applied.
- If the student has not completed 12 credits, the Office of the Registrar holds the petition and reviews it at the end of each semester until the student completes 12 credits. If the student has maintained a semester grade point average of 2.0 or higher and has earned no grade below a C, Academic Forgiveness is applied.
- After the petition is approved, the following statement appears on the student's transcript: "The Academic Forgiveness policy has been applied to academic work at Cincinnati State prior to (semester/year of petition approval)." The eligible courses will not be removed from the academic record. A new cumulative grade point average is calculated excluding the eligible courses.

ACADEMIC LIFE

Academic Advising

Academic advising assists students in reaching their academic and career goals at Cincinnati State. Program chairs, academic advisors, and other faculty members are assigned to guide students through activities such as:

- Setting academic goals
- Developing educational plans
- Selecting courses
- Providing information on transfer credits
- Understanding and meeting requirements for graduation
- Clarifying career and personal goals
- Explaining academic policies and procedures
- Addressing academic challenges
- Making appropriate referrals to campus support services

During the 2013-2014 academic year, Cincinnati State will be implementing Mandatory Advising for incoming students. Advising will be provided in group and individual settings as well as via e-mail and through use of online advising tools.

Academic Appeals Procedure

Cincinnati State Technical and Community College has adopted the following procedures to ensure students with legitimate concerns about academic processes (hereafter called "academic appeals") can resolve these concerns equitably. A student is expected to first attempt to resolve concerns directly with the instructor, within the semester immediately following the semester when the grade was issued.

1. A student is expected to bring his or her academic appeal first to his or her faculty advisor (program chair or cooperative education coordinator).
2. If the concern cannot be settled at this level, the student is expected to bring his or her academic appeal to the division dean or the dean's designee.
3. It is expected that most academic appeals will be resolved at the division level. However, if the concern cannot be resolved by the division dean, the student may continue the academic appeals process by meeting with an academic appeals panel. To initiate this process, the student must submit a written request to appeal the decision of the division dean, including a statement of the concern that is to be addressed, and pertinent documentation, to the academic vice president (AVP). The AVP reviews all pertinent information in order to determine whether the appeal merits the formation of a panel. If the AVP determines that an appeals panel should appropriately be formed, the process continues to step four. If the AVP does not feel the student's appeal merits the formation of a panel, he/she meets with the student involved and relays his/her findings and recommendations.
4. If an academic appeals panel is convened, it is composed of one dean (excluding the dean of the division involved in the appeal), appointed by the AVP; and two faculty members, appointed by the Faculty Senate. The designated dean chairs the panel, solicits appointment of the faculty representatives, convenes meetings of the panel, and provides copies of necessary documentation to the other panel members. Documentation includes:
    a. The student's written statement and other material the student wishes to submit
    b. A written summary of the disposition of the case at the division level, prepared by the division's dean
    c. The student's transcript, or any other related materials the panel may wish to examine.
5. The chair will convene a meeting that includes the student, the members of the panel, and other participants the panel may choose to invite to the meeting. The student has an opportunity to present his or her concern, and the panel members have the opportunity to ask questions and seek clarification. If the panel determines there are issues involved which are not academic concerns, the panel informs the student of appropriate measures to be taken.
6. The panel may, at its own discretion, refer the matter to the Academic Policies & Curriculum Committee (APCC) for advice and recommendations.
7. If the APCC is convened to review the appeal, the panel chair must ensure that all related documentation is submitted to the APCC chair one week prior to the APCC meeting. Any recommendations made by the APCC are submitted to the academic appeals panel for consideration.
8. The chair of the academic appeals panel forwards a recommendation along with all related documentation to the AVP. The AVP makes the final determination regarding the appeal and notifies the dean of the division involved in the appeal. That dean communicates this determination to the student who initiated the appeal.

Absence for Participation in School Sponsored Activities

If a student must miss class because he or she is participating in a Cincinnati State sponsored co-curricular event (such as an athletic contest or a meeting of a professional organization), the absence should be treated as excused and should not have a negative impact on the student's attendance grade for the course. Students are responsible for providing their instructors with appropriate documentation prior to the event. Students must also make up any required work through a process and on a schedule to be determined by the course instructor. It is understood that this waiver applies only to the attendance grade, and not necessarily to other components of the instructor's grading system.

Absence for Religious Observance

Students are permitted to be absent from class to observe a religious holiday. It is the student's responsibility to notify instructors of this planned absence no later than the end of the first week of the academic semester. It is also the student's responsibility to make up any required work through a process and on a schedule to be determined by the course instructor.

Adding, Dropping, or Withdrawing from a Course

The College Important Dates Chart, available on the College website, lists the dates when students may add, drop, or withdraw from a course after completing their initial registration. Student transactions to add, drop, or withdraw from a course are not official unless processed using the MyServices section of the Cincinnati State website or through the Office of the Registrar. The appropriate forms and instructions for registration activity can be obtained in the Office of the Registrar or on the website at www.cincinnatistate.edu.

The following regulations apply to all courses offered during the semester (except flexibly scheduled courses with start and/or end dates that do not coincide with the first and last days of the regular semester schedule):

Adding a regular session course

- Prior to the first course meeting of the semester, no approval is required to add an open course, unless the course has an "instructor consent" requirement.
- Once a course has met, the approval of the course instructor must be obtained.
- The fifth class day of the semester is the last day to add a course.

Dropping a regular session course

- Courses dropped from the time of registration through the fourteenth calendar day of the semester do not need additional approval to be processed.
- The fourteenth calendar day of the semester is the last day to drop a course. In an instance when the fourteenth day falls on a weekend or holiday, the last day to drop a course is the preceding business day.

Withdrawing from a course - available online via MyServices

- The withdrawal period for regularly scheduled courses begins each semester the day after the Last Day to Drop a Course and ends on the fifty-sixth instructional day. No additional approval is required to withdraw from a course during this period. The withdrawal period for flexibly scheduled courses begins after the day designated as the Last Day to Drop a Course for that course section through the day designated as the Last Day to Withdraw from that course section.
- Only in circumstances beyond the student's control will a withdrawal be permitted after the fifty-sixth instructional day. All official late withdrawals must be approved by the course instructor and the division dean. In cases not approved, the student receives the grade assigned by the instructor.

Attendance

Each student is expected to attend all classes and cooperative education/clinical placements as scheduled. Each College faculty member is expected to document student attendance during the first two weeks of the semester and to report attendance to the Office of the Registrar. Attendance in cooperative education and clinical placements is reported by the cooperative education/clinical coordinator based on reports from the student's site coordinator.

Individual faculty members may establish course policies that consider attendance as a factor in determining course grades. These policies may include limits and/or penalties related to excused and/or unexcused absences. Each student should check with his or her instructors to determine how attendance will be taken, and in what ways, if any, attendance is a factor in grading.

Non-Attendance

The following policies pertain to all courses.

- Instructors are required to document student attendance in each course meeting through the first two weeks of the semester.
- From the first day of the semester until the First Day to Withdraw for the semester, students who drop a course must identify whether or not they attended the course section.
- A student who enrolls in a course but does not attend the course within the first two weeks will be designated a No Show (NS) and dropped from the course by the instructor.
- If there is a discrepancy between a student's self-reported attendance status and the attendance status reported by an instructor, the attendance status reported by the instructor will be the status of record.
- Students are not permitted to begin attending a course section after an NS has been issued by the instructor or self reported by the student for that course section.
- The designation of NS will not appear on the student's transcript.
- A student who receives an NS designation for a course is still financially responsible for payment for the course. State and federal financial aid is not applicable to a course for which a student has received an NS designation.
- A student is not permitted to withdraw from a course he or she did not attend or to which an NS has been assigned.

Non-Attendance in Web-based and Hybrid Courses

Students enrolled in courses classified as WEB (web-based; no in-person attendance required) or HYB (hybrid; primarily Web-based but with some required in-person activities) must log in to the course website during the first two weeks of the semester and participate in an online activity.

Participation in an online activity includes, but is not limited to, submitting an academic assignment; taking an exam, completing an interactive tutorial, or completing computer-assisted instruction; participating in an online discussion about academic matters; and/or initiating contact with a faculty member to ask a question about the academic subject studied in the course.

A student who is enrolled in the course but does not log into the website during the first two weeks of the semester will be designated as No Show (NS) by the instructor. All other policies described in the Cincinnati State catalog section on "Non-Attendance" apply to students in WEB and HYB courses also.

In some cases, the website for a WEB or HYB course will be open to students prior to the first day of the semester. Student activities on the website prior to the first day of the semester will be used to determine whether an NS designation is given.

Non-Attendance Leading to Administrative Withdrawal

The following policies pertain to all courses.

- A student who is enrolled in a course and does not attend any class sessions of that course for three consecutive weeks, at any time during the semester, may be administratively withdrawn from the course.
- Faculty members who implement this policy will include information in their course syllabus explaining how attendance is taken and stating that three consecutive weeks of non-attendance will lead to administrative withdrawal.
- Faculty members who implement this policy will inform the academic Dean (of the division that offers the course) of the last date of attendance for any student who does not attend course sessions for three consecutive weeks.
- The Dean will investigate and, if warranted, will notify the Registrar to administratively withdraw the student from the course.

Children on Campus

Cincinnati State Technical and Community College strives to maintain an environment conducive to teaching and learning. Therefore, whenever children are brought to the campus they must remain with their parents, guardians, or caretakers in all areas of the College. Whether or not a child can be brought into a classroom is at the discretion of each instructor.

If the College's Campus Police Department finds any child left unattended, they will locate the parent/caretaker so that the child can be cared for properly. Above all else, the College wishes to insure the safety and well-being of each child.

Course Cancellation

A course offering may be canceled prior to the beginning of a semester because of low enrollment. The College attempts to notify students of the course cancellation before the first day of the semester, but cannot guarantee that such notice will be provided. .A refund of 100% is made to a student who has registered for courses that have been cancelled by the College, if the student does not change to another course.

Course Drop/Withdrawal Grading Policy

- Courses officially dropped through the fourteenth calendar day of each semester, using official processes described elsewhere in this catalog, do not appear on students' transcripts.
- During the Withdrawal Period (the fourteenth day through the fifty-sixth day of each semester), official withdrawals are assigned a grade of W. The W appears on the student's transcript; however, it is not calculated into the grade point average (GPA).
- The instructor may not issue a W as the final grade. A W is assigned only if the student completes the withdrawal process.

Expectations for Time Required Outside of Class

The amount of time required to complete homework for Cincinnati State courses will vary, depending on the course topic and level, as well as the student's prior preparation. Homework for college courses may include reading; writing essays, reports, or other papers; studying for quizzes and exams; preparing project materials; meeting with others to complete course activities; and a wide range of other tasks.

As a general guideline, students should plan to spend at least two to three hours outside of class each week for each course contact hour (that is, either a lecture hour or a lab hour). For example, a student enrolled in a course that has two lecture hours per week and three lab hours per week should plan to spend 10 to 15 hours per week outside of class completing work for that course.

It is the student's responsibility to plan a schedule that allows adequate time to complete the work required for each class. Students should seek additional information from their instructors regarding expectations for the time needed to complete all coursework..

Faculty Office Hours

All full-time College faculty maintain office hours to conduct in-person meetings with students. Some faculty members also maintain online office hours for communication with students by email. Students should check with each instructor, or the receptionist in the instructor's division office area, to schedule appointments.

Flexibly Scheduled Courses

The following policies and procedures pertain to flexibly scheduled course sections only:

- Course sections with a beginning and/or ending date different than the first and last days of the regular semester schedule are considered flexibly scheduled. Flexibly scheduled course sections are typically identified in the course schedule with alphabetical section designations.
- Students may register for a flexibly scheduled course section with no additional approvals up to the first course meeting.
- A student may enter a flexibly scheduled course section by the date established as the Last Day to Add for that course section. Registration after the date established as the Last Day to Add for that flexibly scheduled course section is not permitted.
- A student may drop a flexibly scheduled course section, without a grade appearing on their record, by the date established as the Last Day to Drop a Course for that course section.
- A student may withdraw from a flexibly scheduled course section from the date established as the Last Day to Drop a Course for that section through the date established as the Last Day to Withdraw from a Course for that section.

Making Up Missed Work

The privilege of making up missed assignments, quizzes, tests, exams, and other course activities is not automatic. An instructor does not have to permit or grant make-up privileges. It is the student's responsibility to be aware of the instructor's make-up policies, and to seek this information from the instructor if necessary.

MyServices

MyServices is the pathway to web-based student services at Cincinnati State. Through MyServices, students can register, add and drop classes, view and print their class schedules, make payments, check on financial aid status, view and print their grade reports, view and print degree audits, and access a variety of other services. To access MyServices, go to the Cincinnati State website at www.cincinnatistate.edu, and then choose MyCState. Log in with username and password, and then choose the MyServices tab.

Procedures for Students Called to Active Duty

Students enlisted in the military reserves or National Guard who are called to active duty may drop or withdraw from all courses. This may be accomplished in person, by email, by fax, or by mail. Students called to active duty must complete the following:

- Provide the Office of the Registrar with a copy of the military orders. The student may deliver the copy of the orders to the Office of the Registrar, mail it to Office of the Registrar, 3520 Central Parkway, Cincinnati OH, 45223, fax it to (513) 569-1883, or email to registraroffice@cincinnatistate.edu.

- Request to be dropped from all courses. If this is accomplished in-person, the student completes the Registration Activity Request form. For fax, mail, or email requests, staff in the Office of the Registrar may complete the appropriate form on the student's behalf.
- Indicate to the Office of the Registrar whether he/she attended any class sessions.
- If the student attended class sessions, he/she must provide the last date of attendance for each course to be dropped.
- In some instances, time constraints may prevent the student from completing a Late Withdrawal request. In this case, the student may present the military orders within 30 business days of his/her return to receive Late Withdrawal. The Office of the Registrar does not accept Requests for Late Withdrawal after that time period.

Requesting College Transcripts from Cincinnati State

To obtain a copy of a Cincinnati State transcript, students may request in person, by web (using MyServices if they are an active student), by mail, or by fax. Students may also email the form as an attachment to the Registrar's Office. All requests must include name, student ID or Social Security number, approximate dates attended, and the address to which the transcript should be sent. Students wishing to pick up the processed request should indicate so when the request is submitted. Requests must include the student's signature authorizing the College to release this information.

To request the transcript in person, the Office of the Registrar is open Monday through Thursday from 8 a.m. to 6:30 p.m. and Friday from 8 a.m. to 5 p.m. When requesting or picking up transcripts in person, a valid government issued photo identification or a SurgeCard is required.

To request transcripts by mail, please mail the request to:

Office of the Registrar
Cincinnati State Technical and Community College
3520 Central Parkway
Cincinnati, OH 45223-2690
Request forms may be faxed to (513) 569-1883.
Request forms may be scanned and emailed to
transcripts@cincinnatistate.edu.
Please note:

- Students who attended Cincinnati State after 1986 may request an official or unofficial transcript be printed in-person at the Office of the Registrar.
- Students who need their official transcript sent directly from the Office of the Registrar may request a transcript be sent to an individual or other institution designated by the student. Please allow five working days for staff to process such requests.
- Because records prior to 1986 may be on microfilm, allow ten working days for staff to process such requests.

For questions regarding ordering transcripts, please call the Office of the Registrar at (513) 569-1522.

All financial obligations to the College must be cleared before any transcripts are released.

Weather-Related Cancellation of Classes

In the event of adverse conditions, it may be necessary to cancel some class sessions. The College will rarely close completely. Local radio and television stations may begin announcing Cincinnati State's operating status as early as 6:15 a.m. on the day involved. The status of the evening classes will be handled by a separate announcement later in the day.

ACADEMIC INTEGRITY POLICY

Ethical conduct is the obligation of every member of the Cincinnati State community. Violations of academic integrity constitute serious breaches of ethical behavior. Academic integrity requires that all academic work be wholly the product of an identified individual.

Violations of Academic Integrity

The following acts of academic misconduct are subject to disciplinary actions as described below. Additional student responsibilities are described in the Cincinnati State Student Code of Conduct, published elsewhere in this catalog.

Cheating: Cheating includes, but is not limited to:

- Use of any unauthorized assistance in taking quizzes, tests, or examinations, or completing assignments.
- Dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or completing assignments.
- The acquisition, without permission, of tests or other academic materials belonging to a member of the College faculty or staff.
- Copying computer files, text, or images of other students or downloading information from the internet and representing this work as one's own.

Fabrication: The falsification or invention of any information or citation in an academic exercise. "Invented" information may not be used in any laboratory experiment or other academic exercise without authorization from the instructor. For example, it is improper to analyze one sample in an experiment and covertly "invent" data based on that single experiment for several more required analyses.

Facilitating academic dishonesty: Knowingly or negligently allowing one's own work to be used by other students or otherwise aiding in academic dishonesty.

Plagiarism: The representation of the words or ideas of another as one's own in any academic exercise. To avoid plagiarism, every direct quotation must be identified by quotation marks or by appropriate indentation and must be properly cited in the text or in a footnote. Acknowledgement is required when material from another source is paraphrased or summarized in whole or in part in one's own work. The correct form for documenting direct quotations and for acknowledging paraphrased material may be found in numerous writing manuals or handbooks. The English Department at Cincinnati State endorses the MLA style. However, some instructors may require other types of documentation. Students should refer to the instructor's syllabus and other course materials for guidance on the proper documentation style.

Denying others access to information or material: Denying others access to scholarly resources or deliberately impeding the progress of another student. Examples of offenses of this type include giving other students false or misleading information, making library material unavailable to others by stealing or defacing books or journals, or by deliberately misplacing or destroying reserved materials, stealing another's paper or project, or altering computer files that belong to another person.

Academic Integrity Violations Procedure

If an instructor has reason to believe a violation of academic integrity has occurred, the procedure will start in the classroom as outlined by the instructor's syllabus. Penalties imposed by the instructor are limited to those actions whose ramifications fall within the confines of the class, i.e., failure of the assignment or failure of the course. Only the Academic Vice President (AVP) can impose suspension or dismissal from the College. The instructor has the option of filing a report of the incident with the AVP for documentation purposes.

The instructor may proceed with a formal charge of academic dishonesty and recommended sanctions to the AVP. The AVP may administer the disciplinary action recommended by the faculty member or a penalty deemed more appropriate. If the student accepts the charge, the AVP will assign sanctions, and the case will be closed. If the student challenges the finding of the AVP and maintains his/her innocence, the case will move forward to an Academic Integrity Panel. The student must submit the challenge to the AVP within five working days of the AVP's notification of sanctions.

The Academic Integrity Panel consists of:
- Two students appointed by the Student Senate
- Two faculty members appointed by the Faculty Senate
- One dean appointed by the Academic Vice President

The case will be heard within 10 working days of receipt of the student's written challenge.

The student accused of Academic Dishonesty may be accompanied at the Academic Integrity hearing by a person or persons of his/her choice, not to exceed three individuals. The role of the persons accompanying the student is limited to providing support to the student. Individuals accompanying the student may not present information or answer questions in place of the student.

- Both the Academic Integrity Panel and the student may call witnesses for the hearing.
- All hearings will be closed.

The decision of the Academic Integrity Panel regarding the Academic Dishonesty violation is reached by majority vote in a session of panel members only. The decision of the panel is communicated in writing to the AVP, along with recommended sanctions, within 10 working days of the final day of panel hearings. The findings of the Academic Integrity Panel and penalty administered by the AVP are final.

Penalties

Possible sanctions are described in the Cincinnati State Student Code of Conduct. They include:
- Warning
- Probation
- Loss of privileges
- Fines
- Restitution
- Discretionary sanctions
- College suspension
- College expulsion

In each case of academic dishonesty that is brought forward to the office of Academic Affairs, the AVP or the Academic Integrity Panel determines the disciplinary action to be taken. The AVP administers the disciplinary action.

GRADING POLICIES

Grade Reports

Course grades are available to students at the end of each semester through the MyServices section of the College website. It is the student's responsibility to check his or her grades for accuracy. Any errors, discrepancies, or omissions should be reported to the instructor and/or division dean responsible for the course. Student concerns about grades should be made known within 30 days of the end of the semester for which the grade was issued. (See "Academic Appeals Procedures" elsewhere in this section.)

Grade Changes

Changes to course grades must be initiated by the instructor who issued the grade, and must be submitted to the appropriate division dean for approval no later than two semesters after the semester in which the grade was originally issued. The division dean forwards all approved grade changes directly to the Office of the Registrar for processing.

Grading Standards

The College does not have a universal policy or standard for determining grades for courses or assignments. Grading policies and procedures are the prerogative of each instructor. In some instances, academic departments or programs have established grading standards that apply to a particular course or group of courses. It is the student's responsibility to be aware of the instructor's grading policies, and to seek this information from the instructor if necessary.

Grading System and Credits Earned

The following system is used to record student achievement or status in courses:
Grade Point Value

Grade	Explanation	Grade Point Value Per Credit Hour
A	Excellent	4.000
B	Good	3.000
C	Average	2.000
D	Poor	1.000
F	Failure to complete course requirements	0.000
W	Withdrawal	Not Computed
AC	Advanced Placement Exam	Not Computed
CL	CLEP Credit	Not Computed
EC	Cincinnati State Proficiency Examination Credit	Not Computed
EL	External Certificate/Learning Exam	Not Computed
ET	External Formal Training Program	Not Computed
EX	Work Experience Credit	Not Computed
I	Incomplete	Not Computed
IP	Incomplete S/U	Not Computed
K	Transfer Credit	Not Computed
N	No Grade Reported	Not Computed
S	Satisfactory	Not Computed
TP	Tech Prep Credit	Not Computed
U	Unsatisfactory	Not Computed
VO	Vocational Teacher Referral Credit	Not Computed
X	Audit	Not Computed

Calculation of Grade Point Average (GPA)

Cumulative GPA is calculated as the total quality points earned (grade point value per credit hour, listed above) divided by the total credit hours attempted for courses bearing quality points at the College.

Semester GPA is calculated as the total quality points earned divided by the total credit hours attempted for courses bearing quality points for the semester.

Program GPA is calculated as the total quality points earned divided by the total credit hours attempted for all courses bearing quality points listed in the student's current audit curriculum. The audit curriculum is the list of requirements the student must complete in order to earn a degree or certificate. See "Program Graduation Requirements" later in this section for additional information.

Developmental Education or Academic Foundations courses and English as a Second Language courses, with course numbers in the format "DE 00XX," "ESL 0XX," "AFL 0XX," "AFM 0XX" are not calculated in the GPA.

Incomplete (I or IP)

A grade of I (incomplete) or IP (incomplete for classes graded on a pass/fail basis) is awarded at the discretion of the instructor. When unusual circumstances prevent a student from completing course requirements during the semester in which the student is enrolled, the instructor may agree to record a grade of I or IP until the final grade is established. Timetables and requirements for the completion of the course are the instructor's prerogative. If a final grade has not been submitted to the Office of the Registrar by the last instructional day of the following semester, a grade of F or U will be automatically recorded.

Satisfactory/Unsatisfactory Grades (S/U)

The grade of S represents satisfactory performance, or passing, in those courses graded satisfactory/unsatisfactory. Only the grades of C or higher are considered passing in the satisfactory/unsatisfactory system.

No Grade Reported (N)

An N grade is administratively assigned by the Office of the Registrar if no grades are reported by the instructor for an individual student or for an entire section of a course. A grade of N is not issued to individual students by the instructor.

Official Course Withdrawal (W)

Students who withdraw from a regularly-scheduled course after the Last Day to Drop a Course for the semester through the Last Day to Withdrawal receive a grade of W for the course. Students who withdraw from a flexibly-scheduled course after the day designated as the Last Day to Drop a Course for that course section through the day designated as the Last Day to Withdraw from that course section receive a grade of W for the course. A W grade is not computed in the student's GPA.

Audit (X)

Students interested in taking a course without receiving a grade or credit may register to audit the course. No college credit may be earned or later claimed for an audited course. Regular tuition is charged for courses being audited. Requirements for attendance, completion of assignments, and examinations are the prerogatives of the instructor of the course.

A student may not request a transfer from credit to audit or vice versa after the Last Day to Drop a Course for the semester.

Dean's List/Academic Merit

Students who earn in one semester 12 or more credit hours for academic courses for which quality points are awarded will qualify for dean's list status if their GPA for the current semester is 3.5 or greater and no grades of I, F, or U have been earned in the current semester. Academic Foundations courses are not included in GPA calculations for the dean's list.

Students who earn in one semester between six and 11 credit hours for academic courses for which quality points are awarded will qualify for academic merit status if their GPA for the current semester is 3.5 or greater and no grades of I, F, or U have been earned in the current semester. Academic Foundations courses are not included in GPA calculations for academic merit.

Students who receive a grade of N will not initially be eligible for dean's list or academic merit. To be eligible for dean's list or academic merit, the grade change for the N grade must be submitted to the Office of the Registrar by the end of the tenth instructional day of the following semester. Grade changes for N grades submitted after the tenth instructional day of the following semester will not be recalculated for dean's list or academic merit status. Recalculation for dean's list and academic merit status will be done only for N grades issued for the immediately preceding semester and only if the grade changes are submitted by the deadline.

Academic Probation, Suspension, and Dismissal

Cincinnati State students enrolled in a degree or certificate program must demonstrate satisfactory performance to remain in good academic standing at the College. Students who do not demonstrate satisfactory performance will be placed on academic probation. If the work of a student on probation does not improve, the student may be subject to academic suspension and then academic dismissal from the College. A student cannot graduate from a degree or certificate program while on academic probation or academic suspension.

Academic Warning
Students will be placed on academic warning if at least one of these conditions has occurred:

- The student has attempted 12 or more college level credits and has a semester GPA below 2.0
- The student has earned a semester grade of F in one Academic Foundations course or English as a Second Language course

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

Academic Probation
Students will be placed on academic probation if at least one of these conditions has occurred:

- The student has attempted 12 or more college level credits and has a cumulative GPA below 2.0
- The student has earned a semester grade of F in more than one Academic Foundations course or English as a Second Language course

A student on academic probation must:

1. Meet with an advisor prior to registering for classes. The number of credits for which the student may register will be determined in consultation with the advisor, up to a maximum of 12 credits.
2. Develop a plan for achieving academic success. This plan may be completed during an advising appointment or as part of other activities the College may offer.
3. Register for classes during the On Time Registration period. Students on academic probation are not permitted to register during the Late Registration period.

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

- A student who is on academic probation due to a cumulative GPA below 2.0 earns a semester GPA below 2.0 in the subsequent semester.
- A student who is on academic probation due to failing more than one Academic Foundations or English as a Second Language course in a semester fails another Academic Foundations or English as a Second Language course in the subsequent semester.

A student on academic suspension may not register for any courses at Cincinnati State for two semesters, and may not represent the College or participate in College-sponsored activities, except activities intended to help the student improve his or her academic performance.

A student may appeal the academic suspension through a written request to the Academic Vice President. The written request must include a rationale for the appeal and supporting documentation. The decision of the Academic Vice President is final.

Returning after Academic Suspension
A student who is returning to the College after academic suspension must adhere to the following conditions:

- The student must meet with his or her program chair or academic advisor to determine a plan for academic success
- The student must have permission from his or her program chair or academic advisor before registering for any classes
- The student must maintain a semester GPA of 2.0 or higher in every enrolled semester and must earn a grade of C or higher in all Academic Foundations and English as a Second Language classes. The student will continue to be considered on academic probation as long as the student's cumulative GPA is below 2.0.

In addition, it is strongly suggested that the student schedule an Academic Counseling session in the Counseling Center.

Academic Dismissal
Cincinnati State expects students to demonstrate continued academic success while enrolled at the College. A student who has returned to the College after academic suspension and is still on probation (because of a cumulative GPA below 2.0) is expected to raise his or her cumulative GPA to 2.0 or higher by the time the student has earned 24 additional credits. Failure to attain a cumulative GPA of 2.0 or above after returning from academic suspension and completing 24 additional credits will result in academic dismissal.

A student who has been academically dismissed may not register for any courses for a period of three semesters.

A student may appeal the academic dismissal through a written request to the Academic Vice President. The written request must include a rationale for the appeal and supporting documentation. The decision of the Academic Vice President is final.

COOPERATIVE EDUCATION PROGRAM POLICIES

The cooperative education program is an integral part of Cincinnati State's past growth, current strength, and continued success. The College's commitment to cooperative education is reflected in the curricula of most of the associate's degree programs.

Co-op Education Requirements

Cincinnati State values the cooperative education experience. Each division of the College establishes its own policies regarding how students may fulfill co-op requirements. Students should refer to the academic division sections of this catalog for specific information on how the divisions expect students to meet cooperative education requirements.

Co-op Registration Policy

- No student may report to his or her co-op job until he or she has registered and paid for co-op.
- A student failing to register for co-op is not eligible to receive co-op credit for that semester.
- Employers of co-op students who fail to register for co-op are notified by the coordinator that the student no longer has co-op status. The employer has the option to allow the student to continue to work full-time without co-op status or to terminate employment. This decision is made by the employer.

Academic Eligibility Requirements for Co-op

To be eligible for placement in cooperative education employment (or clinical experience/directed practice), students must maintain the required grade point average (GPA) as stated in the College catalog (see "Academic Probation and Dismissal" in this section of the catalog). Students must also demonstrate satisfactory proficiency in core or other required courses. Students who do not maintain the required GPA are not eligible for cooperative education or clinical experience/directed practice without the permission of the program coordinator. Refer to the division sections of the catalog for additional requirements.

Obtaining Co-op Education Assignments

The College has been quite successful in placing most students in cooperative education jobs; however, there is no absolute guarantee of initial or continuing employment. The employer is solely responsible for decisions about hiring, retention, dismissal, promotion, or demotion of a cooperative education student. Initial and continuing employment depends on the skills, aptitudes, and behaviors the individual student offers to each potential employer.

Withdrawal From Co-op/Clinical Experience

If a student is removed from a cooperative education or clinical experience course due to unsatisfactory performance, and the student subsequently withdraws from that course, the faculty member responsible for the course, with the approval of the division dean, may remove the W and assign a grade of U or F.

GRADUATION REQUIREMENTS

Graduation Requirements

To qualify for an associate's degree, a student must be admitted to a degree or certificate program, complete the program requirements as identified in the audit curriculum, attain at least a 2.0 cumulative and program GPA, and petition to graduate.
Completion is defined as earning the grade A, B, C, D, or S for any course. An earned D may not count toward graduation, depending on program and/or division policies.

As part of the graduation requirements for the Associate of Applied Business (AAB), Associate of Applied Science (AAS), Associate of Individualized Study (AIS), and Associate of Technical Study (ATS) degrees, a student must complete at least 15 credit hours in general education areas, distributed as follows:

- Communication Skills – 9 credits
  6 credits written communication (department code ENG)
  3 credits oral communication (department code COMM)

- Social Sciences and Humanities –
  6 credits selected from these areas:
  Social/Behavioral Sciences, including:

economics	(department code ECO)
geography	(department code GEO)
history	(department code HST)
labor relations	(department code LBR)
political science	(department code POL)
psychology	(department code PSY)
sociology	(department code SOC)

  Arts/Humanities, including:

art	(department code ART)
communication	(department code COMM, but not including course taken to meet oral communication requirement)
culture studies	(department code CULT)
foreign languages	(department codes FRN, SPN)
literature	(department code LIT)
music	(department code MUS)
philosophy	(department code PHI)
religion	(department code REL)
theatre	(department code THE)

Students seeking an AAB, AAS, AIS, or ATS degree should consult the curriculum for their program, published elsewhere in this catalog, to determine how the general education requirements should be met. Individual degree programs may require students to complete program-specified general education courses, or may permit students to choose some general education elective courses. Transfer credit for social sciences or humanities courses completed at another institution, in disciplines not listed above, may be applied toward Cincinnati State graduation requirements, with the program chair and division dean's permission.

Students seeking the Associate of Arts or Associate of Science degree must meet the general education requirements described for these degrees in the Humanities and Sciences division section of this catalog.

College Orientation Requirement

All Cincinnati State students who enroll in a degree program are required to complete one college orientation course: FYE 100, College Survival Skills; FYE 105, College Success Strategies; or FYE 110, Community College Experience.

The orientation course must be completed as part of the first semester of classes taken at Cincinnati State. Students in the Cincinnati State Honors Program fulfill the orientation course requirement by completing HNR 100, Orientation to Honors.

Some certificate programs also require students to complete FYE 100, FYE 105, or FYE 110. Each certificate program that requires completion of an orientation course is indicated in the curriculum published in this catalog.

Degree-seeking or certificate-seeking students who have already successfully completed 12 or more semester credits of college-level courses at another college or university and have received Cincinnati State transfer credit for these courses are not required to complete an orientation course.

The orientation courses FYE 100, FYE 105, and FYE 110 introduce students to the college experience and to Cincinnati State's expectations and resources for new students. The orientation course earns college credit, but it does not fulfill general education or core course requirements for degree or certificate programs.

Graduation Honors

Associate's degree candidates who earn at least 30 semester credit hours at Cincinnati State and achieve a cumulative grade point average of 3.500 or higher will graduate with honors. Honors are classified as follows:

Cum Laude	3.500 - 3.799
Magna Cum Laude	3.800 - 3.899
Summa Cum Laude	3.900 - 4.000

Honors designations in the printed program at commencement are projected based on cumulative GPA calculations made at the end of the Fall semester. The student's GPA at the conclusion of their degree requirements will determine the final honors designation.

Graduation Petition

All students who wish to graduate from Cincinnati State must file a Petition to Graduate with the Office of the Registrar. The purpose of this Petition is to verify that the student will meet all degree or certificate requirements prior to graduation. The petition must be filed in the Office of the Registrar during the registration period of the student's last semester. Students should check their Degree Audit and meet with their academic advisor regularly to make sure they are on track to graduate. Specific graduation petition deadlines can be found on the Calendar of Important Dates in the Registrar's section of the College website.

A student's graduation date is the last day of the academic semester in which the student completes all requirements. This date is the official date of graduation that is listed on the student's academic transcript.

If a student does not meet all requirements for graduation during the semester in which they petition, the Office of the Registrar or academic advisor may move the petition to the next semester. The College holds only one commencement ceremony each year.

Participation in Commencement

A student may participate in the annual commencement ceremony if he or she meets all of the following requirements:

- The student will satisfactorily complete all requirements for an associate's degree during or before the semester immediately preceding commencement, or the student can complete all remaining degree requirements during the semester immediately following commencement. The ability to complete requirements in the semester immediately following commencement is defined as needing no more than 15 credits, which may include the final cooperative education, clinical, or internship placement.
- Students earning a certificate which requires 30 or more credits may participate in commencement if all certificate requirements will be completed during or before the semester immediately preceding commencement.
- The student has submitted a petition to graduate to the Office of the Registrar, by the published deadline applicable to the semester when the student will complete all degree requirements.
- The student has submitted an Intent to Participate form by the published deadline.

Program Graduation Requirements (Degree Audit Curriculum)

Requirements for each degree and certificate program at Cincinnati State are published each year in this catalog. A student is expected to fulfill the requirements in effect for the catalog year in which they are admitted to the program. This set of requirements may be referred to as the student's Academic Evaluation or Degree Audit curriculum. Students can review a copy of their Degree Audit curriculum using the MyServices section of the Cincinnati State website.

A student readmitted to the College after an absence of a year or more is expected to fulfill the requirements in effect at the time of readmission. Any course substitutions or waivers granted prior to readmission will not carry forward and apply toward the new requirements. Students who requested course substitutions or waivers previously must request them again and ask that they be applied toward the new catalog year.

Students should consult their program chair or academic advisor to discuss any changes made to program requirements that could affect progress toward completing the degree or certificate program.

Residency Requirement for Certificate Programs

To qualify for a certificate, students must be admitted to a certificate program, fulfill the certificate program requirements, complete a minimum of 50% of their certificate program requirements at Cincinnati State, attain at least a 2.0 cumulative and program GPA, and petition to graduate.

Residency Requirement for Degree Programs

Students seeking a degree at Cincinnati State Technical and Community College, except those seeking the Associate of Technical Studies or Associate of Individualized Study degrees, must complete at least 30 credit hours of college-level, non-co-op/non-clinical credit hours at Cincinnati State. Credit hours earned in courses which combine class and lab hours will be considered non-clinical credit hours for the purpose of the residency requirement.

Students seeking an Associate of Applied Business or Associate of Applied Science degree must earn a minimum of 15 credit hours of college-level, non-co-op-/non-clinical technical coursework (as identified in the Associate Degree Program Summary/Academic Evaluation) required for their program at Cincinnati State. The resident credit hours required for the degree program are applicable to the College residency requirement.

Advanced standing credit is not applicable to the College residency requirement. Credit earned at Cincinnati State through the Greater Cincinnati Consortium of Colleges and Universities is applicable to the College residency requirement.

In Associate of Technical Study and Associate of Individualized Study programs, the residency requirement shall be no less than 20 credits at Cincinnati State.

Students who transfer to Cincinnati State from another accredited Ohio college or university with a completed Transfer Module are subject to the guidelines in the "State of Ohio Policy for Institutional Transfer" statement found elsewhere in this catalog.

Cincinnati State

2013-2014 Catalog

STUDENT RIGHTS AND RESPONSIBILITIES

STUDENT RIGHTS AND RESPONSIBILITIES

In healthy communities organized along democratic principles, participants recognize rights as well as responsibilities. This section of the catalog outlines certain rights and responsibilities as they apply to students. It opens with a discussion of Cincinnati State's embrace of a broad statement of Student Rights and Freedoms, then moves to specific legal rights that are detailed in state and federal law involving privacy and discrimination on the basis of race, gender, religion, sexual orientation and the like. It also discusses a student's right to be free from sexual harassment, and to enjoy a drug-free environment. The section on responsibilities deals mainly with the Student Code of Conduct, the College's policy on responsible use of information technology and peer-to-peer file sharing, and the College's policy on such matters as weapons and alcohol on campus.

The College's policy on Academic Integrity is covered in the Academic Policies and Procedures section of this catalog.

STUDENT RIGHTS

Introduction

An important part of the mission of the College is the adherence to the principles of student rights and freedoms, as amplified by the "Joint Statement on Rights and Freedoms of Students," which was originally formulated in 1967 and subsequently modified by representatives of the American Association of University Professors, United States Student Association, Association of American Colleges, National Association of Student Personnel Administrators, National Association for Women Educators, and a number of other professional bodies. These principles speak to the standards and responsibilities of the academic community to ensure student access to education; free discussion in the classroom; maintenance of student records; the freedom to form organizations that promote the common interests of students, and the freedom of inquiry and expression; student participation in institutional government; as well as expectations of student conduct, and the exercise of rights of citizenship. Complete copies of the statement are available from the Dean of Enrollment and Student Development.

Non-Discrimination Policy

Cincinnati State Technical and Community College affirms that no person shall, on the basis of race, color, national origin, sex, and/or disability, be denied the benefits of, or be subjected to discrimination under any educational program or activity conducted under its auspices. This shall extend to employees therein and admission thereto. Inquiries concerning the application of this policy should be referred to the coordinator designated below.

Complaints under Title VI (race, color and national origin), Title IX (sex), and/or Section 504 (disability) should be referred to:

Director, Organizational Development and Human Resources
Cincinnati State Technical and Community College
3520 Central Parkway
Cincinnati, Ohio, 45223-2690

(513) 569-1759 phone
(513) 569-1719 fax

Dissemination Procedure
This policy shall be disseminated through the following means:
- Cincinnati State website
- Student Handbook
- College Catalog
- Administrator's Manual
- Student Code of Conduct (by reference)
- Adjunct Handbook
- New Employee Orientations
- College-wide postings
- Admissions Book
- First Year Education (FYE) course, required of all new students

Legal References:
- Civil Rights Act of 1964, as amended in 1972, Title VI, Title VII
- Executive Order 11246, 1965, as amended by Executive Order 11375
- Equal Employment Opportunity Act of 1972, Title VII
- Education Amendments of 1972, Title IX (P.L. 92-318)
- 45 CFR, Parts 81, 86 (Federal Register June 4, 1985, August 11, 1975)
- Public Law 93-162 (Section 504)

Title IX and Section 504 Grievance Procedures

In accordance with federal and state Office for Civil Rights (OCR) guidelines, any student who believes that Cincinnati State or any of the College's staff, instructors, and/or administrators have inadequately applied the principles and/or regulations of Title VI of the Civil Rights Act of 1964 (race, color, national origin), Title IX of the Education Amendment Act of 1972 (sex/gender), and/or Section 504 of the Rehabilitation Act of 1973 (disability) may bring forward a complaint which shall be referred to as a formal grievance.

The complainant may file her/his complaint directly with the OCR, United States Department of Education, and/or use the internal grievance set forth as follows:

Step 1
An alleged formal discrimination grievance complaint should first be made to the College's Title VI/Title IX/Section 504 coordinator within 10 school days from the date of the incident.

Title VI/Title IX/Section 504 Coordinator:
Director, Organizational Development and Human Resources
Cincinnati State Technical and Community College
3520 Central Parkway
Cincinnati, Ohio, 45223-2690

(513) 569-1759 phone
(513) 569-1719 fax

Step 2
If not resolved at Step 1, the decision may be appealed to the College's Executive Vice President, who functions as the final mediator at the local level, within five school days from the date of the Step 1 decision.

Step 3
If not resolved at Step 2, the decision may be appealed by the complainant to the OCR, U.S. Department of Education, 55 Erieview Plaza, Room 300, Cleveland, Ohio, 44114-1816.

Sexual Harassment

Cincinnati State affirms its commitment to ensuring an environment for all employees and students which is fair, humane, and respectful –- an environment which supports and rewards employee and student performance on the basis of relevant considerations such as ability and effort. Behaviors which inappropriately assert sexuality as relevant to employee or student performance are damaging to this environment.

Title VII of the Civil Rights Act of 1969 and Title IX of the Educational Amendments of 1972 as interpreted by Federal Regulation prohibit sexual harassment.

Sexual favors may not be required explicitly or implicitly as a term or condition of an individual's employment or student status. The submission to or rejection of sexual favors may not be used as a basis for employment or educational decisions. Sexual conduct which has the purpose or effect of unnecessarily interfering with an individual's work or student performance or creating an intimidating, hostile, or offensive working or educational environment is prohibited.

Such conduct may include:
- Verbal harassment or abuse
- Subtle pressure for sexual activity
- Sexist remarks about a woman's or man's clothing, body, or sexual activities
- Unnecessary touching, patting, or pinching
- Leering or ogling of a woman's or man's body
- Constant brushing against a woman's or man's body
- Demanding sexual favors accompanied by implied or overt threats concerning one's job, grades, letters of recommendation, etc.
- Physical assault

Where to get help
If a student believes he or she is being subjected to sexual harassment, that individual should contact:

Director, Organizational Development and Human Resources
Cincinnati State Technical and Community College
3520 Central Parkway
Cincinnati, Ohio, 45223-2690

(513) 569-1759 phone
(513) 569-1719 fax

RELEASE OF INFORMATION

Release of Information

Federal law and Cincinnati State's own policies impose certain limitations on the information that may be released without a student's consent.

Cincinnati State, in accordance with the Family Educational Rights and Privacy Act of 1974 (FERPA), as amended, has designated the following information regarding its students as directory (public) information that may be released without the written consent of the student:

- Name
- Program
- Participation in officially recognized activities and sports
- Weight and height of members of intercollegiate athletic teams
- Dates of attendance
- Degrees and awards received (including dates of graduation and major)
- Most recent previous educational agency or institution attended
- Enrollment status (part-time or full-time), including date(s) of change(s) in status if specifically requested.

All other information is confidential and will be released to individuals or agencies outside of the College only with written consent from the student; as otherwise required by law; or to Cincinnati State's academic partners as described below.

Students have the right to withhold directory information from the public if they desire. Each student who wants all directory information withheld is required to inform the Office of the Registrar in writing. At least five days should be allowed for processing such requests.

Upon receipt of a written request to withhold directory information, the Office of the Registrar will place a hold on the student's record alerting staff in the Office of the Registrar the student has requested that no information be provided. No information will be released, regardless of any authorizations the student has completed either before or after notification has been submitted to the Office of the Registrar.

Cincinnati State has established formal academic partnerships with several four-year colleges and universities to facilitate transfer of Cincinnati State graduates to baccalaureate programs. Directory information plus addresses, telephone numbers, and e-mail addresses of Cincinnati State students, with 80+ credit hours earned and 2.00 minimum grade point average, will be provided periodically to Cincinnati State's academic partners.

Cincinnati State receives many inquiries for directory information from various sources, including prospective employers, insurance companies, loan agencies, other institutions of higher education, government agencies, and news media. All students are advised to carefully consider the consequences of a decision to withhold directory information. If a student requests to have directory information withheld, the student is required to provide written consent to the Office of the Registrar for any and all information to be released. Students requesting that directory information be withheld are not able to register through the web registration service.

Photographs and/or films of students for informational, promotional and recruitment purposes are taken throughout the school year. Students who do not wish to be included in these visuals must inform the Vice President, Marketing and Communications prior to such events, and should make their wishes known if they are in the vicinity of such activity.

Notification of Rights under the Family Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their educational records. They include:

1. The right to inspect and review the student's educational records within 45 days of the date that Cincinnati State receives a request for access. Students should submit to the registrar, dean, program chair, or other appropriate official, a written request that identifies the record(s) they wish to inspect. The College official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the College official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to ask the College to amend a record that a student believes is inaccurate or misleading. The student should write the College official responsible for the record, clearly identify the part of the record he or she believes should be changed, and specify why it is inaccurate or misleading.
   - If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

a. The right to consent to disclosure of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to schools officials with legitimate educational interests. A school official is:
   - A person employed by the College in an administrative, supervisory, academic or research, or support staff position

(including law enforcement unit personnel)
- A person or company with whom the College has contracted (such as an attorney, auditor, or collection agent)
- A person serving on the Board of Trustees; or a student-serving on an official committee, such as disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

4. A College official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Cincinnati State to comply with the requirements of FERPA. The name and address of the office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-4605.

For more information, please visit the College website at www.cincinnatistate.edu or contact the Office of the Registrar at 513-569-1522.

Health Insurance Portability & Accountability Act of 1996 (HIPAA)

Students may be required to provide medical or psychological records to Cincinnati State in order to document and receive certain specialized services. These records are confidential and protected under the Health Insurance Portability and Accountability Act of 1996 (HIPAA) until they are provided to Cincinnati State. At that point they become education records and come under the protection of the Family Educational Rights and Privacy Act of 1974 (FERPA). Both these acts have strict rules to protect personal confidential information. Questions regarding privacy and confidentiality issues should be addressed to the Registrar's office.

Solomon Amendment

In compliance with the Solomon Amendment which became effective on April 1, 1997, Cincinnati State must supply the following information (if captured) to representatives of any branch of Federal Armed Forces for the purpose of federal recruiting:
- Student name
- Address
- Telephone number
- Major
- Date and place of birth
- Level of education
- Degree(s) received
- Prior military experience
- Most recent previous educational institution enrolled

Cincinnati State will only release this information without the student's written prior consent if it is required to do so in compliance with the Solomon Amendment, and upon the written request of an official representative of the federal Armed Forces. Please review the above section for information pertaining to the release of directory information.

SUBSTANCE ABUSE POLICY

Cincinnati State prohibits the unlawful manufacture, possession, use, or distribution of drugs on its property or as a part of its activities. Cincinnati State also prohibits the use or possession of alcoholic beverages on campus property except as authorized by campus policy. Students and staff may be accountable to both civil authorities and to the College administration for drug and alcohol-related actions which are a violation of federal, state, or local laws, or the College policy as stated below. In 1989, the College Board of Trustees approved the Drug-Free Workplace policy found below.

Policy for Drug-Free Workplace

The unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the Cincinnati State workplace. Employees who violate this prohibition are subject to disciplinary action up to and including immediate discharge.

All employees are obligated to the terms of this policy and must notify their immediate supervisor of conviction for any criminal drug statute violation occurring in the workplace no later than five days after such conviction.

Each employee of the College will receive a written copy of this policy statement regarding a Drug-Free Workplace and will be notified that, as a condition of employment, he or she must abide by this policy statement and notify the employer of any criminal drug statute conviction for a violation occurring in the workplace not later than five days after such conviction.

Upon receiving notice that an employee who is engaged in the performance of a federal contract has had any criminal drug statute conviction for a violation occurring in the workplace, Cincinnati State will notify the federal contracting agency within 10 days. The College will impose a sanction on, or require participation in, a drug abuse assistance/rehabilitation program by the convicted employee.t

Alcohol and the Law

Individuals have a responsibility to follow the laws of the city, state, and nation. Those who fail to live up to that responsibility face certain penalties. Some of the potential legal consequences of committing an alcohol-related criminal offense are listed in this statement.

Open Container: It is illegal to possess in public an open container of an alcoholic beverage. If convicted of this offense, the maximum penalty is a $100 fine. Consumption of alcohol in a motor vehicle is a fourth degree misdemeanor with maximum penalties of 30 days imprisonment, a $250 fine, or both.

Providing Alcohol to an Underage Person: A person who furnishes alcohol to an underage person is guilty of a first-degree misdemeanor. The maximum penalties associated with this offense are six months imprisonment, $1,000 fine or both. A social host, therefore, risks being fined and imprisoned when he or she furnishes alcohol to a person he or she knows or should know is not 21 years of age.

Serving Alcohol at Campus Events: Only students who are age 21 or older may serve alcohol at the Summit Restaurant or at events on campus where alcohol is served.

Underage Consumption, Purchase or Possession of Alcohol: The legal drinking age in Ohio for consumption of an alcoholic beverage is 21 years old. Anyone purchasing, possessing, or consuming alcohol prior to their twenty-first birthday is guilty of a first-degree misdemeanor. The maximum penalties associated with this offense are six months imprisonment, a $1,000 fine, or both. A 20-year-old student, therefore, risks being imprisoned and fined when he or she decides to drink alcohol. No student under age 21 may consume alcohol on campus.

STUDENT RESPONSIBILITIES

Student Code of Conduct

Introduction and Purpose

The student code of conduct is established to foster and protect the core missions of the College, to foster the scholarly and civic development of the College's students in a safe and secure learning environment, and to protect the people, properties and processes that support the College and its missions. The core mission of the College is to provide student focused, accessible quality technical and general education, academic transfer, experiential and cooperative education, and workforce development.

Information and/or complaints regarding academic misconduct such as cheating, plagiarism, fabrication, or other forms of academic dishonesty will be referred to the Dean of the academic division in which the course is taught. The Academic Integrity Policy and Violations Procedure is provided in the Academic Polices and Procedures section of this catalog.

Jurisdiction

The code applies to the on-campus conduct of all students and registered student organizations. The code also applies to the off-campus conduct of students and registered student organizations in direct connection with:

1. Academic course requirements or any credit or non-credit bearing experiences, such as internships, co-ops, field trips, study abroad, or student teaching;
2. Any activity supporting pursuit of a degree, such as research at another institution or a professional practice assignment;
3. Any activity sponsored, conducted, or authorized by the College or by registered student organizations;
4. Any activity that causes substantial destruction of property belonging to the College or members of the College community or causes serious harm to the health or safety of members of the College community

The College reserves the right to administer the code and proceed with the hearing process even if the student withdraws from the College, is no longer enrolled in classes, or subsequently fails to meet the definition of a student while a disciplinary matter is pending.

Students continue to be subject to city, state, and federal laws while at the College, and violations of those laws may also constitute violations of the code. In such instances, the College may proceed with College disciplinary action under the code independently of any criminal proceeding involving the same conduct and may impose sanctions for violation of the code even if such criminal proceeding is not yet resolved or is resolved in the student's favor.

Definitions

1. The term "COLLEGE" means Cincinnati State Technical and Community College.
2. The term "STUDENT" includes all persons taking courses (credit or non-credit) at the College both full-time and part-time, pursuing undergraduate or professional studies and those who attend other post-secondary educational institutions at a Cincinnati State location. Persons who are not officially enrolled for a particular term but who have a continuing relationship with the College are considered "students."
3. The term "FACULTY MEMBER" means any person hired by the College to conduct classroom activities.
4. The term "COLLEGE OFFICIAL" includes any person employed by the College performing assigned administrative or professional responsibilities.
5. The term "MEMBER OF THE COLLEGE COMMUNITY" includes any person who is a student, faculty member, College official or any other person employed by the College. A person's status in a particular situation shall be determined by the Dean of Enrollment and Student Development.
6. The term "COLLEGE PREMISES" includes all land, buildings, facilities, and other property in the possession of or owned, used, leased, or controlled by the College including adjacent streets and sidewalks.
7. The term "ORGANIZATION" means any number of persons who have complied with the formal requirements for College recognition or registration.
8. The term "JUDICIAL BODY" means any person or persons authorized by the Dean of Enrollment and Student Development to determine whether a student has violated the student code and to recommend imposition of sanctions.
9. The term "JUDICIAL ADVISOR" means the Dean of Enrollment and Student Development or a College official authorized on a case-by-case basis by the Dean of Enrollment and Student Development to impose sanctions upon students found to have violated the student code of conduct. The Dean of Enrollment and Student Development may authorize a judicial advisor to serve simultaneously as a judicial advisor and the sole member or one of the members of a judicial body. Nothing shall prevent the Dean of Enrollment and Student Development from authorizing the same judicial advisor to impose sanctions in all cases.
10. The term "APPELLATE PANEL" means any person or persons authorized by the Dean of Enrollment and Student Development to consider an appeal from a judicial body's determination that a student has violated the student code of conduct or from the sanctions imposed by the judicial advisor.
11. The term "SHALL" is used in the imperative sense.
12. The term "MAY" is used in the permissive sense.
13. The Dean of Enrollment and Student Development (Dean) is that person designated by the College President to be responsible for the administration of the student code of conduct.
14. The term "POLICY" is defined as the written regulations of the College as found in, but not limited to, the College catalog.
15. The term "PRIVILEGES" includes, but is not limited to: (1) use of College facilities (game room, fitness center, etc.), (2) ability to be on campus outside of class times.

Prohibited Conduct

Any student found to have engaged, or attempted to engage, in any of the following conduct while within the College's jurisdiction, will be subject to disciplinary action by the College.

Level I Prohibited Behaviors –
First Time Misconduct or Minor Violations

Level I Prohibited Behaviors may include the following sanctions, or other appropriate sanctions as determined:

- Written warning
- Temporary loss of privileges
- Monetary restitution
- Referral to counseling
- Attendance at selected workshops
- An educational assignment, and/or
- Work/service restitution

A.1 Disruption of, or interference with, any College activity, including teaching, administration, or other public service functions on or off campus, or other authorized non-College activities, when the act occurs on College premises and does not involve bodily injury to any person;

A.2 Public intoxication or the use, possession, sale, attempted sale, barter, exchange, gift or distribution of alcoholic beverages except as expressly permitted by law and College regulations;

A.3 Attempted or actual theft of and/or damage to property

of the College or property of a member of the College community or other personal or public property on campus, the total value which does not exceed $100.00;

A.4 Misuse or misappropriation of College funds which does not exceed $100.00;

A.5 Gambling, including unlawful games of chance for money or anything of value and the sale, barter, or other disposition of a ticket, order, or any interest in a scheme of chance by any name;

A.6 Solicitation, distribution, selling or promotion of materials on Cincinnati State owned or controlled property. Exceptions include recognized student organizations after registering with the appropriate College official or permission from the event scheduling office.

A.7 Violation of a College rule, a city, county ordinance or a federal or state misdemeanor offense involving no bodily injury or threat of bodily injury to any person;

A.8 Failure to comply with the directions of College officials or law enforcement officers acting in the performance of their duties, and/or failure to identify oneself to these persons when requested to do so;

A.9 Participation in a campus demonstration or unauthorized assembly that disrupts the normal operations of the College and infringes on the rights of other members of the College community; leading or inciting others to disrupt scheduled activities in any campus building or area; or intentional obstruction that unreasonably interferes with freedom of movement, either pedestrian or vehicular, on campus;

A.10 Permitting another to use his or her College identification card, impersonating another, or misrepresenting authorization to act on behalf of another;

A.11 Knowingly instituting a false charge against another person;

A.12 Unauthorized use, alteration or in any way tampering with fire equipment, safety devices or safety equipment;

A.13 Permitting someone other than a registered student or other authorized person to be in classrooms, labs, or other instructional facilities. Children who are in any campus facility must be supervised by a responsible person at least 16 years of age or older.

A.14 Abuse of the judicial system, including but not limited to:

(i) failure to obey the summons of a judicial body or College official.

(ii) falsification, distortion, or misrepresentation of information before a judicial body.

(iii) disruption or interference with the orderly conduct of a judicial proceeding.

(iv) institution of a judicial proceeding knowingly without cause.

(v) attempting to discourage an individual's proper participation in, or use of, the judicial system.

(vi) attempting to influence the impartiality of a member of a judicial body prior to, and/or during, and/or after a judicial proceeding.

(vii) harassment (verbal or physical), and/or intimidation of a member of a judicial body prior to, during and/or after a judicial proceeding.

(viii) failure to comply with the sanction(s) imposed under the student code.

(ix) influencing or attempting to influence another person to commit an abuse of the judicial system.

A.15 Violation of published College policies, rules or regulations.

A.16 Using electronic or other means to make a video or photographic record of any person in a location where there is a reasonable expectation of privacy without the person's prior knowledge, when such a recording is likely to cause injury, distress, or damage to reputation. This includes, but is not limited to, taking video or photographic images in shower/locker rooms or restrooms. The storing, sharing, and/or distributing of such unauthorized records by any means is also prohibited.

A.17. Engaging in online behavior that violates the College's Student Code of Conduct described above. Such conduct if it is brought to the attention of a College official will be treated as any other violation of the Student Code of Conduct.

Level II Prohibited Behaviors –
Repeat Misconduct or More Serious Misconduct

Level II Prohibited Behaviors may include the following sanctions, or other appropriate sanctions as determined:

- Written warning
- Temporary loss of privileges
- Written reprimand
- Monetary restitution
- Work/service restitution
- Referral to a counselor
- Educational assignment
- Withdrawal from current classes
- Probation
- Suspension (including specific conditions for readmission) and/or, Permanent loss of privileges

B.1 Physical abuse, verbal abuse, threats, intimidation, stalking, coercion and/or conduct that threatens or endangers the health and safety of any person;

B.2 Use, possession, sale, attempted sale, barter, exchange, gift or distribution of narcotic or other controlled substances, or drug paraphernalia, except as expressly permitted by law;

B.3 Attempted or actual theft of and/or damage to property of the College or property of a member of the College community or other personal or public property, the total value of which equals or exceeds $100.00;

B.4 Misuse or misappropriation of College funds which equals or exceeds $100.00;

B.5 Acts of dishonesty, including, but not limited to, the following:

a. Furnishing false information to a College official or faculty member,

b. Forgery, alteration, or misuse of any College document, record, or instrument of identification,

c. Tampering with the election of any College recognized student organization.

B.6 Hazing of any individual or organization. Hazing is defined as an act that endangers the mental or physical health or safety of a student, or that destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition of continued membership in a group or organization, for which the acts do not result in bodily injury to any person;

B.7 Theft or abuse of computer time, including, but not limited to:

a. Unauthorized entrance into a file to intentionally damage, disable or impair computing or telecommunications equipment or software,

b. Acquisition or use of software that does not adhere to applicable software licenses and copyright laws or is not consistent with College computer use policies,

c. Introduction of viruses or other destructive software in College computer facilities,

d. Unauthorized transfer of a file.

e. Unauthorized use of another individual's identification and password.

f. Use of computing facilities to interfere with the work of another student, faculty member, or College official.

g. Use of computing facilities to interfere with the normal operation of the College computing systems.

h. Any violation of the Cincinnati State acceptable use of Information Technology Policy found in the College catalog.

i. Library: For more information see course catalog and web site.
j. Use of computer facilities to send obscene messages and/or images.
k. Unauthorized access to secured computer labs.

B.8 Unauthorized or fraudulent use of the College name, seal, emblem, nickname, mascot, or motto;

B.9 Unauthorized entry and/or occupancy of College facilities, including unauthorized possession, duplication, or use of keys to any College facility;

B.10 Harassment. Violations of this policy include, but are not limited to:
a. Any act, display, or communication that would cause a reasonable person to fear for his or her personal safety. This includes, but is not limited to, physical coercion and/or restraint.
b. Any act, display, or communication that causes substantial injury and/or distress on the part of the person or persons to whom it is specifically directed that results in the individual being deprived of educational activities or opportunities. This includes, but is not limited to, unwanted sexual advances and/or request for sexual favors.
c. Any attempt to repeatedly make contact, either in person or electronically, with a person over his/her stated objections, when such contact serves no legitimate purpose. This includes, but is not limited to, intentionally following another person in or about a public place or places.

B.11 Conduct which is disorderly, lewd, or indecent; which constitutes a breach of peace; or which is aiding, abetting, or procuring another person to breach the peace on College premises or at functions sponsored by, or joined by, participated in by, the College.

B.12 Trespass on College grounds – unauthorized entry into restricted areas, entry into College buildings when College is closed to the public.

B.13 A second violation of any Level I Offense by the same student.

Level III Prohibited Behaviors – Major Misconduct
Level III Prohibited Behaviors may include the following sanctions, or other appropriate sanctions as determined:
- Temporary loss of privileges
- Written reprimand
- Educational assignment
- Monetary restitution
- Work/services restitution
- Referral to counseling
- Probation and permanent loss of privileges
- Withdrawal from current classes
- Suspension (including specific conditions for readmission), and
- Dismissal (no readmission permitted)

C1. Use, possession, or carrying of firearms (including, but not limited to, pistols, rifles, shotguns, or ammunition), incendiary devices, smoke devices, knives, explosives or other dangerous weapons while on College owned or controlled property, or at College sponsored or supervised activities, except by College and other police officers and other persons specifically authorized by the College;

C.2 Any action that causes or attempts to cause a fire, explosion, or other damage; any threats (such as bomb threats, or intentionally false reporting of a fire; any tampering with safety devices; or the failure to leave College buildings during a fire alarm;

C.3 The denial of services or access to activities to an individual because of his or her race, religion, age, national origin, gender, marital status, sexual orientation or disability;

C.4 Battery or physical abuse of any person resulting in bodily injury;

C.5 Violation of a federal or state felony offense law or any off-campus illegal activity that could pose an imminent threat to the safety of any member of the College community;

C.6 Sexual harassment of any person. (See Sexual Harassment Policy in College Catalog)

C.7 Any Level I or Level II Offense that results in death or bodily injury to any person;

C.8 A second violation of any Level II Offense by the same student;

C.9 A third violation of any Level I Offense by the same student.

Judicial Procedures

Initiation and investigation of code violations

Initiation – Person(s) witnessing or experiencing what they believe to be a possible non-academic code violation should provide the information to the Dean of Enrollment and Student Development. In cases where the alleged activity may involve a violation of criminal law in addition to a violation of code, information and/or complaints should be provided to the Cincinnati State Police. The College will review all information and/or complaints received and may conduct a preliminary investigation of the alleged violation.

Investigation – The Cincinnati State Police shall have primary responsibility for the investigation of acts that involve suspected violation of federal, state, local laws or applicable College policies. The Dean of Enrollment and Student Development or his/her designee is authorized to investigate alleged violations other than those involving academic misconduct. The Dean of the academic division is authorized to investigate allegations involving academic misconduct. During the investigation, the student allegedly involved in misconduct will be sent a letter describing the alleged violation, requesting the student to make an appointment to discuss the matter, and specifying a date by which the appointment must be made. Upon receipt of a Student Code of Conduct report, a registration hold will also be placed in the student's record in the student information database. Any person believed to have information relevant to an investigation may also be contacted and requested to make an appointment to discuss the matter. Upon completion of an investigation, the Dean will decide upon an appropriate course of action, which may include, but is not limited to, taking no further action, deferring further action with or without conditions, or initiating charges with the appropriate College judicial body.

Emergency Removal for Threatening or Disruptive Behavior. There will be occasions when, in the opinion of the instructor/staff member or other students, inappropriate classroom behavior by a student involves an imminent threat to safety or threatens to disrupt the classroom education process. If this action is prompted by a physical altercation or an arrest because of an on campus incident, the student is to be immediately referred to the Dean of Enrollment and Student Development and is not to return to class without permission from the Dean.

In these circumstances the instructor should immediately contact Cincinnati State Police and have the student removed from the class. The Cincinnati State Police will develop an incident report and will forward the report to the Dean of Enrollment and Student Development for Student Conduct Code review. The instructor/staff member is also required to complete a Student Incident Report/Referral form outlining their perspective of the incident.

Threatening and/or disruptive behavior can be described in many ways. The definition will be left to the discretion of the classroom instructor and/or students at the time of the incident. In cases of uncertainty it is recommended to err on the side of safety.

Interim suspension. When the Dean of Enrollment and Student Development or his/her designee has reasonable cause to believe that the student's presence on College premises or at a College-related or registered student organization activity poses a significant risk of substantial harm to the health or safety of others or to property, the student may be immediately suspended from all or any portion of College premises, College-related activities or registered student organization activities. This interim suspension will be confirmed by a written statement and shall remain in effect until the conclusion of a full hearing or administrative decision, without undue delay, in accordance with the rules of the College. The student may, within three (3) working days of the imposition of the suspension, petition the Dean of Enrollment and Student Development for reinstatement. The petition must be in writing, and must include supporting documentation or evidence that the student does not pose, or no longer poses, a significant risk of substantial harm to the health or safety of others or to property. A hearing on such petition will be conducted without undue delay by the Dean of Enrollment and Student Development or his/her designee.

Filing of complaint and initiation of charges

Every formal complaint of a non-academic violation of the Student Code of Conduct shall be handled in accordance with the procedures described herein:

1. Any student, faculty member, staff member or College administrator may file a formal complaint against a student alleging a violation of the Student Code of Conduct. To be treated as a formal complaint, the complaint must be in writing and signed by the complainant. Any verbal complaint not placed in written form may be handled and disposed of by the Dean of Enrollment and Student Development or designee in any informal manner that they deem to be appropriate. A written complaint alleging a violation of the student code of conduct should be filed with the College as soon as possible following the discovery of the alleged violation. The written complaint must be filed within thirty (30) calendar days from the date upon which a College official becomes aware of the alleged violation and identifies the student(s) who allegedly committed the violation. Absent extraordinary circumstances, the College must initiate charges, if any, within one year of the filing of the complaint.
2. All formal non-academic complaints will be referred to the Dean of Enrollment and Student Development for investigation, mediation, and/or possible resolution. After interviewing the accused student and all appropriate witnesses in the matter, and reviewing documentary and other evidence related to the matter, the Dean may take the following actions:
   - Determine that no or insufficient grounds exist to believe that a violation occurred and dismiss the complaint.
   - Determine there are grounds to believe that a violation occurred, then discuss a resolution with the accused student, which may include the imposition of any or all Level I, II, or III sanctions.
   - Determine that sufficient grounds exist to believe that a violation occurred and forward the issue to the Student Conduct Hearing Panel to conduct a formal hearing of the complaint. Prepare a report, including a summary of the complaint and the issues involved, and list of potential witnesses and other persons believed to have information about the complaint.
3. If the Dean of Enrollment and Student Development was involved either in the alleged violation incident, or previously counseled the accused student or the complainant about the matter, the Dean may appoint a designee to hear the case.
4. If the matter is not resolved by the Dean in accordance with item 2, then the Student Conduct Hearing Panel will be convened within thirty (30) calendar days, following notification to the accused student.

Notice of charges. Students shall be notified of College charges in writing, unless a more effective form of notification is deemed appropriate. Charges may be presented in person, by email to the accused student's official College email address or by mail to the accused student's local or permanent address on file with the Registrar's Office. All students are required to maintain an accurate and current local and permanent address with the College registrar. Following notification of charges, students are strongly encouraged to and shall be afforded the opportunity to meet with a College official, Dean or designee for the purpose of explaining the College judicial process and discussion of the charges. Failure of the accused student to respond to the initiation of charges or schedule a preliminary meeting shall in no way prevent the College from scheduling and conducting a hearing in the absence of the accused student.

Standard of Evidence. For Level I, II, and III Offenses, the standard of evidence used to determine responsibility is a "preponderance" ("more likely than not") of evidence. This determination is based on the greater weight of evidence and does not require a standard beyond a reasonable doubt.

Due Process. In all situations students and student organizations will be assured of fair and equitable treatment through consistent adherence to the due process procedure as described herein:

- Be notified of any complaint filed against the student.
- Be heard in an unbiased non-threatening environment.
- Know the identity of the complaining party (unless it will cause a clear and present danger to the complainant).
- Be notified of any sanctions or actions in writing.
- Be notified of the appeals process.

Administrative Withdrawal. The removal of a student from course enrollment based on behavior, emergency or otherwise, is not an action that can be taken without due process as described in the Student Code of Conduct.

Administrative Decision. In all cases, a student charged with one or more violations of the student code has the right to a hearing. Depending on the nature of the offense, the hearing will be with the Dean or the Hearing Panel. However, in a case where a charged student admits such violations verbally or in writing, the student may request in writing to have a decision as to appropriate action made administratively by the Dean or designee. Following an administrative decision, the student retains the right to request an appeal of the original decision, but may do so only upon the grounds that the sanction is grossly disproportionate to the offense committed.

Hearing Panel. If the Dean chooses to refer the case to a Hearing Panel, the Panel will consist of:

- The Dean of Enrollment and Student Development or designee
- One (1) student and one (1) alternate appointed by the Student Government and confirmed by the Dean of Enrollment and Student Development or designee for one (1) year term.
- Four (4) members that include two (2) from faculty and two (2) from staff are appointed by the Dean.

The Dean of Enrollment and Student Development or designee will serve as the panel chairperson. The chairperson will not vote on a decision unless there is a tie. Note: No hearing shall take place without a minimum of one (1) student, two (2) faculty/staff members and the non-voting chairperson.

Notice of hearing. If a hearing is to be held, the Dean will schedule a date and time for the Hearing Panel to convene to hear the complaint, taking into consideration the class schedule of the accused student and the availability of potential witnesses and Hearing Panel members. If at all possible, the Hearing should take place within thirty (30) calendar days following the referral of the matter to the Dean. Written notification of the Hearing may be hand delivered; sent by email to the accused student's official College

email address; or mailed to the last known address of the student, either by certified mail or first class mail, no fewer than ten (10) calendar days prior to the hearing. Unless already provided to the student, the notification will include the charge(s), date, time, and location of the hearing, the designated Dean or designee or panel, a tentative list of potential witnesses, a statement of the student's rights, and information on the hearing procedures. The accused student may request a postponement for reasonable cause, or a hearing separate from other accused persons. A request for a postponement for reasonable cause must be made in writing, include supporting rationale and be received by the person sending the hearing notification at least two (2) business days before the scheduled hearing.

Hearing procedures. Although the procedural requirements are not as formal as those existing in criminal or civil courts of law, to ensure fairness, the following procedures will apply and, unless already provided to the student, be included within the hearing notice:

1. Attendance at hearings is limited to those directly involved or those requested by the Dean or designee or panel to attend. The Dean or designee or panel will take reasonable measures to assure an orderly hearing, including removal of persons who impede or disrupt proceedings.

2. The accused student may have an advisor throughout the hearing. The advisor may only counsel the student and may not actively participate in the hearing, unless clarification is needed as determined by the Dean or designee or panel.

3. The accused may submit a written statement, may invite relevant factual witnesses to attend, may invite character witnesses to submit written statements, may, as approved in advance by the Dean or designee, invite character witnesses to testify in person, may ask questions of witnesses called by others, and will be notified of potential witnesses to be called. The accused must also submit a list of potential witnesses and identify those who are character witnesses only to the Dean or designee at least two (2) business days prior to the hearing. The College may present witnesses as well as question those presented by the accused.

4. Written statements may be used if, for good reason, a fact witness (i.e., not a character witness) cannot attend the hearing.

5. In cases requiring special expertise, the panel coordinator may appoint individuals with appropriate expertise to serve as consultants to the panel. The consultants may be present and provide information as called upon during the hearing but will not vote.

6. Students are entitled to a presumption of innocence. Therefore, a student will not be found in violation unless a preponderance of the evidence supports the charge(s).

7. At the conclusion of hearing and review of all the information, including testimony, the accused student will be given the opportunity to make a closing statement. After the closing statement, the Hearing Panel will decide, by majority vote, outside the presence of the accused student and any other non-Hearing Panel members, whether the student violated the College Student Code of Conduct. At that time the Dean will provide information to the panel about any prior misconduct by the student. Based upon the panel deliberations and any additional information presented, the panel will decide on what appropriate sanctions will be imposed.

8. Sanctions should be commensurate with any the violation(s) found to have occurred. In determining the sanction(s) to be imposed, the Dean or designee or panel should take into account any mitigating circumstances and any aggravating factors including, but not limited to, any provocation by the subject of the conduct that constituted the violation, any past misconduct by the student, any failure of the student to comply fully with previous sanctions, the actual and potential harm caused by the violation, the degree of intent and motivation of the student in committing the violation, and the severity and pervasiveness of the conduct that constituted the violation. Misconduct, other than constitutionally protected expression, motivated by bias based on age, color, disability, gender identity or expression, national origin, race, religion, sex, sexual orientation, or veteran status may be considered an aggravating factor for sanctioning. Impairment resulting from voluntary use of alcohol or drugs (i.e., other than medically necessary) will also be considered an aggravating, and not a mitigating, factor. The Hearing Panel may recommend any sanction commensurate with the level of the violation as described above.:

   Level 1
   - Written warning
   - Temporary loss of privileges
   - Monetary restitution
   - Referral to counseling
   - Attendance at selected workshops
   - An educational assignment, and/or
   - Work/service restitution

   Level II
   - Written warning
   - Temporary loss of privileges
   - Written reprimand
   - Monetary restitution
   - Work/service restitution
   - Referral to a counselor
   - Educational assignment
   - Withdrawal from current classes
   - Probation
   - Suspension (including specific conditions for readmission) and/or, Permanent loss of privileges

   Level III
   - Temporary loss of privileges
   - Written reprimand
   - Educational assignment
   - Monetary restitution
   - Work/services restitution
   - Referral to counseling
   - Probation and permanent loss of privileges
   - Withdrawal from current classes
   - Suspension (including specific conditions for readmission), and Dismissal (no readmission permitted)

9. A recommendation for suspension or dismissal of the student must be referred to the Dean for approval and final disposition. The decision of the Hearing Panel shall be placed in writing, and the Dean will provide documentation that due process has been followed. The Dean will notify the student formally by registered mail of the decision. In the same notification, the student shall be informed of the procedure by which to appeal the decision.

Record of proceedings. A single record consisting of written notes, tape recording, or other method selected by the hearing panel or officer, will be made of all hearings. Such record will remain the property of the College but will be made available to the accused for review during the appeal period. A written notice of the decision and, if found in violation, information regarding appeal procedures will be provided to the accused student.

Failure to Appear. If a student fails to appear for a scheduled conduct hearing with the Dean or an appearance before the Student Conduct Hearing Panel, the case may be adjudicated

and a sanction imposed. The Dean of Enrollment and Student Development or Student Conduct Hearing Panel will consider the facts presented when making their decision. The student's absence will not be a factor in the determination. The Dean of Enrollment and Student Development will then notify the student of the decision in writing. If the student is found in violation of the Student Code of Conduct and a sanction is applied, the sanction must be completed by the student in the allotted time or a HOLD will be placed on the student's record in the student database.

Failure to Complete a Mandatory Sanction. Failure to complete a required sanction is a serious offense at Cincinnati State. It is considered an additional violation of the Student Code of Conduct, and will usually result in more serious sanctions being imposed. Within two weeks of a student's failure to complete a sanction, a HOLD will be placed on the student's record in the student database, and any pre-registration activity may be deleted. Thus, it is very important for students to complete sanctions on time and avoid a HOLD being placed on their academic records or registration. Students refusing to complete sanctions also place themselves at risk of being disciplinarily suspended or dismissed from the College.

Appeal Process

Right to Appeal. A student found to have violated this code has the right to appeal the original decision. An appeal of a decision must be submitted in writing and postmarked or hand delivered to the Dean of Enrollment and Student Development, or sent via email, as provided below, within ten (10) calendar days after the date on which written notice of the decision is sent to the student. Each student shall be limited to one appeal. The decision of the appeal panel is final.

Grounds for appeal. An appeal may be based only upon one or more the following grounds:
- Procedural error;
- Misapplication or misinterpretation of the rule alleged to have been violated;
- Findings of facts not supported by a preponderance of evidence;
- Discovery of substantial new facts that were unavailable at the time of the hearing;
- That the disciplinary sanction imposed is grossly disproportionate to the violation committed.

Appellate panel. The appellate panel will consist of:
- Four (4) members of faculty and staff appointed by the Dean
- Three (3) members of the College community appointed by the appealing student

One member of the Appellate Panel will be designated by the Dean of Enrollment and Student Development to serve as the panel chairperson. The chairperson will not vote on a decision unless there is a tie. An alternate co-chair will be selected from the panel members.

Appeal proceedings
- The appellate panel shall dismiss the appeal if the appeal is not based upon one or more of the grounds set forth in Section (B) above.
- The appellate panel may decide the appeal based upon a review of the record.
- The appellate panel may request additional written information or an oral presentation from any relevant person(s) and then decide the appeal based upon the enhanced record.
- The appellate panel may, after a review of the record, uphold the original sanction, dismiss the original sanction, or impose a lesser sanction. A student and Dean or designee may agree in advance to minor deviations from procedure. Such deviations are not then subject to appeal. Other minor deviations are acceptable as long as such deviations are not found upon appeal to be unreasonably harmful to the student.

Confidentiality. Disciplinary matters are kept confidential to the extent required by law.

Retention of Records
All non-academic student disciplinary records are maintained in the office of the Dean of Enrollment and Student Development for a period of five (5) years. Expulsion records are kept forever, all other files are purged after five years.

Questions about the Code of Conduct should be directed to the Office of the Dean of Enrollment and Student Development, Main Building Room 163, Cincinnati State, 3520 Central Parkway, Cincinnati, OH 45223-2690, (513) 569-1640.

INFORMATION TECHNOLOGY AND RESOURCES

Responsible Use of Information Technology and Resources

Introduction

This policy contains the College's philosophy, policy, rules and standards regulating the use of technology resources. It is the responsibility of all students and all who are employed by the College, whether they are employed as students, temporary personnel, contractors, consultants, staff, or faculty to implement and comply with this policy and all other applicable regulations and to maintain the highest standard of ethics when dealing with information technology resources.

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

General Statement: In support of its mission of teaching and community service, Cincinnati State acquires, develops, maintains, and provides access to information technology and resources for students, temporary personnel, contractors, consultants, faculty, and staff. These resources include telecommunications systems, computers, laptops, PDA's, computer terminals, peripheral computer hardware, software, networks, and the information that can be accessed using these tools. These computing resources are intended for College-related use and the free exchange of ideas.

The rights of free expression and academic freedom apply to the use of College computing resources. So, too, however, do the responsibilities and limits associated with those rights. All who use the College's computing resources must act responsibly, in accordance with the highest standard of ethical and legal behavior. Thus, legitimate use of computing resources does not extend to whatever is technically possible. Users must abide by all applicable restrictions, whether or not they are built into the client device, operating system, application software, or network and whether or not they can be circumvented by technical means.

This policy applies to all users of College computing resources, whether affiliated with the College or not, and whether the users access resources from on campus or remote locations. This policy applies equally to College-owned or College-leased technology resources. Additional policies may apply to specific computers, computer systems or networks provided or operated by specific units of the College or to uses within specific units.

Policy. All College computing resource users must:
- Comply with all federal, Ohio and other applicable laws; all generally applicable College rules and policies; and all applicable contracts and licenses. Examples of such laws, rules, polices, contracts, and licenses include: the laws of libel, pri-

vacy, copyright, trademark, obscenity, and child pornography; the Family Educational Rights and Privacy Act (FERPA); the Health Insurance Portability and Accountability Act (HIPAA); the Electronic Communications Privacy Act and the Computer Fraud and Abuse Act, which prohibit "hacking", "cracking", and similar activities; the College's code of student conduct; the Cincinnati State Technical and Community College Administrators' Manual, Faculty Handbook, the College's sexual harassment policy; and all applicable software licenses.

- Respect copyrights, intellectual-property rights, ownership of files and passwords. Unauthorized copying of files or passwords belonging to others or to the College may constitute plagiarism or theft. Accessing or modifying files without authorization (including altering information, introducing viruses or Trojan horses, or damaging files) is unethical, may be illegal, and may lead to sanctions. Users who engage in electronic communications with persons in other states or countries or on other systems or networks should be aware that they may also be subject to the laws of those other states and countries and the rules and policies of those other systems and networks. Users are responsible for ascertaining, understanding, and complying with the laws, rules, policies, contracts, and licenses applicable to their particular uses.

- Cincinnati State extends these policies and guidelines to systems outside the College that are accessed via the College's facilities (e.g., electronic mail or remote logins using the College's Internet connections).

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

- Respect the finite capacity of those resources and limit use so as not to consume an unreasonable amount of those resources or to interfere unreasonably with the activity of other users. Although there is no set bandwidth, disk space, CPU time, or other limit applicable to all uses of College computing resources, the College may require users of those resources to limit or refrain from specific uses in accordance with this principle. The reasonableness of any particular use will be judged in the context of all of the relevant circumstances.

- Limit the personal use of College computing resources and refrain from using those resources for personal commercial purposes or for personal financial or other gain. Personal use of College computing resources is permitted on a limited basis when it does not interfere with the performance of the user's job or other College responsibilities, and is otherwise in compliance with this and other College policy. College computing resources are not to be used for commercial purposes without written authorization from the College. In such cases, the College may require payment of appropriate fees. This usage does not include links to personal web pages. This usage is subject to monitoring by the ITS staff. Further limits may be imposed upon personal use in accordance with normal supervisory procedures.

  Any personal use of computing resources that disrupts or interferes with College business, incurs an undue cost to the College, could potentially embarrass or harm the College, or has the appearance of impropriety is strictly prohibited. Personal use that is strictly prohibited includes, but is not limited to, the following:
  - Violation of law: Violating or supporting and encouraging the violation of local, state or federal law is strictly prohibited.
  - Illegal copying: Downloading, duplicating, disseminating, printing or otherwise using copyrighted materials, such as software, texts, music and graphics, in violation of copyright laws is strictly prohibited.
  - Operating a business: Operating a business, directly or indirectly, for personal gain is strictly prohibited.
  - Accessing personals services: Accessing or participating in any type of personals ads or services, such as or similar to dating services, matchmaking services, companion finding services, pen pal services, escort services, or personals ads is strictly prohibited.
  - Accessing sexually explicit material: Downloading, displaying, transmitting, duplicating, storing or printing sexually explicit material is strictly prohibited.
  - Harassment: Downloading, displaying, transmitting, duplicating, storing or printing material that is offensive, obscene, threatening or harassing is strictly prohibited.
  - Gambling or wagering: Organizing, wagering on, participating in or observing any type of gambling event or activity is strictly prohibited.
  - Mass e-mailing: Sending unsolicited e-mails or facsimiles in bulk or forwarding electronic chain letters in bulk to recipients inside or outside the state environment is strictly prohibited.
  - Solicitation: Except for agency-approved efforts, soliciting for money or support on behalf of charities, religious entities or political causes is strictly prohibited.
  - Damage or theft: Any attempt by users to damage or disrupt the operation of computing equipment, communications equipment, or communications lines; or attempting to remove College owned or leased equipment without written approval of Chief Information Officer (CIO) is strictly prohibited and will be subject to disciplinary action.
  - Participation in online communities: Any use of state-provided IT resources to operate, participate in, or contribute to an online community including, but not limited to, online forums, chat rooms, listservs, blogs, wikis, peer-to-peer file sharing, and social networks, is strictly prohibited unless organized or approved by the agency.
  - Internet security: A public servant participating in an online community organized or approved by the agency shall adhere to the security requirements and policies by the College.
  - Unauthorized installation or use of software: Installing, copying, or using software including, but not limited to, instant messaging clients and peer-to-peer file sharing software, or personally-owned software, without the approval of the CIO is strictly prohibited. Installation and use of unlicensed software is strictly prohibited.
  - Copying College-owned or licensed software or data for personal or external use without prior written approval; or attempting to modify or copy College-owned or another users licensed software or data without prior approval is strictly prohibited.
  - Unauthorized installation or use of hardware: Installing, attaching, or physically or wirelessly connecting any kind of hardware device to any state-provided IT resource, including computers and network services, without prior authorization is strictly prohibited.

- Refrain from stating or implying that they speak on behalf of the College and from using College trademarks and logos without authorization to do so. Affiliation with the College does not, by itself, imply authorization to speak on behalf of the College. Authorization to use College trademarks and logos may be granted only by Cincinnati State. The use of appropriate disclaimers is encouraged. Personal web pages linked to the College website should disclaim association with Cincinnati State.

- Respect that there is no expectation of privacy. This policy serves as notice to users that they shall have no reasonable expecta-

tion of privacy in conjunction with their use of College-provided IT resources. Contents of College computers may be subject to review, investigation, and public disclosure. Access and use of the Internet, including communication by e-mail and instant messaging and the content thereof, are not confidential, except in certain limited cases recognized by state or federal law. The College reserves the right to view any files and electronic communications on state college computers, monitor and log all electronic activities, and report findings to appropriate supervisors and authorities.

While the College does not routinely monitor individual usage of its computing resources, the normal operation and maintenance of College computing resources requires the backup and caching of data and communications, the logging of activity, the monitoring of general usage patterns, and other such activities that are necessary for the rendition of service.

- The College may also monitor the activity and accounts of individual users of College computing resources, including individual sessions and communications, without notice. This may occur:
- When the user has voluntarily made them accessible to the public, as by posting to Usenet or a website;
- When it reasonably appears necessary to do so to protect the integrity, security, or functionality of College or other computing resources or to protect the College from liability;
- When there is reasonable cause to believe that the user has violated, or is violating, this policy;
- When an account or device appears to be engaged in unusual or unusually excessive activity, as indicated by the monitoring of general activity and usage patterns; or
- When it is otherwise required or permitted by law.

Any such individual monitoring, other than when a user has voluntarily made activity publicly accessible, or is required by law or necessary to respond to perceived emergency situations, must be authorized in advance by the Chief Information Officer (CIO) or a designee of same. The College, at its discretion, may disclose the results of any such general or individual monitoring, including the contents and records of individual communications, to appropriate College personnel or law enforcement agencies and may use those results in appropriate College disciplinary proceedings.

Impeding access: Impeding the College's ability to access, inspect and monitor IT resources is strictly prohibited. A user shall not encrypt or conceal the contents of any file or electronic communications on state computers without proper authorization. A user shall not set or manipulate a password on any college computer, program, file or electronic communication without proper authorization.

Misrepresentation: Concealing or misrepresenting one's name or affiliation to mask unauthorized, fraudulent, irresponsible, or offensive behavior in electronic communications is strictly prohibited.

Protection of College Data. Users of College information resources—especially faculty and staff—have a responsibility to protect sensitive information. This includes but is not limited to student and employee personal information and College financial data. All users are expected to report suspected or discovered security incidents, such as social engineering and virus attacks.

Privacy and Security. Information technology provides important means of communication, both public and private. Users and system administrators must respect the privacy of person-to-person communication in all forms, including voice (telephone), text (electronic mail and file transfer), and image (graphics and television). The principle of freedom of speech will apply to public communications in all these forms.

The College employs various measures to protect the security of its computing resources and users accounts. However, users should be aware that the College does not and cannot guarantee such security.

Any use of College-provided IT resources that interferes with or compromises the security or operations of any computer system, or compromises public trust, is strictly prohibited. Privacy and security violations can be, but are not limited to the following:

- Confidentiality procedures. Using IT resources to violate or attempt to circumvent confidentiality procedures is strictly prohibited.
- Accessing or disseminating confidential information. Accessing or disseminating confidential information or information about another person without authorization is strictly prohibited.
- Accessing systems without authorization. Accessing networks, files or systems, or an account of another person without proper authorization is strictly prohibited. Users are individually responsible for safeguarding their passwords which means they are not to disclose them to another user.
- Distributing malicious code. Distributing malicious code or circumventing malicious code security is strictly prohibited.

Enforcement of This Policy

The College demands a high standard of conduct for all students, faculty and staff in the use of, and access to the College's information technology and resources. Anyone whose conduct misuses the College's information technology and resources is subject to College disciplinary action. This conduct includes, but is not limited to the aforementioned following policies and security and privacy issues.

Alleged violations of this policy shall be dealt with in accordance with the procedures in the Cincinnati State Technical and Community College personnel policies described in the Employee Handbook, Administrator's Manual, College collective bargaining agreements, and the Student Code of Conduct. The College treats violations of this policy seriously and will pursue criminal and civil prosecution where appropriate.

Whenever it becomes necessary to enforce College rules or policies, an authorized administrator may: disallow network connections by certain computers (even departmental and personal ones); require adequate identification of computers and users on the network; undertake audits of software or information on shared systems where policy violations are possible; take steps to secure compromised computers that are connected to the network; or deny access to computers, the network, and institutional software and databases.

Sanctions Regarding Misuse of Computing Resources: Users who violate this policy may be denied access to College computing resources and may be subject to other penalties and disciplinary action, both within and outside of the College. Violations will normally be handled through the College disciplinary procedures applicable to the relevant user. Alleged violations by students will normally be investigated, and the Student Services Office will normally impose any penalties or other discipline.

However, the College, through its information managers, may suspend or block access to an account prior to the initiation or completion of such procedures; when it reasonably appears necessary to do so, and in order to protect the integrity, security, or functionality of College or other computing resources; or to protect the College from liability.

Peer to Peer File Sharing Policy

Overview. Peer-to-Peer (P2P) applications have become the most popular and controversial method through which digital files of various formats and types are traded, shared, and distributed across the Internet. While Cincinnati State Technical and Community College recognizes that there are legitimate uses for P2P applications, the College also understands that significant risks are implicit in the use of such applications.

The College does not seek to ban P2P file sharing from the campus network, and will continue to support academic freedom and any technologies that can be used to foster collaboration. However, Cincinnati State must also protect its assets, its reputation, and its resources. This policy has been implemented in order to mitigate exposure of Cincinnati State Technical and Community College to security risks and liabilities associated with the irresponsible use of P2P applications on College resources.

Scope. This policy shall apply to all computer workstations, laptops, servers, networked appliances, and any other device capable of participating in a P2P network if such device is owned by Cincinnati State; or any device utilizing College network resources, even if that device is owned privately or by a third party. This policy applies to faculty, staff, students, contractors, consultants, temporaries, and other workers at Cincinnati State, including all personnel affiliated with third parties at such time they are using any resource described above.

Prohibited Activity. This policy strictly prohibits the distribution, downloading, uploading, or sharing of any material, software, data, document, sound, picture, or any other file that is:

- Specified as illegal by any federal or state law, statute, proclamation, order, or decree.
- Copyrighted and not authorized for distribution by the copyright owner.
- Considered to be proprietary, privileged, private, or otherwise vital to the operation of the College; including, but not limited to, personnel, student, financial, or strategic records and documents, or any material governed by federal and state regulations.
- Any virus or malware for the purpose of deployment or implementation with ill-intent.

Any P2P activity is strictly forbidden in the cases of:

- Computer labs
- Computer workstations and other network devices readily accessible to multiple users.
- Computer workstations and other network devices used in daily operation by areas and departments heavily affected by federally mandated regulatory compliance.
- Laptops, computer workstations, and any other network capable device provided by Information Technology through equipment services.

Users of Cincinnati State resources may not attempt to circumvent, bypass, defeat, or disrupt any device, method, or technology implemented by the College for the purpose of P2P mitigation.

Rights and Responsibilities. Students, faculty, staff, contractors, consultants, temporaries, and other workers at Cincinnati State shall bear legal/financial responsibility for events resulting from their own use of P2P applications. Individual departments, colleges, administrative areas, and other entities must respond in a timely and efficient manner to all inquiries and complaints that arise in regard to this policy.

Information Technology and Cincinnati State are required by federal law to report certain illegal activities to specified law enforcement agencies without notice to the user or the appropriate department.

College students are particularly vulnerable to the watchful eyes of the RIAA (Recording Industry Association of America) and the MPAA (Motion Picture Association of America). Copyright holders contact Cincinnati State on a regular basis demanding that the illegal distribution of their material be stopped.

Technology Mitigation. Information Technology will implement and maintain a network appliance specifically designed to control and track P2P usage. This technology called CopySense, by Audible Magic Corp can identify and block illegal sharing of copyrighted files while allowing other legitimate peer-to-peer uses to continue.

P2P traffic will be limited in bandwidth, to ensure that network resources are available for all business- and education-related needs and processes.

P2P traffic may be blocked for specific areas described under this policy. Outbound P2P traffic positively identified as copyrighted material will be blocked. CopySense filters copyrighted peer-to-peer content by sensing an electronic fingerprint unique to the content itself. When a computer is found using software to obtain copyrighted material in violation of the DMCA, the computer network access will be suspended without notice.

P2P traffic and usage information will be collected, and the collected information will be governed by the policies set forth in section five of this document.

Privacy. Logs detailing P2P traffic and usage on the Cincinnati State network will be collected. Logs will contain IP addresses involved in data transfer, direction of transfer (if retrievable), metadata of file (if retrievable), time, protocol used, and amount of data transferred. Logs will not contain any personal identifying information. Logs will be kept for six weeks (42 days).

Logs will be subject to periodic review for enforcement of this policy. Information collected may be used in aggregate format for reporting purposes. Individual usage will not be actively or routinely monitored. Logs maybe used to investigate complaints or suspicious traffic patterns.

Individual divisions, departments, functional or administrative areas, and entities of Cincinnati State may request information about P2P usage pertinent to that area. This request may only be made by the dean, chair, department head, manager, or other leadership of the area requesting information.

Information Technology will not release any information collected by the appliance to any entity external to Cincinnati State unless compelled or obligated by law or court order, subpoena, warrant, or writ; with the exception of Audible Magic Corporation, which will receive data exclusively in aggregate format, with no personal identifying information, for purposes of internal statistical analysis.

Enforcement. Any faculty, staff, or student found to have violated this policy may be subject to disciplinary action, up to and including suspension, expulsion, and/or termination of employment in accordance with procedures defined by Cincinnati State administrative policies stated in the handbook governing that individual, criminal and/or civil prosecution.

Any external entity, contractor, consultant, or temporary worker found to have violated this policy may be held in breach of contract, and as such, may be subject to grievances or penalties allowed by such contract, criminal and/or civil prosecution.

Definitions. P2P, in the context of this policy, is defined as direct data communication between two or more network capable devices over the Internet or other network, usually for the purpose of sharing any data file (including, but not limited to: music,

pictures, video, software, and documents). Here are definitions for other terms discussed in this document:

- P2P network, in the context of this policy, is defined as a collection of distributed network-capable devices participating in P2P activity.
- P2P application is defined as any application that allows a network-capable device to participate in one or more P2P networks.
- Sharing, in the context of this policy, describes the action and activity of making any data file available to one or more P2P networks.
- Logs are defined as collections of information, typically used to document activity and events.
- Uploading describes network trafficking of data files originating from the Cincinnati State network and destined for an external network.
- Downloading describes network trafficking of data files originating from an external network and destined for the Cincinnati State network.
- The Cincinnati State network and networking resources describe all materials and devices owned by the Cincinnati State Technical and Community College and used to provide network connectivity to any network capable device. This includes all jacks, cable, hubs, wireless access points, switches, and routers.

The Digital Millennium Copyright Act (1998), DMCA, seeks to protect copyright holders from the technological circumvention of previous copyright statues. In 1976 the concept of "Fair Use" was added to the existing copyright clause of the US Constitution. Fair Use is not defined in the constitution; it was decided in the courts. There are, however, Supreme Court decisions that have defined Fair Use based on other cases that can reasonably be interpreted to mean the following:

- You can rip music that you have legally purchased to MP3s so that you have them in a digital format.
- You can store the songs in your computer or MP3 player, for you own personal use.
- You can burn your own "mix" CDs using your own CD collection, as long as you keep that mixed CD in your possession.
- These same principles apply to movies, books, or any other copyrighted material that you may own.

Cincinnati State

2013-2014 Catalog

STUDENT SERVICES

STUDENT SERVICES

Cincinnati State provides an array of services and support personnel to students and the overall academic community.

Many of these services involve the academic life of the college. They include academic advising, career counseling, tutoring and the like, as well as programs specifically designed for veterans, international students and other distinct demographic populations.

This section of the catalog also describes the range of offerings from the Student Activities Office. The staff of this office assists student clubs and organizations and facilitates student-focused events such as Cincinnati State Day at the Reds.

ACADEMIC SUPPORT SERVICES

ABLE/GED Classes and Testing

Cincinnati State operates a GED Testing Center as part of our mission to provide access to educational opportunities and to prepare individuals for success. Additionally, the College maintains an extensive network of contacts with social service agencies and career centers throughout Greater Cincinnati.

For details about the GED Testing Program for individuals who wish to earn a high school equivalency credential, please call (513) 569-1830.

Academic Advising

Academic advising assists students in reaching their academic and career goals at Cincinnati State. Program chairs, academic advisors, and other faculty members are assigned to guide students through activities such as:

- Setting academic goals
- Developing educational plans
- Selecting courses
- Providing information on transfer credits
- Understanding and meeting requirements for graduation
- Clarifying career and personal goals
- Explaining academic policies and procedures
- Addressing academic challenges
- Making appropriate referrals to campus support services

During the 2013-2014 academic year, Cincinnati State will be implementing Mandatory Advising for incoming students. Advising will be provided in group and individual settings as well as via e-mail and through use of online advising tools.

Counseling Services

The mission of Cincinnati State Counseling Services is to promote student learning and development by providing counseling and referral services that address the developmental career and mental health needs of Cincinnati State students. Counseling Services are located in Main Building, Room 168. Phone: (513) 569-1552. Office hours are 8 a.m. to 7 p.m. Monday and Wednesday, and 8 a.m. to 5 p.m. Tuesday, Thursday, and Friday.

Counseling Services offered include:

Assessment: This is designed to identify a student's needs, appropriate services, and a possible referral to community resources.

Career Counseling: This service is intended to help students clarify interests and values, assess skills, and learn about the world of work and continuing education opportunities.

Consultation: Counselors are available for consultation with students, faculty, and administrators. Not every concern a student presents is necessarily served best by the College's Counseling Services. If it is determined that a student may be better served through other resources, the Counselor will refer the student to a related service on campus or to a community resource or agency.

Mental Health / Personal Counseling: Enrolled students may take advantage of one-on-one short-term counseling that is voluntary and focuses on personal concerns that impair a student's ability to function in a classroom setting. Mental health counseling and crisis intervention are among the services provided.

Disability Services

The Office of Disability Services works with students to ensure they receive reasonable academic accommodations in their courses of study. The primary goal is to guarantee that all students with disabilities have an equal opportunity in the pursuit of their educational objectives. Services and programs are available for students according to individual need. Students who consistently use the resources and accommodation services tend to earn higher grades and graduate at a higher rate than students who choose not to use them.

The College has renovated areas to make its facilities accessible to students with disabilities. Outdoor and indoor ramps, elevators, and specially designed restroom facilities are available to assist any physically disabled person.

Students with disabilities who need accommodations must first register with the Office of Disability Services and present appropriate documentation. Additionally, students must present their class schedules to the Disability Services Office at the start of an academic semester to determine appropriate accommodations. Students requesting accommodations after the fifth week of a semester may be required to have instructor consent before receiving certain services.

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

For more information, contact the Office of Disability Services in Main Building, Room 129, (513) 569-1775.

Honors Program

The Honors Program is a program for highly motivated, highly qualified students enrolled at Cincinnati State. Students in the Honors Program participate in challenging coursework, close student-instructor interactions, and interdisciplinary and intercultural explorations. The goal of the program is to enable qualified students to transfer to a senior institution or enter a professional field at a high level of ability by developing the leadership, creativity, and cognitive skills that foster lifelong career success. Admission to the Honors Program allows students to enroll in specially designed Honors courses and to participate in cultural, social, scientific, and community events.

The Honors Program at Cincinnati State is open to all full-time and part-time degree seeking students in all divisions who meet Honors Program entrance criteria. For more information see the Honors Program description in the Academic Divisions section of this catalog.

International Students Office

The International Student Office is responsible for developing programs to support and serve the international student community. It also provides admission advising and immigration

regulation assistance, helps students adapt to the campus environment and to seek internal and external referral resources. The office is located in Main Building, Room 196. Phone: (513) 569-4769.

MyServices

MyServices is the pathway to web-based student services at Cincinnati State. Through MyServices, students can register, add and drop classes, view and print their class schedules, make payments, check on financial aid status, view and print their grade reports, and access a variety of other services. To access MyServices, go to the Cincinnati State website at www.cincinnatistate.edu, and then choose MyCState. Log in with username and password, then choose the MyServices tab.

Study Abroad

Education abroad is fast becoming a major part of a student's college experience. Cincinnati State has affiliation agreements with The University of Arizona Yangtze International Study Abroad program (YISA) and International Studies Abroad (ISA). Students are not limited to these affiliated programs and are free to participate in any other school/organization-sponsored programs. Inquiries about Study Abroad should be directed to the Manager, International Student Affairs, in Main Building, Room 196, (513) 569-4769.

Success Center (Tutoring Services)

Cincinnati State provides free tutoring services to any student enrolled at the College. There are two locations: The Success Center Main (Room 261, Main Building) and The Success Center on the first floor of the Advanced Technology & Learning Center (ATLC).

The Success Centers at Cincinnati State serve as resources to support, improve and enhance student learning. This is achieved through the combined efforts of faculty, staff and tutors. In addition to faculty and staff volunteers and paid staff, student tutors work in the Success Center. Student tutors have received an A or B in their coursework. Tutors are interviewed, trained, and hired upon the recommendation of Cincinnati State faculty members.

Tutoring can be provided for most courses when students request assistance. Tutors can share ideas, interpret and clarify terms, and guide their students' efforts. However, they will not do the tutored student's homework. They may answer questions and explain terms and concepts, but may not correct written work before it is turned in. The student must attend class regularly, read the textbook, be prepared for tutoring sessions, have relevant questions, and complete all homework assignments. These efforts will facilitate academic success.

For more information, email ask@cincinnatistate.edu or phone (513) 569-1614.

TRIO/Support Services for Students

Staff members in Student Support Services work with first-generation, low income, and/or disabled students who demonstrate an academic need. The goal of the program is to assist students in completing an associate's degree and then transferring to a baccalaureate program. Tutoring, academic coaching, and other support services are provided.

Veterans Affairs

The Office of Veteran Student Affairs at Cincinnati State offers assistance to veterans, eligible dependents, and selected reservists who wish to initiate, continue, or resume using their VA educational benefits.

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

The State Approving Agency for Veterans Training has approved Cincinnati State for the education and training of veterans and all their dependents under all existing public laws. Inquiries concerning eligibility should be directed to the Coordinator of Veteran Student Affairs in Main Building, Room 184, (513) 569-1543.

Writing Center

The Writing Center at Cincinnati State offers tutorial support, free of charge, to students whose coursework includes written assignments. All students across the curriculum are welcome to explore new ideas through writing, and the Writing Center – located in Room 235 Main Building – enables students to do so successfully.

The Writing Center's mission is to provide students with the best help possible, so it employs tutors who are qualified, experienced writing instructors teaching a variety of classes on campus or at other institutions. They are familiar with the requirements and expectations of courses involving writing. Limited walk-in service is available, but appointments are preferred.

CAMPUS LIFE SERVICES

Athletics

Cincinnati State competes in the National Junior College Athletic Association (NJCAA) and the Ohio Community College Athletic Conference (OCCAC) in six sports: women's basketball, men's basketball, women's soccer, men's soccer, women's volleyball and golf. All teams compete under the rules and regulations of the NJCAA Region XII (Indiana, Michigan, and Ohio). Team schedules feature high-level competition and provide exposure for student-athletes interested in continuing their athletic pursuits at four-year colleges.

Golf

The golf team competes at the NJCAA Division III level. During the 2011 season, Cincinnati State's golf team finished third in the NJCAA Division III national tournament, marking its best finish in the program's history. Cincinnati State also made national tournament appearances in 2006 and 2010, and in 2012 was represented individually by Josh Bialecki, who finished third individually in the competition. The Surge were Region XII champs in 2004, 2006, 2010 and 2011.

Men's Basketball

Cincinnati State basketball competes in Division II of Region XII in the NJCAA. Since 2006 Cincinnati State has made three trips to the NJCAA National Tournament. The 2010 team posted a 27-9 record and reached the finals of the national tournament, posting a runner-up finish. In 2011, the Surge reached the NJCAA Region XII final. Over the past decade, the team has sent 13 players to NCAA Div. I institutions and 24 have gone on to play Div. II.

Men's Soccer

The men's soccer program competes in NJCAA Region XII as a Division I program. Over the past decade Cincinnati State has won eight OCCAC Championships and was in the Top 15 of the national

rankings in each of those seasons. The 2010 Surge posted a 22-3 record and were runners-up in the NJCAA national tournament. The 2012 team returned to the NJCAA national tournament. In the last 10 seasons, Cincinnati State has produced 14 All-Americans, 47 first team All-OCCAC players, 37 All-Region players, and 6 OCCAC Player of the Year recipients.

Women's Basketball

The women's basketball team competes in Region XII of the NJCAA at the Division II level. Over the past decade the Surge has won the OCCAC title eight times (2002, 2003, 2004, 2005, 2006, 2009, 2010 and 2012) and competed in the NJCAA national tournament in 2011 and again in 2012, when the team finished with a program-best 32-3 overall record. Over the past five seasons, Cincinnati State has produced three All-Americans, 13 All-Conference players, and 13 players who went on to play at four-year institutions.

Women's Soccer

The Cincinnati State women's soccer team competes in the NJCAA Region XII as a Division I program. The Surge won the regional championship in 2002, and its 13-3-0 overall record in 2011 earned a national ranking of 13th in the nation at the end of the season, the best final ranking in the team's history.

Women's Volleyball

The 2013 season will mark the debut of women's volleyball in the Cincinnati State sports program. The team will compete at the NJCAA Division II level. Though a new sport to the Cincinnati State campus, volleyball is played at a high level in the Greater Cincinnati area, which has produced 29 Ohio High School state champions.

Student Activities

The Office of Student Activities provides services and programming for all students to enhance and complement the overall academic experience. Student Activities provides an opportunity for students to participate in a diverse range of activities and events on and off campus, including club/organization membership as well as social and educational events. The College encourages students to get involved in the planning and implementation of campus and social activities. Upcoming campus events are announced to students via email and through notices posted around campus. The Office of Student Activities is located in Room 204 of the ATLC building.

Clubs and Organizations

Students are encouraged to join the clubs and organizations that appeal to their academic and social interests. Student organization offices are located in the Office of Student Activities, Room 204 ATLC.

Current student organizations on campus are:
Adult Learners on Campus
American Culinary Federation Junior Chapter at MWCI
American Society of Civil Engineers
Black Male Initiative
Black Student Union
Chi Alpha Campus Ministries
Cincinnati State American Concrete Institute Student Chapter
Cincinnati State FIRST Robotics Team
Cincinnati State Smash Crew/Gamers
Cincinnati State Student Chapter of the American Chemical Society
Cincinnati State Toastmaster
Creative Writing for Cincinnati State
Early Childhood Club
Environmental Club
International Student Association
Interpreter Training Club
Landscape Horticulture Club
National Assoc. of Home Builders (NAHB)
Nursing Student Organization
Phi Theta Kappa
Psychology Club
Rainbow Alliance
Respiratory Care Club
Society of Women Engineers
Spanish Club
Student Ambassadors
Student Government
Student OT Association (SOTA)
Surge Spirit Club
True Destiny Ministries
Veterans Student Association
Women of Color

New clubs/organizations may be chartered through Student Government. Additional information is available in the Office of Student Activities, Room 204 ATLC.

Student Government

All students are encouraged to attend Student Senate meetings. The Student Government is involved in student activities and acts as a liaison between students and the College administration. Additional information is available through the Office of Student Activities, Room 204 ATLC.

Surge Cards

Every student enrolled in classes is required to have a College identification card (SurgeCard) with them at all times for security purposes. The initial SurgeCard is free and is available from the Office of Student Activities, Room 204 ATLC, 24 hours after a student has registered for classes.

The SurgeCard is required to use some campus services such as the library, parking, fitness center and to attend College sports activities. Additional uses for the SurgeCard include the bookstore, computer lab printing, food services, vending machines, day care door access for qualified parents, and other services.

A SurgeCard is required to access available financial aid fund information that can be used to purchase books in the campus bookstore. Financial Aid funds are never deposited on the SurgeCard. More information is available from the Office of Student Activities, Room 204 ATLC.

Cincinnati State

2013-2014 Catalog

ACADEMIC DIVISIONS AND DEGREE & CERTIFICATE PROGRAMS

ACADEMIC DIVISIONS AND PROGRAMS OF STUDY

Cincinnati State Technical and Community College has four academic divisions which offer credit courses: Business Technologies, Center for Innovative Technologies, Health and Public Safety, and Humanities and Sciences.

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

Technical associate's degree programs are intended to prepare students for employment immediately after graduation, although the credits earned in these programs also are transferable to four-year colleges and universities.

The technical associate's degrees awarded are Associate of Applied Business (AAB), Associate of Applied Science (AAS), Associate of Technical Study (ATS), and Associate of Individualized Study (AIS). In this catalog, the AAB and AAS degree programs, as well as some ATS programs, are listed within the academic divisions that offers these programs. General guidelines for the AIS and ATS degrees appear later in this section.

University-parallel associate's degree programs are intended to prepare students for immediate transfer to a four-year college or university, by providing the courses required for the first two years of a bachelor's degree. Students who complete these degrees are given preferential consideration for admission to a public university in Ohio.

The university-parallel degrees awarded are Associate of Arts (AA) and Associate of Science (AS). These associate's degree programs are listed within the academic divisions that offer these programs.

In addition to associate's degree programs, the College offers certificate programs that prepare students for specific occupational situations. These certificate programs can usually be completed in less time than is required to complete an associate's degree. Certificate programs are listed within the academic divisions that offer these programs.

The College also offers courses and services to assist students who may need additional preparation or support in order to be successful in achieving their academic goals.

College-Wide Graduation Requirements

As part of the graduation requirements for the Associate of Applied Business (AAB), Associate of Applied Science (AAS), Associate of Individualized Study (AIS), and Associate of Technical Study (ATS) degrees, students must complete at least 15 semester credit hours in general education areas, distributed as follows:

- Communication Skills – 9 credits
  6 credits written communication (department code ENG)
  3 credits oral communication (department code COMM)

- Social Sciences and Humanities – 6 credits selected from these areas:
  Social/Behavioral Sciences, including:

economics	(department code ECO)
geography	(department code GEO)
history	(department code HST)
labor relations	(department code LBR)
political science	(department code POL)
psychology	(department code PSY)
sociology	(department code SOC)

  Arts/Humanities, including:

art	(department code ART)
communication	(department code COMM, but not including course taken to meet oral communication requirement)
culture studies	(department code CULT)
foreign languages	(department codes FRN, ITP, SPN)
literature	(department code LIT)
music	(department code MUS)
philosophy	(department code PHI)
religion	(department code REL)
theatre	(department code THE)

Students seeking an AAB, AAS, or ATS degree should consult the curriculum for their program, as published in this catalog, to determine how the general education requirements should be met. Individual degree programs may require students to complete program-specified general education courses, or may permit students to choose some general education elective courses. Transfer credit for social science or humanities courses completed at another institution, in disciplines not listed above, may be applied toward Cincinnati State graduation requirements with the program chair's permission.

Students seeking an AIS degree or an ATS degree not published in this catalog must meet general education requrements established for the specific degree program.

Students seeking the Associate of Arts or Associate of Science degree must meet the general education requirements for the degrees as published in the Humanities and Sciences section of this catalog.

Program Graduation Requirements
(Degree Audit Curriculum)

Requirements for each degree and certificate program at Cincinnati State are published each year in this catalog. Students are expected to fulfill the requirements in effect for the catalog year they are admitted to the program. This set of requirements may be referred to as the student's Academic Evaluation or Degree Audit curriculum.

Students readmitted to the College after an absence of one year or more are expected to fulfill the requirements in effect at the time of readmission.

Students should consult with their program chair or academic advisor to discuss any changes made to program requirements that could affect progress toward completing their degree or certificate program.

College Orientation Requirement

All Cincinnati State students who enroll in a degree program are required to complete one college orientation course: FYE 100, College Survival Skills; FYE 105, College Success Strategies; or FYE 110, Community College Experience.

The orientation course must be completed as part of the first semester of classes taken at Cincinnati State. Students in the Cincinnati State Honors Program fulfill the orientation course requirement by completing HNR 100, Orientation to Honors.

Some certificate programs also require students to complete FYE 100, FYE 105, or FYE 110. Each certificate program that requires completion of an orientation course is indicated in the curriculum published in this catalog.

Degree-seeking or certificate-seeking students who have already successfully completed 12 or more semester credits of college-level courses at another college or university and have received Cincinnati State transfer credit for these courses are not required to complete an orientation course.

The orientation courses FYE 100, FYE 105, and FYE 110 introduce students to the college experience and to Cincinnati State's expectations and resources for new students. The orientation course earns college credit, but it does not fulfill general education or core course requirements for degree or certificate programs.

The Honors Program

The Cincinnati State Honors Program supports the College goal of serving all aspects of the community by offering enhanced learning opportunities to academically talented, highly motivated students. The Honors Program curriculum complements existing degree programs; students can take Honors sections of many required courses. The Honors Program strives to establish an intellectual community among students and faculty by providing challenging coursework, academic enrichment activities, academic honors advising, and opportunities for student involvement. Honors Program graduates receive recognition at commencement and on their diploma and transcripts.

The Honors Program is open to full-time and part-time admitted degree-seeking students in all divisions of the College who meet the entry criteria listed below. Students are first admitted to a degree program and then to the Honors Program. All Honors Program students must take HRN 100, Orientation to Honors, as a prerequisite to or concurrent with other Honors classes.

Students accepted into the Honors Program who enter Cincinnati State directly from an area high school are eligible to apply for an Honors Program scholarship.

In addition to HRN 100, courses regularly offered as part of the Honors Program include:

		Credits
BIO 151	Anatomy and Physiology 1	4
BIO 152	Anatomy and Physiology 2	4
COMM 105	Interpersonal Communication	3
COMM 110	Public Speaking	3
ENG 101	English Composition	3
ENG 102	English Composition and Argument	3
ENG 103	English Composition and Literature	3
HRN 110	Honors Colloquium	varied
LAW 101	Business Law	3
LIT 200	Introduction to Literature	3
LIT 210	The Short Story	3
LIT 240	The Novel	3
LIT 285	Women Writers	3
PHI 105	Introduction to Philosophy	3
PSY 110	Introduction to Psychology	3
SOC 105	Introduction to Sociology	3

For more information, contact Dr. Andrea Leslie, Honors Chair, (513) 569-1646, or visit www.cincinnatistate.edu/honorsexperience.

The entry criteria for the Honors Program include:

A. New student, entering Cincinnati State directly from high school:
   - Must have COMPASS® scores of 85 for Reading and Writing, and Math at program level, and at least one of the following:
   - High school GPA of 3.25 or higher
   - High school rank in top 15%
   - ACT 25 (after April 1996)
   - SAT scores 1140 (after April 1996)

B. New student, entering Cincinnati State five or more years after high school: COMPASS® scores of 85 for Reading and Writing, and Math at program level.

C. Current student: college GPA of 3.25 after 12 academic credits

D. Transfer student: college GPA of 3.25 after 12 academic credits

All students applying for the Honors Program must submit two letters of recommendation from persons familiar with their academic potential and performance in a teaching/learning environment.

Academic Foundations

Academic Foundations courses are available for students whose placement test scores indicate a need for additional preparation in the areas of reading, writing, and math skills before entering their program of study. Typically, students complete Academic Foundations courses prior to taking core courses in their degree program. However, in some cases, Academic Foundations courses can be taken in conjunction with program-level coursework. Students who need foundations courses are assigned a pre-technical or pre-major advisor. The advisor assists students in selecting appropriate coursework and monitors the progress of each student toward meeting program admission requirements.

Courses in study skills are also available. These courses provide students with important college success skills such as taking tests, managing time, using the library, and taking notes. In addition, a computer learning laboratory and tutoring services are provided free of charge when extra help is needed.

Courses with the department code AFL (Academic Foundations - Language), AFM (Academic Foundations - Math) or ESL (English as a Second Language) are counted in the total number of attempted hours on student transcripts, but they are not used to calculate a student's grade point average (GPA). Even though these grades do not affect the GPA, they can affect financial aid eligibility. Academic Foundations courses cannot be counted toward graduation.

The following Academic Foundations courses are offered regularly:

		Credits
AFL 070	Essentials of Reading and Writing	5
AFL 080	Fundamentals of College Reading and Writing	5
AFL 085	Applications of College Reading and Writing	5
AFM 075	Essentials of Mathematics	4
AFM 090	Foundations of Basic Mathematics	4
AFM 095	Foundations of Basic Algebra	4
ESL 051	English as a Second Language Level 1	4
ESL 052	English as a Second Language Level 2	4
ESL 055	English as a Second Language: Grammar	2
ESL 060	English as a Second Language: Pronunciation	2

Students may be advised to take other foundations courses not listed above to meet specific program preparation needs.

The Academic Foundations program also offers a Learning Lab in Rooms 254 and 258 Main Building. This computer laboratory provides students the opportunity to use supplemental instructional materials to sharpen their basic skills while reinforcing their ability to learn independently.

ESL Courses

International students who successfully complete courses in English as a Second Language (ESL) are considered to have completed Academic Foundations writing and reading courses. Additional foundations writing and reading courses are not required.

Tutoring Center / Success Center

Individual or group tutoring is available to Cincinnati State students in a variety of subject areas and is free of charge. Instruction is provided by qualified faculty or by student tutors who are recommended by faculty. All tutors receive training in methods, policies, and practices aimed at promoting independent learn-

ing. Students may request a tutor through the Tutoring/Success Center in Room 261 Main Building. Drop-in tutoring and tutoring by appointment are available for students who need assistance. Tutoring is offered in Main Room 261 and in ATLC Room 105.

Writing Center

The Writing Center in Room 235 Main Building offers tutorial support at no charge to any Cincinnati State student whose coursework includes written assignments. Tutors are qualified, experienced writing instructors. Tutors are available by appointment, on a walk-in basis, or online to provide guidance to students in all facets of the writing process.

Academic Advising

Academic advising assists students in reaching their academic and career goals at Cincinnati State. Program chairs, academic advisors, and other faculty members are assigned to guide students through activities such as:

- Setting academic goals
- Developing educational plans
- Selecting courses
- Providing information on transfer credits
- Understanding and meeting requirements for graduation
- Clarifying career and personal goals
- Explaining academic policies and procedures
- Addressing academic challenges
- Making appropriate referrals to campus support services

During the 2013-2014 academic year, Cincinnati State will be implementing Mandatory Advising for incoming students. Advising will be provided in group and individual settings as well as via e-mail and through use of online advising tools.

Distance Education

www.cincinnatistate.edu/online

Cincinnati State currently offers over 200 courses either totally or partially online. Distance education courses at Cincinnati State offer students a choice in how they complete their coursework. Totally online courses (marked WEB on course schedules) have no on-campus meetings. Partially online courses (marked HYB on course schedules) have most of the educational activities occur online, but also include some required on-campus meetings. Either choice gives students the flexibility to fit classes into their busy lifestyle.

Success in Online Courses

Successful online students exhibit the following:
- self-discipline,
- self-motivators,
- good time management skills,
- independent learners,
- effective readers and writers, and
- effective problem solvers.

Success in distance education classes also requires students to be comfortable using basic features and functions of a computer such as:
- sending and receiving email,
- downloading software,
- successfully attaching and sending documents,
- resolving simple technology issues, and
- using word processing software.

Some online courses require students to use other computer skills also.

Students who are considering taking distance education course should determine their readiness for distance education by completing the SmarterMeasure online assessment at http://cstateonline.smartermeasure.com. Follow the directions for username and password.

Distance Education Definitions

Online/web-based (virtual): Courses that contain all online activities, with no scheduled campus meetings. However, in some online classes students may be required to take tests on campus, or at a specially-arranged proctored location. These classes are identified in the registration process with the code WEB.

Hybrid: Courses that contain more than 70% online activities and also require regularly-scheduled on-campus meetings, which could include (for example) completing lab activities or delivering speeches. Testing may occur online, on campus, or at specially-arranged proctored sites. These classes are identified in the registration process with the code HYB.

Web-enhanced: Courses that are delivered primarily on-campus with required in-person attendance, but with assignments, activities, discussions, and/or testing available online. These courses are not considered distance education courses.

Taking Exams in Online Courses

In some distance education courses students may be allowed to take exams and quizzes online. However, some distance education courses may require students to come to campus for testing, or find a qualified proctor or testing center. External proctors must sign an agreement with the College in order to proctor an exam. Contact your instructor for further information.

Student Support Services for Distance Education

Library: The electronic resources available through the Johnnie Mae Berry Library and OhioLINK are licensed resources available to students on campus, and students completing their coursework online, at a distance.
Students wishing to use the library and its resources, including the electronic resources, must have a SurgeCard, Cincinnati State's identification card. The SurgeCard also allows students to borrow books from college and university libraries that are part of the OhioLINK system. Students can obtain a SurgeCard from the Office of Student Activities, ATLC Room 204. Distance students who cannot come to campus may contact Student Activities at (513) 569-5747 for additional information.

Bookstore: Cincinnati State's Follett Bookstore provides online access to order books, supplies, and materials. Students may order textbooks and merchandise from the bookstore's website, www.cincinnatistate.edu/on-campus/bookstore. Distance students may have materials shipped to them, or if they are near the campus, may pick up materials at the bookstore.

Many Cincinnati State instructors use customized versions of textbooks which are not available at other online retailers. Cincinnati State's bookstore is the only place to obtain these materials. Check with your instructor to determine if there are customized materials that should be purchased.

Technical Help Desk: The College Help Desk can assist distance students with technical problems related to their distance education courses. Live Help Desk assistance is available at (513) 569-1234 during the following times:

Sunday 6:00 PM – Monday 2:00 AM
Monday 7:00 AM – Friday 7:00 PM
Saturday 7:00 AM - 2:30 PM

Email assistance itshelpdesk@cincinnatistate.edu (available 24/7). Students using the Helpdesk email can expect a response within 24 hours.

Academic Advising for Distance Education Students: At Cincinnati State, students are assigned an academic advisor based on their program choice. Advisors for distance students are the same as those advising students who complete non-distance classes. Students should touch base frequently with their advisor—in person,

by email, or via phone—to ensure success in achieving academic goals. Students may contact their academic advisor by calling (513) 569-1552 or through their division office.

Registration: Registration for all Cincinnati State courses is available online. There is no difference in cost for distance courses. For available courses, log into https://mycstate.cincinnatistate.edu/. Distance education courses are noted in registration information with the codes WEB (online course) or HYB (hybrid course). Distance students are encouraged to view the comments section for each hybrid course for information about required on-campus meetings.

Cost for distance education courses: Tuition for distance education courses is the same as on campus courses. Web-based courses are assessed an additional fee of five dollars ($5) per credit hour.

How to get started: Applying for admission to Cincinnati State to take online classes is easy and convenient. The admission process is completely online and open to everyone. The admissions process is the same for students taking online courses and those taking traditional courses.

To begin your application, visit the Admission Process page and complete the online application for admission.

Programs and Courses

The following associate's degree programs and certificate programs are available via distance delivery. Speak with your academic advisor to answer any questions you may have regarding distance education programs.

Business Division
Associate Degrees
Accounting Technology
Business Management Technology
Hospitality Management
Marketing Managemen

Certificates
Paralegal Certificate
Accounting Certificate

Center for Innovative Technologies
Associate Degree
Computer Programming and Database Management
Business Programming and Systems Analysis

In collaboration with Health and Public Safety
Health Informatics Major
Healthcare Programming and Analysis Major

Certificate
Advanced Surveying Certificate

Health and Public Safety
Associate Degrees
Health Information Management
Public Safety Technology

Certificate
Coding Specialist Certificate
Homeland Security Certificate

Additional associate's degrees will be added in the future; please check the distance education website at www.cincinnatistate.edu/ online for updates and details.

Distance Education Courses

For a list of courses offered either in a totally online format (WEB) or in a partially online, hybrid format (HYB), visit www.cincinnatistate.edu/online

Extension Sites

Cincinnati State provides college credit and non-credit courses through the Middletown campus and through community learning centers located at the Cincinnati State West campus in Harrison, Countryside YMCA in Lebanon, the Health Careers Collaborative at the Health Alliance Business Center, Great Oaks Career Campuses, Lower Price Hill School, and the Workforce Development Center in Evendale.

Whether students earn college credit or seek personal enrichment, courses offered at the extension sites bring Cincinnati State programs to local neighborhoods. Courses offered at the extension sites are identified during the registration process with a site abbreviation code under the "Building" (BLDG) column.

Weekend Classes

Cincinnati State schedules a range of classes on weekends. For selected associate's degree and certificate programs, the College provides opportunities for students to complete their programs with all classes scheduled in a combination of weekend and evening classes, or a combination of weekend and distance education classes. Students seeking more information about possible weekend classes should contact the academic division that offers the program of interest.

Courses Available for Credit by Cincinnati State Exam (Test Out)

For additional information on earning credit through internal exams, see "Advanced Standing Credit" in the Academic Policies and Procedures section of this catalog.

Business Technologies
No test outs offered

Center for Innovative Technologies

Course		Monitor
BMT 151	Biomedical Instrumentation 1	L. Pohlgeers
BMT 252	Biomedical Instrumentation 2	L. Pohlgeers
BMT 253	Biomedical Instrumentation 3	L. Pohlgeers
EET 101	Electronic Fundamentals 1	L. Pohlgeers
EET 102	Electronics Fundamentals 2	L. Pohlgeers
EET 121	Digital Systems 1	L. Pohlgeers
EET 122	Digital Systems 2	L. Pohlgeers
EET 131	Circuit Analysis 1	L. Pohlgeers
EET 132	Circuit Analysis 2	L. Pohlgeers
EET 210	Computer Calculations for Electronics	L. Pohlgeers
EET 220	Microprocessor Systems	L. Pohlgeers
EET 251	Electronics 1	L. Pohlgeers
EET 252	Electronics 2	L. Pohlgeers
MET 111	Manufacturing Processes 1	M. DeVore
MET 131	MET Computer Aided Drafting 1	M. DeVore

Health and Public Safety

HIM 105	Legal Aspects of Health Info. Mgmt.	C. Kneip
HIM 115	Clinical Abstracting of Health Data	C. Kneip
HIM 125	CPT Coding	C. Kneip
HIM 205	ICD-10-CM and ICD-10-PCS Coding	C. Kneip
MCH 100	Healthcare Informatics	D. Robinson
MCH 101	Medical Terminology 1	D. Robinson
MCH 102	Medical Terminology 2	D. Robinson
MCH 104	Accelerated Medical Terminology	D. Robinson
MCH 110	Orientation to Health Records	D. Robinson
MCH 120	Health Unit Coordinator Training	D. Robinson
MCH 188	Patient Care Skills	D. Robinson

Humanities and Sciences

ECO 105	Principles of Microeconomics	P. Davis
ECO 110	Principles of Macroeconomics	P. Davis
ENG 101	English Composition	G. Woolf
ENG 104	Composition and Technical Communication	G. Woolf
ENG 105	Composition and Business Communication	G. Woolf
LBR 105	Introduction to Labor & Employee Relations	P. Davis
PSY 110	Introduction to Psychology	P. Davis
PSY 205	Child Development	P. Davis
PSY 210	Adolescent Development	P. Davis
PSY 215	Adult Development	P. Davis
SOC 105	Introduction to Sociology	C. Bossard
SOC 140	Sociology of Gender	C. Bossard
SOC 115	Marriage and the Family	C. Bossard
SPN 101	Elementary Spanish 1	R. Moreno
SPN 102	Elementary Spanish 2	R. Moreno
SPN 200	Spanish Conversation & Composition	R. Moreno
SPN 201	Intermediate Spanish 1	R. Moreno
SPN 202	Intermediate Spanish 2	R. Moreno
MAT 111	Business Math 1	S. Freeman
MAT 112	Business Math 2	S. Freeman
MAT 125	Algebra and Trigonometry	S. Freeman
MAT 126	Functions and Calculus	S. Freeman
MAT 150	Intermediate Algebra	S. Freeman
MAT 151	College Algebra	S. Freeman
MAT 210	Business Calculus	S. Freeman
MAT 251	Calculus 1	S. Freeman
MAT 252	Calculus 2	S. Freeman

Transfer Module

The State of Ohio has developed a statewide policy to facilitate movement of students and transfer credits from one Ohio public college or university to another. The Transfer Module policy statement is published elsewhere in this catalog.

The Cincinnati State Transfer Module consists of 36 semester credit hours that transfer to any public Ohio two- or four-year college. Categories contained in the Transfer Module are:

- English Composition
- Oral Communication
- Mathematics
- Arts/Humanities
- Social/Behavioral Sciences
- Natural/Physical Sciences

Students earning the Transfer Module select courses from these categories. The Transfer Module requirements are included in the degree requirements for students earning the Associate of Arts (AA) or Associate of Science (AS); however, students earning the AA or AS degree also are required to complete additional courses selected from the Transfer Module categories. The AA and AS requirements are published within the Humanities and Sciences section of this catalog.

Students completing the Transfer Module should consult with their academic advisor to ensure that courses selected are appropriate for the institution and the degree program that the student plans to pursue after completing studies at Cincinnati State

The following courses constitute the Transfer Module:

ENGLISH COMPOSITION **6 credits**

Complete ENG 101 and one other ENG course

		(credits)
ENG 101	English Composition	3
ENG 102	Composition and Argument	3
ENG 103	Composition and Literature	3
ENG 104	Composition and Technical Communication	3
ENG 105	Composition and Business Communication	3

ORAL COMMUNICATION **3 credits**

COMM 110	Public Speaking	3

MATHEMATICS **3 credits minimum**

Note: In addition to completing Academic Foundations math classes indicated by COMPASS® placement results, students must complete a prerequisite math class before enrolling in any of the classes listed.

MAT 131	Statistics 1	3
MAT 151	College Algebra	4
MAT 152	Trigonometry	4
MAT 153	Pre-Calculus	6
MAT 210	Business Calculus	5
MAT 251	Calculus 1	5
MAT 252	Calculus 2	5
MAT 253	Calculus 3	5

SOCIAL/BEHAVIORAL SCIENCES **9 credits**

Select three courses

Economics

ECO 105	Principles of Microeconomics	3
ECO 110	Principles of Macroeconomics	3

Geography

GEO 105	World Regional Geography: The Americas, Europe, and Oceana	3
GEO 110	World Regional Geography: Asia, Africa, and the Middle East	3
GEO 115	Cultural Geography	3

History

HST 101	World History: First Civilizations to 1500	3
HST 102	World History: 1500 to Present	3
HST 111	American History: Early Settlers to 1877	3
HST 112	American History: 1877 to Present	3
HST 121	African-American History: Origins to 1877	3
HST 122	African-American History: 1877 to Present	3
HST 130	History of Africa	3

Labor Relations

LBR 105	Intro. to Labor and Employee Relations	3

Political Science

POL 101	Introduction to American Government	3
POL 102	Intro. to Comparative Govt. & Political Sys.	3

Psychology

PSY 110	Introduction to Psychology	3
PSY 200	Abnormal Psychology	3
PSY 205	Child Development	3
PSY 210	Adolescent Development	3
PSY 215	Adult Development	3
PSY 220	Social Psychology	3
PSY 225	Lifespan Development	3

Sociology

SOC 105	Introduction to Sociology	3
SOC 115	Marriage and the Family	3
SOC 130	Sociology of Aging	3
SOC 140	Sociology of Gender	3

ARTS/HUMANITIES **9 credits**
Select three courses

Art

ART 110	Introduction to Art	3
ART 111	Art History: Ancient to Medieval Periods	3
ART 112	Art History: Renaissance to the Present	3

Communication

COMM 130	Introduction to Film Studies	3

Literature

LIT 200	Introduction to Literature	3
LIT 210	The Short Story	3
LIT 220	Poetry	3
LIT 230	Drama	3
LIT 240	The Novel	3
LIT 251	American Literature to 1865	3
LIT 252	American Literature since 1865	3
LIT 255	African-American Literature	3
LIT 261	British Literature: Medieval to 1800	3
LIT 262	British Literature: 1800 to Present	3
LIT 265	Shakespeare	3
LIT 270	Children's Literature	3
LIT 280	Science Fiction	3
LIT 285	Women Writers	3

Music

MUS 101	Music History: Middle Ages to Late 19th Century	3
MUS 102	Music History: 20th Century	3
MUS 105	Music History: African-American Music	3
MUS 110	Jazz Appreciation	3
MUS 115	Rock and Pop Music	3

Philosophy

PHI 105	Introduction to Philosophy	3
PHI 110	Ethics	3

Religious Studies

REL105	World Religions	3

Theatre

THE 105	Theatre Appreciation	3
THE 110	History of Theatre	3

NATURAL/PHYSICAL SCIENCES **6 credits**

Biology

BIO 111	Biology: Unity of Life	4
BIO 112	*(approval pending)* Biology: Diversity of Life	4
BIO 131	Biology 1	5
BIO 132	Biology 2	5
BIO 151	Anatomy and Physiology 1	4
BIO 152	Anatomy and Physiology 2	4

Chemistry

CHE 110	Fundamentals of General Chemistry	4
CHE 111	Bio-Organic Chemistry	4
	(must take CHE 121 and CHE 131 together)	
CHE 121	General Chemistry 1	4
CHE 131	General Chemistry 1 Lab	1
	(must take CHE 122 and CHE 132 together)	
CHE 122	General Chemistry 2	4
CHE 132	General Chemistry 2 Lab	1
	(must take CHE 201 and CHE 211 together)	
CHE 201	Organic Chemistry 1	3
CHE 211	Organic Chemistry 1 Lab	2
	(must take CHE 202 and CHE 212 together)	
CHE 202	Organic Chemistry 2	3
CHE 212	Organic Chemistry 2 Lab	2

Environmental Science

EVS 110	Environmental Science: Conservation and Cleanup	4
EVS 120	Environmental Geology	4
EVS 130	Environmental Science: Ecology and Ecosystems	4

Physical Science

PSC 105	Astronomy	4
PSC 110	Earth Science	4
PSC 115	Energy	3

Physics

PHY 151	Physics 1: Algebra/Trigonometry Based	4
PHY 152	Physics 2: Algebra/Trigonometry Based	4
PHY 201	Physics 1: Calculus Based	5
PHY 202	Physics 2: Calculus Based	5

Associate of Individualized Study

Cincinnati State offers the Associate of Individualized Study (AIS) degree to meet unique career education needs for students whose careers objectives cannot be achieved through one of the existing associate's degree programs offered by the College.

A student who wishes to be considered for admission to an AIS program must:

1. Meet with the program chair for the Associate of Arts/ Associate of Science degree. This meeting is used to make a preliminary determination of whether the student's request for an AIS program is likely to be approved. If approval seems likely, an academic advisor for the AIS program is assigned.
2. Consult with the assigned academic advisor, who assists the student in planning the curriculum for the AIS program. This curriculum must include no fewer than 60 total credits, and must include all College-wide graduation requirements.
3. Complete all College admissions requirements, as described in the "Admissions, Fees, and Financial Aid" section of this catalog.
4. Write and deliver to the assigned academic advisor a justification of the proposed degree program, including a statement of career goals and an explanation of why another associate's degree program would not be appropriate.

The student's academic advisor presents the proposed AIS curriculum to the College's Academic Policies and Curriculum Committee (APCC) for approval. The APCC approves or denies the AIS program proposal. The APCC may seek additional information and/ or suggest modifications to the proposed AIS curriculum prior to taking action.

If the proposed AIS is approved, the student is admitted to the AIS program. If the proposed AIS is denied, the student may wish to apply to another associate's degree program.

Associate of Technical Study

Associate of Technical Study – Type A

The Associate of Technical Study (ATS) – Type A degree program allows a student to meet unique career objectives by receiving college credit for qualified non-college training programs, and combining this training with courses from two or more existing Cincinnati State associate's degree programs.

A student who wishes to be considered for admission to an ATS - Type A program must follow the steps outlined above for the AIS degree. The proposed ATS - Type A degree program must be approved by the College's Academic Policies and Curriculum Committee (APCC).

Associate of Technical Study – Type B

The Associate of Technical Study (ATS) – Type B degree program allows the College to develop associate's degree programs in partnership with professional organizations or businesses that provide specific training programs for their members or employees. The training program is examined by a College review committee to determine if it qualifies for inclusion in an ATS – Type B program. If qualified, the training program is awarded a set number of college credits. Additional components of the proposed degree program are also determined by the review committee.

When implemented, an ATS – Type B program accommodates students who have completed educational programs that are outside traditional college coursework, and allows these students to supplement their professional training with the additional enriching components of a college associate's degree program. The proposed ATS - Type B degree program also must be approved by the College's Academic Policies and Curriculum Committee (APCC).

Some currently-available ATS – Type B programs are identified within the academic division sections of this catalog.

A student who wishes to be considered for admission to an ATS - Type B program must follow the steps designated by the academic division that offers the ATS - Type B program.

BUSINESS TECHNOLOGIES DIVISION

Division Phone Number: (513) 569-1620

Cincinnati State's Business Technologies Division provides specialized business education by offering several programs that lead to an Associate of Applied Business degree, as well as programs leading to an Associate of Arts in Pre-Business Administration, an Associate of Applied Science in Dietetic Technology, an Associate of Science in Pre-Nutrition Science, and several certificate programs.

Organized job experience through cooperative education work assignments with leading business firms is a key component of the learning program. Business coursework, along with job-related activities during co-op terms, provide students with business skills and business experience.

Credits earned in the degree programs are transferable. Cincinnati State has established articulation agreements with the College of Mount St. Joseph, Mount Vernon Nazarene University, Thomas More College, Xavier University, Northern Kentucky University, University of Cincinnati, Miami University, Rochester Institute of Technology, Union Institute and University, Wilmington College, and Franklin University.

Entrance Competencies

In order to ensure a high degree of success in academic studies in business technologies, entering students must meet established academic levels in mathematics, communication skills, and reading comprehension. To aid in determining these levels, entering students are required to take COMPASS®, the college admissions/placement test. If testing and previous academic background indicate that a student has not reached the necessary preparatory level, a divisional advisor will identify a group of classes to help the student reach needed levels. Preparatory classes are available year-round.

Cooperative Education – Working for Success Experience

Cooperative education allows students to apply concepts learned in the classroom to the business world and to gain practical experience that enhances employment after graduation. Therefore, in the Business Technologies Division all degree-seeking students (except in Dietetic Technician, Dietary Manager, and Pre-Nutrition Science) must earn credits in cooperative education.

The Business Technologies Division's Working for Success Experience, a series of practice-oriented courses, ensures student success in preparing for and achieving career goals. The foundation for the program is the College First Year Experience course. This course prepares students for successful transition to college life.

The Working for Success Experience continues with BUS 190, Professional Practices. This course prepares students for cooperative education experience by learning fundamental skills required to gain employment such as goal setting, career research, resume writing, interviewing, and negotiating. After completing this course, students are ready for the practical experience provided by cooperative education.

The primary element in the Working for Success Experience is cooperative education, where classroom studies are integrated with work experience. Most students complete two semesters of meaningful employment that is structured, managed, and evaluated in a systematic way to help students realize their career goals. Students also complete learning modules to acquire additional skill sets necessary to sustain employment.
In exceptional situations students, in consultation with their program co-op coordinator, may fulfill the co-op requirement by completing Co-op Seminar courses (BUS 280 and BUS 285).

After students complete co-op requirements, they enroll in the third course of the Working for Success Experience, BUS 290, Business Competencies. This capstone course ties together the practice-oriented courses of the Working for Success Experience. Students complete educational units that build competencies needed to advance in their chosen field of work. The Business Competencies course includes mandatory community service. The capstone course helps students gain perspective on responsibiities to the community and form the foundation for good citizenship.

The Cooperative Education Requirement

1. Students can meet the Business Technologies Division cooperative education requirement in these three ways:
   - Complete the traditional cooperative education work experiences
   - Fulfill the requirements by applying for advanced standing
   - Complete the Co-op Seminar classes satisfactorily (with prior approval of the co-op coordinator)
2. To be eligible to participate in the cooperative education program, students must meet the following requirements:
   - Matriculate as a student.
   - Maintain a GPA of 2.0 or higher, and complete any required program technical courses. (See co-op coordinator for list.)
   - Attend a co-op orientation session, complete an application to co-op packet, and return it to the program co-op coordinator before consideration for placement.
   - Agree to follow the curriculum and meet all program requirements as specified.
   - Agree not to seek full-time employment with a co-op employer until graduation.
   - Understand that co-op students are not eligible for unemployment benefits for co-op positions, and as such, agree not to apply for them.
   - Gain prior coordinator approval if it is necessary to drop out of co-op employment and complete the remainder of the co-op requirements by taking co-op seminar courses. If students leave co-op employment, they are eligible to re-enter only with approval of the co-op coordinator.
3. Students may complete the required co-op experience in full-time or part-time work, depending on the availability of positions. Students must meet with their co-op coordinator as soon as possible after admission to their academic program to complete their co-op plan.
4. The Business Technologies Division assists students in completing their cooperative education work experiences. Although the division's co-op coordinators are generally successful in finding interview opportunities for co-op students, there is no employment guarantee. If employment is unavailable, the co-op coordinator works with students on alternatives to fulfill the cooperative education requirement.

Transfer Module

The Ohio Board of Regents developed the transfer module to facilitate transfer of credits from one Ohio public college or university to another. The transfer module contains 36 to 40 semester hours of course credits in the areas of English, mathematics, arts and humanities, social and behavioral sciences, and natural and physical sciences. A transfer module completed at one college or university automatically meets the requirements for the transfer module at another college or university once the student is admitted. For additional information, see the "State of Ohio Policy for Institutional Transfer" and the "Transfer Module" sections of this catalog.

Associate's degree programs in the Business Technologies Division contain in their curricula most of the required courses for the Cincinnati State transfer module. Students who wish to complete the transfer module should schedule the additional courses at their convenience. Students who transfer to an Ohio public university for baccalaureate degrees will find that the Cincinnati State Associate of Applied Business degree, and other associate's degrees, combined with a transfer module showing grades of C or higher receives preferential consideration at the receiving institution.

ACCOUNTING TECHNOLOGIES

Accounting (ACCT)

Program Chair: Michele Geers
Co-op Coordinator: Yvonne Baker
Advisor: Stani Kantcheva

The Accounting degree program provides students with an understanding of accounting skills and knowledge of business fundamentals. Students enhance their skills through cooperative education.

Students are exposed to all facets of the accounting profession, including intermediate accounting, tax accounting, cost accounting, computerized accounting, and auditing. Upon graduation, students will have a variety of employment opportunities in the accounting field. For further advancement, many students elect to continue their education at an area college or university.

Accounting

All degree-seeking students must complete a First Year Experience (FYE) course as part of the first 12 credit hours taken at Cincinnati State.

			Hours Per Week Class	Lab	Credit Hours
SEMESTER 1					
ACC	101	Financial Accounting	2	2	3
ENG	101	English Composition	3	0	3
LAW	101	Business Law	3	0	3
BUS	190	Professional Practices	1	0	1
MGT	1XX	Management Elective	2	0	2
			11	2	12
SEMESTER 2					
ACC	102	Managerial Accounting	2	2	3
ECO	105	Principles of Microeconomics	3	0	3
ACC	110	Accounting Information Systems	2	0	2
ACC	1XX	Accounting Software Elective	0	3	1
IM	XXX	Computer Elective	2	2	3
MAT	XXX	Mathematics Elective	2	2	3
			11	9	15
SEMESTER 3					
ACC	201	Intermediate Accounting 1	4	0	4
ACC	210	Cost Accounting	3	0	3
ACC	291	Full-Time Cooperative Education 1: Accounting	1	40	2
			8	40	9
SEMESTER 4					
MKT	101	Principles of Marketing	3	0	3
FIN	150	Business Finance	3	0	3
ACC	175	Federal Taxation: Individuals	3	0	3
ENG	1XX	English Composition Elective	3	0	3
ACC	202	Intermediate Accounting 2	3	0	3
			15	0	15
SEMESTER 5					
ACC	292	Full-Time Cooperative Education 2: Accounting	1	40	2
			1	40	2
SEMESTER 6					
ACC	180	Federal Taxation: Business	3	0	3
COMM	1XX	Communication Elective	3	0	3
ACC	270	Auditing	3	0	3
BUS	290	Business Competencies	1	0	1
XXX	XXX	Arts/Humanities Elective	3	0	3
ACC	XXX	Accounting Elective	2	0	2
			15	0	15
					68

Management Elective: MGT 100, MGT 101
Mathematics Elective: MAT 130, MAT 131, MAT 132, MAT 150, MAT 151, MAT 210, MAT 251, MAT 252
Computer Elective: IM 120, IM 125, IM 200
Accounting Software Elective: ACC 115, ACC 120
Accounting Elective: ACC 130, ACC 135, ACC 140, ACC 230
English Composition Elective: ENG 102, ENG 103, ENG 105
Communication Elective: COMM 105, COMM 110
Arts/Humanities Elective: Any Transfer Module course from ART, COMM, LIT, MUS, PHI, REL, THE

Accounting Certificate (ACCTC)

Advisor: Michele Geers

The Accounting Certificate program at Cincinnati State is for those who have earned a degree in a different discipline and need accounting courses in order to sit for the CPA exam or who may need accounting courses for job promotion. This program is best suited for students currently employed in the accounting field. The certificate does not include cooperative education.

Accounting Certificate

			Hours Per Week Class	Lab	Credit Hours
SEMESTER 1					
ACC	101	Financial Accounting	2	2	3
ACC	175	Federal Taxation: Individuals	3	0	3
			5	2	6
SEMESTER 2					
ACC	102	Managerial Accounting	2	2	3
ACC	110	Accounting Information Systems	2	0	2
ACC	180	Federal Taxation: Business	3	0	3
ACC	1XX	Accounting Software Elective	0	3	1
ACC	201	Intermediate Accounting 1	4	0	4
			11	5	13
SEMESTER 3					
ACC	202	Intermediate Accounting 2	3	0	3
ACC	210	Cost Accounting	3	0	3
ACC	270	Auditing	3	0	3
ACC	XXX	Accounting Elective	2	0	2
			11	0	11
					30

Accounting Software Elective: ACC 115, ACC 120
Accounting Elective: ACC 130, ACC 135, ACC 140, ACC 230

AUTOMOTIVE SERVICE MANAGEMENT TECHNOLOGIES

Automotive Service Management (ASM)

Program Chair: Chuck Butler
Co-op Coordinator: Joe Roberts

Automotive Service Management is an Associate of Applied Business program including on-site co-op education as well as classroom instruction. The combined classroom and work experience develop cognitive and technical skills essential for the success of the student entering any avenue of the automotive work force.

Automotive Service Management

All degree-seeking students must complete a First Year Experience (FYE) course as part of the first 18 credit hours taken at Cincinnati State.

			Hours Per Week Class	Lab	Credit Hours
SEMESTER 1					
AUTO	100	Introduction to Automotive Technology	2	3	3
ENG	101	English Composition	3	0	3
MGT	10X	Management Elective	2	0	2
IM	111	Computer Applications 1	2	3	3
AUTO	111	Engine Repair 1	2	3	3
AUTO	161	Electrical/Electronic Systems 1	2	3	3
BUS	190	Professional Practices	1	0	1
			14	12	18
SEMESTER 2					
ACC	101	Financial Accounting	2	2	3
MKT	10X	Marketing Elective	3	0	3
AUTO	150	Brakes	2	3	3
AUTO	162	Electrical/Electronic Systems 2	2	3	3
AUTO	181	Engine Performance 1	2	3	3
ENG	1XX	English Composition Elective	3	0	3
			14	11	18
SEMESTER 3					
AUTO	291	Full-Time Cooperative Education 1: Automotive	1	40	2
			1	40	2
SEMESTER 4					
LAW	101	Business Law	3	0	3
AUTO	112	Engine Repair 2	2	3	3
AUTO	120	Automatic Transmission and Transaxle	2	3	3
AUTO	140	Suspension and Steering	2	3	3
COMM	1XX	Communication Elective	3	0	3
			12	9	15
SEMESTER 5					
AUTO	292	Full-Time Cooperative Education 2: Automotive	1	40	2
			1	40	2
SEMESTER 6					
ECO	105	Principles of Microeconomics	3	0	3
AUTO	130	Manual Drive Train and Axles	2	3	3
AUTO	170	Heating and Air Conditioning	2	3	3
AUTO	182	Engine Performance 2	2	3	3
BUS	290	Business Competencies	1	0	1
XXX	XXX	Arts/Humanities Elective	3	0	3
			13	9	16
					71

Management Elective: MGT 100, MGT 101
Marketing Elective: MKT 101, MKT 105
English Composition Elective: ENG 102, ENG 103, ENG 104, ENG 105
Communication Elective: COMM 105, COMM 110
Arts/Humanities Elective: Any Transfer Module course from ART, COMM, LIT, MUS, PHI, REL, THE

Automotive Service Technician Certificate (ASTC)

Advisor: Chuck Butler

The Automotive Service Technician Certificate at Cincinnati State prepares students for entry-level jobs in the technical areas of the automotive service field. Hands-on diagnosis and repair of "live" vehicles enhance students' diagnostic skills and build a solid foundation for a successful and rewarding career.

Automotive Service Technician Certificate

			Hours Per Week Class	Lab	Credit Hours
SEMESTER 1					
AUTO	100	Introduction to Automotive Technology	2	3	3
AUTO	111	Engine Repair 1	2	3	3
AUTO	150	Brakes	2	3	3
AUTO	161	Electrical/Electronic Systems 1	2	3	3
AUTO	181	Engine Performance 1	2	3	3
			10	15	15
SEMESTER 2					
AUTO	140	Suspension and Steering	2	3	3
AUTO	162	Electrical/Electronic Systems 2	2	3	3
AUTO	170	Heating and Air Conditioning	2	3	3
AUTO	182	Engine Performance 2	2	3	3
			8	12	12
					27

BUSINESS MANAGEMENT TECHNOLOGIES

Business Financial Services (BFS)

Program Co-Chairs: Carolyn Waits, Jim Wood
Co-op Coordinator: Yvonne Baker
Advisor: Meg Clark

The Business Financial Services associate's degree provides a combination of sound financial business training with on-the-job experience. Courses covering basic corporate financial concepts, investment concepts, personal financial, and insurance planning prepare students for life and a business finance career. Cooperative education employment provides students with both business skills and business experience.

Business Financial Services

All degree-seeking students must complete a First Year Experience (FYE) course as part of the first 12 credit hours taken at Cincinnati State.

			Hours Per Week Class	Lab	Credit Hours
SEMESTER 1					
FIN	100	Personal Finance	3	0	3
ENG	101	English Composition	3	0	3
ACC	101	Financial Accounting	2	2	3
MGT	101	Principles of Management	3	0	3
BUS	190	Professional Practices	1	0	1
MAT	XXX	Mathematics Elective	2	2	3
			14	4	16
SEMESTER 2					
ACC	102	Managerial Accounting	2	2	3
FIN	110	Financial Institutions	3	0	3
IM	125	Electronic Spreadsheets for Accountants and Financial Managers	2	2	3
ENG	1XX	English Composition Elective	3	0	3
			10	4	12
SEMESTER 3					
ECO	105	Principles of Microeconomics	3	0	3
FIN	291	Full-Time Cooperative Education 1: Finance	1	40	2
			4	40	5
SEMESTER 4					
LAW	101	Business Law	3	0	3
COMM	110	Public Speaking	3	0	3
FIN	120	Risk and Insurance	3	0	3
FIN	150	Business Finance	3	0	3
MKT	XXX	Marketing Elective	3	0	3
			15	0	15

SEMESTER 5					
FIN	292	Full-Time Cooperative Education 2: Finance	1	40	2
			1	40	2
SEMESTER 6					
RE	110	Real Estate Finance and Appraisal	3	0	3
ACC	175	Federal Taxation: Individuals	3	0	3
FIN	200	Investments	3	0	3
MGT	290	Business Management Capstone	2	2	3
BUS	290	Business Competencies	1	0	1
XXX	XXX	Arts/Humanities Elective	3	0	3
			15	2	16
					66

Mathematics Elective: MAT 130, MAT 131, MAT 132, MAT 150, MAT 151, MAT 210, MAT 251, MAT 252
English Composition Elective: ENG 102, ENG 103, ENG 104, ENG 105
Marketing Elective: MKT 101, MKT 105, MKT 110 MKT 130
Arts/Humanities Elective: Any Transfer Module course from ART, COMM, LIT, MUS, PHI, REL, THE

Business Management (BM)

Program Co-Chairs: Carolyn Waits, Jim Wood
Co-op Coordinator: Adam Waits
Advisors: Meg Clark, Sharon White, Otis Williams

The Business Management associate's degree combines sound business training with on-the-job experience. Classroom experience centers around a well-planned curriculum, including contemporary practices in management, marketing, human resources, accounting, and organizational development. Students learn the effective use of time, money, materials, and people to improve business results. Through cooperative education work experience, students gain valuable insight and "how to" experience in assessing and solving real management challenges that businesses deal with every day.

Business Management

All degree-seeking students must complete a First Year Experience (FYE) course as part of the first 12 credit hours taken at Cincinnati State.

			Hours Per Week Class	Lab	Credit Hours
SEMESTER 1					
MGT	101	Principles of Management	3	0	3
LAW	101	Business Law	3	0	3
ENG	101	English Composition	3	0	3
ECO	105	Principles of Microeconomics	3	0	3
IM	112	Computer Applications 2	2	3	3
BUS	190	Professional Practices	1	0	1
			15	3	16
SEMESTER 2					
MKT	101	Principles of Marketing	3	0	3
ACC	101	Financial Accounting	2	2	3
COMM	110	Public Speaking	3	0	3
ENG	1XX	English Composition Elective	3	0	3
MAT	XXX	Mathematics Elective	2	2	3
			13	4	15
SEMESTER 3					
MGT	291	Full-Time Cooperative Education 1: Management	1	40	2
			1	40	2
SEMESTER 4					
ACC	102	Managerial Accounting	2	2	3
MGT	105	Human Resource Management	3	0	3
MKT	130	Professional Selling	3	0	3
MGT	140	Quality Management	3	0	3
MGT	220	Leadership	3	0	3
			14	2	15
SEMESTER 5					
MGT	292	Full-Time Cooperative Education 2: Management	1	40	2
			1	40	2
SEMESTER 6					
MGT	130	Project Management	3	0	3
FIN	150	Business Finance	3	0	3
MGT	290	Business Management Capstone	2	2	3
BUS	290	Business Competencies	1	0	1
XXX	XXX	Business Elective	3	0	3
XXX	XXX	Arts/Humanities Elective	3	0	3
			15	2	16
					66

English Composition Elective: ENG 102, ENG 103, ENG 105
Mathematics Elective: MAT 130, MAT 131, MAT 132, MAT 150, MAT 151, MAT 210, MAT 251, MAT 252
Arts/Humanities Elective: Any Transfer Module course from ART, COMM, LIT, MUS, PHI, REL, THE
Business Elective: BUS 110, MGT 120, MKT 140, MKT 205, MKT 210, MKT 215, FIN 100, FIN 120, RE 120

Marketing Management (MMT)

Program Co-Chairs: Carolyn Waits, Jim Wood
Co-op Coordinator: Adam Waits
Advisors: Meg Clark, Sharon White, Otis Williams

For students with an interest in meeting people's unique needs, marketing is an exciting career choice. Marketing involves identifying products and services that people want and influencing their buying behavior. The Marketing Management curriculum develops a student's capability to bring to the marketplace products and services that solve people's problems and make them feel good. Students gain understanding and experience in market research, market planning, new product and service development, customer behavior, branding, logistics, personal selling and sales management, direct marketing, retailing, advertising, promotion, public relations, pricing, distribution, and many other areas of marketing.

Marketing Management

All degree-seeking students must complete a First Year Experience (FYE) course as part of the first 12 credit hours taken at Cincinnati State.

			Hours Per Week Class	Lab	Credit Hours
SEMESTER 1					
LAW	101	Business Law	3	0	3
ENG	101	English Composition	3	0	3
ACC	101	Financial Accounting	2	2	3
ECO	105	Principles of Microeconomics	3	0	3
IM	112	Computer Applications 2	2	3	3
BUS	190	Professional Practices	1	0	1
			14	5	16
SEMESTER 2					
MGT	101	Principles of Management	3	0	3
MKT	101	Principles of Marketing	3	0	3
COMM	110	Public Speaking	3	0	3
ENG	1XX	English Composition Elective	3	0	3
MAT	XXX	Mathematics Elective	2	2	3
			14	2	15
SEMESTER 3					
MKT	291	Full-Time Cooperative Education 1: Marketing	1	40	2
			1	40	2
SEMESTER 4					
ACC	102	Managerial Accounting	2	2	3
MKT	130	Professional Selling	3	0	3
MGT	130	Project Management	3	0	3
MKT	215	Advertising and Social Media	3	0	3
XXX	XXX	Arts/Humanities Elective	3	0	3
			14	2	15
SEMESTER 5					
MKT	292	Full-Time Cooperative Education 2: Marketing	1	40	2
			1	40	2

SEMESTER 6					
FIN	150	Business Finance	3	0	3
MKT	205	Marketing Research	3	0	3
MKT	250	Direct Marketing	3	0	3
MGT	290	Business Management Capstone	2	2	3
BUS	290	Business Competencies	1	0	1
XXX	XXX	Business Elective	3	0	3
			15	2	16
					66

Mathematics Elective: MAT 130, MAT 131, MAT 132, MAT 150, MAT 151, MAT 210, MAT 251, MAT 252
English Composition Elective: ENG 102, ENG 104, ENG 105
Arts/Humanities Elective: Any Transfer Module course from ART, COMM, LIT, MUS, PHI, REL, THE
Business Elective: BUS 110, FIN 100, FIN 120, MGT 140, MGT 220, MKT 140, MKT 210, MKT 220, RE 120

Paralegal Certificate (LAW)

Program Co-Chairs: Carolyn Waits, Jim Wood

The Paralegal Certificate program at Cincinnati State prepares students for careers in the legal profession in three key employment areas: employees of attorneys (the dominant category), self-employed individuals who work for attorneys, and self-employed individuals who provide their services directly to the public with attorney supervision. Students learn substantive and procedural law, concentrating on the most prevalent areas of legal practice, as well as general civil and criminal litigation practice. Students earning the Legal Assistant Technology associate's degree may wish to add the Paralegal Certificate to enhance their studies.

Paralegal Certificate

			Hours Per Week Class	Lab	Credit Hours
SEMESTER 1					
LAW	101	Business Law	3	0	3
IM	130	Electronic Word Processing: Microsoft Word	2	3	3
IM	165	Legal Office Environment	3	0	3
XXX	XXX	Technical Elective 1	3	0	3
XXX	XXX	Technical Elective 2	3	0	3
			14	3	15
SEMESTER 2					
LAW	120	Legal Research and Writing	3	0	3
LAW	130	Family and Probate Law	3	0	3
LAW	210	Litigation	3	0	3
IM	225	Legal Transcription and Formatting	2	3	3
IM	285	Legal Assistant/Paralegal Capstone	2	3	3
			13	6	15
					30

Technical Electives: CRJ 105, CRJ 110, CRJ 115, CRJ 120, CRJ 125, CRJ 130, CRJ 135, IM 120, IM 135, IM 140, IM 145, IM 150, IM 155, LAW 110, LAW 140, RE 105

HOSPITALITY TECHNOLOGIES

Program Chair: Jeff Sheldon
Laura Horn, MEd, RD, LD (Dietetic Technology and Pre-Nutrition Science)
Co-op Coordinators: Kelly Harper, Scott Holubetz
Advisors: Meg Galvin, Pat Huller, Paula Kirch Smith, Donna Lapasky, Betsy Lasorella, Jim Myatt, Alan Neace

Hospitality Technologies provides students with the knowledge and skills required for a range of positions in food service, lodging, and health care. Degree programs are available for Culinary Arts, Dietetic Technology, Nutrition Science, Hospitality Management, and Pastry Arts. These programs, except Dietetic Technology, require cooperative education experience. In addition, certificates in Culinary Arts, Personal Chef, and Dietary Management are available. All programs include professional management courses certified by the National Restaurant Association.

This department includes the renowned Midwest Culinary Institute (MCI) at Cincinnati State. The Midwest Culinary Institute is a nationally recognized center for culinary education. Associate's degrees and certificates lead to entry-level work opportunities and to continuing education for the baccalaureate degree. In addition, the Institute offers an array of professional development opportunities and non-credit community classes. Its state-of-the-art facilities, located in the Advanced Technology & Learning Center at Cincinnati State, feature eight distinctive kitchens, a decorating lab, butcher shop and fish shop, demonstration studio, restaurant, and restaurant kitchen. The instructional kitchens include individual work stations for each student. An advanced multimedia system is built into the facility and supports the integration of computer technology into the curriculum.

Culinary Arts (CUL)

In the Culinary Arts program at Cincinnati State, students receive training in all aspects of food preparation, including methods of cookery, sauces, soups, butchery, garde manger, pastry, and confectioneries, in addition to culinary management. Graduates earn an Associate of Applied Business degree.

Culinary Arts

All degree-seeking students must complete a First Year Experience (FYE) course as part of the first 12 credit hours taken at Cincinnati State.

			Hours Per Week Class	Lab	Credit Hours
SEMESTER 1					
CUL	100	Culinary Demonstration	2	0	2
HRM	100	Hospitality Careers	2	0	2
CUL	101	Culinary 1	0	6	3
ENG	101	English Composition	3	0	3
HRM	105	Food Service Sanitation	1	0	1
IM	111	Computer Applications 1	2	3	3
XXX	XXX	Arts/Humanities Elective	3	0	3
			13	9	17
SEMESTER 2					
LAW	101	Business Law	3	0	3
CUL	102	Culinary 2	0	6	3
CUL	105	Culinary Baking	0	6	3
ENG	10X	English Composition Elective	3	0	3
HRM	110	Food and Beverage Cost Control	3	0	3
			9	12	15
SEMESTER 3					
CUL	291	Full-Time Cooperative Education 1: Culinary Arts	1	40	2
			1	40	2
SEMESTER 4					
ACC	101	Financial Accounting	2	2	3
CUL	110	Culinary Nutrition	0	6	3
HRM	125	Beverage Management	1	2	3

COMM	1XX	Communication Elective	3	0	3
CUL	200	Garde Manger	0	8	4
CUL	205	Culinary Production	0	6	3
			6	24	19
SEMESTER 5					
CUL	292	Full-Time Cooperative Education 2: Culinary Arts	1	40	2
			1	40	2
SEMESTER 6					
MKT	105	Marketing and Customer Relations	3	0	3
ECO	105	Principles of Microeconomics	3	0	3
MGT	105	Human Resource Management	3	0	3
CUL	210	International Cuisine	0	6	3
CUL	290	Culinary Capstone	0	6	3
BUS	290	Business Competencies	1	0	1
			10	12	16
					71

Arts/Humanities Elective: Any Transfer Module course from ART, COMM, LIT, MUS, PHI, REL, THE
English Composition Elective: ENG 102, ENG 103, ENG 105
Communication Elective: COMM 105, COMM 110

Culinary Arts Certificate (CAC)

The Culinary Arts Certificate is designed for the serious hobbyist rather than the industry professional-in-training. This program covers food service sanitation and basic cooking courses. Credits earned may be transferred into the Culinary Arts degree program. Students in the certificate program are ineligible for financial aid and Kentucky reciprocity.

Culinary Arts Certificate

			Hours Per Week Class	Lab	Credit Hours
SEMESTER 1					
CUL	100	Culinary Demonstration	2	0	2
CUL	101	Culinary 1	0	6	3
CUL	102	Culinary 2	0	6	3
HRM	105	Food Service Sanitation	1	0	1
XXX	XXX	Culinary Elective	3	0	3
			6	12	12
					12

Culinary Elective: CUL 105, HRM 100, HRM 110

Personal Chef Certificate (PCC)

The Personal Chef Certificate program helps students develop skills in nutrition and healthy cooking techniques along with small business management training. Program graduates are qualified to operate an individual business as chef entrepreneurs for a variety of clients, including those unable to prepare meals for themselves in their homes due to physical problems, those in need of special diets because of health concerns, or even those who want to purchase personal chef services as a gift for anniversaries, birthdays, or holidays such as Sweetest Day and Valentine's Day.

Personal Chef Certificate

			Hours Per Week Class	Lab	Credit Hours
SEMESTER 1					
CUL	100	Culinary Demonstration	2	0	2
CUL	101	Culinary 1	0	6	3
PCC	101	Personal Chef Principles and Menu Planning 1	3	0	3
HRM	105	Food Service Sanitation	1	0	1
DT	120	Nutrition for a Healthy Lifestyle	3	0	3
			9	6	12
SEMESTER 2					
CUL	102	Culinary 2	0	6	3
PCC	105	Personal Chef Meal Management for Special Diets	0	6	3
HRM	110	Food and Beverage Cost Control	3	0	3
DT	125	Nutrition Through the Lifecycle	3	0	3
			6	12	12
SEMESTER 3					
PCC	102	Personal Chef Practices and Menu Planning 2	0	6	3
CUL	105	Culinary Baking	0	6	3
MGT	120	Entrepreneurship	3	0	3
			3	12	9
					33

Hospitality Management (HOSP)

In the Hospitality Management program at Cincinnati State, students learn basic lodging and restaurant operation and event management skills and progress to hospitality management training through classroom instruction, laboratory experience, and cooperative education. Graduates earn an Associate of Applied Business degree and are prepared for supervisory positions in a variety of hospitality venues.

Hospitality Management

All degree-seeking students must complete a First Year Experience (FYE) course as part of the first 12 credit hours taken at Cincinnati State.

			Hours Per Week Class	Lab	Credit Hours
SEMESTER 1					
HRM	100	Hospitality Careers	2	0	2
ENG	101	English Composition	3	0	3
MGT	101	Principles of Management	3	0	3
HRM	105	Food Service Sanitation	1	0	1
IM	1XX	Computer Elective	2	2	3
MAT	XXX	Mathematics Elective	2	2	3
			13	4	15
SEMESTER 2					
HRM	291	Full-Time Cooperative Education 1: Hospitality Management	1	40	2
			1	40	2
SEMESTER 3					
ACC	101	Financial Accounting	2	2	3
ECO	105	Principles of Microeconomics	3	0	3
ENG	10X	English Composition Elective	3	0	3
HRM	110	Food and Beverage Cost Control	3	0	3
HRM	115	Rooms Division Management	4	0	4
			15	2	16
SEMESTER 4					
HRM	292	Full-Time Cooperative Education 2: Hospitality Management	1	40	2
			1	40	2
SEMESTER 5					
MKT	101	Principles of Marketing	3	0	3
HRM	125	Beverage Management	1	2	3
HRM	130	Food and Beverage Division Management	4	0	4
XXX	XXX	Social/Behavioral Science Elective	3	0	3
XXX	XXX	Arts/Humanities Elective	3	0	3
			14	2	16
SEMESTER 6					
LAW	101	Business Law	3	0	3
ACC	102	Managerial Accounting	2	2	3
HRM	120	Event, Meeting, and Convention Management	4	0	4
COMM	1XX	Communication Elective	3	0	3
BUS	290	Business Competencies	1	0	1
			13	2	14
					65

Computer Elective: IM 111, IM 120
Mathematics Elective: MAT 130, MAT 131, MAT 132, MAT 150, MAT 151, MAT 210, MAT 251, MAT 252
English Composition Elective: ENG 102, ENG 103, ENG 104, ENG 105
Communication Elective: COMM 105, COMM 110
Arts/Humanities Elective: Any Transfer Module course from ART, COMM, LIT, MUS, PHI, REL, THE
Social Science Elective: Any Transfer Module course from GEO, HST, LBR, POL, PSY, SOC

Pastry Arts (PAS)

The Pastry Arts program at Cincinnati State prepares students for employment in the culinary industry as pastry chefs or as bakers in the field of baking and flour confectionery. The courses include technical aspects of baking and pastry commonly used in the industry, such as preparing yeast dough; producing cakes, cookies, and cold desserts; and constructing pastry centerpieces. Graduates earn an Associate of Applied Business degree.

Pastry Arts

All degree-seeking students must complete a First Year Experience (FYE) course as part of the first 12 credit hours taken at Cincinnati State.

			Hours Per Week Class	Lab	Credit Hours
SEMESTER 1					
PAS	100	Theory of Baking	3	0	3
HRM	100	Hospitality Careers	2	0	2
ENG	101	English Composition	3	0	3
HRM	105	Food Service Sanitation	1	0	1
PAS	105	Fundamentals of Baking	0	6	3
PAS	110	Celebration Cakes	1	4	3
DT	120	Nutrition for a Healthy Lifestyle	3	0	3
			13	10	18
SEMESTER 2					
LAW	101	Business Law	3	0	3
ENG	10X	English Composition Elective	3	0	3
IM	111	Computer Applications 1	2	3	3
PAS	115	Pastry Production and Design	0	6	3
PAS	120	Nutritional Baking and Cuisine	1	4	3
XXX	XXX	Arts/Humanities Elective	3	0	3
			12	13	18
SEMESTER 3					
PAS	291	Full-Time Cooperative Education 1: Pastry Arts	1	40	2
			1	40	2
SEMESTER 4					
ACC	101	Financial Accounting	2	2	3
ECO	1XX	Economics Elective	3	0	3
PAS	210	Advanced Pastry and Buffet Design	1	5	3
PAS	2XX	Pastry Elective	1	4	3
COMM	XXX	Communication Elective	3	0	3
			10	11	15
SEMESTER 5					
PAS	292	Full-Time Cooperative Education 2: Pastry Arts	1	40	2
			1	40	2
SEMESTER 6					
MKT	105	Marketing and Customer Relations	3	0	3
HRM	110	Food and Beverage Cost Control	3	0	3
MGT	1XX	Management Elective	2	0	2
PAS	290	Pastry Capstone	1	5	3
BUS	290	Business Competencies	1	0	1
			10	5	12
					67

English Composition Elective: ENG 102, ENG 103, ENG 105
Arts/Humanities Elective: Any Transfer Module course from ART, COMM, LIT, MUS, PHI, REL, THE
Pastry Elective: PAS 215, PAS 220, PAS 225, PAS 230
Economics Elective: ECO 105, ECO 110
Communication Elective: COMM 105, COMM 110
Management Elective: MGT 100, MGT 101

Dietetic Technology (DT)

Dietetic technicians are trained in food preparation and nutrition and are an integral part of health care and food service management teams. They promote optimal health through proper nutrition by providing personalized services to meet clients' nutritional needs, and are trained to supervise people who prepare and serve food. Dietetic technicians work independently or in teams with registered dietitians in a variety of employment settings, including hospitals, nursing care centers, retirement centers, schools, food companies, and community health programs.

Students are required to complete 472 hours of directed practice and practicum during the program. Students are also required to complete an additional 41 hours of co-op modules, professional meetings, and wellness and program support information.

Dietetic Technology

All degree-seeking students must complete a First Year Experience (FYE) course as part of the first 12 credit hours taken at Cincinnati State.

			Hours Per Week Class	Lab	Credit Hours
SEMESTER 1					
ENG	101	English Composition	3	0	3
HRM	105	Food Service Sanitation	1	0	1
DT	110	COMMUNITY NUTRITION	2	2	3
DT	120	Nutrition for a Healthy Lifestyle	3	0	3
BIO	151	Anatomy and Physiology 1	3	2	4
BUS	190	Professional Practices	1	0	1
			13	4	15
SEMESTER 2					
DT	115	Cooking for a Healthy Lifestyle	1	3	2
DT	125	Nutrition Through the Lifecycle	3	0	3
DT	130	Nutrition Assessment	1	2	2
MAT	151	College Algebra	4	0	4
BIO	152	Anatomy and Physiology 2	3	2	4
DT	180	Dietetic Directed Practice: Health Care 1	0	5	1
			12	12	16
SEMESTER 3					
ECO	1XX	Economics Elective	3	0	3
COMM	1XX	Communication Elective	3	0	3
ENG	1XX	English Composition Elective	3	0	3
XXX	XXX	Social Science Elective	3	0	3
			12	0	12
SEMESTER 4					
HRM	110	Food and Beverage Cost Control	3	0	3
DT	205	Quantity Food Production	0	6	3
DT	211	Food Service Management 1	2	0	2
DT	221	Medical Nutrition Therapy 1	2	2	3
DT	280	Dietetic Directed Practice: Food Service	0	6	1
DT	283	Dietetic Directed Practice: Health Care 2	0	5	1
DT	285	Dietetic Directed Practice: Health Care 3	0	5	1
			7	24	14
SEMESTER 5					
CHE	110	Fundamentals of Chemistry	3	3	4
DT	212	Food Service Management 2	2	0	2
DT	222	Medical Nutrition Therapy 2	2	2	3
DT	287	Dietetic Practicum: Food Service	1	7	2
DT	289	Dietetic Practicum: Clinical	1	7	2
BUS	290	Business Competencies	1	0	1
			10	19	14
					71

Economics Elective: ECO 105, ECO 110
Communication Elective: COMM 105, COMM 110
Social Science Elective: Any PSY, SOC
English Composition Elective: ENG 102, ENG 103, ENG 104, ENG 105

Dietary Management Certificate (DMC)

Dietary managers work in teams with registered dietitians and are an integral part of health care and food service management teams. The Dietary Management Certificate program provides courses in food service management, nutrition, sanitation, and human resources. Students are required to complete 252 hours of directed practice and practicum during the program. Students are also required to complete an additional 35 hours of co-op modules, professional meetings, and wellness and program support information.

Dietary Management Certificate

			Hours Per Week Class	Lab	Credit Hours
SEMESTER 1					
HRM	105	Food Service Sanitation	1	0	1
DT	110	Community Nutrition	2	2	3
DT	120	Nutrition for a Healthy Lifestyle	3	0	3
BUS	190	Professional Practices	1	0	1
			7	2	8
SEMESTER 2					
DT	115	Cooking for a Healthy Lifestyle	1	3	2
DT	125	Nutrition Through the Lifecycle	3	0	3
DT	130	Nutrition Assessment	1	2	2
DT	180	Dietetic Directed Practice: Health Care 1	0	5	1
			5	10	8
SEMESTER 3					
DT	205	Quantity Food Production	0	6	3
DT	211	Food Service Management 1	2	0	2
DT	215	Nutrition for Dietary Managers	2	0	2
DT	280	Dietetic Directed Practice: Food Service	0	6	1
			4	12	8
SEMESTER 4					
DT	212	Food Service Management 2	2	0	2
DT	225	Dietary Manager Exam Review	1	0	1
DT	287	Dietetic Practicum: Food Service	1	7	2
			4	7	5
					29

Pre-Nutrition Science (PNS)

Program Chair: Laura Horn, MEd, RD, LD

The objective of the Pre-Nutrition Science degree is to prepare students for transfer to a bachelor's degree program in nutrition science, dietetics with emphasis on business or exercise, or other dietetics-related programs. Students who complete the Pre-Nutrition Science program earn an Associate of Science degree and are well prepared to enter a four-year degree program at various institutions in the region.

Since course requirements and application of transfer credits at four-year institutions vary, students should work closely with their Cincinnati State academic advisor as well as the advisor at the institution where they intend to complete a bachelor's degree.

Students who complete a bachelor's degree program are required to complete an internship before they can take the credentialing exam given by the Commission on Dietetic Registration.

Pre-Nutrition Science

All degree-seeking students must complete a First Year Experience (FYE) course as part of the first 12 credit hours taken at Cincinnati State.

			Hours Per Week Class	Lab	Credit Hours
SEMESTER 1					
ENG	101	English Composition	3	0	3
DT	110	Community Nutrition	2	2	3
PSY	110	Introduction to Psychology	3	0	3
DT	120	Nutrition for a Healthy Lifestyle	3	0	3
BIO	151	Anatomy and Physiology 1	3	2	4
BUS	190	Professional Practices	1	0	1
			15	4	17
SEMESTER 2					
HRM	105	Food Service Sanitation	1	0	1
DT	125	Nutrition Through the Lifecycle	3	0	3
DT	130	Nutrition Assessment	1	2	2
MAT	151	College Algebra	4	0	4
BIO	152	Anatomy and Physiology 2	3	2	4
DT	180	Dietetic Directed Practice: Health Care 1	0	5	1
			12	9	15
SEMESTER 3					
ENG	1XX	English Composition Elective	3	0	3
ECO	1XX	Economics Elective	3	0	3
XXX	XXX	Social Science Elective 1	3	0	3
XXX	XXX	Arts/Humanities Elective 1	3	0	3
			12	0	12
SEMESTER 4					
CHE	110	Fundamentals of Chemistry	3	3	4
COMM	110	Public Speaking	3	0	3
MAT	131	Statistics 1	2	2	3
DT	205	Quantity Food Production	0	6	3
			8	11	13
SEMESTER 5					
CHE	111	Bio-Organic Chemistry	3	3	4
BUS	290	Business Competencies	1	0	1
LIT	2XX	Literature Elective	3	0	3
XXX	XXX	Arts/Humanities Elective 2	3	0	3
XXX	XXX	Social Science Elective 2	3	0	3
			13	3	14
					71

English Composition Elective: ENG 102, ENG 103, ENG 105
Social Science Elective: Any Transfer Module course from GEO, HST, LBR, POL, PSY, SOC
Arts/Humanities Elective: Any Transfer Module course from ART, COMM, LIT, MUS, PHI, REL, THE
Economics Elective: ECO 105, ECO 110

INFORMATION MANAGEMENT TECHNOLOGIES

Program Chair: Connie Crossley
Co-op Coordinator: Adam Waits
Advisors: Viola Johnson, Colleen Meyer, Linda Schulte

Information Management Technologies offer three degree programs: Administrative Assistant, Legal Assistant and Medical Administrative Assistant. The curricula include technical skill development and courses in business principles and management. Minimum grades of C are required for all technical courses.

Administrative Assistant (AA)

The Administrative Assistant program leads to an Associate of Applied Business degree. Students develop competencies in office procedures, software applications, communications, accounting skills, organizational skills, supervisory skills, office management, time management, and project management, as well as the "soft" skills employers demand.

Administrative Assistant

All degree-seeking students must complete a First Year Experience (FYE) course as part of the first 12 credit hours taken at Cincinnati State.

			Hours Per Week Class	Lab	Credit Hours
SEMESTER 1					
ENG	101	English Composition	3	0	3
IM	115	Administrative Office Procedures and Practices	2	3	3
IM	130	Electronic Word Processing: Microsoft Word	2	3	3
IM	150	Electronic Presentations: Microsoft PowerPoint	2	3	3
BUS	190	Professional Practices	1	0	1
			10	9	13
SEMESTER 2					
IM	120	Electronic Spreadsheets: Microsoft Excel	2	3	3
IM	135	Business Document Formatting	2	3	3
IM	145	Document Proofreading and Editing	2	3	3
MGT	1XX	Management Elective	2	0	2
ENG	1XX	English Composition Elective	3	0	3
			11	9	14
SEMESTER 3					
ACC	101	Financial Accounting	2	2	3
IM	291	Full-Time Cooperative Education 1: Information Management	1	40	2
			3	42	5
SEMESTER 4					
LAW	101	Business Law	3	0	3
MKT	105	Marketing and Customer Relations	3	0	3
ACC	120	Computerized Bookkeeping: QuickBooks	0	3	1
IM	155	Emerging Technologies and Social Media	2	2	3
IM	170	Electronic Project Management: Microsoft Project	2	3	3
COMM	1XX	Communication Elective	3	0	3
			13	8	16
SEMESTER 5					
IM	160	Electronic Publications: Microsoft Publisher	2	2	3
IM	292	Full-Time Cooperative Education 2: Information Management	1	40	2
			3	42	5
SEMESTER 6					
ECO	105	Principles of Microeconomics	3	0	3
IM	140	Electronic Database Management: Microsoft Access	2	2	3
IM	175	Administrative Office Management	3	0	3
BUS	290	Business Competencies	1	0	1
IM	290	Administrative Assistant Capstone	2	3	3
XXX	XXX	Arts/Humanities Elective	3	0	3
			14	5	16
					69

English Composition Elective: ENG 102, ENG 103, ENG 105
Management Elective: MGT 100, MGT 101
Communication Elective: COMM 105, COMM 110
Arts/Humanities Elective: Any Transfer Module course from ART, COMM, LIT, MUS, PHI, REL, THE

Legal Assistant (LA)

This Associate of Applied Business program prepares students to perform legal administrative duties for law firms, banks, corporations, and savings and loans. The Legal Assistant program develops competencies in word processing, legal terminology, legal office procedures, legal documentation, legal transcription, legal research, time management, and organizational skills. Graduates earn the Paralegal Certificate along with the associate's degree.

Legal Assistant

All degree-seeking students must complete a First Year Experience (FYE) course as part of the first 12 credit hours taken at Cincinnati State.

			Hours Per Week Class	Lab	Credit Hours
SEMESTER 1					
LAW	101	Business Law	3	0	3
ENG	101	English Composition	3	0	3
IM	115	Administrative Office Procedures and Practices	2	3	3
IM	130	Electronic Word Processing: Microsoft Word	2	3	3
IM	165	Legal Office Environment	3	0	3
BUS	190	Professional Practices	1	0	1
			14	6	16
SEMESTER 2					
IM	120	Electronic Spreadsheets: Microsoft Excel	2	3	3
LAW	130	Family and Probate Law	3	0	3
IM	135	Business Document Formatting	2	3	3
IM	150	Electronic Presentations: Microsoft PowerPoint	2	3	3
ENG	1XX	English Composition Elective	3	0	3
			12	9	15
SEMESTER 3					
MGT	1XX	Management Elective	2	0	2
LAW	291	Full-Time Cooperative Education 1: Legal Assistant	1	40	2
			3	40	4
SEMESTER 4					
ACC	101	Financial Accounting	2	2	3
LAW	120	Legal Research and Writing	3	0	3
IM	145	Document Proofreading and Editing	2	3	3
COMM	1XX	Communication Elective	3	0	3
IM	225	Legal Transcription and Formatting	2	3	3
			12	8	15
SEMESTER 5					
ECO	105	Principles of Microeconomics	3	0	3
LAW	292	Full-Time Cooperative Education 2: Legal Assistant	1	40	2
			4	40	5
SEMESTER 6					
IM	155	Emerging Technologies and Social Media	2	2	3
MKT	1XX	Marketing Elective	3	0	3
LAW	210	Litigation	3	0	3
IM	285	Legal Assistant/Paralegal Capstone	2	3	3
BUS	290	Business Competencies	1	0	1
XXX	XXX	Arts/Humanities Elective	3	0	3
			14	5	16
					71

English Composition Elective: ENG 102, ENG 103, ENG 105
Management Elective: MGT 100, MGT 101
Marketing Elective: MKT 101, MKT 105
Communication Elective: COMM 105, COMM 110
Arts/Humanities Elective: Any Transfer Module course from ART, COMM, LIT, MUS, PHI, REL, THE

Medical Administrative Assistant (MAA)

The Medical Administrative Assistant program prepares students to perform administrative duties for medical offices and health care facilities. Students develop competencies in medical office procedures, organizational skills, time management, communications, medical terminology, application software, transcription, and medical coding and billing. Graduates earn an Associate of Applied Business degree and can expect to work as administrative assistants or as office managers in a variety of medical office and health care management settings.

Medical Administrative Assistant

All degree-seeking students must complete a First Year Experience (FYE) course as part of the first 12 credit hours taken at Cincinnati State.

			Hours Per Week Class	Lab	Credit Hours
SEMESTER 1					
HIM	100	Introduction to Health Information Management	4	0	4
ENG	101	English Composition	3	0	3
MCH	101	Medical Terminology 1	2	0	2
IM	115	Administrative Office Procedures and Practices	2	3	3
IM	130	Electronic Word Processing: Microsoft Word	2	3	3
BUS	190	Professional Practices	1	0	1
			14	6	16
SEMESTER 2					
MCH	102	Medical Terminology 2	2	0	2
IM	111	Computer Applications 1	2	3	3
IM	135	Business Document Formatting	2	3	3
IM	145	Document Proofreading and Editing	2	3	3
ENG	1XX	English Composition Elective	3	0	3
			11	9	14
SEMESTER 3					
ACC	101	Financial Accounting	2	2	3
MAA	291	Full-Time Cooperative Education 1: Medical Administrative Assistant	1	40	2
			3	42	5
SEMESTER 4					
LAW	101	Business Law	3	0	3
MKT	105	Marketing and Customer Relations	3	0	3
MA	120	Medical Office Insurance Coding and Billing	2	0	2
COMM	1XX	Communication Elective	3	0	3
MGT	1XX	Management Elective	2	0	2
			13	0	13
SEMESTER 5					
IM	120	Electronic Spreadsheets: Microsoft Excel	2	3	3
ACC	120	Computerized Bookkeeping: QuickBooks	0	3	1
MAA	292	Full-Time Cooperative Education 2: Medical Administrative Assistant	1	40	2
			3	46	6
SEMESTER 6					
ECO	105	Principles of Microeconomics	3	0	3
IM	155	Emerging Technologies and Social Media	2	2	3
IM	260	Medical Administrative Procedures and Formatting	2	2	3
BUS	290	Business Competencies	1	0	1
XXX	XXX	Arts/Humanities Elective	3	0	3
			11	4	13
					67

English Composition Elective: ENG 102, ENG 103, ENG 105
Communication Elective: COMM 105, COMM 110
Management Elective: MGT 100, MGT 101
Arts/Humanities Elective: Any Transfer Module course from ART, COMM, LIT, MUS, PHI, REL, THE

LANDSCAPE HORTICULTURE TECHNOLOGIES

Program Chair: Mark Deacon
Co-op Coordinator: Joe Roberts
Advisor: Heather Wiggins

An appreciation for nature is a prerequisite for careers in the diverse field of landscape and turf management, which is experiencing strong growth in the Greater Cincinnati area. Horticulture students learn to combine skills in art, science, and business management to enhance the world around them. Three programs leading to an Associate of Applied Business degree and one two certificate programs are available.

- Landscape Horticulture provides opportunities to specialize in landscape design and contracting, landscape management, plant production, tree care, interior plantscaping, and floral design.
- Turfgrass Management prepares graduates for careers in golf course, sports turf, and commercial or residential lawn management.
- Sustainable Horticulture is a relatively new field of study for students interested in solving ecological challenges through new landscape techniques, such as managing stormwater and reducing energy consumption.
- The Landscape Design Certificate allows students to concentrate on courses specific to landscape design and construction, and is best utilized in conjunction with the Landscape Horticulture or Sustainable Horticulture degrees.
- The new Sustainable Agriculture Management Certificate offers concentration on sustainable food production in an urban environment.

A significant number of students double major in Landscape Horticulture and Turfgrass Management, to increase opportunities in the green industries, or double major in Landscape Horticulture and Sustainable Horticulture. Another double major option is Landscape Horticulture Technology and Business Management Technology. Because of seasonal employment opportunities for horticultural jobs, cooperative education assignments usually occur during the Summer semester.

Landscape Horticulture (LH)

The Landscape Horticulture program focuses on interior and exterior landscape design, installation, and management. Students complete foundation courses in horticulture, and then take additional technical courses in subject areas tailored to individual needs, including advanced landscape design, computerized landscape design, landscape construction, arboriculture, or greenhouse or nursery management. Core business courses prepare students for management positions. The Landscape Horticulture degree program is industry-accredited by the Professional Landcare Network (PLANET).

Landscape Horticulture

All degree-seeking students must complete a First Year Experience (FYE) course as part of the first 12 credit hours taken at Cincinnati State.

			Hours Per Week Class	Lab	Credit Hours
SEMESTER 1					
ENG	101	English Composition	3	0	3
LH	105	Horticulture Occupations	1	1	1
LH	120	Soil Science and Plant Nutrition	2	2	3
LH	125	Turfgrass Management	2	2	3
LH	130	Woody Plant Materials	1	5	3
LH	140	Landscape Operations	2	3	3
BUS	190	Professional Practices	1	0	1
			12	13	17

SEMESTER 2					
ACC	101	Financial Accounting	2	2	3
ENG	10X	English Composition Elective	3	0	3
LH	110	Horticulture Science	2	3	3
LH	151	Landscape Design 1	2	3	3
XXX	XXX	Computer Elective	3	0	3
			12	8	15
SEMESTER 3					
LH	135	Herbaceous Plant Materials	2	3	3
LH	165	Landscape Construction	2	3	3
LH	291	Full-Time Cooperative Education 1: Landscape Horticulture	1	40	2
			5	46	8
SEMESTER 4					
LAW	101	Business Law	3	0	3
ECO	105	Principles of Microeconomics	3	0	3
COMM	110	Public Speaking	3	0	3
MKT	1XX	Marketing Elective	3	0	3
LH	XXX	Landscape Elective 1	3	0	3
			15	0	15
SEMESTER 5					
MGT	1XX	Management Elective	2	0	2
LH	205	Landscape Pests and Controls	2	3	3
LH	240	Landscape Management	2	3	3
LH	XXX	Landscape Elective 2	3	0	3
XXX	XXX	Arts/Humanities Elective	3	0	3
			12	6	14
SEMESTER 6					
BUS	290	Business Competencies	1	0	1
LH	292	Full-Time Cooperative Education 2: Landscape Horticulture	1	40	2
			2	40	3
					72

English Composition Elective: ENG 102, ENG 105
Computer Elective: LH 155, IM 111, IM 112, IM 120
Landscape Elective: LH 115, LH 160, LH 175, LH 215, LH 225, LH 252, LH 265
Marketing Elective: MKT 101, MKT 105, MKT 110, MKT 130, MKT 140
Management Elective: MGT 100, MGT 101, MGT 105, MGT 120, MGT 130
Arts/Humanities Elective: Any Transfer Module course from ART, COMM, LIT, MUS, PHI, REL, THE

Landscape Design Certificate (LDC)

The Landscape Design Certificate is for students interested in learning landscape design skills, and is an excellent addition to the Landscape Horticulture major. For students who already have an associate's or bachelor's degree (usually in business or horticulture), the Landscape Design Certificate meets the need for professional credentials in the field of landscape design.

Landscape Design Certificate

			Hours Per Week Class	Lab	Credit Hours
SEMESTER 1					
LH	105	Horticulture Occupations	1	1	1
LH	110	Horticulture Science	2	3	3
LH	120	Soil Science and Plant Nutrition	2	2	3
LH	130	Woody Plant Materials	2	3	3
LH	140	Landscape Operations	2	3	3
LH	151	Landscape Design 1	2	3	3
			11	15	16
SEMESTER 2					
LH	135	Herbaceous Plant Materials	2	3	3
LH	155	Computer-Aided Landscape Design	2	3	3
LH	160	Irrigation Design, Installation, and Management	2	3	3
LH	165	Landscape Construction	2	3	3
			8	12	12
SEMESTER 3					
LH	240	Landscape Management	2	3	3
LH	252	Landscape Design 2	2	3	3
LH	265	Landscape Grading, Drainage, and Surveying	2	2	3
			6	8	9
					37

Sustainable Horticulture (SH)

In the Sustainable Horticulture program students learn sustainable landscape techniques and technologies including design, implementation, and management of green roofs and green walls; stormwater management best practices; sustainable choices in plant materials; and use of alternative energy systems in landscapes. Students complete foundation courses in landscape horticulture and environmental science, and then take additional technical courses in sustainable horticulture. Core business courses prepare students for leadership roles in local businesses and municipalities, while cooperative education employment experiences allow students to further develop their knowledge in positions with companies utilizing sustainable horticulture.

Sustainable Horticulture

All degree-seeking students must complete a First Year Experience (FYE) course as part of the first 12 credit hours taken at Cincinnati State.

			Hours Per Week Class	Lab	Credit Hours
SEMESTER 1					
ENG	101	English Composition	3	0	3
LH	105	Horticulture Occupations	1	1	1
LH	120	Soil Science and Plant Nutrition	2	2	3
LH	130	Woody Plant Materials	1	5	3
LH	140	Landscape Operations	2	3	3
BUS	190	Professional Practices	1	0	1
XXX	XXX	Environmental Science Elective	3	0	3
			13	11	17
SEMESTER 2					
ACC	101	Financial Accounting	2	2	3
LH	110	Horticulture Science	2	3	3
LH	151	Landscape Design 1	2	3	3
LH	155	Computer-Aided Landscape Design	2	3	3
ENG	1XX	English Composition Elective	3	0	3
			11	11	15
SEMESTER 3					
LH	135	Herbaceous Plant Materials	2	3	3
LH	165	Landscape Construction	2	3	3
LH	291	Full-Time Cooperative Education 1: Landscape Horticulture	1	40	2
			5	46	8
SEMESTER 4					
LAW	101	Business Law	3	0	3
ECO	105	Principles of Microeconomics	3	0	3
COMM	110	Public Speaking	3	0	3
LH	230	Landscape Solutions to Stormwater Management	2	3	3
LH	245	Plants for Sustainable Landscapes	2	3	3
			13	6	15
SEMESTER 5					
MKT	1XX	Marketing Elective	3	0	3
MGT	1XX	Management Elective	2	0	2
LH	240	Landscape Management	2	3	3
LH	290	Sustainable Landscape Design Capstone	2	3	3
XXX	XXX	Arts/Humanities Elective	3	0	3
			12	6	14
SEMESTER 6					
BUS	290	Business Competencies	1	0	1
LH	292	Full-Time Cooperative Education 2: Landscape Horticulture	1	40	2
			2	40	3
					72

Environmental Science Elective: EVT 125, EVT 175, BIO 270
English Composition Elective: ENG 102, ENG 105 Marketing Elective: MKT 101, MKT 105, MKT 110, MKT 130, MKT 140
Management Elective: MGT 100, MGT 101, MGT 105, MGT 120, MGT 130
Arts/Humanities Elective: Any Transfer Module course from ART, COMM, LIT, MUS, PHI, REL, THE

Sustainable Agriculture Management Certificate (AGRC)

The Sustainable Agriculture Management Certificate is a new program leading to career opportunities in small urban growing operations, farmers' markets, and other urban agriculture initiatives. The program is designed for completion in one year (three semesters) as a full-time student.

Students will be involved in continuous hands-on learning at an urban farm throughout the program. Coursework includes soil and plant science, production of crops and raising small animals, along with the financial, marketing, and management skills needed to successfully run an urban agriculture business.

Sustainable Agriculture Management Certificate (AGRC)

			Hours Per Week Class	Lab	Credit Hours
SEMESTER 1					
AGR	100	Introduction to Urban Agriculture	2	3	3
ACC	101	Financial Accounting	2	2	3
LH	120	Soil Science and Plant Nutrition	2	2	3
AGR	150	Fall Production	0	6	3
			6	13	12
SEMESTER 2					
AGR	105	Vegetable Crop Production	2	3	3
LH	110	Horticulture Science	2	3	3
AGR	135	Fruit and Nut Production	2	3	3
AGR	155	Spring Production	0	6	3
			6	15	12
SEMESTER 3					
MGT	120	Entrepreneurship	3	0	3
AGR	140	Pest Management for Specialty Crops	2	3	3
MKT	140	Entrepreneurial Marketing	3	0	3
AGR	160	Summer Production	0	6	3
			8	9	12
					36

Turfgrass Management (TUR)

Turfgrass Management graduates commonly work for golf courses, athletic field complexes, or lawn care companies. Students complete foundation horticulture courses, and then take specialized turf management courses. Core business courses prepare students for leadership roles in local businesses and municipalities. Cooperative education employment for Turfgrass Management majors usually is completed at local golf courses, athletic facilities, or lawn care companies.

Turfgrass Management

All degree-seeking students must complete a First Year Experience (FYE) course as part of the first 12 credit hours taken at Cincinnati State.

			Hours Per Week Class	Lab	Credit Hours
SEMESTER 1					
ENG	101	English Composition	3	0	3
LH	105	Horticulture Occupations	1	1	1
LH	120	Soil Science And Plant Nutrition	2	2	3
LH	125	Turfgrass Management	2	2	3
LH	130	Woody Plant Materials	1	5	3
LH	140	Landscape Operations	2	3	3
BUS	190	Professional Practices	1	0	1
			12	13	17
SEMESTER 2					
ACC	101	Financial Accounting	2	2	3
LH	110	HORTICULTURE SCIENCE	2	3	3
LH	151	Landscape Design 1	2	3	3
ENG	1XX	English Composition Elective	3	0	3
XXX	XXX	Computer Elective	3	0	3
			12	8	15
SEMESTER 3					
LH	135	Herbaceous Plant Materials	2	3	3
LH	165	Landscape Construction	2	3	3
LH	291	Full-Time Cooperative Education 1: Landscape Horticulture	1	40	2
			5	46	8
SEMESTER 4					
LAW	101	Business Law	3	0	3
ECO	105	Principles of Microeconomics	3	0	3
COMM	110	Public Speaking	3	0	3
LH	160	Irrigation Design, Installation, and Management	2	3	3
MKT	1XX	Marketing Elective	3	0	3
			14	3	15
SEMESTER 5					
MGT	1XX	Management Elective	2	0	2
LH	210	Turfgrass Pests and Controls	2	2	3
LH	240	Landscape Management	2	3	3
LH	XXX	Turfgrass Management Elective	3	0	3
XXX	XXX	Arts/Humanities Elective	3	0	3
			12	5	14
SEMESTER 6					
BUS	290	Business Competencies	1	0	1
LH	292	Full-Time Cooperative Education 2: Landscape Horticulture	1	40	2
			2	40	3
					72

Computer Elective: LH 155, IM 111, IM 112, IM 120
English Composition Elective: ENG 102, ENG 105
Marketing Elective: MKT 101, MKT 105, MKT 110, MKT 130, MKT 140
Turfgrass Management Elective: LH 255, LH 260 Management Elective: MGT 100, MGT 101, MGT 105, MGT 120, MGT 130
Arts/Humanities Elective: Any Transfer Module course from ART, COMM, LIT, MUS, PHI, REL, THE

PRE-BUSINESS ADMINISTRATION

Program Chair: Linda Schaffeld
Co-op Coordinator: Yvonne Baker

The Pre-Business Administration program provides students with the academic foundation needed for transfer to a bachelor's degree program with a business-related major, such as business administration, accounting, finance, management, or marketing. Students earn an Associate of Arts degree and are well-prepared to begin their junior year in a bachelor's degree program at the four-year institution of their choice.

Students must consult with their advisor before choosing electives, to ensure that elective courses meet the requirements of the institution where the student will complete their bachelor's degree.

Pre-Business Administration (PBA)

All degree-seeking students must complete a First Year Experience (FYE) course as part of the first 12 credit hours taken at Cincinnati State.

			Hours Per Week Class	Lab	Credit Hours
SEMESTER 1					
LAW	101	Business Law	3	0	3
MGT	101	Principles of Management	3	0	3
ACC	101	Financial Accounting	2	2	3
ENG	101	English Composition	3	0	3
BUS	190	Professional Practices	1	0	1
			12	2	13
SEMESTER 2					
ACC	102	Managerial Accounting	2	2	3
ECO	105	Principles of Microeconomics	3	0	3
ENG	1XX	English Composition Elective	3	0	3
XXX	XXX	Social Science Elective 1	3	0	3
MAT	XXX	Mathematics Elective	2	2	3
			13	4	15

SEMESTER 3

PBA	291	Full-Time Cooperative Education 1: Pre-Business Administration	1	40	2
XXX	XXX	Social Science Elective 2	3	0	3
			4	40	5

SEMESTER 4

MKT	101	Principles of Marketing	3	0	3
IM	XXX	Computer Elective	3	2	3
XXX	XXX	Arts/Humanities Elective 1	3	0	3
XXX	XXX	Arts/Humanities Elective 2	3	0	3
XXX	XXX	Science Elective 1	3	0	3
			15	2	15

SEMESTER 5

COMM	110	Public Speaking	3	0	3
ECO	110	Principles of Macroeconomics	3	0	3
BUS	290	Business Competencies	1	0	1
XXX	XXX	Science Elective 2	3	0	3
XXX	XXX	Arts/Humanities Elective 3	3	0	3
XXX	XXX	Arts/Humanities Elective 4	3	0	3
			16	0	16
					64

Computer Elective: IM 111, IM 112, IM 120, IM 125, IM 140, IM 200
English Composition Elective: ENG 102, ENG 103, ENG 104, ENG 105
Mathematics Elective: MAT 131, MAT 132, MAT 210, MAT 251, MAT 252
Social Science Electives: Any Transfer Module Social Science course
Arts/Humanities Electives: Any Transfer Module Arts or Humanities course
Science Electives: Any Transfer Module Science course

CENTER FOR INNOVATIVE TECHNOLOGIES

Division Phone Number: (513) 569-1743

The Center for Innovative Technologies encompasses Cincinnati State's academic programs and majors in information and engineering technologies. Cincinnati State has been recognized nationally and internationally for over 30 years as a center of excellence in engineering technologies education, and the newer information technologies programs have served as regional educational models for innovation.

The academic programs within the Center for Innovative Technologies are organized into seven departments:
- Aviation Maintenance Technologies
- Chemical and Environmental Engineering Technologies
- Civil Engineering Technologies
- Computer Software Development
- Electrical Engineering Technologies
- Mechanical Engineering Technologies
- Multimedia Information Design
- Networking and Support Systems

All of the associate's degree programs offered by the Center for Innovative Technologies feature:
- Faculty with professional experience in their areas of instruction, who also are advisors to students throughout their college experience.
- Technical coursework that blends basic theory (including skills in mathematics and science, as applicable) with extensive hands-on laboratory practice.
- Foundation academic skills courses in written and oral communication, humanities, and social sciences.
- Ease of transfer to baccalaureate degree programs.
- Cooperative education work experience. The close tie with industry created by the cooperative education component ensures all programs remain technically current, and provides students with practical workplace knowledge and experience prior to graduation.

The mission of the Engineering Technologies programs within the Center for Innovative Technologies is to serve students by promoting excellence in engineering technologies through professional instruction, cooperative education, and advising. Several of these programs have earned accreditation through the Engineering Technology Accreditation Commission of ABET, 111 Market Place, Suite 1050, Baltimore, MD 21202-4012, phone: (410) 347-7700 (http://www.abet.org).

The Center for Innovative Technologies provides an associate's degree program in Aviation Maintenance Technology, which is approved by the Federal Aviation Administration, along with related certificate programs. Technical coursework is offered exclusively at the Cincinnati State West campus in Harrison, Ohio.

The Center for Innovative Technologies collaborates with the College's Workforce Development Center in offering the Applied Technology Specialist degree, which allows students with military or technical work history to earn college credit for past training or experience.

The Center for Innovative Technologies also offers several certificate programs that address specific technical skills. Certificates have fewer course requirements than an associate's degree.

Cooperative Education

The cooperative education experience is a cornerstone of the educational process in the Center for Innovative Technologies.

All students enrolled in associate's degree programs are required to participate in cooperative education. Most students complete this requirement through on-site cooperative education assignments. Students may earn credit through full-time or part-time work assignments, depending on job availability. In a few academic programs where competition for entry-level assignments is particularly strong, students may have opportunities to earn credit by participating in unpaid internships.

Students may also be able to substitute appropriate academic courses or previous related work experience for cooperative education employment, with prior approval from the appropriate co-op coordinator.

For eligibility requirements, co-op registration policies, and other issues related to cooperative education, please refer to the "Cooperative Education Program" section of the catalog.

Entrance Competencies

In order to ensure a high degree of success in academic studies in engineering and information technologies, entering students must meet established academic levels in mathematics, communication skills, and reading comprehension. To aid in determining these levels, entering students are required to take COMPASS®, the college admissions/placement test. If testing and previous academic background indicate that a student has not reached the necessary preparatory level, a divisional advisor will identify a group of classes to help the student reach needed levels. Preparatory classes are available year-round.

Students entering most academic programs of the Center for Innovative Technologies must demonstrate competence with commonly-used software applications and with basic Internet operations. Students may be asked to demonstrate these competencies through standardized skills assessment tests or by completing prerequisite courses if necessary. Program advisors assist students in determining whether they meet minimum competencies.

All students enrolled in associate's degree programs in the Center for Innovative Technologies must complete a First Year Experience (FYE) course within the first 12 credit hours taken at Cincinnati State. Full-time students who follow the published sequence of courses can complete associate's degree programs in two years.

Transfer to Baccalaureate Programs

The Center for Innovative Technologies offers a Pre-Engineering program. Students earn an Associate of Science degree and are prepared to enter a baccalaureate program in an engineering science field.

Many of the Associate of Applied Science degree programs offered by the Center for Innovative Technologies have established articulation agreements to ease transfer of credits earned at Cincinnati State to baccalaureate programs at various colleges and universities. Agreements are in place with Miami University, University of Cincinnati, Northern Kentucky University, University of Findlay, Embry-Riddle Aeronautical University, University of Toledo, and Wilmington College, among others. Each of these agreements vary in content. Interested students should meet with their program advisor as early as possible to review the details of possible transfer arrangements.

The articulation agreement with the University of Toledo allows graduates of four Cincinnati State programs to complete a Bachelor of Computer Science and Engineering Technology degree on Cincinnati State's campus. These programs are: Electro-Mechanical Engineering Technology, Electronics Engineering Technology, Biomedical Equipment & Information Systems Technology, and Computer Network Engineering Technology. Additionally, our students graduating from PC Support and

Administration, Business Network Administration, Computer Network Engineering Technology, Software Engineering Technology, Computer Programming and Database Management, and Business Programming and Systems Analysis can articulate to University of Toledo's Bachelor's of Science in Information Technology.

Articulations with Wilmington College allow graduates of the Center's Multimedia Information Design programs to complete a Bachelor of Arts in Multimedia Studies on Cincinnati State's campus. Graduates of the Center's Networking and Support Systems and Computer Software Development programs can complete a Bachelor of Arts degree in Business Administration on Cincinnati State's campus.

Transfer Module

The Ohio Board of Regents developed the transfer module to facilitate transfer of credits from one Ohio public college or university to another. The transfer module contains 36 to 40 semester hours of course credits in the areas of English, mathematics, arts and humanities, social and behavioral sciences, and natural and physical sciences. A transfer module completed at one college or university automatically meets the requirements for the transfer module at another college or university once the student is admitted. For additional information, see the "State of Ohio Policy for Institutional Transfer" and the "Transfer Module" sections of this catalog.

Associate's degree programs in the Center for Innovative Technologies contain in their curricula many of the required courses for the Cincinnati State Transfer Module. Students who wish to complete the transfer module should schedule the additional courses at their convenience. Students who transfer to an Ohio public university for baccalaureate degrees will find that the Cincinnati State Associate of Applied Science degree, combined with a transfer module showing grades of C or higher, receives preferential consideration at the receiving institution. Additionally, the transfer is streamlined for graduates of some Center for Innovative Technologies programs by the articulation agreements described above.

AVIATION MAINTENANCE TECHNOLOGIES

Program Chair: James Schmid
Co-op Coordinator: Sue Dolan

The Aviation Maintenance Technologies Department at Cincinnati State offers a Federal Aviation Administration (FAA) approved degree program in Aviation Maintenance Technology and two certificate programs. Each program prepares graduates for a career maintaining and servicing aircraft components and systems.

All technical courses are conducted at the Cincinnati State airport facility, located on the Cincinnati State West Campus in Harrison, Ohio. Some non-technical courses are offered at the West Campus, or may be taken on the main campus or, in some cases, through online instruction.

Aviation Maintenance Technology (AMT)

Aviation maintenance technicians keep aircraft operating safely and efficiently by servicing, repairing, and overhauling aircraft components and systems. Graduates of the program earn an Associate of Applied Science degree in conjunction with federal licensing. Coursework covers every system of today's aircraft. Mechanical skills are developed using the fleet of aircraft owned by Cincinnati State.

The aviation facility, located on the Cincinnati State West Campus in Harrison, Ohio, includes airframe, powerplant, and avionics labs. In addition, this facility houses a hangar equipped with seven aircraft and a lab equipped with computer-based training on modern transport aircraft.

Aviation Maintenance Technology

All degree-seeking students must complete a First Year Experience (FYE) course as part of the first 12 credit hours taken at Cincinnati State.

			Hours Per Week Class	Lab	Credit Hours
SEMESTER 1					
AMT	100	Aviation Standard Practices	4	6	6
AMT	105	Aircraft Orientation	2	5	4
AMT	110	Aircraft Electricity	3	3	4
AMT	115	Aircraft Weight and Balance	3	3	4
MAT	121	Technical Algebra and Geometry with Statistics	2	2	3
			14	19	21
SEMESTER 2					
ENG	101	English Composition	3	0	3
AMT	120	Aircraft Non-Metal Structures	3	4	5
PHY	121	Technical Physics 1	2	3	3
AMT	130	Aircraft Welding Processes	2	2	3
AMT	135	Aircraft Landing Gear Systems	3	5	5
AMT	140	Airframe Electrical Systems	4	4	6
			17	18	25
SEMESTER 3					
PHY	122	Technical Physics 2	2	3	3
AMT	125	Aircraft Metal Structures	3	5	5
AMT	145	Airframe Electronic Systems	2	1	2
AMT	150	Airframe Systems	3	3	4
AMT	155	Airframe Assembly and Rigging	3	4	5
AMT	160	Airframe Inspection	1	3	2
			14	19	21
SEMESTER 4					
ENG	104	Composition and Technical Communication	3	0	3
AMT	191	Part-Time Cooperative Education 1: Aviation Maintenance Technology	1	0	1
AMT	201	Powerplant Maintenance 1	6	4	8
AMT	215	Aircraft Propellers	2	2	4
			12	6	16
SEMESTER 5					
PSY	100	Applied Psychology: Human Relations	3	0	3
COMM	110	Public Speaking	3	0	3
AMT	192	Part-Time Cooperative Education 2: Aviation Maintenance Technology	1	20	1
ECO	1XX	Economics Elective	3	0	3
AMT	202	Powerplant Maintenance 2	5	5	7
AMT	205	Starting and Ignition Systems	3	4	5
			18	29	22
SEMESTER 6					
PHI	110	Ethics	3	0	3
AMT	193	Part-Time Cooperative Education 3: Aviation Maintenance Technology	1	20	1
AMT	200	Engine Instruments and Electrical Systems	4	3	5
AMT	203	Powerplant Maintenance 3	4	2	5
AMT	210	Engine Fuel and Lubrication Systems	5	5	7
			17	30	21
					126

Economics Elective: ECO 105, ECO 110

Aviation Mechanics Certificates (AVAC, AVONC, and AVPC)

The Aviation Maintenance Technology program includes three certificate programs, Aviation Mechanics Airframe, Avionics, and Aviation Mechanics Powerplant. Following successful completion of the Airframe and/or Powerplant certificate requirements, students may take FAA licensing tests. Certification requirements are subject to current Federal Aviation Administration requirements and may change without notice.

The Avionics Certificate provides advanced skills in aviation electronics for students who are FAA-certified aviation mechanics. Graduates are able to troubleshoot and repair in a flight-line environment: onboard computers, automatic pilot, instrument navigation and communication equipment, and powerplant electronic control systems. Potential employers include corporate aviation departments and airlines. Certification requirements are subject to current Federal Aviation Requirements and may change without notice.

Aviation Mechanics Airframe Certificate (AVAC)

			Hours Per Week Class	Lab	Credit Hours
SEMESTER 1					
AMT	100	Aviation Standard Practices	4	6	6
AMT	105	Aircraft Orientation	2	5	4
AMT	110	Aircraft Electricity	3	3	4
AMT	115	Aircraft Weight and Balance	3	3	4
MAT	121	Technical Algebra and Geometry with Statistics	2	2	3
			14	19	21
SEMESTER 2					
ENG	101	English Composition	3	0	3
AMT	120	Aircraft Non-Metal Structures	3	4	5
PHY	121	Technical Physics 1	2	3	3
AMT	130	Aircraft Welding Processes	2	2	3
AMT	135	Aircraft Landing Gear Systems	3	5	5
AMT	140	Airframe Electrical Systems	4	4	6
			17	18	25
SEMESTER 3					
PHY	122	Technical Physics 2	2	3	3
AMT	125	Aircraft Metal Structures	3	5	5
AMT	145	Airframe Electronic Systems	2	1	2
AMT	150	Airframe Systems	3	3	4
AMT	155	Airframe Assembly and Rigging	3	4	5
AMT	160	Airframe Inspection	1	3	2
			14	19	21
					67

Avionics Certificate (AVONC)

			Hours Per Week Class	Lab	Credit Hours
SEMESTER 1					
AMT	100	Aviation Standard Practices	4	6	6
AMT	105	Aircraft Orientation	2	5	4
AMT	110	Aircraft Electricity	3	3	4
AMT	115	Aircraft Weight and Balance	3	3	4
MAT	121	Technical Algebra and Geometry with Statistics	2	2	3
			14	19	21
SEMESTER 2					
ENG	101	English Composition	3	0	3
AMT	140	Airframe Electrical Systems	4	4	6
AMT	150	Airframe Systems	3	3	4
AMT	155	Airframe Assembly and Rigging	3	4	5
			13	11	18
SEMESTER 3					
PHY	121	Technical Physics 1	2	3	3
AMT	200	Engine Instruments and Electrical Systems	4	3	5
AMT	271	Avionics 1	3	2	4
			9	8	12
SEMESTER 4					
PHY	122	Technical Physics 2	2	3	3
AMT	272	Avionics 2	3	2	4
			5	5	7
					58

Aviation Mechanics Powerplant Certificate (AVPC)

			Hours Per Week Class	Lab	Credit Hours
SEMESTER 1					
AMT	100	Aviation Standard Practices	4	6	6
AMT	105	Aircraft Orientation	2	5	4
AMT	110	Aircraft Electricity	3	3	4
AMT	115	Aircraft Weight and Balance	3	3	4
MAT	121	Technical Algebra and Geometry with Statistics	2	2	3
			14	19	21
SEMESTER 2					
ENG	101	English Composition	3	0	3
PHY	121	Technical Physics 1	2	3	3
AMT	201	Powerplant Maintenance 1	6	4	8
AMT	215	Aircraft Propellers	2	2	4
			13	9	18
SEMESTER 3					
PHY	122	Technical Physics 2	2	3	3
AMT	202	Powerplant Maintenance 2	5	5	7
AMT	205	Starting and Ignition Systems	3	4	5
			10	12	15
SEMESTER 4					
AMT	200	Engine Instruments and Electrical Systems	4	3	5
AMT	203	Powerplant Maintenance 3	4	2	5
AMT	210	Engine Fuel and lubrication Systems	5	5	7
			13	10	17
					71

CHEMICAL AND ENVIRONMENTAL ENGINEERING TECHNOLOGIES

Chemistry plays a major role in the advancement of society and in improving our lives. Without chemistry, there would be no pharmaceutical products, computers, automobiles, TVs, DVDs, lights, synthetic fibers, and many other items essential to modern living. Along with the benefits resulting from chemical advances, there are serious repercussions. For example, in some areas toxic and corrosive chemicals have overloaded our atmosphere, water, and soil with pollutants and toxic waste.

As society has become increasingly aware of these problems and the need for responsible stewardship of the earth, the demand for environmental and chemical professionals has grown considerably. These specialists develop and use technology in an environmentally responsible manner, and also correct problems created by past practices.

Programs in the Chemical and Environmental Engineering Technologies Department at Cincinnati State prepare technicians, research associates, analysts, and other professionals who can

conduct chemical analysis using sophisticated methodologies and state-of-the-art instrumentation and equipment, promote new technologies, and preserve and improve environmental quality. All majors in the department prepare graduates to successfully pursue baccalaureate degrees and to enter the workforce and advance professionally in technical and management positions in industry locally and elsewhere.

Chemical Technology (CMT)

Program Chair: Ann Fallon
Co-op Coordinator: Sue Dolan

The Chemical Technology program prepares students to become laboratory technicians or research associates in high-tech research and development or quality control laboratories, academic institutions, and government facilities. Graduates often are employed in chemical manufacturing, food/beverage, pharmaceutical, environmental, and polymer/plastic labs.

These technicians use sophisticated chemical/biochemical methods and cutting-edge instrumentation to analyze chemical and pharmaceutical substances and evaluate their properties. Many graduates continue their education in a bachelor's degree program in chemistry, biology/biotechnology, chemical engineering, or a pre-professional degree such as pre-pharmacy, pre-medicine, pre-dental, or pre-veterinary medicine.

Chemical Technology

All degree-seeking students must complete a First Year Experience (FYE) course as part of the first 12 credit hours taken at Cincinnati State.

			Hours Per Week Class	Lab	Credit Hours
SEMESTER 1					
ENG	101	English Composition	3	0	3
CMT	111	Chemical Technology 1	0	3	1
CHE	121	General Chemistry 1	4	0	4
MAT	125	Algebra and Trigonometry	3	2	4
CHE	131	General Chemistry 1 Lab	0	3	1
XXX	XXX	Humanities/Social Sciences Elective 1	3	0	3
			13	8	16
SEMESTER 2					
CHE	111	Bio-Organic Chemistry	3	3	4
CMT	112	Chemical Technology 2	0	3	1
CHE	122	General Chemistry 2	4	0	4
MAT	126	Functions and Calculus	3	2	4
CHE	132	General Chemistry 2 Lab	0	3	1
XXX	XXX	Technical Elective 1	2	2	3
			12	13	17
SEMESTER 3					
CMT	291	Full-Time Cooperative Education 1: Chemical Technology	1	40	2
			1	40	2
SEMESTER 4					
ENG	10X	English Composition Elective	3	0	3
COMM	110	Public Speaking	3	0	3
CMT	220	Analytical Chemistry	3	3	4
XXX	XXX	Technical Elective 2	2	2	3
XXX	XXX	Science Elective 1	3	2	4
			14	7	17
SEMESTER 5					
CMT	230	Chemical Instrumental Analysis	3	3	4
CMT	290	Chemical Technology Capstone	1	4	3
XXX	XXX	Humanities/Social Sciences Elective 2	3	0	3
XXX	XXX	Science Elective 2	3	2	4
XXX	XXX	Technical Elective 3	2	2	3
			12	11	17
SEMESTER 6					
CMT	292	Full-Time Cooperative Education 2: Chemical Technology	1	40	2
			1	40	2
					71

English Composition Elective: ENG 102, ENG 103, ENG 104, ENG 105
Humanities/Social Sciences Electives: Any ART, CRJ, CULT, ECO, FRN, GEO, HST, LIT, MUS, PHI, POL, PSY, REL, SOC, SPN, THE
Science Electives: Take one of the following series: BIO 131 and BIO 132, or PHY 151 and PHY 152, or PHY 201 and PHY 202
Technical Electives: CHE 201 and CHE 211, or CHE 202 and CHE 212; any EVT; MAT 131, MAT 132, MAT 251, MAT 252, MAT 253; any MET; any BIO or PHY listed in Science Elective, if not taken as Science Elective

Environmental Engineering Technology (EVET)

Program Chair: Ann Gunkel, PhD
Co-op Coordinator: Maya Franklin
Advisor: Ann Fallon

Environmental issues affect our health and our communities, as well as the sustainability of future generations and the earth itself. Environmental concerns directly affect the operations of all types of industries, including parks and forest services, transportation, chemical facilities, defense and energy, construction, and, of course, environmental services. Graduates of the Environmental Engineering Technology program enter positions in a wide range of industries, environmental restoration sites, government agencies, laboratories, consulting firms, and conservation districts. All curriculum courses, except cooperative education courses, meet Ohio Environmental Protection Agency requirements for license renewal (U.S. EPA External Provider).

The Environmental Engineering Technology program is accredited by the Engineering Technology Accreditation Commission of ABET, 111 Market Place, Suite 1050, Baltimore, MD 21202-4012, phone: (410) 347-7700.

Environmental Engineering Technology

All degree-seeking students must complete a First Year Experience (FYE) course as part of the first 12 credit hours taken at Cincinnati State.

			Hours Per Week Class	Lab	Credit Hours
SEMESTER 1					
ENG	101	English Composition	3	0	3
EVT	105	Environmental Sampling	2	3	3
EVS	110	Environmental Science: Conservation and Cleanup	3	2	4
CHE	110	Fundamentals of General Chemistry	3	3	4
MAT	125	Algebra and Trigonometry	3	2	4
			14	10	18
SEMESTER 2					
MAT	126	Functions and Calculus	3	2	4
EVT	150	Environmental Chemistry	2	3	3
PHY	151	Physics 1: Algebra and Trigonometry-Based	3	2	4
EVT	160	Solid and Hazardous Waste Management	2	3	3
EVT	170	Water Treatment and Analysis	3	3	4
			13	13	18
SEMESTER 3					
XXX	XXX	Cooperative Education Elective	1	40	2
			1	40	2
SEMESTER 4					
ENG	10X	English Composition Elective	3	0	3
EVS	120	Environmental Geology	3	2	4
EVT	140	Environmental Regulations and Permits	1	2	2
EVT	220	Air Pollution Control	2	3	3
EVT	230	Treatment Technologies	2	2	3
EVT	240	Fluid Mechanics	2	3	3
			13	12	18

SEMESTER 5					
EVT	292	Full-Time Cooperative Education 2: Environmental Engineering Technology	1	40	2
			1	40	2
SEMESTER 6					
COMM	110	Public Speaking	3	0	3
EVT	155	Site Mapping and GIS	2	3	3
EVT	180	Environmental Statistics	1	2	2
XXX	XXX	Humanities/Social Sciences Elective 1	3	0	3
XXX	XXX	Humanities/Social Sciences Elective 2	3	0	3
XXX	XXX	Technical Elective	1	2	2
			13	7	16
					74

Cooperative Education Elective: CIT 190, and EVT 191 or EVT 291
English Composition Elective: ENG 102, ENG 103, ENG 104, ENG 105
Humanities/Social Sciences Electives: Any ART, CRJ, CULT, ECO, FRN, GEO, HST, LIT, MUS, PHI, POL, PSY, REL, SOC, SPN, THE
Technical Elective: Any CET, CMT, EVS, EVT, LH, or other courses approved by Program Chair

Environmental Engineering Technology—Water and Wastewater Major (EVETW)

The Water and Wastewater major emphasizes water and wastewater treatment, and the operation and design of water and wastewater treatment facilities. Courses focus on biological, physical, and chemical treatment processes; collection and distribution systems; calculations for water and wastewater personnel, safety, and statistics; and quality assurance and control.

Graduates of the Environmental Engineering Technology—Water and Wastewater major program work at municipal water and wastewater treatment plants; industrial wastewater treatment facilities; federal, state, and local government agencies; private civil and environmental engineering consulting firms; and water and wastewater analytical labs. All curriculum courses, except cooperative education courses, meet Ohio Environmental Protection Agency requirements for license renewal (U.S. EPA External Provider).

The Environmental Engineering Technology—Water and Wastewater major is a pathway to the Environmental Engineering Technology degree accredited by the Engineering Technology Accreditation Commission of ABET, 111 Market Place, Suite 1050, Baltimore, MD 21202-4012, phone (410) 347-7700.

Environmental Engineering Technology—Water and Wastewater Major

All degree-seeking students must complete a First Year Experience (FYE) course as part of the first 12 credit hours taken at Cincinnati State.

			Hours Per Week Class	Lab	Credit Hours
SEMESTER 1					
ENG	101	English Composition	3	0	3
EVT	105	Environmental Sampling	2	3	3
EVS	110	Environmental Science: Conservation and Cleanup	3	2	4
CHE	110	Fundamentals of General Chemistry	3	3	4
MAT	125	Algebra and Trigonometry	3	2	4
			14	10	18
SEMESTER 2					
MAT	126	Functions and Calculus	3	2	4
EVT	150	Environmental Chemistry	2	3	3
PHY	151	Physics 1: Algebra and Trigonometry-Based	3	2	4
EVT	16X	Calculations for Operators Elective	2	2	3
EVT	170	Water Treatment and Analysis	3	3	4
			13	12	18
SEMESTER 3					
XXX	XXX	Cooperative Education Elective	1	40	2
			1	40	2
SEMESTER 4					
ENG	10X	English Composition Elective	3	0	3
EVT	140	Environmental Regulations and Permits	1	2	2
EVT	185	Supervisory Management in Environmental Fields	1	2	2
EVT	215	Utilities Safety and Security	1	2	2
EVT	230	Treatment Technologies	2	2	3
EVT	240	Fluid Mechanics	2	3	3
EVT	24X	Operations of Treatment Plants Elective	2	2	3
			12	13	18
SEMESTER 5					
EVT	292	Full-Time Cooperative Education 2: Environmental Engineering Technology	1	40	2
			1	40	2
SEMESTER 6					
COMM	110	Public Speaking	3	0	3
EVT	155	Site Mapping and GIS	2	3	3
EVT	180	Environmental Statistics	1	2	2
EVT	250	Water Collection and Distribution Systems	2	2	3
XXX	XXX	Humanities/Social Sciences Elective 1	3	0	3
XXX	XXX	Humanities/Social Sciences Elective 2	3	0	3
			14	7	17
					75

Cooperative Education Elective: CIT 190, and EVT 191 or EVT 291
English Composition Elective: ENG 102, ENG 103, ENG 104, ENG 105
Calculations for Operators Elective: EVT 165, EVT 166
Operations of Treatment Plants Elective: EVT 245, EVT 246
Humanities/Social Sciences Electives: Any ART, CRJ, CULT, ECO, FRN, GEO, HST, LIT, MUS, PHI, POL, PSY, REL, SOC, SPN, THE

Environmental Engineering Technology—Stormwater Management Major (EVETS)

The Environmental Engineering Technology—Stormwater major prepares students to apply emerging technologies related to stormwater control. As water quality regulations become more stringent, environmental engineers must gain knowledge of stormwater management practices, including methods for targeting specific pollutants of concern in order to maximize overall benefits to the watershed of interest. Courses focus on environmental mapping, watershed management, stormwater management technologies, and restoration ecology. The program also stresses effective application of various stormwater management practices.

The Environmental Engineering Technology—Stormwater major is a pathway to the Environmental Engineering Technology degree accredited by the Engineering Technology Accreditation Commission of ABET, 111 Market Place, Suite 1050, Baltimore, MD 21202-4012, phone (410) 347-7700.

Environmental Engineering Technology—Stormwater Management Major

All degree-seeking students must complete a First Year Experience (FYE) course as part of the first 12 credit hours taken at Cincinnati State.

			Hours Per Week Class	Lab	Credit Hours
SEMESTER 1					
ENG	101	English Composition	3	0	3
EVT	105	Environmental Sampling	2	3	3
EVS	110	Environmental Science: Conservation and Cleanup	3	2	4
CHE	110	Fundamentals of Chemistry	3	3	4
MAT	125	Algebra and Trigonometry	3	2	4
			14	10	18

SEMESTER 2					
MAT	126	Functions and Calculus	3	2	4
EVT	150	Environmental Chemistry	2	3	3
PHY	151	Physics 1: Algebra and Trigonometry-Based	3	2	4
EVT	170	Water and Wastewater Treatment and Analysis	3	3	4
EVT	175	Watershed Management	2	3	3
			13	13	18
SEMESTER 3					
EVT	155	Site Mapping and GIS	2	3	3
XXX	XXX	Cooperative Education Elective	1	40	2
			3	43	5
SEMESTER 4					
ENG	10X	English Composition Elective	3	0	3
EVS	120	Environmental Geology	3	2	4
EVT	140	Environmental Regulations and Permits	1	2	2
EVT	225	Environmental Mapping	2	2	3
EVT	240	Fluid Mechanics	2	3	3
XXX	XXX	Technical Elective	1	2	2
			12	11	17
SEMESTER 5					
EVT	292	Full-Time Cooperative Education 2: Environmental Engineering Technology	1	40	2
			1	40	2
SEMESTER 6					
COMM	110	Public Speaking	3	0	3
EVT	235	Stormwater Management	2	2	3
EVT	255	Stormwater Control Technologies	2	2	3
XXX	XXX	Humanities/Social Sciences Elective 1	3	0	3
XXX	XXX	Humanities/Social Sciences Elective 2	3	0	3
			13	4	15
					75

Cooperative Education Elective: CIT 190, and EVT 191 or EVT 291
English Composition Elective: ENG 102, ENG 103, ENG 104, ENG 105
Technical Elective: Any EVT, EVS, CIT, LH, or other course approved by Program Chair
Humanities/Social Sciences Electives: Any ART, CRJ, CULT, ECO, FRN, GEO, HST, LIT, MUS, PHI, POL, PSY, REL, SOC, SPN, THE

Environmental Safety and Security Certificate (EVETSC)

The Environmental Safety and Security Certificate develops skills that are used in fields associated with protecting the nation during natural disaster, war, or terrorist attack. These career areas include disaster preparedness, utilities safety and security, transportation safety and security, law enforcement, and research. Additionally, graduates of this certificate program can help prepare staff members who ensure the safety of personnel in business, government, and educational organizations.

Environmental Safety and Security Certificate

			Hours Per Week Class	Lab	Credit Hours
EVT	105	Environmental Sampling	2	3	3
EVT	160	Solid and Hazardous Waste Management	2	3	3
EVT	170	Water Treatment and Analysis	3	3	4
EVT	187	Materials Transportation Safety and Security	1	2	2
EVT	215	Utilities Safety and Security	1	2	2
EVT	220	Air Pollution Control	2	3	3
EVT	237	Environmental Impact of Weapons of Mass Destruction	1	2	2
EVT	247	Advanced Sampling and Analysis	1	2	2
EVT	257	Environmental Risk Assessment	1	2	2
			14	22	23
					23

CIVIL ENGINEERING TECHNOLOGIES

Program Chair: Carol Morman, PE, PS
Co-op Coordinator: Maya Franklin
Advisors: George Armstrong, PE, PS; Tom Burns, PhD, PE; John Buttelwerth; James Decker, PS; Elias Feghali; Ralph Wells

Civil engineering deals with the planning, design, construction, and maintenance of buildings, houses, roads, bridges, and public utilities. Every construction project involves civil engineers and support technicians engaged in many different capacities, including design, supervision, and inspection. Civil engineering technology harnesses the power of advanced computer technologies in the fields of visualization, measurement, and planning to deliver high quality projects. The civil engineering technician is constantly adapting the latest technological tools to solve problems that serve clients and the public at large.

The Civil Engineering Technologies Department at Cincinnati State offers three programs and two certificates. The educational pathways leading to an associate's degree include:

- The Architectural option focuses on the design of building systems, including lighting, HVAC, mechanical, and electrical systems. Graduates use their expertise in computer-aided drafting (CAD) to modify and finalize an architect's or engineer's detailed design plan.
- The Construction Management option concentrates on understanding project documentation, building methods and materials, estimating, scheduling, and team dynamics. Graduates have the skills necessary to successfully deliver a construction project.
- The Surveying option emphasizes operation of state-of-the-art surveying equipment and computer software to collect data and propose solutions in boundary resolution, subdivision design, construction layout, and control networks.

All options in the CET program prepare graduates to successfully pursue baccalaureate degrees and to enter the workforce and advance professionally through technical and management positions in industry.

Courses are scheduled to meet the needs of traditional full-time students as well as part-time students, who can earn an associate's degree while attending classes two nights per week.

The department also offers certificates for educational and professional advancement in surveying.

- The Advanced Land Surveying Certificate serves as a conduit for graduates of an accredited associate's degree surveying programs to earn a surveying-focused bachelor's degree at Northern Kentucky University.

- The Land Surveying certificate is designed for graduates and students in bachelor's degree civil engineering programs who wish to be eligible for the professional surveyor examinations in the State of Ohio.

The Civil Engineering Technology program is accredited by the Engineering Technology Accreditation Commission of ABET, 111 Market Place, Suite 1050, Baltimore, MD 21202-4012, phone: (410) 347-7700 and has received an Ohio Board of Regents Program Excellence Award. Additionally, the Construction Management major has earned accreditation from the American Council for Construction Education (ACCE), making it the only program in the United States to hold both accreditations.

Civil Engineering Technology—Architectural Option (CETA)

The Architectural option prepares graduates to bridge the gap between the architect and design engineer by assisting in the design of architectural, mechanical, electrical, and lighting systems for buildings. Architectural technicians fill support positions in various architectural and engineering firms, and provide an important interface between the architect and the project engineer. To prepare students for the current needs of the profession, the curriculum provides fundamental knowledge of building information modeling and CAD using Revit Architecture and Revit MEP with regard to the design and construction of architectural, mechanical and lighting systems. In addition, students gain knowledge of construction methods and principles, architectural drafting and design, and the structural design involved in building construction.

Civil Engineering Technology—Architectural Option

All degree-seeking students must complete a First Year Experience (FYE) course as part of the first 12 credit hours taken at Cincinnati State.

			Hours Per Week Class	Lab	Credit Hours
SEMESTER 1					
CET	100	Introduction to Civil Engineering Technology	2	2	3
ENG	101	English Composition	3	0	3
CET	105	Introduction to Surveying	3	2	4
CET	115	Architectural Drafting and Computer Aided Design	2	4	4
MAT	125	Algebra and Trigonometry	3	2	4
			13	10	18
SEMESTER 2					
CULT	110	Social Issues in Technology	3	0	3
CET	120	Advanced Computer Aided Design: Revit Architecture	3	3	4
CET	125	Statics and Strength of Materials for CET	3	3	4
MAT	126	Functions and Calculus	3	2	4
CET	130	Building Codes and Materials	2	2	3
			14	10	18
SEMESTER 3					
COMM	110	Public Speaking	3	0	3
CET	291	Full-Time Cooperative Education 1: Civil Engineering Technology	1	40	2
			4	40	5
SEMESTER 4					
PHY	151	Physics 1: Algebra and Trigonometry-Based	3	2	4
CET	205	Architectural Design and 3D Modeling: Revit Architecture	3	3	4
CET	210	Lighting and Electrical Systems Design	3	2	4
CET	215	Mechanical and HVAC Systems Design	3	2	4
			12	9	16
SEMESTER 5					
CET	292	Full-Time Cooperative Education 2: Civil Engineering Technology	1	40	2
			1	40	2
SEMESTER 6					
ENG	10X	English Composition Elective	3	0	3
ECO	110	Principles of Macroeconomics	3	0	3
CET	200	Structural Design	3	3	4
CET	220	3D Modeling: Revit MEP and Revit Structure	3	3	4
CET	280	Civil Engineering Technology Architectural Capstone	3	4	5
			15	10	19
					78

English Composition Elective: ENG 102, ENG 103, ENG 104, ENG 105

Civil Engineering Technology—Construction Management Option (CETC)

The Construction Management option prepares graduates to coordinate and supervise the construction process from design through construction while meeting schedule, cost, and quality goals. The construction manager has a thorough understanding of project documentation, building methods and materials, estimating, scheduling, and team dynamics. Graduates are well-versed in computer-integrated construction, and the practices and methods used throughout residential, commercial, and industrial construction.

Civil Engineering Technology—Construction Management Option

All degree-seeking students must complete a First Year Experience (FYE) course as part of the first 12 credit hours taken at Cincinnati State.

			Hours Per Week Class	Lab	Credit Hours
SEMESTER 1					
CET	100	Introduction to Civil Engineering Technology	2	2	3
ENG	101	English Composition	3	0	3
CET	105	Introduction to Surveying	3	2	4
CET	115	Architectural Drafting and Computer Aided Design	2	4	4
MAT	125	Algebra and Trigonometry	3	2	4
			13	10	18
SEMESTER 2					
CET	110	Advanced Surveying and Construction Layout	2	3	3
CET	120	Advanced Computer Aided Design: Revit Architecture	3	3	4
CET	125	Statics and Strength of Materials for CET	3	3	4
MAT	126	Functions and Calculus	3	2	4
CET	135	Construction Estimating	2	2	3
			13	13	18
SEMESTER 3					
COMM	110	Public Speaking	3	0	3
CET	291	Full-Time Cooperative Education 1: Civil Engineering Technology	1	40	2
			4	40	5
SEMESTER 4					
PHY	151	Physics 1: Algebra and Trigonometry-Based	3	2	4
CET	225	Building Construction	2	2	3
CET	230	Construction Management	2	2	3
CET	235	Construction Scheduling	2	3	3
CET	240	Cost Engineering	2	2	3
			11	11	16
SEMESTER 5					
CULT	110	Social Issues in Technology	3	0	3
CET	292	Full-Time Cooperative Education 2: Civil Engineering Technology	1	40	2
XXX	XXX	Business Elective	2	2	3
			6	42	8
SEMESTER 6					
ENG	105	Composition and Business Communication	3	0	3
ECO	110	Principles of Macroeconomics	3	0	3
CET	200	Structural Design	3	3	4
CET	245	Building Information Models for Construction	1	3	2
CET	285	Civil Engineering Technology Construction Management Capstone	2	3	3
			12	9	15
					80

Business Elective: BUS 110, Any ACC, FIN, MGT, MKT

Civil Engineering Technology—Surveying Option (CETS)

A surveyor enjoys diverse responsibilities as part of his or her everyday routine. Many surveying technicians work outside, collecting data, establishing control points, and determining boundary locations. Others work inside an engineering office helping with site design activities and developing plans from the field data. Coursework in this program includes operation of state-of-the-art surveying equipment and computer software in conjunction with the fundamentals of civil and site design. Students graduate with specialized knowledge of boundary resolution, subdivision design, geographic information systems (GIS), and global positioning systems (GPS).

Civil Engineering Technology—Surveying Option

All degree-seeking students must complete a First Year Experience (FYE) course as part of the first 12 credit hours taken at Cincinnati State.

			Hours Per Week Class	Lab	Credit Hours
SEMESTER 1					
CET	100	Introduction to Civil Engineering Technology	2	2	3
ENG	101	English Composition	3	0	3
CET	105	Introduction to Surveying	3	2	4
CET	115	Architectural Drafting and Computer Aided Design	2	4	4
MAT	125	Algebra and Trigonometry	3	2	4
			13	10	18
SEMESTER 2					
CET	110	Advanced Surveying and Construction Layout	2	3	3
CULT	110	Social Issues in Technology	3	0	3
CET	120	Advanced Computer Aided Design: Revit Architecture	3	3	4
CET	125	Statics and Strength of Materials for CET	3	3	4
MAT	126	Functions and Calculus	3	2	4
			14	11	18
SEMESTER 3					
COMM	110	Public Speaking	3	0	3
CET	291	Full-Time Cooperative Education 1: Civil Engineering Technology	1	40	2
			4	40	5
SEMESTER 4					
PHY	151	Physics 1: Algebra and Trigonometry-Based	3	2	4
CET	250	Route Location and Design	3	2	4
CET	251	Elements of Land Surveying 1	3	2	4
CET	255	Land Information Modeling	2	3	3
			11	9	15
SEMESTER 5					
ECO	110	Principles of Macroeconomics	3	0	3
CET	292	Full-Time Cooperative Education 2: Civil Engineering Technology	1	40	2
			4	40	5
SEMESTER 6					
ENG	10X	English Composition Elective	3	0	3
CET	252	Elements of Land Surveying 2	3	3	4
CET	260	Control Surveying	3	3	4
CET	265	Subdivision Design and Drainage Control	3	3	4
CET	290	Civil Engineering Technology Surveying Capstone	1	6	3
			13	15	18
					79

English Composition Elective: ENG 102, ENG 104, ENG 105

Advanced Surveying Certificate (ASC)

The Advanced Surveying certificate at Cincinnati State is for graduates of the Civil Engineering Technology—Surveying Option or other related associate's degree programs, and serves as the third year of a bachelor's degree program at Northern Kentucky University (NKU). Most courses in the certificate are offered through web-based distance education.

Advanced surveying courses in geographic information systems (GIS), global positioning systems (GPS), and legal topics are offered through online instruction. This cooperative venture with NKU has been approved by the State Boards of Registration in Ohio, Indiana, and Kentucky.

Students should check with their state licensing board for changes to specific requirements before taking any coursework. Graduates of other related associate's degree programs will be required to complete all prerequisite material in the Cincinnati State CETS program prior to acceptance into the certificate program. Students who wish to transfer credits must meet with the certificate advisor.

Program Prerequisites: Graduate of the Cincinnati State Civil Engineering Technologies Surveying Option, or completion of comparable coursework. Prospective students must meet with the certificate advisor prior to admission to the program.

Advanced Surveying Certificate

Program Prerequisites: Graduate from the Cincinnati State Civil Engineering Technologies Surveying Option, or complete comparable coursework. Meet with the certificate advisor prior to admission to the program.

Most courses are offered via web-based distance education.

			Hours Per Week Class	Lab	Credit Hours
SEMESTER 1					
CULT	105	Issues in Human Diversity	3	0	3
CET	267	Surveying Laws, Ethics, and History	4	0	4
			7	0	7
SEMESTER 2					
MGT	101	Principles of Management	3	0	3
CET	277	Survey Calculations and Statistics	4	0	4
			7	0	7
SEMESTER 3					
MGT	220	Leadership	3	0	3
CET	287	Geospatial Surveying	4	0	4
			7	0	7
					21

Land Surveying Certificate (LSC)

The Land Surveying Certificate is for graduates of bachelor's degree civil engineering programs who are interested in pursuing Professional Surveying registration in the State of Ohio. The Ohio State Board of Registration for Professional Engineers and Surveyors requires graduates from an approved civil engineering bachelor's degree program to successfully complete designated courses in surveying and mapping sciences to qualify for the surveying fundamentals examination. Cincinnati State's Land Surveying Certificate satisfies this requirement. The certificate program courses are offered in the evening and may be completed in consecutive semesters.

Land Surveying Certificate

Program Prerequisite: Enrolled in or a graduate of a four-year Civil Engineering degree program.

This program meets the Ohio State Board of Registration for Professional Engineering and Surveyors requirements for education needed to become eligible for the registration exam for professional surveyors.

			Hours Per Week Class	Lab	Credit Hours
SEMESTER 1					
CET	250	Route Location and Design	3	2	4
CET	251	Elements of Land Surveying 1	3	2	4
			6	4	8
SEMESTER 2					
CET	252	Elements of Land Surveying 2	3	3	4
CET	260	Control Surveying	3	3	4
			6	6	8
SEMESTER 3					
CET	267	Surveying Laws, Ethics, and History	4	0	4
			4	0	4
SEMESTER 4					
CET	2XX	Surveying Elective	4	0	4
			4	0	4
					24

Surveying Elective: CET 277, CET 287

ELECTRICAL ENGINEERING TECHNOLOGIES

The Electrical Engineering Technologies Department at Cincinnati State incorporates diverse technologies into a group of programs that address the needs of today's industry, in fields such as electronics design and repair, microcomputer systems, biomedical systems, renewable energy, and electromechanical systems. The department offers five associate's degree programs.

- **Biomedical Equipment and Information Systems Technology (BMET)** prepares graduates to work for hospitals or medical device manufacturers. The program provides diverse electronics and computer networking education and adds a specialization in medical instrumentation.
- **Electronics Engineering Technology (EET)** provides a diverse and well-rounded education in analog and digital electronics, microprocessor systems, computer hardware and software, computer applications, network communications, and programmable logic devices. The program also offers project-oriented courses in areas such as control systems, automotive electronics, remote control systems, and video systems.
- **Electro-Mechanical Engineering Technology (EMET)** prepares graduates to work in an industrial setting where automation, robotics, controls, and systems integration are used, providing a blend of electronics and mechanical systems studies. Two majors are offered, in Renewable Energy and in Lasers. These majors address the needs of growing industries in Ohio and the region, including manufacturing of photovoltaic electric panels, wind turbines, and fuel cells; installing and servicing photovoltaic and wind turbine systems; and assisting energy efficiency companies and consultants.
- **Power Systems Engineering Technology (PSET)** prepares graduates to meet current and future needs related to technical support for utility companies, electrical contractors, HVAC contractors, and industrial electrical design and maintenance firms.

All programs in the department prepare graduates to successfully pursue baccalaureate degrees and to enter the workforce and advance professionally.

Biomedical Equipment and Information Systems Technology (BMET)

Program Chair: Ralph D. Whaley, Jr., PhD
Co-op Coordinator: Sue Dolan

The Biomedical Equipment and Information Systems Technology graduate is welcomed in hospitals and companies wherever medical equipment is designed, tested, installed, and operated because of strong basic coursework in electronics. Biomedical studies open doors to hospitals where the graduate assumes the challenging tasks of healthcare technology management, maintaining multi-million dollar equipment, such as MRI, CT, sonogram, X-ray, and other medical equipment. Graduates also have a strong background in electronics and information systems.

The BMET curriculum provides students with an effective mechanism to transfer into a BMET or EET bachelor's degree program.

The Biomedical Equipment and Information Systems Technology program is accredited by the Engineering Technology Accreditation Commission of ABET, 111 Market Place, Suite 1050, Baltimore, MD 21202-4012, phone (410) 347-7700.

Biomedical Equipment and Information Systems Technology

All degree-seeking students must complete a First Year Experience (FYE) course as part of the first 12 credit hours taken at Cincinnati State.

			Hours Per Week Class	Lab	Credit Hours
SEMESTER 1					
ENG	101	English Composition	3	0	3
EET	121	Digital Systems 1	2	2	3
MAT	125	Algebra and Trigonometry	3	2	4
EET	131	Circuit Analysis 1	3	2	4
BMT	151	Biomedical Instrumentation 1	3	3	4
CIT	190	Career Preparation: Engineering and Information Technologies	1	0	1
			15	9	19
SEMESTER 2					
ENG	10X	English Composition Elective	3	0	3
EET	122	Digital Systems 2	3	2	4
MAT	126	Functions and Calculus	3	2	4
EET	132	Circuit Analysis 2	3	2	4
PHY	XXX	Physics Elective	2	3	3
			14	9	18
SEMESTER 3					
BMT	291	Full-Time Cooperative Education 1: Biomedical Equipment and Information Systems Technology	1	40	2
			1	40	2
SEMESTER 4					
BIO	117	Human Body in Health and Disease	3	0	3
NETC	121	Network Communications 1	2	2	3
EET	210	Computer Calculations for Electronics	2	3	3
EET	251	Electronics 1	3	3	4
BMT	252	Biomedical Instrumentation 2	3	2	4
			13	10	17
SEMESTER 5					
COMM	110	Public Speaking	3	0	3
CULT	110	Social Issues in Technology	3	0	3
ECO	1XX	Economics Elective	3	0	3
EET	220	Microprocessor Systems	3	2	4
BMT	253	Biomedical Instrumentation 3	3	2	4
			15	4	17

SEMESTER 6					
BMT	292	Full-Time Cooperative Education 2: Biomedical Equipment and Information Systems Technology	1	40	2
			1	40	2
					75

English Composition Elective: ENG 102, ENG 103, ENG 104, ENG 105
Economics Elective: ECO 105, ECO 110
Physics Elective: PHY 122, PHY 151

Electronics Engineering Technology (EET)

Program Chair: Ralph D. Whaley, Jr., PhD
Co-op Coordinator: Sue Dolan

Electronics Engineering Technology provides students with a flexible curriculum, allowing graduates to pursue careers in diverse areas such as computer design and repair, digital systems, microcomputer systems, microelectronics, and telecommunications.

The EET curriculum provides students with an effective mechanism to transfer into an EET bachelor's degree program.

The Electronics Engineering Technology program is accredited by Engineering Technology Accreditation Commission of ABET, 111 Market Place, Suite 1050, Baltimore, MD 21202-4012, phone (410) 347-7700.

Electronics Engineering Technology

All degree-seeking students must complete a First Year Experience (FYE) course as part of the first 12 credit hours taken at Cincinnati State.

			Hours Per Week Class	Lab	Credit Hours
SEMESTER 1					
ENG	101	English Composition	3	0	3
EET	121	Digital Systems 1	2	2	3
MAT	125	Algebra and Trigonometry	3	2	4
EET	131	Circuit Analysis 1	3	2	4
CIT	190	Career Preparation: Engineering and Information Technologies	1	0	1
			12	6	15
SEMESTER 2					
ENG	10X	English Composition Elective	3	0	3
EET	122	Digital Systems 2	3	2	4
MAT	126	Functions and Calculus	3	2	4
EET	132	Circuit Analysis 2	3	2	4
PHY	151	Physics 1: Algebra and Trigonometry-Based	3	2	4
			15	8	19
SEMESTER 3					
EET	291	Full-Time Cooperative Education 1: Electronics Engineering Technology	1	40	2
			1	40	2
SEMESTER 4					
COMM	110	Public Speaking	3	0	3
NETC	121	Network Communications 1	2	2	3
EET	210	Computer Calculations for Electronics	2	3	3
EMET	240	Programmable Logic Controllers, Motors, Motor Controls, and Kinematics	2	3	3
EET	251	Electronics 1	3	3	4
			12	11	16
SEMESTER 5					
CULT	110	Social Issues in Technology	3	0	3
ECO	1XX	Economics Elective	3	0	3
EET	220	Microprocessor Systems	3	2	4
EMET	250	Servomechanisms	2	3	3
EET	290	Electronics Engineeering Technology Capstone Project	2	4	4
			13	9	17
SEMESTER 6					
EET	292	Full-Time Cooperative Education 2: Electronics Engineering Technology	1	40	2
			1	40	2
					71

English Composition Elective: ENG 102, ENG 103, ENG 104, ENG 105
Economics Elective: ECO 105, ECO 110

Electro-Mechanical Engineering Technology (EMET)

Program Chair: Larry Feist
Co-op Coordinator: Kim Richards

The Electro-Mechanical Engineering Technology program is the largest of its kind in Ohio. The program combines electronics engineering technology and mechanical engineering technology, so students develop skills that are highly valued by industrial firms, including a focus on industrial automation. Students gain skills in controlling systems, linking software and hardware maintaining systems, and improving machines and systems.

Program graduates also are prepared to pursue a Bachelor of Science degree in Engineering Technologies such as Electronics and Electro-Mechanical, or pursue a Bachelor of Science degree in Engineering such as Electrical Engineering.

The Electro-Mechanical Engineering Technology program is accredited by the Engineering Technology Accreditation Commission of ABET, 111 Market Place, Suite 1050, Baltimore, MD 21202-4012, phone (410) 347-7700 and has received an Ohio Board of Regents Program Excellence Award.

Electro-Mechanical Engineering Technology

All degree-seeking students must complete a First Year Experience (FYE) course as part of the first 12 credit hours taken at Cincinnati State.

			Hours Per Week Class	Lab	Credit Hours
SEMESTER 1					
ENG	101	English Composition	3	0	3
PSET	110	Power Systems CAD	2	3	3
MET	111	Manufacturing Processes 1	2	3	3
EET	131	Circuit Analysis 1	3	2	4
EMET	140	Electro-Mechanical Engineering Technology Foundations	1	2	2
MAT	XXX	Mathematics Elective 1	3	2	4
			14	12	19
SEMESTER 2					
ENG	10X	English Composition Elective	3	0	3
EET	121	Digital Systems 1	2	2	3
EET	132	Circuit Analysis 2	3	2	4
MET	150	Statics and Strength of Materials for MET	2	3	3
MAT	XXX	Mathematics Elective 2	3	2	4
			13	9	17
SEMESTER 3					
EMET	291	Full-Time Cooperative Education 1: Electro-Mechanical Engineering Technology	1	40	2
			1	40	2
SEMESTER 4					
ECO	1XX	Economics Elective	3	0	3
EMET	240	Programmable Logic Controllers, Motors, Motor Controls, and Kinematics	2	3	3
MET	240	Hydraulics and Pneumatics	2	3	3
EET	251	Electronics 1	3	3	4
PHY	XXX	Physics Elective	3	2	4
			13	11	17

SEMESTER 5					
COMM	110	Public Speaking	3	0	3
CULT	110	Social Issues in Technology	3	0	3
EMET	250	Servomechanisms	2	3	3
EMET	260	Robotics	2	2	3
MET	260	Applied Thermodynamics	2	2	3
EMET	290	Electro-Mechanical Engineering Technology Capstone	1	2	2
			13	9	17
SEMESTER 6					
EMET	292	Full-Time Cooperative Education 2: Electro-Mechanical Engineering Technology	1	40	2
			1	40	2
					74

Mathematics Electives: Take one of the following series: MAT 125 and MAT 126, or MAT 251 and MAT 252
English Composition Elective: ENG 102, ENG 103, ENG 104, ENG 105
Economics Elective: ECO 105, ECO 110
Physics Elective: PHY 151, PHY 201

Electro-Mechanical Engineering Technology—Laser Major (EMETL)

The Laser major prepares graduates to successfully begin careers and advance professionally in local and national industries that utilize lasers and electro-optics systems. Students work with laser material processing systems, and operate and troubleshoot optical systems including lasers, lens systems, and fiber optics. Graduates can support industrial equipment in automated manufacturing and research environments, and are also prepared to pursue a bachelor's degree in Electro-Mechanical Engineering or related fields.

Program graduates also are prepared to pursue a Bachelor of Science degree in Engineering Technologies such as Electronics and Electro-Mechanical, or pursue a Bachelor of Science degree in Engineering such as Electrical Engineering.

Electro-Mechanical Engineering Technology—Laser Major

All degree-seeking students must complete a First Year Experience (FYE) course as part of the first 12 credit hours taken at Cincinnati State.

			Hours Per Week Class	Lab	Credit Hours
SEMESTER 1					
ENG	101	English Composition	3	0	3
PSET	110	Power Systems CAD	2	3	3
MET	111	Manufacturing Processes 1	2	3	3
EET	131	Circuit Analysis 1	3	2	4
EMET	140	Electro-Mechanical Engineering Technology Foundations	1	2	2
MAT	XXX	Mathematics Elective 1	3	2	4
			14	12	19
SEMESTER 2					
ENG	10X	English Composition Elective	3	0	3
EET	121	Digital Systems 1	2	2	3
EET	132	Circuit Analysis 2	3	2	4
MET	150	Statics and Strength of Materials for MET	2	3	3
MAT	XXX	Mathematics Elective 2	3	2	4
			13	9	17
SEMESTER 3					
EMET	291	Full-Time Cooperative Education 1: Electro-Mechanical Engineering Technology	1	40	2
			1	40	2
SEMESTER 4					
ECO	1XX	Economics Elective	3	0	3
MET	240	Hydraulics and Pneumatics	2	3	3
EMET	240	Programmable Logic Controllers, Motors, Motor Controls, and Kinematics	2	3	3
EMET	245	Laser Foundations and Safety	2	3	3
EET	251	Electronics 1	3	3	4
PHY	XXX	Physics Elective	3	2	4
			15	14	20
SEMESTER 5					
COMM	110	Public Speaking	3	0	3
CULT	110	Social Issues in Technology	3	0	3
EMET	255	Optical Components, and Geometrical and Wave Optics	3	3	4
EMET	265	Industrial Laser Systems	3	3	4
EMET	290	Electro-Mechanical Engineering Technology Capstone	1	2	2
			13	8	16
SEMESTER 6					
EMET	292	Full-Time Cooperative Education 2: Electro-Mechanical Engineering Technology	1	40	2
			1	40	2
					76

Mathematics Electives: Take one of the following series: MAT 125 and MAT 126, or MAT 251 and MAT 252
English Composition Elective: ENG 102, ENG 103, ENG 104, ENG 105
Economics Elective: ECO 105, ECO 110
Physics Elective: PHY 151, PHY 201

Electro-Mechanical Engineering Technology—Renewable Energy and Energy Efficiency Major (EMTR)

Program Chair: Larry Feist
Co-op Coordinator: Kim Richards

The Renewable Energy major prepares graduates to address needs in several related and growing industries, including the manufacturing of photovoltaic electric panels, geothermal, solar thermal, wind turbines, and fuel cells; installing and servicing photovoltaic and wind turbine systems; and assisting energy efficiency companies and consultants. Understanding these new technologies requires most of the traditional foundations of electro-mechanical engineering technology studies.

Program graduates also are prepared to pursue a Bachelor of Science degree in Engineering Technologies such as Electronics and Electro-Mechanical, or pursue a Bachelor of Science degree in Engineering such as Chemical Engineering for research and development.

Electro-Mechanical Engineering Technology Renewable Energy and Energy Efficiency Major

All degree-seeking students must complete a First Year Experience (FYE) course as part of the first 12 credit hours taken at Cincinnati State.

			Hours Per Week Class	Lab	Credit Hours
SEMESTER 1					
ENG	101	English Composition	3	0	3
PSET	110	Power Systems CAD	2	3	3
MET	111	Manufacturing Processes 1	2	3	3
EET	131	Circuit Analysis 1	3	2	4
EMET	140	Electro-Mechanical Engineering Technology Foundations	1	2	2
MAT	XXX	Mathematics Elective 1	3	2	4
			14	12	19
SEMESTER 2					
ENG	10X	English Composition Elective	3	0	3
EET	121	Digital Systems 1	2	2	3

EET	132	Circuit Analysis 2	3	2	4
MET	150	Statics and Strength of Materials for MET	2	3	3
MAT	XXX	Mathematics Elective 2	3	2	4
			13	9	17
SEMESTER 3					
EMET	291	Full-Time Cooperative Education 1: Electro-Mechanical Engineering Technology	1	40	2
			1	40	2
SEMESTER 4					
PSC	115	Energy	2	2	3
ECO	1XX	Economics Elective	3	0	3
EMET	210	Energy Efficiency and Audits	2	2	3
EMET	240	Programmable Logic Controllers, Motors, Motor Controls, and Kinematics	2	3	3
EET	251	Electronics 1	3	3	4
			12	10	16
SEMESTER 5					
COMM	110	Public Speaking	3	0	3
CULT	110	Social Issues in Technology	3	0	3
EMET	220	Photovoltaic and Solar Thermal Devices	2	3	3
EMET	230	Fuel Cells and Wind Devices	2	2	3
MET	260	Applied Thermodynamics	2	2	3
EMET	290	Electro-Mechanical Engineering Technology Capstone	1	2	2
			13	9	17
SEMESTER 6					
EMET	292	Full-Time Cooperative Education 2: Electro-Mechanical Engineering Technology	1	40	2
			1	40	2
					73

Mathematics Electives: Take one of the following series: MAT 125 and MAT 126, or MAT 251 and MAT 252
English Composition Elective: ENG 102, ENG 103, ENG 104, ENG 105
Economics Elective: ECO 105, ECO 110

Power Systems Engineering Technology (PSET)

Program Chair: Larry Feist
Co-op Coordinator: Sue Dolan

Power systems engineers monitor and maintain the quality, availability, reliability, transferability, and safety of the power systems we rely on daily, including smart grid technologies for distributed power generation and smart transmission line system technology. Power Systems Engineering Technology graduates have the skills and competencies needed to begin careers and advance professionally through technical and management positions with major employers in the power engineering community. Graduates also are prepared to continue their studies in a bachelor's degree program.

The Power Systems Engineering Technology program is accredited by Engineering Technology Accreditation Commission of the Accreditation Board for Engineering and Technology, 111 Market Place, Suite 1050, Baltimore, MD 21202-4012, phone (410) 347-7700.

Power Systems Engineering Technology

All degree-seeking students must complete a First Year Experience (FYE) course as part of the first 12 credit hours taken at Cincinnati State.

			Hours Per Week Class	Lab	Credit Hours
SEMESTER 1					
ENG	101	English Composition	3	0	3
PSET	110	Power Systems CAD	2	3	3
EET	131	Circuit Analysis 1	3	2	4
EMET	140	Electro-Mechanical Engineering Technology Foundations	1	2	2
MAT	XXX	Mathematics Elective 1	3	2	4
			12	9	16
SEMESTER 2					
PSET	120	Advanced CAD with GIS	2	2	3
PSET	130	National Electric Code and National Electric Safety Code	1	2	2
EET	132	Circuit Analysis 2	3	2	4
PSET	140	Power Systems Foundations	2	2	3
MAT	XXX	Mathematics Elective 2	3	2	4
			11	10	16
SEMESTER 3					
ENG	10X	English Composition Elective	3	0	3
PSET	291	Full-Time Cooperative Education 1: Power Systems Engineering Technology	1	40	2
			4	40	5
SEMESTER 4					
ECO	1XX	Economics Elective	3	0	3
PSET	225	Industrial and Commercial Power Design	3	3	4
EMET	240	Programmable Logic Controllers, Motors, Motor Controls, and Kinematics	2	3	3
PSET	250	Power Transmission and Distribution Design	2	3	3
PHY	XXX	Physics Elective	3	2	4
			13	11	17
SEMESTER 5					
COMM	110	Public Speaking	3	0	3
CULT	110	Social Issues in Technology	3	0	3
PSET	260	Stationary Engineering with Instrumentation and Controls	3	3	4
PSET	275	Protective Relays and Controls	2	3	3
PSET	290	Power Systems Capstone	1	2	2
			12	8	15
SEMESTER 6					
PSET	292	Full-Time Cooperative Education 2: Power Systems Engineering Technology	1	40	2
			1	40	2
					71

Mathematics Electives: Take one of the following series: MAT 125 and MAT 126, or MAT 251 and MAT 252
English Composition Elective: ENG 102, ENG 103, ENG 104, ENG 105
Economics Elective: ECO 105, ECO 110
Physics Elective: PHY 151, PHY 201

MECHANICAL ENGINEERING TECHNOLOGIES

The Mechanical Engineering Technologies Department at Cincinnati State offers associate's degree programs in Mechanical Engineering Technology (MET), with majors in Design and Manufacturing Management. These degrees provide students with an education that leads to many career opportunities in the field of product design and manufacturing. Graduates may be involved in the creation of consumer products, toys, electronic equipment, medical equipment, machine tools, appliances, or automotive and aerospace applications. Students work with state-of-the-art technologies that are used worldwide in the design and manufacturing of products.

Many MET graduates continue their education for a bachelor's degree after receiving their associate's degree from Cincinnati State.

Mechanical Engineering Technology

Program Chair: Mike DeVore, PhD, PE
Co-op Coordinator: Kim Richards
Advisor: David Simmermon

Students in the Mechanical Engineering Technology program learn to use the latest technology to design and manufacture devices and systems for use in consumer products, machine tools, automotive, and aerospace industries. Graduates of the MET program are prepared to design mechanical systems, operate CAD systems, manage design projects, and perform product testing. Examples of program graduate job titles include product designer, CAD/CAM system specialist, product support manager, design engineering technician, or project engineering technician.

MET is a two-year Associate of Applied Science program that includes majors in MET-Design and MET-Manufacturing Management. The Mechanical Engineering Technology program prepares graduates to successfully enter and pursue baccalaureate degrees and to enter and advance professionally through technical and mid-management positions in local industry.

The Mechanical Engineering Technology program is accredited by the Engineering Technology Accreditation Commission of ABET, 111 Market Place, Suite 1050, Baltimore, MD 21202-4012, phone (410) 347-7700.

Mechanical Engineering Technology—Design Major (METD)

Students in the Mechanical Engineering Technology—Design major learn to use the latest technology to design and manufacture devices and systems for consumer products, machine tools, and the automotive and aerospace industries. MET—Design is the traditional Mechanical Engineering Technology program. The curriculum prepares students to solve real-world problems from concept to completion using logical thinking as well as computer software, including computer-aided design (CAD) and computer-aided engineering (CAE). Graduates are well prepared to continue their education in an MET bachelor's degree program.

Mechanical Engineering Technology—Design Major

All degree-seeking students must complete a First Year Experience (FYE) course as part of the first 12 credit hours taken at Cincinnati State.

			Hours Per Week Class	Lab	Credit Hours
SEMESTER 1					
PSY	100	Applied Psychology: Human Relations	3	0	3
MET	100	Introduction to Mechanical Engineering Technology	1	1	2
ENG	101	English Composition	3	0	3
MET	111	Manufacturing Processes 1	2	3	3
MAT	125	Algebra and Trigonometry	3	2	4
MET	131	MET Computer Aided Drafting 1	2	3	3
			14	9	18
SEMESTER 2					
ENG	10X	English Composition Elective	3	0	3
MAT	126	Functions and Calculus	3	2	4
MET	132	MET Computer Aided Drafting 2	2	3	3
MET	140	Engineering Materials	2	2	3
MET	150	Statics and Strength of Materials for MET	2	3	3
			12	10	16
SEMESTER 3					
MET	291	Full-Time Cooperative Education 1: Mechanical Engineering Technology	1	40	2
			1	40	2
SEMESTER 4					
PHY	151	Physics 1: Algebra and Trigonometry-Based	3	2	4
MET	160	Electrical Applications for MET	2	2	3
MET	240	Hydraulics and Pneumatics	2	3	3
MET	250	Machine Design	3	3	4
MET	285	Mechanical Engineering Technology Capstone Project 1	2	3	3
			12	13	17
SEMESTER 5					
COMM	110	Public Speaking	3	0	3
CULT	110	Social Issues in Technology	3	0	3
MET	260	Applied Thermodynamics	2	2	3
MET	270	Kinematics	2	2	3
MET	290	Mechanical Engineering Technology Capstone Project 2	2	3	3
			12	7	15
SEMESTER 6					
MET	292	Full-Time Cooperative Education 2: Mechanical Engineering Technology	1	40	2
			1	40	2
					70

English Composition Elective: ENG 102, ENG 104, ENG 105

Mechanical Engineering Technology—Manufacturing Management Major (METM)

In the MET Manufacturing Management major, students learn the technologies and skills needed to manage a high-tech production facility. The curriculum includes hands-on manufacturing processes, state-of-the-art Computer-Aided Drafting / Computer-Aided Machining (CAD/CAM), Computer Numerical Control (CNC), and materials and quality control analysis using statistical process control (SPC). This associate's degree program prepares students for immediate employment in a production facility or for easy transition to bachelor's degree studies.

Mechanical Engineering Technology—Manufacturing Management Major

All degree-seeking students must complete a First Year Experience (FYE) course as part of the first 12 credit hours taken at Cincinnati State.

			Hours Per Week Class	Lab	Credit Hours
SEMESTER 1					
PSY	100	Applied Psychology: Human Relations	3	0	3
MET	100	Introduction to Mechanical Engineering Technology	1	1	2
ENG	101	English Composition	3	0	3
MET	111	Manufacturing Processes 1	2	3	3
MAT	125	Algebra and Trigonometry	3	2	4
MET	131	MET Computer Aided Drafting 1	2	3	3
			14	9	18
SEMESTER 2					
MET	112	Manufacturing Processes 2	3	2	4
MAT	126	Functions and Calculus	3	2	4
MET	132	MET Computer Aided Drafting 2	2	3	3
MET	140	Engineering Materials	2	2	3
MET	150	Statics and Strength of Materials for MET	2	3	3
			12	12	17
SEMESTER 3					
MET	291	Full-Time Cooperative Education 1: Mechanical Engineering Technology	1	40	2
			1	40	2
SEMESTER 4					
ENG	10X	English Composition Elective	3	0	3
MET	113	Manufacturing Processes 3	3	2	4
MET	160	Electrical Applications for MET	2	2	3

MET	240	Hydraulics and Pneumatics	2	3	3
MET	285	Mechanical Engineering Technology Capstone Project 1	2	3	3
			12	10	16
SEMESTER 5					
CULT	110	Social Issues in Technology	3	0	3
COMM	110	Public Speaking	3	0	3
PHY	151	Physics 1: Algebra and Trigonometry-Based	3	2	4
MET	230	Quality Control and Six Sigma	3	2	4
MET	290	Mechanical Engineering Technology Capstone Project 2	2	3	3
			14	7	17
SEMESTER 6					
MET	292	Full-Time Cooperative Education 2: Mechanical Engineering Technology	1	40	2
			1	40	2
					72

English Composition Elective: ENG 102, ENG 104, ENG 105

PRE-ENGINEERING

Pre-Engineering (PENG)

The Pre-Engineering program provides students with the academic foundation needed for transfer to a bachelor's degree program in engineering science, such as electrical, chemical, civil, mechanical, computer, or environmental engineering. Students earn an Associate of Science degree and will be prepared to enter their bachelor's degree program with half of the required credits already completed.
Students must consult with their academic advisor before choosing electives, to ensure that elective courses meet the requirements of the college or university where they will complete their bachelor's degree.

Pre-Engineering

All degree-seeking students must complete a First Year Experience (FYE) course as part of the first 12 credit hours taken at Cincinnati State.

			Hours Per Week Class	Lab	Credit Hours
SEMESTER 1					
ENG	101	English Composition	3	0	3
CHE	121	General Chemistry 1	4	0	4
CHE	131	General Chemistry 1 Lab	0	3	1
MAT	251	Calculus 1	5	0	5
XXX	XXX	Introduction to Engineering Elective	1	2	2
XXX	XXX	Arts/Humanities Elective 1	3	0	3
			16	5	18
SEMESTER 2					
ENG	10X	English Composition Elective	3	0	3
PHY	201	Physics 1: Calculus-Based	4	2	5
MAT	252	Calculus 2	5	0	5
XXX	XXX	Technical Elective 1	2	3	3
			14	5	16
SEMESTER 3					
COMM	110	Public Speaking	3	0	3
PHY	202	Physics 2: Calculus-Based	4	2	5
XXX	XXX	Technical Elective 2	2	3	3
XXX	XXX	Arts/Humanities Elective 2	3	0	3
XXX	XXX	Social Sciences Elective 1	3	0	3
			15	5	17
SEMESTER 4					
CULT	110	Social Issues in Technology	3	0	3
XXX	XXX	Technical Elective 3	2	3	3
XXX	XXX	Social Sciences Elective 2	3	0	3
XXX	XXX	Social Sciences Elective 3	3	0	3
XXX	XXX	Social Sciences Elective 4	3	0	3
			14	3	15
					66

Introduction to Engineering Elective: BMT 151, CET 100, EMET 140, EVS 110, MET 100
English Composition Elective: ENG 102, ENG 103, ENG 104, ENG 105
Arts/Humanities Electives: Any Transfer Module course from ART, CULT, FRN, LIT, MUS, PHI, SPN, REL, THE
Social Sciences Electives: Any Transfer Module course from CRJ, ECO, GEO, HST, LBR, POL, PSY, SOC
Technical Electives: Any CET, CMT, BMET, EET, EMET, EVS, EVT, MET, PSET, SET with Program Chair consent

APPLIED TECHNOLOGY SPECIALIST

Applied Technology Specialist (ATSP)

In collaboration with Cincinnati State's Workforce Development Center, the Center for Innovative Technologies offers the Applied Technology Specialist degree. Students who complete all program requirements earn an Associate of Technical Studies degree.

The Applied Technology Specialist degree is designed for military veterans and other individuals with significant experience in a technical field. Students may receive up to 30 credit hours, nearly half of the degree requirement, for related education, specialized training, or past work experience. Students must meet with their advisor to determine how much credit will be awarded for past education or experience, and to select courses needed to complete the degree, including elective courses from engineering technologies or information technologies fields.

Applied Technology Specialist

All degree-seeking students must complete a First Year Experience (FYE) course as part of the first 12 credit hours taken at Cincinnati State.

			Hours Per Week Class	Lab	Credit Hours
SEMESTER 1					
ENG	101	English Composition	3	0	3
CIT	150	Applied Technology Studies: Advanced Standing	30	0	30
XXX	XXX	Computer Skills Elective	1	2	2
MAT	XXX	Mathematics Elective	2	2	3
XXX	XXX	Humanities Elective	3	0	3
XXX	XXX	Business Elective 1	3	0	3
			42	4	44
SEMESTER 2					
ENG	10X	English Composition Elective	3	0	3
COMM	110	Public Speaking	3	0	3
XXX	XXX	Business Elective 2	3	0	3
XXX	XXX	Social Sciences Elective	3	0	3
XXX	XXX	Engineering Technology Elective 1	2	2	3
XXX	XXX	Engineering Technology Elective 2	2	2	3
			16	4	18
					62

Mathematics Elective: MAT 125, MAT 131, MAT 151, MAT 251
Business Electives: ACC 101, BUS 110, MGT 101, MGT 130, MGT 140, MKT 105, MKT 110
Humanities Elective: COMM 130, Any ART, CULT, FRN, LIT, MUS, PHI, REL, SPN, THE
Social Sciences Elective: Any CRJ, ECO, GEO, HST, LBR, POL, PSY, SOC
Computer Skills Elective: IM 111, IM 112, IM 120, IM 130, IM 140, IM 150, IM 170, BMT 151, CET 100, EMET 140, EVS 110, MET 100
English Composition Elective: ENG 102, ENG 103, ENG 104, ENG 105
Engineering Technology Electives: Any BMT, CET, EET, EMET, CMT, EVT, EVS, IT, MET, NETC, PSET, PCSA, SET with Program Chair consent

COMPUTER SOFTWARE DEVELOPMENT

The work done by Computer Software Development graduates plays a major role in our daily lives. Computer programming and database design and access provide users of computers with information resources, access to the internet for individual, public and commercial uses, and control of systems used in varied businesses and industrial applications.

The Computer Software Development Department at Cincinnati State offers four associate's degree programs: Business Programming and Systems Analysis (BPA), Computer Programming and Database Management (CPDM), Health Information Technology (HIT), and Software Engineering Technology (SET).

- **Business Programming and Systems Analysis** focuses on applications of software development and business/systems analysis. Students gain technical skills in analysis, design, development and deployment of computer-based information systems, including mobile systems.
- **Computer Programming and Database Management** prepares students to design, code, and implement various types of web and database applications using state-of-the-art development tools. This program can be completed via distance learning.
- **Health Information Technology** is a collaborative effort of the Center for Innovative Technologies and the Health and Public Safety Division at Cincinnati State. Graduates are prepared for important roles in a number of healthcare settings, where their responsibilities can include implementing and managing systems for electronic medical records, designing and developing tools and systems to support clinical decision making and research, or developing standards for the exchange of medical data. The program offers majors in Healthcare Informatics (HITHI) and Healthcare Programming and Systems Analysis (HITPA).
- **Software Engineering Technology** provides extensive training in computer programming as well as knowledge of electronics needed to control systems with computer software and interfaces.

All of the Computer Software Development programs prepare graduates to successfully enter the workforce and advance professionally in technical and management careers, or to continue their education in a bachelor's degree program.

Business Programming and Systems Analysis (BPA)

Program Chair: Robert Nields
Co-op Coordinator: Noelle Grome

Graduates of Business Programming and Systems Analysis have strong technical skills in industry-required programming languages and database platforms, business/systems analysis and design, software development, web development, and mobile application development. Additionally, the team-oriented, project-based coursework familiarizes students with business process modeling, project management, and problem solving skills.

Business Programming and Systems Analysis

All degree-seeking students must complete a First Year Experience (FYE) course as part of the first 12 credit hours taken at Cincinnati State.

			Hours Per Week Class	Lab	Credit Hours
SEMESTER 1					
ENG	101	English Composition	3	0	3
IT	101	.NET Programming 1	2	3	3
IT	110	HTML with CSS and JavaScript	3	3	4
IT	111	Database Design and SQL 1	3	3	4
CIT	190	Career Preparation: Engineering and Information Technologies	1	0	1
			12	9	15
SEMESTER 2					
IT	102	.NET Programming 2	3	3	4
COMM	110	Public Speaking	3	0	3
BPA	130	Business Systems Analysis and Design	2	3	3
IT	140	PHP and MySQL	3	3	4
IT	161	Java Programming 1	3	3	4
			14	12	18
SEMESTER 3					
BPA	291	Full-Time Cooperative Education 1: Business Programming and Systems Analysis	1	40	2
			1	40	2
SEMESTER 4					
ACC	101	Financial Accounting	2	2	3
MAT	151	College Algebra	4	0	4
IT	162	Java Programming 2	3	3	4
IT	210	System Design and Implementation	2	3	3
BPA	230	Mobile Application Development	3	2	4
			14	10	18
SEMESTER 5					
BPA	292	Full-Time Cooperative Education 2: Business Programming and Systems Analysis	1	40	2
			1	40	2
SEMESTER 6					
ENG	10X	English Composition Elective	3	0	3
ECO	1XX	Economics Elective	3	0	3
BPA	240	Emerging Technologies: Web and Mobile Applications	3	3	4
BPA	290	Business Programming and Systems Analysis Capstone	3	3	4
XXX	XXX	Humanities Elective	3	0	3
			15	6	17
					72

English Composition Elective: ENG 102, ENG 103, ENG 104, ENG 105
Humanities Elective: Any ART, COMM 130, CULT, FRN, LIT, MUS, PHI, REL, SPN, THE
Economics Elective: ECO 105, ECO 110

Computer Programming and Database Management (CPDM)

Program Chair: Bob Nields
Co-op Coordinator: Andrea Feld

The Computer Programming and Database Management degree program prepares students to design, program, and administer e-business and e-commerce systems on the internet, using state-of-the-art programming languages and database technologies.

All of the CPDM courses are available online using a series of short internet-based videos. This advanced online course delivery system provides students with flexibility in completing their degree requirements. Many students continue their studies for a bachelor's degree via additional online education.

Computer Programming and Database Management

All degree-seeking students must complete a First Year Experience (FYE) course as part of the first 12 credit hours taken at Cincinnati State.

			Hours Per Week Class	Lab	Credit Hours
SEMESTER 1					
ENG	101	English Composition	3	0	3
IT	101	.NET Programming 1	2	3	3

IT	105	Information Technology Concepts	2	3	3
IT	110	HTML with CSS and JavaScript	3	3	4
IT	111	Database Design and SQL 1	3	3	4
			13	12	17
SEMESTER 2					
IT	112	Database Design and SQL 2	3	3	4
IT	140	PHP and MySQL	3	3	4
CPDM	145	Data Reporting	3	3	4
CPDM	151	ASP.NET C# 1	3	3	4
CPDM	190	Cooperative Education Preparation: Computer Programming and Database Management	1	0	1
			13	12	17
SEMESTER 3					
CPDM	191	Part-Time Cooperative Education 1: Computer Programming and Database Management	1	20	1
			1	20	1
SEMESTER 4					
ENG	10X	English Composition Elective	3	0	3
MAT	130	Intermediate Algebra for Statistics	3	2	4
CPDM	152	ASP.NET C# 2	3	3	4
CPDM	192	Part-Time Cooperative Education 2: Computer Programming and Database Management	1	20	1
XXX	XXX	Humanities Elective	3	0	3
			13	25	15
SEMESTER 5					
CPDM	193	Part-Time Cooperative Education 3: Computer Programming and Database Management	1	20	1
COMM	1XX	Communication Elective	3	0	3
CPDM	290	Computer Programming and Database Management Capstone Design Project	3	3	4
XXX	XXX	Social Sciences Elective	3	0	3
			10	23	11
					61

English Composition Elective: ENG 102, ENG 103, ENG 104, ENG 105
Humanities Elective: Any ART, COMM 130, CULT, FRN, SPN, LIT, MUS, PHI, REL, THE
Social Sciences Elective: Any CRJ, ECO, GEO, HST, LBR, POL, PSY, SOC
Communication Elective: COMM 105, COMM 110

Health Information Technology (HITHI and HITPA)

Program Co-Chairs: Robert Nields, Cindy Kneip, RHIA

Health Information Technology involves the exchange of health information in an electronic environment. Widespread use of information technology within the health care industry will improve the quality of health care, prevent medical errors, reduce health care costs, increase administrative efficiencies, decrease paperwork, and expand access to affordable health care.

This new program at Cincinnati State, which is offered through collaboration of the Center for Innovative Technologies and the Health and Public Safety Division, prepares students for important roles in varied healthcare settings. Graduates may take on responsibilities such as:

- Implementing and managing systems for electronic medical records and patient health records
- Designing and developing tools and systems to support clinical decision making and research
- Safeguarding the security of patient records in compliance with privacy laws and ethical issues related to the sharing of medical data and patient data
- Developing standards for the exchange and interoperability of medical data, promoting meaningful use of medical records and data
- Selecting and implementing health information systems to provide affordable quality healthcare

The HIT degree offers two majors: Healthcare Informatics and Healthcare Programming and Systems Analysis. Graduates of both majors earn an Associate of Applied Science degree.

Healthcare Informatics major (HITHI)
Students in the Healthcare Informatics major gain skills needed to assist organizations with meaningful and efficient use of healthcare data by incorporating information technologies and information management techniques. The Healthcare Informatics major provides graduates with knowledge and skills that enable information to be collected, managed, used, and shared to support delivery of healthcare and to promote health.

Healthcare Programming and Systems Analysis major (HITPA)
Students in the Healthcare Programming and Systems Analysis major gain the knowledge and skills required to fulfill an essential information technology role in healthcare, either as a developer who designs, implements, and maintains health-based software applications, or as an analyst supporting current healthcare-related applications.

Graduates understand healthcare fundamentals and have IT professional skills in systems analysis, software development, database design, and core technical skills including .NET, Java, HL7, SQL, and SQL Server.

Healthcare Informatics Major (HITHI)

All degree-seeking students must complete a First Year Experience (FYE) course as part of the first 12 credit hours taken at Cincinnati State.

			Hours Per Week Class	Lab	Credit Hours
SEMESTER 1					
HIT	100	Language and Culture of Healthcare	3	0	3
IT	101	.NET Programming 1	2	3	3
IT	110	HTML with CSS and JavaScript	3	3	4
IT	111	Database Design and SQL 1	3	3	4
CIT	190	Career Preparation: Engineering and Information Technologies	1	0	1
			12	9	15
SEMESTER 2					
ENG	101	English Composition	3	0	3
MCH	104	Accelerated Medical Terminology	4	0	4
HIT	105	Information Technology Systems in Healthcare	3	0	3
BPA	130	Business System Analysis and Design	2	3	3
MAT	130	Intermediate Algebra for Statistics	2	2	3
			14	5	16
SEMESTER 3					
HIT	210	Healthcare Reimbursement	3	0	3
HIT	291	Full-Time Cooperative Education 1: Health Information Technology	0	20	2
			3	20	5
SEMESTER 4					
IT	112	Database Design and SQL 2	3	3	4
MAT	131	Statistics 1	2	2	3
CPDM	145	Data Reporting	3	3	4
IT	210	System Design and Implementation	2	3	3
COMM	XXX	Communications Elective	3	0	3
			13	11	17
SEMESTER 5					
HIT	292	Full-Time Cooperative Education 2: Health Information Technology	0	20	2
			0	20	2
SEMESTER 6					
ENG	104	Composition and Technical Communication	3	0	3
HIT	220	Health Information Technology in the Continuum of Care	3	0	3
HIT	225	Data Mining	2	0	3
PSY	XXX	Psychology Elective	3	0	3
ECO	XXX	Economics Elective	3	0	3
			14	0	15
					70

Communications Elective: COMM 105, COMM 110
Economics Elective: Any ECO
Psychology Elective: Any PSY

Healthcare Programming and Analysis Major (HITPA)

All degree-seeking students must complete a First Year Experience (FYE) course as part of the first 12 credit hours taken at Cincinnati State.

			Hours Per Week Class	Lab	Credit Hours
SEMESTER 1					
HIT	100	Language and Culture of Healthcare	3	0	3
IT	101	.NET Programming 1	2	3	3
IT	110	HTML with CSS and JavaScript	3	3	4
IT	111	Database Design and SQL 1	3	3	4
CIT	190	Career Preparation: Engineering and Information Technologies	1	0	1
			12	9	15
SEMESTER 2					
ENG	101	English Composition	3	0	3
IT	102	.NET Programming 2	3	3	4
MCH	104	Accelerated Medical Terminology	4	0	4
HIT	105	Information Technology Systems in Healthcare	3	0	3
BPA	130	Business System Analysis and Design	2	3	3
			15	6	17
SEMESTER 3					
HIT	210	Healthcare Reimbursement	3	0	3
HIT	291	Full-Time Cooperative Education 1: Health Information Technology	1	40	2
			4	40	5
SEMESTER 4					
IT	112	Database Design and SQL 2	3	3	4
IT	161	Java Programming 1	3	3	4
IT	210	System Design and Implementation	2	3	3
HIT	215	Healthcare Programming	3	0	3
COMM	XXX	Communications Elective	3	0	3
			14	9	17
SEMESTER 5					
HIT	292	Full-Time Cooperative Education 2: Health Information Technology	1	40	2
			1	40	2
SEMESTER 6					
MAT	130	Intermediate Algebra for Statistics	2	2	3
IT	162	Java Programming 2	3	3	4
PSY	XXX	Psychology Elective	3	0	3
ECO	XXX	Economics Elective	3	0	3
ENG	XXX	English Composition Elective	3	0	3
			14	5	16
					72

Communications Elective: COMM 105, COMM 110
English Composition Elective: ENG 104, ENG 105
Economics Elective: Any ECO
Psychology Elective: Any PSY

Software Engineering Technology (SET)

Program Chair: Pat Callahan
Co-op Coordinator: Noelle Grome

The Software Engineering Technology degree program focuses on the design, development, implementation, and maintenance of software used in industry. Along with core math and science classes, SET students gain knowledge of computer operating systems and software development using various programming languages. Graduates are prepared to enter the workforce as skilled computer programmers and systems integrators, and also are well-prepared to enter a Bachelor of Science degree program in engineering, engineering technology, or computer science.

Software Engineering Technology

All degree-seeking students must complete a First Year Experience (FYE) course as part of the first 12 credit hours taken at Cincinnati State.

			Hours Per Week Class	Lab	Credit Hours
SEMESTER 1					
IT	101	.NET Programming 1	2	3	3
ENG	101	English Composition	3	0	3
IT	110	HTML with CSS and JavaScript	3	3	4
IT	111	Database Design and SQL 1	3	3	4
MAT	126	Functions and Calculus	3	2	4
CIT	190	Career Preparation: Engineering and Information Technologies	1	0	1
			15	11	19
SEMESTER 2					
IT	102	.NET Programming 2	3	3	4
ENG	10X	English Composition Elective	3	0	3
PHY	151	Physics 1: Algebra and Trigonometry-Based	3	2	4
SET	151	C Programming 1	3	2	4
			12	7	15
SEMESTER 3					
SET	291	Full-Time Cooperative Education 1: Software Engineering Technology	1	40	2
			1	40	2
SEMESTER 4					
IT	103	.NET Programming 3	3	3	4
IT	161	Java Programming 1	3	3	4
COMM	1XX	Communications Elective	0	0	3
SET	252	C Programming 2	3	2	4
			9	8	15
SEMESTER 5					
EET	101	Electronic Fundamentals 1	3	2	4
CULT	110	Social Issues in Technology	3	0	3
ECO	1XX	Economics Elective	3	0	3
SET	253	C Programming 3	3	2	4
SET	290	Software Engineering Technology Capstone	1	4	3
			13	8	17
SEMESTER 6					
SET	292	Full-Time Cooperative Education 2: Software Engineering Technology	1	40	2
			1	40	2
					70

English Composition Elective: ENG 102, ENG 103, ENG 104, ENG 105
Communication Elective: COMM 105, COMM 110
Economics Elective: ECO 105, ECO 110

MULTIMEDIA INFORMATION DESIGN

The Multimedia Information Design Department at Cincinnati State prepares students to design and produce media content in all formats. The final product might be distributed as an interactive CD or DVD, a component of a mobile device application, a website, a TV or radio commercial, a production for television or cinema, or as printed information. The target audience may be a few people or many, and the products may be created for educational, entertainment, or commercial use.

The programs in this department include:
- Audio/Video Production
- Graphic Design
- Graphic Imaging Technology
- Industrial Design Technology
- Web and Multimedia Design

All students complete a core set of courses covering basic skills in design and production of media content. Subsequent courses

introduce program-specific competencies, ranging from 3-D animation to music video production.

Most of the Multimedia Information Design labs are housed in the College's Advanced Technology & Learning Center (ATLC). Students have access to a professional video studio and editing lab, a recording studio and digital mixing labs, usability testing labs, and a full complement of computer labs. Computer hardware and software is comparable to systems used in industry.

Audio/Video Production (AVP)

Program Chair: Dave Killen
Co-op Coordinator: Andrea Feld

The Audio/Video Production program at Cincinnati State prepares students to create and manipulate digital audio, video, and graphic images. Career destinations for AVP graduates include broadcast and cable television and other entertainment industries; Web and multimedia development companies; and media production departments in commercial, corporate, and industrial settings.

A significant number of courses required for the degree are scheduled between 8 a.m. and 5 p.m., Monday through Friday. Some of the required courses also are offered in the evening or on weekends.

Graduates earn an Associate of Applied Science degree. Job titles for graduates include: video editor, sound designer, videographer, audio/video specialist, compositing artist, motion graphics designer, or production assistant.

Audio/Video Production

All degree-seeking students must complete a First Year Experience (FYE) course as part of the first 12 credit hours taken at Cincinnati State.

			Hours Per Week Class	Lab	Credit Hours
SEMESTER 1					
AVP	100	Introduction to Audio/Video Production	4	1	4
ENG	101	English Composition	3	0	3
MID	110	Digital Media Concepts	2	3	3
MKT	115	Marketing Research for Multimedia Professionals	3	0	3
MID	115	Design Principles for Multimedia	2	3	3
			14	7	16
SEMESTER 2					
ENG	10X	English Composition Elective	3	0	3
AVP	110	Videography: Single Camera Production and Lighting	2	3	3
GRD	110	Foundations of 2D Graphics	2	3	3
COMM	110	Public Speaking	3	0	3
			10	6	12
SEMESTER 3					
AVP	120	Digital Video Editing	2	3	3
AVP	130	Audio: Editing and Mixing	2	3	3
MID	190	Career Preparation: Multimedia Information Design	2	0	2
GRD	210	Applied 2D Graphics: Audio/Video Production	2	3	3
TC	XXX	Technical Communication Elective	2	3	3
			10	12	14
SEMESTER 4					
AVP	220	Video Editing and Compositing	2	3	3
AVP	230	Audio: Production and Sound Design	2	3	3
AVP	XXX	Co-op/Internship Elective	1	20	1
			5	26	7
SEMESTER 5					
AVP	210	Videography: Multi Camera Production and Lighting	2	3	3
AVP	240	Motion Graphics and Compositing: After Effects	2	3	3
XXX	XXX	AVP Elective 1	1	2	2
XXX	XXX	Humanities Elective	3	0	3
XXX	XXX	AVP Elective 2	1	2	2
			9	10	13
SEMESTER 6					
AVP	290	Audio/Video Production Capstone	2	3	3
XXX	XXX	Social Sciences Elective	3	0	3
			5	3	6
					68

English Composition Elective: ENG 102, ENG 103, ENG 104, ENG 105
Technical Communication Elective: TC 205, TC 210
AVP Electives: AVP 250, AVP 255, AVP 260, AVP 265, AVP 270, AVP 275, AVP 280, AVP 285, GRD 260, WEB 111, WEB 220, TC 205, TC 210, AVP 192, AVP 292, AVP 295
Humanities Elective: Any ART, COMM 130, CULT, FRN, LIT, MUS, PHI, REL, SPN, THE
Social Sciences Elective: Any CRJ, ECO, GEO, HST, LBR, POL, PSY, SOC
Co-op/Internship Elective: AVP 191, AVP 291, AVP 294

Graphic Design (GRD)

Program Chair: Jason Caudill
Co-op Coordinator: Andrea Feld

Students in the Graphic Design program begin their studies with emphasis on two-dimensional art and design, both traditional and computer-based, using industry-standard software products. After successful completion of a required portfolio review process, students focus on advanced skills such as brand design and implementation, and 3-D animation.

Currently many courses required for the degree are scheduled between 8 a.m. and 5 p.m., Monday through Friday. Some of the required courses also are offered in the evening or on weekends.

Graduates earn an Associate of Applied Science degree. Job titles for graduates include: graphic designer, 3-D artist, production artist, or web graphics/interface designer.

Graphic Design

All degree-seeking students must complete a First Year Experience (FYE) course as part of the first 12 credit hours taken at Cincinnati State.

			Hours Per Week Class	Lab	Credit Hours
SEMESTER 1					
ENG	101	English Composition	3	0	3
MID	110	Digital Media Concepts	2	3	3
MID	115	Design Principles for Multimedia	2	3	3
MKT	115	Marketing Research for Multimedia Professionals	3	0	3
MID	120	Drawing and Storyboarding	2	3	3
			12	9	15
SEMESTER 2					
ENG	102	Composition and Argument	3	0	3
COMM	110	Public Speaking	3	0	3
GRD	110	Foundations of 2D Graphics	2	3	3
WEB	111	Web Development 1	2	3	3
ART	120	Design History	3	0	3
			13	6	15
SEMESTER 3					
WEB	112	Web Development 2	2	3	3
GRD	150	Design Concepts: Typography	2	3	3
MID	190	Career Preparation: Multimedia Information Design	2	0	2
GRD	200	Graphic Design Portfolio Review	1	0	1
GRD	215	Applied 2D Graphics: Graphic Design	2	3	3
			9	9	12

SEMESTER 4					
WEB	220	Multimedia Design: Adobe Flash	2	3	3
GRD	230	Brand Identity Development	2	3	3
GRD	260	3D Visualization	3	4	5
			7	10	11
SEMESTER 5					
AVP	240	Motion Graphics and Compositing: After Effects	2	3	3
GIT	255	Graphic Imaging Production Processes	2	3	3
GRD	294	Internship 1: Graphic Design	1	40	2
TC	2XX	Technical Communication Elective	2	3	3
			7	49	11
SEMESTER 6					
GRD	240	Packaging Design	2	3	3
GRD	290	Graphic Design Capstone	2	3	3
XXX	XXX	Social Sciences Elective	3	0	3
			7	6	9
					73

Technical Communication Elective:
TC 205, TC 210, TC 215, TC 230, TC 235
Social Sciences Elective: Any CRJ, ECO, GEO, HST, LBR, POL, PSY, SOC

Graphic Imaging Technology (GIT)

Program Chair: Kathy Freed
Co-op Coordinator: Andrea Feld

Students in Graphic Imaging Technology learn the process of creating art and publishing materials from idea generation to production. Students use Macintosh and PC hardware, software, and peripherals to produce art for the major printing processes, including offset lithography, packaging (flexography), screen printing and digital printing. Students gain hands-on experience producing printed materials using industry-standard equipment such as two-color offset presses; a four-color digital offset press (Heidelberg Quickmaster DI-Plus), four- and six-color screen printing presses, a four-color flexographic press, and various digital printers. In addition, students learn digital photography techniques using digital cameras and equipment and print workflow software. Business skill development includes managing, estimating, and marketing.

Graphic Imaging Technology

All degree-seeking students must complete a First Year Experience (FYE) course as part of the first 12 credit hours taken at Cincinnati State.

			Hours Per Week Class	Lab	Credit Hours
SEMESTER 1					
GIT	100	Introduction to Graphic Imaging Technology	2	2	3
ENG	101	English Composition	3	0	3
MID	110	Digital Media Concepts	2	3	3
MID	115	Design Principles for Multimedia	2	3	3
MKT	115	Marketing Research for Multimedia Professionals	3	0	3
MID	190	Career Preparation: Multimedia Information Design	2	0	2
			14	8	17
SEMESTER 2					
ENG	102	Composition and Argument	3	0	3
GIT	105	Ink and Substrates	3	0	3
GRD	110	Foundations of 2D Graphics	2	3	3
ART	120	Design History	3	0	3
GIT	120	Digital Photography and Imaging	1	4	3
			12	7	15
SEMESTER 3					
COMM	110	Public Speaking	3	0	3
WEB	111	Web Development 1	2	3	3
GIT	115	Adobe InDesign	2	3	3
IM	120	Electronic Spreadsheets: Microsoft Excel	2	3	3
GIT	220	Screen Printing	1	6	3
			10	15	15
SEMESTER 4					
GIT	200	Digital Imaging and Publishing	1	6	3
GIT	240	Flexographic Printing Methods	1	6	3
GIT	291	Full-Time Cooperative Education 1: Graphic Imaging Technology	1	40	2
			3	52	8
SEMESTER 5					
MGT	101	Principles of Management	3	0	3
GIT	215	Applied 2D Graphics: Graphic Imaging	2	3	3
GIT	230	Print Media Workflow	3	0	3
GIT	250	Offset Printing Methods	1	6	3
			9	9	12
SEMESTER 6					
GIT	290	Graphic Imaging Technology Capstone	1	0	1
GIT	292	Full-Time Cooperative Education 2: Graphic Imaging Technology	1	40	2
XXX	XXX	Social Sciences Elective	3	0	3
			5	40	6
					73

Social Sciences Elective:
Any CRJ, SOC, PSY, ECO, HST, GEO, LBR, POL

Industrial Design Technology (IDT)

Program Chair: Josh Haldeman, IDSA
Co-op Coordinator: Andrea Feld

An industrial design technician deals with the form and function of manufactured goods. Graduates of the Industrial Design Technology program are involved in creating new product shapes and styles or re-designing existing products to increase their usefulness through applications of rapid visualization, ergonomics, computer-generated images, modeling, and prototyping. The IDT program combines the analytical and technical computer skills developed in a mechanical engineering technology program with the visual and artistic skills of computer graphics.

Industrial Design Technology

All degree-seeking students must complete a First Year Experience (FYE) course as part of the first 12 credit hours taken at Cincinnati State.

			Hours Per Week Class	Lab	Credit Hours
SEMESTER 1					
IDT	100	Introduction to Industrial Design	3	0	3
ENG	101	English Composition	3	0	3
IDT	105	Rapid Visualization Techniques	2	2	3
MID	110	Digital Media Concepts	2	3	3
MID	115	Design Principles for Multimedia	2	3	3
MAT	121	Technical Algebra and Geometry with Statistics	2	2	3
			14	10	18
SEMESTER 2					
GRD	110	Foundations of 2D Graphics	2	3	3
IDT	120	Materials and Manufacturing Processes	2	2	3
IDT	125	Human Factors	2	2	3
MET	131	MET Computer Aided Drafting 1	2	3	3
IDT	150	Computer Modeling	2	2	3
			10	12	15
SEMESTER 3					
PHY	121	Technical Physics 1	2	3	3
IDT	291	Full-Time Cooperative Education 1: Industrial Design Technology	1	40	2
			3	43	5
SEMESTER 4					
ENG	102	Composition and Argument	3	0	3
ART	120	Design History	3	0	3
MET	132	MET Computer Aided Drafting 2	2	3	3
IDT	210	Model Making and Prototyping	2	2	3
IDT	220	Industrial Design Technology CNC and CAD-CAM	3	2	4
			13	7	16

SEMESTER 5					
COMM	105	Interpersonal Communication	3	0	3
IDT	292	Full-Time Cooperative Education 2: Industrial Design Technology	1	40	2
			4	40	5
SEMESTER 6					
MKT	101	Principles of Marketing	3	0	3
PSY	110	Introduction to Psychology	3	0	3
MET	140	Engineering Materials	2	2	3
IDT	290	Industrial Design Technology Capstone	2	3	3
			10	5	12
					71

Web and Multimedia Design (WEB)

Program Chair: David Hoctor
Co-op Coordinator: Andrea Feld

The Web and Multimedia Design degree program prepares students to design and deliver interactive multimedia content for web, CD, DVD, and kiosk deployment. Students gain the knowledge and skills needed to create original digital art used to integrate text, images, animation, video, and other content into effective web and interactive multimedia products.

Currently a significant number of courses required for the degree are scheduled between 8 a.m. and 6 p.m., Monday through Friday. Some of the required courses also are offered in the evening or on weekends.

Graduates of the program earn an Associate of Applied Science degree. Job titles for graduates may include: Web designer, Web applications developer, multimedia designer/animator, multimedia designer, multimedia developer, Web/multimedia projects manager, user interface designer, Web/multimedia graphics designer, eBusiness developer, or interactive multimedia designer.

Web and Multimedia Design

All degree-seeking students must complete a First Year Experience (FYE) course as part of the first 12 credit hours taken at Cincinnati State.

			Hours Per Week Class	Lab	Credit Hours
SEMESTER 1					
ENG	101	English Composition	3	0	3
MID	110	Digital Media Concepts	2	3	3
MID	115	Design Principles for Multimedia	2	3	3
MKT	115	Marketing Research for Multimedia Professionals	3	0	3
MID	120	Drawing and Storyboarding	2	3	3
			12	9	15
SEMESTER 2					
ENG	102	Composition and Argument	3	0	3
COMM	110	Public Speaking	3	0	3
GRD	110	Foundations of 2D Graphics	2	3	3
WEB	111	Web Development 1	2	3	3
ART	120	Design History	3	0	3
			13	6	15
SEMESTER 3					
WEB	112	Web Development 2	2	3	3
MID	190	Career Preparation: Multimedia Information Design	2	0	2
WEB	200	Web Design Portfolio Review	1	0	1
GRD	220	Applied 2D Graphics: Web Design	2	3	3
TC	235	User Experience Design and Usability Assessment	2	3	3
			9	9	12
SEMESTER 4					
IT	111	Database Design and SQL 1	3	3	4
WEB	130	Web Programming: JavaScript	2	3	3
WEB	220	Multimedia Design: Adobe Flash	2	3	3
TC	230	Writing Online Content	2	3	3
			9	12	13
SEMESTER 5					
WEB	230	Web Programming: PHP	2	3	3
WEB	240	Web Development: Emerging Topics	2	3	3
WEB	291	Full-Time Cooperative Education 1: Web & Multimedia Design	1	40	2
			5	46	8
SEMESTER 6					
AVP	240	Motion Graphics and Compositing: After Effects	2	3	3
WEB	290	Web & Multimedia Design Capstone	2	3	3
XXX	XXX	Social Sciences Elective	3	0	3
			7	6	9
					72

Social Sciences Elective: Any CRJ, ECO, GEO, HST, LBR, POL, PSY, SOC

NETWORKING AND SUPPORT SYSTEMS

The Networking and Support Systems Department at Cincinnati State prepares students to successfully install, maintain, and support networking systems for industries, businesses, and other organizations. Numerous entities—from large corporations to individual households—rely on computer networks to enhance production and complete daily tasks. The associate's degree programs in Networking and Support Systems provide areas of specialization for students interested in a computer networking career.

- **Business Network Administration (NETB)** is a business degree program that prepares graduates for careers in the software, administration, and security areas of networking with a concentration on the business side of the networking industry. Students complete business courses in marketing, management, accounting, and law. Networking courses focus on design, administration, security, and network maintenance.
- **Computer Network Engineering Technology (NETC)** prepares graduates to work in the hardware industry of the networking field. It is an engineering-based program, emphasizing installation, setup, maintenance, and troubleshooting of network hardware. Students complete courses in physics, engineering-based electronics, and networking hardware.
- **PC Support and Administration Technology (PCSA)** has less emphasis on electronics. Students in this program should have an interest in the basics of electronics and desire extensive training in the installation and maintenance of personal computers. Graduates attain positions as PC technicians, help desk managers, and PC user trainers.

Business Network Administration (NETB)

Program Chair: Jeff Vetter
Co-op Coordinator: Noelle Grome

Students in the Business Network Administration program learn to plan, implement, analyze, and administer local, campus-wide, metropolitan, and wide area networks. Students develop expertise in all facets of networking including network operating systems, security systems, network hardware, server administration, virtualization, and messaging tools. Graduates of the NETB program are proficient with server setup and configuration, server administration, network security measures, messaging, network wiring, and network help desk operations.

Career opportunities for program graduates vary due to the diverse occupations available in the business industry.

Job titles for NETB graduates may include: Network Administrator, Network Specialist, Network Technician, and Network Security Administrator.

Business Network Administration

All degree-seeking students must complete a First Year Experience (FYE) course as part of the first 12 credit hours taken at Cincinnati State.

			Hours Per Week Class	Lab	Credit Hours
SEMESTER 1					
MGT	101	Principles of Management	3	0	3
ENG	101	English Composition	3	0	3
IT	105	Information Technology Concepts	2	3	3
IT	115	Operating Systems Administration	2	3	3
MAT	121	Technical Algebra and Geometry with Statistics	2	2	3
CIT	190	Career Preparation: Engineering and Information Technologies	1	0	1
			13	8	16
SEMESTER 2					
ECO	105	Principles of Microeconomics	3	0	3
NETB	115	Networking Essentials	2	3	3
NETB	125	Open Source Operating Systems and Applications	2	3	3
NETB	155	Server Administration	3	2	4
ENG	1XX	English Composition Elective	3	0	3
			13	8	16
SEMESTER 3					
NETB	291	Full-Time Cooperative Education 1: Business Network Administration	1	40	2
			1	40	2
SEMESTER 4					
ACC	101	Financial Accounting	2	2	3
COMM	110	Public Speaking	3	0	3
NETB	135	IT Support Desk Concepts	3	2	4
NETB	215	Electronic Messaging Administration	3	2	4
NETB	225	Information Security	3	2	4
			14	8	18
SEMESTER 5					
LAW	101	Business Law	3	0	3
MKT	101	Principles of Marketing	3	0	3
NETB	235	Desktop and Server Virtualization	2	3	3
NETB	290	Business Network Administration Capstone	2	5	4
XXX	XXX	Humanities/Social Sciences Elective	3	0	3
			13	8	16
SEMESTER 6					
NETB	292	Full-Time Cooperative Education 2: Business Network Administration	1	40	2
			1	40	2
					70

English Composition Elective: ENG 102, ENG 103, ENG 104, ENG 105
Humanities/Social Sciences Elective: Any CULT, ECO, FRN, GEO, HST, LBR, POL, LBR, PSY, SOC, SPN

Computer Network Engineering Technology (NETC)

Program Chair: Paul Weingartner
Co-op Coordinator: Noelle Grome

The Computer Network Engineering Technology program emphasizes the design, installation, and support of an organization's local area network (LAN), wide area network (WAN), network segment, internet, or intranet system. Graduates of the program provide day-to-day, on-site administrative support for a variety of work environments, including professional offices, small businesses, schools, government agencies, and large corporations.

The Computer Network Engineering Technology program is accredited by the Engineering Technology Accreditation Commission of ABET, 111 Market Place, Suite 1050, Baltimore, MD 21202-4012, phone: (410) 347-7700

Computer Network Engineering Technology

All degree-seeking students must complete a First Year Experience (FYE) course as part of the first 12 credit hours taken at Cincinnati State.

			Hours Per Week Class	Lab	Credit Hours
SEMESTER 1					
ENG	101	English Composition	3	0	3
NETB	115	Networking Essentials	2	3	3
NETC	121	Network Communications 1	2	2	3
MAT	125	Algebra and Trigonometry	3	2	4
EET	131	Circuit Analysis 1	3	2	4
CIT	190	Career Preparation: Engineering and Information Technologies	1	0	1
			14	9	18
SEMESTER 2					
COMM	110	Public Speaking	3	0	3
EET	121	Digital Systems 1	2	2	3
MAT	126	Functions and Calculus	3	2	4
EET	132	Circuit Analysis 2	3	2	4
NETB	155	Server Administration	3	2	4
			14	8	18
SEMESTER 3					
NETC	291	Full-Time Cooperative Education 1: Computer Network Engineering Technology	1	40	2
			1	40	2
SEMESTER 4					
NETC	122	Network Communications 2	2	2	3
EET	122	Digital Systems 2	3	2	4
PHY	151	Physics 1: Algebra and Trigonometry-Based	3	2	4
NETC	230	Network Security Design	2	2	3
EET	251	Electronics 1	3	3	4
			13	11	18
SEMESTER 5					
ENG	102	Composition and Argument	3	0	3
ECO	105	Principles of Microeconomics	3	0	3
PSY	110	Introduction to Psychology	3	0	3
NETC	240	Emerging Topics in Computer Network Engineering Technology	2	3	3
NETC	290	Computer Network Engineering Technology Capstone Project	2	2	3
			13	5	15
SEMESTER 6					
NETC	292	Full-Time Cooperative Education 2: Computer Network Engineering Technology	1	40	2
			1	40	2
					73

PC Support and Administration Technology (PCSA)

Program Chair: Jeff Vetter
Co-op Coordinator: Noelle Grome

PC Support and Administration program graduates are troubleshooters responsible for interpreting problems and providing technical support assistance, support, and advice to customers and users. Students learn to install, set up, and maintain hardware and software for microcomputers. Courses include computer operating systems, data communications, networking, and support center management.

Career opportunities for program graduates are diverse, for several reasons. The sheer number of computers and users in business and industry creates ever-changing work environments and challenges. Also, gaining assistance in using software effectively is generally a high priority for businesses and users. Finally, the graduate's knowledge and skills are applicable to a class of computers, rather than to a particular company, so graduates have significant job mobility as well as opportunities for entrepreneurial work.

Job titles for PCSA graduates may include: senior PC support technician, PC system coordinator, or helpdesk manager.

PC Support and Administration Technology

All degree-seeking students must complete a First Year Experience (FYE) course as part of the first 12 credit hours taken at Cincinnati State.

			Hours Per Week Class	Lab	Credit Hours
SEMESTER 1					
ENG	101	English Composition	3	0	3
IT	105	Information Technology Concepts	2	3	3
IT	115	Operating Systems Administration	2	3	3
MAT	121	Technical Algebra and Geometry with Statistics	2	2	3
CIT	190	Career Preparation: Engineering and Information Technologies	1	0	1
			10	8	13
SEMESTER 2					
EET	101	Electronic Fundamentals 1	3	2	4
ENG	10X	English Composition Elective	3	0	3
PCSA	111	Computer Repair 1	2	3	3
NETC	121	Network Communications 1	2	2	3
NETB	125	Open Source Operating Systems and Applications	2	3	3
			12	10	16
SEMESTER 3					
PCSA	291	Full-Time Cooperative Education 1: PC Support and Administration	1	40	2
			1	40	2
SEMESTER 4					
EET	102	Electronic Fundamentals 2	3	2	4
COMM	110	Public Speaking	3	0	3
PCSA	112	Computer Repair 2	2	3	3
NETB	135	IT Support Desk Concepts	3	2	4
IT	XXX	Programming Elective	2	3	3
			13	10	17
SEMESTER 5					
PSY	110	Introduction to Psychology	3	0	3
NETB	155	Server Administration	3	2	4
PCSA	213	Computer Repair 3	2	2	3
PCSA	290	PC Support and Administration Capstone	2	2	3
XXX	XXX	Humanities Elective	3	0	3
			13	6	16
SEMESTER 6					
PCSA	292	Full-Time Cooperative Education 2: PC Support and Administration	1	40	2
			1	40	2
					66

English Composition Elective: ENG 102, ENG 103, ENG 104, ENG 105
Programming Elective: IT 101, IT 110, IT 111
Humanities Elective: COMM 130, Any ART, CULT, FRN, LIT, MUS, PHI, REL, SPN, THE

HEALTH AND PUBLIC SAFETY DIVISION

Division Phone Number: (513) 569-1670

The Health and Public Safety Division at Cincinnati State brings together in one unit all programs for the education and training of health and public safety personnel as well as the Biological Sciences department. When available, the division's programs are accredited or approved by their respective professional bodies.

The Health and Public Safety Division offers clinically and experientially intensive associate's degree and certificate programs that prepare students to seek employment in their chosen field of study immediately following graduation.

The Biological Sciences department offers a range of courses to meet program needs and to support science requirements for students who seek associate's degrees and wish to transfer to institutions that offer bachelor's degrees.

The Public Safety programs work together under the umbrella of the Center for Safety and Emergency Professions at Cincinnati State, a partnership between Emergency Medical Services, Fire Service Technology, HazMat, Rescue and Safety, and Safety and Security Management. The division, in partnership with Cincinnati State's Workforce Development Center, offers special courses, workshops, seminars, and forums. These programs allow participants to learn new skills or update the knowledge and skills needed to perform effectively on the job.

The division affiliates with area hospitals, health care agencies, fire service organizations, and other educational programs to provide clinical and experiential learning opportunities for health and public safety students.

All degree-seeking students must complete a First Year Experience (FYE) course as a part of the first 12 credit hours taken at Cincinnati State.

Entrance Competencies

In order to ensure a high degree of success in academic studies in health and public safety, entering students must meet established academic levels in mathematics, writing, and reading comprehension. To aid in determining these levels, entering students are required to take COMPASS®, the College admissions/placement test. If testing and previous academic background indicate that a student has not reached the necessary preparatory level, a divisional advisor will identify a group of classes to help the student reach needed levels. Preparatory classes are available year-round.

Many Health and Public Safety Division programs receive more applications than space allows. Therefore, students may need to complete an additional application process by a designated deadline and complete the steps of a Program Progression process to qualify for all of the courses needed to earn a degree. It is important to keep this information in mind as you create your education plan.

Program Progression steps may include successfully completing designated courses (in addition to any needed academic foundations classes), taking a program-specific admissions test, and/or maintaining a specified grade point average while taking required courses at the College. A rating system is used to determine which students will progress into the selected program.

Cooperative Education

The Health and Public Safety Division supports the College's mission of providing educational programs with a combination of theory and practice. For many programs in the Health and Public Safety Division, experience in the clinical setting is an integral part of the educational process. Both clinical and cooperative education components provide students with the practical experience they need to begin work immediately upon graduation. Individual program descriptions in this section provide specific information about requirements for clinical experience, cooperative education, or internship.

To ensure the safety of students and others, our affiliated partners in the health and public safety community require students to comply with certain criteria prior to beginning clinical and experiential learning. Requirements will vary, but generally include a health examination, immunizations, background screenings, and relevant training. Proof of coverage under a policy of health insurance may also be required. Cincinnati State strongly recommends that students obtain personal health insurance coverage. Please be aware that lack of coverage under a policy of health insurance may affect a student's eligibility to participate in the clinical learning experience. Information about an optional health insurance plan for purchase by students is available in the Student Activities Office.

Health Excel Services

Health Excel provides Cincinnati State Health and Public Safety Division students with comprehensive educational and professional support services to enhance classroom learning and assist in professional development. Support services available to students include special seminars; individualized tutorial assistance; career, personal, and financial counseling; job shadowing opportunities; mentoring; writing and study skills assistance; and assistance developing a re-entry plan following failure in a technical program.

Transfer Module

The Ohio Board of Regents developed the transfer module to facilitate transfer of credits from one Ohio public college or university to another. The transfer module contains 36 to 40 semester hours of course credits in the areas of English, mathematics, arts and humanities, social and behavioral sciences, and natural and physical sciences. A transfer module completed at one college or university automatically meets the requirements for the transfer module at another college or university once the student is admitted. For additional information, see the "State of Ohio Policy for Institutional Transfer" and the "Transfer Module" sections of this catalog.

Associate's degree programs in the Health and Public Safety Division contain in their curriculums many of the required courses for the Cincinnati State Transfer Module. Students who wish to complete the transfer module should schedule the additional courses at their convenience. Students who transfer to an Ohio public university for baccalaureate degrees will find that the Cincinnati State Associate of Applied Science degree, combined with a transfer module showing grades of C or higher, receives preferential consideration at the receiving institution.

Bioscience Technology (BSC)

Program Chair: Diane K. Vorbroker, PhD

Bioscience technicians perform procedures in chemical and biotechnology laboratories, pharmaceutical manufacturing facilities, and research laboratories. Advanced skills in biology and chemistry, microbiology, and laboratory skills are important for a successful career in bioscience or biotechnology.

Students who successfully complete the Bioscience Technology program at Cincinnati State earn an Associate of Applied Science degree. The curriculum prepares graduates for entry-level employment in bioscience or biotechnology, or for transfer to a four-year institution to pursue a bachelor's degree in biological science or related fields. Students entering the program should have a strong background in or aptitude for the sciences, a willingness to follow structured methods, ability to explore molecules and cells, and a desire to help people and enhance the world through the use of biotechnology.

Bioscience Technology

All degree-seeking students must complete a First Year Experience (FYE) course as part of the first 12 credit hours taken at Cincinnati State.

Program Prerequisite: IM 111 or appropriate computer literacy placement test score

			Hours Per Week Class	Lab	Credit Hours
SEMESTER 1					
ENG	101	English Composition	3	0	3
BSC	105	Laboratory Skills for Bioscience	2	3	3
BSC	110	Biomanufacturing Workplace Regulations	3	0	3
BIO	XXX	Biology Sequence Elective 1	3	2	4
			11	5	13
SEMESTER 2					
BSC	115	Bioscience Laboratory Methods	2	3	3
MAT	151	College Algebra	4	0	4
BIO	XXX	Biology Sequence Elective 2	3	2	4
CHE	XXX	Chemistry Elective	3	3	4
			12	8	15
SEMESTER 3					
COMM	110	Public Speaking	3	0	3
XXX	XXX	Bioscience Elective	1	2	2
ENG	XXX	English Composition Elective	3	0	3
XXX	XXX	Humanities/Social Sciences Elective 1	3	0	3
			10	2	11
SEMESTER 4					
IM	120	Electronic Spreadsheets: Microsoft Excel	2	3	3
BSC	150	Scientific Literacy for Bioscience	2	0	2
BSC	205	Molecular Genetics Laboratory	2	6	5
CHE	XXX	Organic Chemistry Elective	3	3	4
			9	12	14
SEMESTER 5					
BSC	210	Protein Purification and Analysis	2	6	5
XXX	XXX	Humanities/Social Sciences Elective 2	3	0	3
MAT	XXX	Mathematics Elective	2	2	3
BIO	XXX	Advanced Biology Elective	3	0	3
			10	8	14
SEMESTER 6					
BSC	XXX	Bioscience Experiential Learning Elective	0	4	2
			0	4	2
					69

Biology Sequence Electives:
BIO 111 and BIO 112, or BIO 131 and BIO 132 (recommended for students planning to continue in a bachelor's degree science program)
Chemistry Elective: CHE 110, or CHE 121 and CHE 131 (recommended for students planning to continue in a bachelor's degree science program, plus CHE 122 and CHE 132)
Bioscience Elective: BSC 120, BSC 160, BSC 230, MET 230, EVT 168, EVT 170
English Composition Elective: ENG 102, ENG 103, ENG 104, ENG 105
Humanities/Social Sciences Electives: CULT 105 or CULT 110, PHI 110, PSY 100 or PSY 102 or PSY 110, SOC 100 or SOC 105
Organic Chemistry Elective: CHE 111, or CHE 201 and CHE 211 (recommended for students planning to continue in a bachelor's degree science program, plus CHE 202 and CHE 212)
Mathematics Elective: MAT 131 or MAT 153
Advanced Biology Elective: BIO 115, BIO 250, BIO 260, BIO 270, BIO 275
Bioscience Experiential Learning Elective: BSC 280, BSC 191, BSC 291, BSC 294

Bioscience Certificate (BSCC)

The Bioscience Certificate is designed for someone with a desire to learn the basics of the biotechnology field, either as an add-on to another degree or as a new career path. The certificate curriculum contains less rigorous biology and chemistry requirements than the degree program, but has most of the same laboratory courses. Students learn genetic engineering, DNA forensics, aseptic technology and microbiology basics, protein isolation techniques, protein and DNA electrophoresis, PCR technology, and more.

Bioscience employees are expected to pay attention to cleanliness, detail, and protocol; have background in biology and science concepts; and have good communication skills. Graduates may be hired as laboratory assistants using equipment specific to the biotechnology field, or as technicians in bio-manufacturing industries.

Bioscience Certificate

All certificate-seeking students must complete a First Year Experience (FYE) course as part of the first 12 credit hours taken at Cincinnati State.

Program Prerequisites: MAT 150 (minimum grade C) or appropriate placement test score, and IM 111 or appropriate computer literacy placement test score.

			Hours Per Week Class	Lab	Credit Hours
SEMESTER 1					
BSC	105	Laboratory Skills for Bioscience	2	3	3
BSC	110	Biomanufacturing Workplace Regulations	3	0	3
BIO	111	Biology: Unity of Life	3	2	4
IM	120	Electronic Spreadsheets: Microsoft Excel	2	3	3
MAT	151	College Algebra	4	0	4
			14	8	17
SEMESTER 2					
CHE	110	Fundamentals of Chemistry	3	3	4
COMM	110	Public Speaking	3	0	3
BSC	115	Bioscience Laboratory Methods	2	3	3
BSC	280	Bioscience Capstone Project	0	4	2
			8	10	12
					29

Advanced Health Careers Preparatory Certificate (AHPC)

Advisor: Diane K. Vorbroker, PhD

The Advanced Health Careers Preparatory Certificate is designed for students who already hold a degree and need to complete courses in biology, chemistry, or other fields in order to meet entrance requirements for advanced programs in health-related fields. Students work closely with an advisor to select courses that fulfill requirements for a specific institution.

Advanced Health Careers Preparatory Certificate

Program Prerequisite: A bachelor's degree from an accredited institution of higher education, or Program Advisor consent, is required to enroll in this program.

			Hours Per Week Class	Lab	Credit Hours
SEMESTER 1					
XXX	XXX	AHPC Elective 1	4	0	4
XXX	XXX	AHPC Elective 2	3	0	3
			7	0	7
SEMESTER 2					
XXX	XXX	AHPC Elective 3	4	0	4
XXX	XXX	AHPC Elective 4	3	0	3
			7	0	7
					14

AHPC Electives: Complete at least 14 credits from courses listed below, with a minimum grade of C for all courses. Students should consult with the Program Advisor before registering for courses.
Biology: BIO 115, BIO 131, BIO 132, BIO 151, BIO 152, BIO 220, BIO 230, BIO 240
Chemistry: CHE 110, CHE 111, CHE 121 (must co-register for CHE 131), CHE 122 (must co-register for CHE 132),CHE 201 (must co-register for CHE 211), CHE 202 (must co-register for CHE 212)
Other Electives: DT 120, PSY 225

Diagnostic Medical Sonography

Program Chair: Jackie Turner, RDCS, RVT

The diagnostic medical sonographer is a highly-skilled professional who uses specialized equipment to create diagnostic images. The Diagnostic Medical Sonography program at Cincinnati State offers students the opportunity to become entry-level diagnostic medical sonographers in the specialty areas of cardiac and vascular sonography (DMSC) or abdominal, obstetrics, and gynecological sonography (DMSG).

Program graduates earn an Associate of Applied Science degree that includes a balance of general education and sonography courses. The program also includes supervised clinical experience on site at various health care facilities in the Greater Cincinnati area.

The program is a five semester (20 months) curriculum and includes unpaid clinical experiences. Courses in this program are scheduled primarily between 8:00 a.m. and 5:00 p.m., Monday through Friday.

The program is accredited by The Commission of Accreditation of Allied Health Education Programs (www.caahep.org) 1361 Park Street, Clearwater, FL 33756, phone (727) 210-2350.

Upon successful completion of the program, graduates are eligible to take the American Registry of Diagnostic Medical Sonographers national certification examinations.

Diagnostic Medical Sonography—Cardiovascular (DMSC)

All degree-seeking students must complete a First Year Experience (FYE) course as part of the first 12 credit hours taken at Cincinnati State.

Program Prerequisites: BIO 152, DMS 100, MCH 101, MCH 138 or MCH 130, MAT 150, PHY 110. Students seeking admission to the Diagnostic Medical Sonography - Cardiovascular program must complete specific progression requirements. Students should meet with their academic advisor to discuss progression eligibility and deadlines.

			Hours Per Week Class	Lab	Credit Hours
SEMESTER 1					
ENG	101	English Composition	3	0	3
DMS	111	Sonographic Principles and Instrumentation 1	3	0	3
DMSC	120	Cardiovascular Sonography	3	0	3
DMSC	121	Cardiovascular Sonography Scan Lab 1	0	4	2
MCH	141	Electrocardiography 1	2	2	3
BIO	210	Cross Sectional Anatomy	1	2	2
			12	8	16
SEMESTER 2					
ENG	102	Composition and Argument	3	0	3
DMS	112	Sonographic Principles and Instrumentation 2	2	0	2
DMSC	122	Cardiovascular Sonography Scan Lab 2	0	5	2
DMSC	131	Vascular Sonography 1	3	0	3
DMSC	141	Echocardiography 1	3	0	3
BIO	240	Pathophysiology	3	0	3
			14	5	16
SEMESTER 3					
COMM	110	Public Speaking	3	0	3
DMSC	223	Cardiovascular Sonography Scan Lab 3	0	5	2
DMSC	281	Cardiovascular Clinical 1	0	24	3
			3	29	8
SEMESTER 4					
PSY	110	Introduction to Psychology	3	0	3
DMSC	224	Cardiovascular Sonography Scan Lab 4	0	4	2
DMSC	232	Vascular Sonography 2	3	0	3
DMSC	242	Echocardiography 2	3	0	3
DMSC	282	Cardiovascular Clinical 2	0	32	4
			9	36	15
SEMESTER 5					
CULT	105	Issues in Human Diversity	3	0	3
DMSC	225	Cardiovascular Sonography Scan Lab 5	0	2	1
DMSC	250	Cardiovascular Imaging Seminar	2	0	2
DMS	255	Ethics and Medical Law in Sonography	1	0	1
DMSC	283	Cardiovascular Clinical 3	0	32	4
			6	34	11
					66

Diagnostic Medical Sonography—General Imaging (DMSG)

All degree-seeking students must complete a First Year Experience (FYE) course as part of the first 12 credit hours taken at Cincinnati State.

Program Prerequisites: BIO 152, DMS 100, MAT 150, MCH 101, MCH 130 or MCH 138, PHY 110. Students seeking admission to the Diagnostic Medical Sonography - General Imaging program must complete specific progression requirements. Students should meet with their academic advisor to discuss progression eligibility and deadlines.

			Hours Per Week Class	Lab	Credit Hours
SEMESTER 1					
ENG	101	English Composition	3	0	3
DMS	111	Sonographic Principles and Instrumentation 1	3	0	3
DMSG	120	General Imaging Sonography	3	0	3
DMSG	121	General Imaging Sonography Scan Lab 1	0	4	2
MCH	141	Electrocardiography 1	2	2	3
BIO	210	Cross Sectional Anatomy	1	2	2
			12	8	16
SEMESTER 2					
ENG	102	Composition and Argument	3	0	3
DMS	112	Sonographic Principles and Instrumentation 2	2	0	2

DMSG	122	General Imaging Sonography Scan Lab 2	0	5	2
DMSG	131	Abdominal Sonography 1	3	0	3
DMSG	141	Obstetrics and Gynecology Sonography 1	3	0	3
BIO	240	Pathophysiology	3	0	3
			14	5	16
SEMESTER 3					
COMM	110	Public Speaking	3	0	3
DMSG	223	General Imaging Sonography Scan Lab 3	0	5	2
DMSG	281	General Imaging Clinical 1	0	24	3
			3	29	8
SEMESTER 4					
PSY	110	Introduction to Psychology	3	0	3
DMSG	224	General Imaging Sonography Scan Lab 4	0	4	2
DMSG	232	Abdominal Sonography 2	3	0	3
DMSG	242	Obstetrics and Gynecology Sonography 2	3	0	3
DMSG	282	General Imaging Clinical 2	0	32	4
			9	36	15
SEMESTER 5					
CULT	105	Issues in Human Diversity	3	0	3
DMSG	225	General Imaging Sonography Scan Lab 5	0	2	1
DMSG	250	General Imaging Seminar	2	0	2
DMS	255	Ethics and Medical Law in Sonography	1	0	1
DMSG	283	General Imaging Clinical 3	0	32	4
			6	34	11
					66

Emergency Medical Technician—Paramedic Program

Program Chair: William Mehbod, EMT-P

The emergency medical technician administers life-saving care to the sick and injured. The Paramedic program at Cincinnati State leads to an Associate of Applied Science degree, and includes training in basic and advanced life support.

The Paramedic curriculum has been approved by the Ohio Department of Public Safety, Division of Emergency Medical Services. Students are eligible to take the National Registry cognitive and practical examinations after completing the three Paramedic Theory and Practice courses.

Students in the Paramedic program can choose one of two majors:

Paramedic Science Major (EMTP-S)
Students who complete the Paramedic Science major are prepared for careers in Emergency Medical Services research or education, or employment in a hospital emergency department. Students who are interested in eventual transition into another allied health career field should consider the Paramedic Science major.

Management Major (EMTP-M)
Students who complete the Management major are prepared to assume supervisory and administrative roles within the field of Emergency Medical Services.

The program is accredited by The Ohio Department of Public Safety, Division of Emergency Medical Services, P.O. Box 182073, 1970 West Broad Street, Columbus, OH 43218-2073
phone: (614) 466-9447.

Emergency Medical Services—Management Major (EMTP-M)

All degree-seeking students must complete a First Year Experience (FYE) course as part of the first 12 credit hours taken at Cincinnati State.

Program Prerequisites: AFM 095 or appropriate placement test score, and EMS 110 or EMT-Basic Certification in the State of Ohio.

			Hours Per Week Class	Lab	Credit Hours
SEMESTER 1					
ENG	101	English Composition	3	0	3
MGT	101	Principles of Management	3	0	3
CULT	105	Issues in Human Diversity	3	0	3
PSY	110	Introduction to Psychology	3	0	3
			12	0	12
SEMESTER 2					
SOC	100	Survey of Social Issues	3	0	3
ENG	102	Composition and Argument	3	0	3
LBR	105	Introduction to Labor and Employee Relations	3	0	3
MGT	105	Human Resource Management	3	0	3
			12	0	12
SEMESTER 3					
COMM	110	Public Speaking	3	0	3
PHI	110	Ethics	3	0	3
EMS	120	Paramedic Anatomy and Physiology	3	0	3
FST	228	Legal Aspects of the Emergency Services	3	0	3
			12	0	12
SEMESTER 4					
EMS	211	Paramedic Theory and Practice 1	8	8	12
			8	8	12
SEMESTER 5					
EMS	212	Paramedic Theory and Practice 2	8	8	12
			8	8	12
SEMESTER 6					
EMS	213	Paramedic Theory and Practice 3	8	8	12
			8	8	12
					72

EMT Paramedic—Science Major (EMTP-S)

All degree-seeking students must complete a First Year Experience (FYE) course as part of the first 12 credit hours taken at Cincinnati State.

Program Prerequisites: AFM 095 or appropriate placement test score, and EMS 110 or EMT-Basic Certification in the State of Ohio.

			Hours Per Week Class	Lab	Credit Hours
SEMESTER 1					
ENG	101	English Composition	3	0	3
CULT	105	Issues in Human Diversity	3	0	3
PSY	110	Introduction to Psychology	3	0	3
BIO	151	Anatomy and Physiology 1	3	2	4
			12	2	13
SEMESTER 2					
ENG	102	Composition and Argument	3	0	3
SOC	105	Introduction to Sociology	3	0	3
BIO	152	Anatomy and Physiology 2	3	2	4
BIO	220	Microbiology	2	3	3
			11	5	13
SEMESTER 3					
EMS	211	Paramedic Theory and Practice 1	8	8	12
BIO	230	Pharmacology	3	0	3
			11	8	15
SEMESTER 4					
EMS	212	Paramedic Theory and Practice 2	8	8	12
BIO	240	Pathophysiology	3	0	3
			11	8	15
SEMESTER 5					
COMM	110	Public Speaking	3	0	3
EMS	213	Paramedic Theory and Practice 3	8	8	12
			11	8	15
					71

Emergency Medical Technician—Paramedic Certificate (EMTPC)

Program Chair: William Mehbod, EMT-P

Students who have already earned an EMT certificate may continue their education by entering the Paramedic certificate program. The curriculum is approved by the Ohio Department of Public Safety, Division of Emergency Medical Services. After completing the certificate, students are eligible to take the National Registry exam.

Emergency Medical Technician—Paramedic Certificate

Program Prerequisites: EMT-Basic Certification from the State of Ohio, and AFL 085 and AFM 095 or appropriate placement test scores.

			Hours Per Week Class	Lab	Credit Hours
SEMESTER 1					
EMS	211	Paramedic 1	8	8	12
			8	8	12
SEMESTER 2					
EMS	212	Paramedic 2	8	8	12
			8	8	12
SEMESTER 3					
EMS	213	Paramedic 3	8	8	12
			8	8	12
					36

Emergency Medical Technician—Basic Certificate (EMTC)

Program Chair: William Mehbod, EMT-P

The Emergency Medical Technician certificate covers the skills needed to provide the first level of pre-hospital care in the Emergency Medical Services system. An EMT is prepared to care for patients at the scene of an accident or illness and while transporting patients by ambulance to the hospital. The EMT has the skills needed to assess a patient's condition and manage medical and trauma emergencies.

The EMT certificate program is approved by the Ohio Department of Public Safety, Division of Emergency Medical Services. After successful completion of the certificate program, students are eligible to take the National Registry of Emergency Medical Technicians cognitive and practical examinations.

Emergency Medical Technician - Basic Certificate

Program Prerequisites: AFL 085 or appropriate placement test score.

			Hours Per Week Class	Lab	Credit Hours
EMS	110	EMT Theory & Practice	5	4	7
			5	4	7
					7

Fire Service Technology (FST)

Program Chair: Phil Vossmeyer, C, P/F

The Fire Service Technology program at Cincinnati State prepares students for entry-level jobs in fire service as a firefighter/emergency medical technician (EMT). This program meets National Fire Protection Association standards and objectives for Firefighter 1 and Firefighter 2, using a combination of classroom education and hands-on training. Performance testing builds student confidence and enables mastery of the skills that are critical to good performance on the fireground and during emergency medical services incidents. Graduates of the program earn an Associate of Applied Science degree.

For hands-on fire training class eligibility, students must:
- Successfully perform and complete the Fire Cadet Fitness Evaluation.
- Complete the State Application for Admission to a Fire Training Course. This application screens for age, criminal convictions, and substance abuse that may disqualify students from state certification. Documentation must be provided on questionable cases.
- Have the Physical Exam Form (for firefighters) completed by a qualified physician.
- Obtain a current CPR card for healthcare providers.
- Complete Emergency Medical Technician Basic Training.
- Present copies of previous certifications held pertaining to fire fighting and emergency medical services.

The program is accredited by The Ohio Department of Public Safety, Department of Emergency Medical Services, P.O. Box 182073,1970 West Broad Street, Columbus, OH 43218-2073 phone: (614) 466-9447.

Graduates who complete an optional set of additional classes may continue their education with seamless transition to the University of Cincinnati to earn a bachelor's degree.

Fire Service Technology

All degree-seeking students must complete a First Year Experience (FYE) course as part of the first 12 credit hours taken at Cincinnati State.

Program Prerequisite: AFM 095 or appropriate placement test score.

			Hours Per Week Class	Lab	Credit Hours
SEMESTER 1					
FST	100	Fire Cadet Fundamentals	2	2	3
ENG	101	English Composition	3	0	3
FST	105	Fire Cadet Physical Preparedness	1	2	2
FST	123	Principles of Emergency Services	3	0	3
			9	4	11
SEMESTER 2					
ENG	102	Composition and Argument	3	0	3
FST	120	Fire Behavior and Combustion	2	0	2
FST	141	Firefighter 1	3	6	5
FST	XXX	Fire Service Elective 1	3	0	3
			11	6	13
SEMESTER 3					
COMM	110	Public Speaking	3	0	3
FST	126	Fire Protection Systems	2	0	2
FST	129	Fire Prevention	3	0	3
FST	142	Firefighter 2	3	6	5
			11	6	13
SEMESTER 4					
EMS	110	Emergency Medical Technician Theory and Practice	5	4	7
PSY	110	Introduction to Psychology	3	0	3
FST	228	Legal Aspects of the Emergency Services	3	0	3
			11	4	13
SEMESTER 5					
PHY	105	Fire Service Physics	1	3	2
FST	223	Principles of Fire and Emergency Services Safety and Survival	2	0	2
FST	226	Building Construction for Fire Protection	3	0	3
FST	XXX	Fire Service Elective 2	3	0	3
FST	XXX	Fire Service Elective 3	2	0	2
			11	3	12

SEMESTER 6					
SPN	100	Spanish for the Professions	2	0	2
PHI	110	Ethics	3	0	3
FST	294	Internship 1: Fire Service Technology	1	40	2
XXX	XXX	Health and Wellness Elective	2	0	2
			8	40	9
					71

Fire Service Electives:
(Choose 8 credits from the following courses) FST 103, FST 107, FST 108, FST 110, FST 116, FST 121, FST 124, FST 153, FST 158, FST 161, FST 164, FST 206, FST 210, FST 218, FST 222, FST 225, FST 229, FST 236, FST 258, FST 263, FST 268
Health and Wellness Elective: DT 120, MCH 106, MCH 116

Fire Service Leadership (FSTL)

Program Chair: Phil Vossmeyer, C, P/F

The Fire Service Leadership program provides knowledge and skills to certified firefighters who are interested in furthering their careers while earning an Associate of Applied Science degree. Firefighters must have at least five years of experience prior to beginning the second-year curriculum of this program.

The scope of fire service encompasses many community needs and fire service professionals must be prepared to respond to many demands. Leaders in today's fire service must keep up with technologies that influence change within the communities they serve and must be well-informed on topics such as health, nutrition, diversity, standard operating guidelines, emergency medical services and fire law.

Students must earn grades of C or higher in all Fire Service Leadership program courses.

Applicants must present copies of previous certifications pertaining to fire fighting and emergency medical services.

Fire Service Leadership

All degree-seeking students must complete a First Year Experience (FYE) course as part of the first 12 credit hours taken at Cincinnati State.

Program Prerequisites: AFM 095 or appropriate placement test score, and a minimum of five years of experience as a firefighter.

			Hours Per Week Class	Lab	Credit Hours
SEMESTER 1					
ENG	101	English Composition	3	0	3
FST	123	Principles of Emergency Services	3	0	3
FST	161	Fire Officer 1	2	2	3
			8	2	9
SEMESTER 2					
ENG	102	Composition and Argument	3	0	3
PHI	110	Ethics	3	0	3
FST	120	Fire Behavior and Combustion	2	0	2
FST	162	Fire Officer 2	2	2	3
FST	265	Fire Service Instructor	2	3	3
			12	5	14
SEMESTER 3					
COMM	110	Public Speaking	3	0	3
FST	129	Fire Prevention	3	0	3
XXX	XXX	General Elective 2	3	0	3
XXX	XXX	General Elective 3	2	0	2
XXX	XXX	General Elective 1	3	0	3
			14	0	14
SEMESTER 4					
PST	110	Introduction to Homeland Security	3	0	3
PSY	110	Introduction to Psychology	3	0	3
XXX	XXX	Law Elective	3	0	3
XXX	XXX	Management Elective 1	3	0	3
			12	0	12
SEMESTER 5					
FST	223	Principles of Fire and Emergency Services Safety and Survival	2	0	2
FST	226	Building Construction for Fire Protection	3	0	3
XXX	XXX	FST/EMS Elective 2	2	0	2
XXX	XXX	FST/EMS Elective 1	3	0	3
			10	0	10
SEMESTER 6					
SPN	100	Spanish for the Professions	2	0	2
FST	126	Fire Protection Systems	2	0	2
XXX	XXX	FST/EMS Elective 3	3	0	3
XXX	XXX	FST/EMS Elective 4	2	0	2
XXX	XXX	Management Elective 2	3	0	3
			12	0	12
					71

Law Elective: FST 228, LAW 101
General Electives: (Choose 8 credits from the following courses) BUS 110, COMM 105, IM 111, IM 120, IM 140, MCH 106, MCH 116, PST 115, PST 130, PST 135
Management Electives: (Choose 6 credits from the following courses) MGT 100, MGT 105, MGT 220, PST 100
FST/EMS Electives: (Choose 10 credits from the following courses) EMS 110, FST 103, FST 107, FST 108, FST 110, FST 116, FST 121, FST 124, FST 141, FST 142, FST 153, FST 158, FST 163, FST 164, FST 210, FST 218, FST 222, FST 225, FST 229, FST 236, FST 258, FST 263, FST 268

Fire Service Certificate (FSTC)

Program Chair: Phil Vossmeyer, C, P/F

The Fire Service certificate program provides specific education, training and skills needed to obtain employment at a fire department. The Emergency Medical Technician course and the Firefighter 1 & 2 courses, included within the certificate, prepare students for the State of Ohio's certification exams. Successful completions of the state exams is required before certification cards are issued by the State of Ohio.

The Fire Service certificate program offers a fast track to employment. All credits earned while completing this certificate count towards the completion of the Fire Service Technology associate's degree.

Fire Service Certificate

			Hours Per Week Class	Lab	Credit Hours
SEMESTER 1					
FST	100	Fire Cadet Fundamentals	2	2	3
FST	105	Fire Cadet Physical Preparedness	1	2	2
EMS	110	Emergency Medical Technician Theory and Practice	5	4	7
XXX	XXX	Technical Elective 1	2	0	2
			10	8	14
SEMESTER 2					
FST	14X	Firefighter Elective	6	12	10
XXX	XXX	Technical Elective 2	2	0	2
XXX	XXX	Technical Elective 3	2	0	2
XXX	XXX	Technical Elective 4	2	0	2
			12	12	16
					30

Technical Electives: (Choose 8 credits hours from the following courses) FST 120, FST 123, FST 124, FST 164, FST 206, FST 210, FST 223, FST 236, FST 258, EMS 120, THZ 105
Firefighter Elective: FST 145, or FST 141 and FST 142

Health and Fitness Technology (HFT)

Program Chair: Jennifer Hall

The health and fitness technician works in many areas of health promotion, and must be able to motivate clients, adapt exercises to client needs, and monitor the safety and progress of clients. Graduates of the Health and Fitness Technology program earn an Associate of Applied Science degree.

Cincinnati State also offers several certificates in specialized areas of health and fitness. These areas include aquatic fitness instruction and personal training, group fitness instruction, Pilates mat instruction, personal fitness training, resistance training, fitness instruction for special populations, and certification in lifeguarding and scuba diving.

Health and Fitness Technology

All degree-seeking students must complete a First Year Experience (FYE) course as part of the first 12 credit hours taken at Cincinnati State.

			Hours Per Week Class	Lab	Credit Hours
SEMESTER 1					
ENG	101	English Composition	3	0	3
HFT	130	Foundations of Health and Wellness Programs	2	2	3
BIO	151	Anatomy and Physiology 1	3	2	4
XXX	XXX	Humanities/Social Sciences Elective 1	3	0	3
			11	4	13
SEMESTER 2					
ENG	10X	English Composition Elective	3	0	3
DT	120	Nutrition for a Healthy Lifestyle	3	0	3
BIO	152	Anatomy and Physiology 2	3	2	4
XXX	XXX	Business Elective 1	3	0	3
PE	XXX	Physical Education Elective 1	0	2	1
			12	4	14
SEMESTER 3					
EMS	100	CPR and First Aid for the Health Care Professional	1	0	1
COMM	110	Public Speaking	3	0	3
XXX	XXX	Humanities/Social Sciences Elective 2	3	0	3
XXX	XXX	Business Elective 2	3	0	3
			10	0	10
SEMESTER 4					
BUS	190	Professional Practices	1	0	1
HFT	1XX	Special Populations Elective 1	3	0	3
HFT	250	Exercise Physiology	3	2	4
XXX	XXX	Health and Fitness Elective 2	4	0	4
PE	XXX	Physical Education Elective 2	0	2	1
XXX	XXX	Health and Fitness Elective 1	4	0	4
			15	4	17
SEMESTER 5					
HFT	1XX	Special Populations Elective 2	3	0	3
HFT	260	Health and Fitness Program Design	3	2	4
HFT	294	Internship 1: Health and Fitness Technology	1	40	2
XXX	XXX	Health and Fitness Elective 3	2	0	2
			9	42	11
					65

Humanities/Social Sciences Electives:
(Choose 6 credits from at least two different subject areas)
Any ART, CULT, ECO, GEO, HST, LBR, LIT, MUS, PHI, POL, PSY, SOC
English Composition Elective: ENG 102, ENG 103, ENG 104, ENG 105
Business Electives: (Choose 6 credits from at least two different subject areas) Any ACC, MGT, MKT
Physical Education Electives: Any PE
Health and Fitness Electives: (Choose 10 credit hours from the following courses) HFT 100, HFT 102, HFT 104, HFT 108, HFT 116, HFT 120, HFT 122, HFT 124, HFT 128, HFT 151, HFT 152, HFT 156, HFT 160, HFT 164, HFT 168, HFT 172, HFT 176, HFT 180, HFT 182, DT 105, DT 110, DT 120, DT 125
Special Populations Electives: (Choose 6 credit hours from the following courses) HFT 164, HFT 168, HFT 172, HFT 176

Aquatic Group Fitness Instructor Certificate (AFIC)

The Aquatic Group Fitness Instructor certificate prepares students to design and lead comprehensive aquatic classes for clients at various fitness levels. Program graduates are prepared to take the Aquatic Exercise Association (AEA) national certification examination to become a Certified Aquatic Fitness Professional. Graduates may be employed by health clubs, corporate fitness centers, recreation programs, hospitals, or senior centers. Job activities may include designing safe aquatic classes, scheduling classes, and assisting clients with goal setting and motivation.

Aquatic Group Fitness Instructor Certificate

Program Prerequisites: AFL 085 and AFM 095 or appropriate placement test scores.

			Hours Per Week Class	Lab	Credit Hours
EMS	100	CPR and First Aid for the Health Care Professional	1	0	1
HFT	128	Aquatic Group Fitness Instructor	3	2	4
			4	2	5
					5

Aquatic Personal Trainer Certificate (APFTC)

The Aquatic Personal Trainer certificate is designed for experienced personal trainers who want to expand their menu of services by providing personal training for clients in an aquatic environment. Students learn about the effects of water properties on exercise programming, formats for aquatic exercise, and how to monitor exercise intensity in aquatic environments.

Graduates may be employed by health clubs, fitness centers, or wellness centers. Job activities may include fitness testing and risk factor identification, conducting individual and group exercise programs, counseling clients on behavior modifications, and designing individualized fitness programs.

Aquatic Personal Trainer Certificate

Program Prerequisites: HFT 152 and HFT 182 (minimum grade C for both).

			Hours Per Week Class	Lab	Credit Hours
EMS	100	CPR and First Aid for the Health Care Professional	1	0	1
HFT	160	Aquatic Personal Trainer	1	2	2
			2	2	3
					3

Group Fitness Instructor Certificate (GFIC)

The Group Fitness Instructor certificate prepares students for job activities such as designing safe classes for traditional and/or step aerobic exercises, scheduling classes, setting goals, and motivating participants. Graduates are prepared to take a national certification examination to become a Certified Group Fitness Instructor. Graduates may work in health clubs, corporate fitness centers, aerobic studios, or recreation programs.

Group Fitness Instructor Certificate

Program Prerequisites: AFL 085 and AFM 095 or appropriate placement test scores.

			Hours Per Week Class	Lab	Credit Hours
EMS	100	CPR and First Aid for the Health Care Professional	1	0	1
HFT	122	Group Fitness Instructor	3	2	4
			4	2	5
					5

Health and Fitness Special Populations Certificate (HFSPC)

The Health and Fitness Special Populations certificate prepares students to work in the field of health and fitness with a wide range of special populations including clients with chronic diseases, youth, older adults, and clients concerned with women's health.

Health and Fitness Special Populations Certificate

Program Prerequisites: BIO 152 and ENG 101 (minimum grade C for both).

			Hours Per Week Class	Lab	Credit Hours
SEMESTER 1					
HFT	164	Health and Fitness Training: Chronic Diseases and Conditions	3	0	3
HFT	168	Health and Fitness Training: Youth	3	0	3
			6	0	6
SEMESTER 2					
HFT	172	Health and Fitness Training: Older Adults	3	0	3
HFT	176	Health and Fitness Training: Women's Health	3	0	3
			6	0	6
					12

Lifeguarding Certificate (LIFEC)

The Lifeguarding certificate program prepares students for the American Red Cross Lifeguarding Certification. Students learn to recognize and respond to aquatic emergencies, prevent drowning and injuries, and meet standards for CPR for professional rescuers.

Lifeguarding Certificate

Program Prerequisites: Must be at least 16 years old. Must pass a pre-test during first class session including swimming 20 yards, retrieving a 10-point diving brick from 7 to 10 feet, swimming using kicks only, and exiting the pool. Must demonstrate ability to swim continuous 300 yards with face in water, 100 yards of front crawl, and 100 yards of either crawl or breast stroke.

			Hours Per Week Class	Lab	Credit Hours
HFT	100	Lifeguarding	1	2	2
			1	2	2
					2

Personal Fitness Trainer Certificate (PFTC)

The Personal Fitness Trainer certificate prepares students to develop safe fitness programs focused on health maintenance for healthy individuals. Graduates may be employed by health clubs, fitness centers, or wellness centers. Job activities may include fitness testing, identifying risk factors, conducting individual and group exercise programs, counseling clients in behavior modification, and designing individualized fitness programs. Graduates are prepared to take the American College of Sports Medicine (ACSM) Certified PT Exam.

Personal Fitness Trainer Certificate

Program Prerequisites: AFL 085 and AFM 095 or appropriate placement test scores.

			Hours Per Week Class	Lab	Credit Hours
SEMESTER 1					
EMS	100	CPR and First Aid for the Health Care Professional	1	0	1
HFT	151	Personal Fitness Trainer 1	3	2	4
			4	2	5
SEMESTER 2					
HFT	152	Personal Fitness Trainer 2	3	2	4
HFT	156	Establishing a Personal Training Business	3	0	3
HFT	182	Personal Fitness Trainer Practicum	1	7	2
			7	9	9
					14

Pilates Mat Instructor Certificate (PMIC)

The Pilates Mat Instructor certificate prepares students to develop safe and effective Pilates Mat exercise classes for a variety of fitness levels. Individuals who complete this certificate will be prepared to teach Pilates Mat to people of all body types, ages, and physical conditions. Graduates may be employed by health clubs, wellness centers, and university recreation centers. Graduates are prepared to take the national certification examination to become a Certified Pilates Mat Instructor.

Pilates Mat Instructor Certificate

Program Prerequisites: AFL 085 and AFM 095 or appropriate placement test scores.

			Hours Per Week Class	Lab	Credit Hours
EMS	100	CPR and First Aid for the Health Care Professional	1	0	1
HFT	116	Pilates Mat Instructor	1	2	2
HFT	180	Pilates Mat Practicum	1	7	2
			3	9	5
					5

Resistance Training Certificate (RSTC)

The Resistance Training certificate prepares students to develop safe, effective, and efficient resistance training programs. Students evaluate biomedical, physiological, and genetic factors affecting strength and muscle tissue gain and learn proper form, technique, and spotting for resistance exercises using body weight, free weights, resistance machines, and other resistance-training disciplines. Graduates may be employed as corporate, community, or hospital-based fitness and personal resistance program trainers.

Resistance Training Certificate

Program Prerequisite: Program Prerequisite: HFT 122 or HFT 128 or HFT 151 (minimum grade C for all).

			Hours Per Week Class	Lab	Credit Hours
EMS	100	CPR and First Aid for the Health Care Professional	1	0	1
HFT	124	Resistance Training Instructor	3	2	4
			4	2	5
					5

Scuba Diving Certificate (SCUBAC)

The Scuba Diving certificate provides students with the skills and techniques needed to complete the open water dives required for certification in scuba diving. Students learn about the physiology of underwater environments, entry and exit techniques, buoyancy control, how to handle specialized equipment, and how to respond to emergencies.

Scuba Diving Certificate

Program Prerequisites: Students must pass a pre-test during the first class session including swimming 200 yards (any style, any speed), swimming underwater for 25 feet on one breath, and remaining afloat or treading water for 10 minutes.

			Hours Per Week Class	Lab	Credit Hours
PE	172	Scuba Diving	2	2	3
			2	2	3
					3

Health Information Management (HIM) Technology

Program Chair: Cindy Kneip, RHIA

The Health Information Management Technology program at Cincinnati State focuses on the maintenance of health care data and management of information resources. Health information management professionals collect, integrate, and analyze primary and secondary health care data, disseminate information, and manage information resources related to the research, planning, provision, payment, and evaluation of health care services. Graduates earn an Associate of Applied Science degree.

All of the HIM core program courses are offered online. Some non-core courses must be completed on the main campus or at other Cincinnati State campus locations.

The program is accredited by Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM).

Health Information Management Technology

All degree-seeking students must complete a First Year Experience (FYE) course as part of the first 12 credit hours taken at Cincinnati State.

Program Prerequisite: IM 111, BIO 100 or BIO 111 and CHE 100 or CHE 110, or high school Biology and Chemistry within past 7 years (minimum grade C for all). Cumulative GPA of 2.75 (minimum) required.

			Hours Per Week Class	Lab	Credit Hours
SEMESTER 1					
HIM	100	Introduction to Health Information Management	4	0	4
MCH	104	Accelerated Medical Terminology	4	0	4
HIM	105	Legal Aspects of Health Information Management	2	0	2
BIO	151	Anatomy and Physiology 1	3	2	4
			13	2	14
SEMESTER 2					
HIM	110	Health Data Analysis and Presentation	3	0	3
HIM	115	Clinical Abstracting of Health Data	2	0	2
IM	140	Electronic Database Management: Microsoft Access	2	2	3
BIO	152	Anatomy and Physiology 2	3	2	4
			10	4	12
SEMESTER 3					
ENG	101	English Composition	3	0	3
HIM	120	Health Information Technology Systems	3	0	3
HIM	125	CPT Coding	3	0	3
BIO	240	Pathophysiology	3	0	3
			12	0	12
SEMESTER 4					
HIM	205	International Classification of Diseases (ICD) Coding	4	0	4
HIM	210	Healthcare Reimbursement Methodologies	3	0	3
ENG	XXX	English Composition Elective	3	0	3
XXX	XXX	Humanities/Social Sciences Elective 1	3	0	3
			13	0	13
SEMESTER 5					
HIM	200	Quality Assessment and Department Management for Health Information Management	4	0	4
HIM	215	Advanced Medical Coding	4	0	4
HIM	280	Health Information Management Professional Practice	0	4	2
COMM	XXX	Communication Elective	3	0	3
			11	4	13
SEMESTER 6					
HIM	220	Health Information Management Certification Exam Review	3	0	3
XXX	XXX	Humanities/Social Sciences Elective 2	3	0	3
			6	0	6
					70

English Composition Elective: ENG 104, ENG 105
Humanities/Social Sciences Electives: (Choose 6 credits from two different areas) Any ART, CULT, ECO, GEO, HST, LBR, LIT, MUS, PHI, POL, PSY, SOC
Communication Elective: COMM 105, COMM 110

Coding Specialist Certificate (COC)

Program Chair: Cindy Kneip, RHIA

The Coding Specialist certificate prepares students for entry-level coding positions in outpatient clinics, physician group practices, billing companies, and insurance companies. Students learn to accurately determine code assignments using ICD-10-CM and CPT code sets. In many instances, financial reimbursement for healthcare services is tied to these numeric coding assignments.

Coding Specialist Certificate

All certificate seeking students must complete a First Year Experience (FYE) course as part of the first 12 credit hours taken at Cincinnati State.

Program Prerequisite: IM 111.

			Hours Per Week Class	Lab	Credit Hours
SEMESTER 1					
HIM	100	Introduction to Health Information Management	4	0	4
MCH	104	Accelerated Medical Terminology	4	0	4
BIO	151	Anatomy and Physiology 1	3	2	4
			11	2	12
SEMESTER 2					
HIM	115	Clinical Abstracting of Health Data	2	0	2
BIO	152	Anatomy and Physiology 2	3	2	4
			5	2	6
SEMESTER 3					
HIM	125	CPT Coding	3	0	3
BIO	240	Pathophysiology	3	0	3
			6	0	6
SEMESTER 4					
HIM	205	ICD-10-CM and ICD-10-PCS Coding	4	0	4
HIM	210	Healthcare Reimbursement Methodologies	3	0	3
			7	0	7
SEMESTER 5					
HIM	215	Advanced Medical Coding	4	0	4
			4	0	4
					35

Health Information Technology

Program Co-Chairs: Cindy Kneip, RHIA, Robert Nields

Health Information Technology involves the exchange of health information in an electronic environment. Widespread use of information technology within the health care industry will improve the quality of health care, prevent medical errors, reduce health care costs, increase administrative efficiencies, decrease paperwork, and expand access to affordable health care.

This new program at Cincinnati State, which is offered through collaboration of the Center for Innovative Technologies and the Health and Public Safety Division, prepares students for important roles in varied healthcare settings. Graduates may take on responsibilities such as:

- Implementing and managing systems for electronic medical records and patient health records
- Designing and developing tools and systems to support clinical decision making and research
- Safeguarding the security of patient records in compliance with privacy laws and ethical issues related to the sharing of medical data and patient data
- Developing standards for the exchange and interoperability of medical data, promoting meaningful use of medical records and data
- Selecting and implementing health information systems to provide affordable quality healthcare

The HIT degree offers two majors: Healthcare Informatics and Healthcare Programming and Systems Analysis. Graduates of both majors earn an Associate of Applied Science degree.

Healthcare Informatics major (HITHI)
Students in the Healthcare Informatics major gain skills needed to assist organizations with meaningful and efficient use of healthcare data by incorporating information technologies and information management techniques. The Healthcare Informatics major provides graduates with knowledge and skills that enable information to be collected, managed, used, and shared to support delivery of healthcare and to promote health.

Healthcare Programming and Systems Analysis major (HITPA)
Students in the Healthcare Programming and Systems Analysis major gain the knowledge and skills required to fulfill an essential information technology role in healthcare, either as a developer who designs, implements, and maintains health-based software applications, or as an analyst supporting current healthcare-related applications.

Graduates understand healthcare fundamentals and have IT professional skills in systems analysis, software development, database design, and core technical skills including .NET, Java, HL7, SQL, and SQL Server.

Healthcare Informatics Major (HITHI)

All degree-seeking students must complete a First Year Experience (FYE) course as part of the first 12 credit hours taken at Cincinnati State.

			Hours Per Week Class	Lab	Credit Hours
SEMESTER 1					
HIT	100	Language and Culture of Healthcare	3	0	3
IT	101	.NET Programming 1	2	3	3
CIT	110	Introduction to Information Technologies	1	3	2
IT	111	Database Design and SQL 1	3	3	4
CIT	190	Career Preparation: Engineering and Information Technologies	1	0	1
			10	9	13
SEMESTER 2					
ENG	101	English Composition	3	0	3
MCH	104	Accelerated Medical Terminology	4	0	4
HIT	105	Information Technology Systems in Healthcare	3	0	3
BPA	130	Business Systems Analysis and Design	2	3	3
MAT	131	Statistics 1	2	2	3
			14	5	16
SEMESTER 3					
HIT	210	Healthcare Reimbursement	3	0	3
HIT	291	Full-Time Cooperative Education 1: Health Information Technology	1	40	2
			4	40	5
SEMESTER 4					
IT	112	Database Design and SQL 2	3	3	4
MAT	132	Statistics 2	2	2	3
CPDM	145	Data Reporting	3	3	4
IT	210	System Design and Implementation	2	3	3
COMM	XXX	Communication Elective	3	0	3
			13	11	17
SEMESTER 5					
HIT	292	Full-Time Cooperative Education 2: Health Information Technology	1	40	2
			1	40	2
SEMESTER 6					
ENG	104	Composition and Technical Communication	3	0	3
HIT	220	Health Information Technology in the Continuum of Care	3	0	3
HIT	225	Data Mining	2	0	3
PSY	XXX	Psychology Elective	3	0	3
ECO	XXX	Economics Elective	3	0	3
			14	0	15
					68

Communication Elective: COMM 105, COMM 110
Economics Elective: Any ECO
Psychology Elective: Any PSY

Healthcare Programming and Analysis Major (HITPA)

All degree-seeking students must complete a First Year Experience (FYE) course as part of the first 12 credit hours taken at Cincinnati State.

Program Prerequisite: CIT 110 or Program Chair Consent

			Hours Per Week Class	Lab	Credit Hours
SEMESTER 1					
HIT	100	Language and Culture of Healthcare	3	0	3
IT	101	.NET Programming 1	2	3	3
IT	110	HTML with CSS and JavaScript	3	3	4
IT	111	Database Design and SQL 1	3	3	4
CIT	190	Career Preparation: Engineering and Information Technologies	1	0	1
			12	9	15
SEMESTER 2					
ENG	101	English Composition	3	0	3
IT	102	.NET Programming 2	3	3	4
MCH	104	Accelerated Medical Terminology	4	0	4
HIT	105	Information Technology Systems in Healthcare	3	0	3
BPA	130	Business Systems Analysis and Design	2	3	3
			15	6	17
SEMESTER 3					
HIT	210	Healthcare Reimbursement	3	0	3
HIT	291	Full-Time Cooperative Education 1: Health Information Technology	1	40	2
			4	40	5
SEMESTER 4					
IT	112	Database Design and SQL 2	3	3	4
IT	161	Java Programming 1	3	3	4
IT	210	System Design and Implementation	2	3	3
HIT	215	Healthcare Programming	3	0	3
COMM	XXX	Communication Elective	3	0	3
			14	9	17

SEMESTER 5					
HIT	292	Full-Time Cooperative Education 2: Health Information Technology	1	40	2
			1	40	2
SEMESTER 6					
MAT	151	College Algebra	4	0	4
IT	162	Java Programming 2	3	3	4
PSY	XXX	Psychology Elective	3	0	3
ECO	XXX	Economics Elective	3	0	3
ENG	XXX	English Composition Elective	3	0	3
			16	3	17
					73

Communication Elective: COMM 105, COMM 110
English Composition Elective: ENG 104, ENG 105
Economics Elective: Any ECO
Psychology Elective: Any PSY

Health Sciences Technology (HSCT)

Program Chair: Daphne Robinson, RHIT

The Health Sciences Technology program at Cincinnati State offers a flexible curriculum designed to meet the changing needs of the healthcare field. Students are trained to perform multiple functions in more than one discipline, while working towards the completion of an Associate of Applied Science degree.

Students are required to meet with an advisor before deciding on their areas of study. To complete the associate's degree requirements, students combine certificate program coursework (chosen from the certificates listed) with core technical coursework in areas such as science, medical terminology, and professional standards, as well as courses in communication and other basic studies. Most graduates practice in the area of one of the completed certificates.

Health Sciences Technology

All degree-seeking students must complete a First Year Experience (FYE) course as part of the first 12 credit hours taken at Cincinnati State.

			Hours Per Week Class	Lab	Credit Hours
SEMESTER 1					
MCH	100	Healthcare Informatics	2	0	2
MCH	101	Medical Terminology 1	2	0	2
ENG	101	English Composition	3	0	3
PST	135	Disaster Preparedness for Healthcare Workers	2	0	2
XXX	XXX	Certificate Electives 1	0	0	6
			9	0	15
SEMESTER 2					
ENG	102	Composition and Argument	3	0	3
MCH	102	Medical Terminology 2	2	0	2
COMM	110	Public Speaking	3	0	3
MCH	138	Patient Care Skills	1	3	2
XXX	XXX	Certificate Electives 2	0	0	5
			9	3	15
SEMESTER 3					
EMS	100	CPR and First Aid for the Health Care Professional	1	0	1
PSY	110	Introduction to Psychology	3	0	3
BIO	151	Anatomy and Physiology 1	3	2	4
XXX	XXX	Certificate Electives 3	0	0	5
			7	2	13
SEMESTER 4					
MCH	114	Law and Ethics for Healthcare	2	0	2
MCH	116	Cultural Competency for Health and Public Safety Professions	3	0	3
BIO	152	Anatomy and Physiology 2	3	2	4
PSY	200	Abnormal Psychology	3	0	3
XXX	XXX	Certificate Electives 4	0	0	5
			11	2	17
					60

Students must complete at least two of the following certificates and must earn a minimum of 20 credits in certificate courses that are not already required for the Health Sciences Technology degree:
Aquatic Group Fitness Instructor Certificate: HFT 128
Aquatic Personal Trainer Certificate: HFT 160
Coding Specialist Certificate: BIO 240, HIM 100, HIM 115, HIM 125, HIM 205, HIM 210, HIM 215
Community Health Worker Certificate: CHW 100, CHW 180, MCH 106
Electrocardiography (Basic) Certificate: MCH 141
Electrocardiography (Advanced) - Arrhythmia Recognition Certificate: MCH 142
Emergency Medical Technician Basic Certificate: EMS 110
Emergency Medical Technician Paramedic Certificate: EMS 211, EMS 212, EMS 213
Geriatric Activity Coordinator Certificate: GAC 101, GAC 102
Group Fitness Instructor Certificate: HFT 122
Health and Fitness Special Populations Certificate: HFT 164, HFT 168, HFT 172, HFT 176
Health Unit Coordinator Certificate: MCH 110, MCH 120
Medical Assistant Certificate: BIO 117, MA 100, MA 105, MA 110, MA 115, MA 120, MA 125, MCH 104, PSY 225
Medication Aide Certificate: MCH 134
Nurse Aide Training Certificate: MCH 130
Orthopedic Technician Certificate: ORTH 100, ORTH 180
Patient Care Assistant Certificate: MCH 132
Personal Fitness Trainer Certificate: HFT 151, HFT 152, HFT 156, HFT 182
Pilates Mat Instructor Certificate: HFT 116, HFT 180
Practical Nursing Certificate: PN 110, PN 121, PN 122, PN 180, PN 181, PN 182, PN 185
Resistance Training Certificate: HFT 124
Restorative Aide Certificate: MCH 136
Other healthcare certificates may be used with the prior permission of the Health Sciences Technology Program Chair

Community Health Worker Certificate (CHW)

Program Coordinator: Mary Kappesser, RN-BC

Community Health Workers are trained advocates in communities where they are connected by culture, language, or residence. They empower individuals to gain access to health and community resources through education, outreach, home visits, mentoring, and referrals.

The Community Health Worker certificate prepares students to work in varied settings, including community-based health and social service agencies, and home visitation programs. Practicum experiences in the community are a major component of the certificate. Graduates of the certificate program have diverse skills including interviewing, collecting data, obtaining vital signs, mentoring, providing client advocacy, providing referrals to community resources, care coordination, promoting basic health, and working with culturally diverse clients and community organizations.

Up to date immunization verification and physical exam are required prior to practicum placement. Upon successful completion of the program, graduates are qualified to apply to the Ohio Board of Nursing for a certificate to practice as a Certified Community Health Worker. A BCI (civilian) and FBI (federal) criminal records check is required by the Ohio Board of Nursing with application for the certificate to practice.

Community Health Worker Certificate

Program Prerequisite: Student must meet with the program coordinator prior to enrolling in the program.

			Hours Per Week Class	Lab	Credit Hours
SEMESTER 1					
CHW	100	Community Health Worker Training	3	2	4
MCH	106	Health and Wellness Promotion	2	0	2
			5	2	6

SEMESTER 2

MCH	116	Cultural Competency for Health and Public Safety Professions	3	0	3
CHW	180	Community Health Worker Practicum	1	8	3
			4	8	6
					12

Electrocardiography (Basic) Certificate (ECGBC)

Students who successfully complete the Basic Electrocardiography course will receive a certificate of completion. Students learn the basic principles of electrocardiography, including understanding the electrical conductive system of the heart, interpreting basic ECG rhythm, preparing the patient and the equipment, and recognizing and correcting distortion problems.

Electrocardiography (Basic) Certificate

Program Prerequisite: BIO 111 (minimum grade C)

			Hours Per Week Class	Lab	Credit Hours
MCH	141	Electrocardiography 1	2	2	3
			2	2	3
					3

Electrocardiography (Advanced)—Arrhythmia Recognition Certificate (ECGAC)

The Advanced Electrocardiography certificate expands the skills gained through the Basic ECG certificate with special emphasis on analyzing 12 lead ECG changes. Students review basic ECG principles, and then learn to interpret various types of atrial and ventricular dysrhythmias, such as chamber enlargement, conduction defects, and perfusion disturbance patterns.

Electrocardiography (Advanced)—Arrhythmia Recognition Certificate

Program Prerequisite: MCH 141.

			Hours Per Week Class	Lab	Credit Hours
MCH	142	Electrocardiography 2	3	2	4
			3	2	4
					4

Geriatric Activity Coordinator Certificate (GACC)

The Geriatric Activity Coordinator certificate prepares students to understand the client population and the activities needed for residents in a long term care facility. Students learn approaches to care, as well as applicable Federal regulations and documentation guidelines.

Geriatric Activity Coordinator Certificate

Program Prerequisites: MCH 130, and on State Nurse Aide Registry or eligible for Registry.

			Hours Per Week Class	Lab	Credit Hours
SEMESTER 1					
GAC	101	Activity Coordinator for Long Term Care 1	4	2	5
			4	2	5

SEMESTER 2

GAC	102	Activity Coordinator for Long Term Care 2	4	2	5
			4	2	5
					10

Health Unit Coordinator Certificate (UCMR)

The Health Unit Coordinator certificate helps students develop marketable skills as entry-level medical clerical workers. Job duties include assembling and maintaining patient charts; processing doctors' orders; processing admissions, transfers, and discharges; and scheduling diagnostic procedures.

The certificate program includes online coursework covering Health Unit Coordinator procedures and communication skills (about 85% of the program), as well as unpaid, on-site clinical observation at an area healthcare organization.

The Health Unit Coordinator program meets the standards of education published by the National Association of Health Unit Coordinators. Completion of the program qualifies students to take the national certification exam for Health Unit Coordinators.

Health Unit Coordinator Certificate

Program Prerequisites: AFM 095 or appropriate placement test score, IM 105 or appropriate keyboarding score, and MCH 101 or MCH 104 (minimum grade C for either).

			Hours Per Week Class	Lab	Credit Hours
MCH	102	Medical Terminology 2	2	0	2
MCH	110	Orientation to Health Records	3	0	3
MCH	120	Health Unit Coordinator Training	3	2	4
			8	2	9
					9

Medical Assistant Certificate (MAC)

Program Chair: Holly Elliott, CMA (AAMA), RMA

Medical assistants are multi-skilled professionals who perform administrative, clinical, and management functions in medical practice organizations. The Medical Assistant certificate prepares students to work in physicians' offices providing patient care, performing administrative tasks, and managing the medical office. Job responsibilities may include:

- Administrative tasks such as scheduling appointments, handling correspondence, maintaining and filing patient records, billing, bookkeeping, and completing insurance forms
- Clinical tasks including taking and recording medical histories, preparing patients for examinations, assisting with examinations and office surgeries, measuring vital signs, performing therapeutic and diagnostic tests, and giving injections
- Management tasks related to patient care, office personnel, and physician time

Medical Assistant students complete supervised clinical practice to develop their medical assisting competencies. Students who complete the program successfully are eligible to take the examination to become a Certified Medical Assistant (CMA).

The Medical Assistant certificate is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Medical Assisting Education Review Board (MAERB). Commission on Accreditation of Allied Health Education Programs, 1361 Park Street, Clearwater, FL 33756, phone: 727-210-2350.

Medical Assistant Certificate

All certificate seeking students must complete a First Year Experience (FYE) course as part of the first 12 credit hours taken at Cincinnati State.

Program Prerequisites: BIO 111, PSY 110

			Hours Per Week Class	Lab	Credit Hours
SEMESTER 1					
MA	100	Clinical Procedures for Medical Assistants	3	3	4
MCH	100	Healthcare Informatics	2	0	2
MCH	104	Accelerated Medical Terminology	4	0	4
MA	105	Administrative Procedures for Medical Assistants	2	4	4
BIO	117	Human Body in Health and Disease	3	0	3
			14	7	17
SEMESTER 2					
ENG	101	English Composition	3	0	3
MA	110	Medical Office Laboratory Procedures	3	4	5
MA	115	Pharmacology for Medical Assistants	3	0	3
MA	120	Medical Office Insurance Coding and Billing	2	0	2
			11	4	13
SEMESTER 3					
MA	125	Externship and Seminar for Medical Assistants	2	12	4
PSY	225	Lifespan Development	3	0	3
			5	12	7
					37

Medication Aide Certificate (MDADC)

Program Coordinator: Mary Meiser, RN, BSN, LNHA

The Medication Aide certificate is approved by the Ohio Board of Nursing. The program focuses on basic concepts of anatomy, physiology, and pharmacology as required by State of Ohio regulations. The certificate program includes a minimum of 80 hours of lecture and lab practice to prepare students to distribute medications in long-term care and residential care facilities.

Students also spend at least 40 hours in clinical practice in a long term care and/or residential care facility, distributing medications under the direct supervision of a licensed nurse. Students research and prepare medication information for each resident in their assignment.

Prospective students must be at least 18 years old, and have State-Tested Nurse Aide certification, a high school diploma or GED equivalent, and appropriate COMPASS® placement test scores. A BCI (civilian) and FBI (federal) criminal records check is required for all applicants.

Medication Aide Certificate

Program Prerequisites: AFL 085 and AFM 095 or appropriate placement test scores, and MCH 130 or currently in good standing on the Ohio State Nurse Aide registry. To be admitted to this program, students must submit an application including a physical and 2-step TB test and must complete a criminal background check.

			Hours Per Week Class	Lab	Credit Hours
MCH	134	Medication Aide Training	4	4	6
			4	4	6
					6

Nurse Aide Training Certificate (NATC)

Program Coordinator: Mary Meiser, RN, BSN, LNHA

The Nurse Aide Training certificate program is approved by the Ohio Department of Health. The program provides the skills needed to care for residents in a long-term care facility. These skills include making beds, checking temperatures, monitoring pulse and respirations, giving baths and back rub, understanding infection control precautions, feeding residents, and lifting safely to accomplish tasks without injury to self or residents.

Students practice these skills in a simulated patient room and then apply them during their clinical experience in a long-term care facility with guidance from RN instructors. Upon successful completion of the program, students are eligible to take the Nurse Aide Training and Competency Evaluation exam offered by the Ohio Department of Health. Employers will require criminal background check and a drug test.

Nurse Aide Training Certificate

Program Prerequisites: Must be at least 16 years old. To be admitted to this program, students must submit an application including a physical and 2-step TB test. The application and instructions can be obtained by going to www.cincinnatistate.edu/nurseaide.

			Hours Per Week Class	Lab	Credit Hours
MCH	130	Nurse Aide Training	4	2	5
			4	2	5
					5

Orthopedic Technology Certificate (ORTH)

Program Coordinator: Timothy Hill, OT-C

The Orthopedic Technology certificate prepares students to work with orthopedic surgeons to treat patients in a variety of health care environments. The program provides the skills and knowledge needed to become a competent orthopedic technologist including performing routine office and departmental procedures; applying, adjusting, and removing casts, splints, and braces; setting up, adjusting, and maintaining traction; assisting with the care of acutely injured patients; and assisting the physician in the surgical suite.

Orthopedic Technology Certificate

Program Prerequisite: MCH 101, MCH 102, or MCH 104 (minimum grade C for all).

			Hours Per Week Class	Lab	Credit Hours
SEMESTER 1					
ORTH	100	Anatomy and Physiology and Radiology for the Orthopedic Technician	4	2	5
			4	2	5
SEMESTER 2					
ORTH	180	Orthopedic Casting Techniques and Practicum	4	2	5
			4	2	5
					10

Patient Care Assistant Certificate (PCAC)

The Patient Care Assistant is an unlicensed assistant (with Nurse Aide certification) who supports the professional nurse in providing basic patient care in an acute care setting such as a hospital general medical or surgical unit. The certificate program includes topics such as the role of the Patient Care Assistant, medical terminology, basic concepts of anatomy and physiology, basic concepts of nutrition and diet therapy, and care skills for hospitalized patients.

Prospective students must be at least 18 years old, and have State-Tested Nurse Aide certification, and a high school diploma or GED.

Patient Care Assistant Certificate

Program Prerequisites: AFL 085 and AFM 095, or appropriate placement test scores, and MCH 130 or currently in good standing on the Ohio State Nurse Aide registry.

			Hours Per Week Class	Lab	Credit Hours
MCH	132	Patient Care Assistant Training	2	2	3
			2	2	3

Restorative Aide Certificate (RESTC)

The Restorative Aide certificate provides the skills needed to assist patients in a health care facility with tasks of daily living. These skills include lifting, moving, and ambulation procedures; caring for individuals with musculoskeletal, neurological, and integumentary (skin) conditions; providing restorative approaches to meeting needs for nutrition, hydration, personal care, and other daily activities; and completing documentation of care.

This certificate program is appropriate for nursing assistants and licensed nurses who are new to restorative programs in long term care facilities.

Restorative Aide Certificate

Program Prerequisites: AFL 085 and AFM 095, or appropriate placement test scores, and MCH 130 or currently in good standing on the Ohio State Nurse Aide registry.

			Hours Per Week Class	Lab	Credit Hours
MCH	136	Restorative Aide Training	1	2	2
			1	2	2

Health Occupations Certificate (HOC)

The Health Occupations Certificate provides skills that can lead to promotion and career enhancement for those with a background in health fields including Health Science, Emergency Medical Services, or Personal Fitness. The certificate also can provide a pathway toward a health-related associate's degree program. Students work with their advisor to select the elective courses that best meet their career goals.

Health Occupations Certificate

All degree-seeking students must complete a First Year Experience (FYE) course as part of the first 12 credit hours taken at Cincinnati State.

			Hours Per Week Class	Lab	Credit Hours
SEMESTER 1					
EMS	100	CPR and First Aid for the Health Care Professional	1	0	1
IM	100	Computer Literacy	1	2	2
ENG	101	English Composition	3	0	3
XXX	XXX	HPS Track Electives	7	0	7
XXX	XXX	Humanities Elective	3	0	3
			15	2	16
SEMESTER 2					
MAT	130	Intermediate Algebra for Statistics	3	2	4
COMM	1XX	Communication Elective	3	0	3
XXX	XXX	HPS Track Electives	7	0	7
			13	2	14
					30

Humanities Elective: PSY 110, SOC 105
Communication Elective: COMM 105, COMM 110
Choose one of the following tracks, in consultation with an advisor:
Emergency Medical Services Track Electives: EMS 110, EMS 120, and MCH 104 (or MCH 101 and MCH 102)
Health Science Technology Track Electives: Choose either (MCH 101 and MCH 102 or MCH 104, MCH 108, MCH 114, MCH 130) or (MCH 101 and MCH 102 or MCH 104, MCH 108, MCH 141, MCH 142)
Personal Fitness Track Electives: HFT 151, HFT 152, MCH 108, HFT 156

Law Enforcement (ATSLE)

Advisor: Robert Baylor

The Associate of Technical Studies degree program in Law Enforcement is for individuals currently working in law enforcement who want to qualify for advancement within their field. The ATSLE provides an opportunity for certified Ohio police/peace officers to obtain an associate's degree.

To enroll in this program, students must have a certificate in basic peace officer training issued by the Ohio Peace Officer Training Academy. The OPOTA certificate is equivalent to 30 credit hours toward the associate's degree.

Law Enforcement

All degree-seeking students must complete a First Year Experience (FYE) course as part of the first 12 credit hours taken at Cincinnati State.

Program Prerequsite: To enroll, a student must present proof of OPOTA certification.

			Hours Per Week Class	Lab	Credit Hours
SEMESTER 1					
ENG	101	English Composition	3	0	3
MAT	130	Intermediate Algebra for Statistics	2	2	3
PST	150	Law Enforcement Studies: Advanced Standing	30	0	30
XXX	XXX	Humanities Elective 2	3	0	3
XXX	XXX	Humanities Elective 1	3	0	3
PST	XXX	Public Safety Elective 1	3	0	3
			44	2	45
SEMESTER 2					
ENG	102	Composition and Argument	3	0	3
MAT	131	Statistics 1	2	2	3
PST	XXX	Public Safety Elective 2	3	0	3
XXX	XXX	Humanities Elective 3	3	0	3
XXX	XXX	Humanities Elective 4	3	0	3
			14	2	15
SEMESTER 3					
COMM	110	Public Speaking	3	0	3
PHI	110	Ethics	3	0	3
PST	120	Intelligence Analysis and Security Management	3	0	3
			9	0	9
					69

Humanities Electives: (Choose 12 credits from the following courses)
ITP 101, ITP 102, PSY 110, PSY 220, SOC 105, SOC 200, SPN 101, SPN 102
Public Safety Elective: (Choose 6 credits from the following courses)
PST 100, PST 110, PST 115, PST 130

Medical Laboratory Technology (MLT)

Program Chair: Janelle Gohn, PhD, MT (ASCP), SM

A medical laboratory technician (MLT) uses laboratory skills, computers, technology, and knowledge of pathology to provide information needed by the physician to diagnose, treat, and prevent disease. In clinical chemistry, for example, the MLT determines enzyme levels to diagnose a heart attack, glucose levels to monitor diabetes, and cholesterol levels to prevent heart disease. In hematology, the MLT studies blood cells to diagnose anemia and leukemia. In immunohematology, the MLT prepares blood for transfusions. In the microbiology department, the organism causing an infection is identified and antimicrobials for treatment are determined.

Medical Laboratory Technology

All degree-seeking students must complete a First Year Experience (FYE) course as part of the first 12 credit hours taken at Cincinnati State.

Program Prerequisites: CHE 110 and MAT 150.

			Hours Per Week Class	Lab	Credit Hours
SEMESTER 1					
MLT	100	Introduction to Medical Laboratory Analysis	3	6	5
ENG	101	English Composition	3	0	3
CHE	111	Bio-Organic Chemistry	3	3	4
MLT	121	Hematology and Hemostasis 1	3	3	4
BIO	151	Anatomy and Physiology 1	3	2	4
			15	14	20
SEMESTER 2					
ENG	102	Composition and Argument	3	0	3
MLT	122	Hematology and Hemostasis 2	2	3	3
MLT	140	Clinical Chemistry	2	3	3
BIO	152	Anatomy and Physiology 2	3	2	4
MLT	170	Instrumentation for Medical Laboratory Technicians	0	3	1
MLT	180	Phlebotomy Techniques and Practice for Medical Laboratory Technicians	0	6	2
			10	17	16
SEMESTER 3					
MLT	185	Clinical Laboratory Practice	0	30	6
			0	30	6
SEMESTER 4					
COMM	105	Interpersonal Communication	3	0	3
PSY	110	Introduction to Psychology	3	0	3
MLT	191	Part-Time Cooperative Education 1: Medical Laboratory Technology	1	20	1
MLT	210	Clinical Immunology and Serology	2	3	3
MLT	250	Immunohematology	3	6	5
			12	29	15
SEMESTER 5					
MLT	192	Part-Time Cooperative Education 2: Medical Laboratory Technology	1	20	1
BIO	240	Pathophysiology	3	0	3
MLT	260	Clinical Microbiology	3	9	6
MLT	270	Medical Laboratory Seminar	0	3	1
XXX	XXX	Humanities/Social Sciences Elective	3	0	3
			10	32	14
					71

Humanities/Social Sciences Elective:
Any ART, CULT, ECO, GEO, HST, LBR, LIT, MUS, PHI, POL, SOC

The Cincinnati State Bethesda School of Nursing (NUR)

Program Director: Denise Rohr, RN, MSN
Program Coordinator/
Assistant Director: Joanne Johnson, RN, MSN

The Cincinnati State Bethesda School of Nursing prepares graduate nurses who are eligible to take the national standardized nursing examination (NCLEX-RN) and upon passing, work as registered nurses.

The program is approved by the Ohio Board of Nursing and is accredited by the National League for Nursing Accrediting Commission, 3343 Peachtree Road NE, Suite 850, Atlanta, GA 30326, phone: (404) 975-5000. Graduates are members of the health team prepared to provide nursing care to clients with common health problems in a variety of settings.

Applicants must be graduates of an accredited high school or give evidence of high school equivalency by GED scores that meet standard core requirements set by the Ohio Department of Education. Applicants must have earned grades of C or higher in high school or college biology, chemistry, and algebra courses. These courses must have been taken within seven years of application. COMPASS® scores must meet program requirements. Applicants must be Ohio state-tested nurse aides or LPN's. A cumulative grade point average of 2.75 is required for entry into the clinical courses.

Admission to the College does not guaranty entry into the nursing program. Program applicants must complete the steps of the Nursing Program Progression process to qualify to enter Nursing clinical courses. Additional information about program Progression requirements is available from the Program Director or Program Coordinator and on the program webpage.

General education courses must be taken in the order listed in the program curriculum, unless they have been taken previous to the listed semester. Students must meet all requirements of the program, including earning a minimum grade of C or pass in all curriculum courses, attaining satisfactory clinical evaluation, and maintaining the required grade point average.

During the final semester of the curriculum, students must pass a nationally standardized exit exam in order to pass the final theory course.

Current certification in CPR for health care providers is required for admission into all clinical nursing courses. Students must provide a recent physical exam with up-to-date immunizations, including Hepatitis B, prior to commencing course work. Students must obtain a two-step TB skin test to enter the program and obtain an annual repeat to remain in the program.

Prospective students are advised that when applying for the state licensure examination they are required to answer a series of questions related to criminal convictions, reasons for dismissal from work positions, and mental health status. A positive response to any of these questions can result in disqualification as a candidate for licensure. Refer to Ohio Revised Code 4723.28 for clarification. The licensure application may be viewed on the Ohio Board of Nursing website at www.nursing.ohio.gov.

Students admitted to the program who have been convicted of felonies and/or misdemeanors are required to contact the program director to discuss their situation before entering the first nursing course. Background checks will be completed by all incoming clinical students per Health and Public Safety Division policy. Students who are convicted of possession and/or distribution of controlled substances, or have positive drug screens for non-

prescription controlled substances while enrolled in the program are automatically dismissed.
A positive background check may prevent a student from entering the clinical portion of the program.

Students who wish to transfer nursing credit from another nursing program to Cincinnati State must contact the Program Coordinator for specific information after being admitted to the College and program. Students may transfer a maximum of 17 semester credits (or 26 quarter credits) of clinical courses. Restrictions may be placed on nursing credit transfer for students who failed a nursing course or courses in another program.

Because nursing is a dynamic profession, the program reserves the right to change the curriculum and admission requirements as necessary.

Nursing

All degree-seeking students must complete a First Year Experience (FYE) course as part of the first 12 credit hours taken at Cincinnati State.

Program Prerequisites: Students seeking admission to the Nursing program must complete specific progression requirements. Students should meet with their academic advisor to discuss progression eligibility and deadlines.

			Hours Per Week Class	Lab	Credit Hours
SEMESTER 1					
MCH	100	Healthcare Informatics	2	0	2
NUR	101	Nursing Concepts 1	3	0	3
ENG	101	English Composition	3	0	3
PSY	110	Introduction to Psychology	3	0	3
BIO	151	Anatomy and Physiology 1	3	2	4
			14	2	15
SEMESTER 2					
NUR	102	Nursing Concepts 2	3	9	6
ENG	102	Composition and Argument	3	0	3
BIO	152	Anatomy and Physiology 2	3	2	4
			9	11	13
SEMESTER 3					
NUR	103	Nursing Concepts 3	7	12	11
BIO	220	Microbiology	2	3	3
			9	15	14
SEMESTER 4					
NUR	201	Nursing Concepts 4	8	15	13
COMM	XXX	Communications Elective	3	0	3
			11	15	16
SEMESTER 5					
SOC	105	Introduction to Sociology	3	0	3
NUR	202	Nursing Concepts 5	6	9	9
			9	9	12
					70

Communications Elective: COMM 105, COMM 110

Practical Nursing Certificate (PNC)

Program Director: Denise Rohr, RN, MSN

The Cincinnati State Great Oaks School of Practical Nursing prepares graduate practical nurses who are eligible to take the national standardized nursing examination (NCLEX-PN) and upon passing, work as licensed practical nurses (LPNs).

The program is approved by the Ohio Board of Nursing. Graduates share in the responsibility of nursing care to individuals and groups in a diversity of health care settings within the guidelines of the Nurse Practice Act.

Applicants must be graduates of an accredited high school or give evidence of high school equivalency by GED scores that meet standard core requirements set by the Ohio State Department of Education. COMPASS® scores must meet program requirements which include demonstrating keyboarding skill.

Admission to the College does not guaranty admission to the practical nursing program. Program applicants must complete the steps of the Practical Nursing Program Progression process to qualify to enter Practical Nursing clinical courses. Additional information about program Progression requirements is available from the Program Director.

Applicants must have earned grades of C or higher in high school or college biology, chemistry, and algebra courses. These courses must have been taken within seven years of application. COMPASS® scores must meet program requirements. Applicants must be Ohio state-tested nurse aides.

A criminal background check including both Bureau of Criminal Identification and Investigation and Federal Bureau of Investigation must be conducted within six months of entry into the program. A criminal record may prevent applicants from admission into the program. Program applicants are advised that when applying for the state licensure examination they will be required to answer a series of questions related to criminal convictions, reasons for dismissal from work positions, and mental health status. A positive response to any of these questions can result in disqualification as a candidate for licensure. Refer to Ohio Revised Code 4723.28 for clarification. The licensure application may be viewed on the Ohio Board of Nursing website at www.nursing.ohio.gov.

Students convicted of possession and/or distribution of controlled substances, or have positive drug screens for controlled substances not prescribed while enrolled in the program are automatically dismissed.

Current certification in CPR for health care providers or professional rescuer is required for progression into the PNC program. Students must submit the required health form with up-to-date immunizations prior to being designated in a class. Immunizations, PPD, and CPR must be updated throughout the program. Applicants must be active on a state Nurse Aide Registry.

General education courses must be taken in the order listed in the program curriculum, unless they have been taken previous to the listed semester. Students must meet all requirements of the program, including earning a minimum grade of C or pass in all curriculum courses, attaining satisfactory clinical evaluation, and maintaining the required grade point average.

Nursing courses from another nursing program are typically not accepted for transfer into Cincinnati State. Students who wish to discuss the possibility of transferring nursing credit from another nursing program to Cincinnati State must contact the Program Director for specific information after being admitted to the College and the program, but prior to being placed into a class. Restrictions may be placed on nursing credit transfer for students who failed a nursing course or courses in another program.

Because nursing is a dynamic profession, the program reserves the right to change the curriculum and progression requirements as necessary.

Practical Nursing Certificate

All certificate-seeking students must complete a First Year Experience (FYE) course as part of the first 12 credit hours taken at Cincinnati State.

Program Prerequisites: Students seeking admission to the Practical Nursing Certificate program must complete specific progression requirements. Students should meet with their academic advisor to discuss progression eligibility and deadlines.

			Hours Per Week Class	Lab	Credit Hours
SEMESTER 1					
MCH	100	Healthcare Informatics	2	0	2
ENG	101	English Composition	3	0	3
PN	110	Foundations of Practical Nursing	2	0	2
PSY	110	Introduction to Psychology	3	0	3
BIO	151	Anatomy and Physiology 1	3	2	4
PN	180	Foundations of Practical Nursing Clinical	0	3	1
			13	5	15
SEMESTER 2					
PN	121	Alterations in Health 1	6	0	6
BIO	152	Anatomy and Physiology 2	3	2	4
PN	181	Alterations in Health Clinical 1	0	6	2
			9	8	12
SEMESTER 3					
PN	122	Alterations in Health 2	8	0	8
PN	182	Alterations in Health Clinical 2	0	6	2
PN	185	Practical Nursing Role Transition	2	8	2
			10	14	12
					39

Occupational Therapy Assistant Technology (OTA)

Program Chair: Claudia Miller, OTD, OTR/L

Occupational therapy is the art and science of directing the human response with a focus on using selected client-centered occupations to promote and maintain health, prevent disability, assess behavior, and treat or train patients with physical or psychological dysfunction.

Graduates of the Occupational Therapy Assistant Technology program are technically qualified members of the health team who function under the supervision or consultation of a registered occupational therapist. Assistants accept clinical responsibilities in hospitals, nursing homes, schools, rehabilitation centers, or those organizations directed to maintain health and socialization. Graduates demonstrate entry-level competency in analyzing activities and their application to client needs; occupational therapy concepts and skills (daily living skills, group activities, evidence based interventions, and adaptive equipment); direction of activity programs; department operation management; data collection; self understanding and the realization of the effect that one's behavior has on the client and others; upholding the standards of the profession; identifying the need for continuing professional education and growth; and relating occupational therapy to the total health care system.

The mission of this program is to prepare graduates as competent, entry-level generalists qualified to practice in the field of OT, to meet the community workforce needs, to provide opportunities for experiential and cooperative education with exposure to non-traditional and emerging areas of practice, to educate the community, and to function within the standards of the College, the AOTA, and ACOTE.

The Occupational Therapy Assistant program is accredited by the Accreditation Council for Occupational Therapy Education, 4720 Montgomery Lane, Suite 200, Bethesda, MD 20814-3449.

Graduates earn an Associate of Applied Science degree and are eligible to sit for 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, graduates are Certified Occupational Therapy Assistants (COTA). Current pass rates are available to view on the College's website.

Most states require licensure in order to practice; however, state licenses are usually based on the results of the NBCOT examination. A felony conviction may affect a graduate's ability to sit for the NBCOT certification examination, and background checks are now required in the state of Ohio to attain state licensure.

All OTA students must complete Level II fieldwork within 20 months following completion of academic preparation.

Occupational Therapy Assistant Technology

All degree-seeking students must complete a First Year Experience (FYE) course as part of the first 12 credit hours taken at Cincinnati State.

Program Prerequisite: OTA 100

			Hours Per Week Class	Lab	Credit Hours
SEMESTER 1					
OTA	101	Professionalism in Occupational Therapy	0	2	1
ENG	101	English Composition	3	0	3
OTA	105	Theory of Occupational Therapy	3	0	3
OTA	106	Techniques of Occupational Therapy	1	2	2
PSY	110	Introduction to Psychology	3	0	3
BIO	151	Anatomy and Physiology 1	3	2	4
			13	6	16
SEMESTER 2					
OTA	110	Concepts and Skills of Occupational Therapy: Psychosocial	2	0	2
OTA	111	Therapeutic Media for Occupational Therapy: Psychosocial	0	4	2
OTA	120	Concepts and Skills of Occupational Therapy: Infant	2	0	2
OTA	121	Therapeutic Media for Occupational Therapy: Infant	0	4	2
OTA	180	Occupational Therapy Assisting Level I Fieldwork 1	1	5	2
OTA	185	Occupational Therapy Assisting Level I Fieldwork 2	1	5	2
PSY	225	Lifespan Development	3	0	3
			9	18	15
SEMESTER 3					
MCH	100	Healthcare Informatics	2	0	2
ENG	102	Composition and Argument	3	0	3
SOC	105	Introduction to Sociology	3	0	3
BIO	152	Anatomy and Physiology 2	3	2	4
COMM	XXX	Communications Elective	3	0	3
			14	2	15
SEMESTER 4					
OTA	230	Concepts and Skills of Occupational Therapy: Physical Disabilities	4	0	4
OTA	231	Therapeutic Media for Occupational Therapy: Physical Disabilities	0	6	3
OTA	233	Kinesiology for Occupational Therapy	2	2	3
OTA	238	Home Modifications and Assistive Technology for Occupational Therapy	0	2	1
OTA	280	Occupational Therapy Assisting Level I Fieldwork 3	1	5	2
			7	15	13
SEMESTER 5					
OTA	240	Fundamentals of Occupational Therapy Practice	2	0	2
OTA	245	Therapeutic Media Analysis for Occupational Therapy	0	4	2
OTA	283	Occupational Therapy Assisting Level II Fieldwork 1	0	22	4
			2	26	8
SEMESTER 6					
OTA	285	Occupational Therapy Assisting Level II Fieldwork 2	0	22	4
			0	22	4
					71

Communications Elective: COMM 105, COMM 110, COMM 205

Public Safety Technology (PST)

Advisor: Robert Baylor

The Public Safety Technology program prepares students to respond to the nation's need for highly trained security professionals who understand the global threat to our infrastructure. While earning an Associate of Applied Science degree, students learn to help secure borders, airports, waterways and seaports; prepare for and respond to natural and man-made disasters; and provide counterterrorism and law enforcement intelligence support.

The program was developed in conjunction with local industry representatives to assure that local needs and requirements were addressed. Students who complete the program receive training and certification relevant to a public safety career and gain skills that may enhance upward mobility for career professionals.

Public Safety Technology

All degree-seeking students must complete a First Year Experience (FYE) course as part of the first 12 credit hours taken at Cincinnati State.

			Hours Per Week Class	Lab	Credit Hours
SEMESTER 1					
PST	100	Survey of Public Safety Issues	3	0	3
ENG	101	English Composition	3	0	3
MAT	130	Intermediate Algebra for Statistics	3	2	4
XXX	XXX	Humanities/Social Sciences Elective 1	3	0	3
XXX	XXX	Humanities/Social Sciences Elective 2	3	0	3
			15	2	16
SEMESTER 2					
ENG	102	Composition and Argument	3	0	3
PST	110	Introduction to Homeland Security	3	0	3
MAT	131	Statistics 1	2	2	3
XXX	XXX	Humanities/Social Sciences Elective 3	3	0	3
XXX	XXX	Humanities/Social Sciences Elective 4	3	0	3
			14	2	15
SEMESTER 3					
COMM	110	Public Speaking	3	0	3
PHI	110	Ethics	3	0	3
PST	115	Introduction to Terrorist Groups	3	0	3
PST	120	Intelligence Analysis and Security Management	3	0	3
			12	0	12
SEMESTER 4					
LAW	101	Business Law	3	0	3
MGT	101	Principles of Management	3	0	3
PST	205	Transportation Security	3	0	3
PST	210	Public Safety Budgeting and Finance	3	0	3
			12	0	12
SEMESTER 5					
MGT	110	Employee Compensation and Benefits	3	0	3
PST	130	Public Safety Communication Practices	3	0	3
MGT	220	Leadership	3	0	3
PST	29x	Public Safety Technology Experiential Learning Elective	1	40	2
			10	40	11
					66

Humanities/Social Sciences Electives:
(Choose 12 credit hours from the following courses)
ITP 101, ITP 102, PSY 110, PSY 200, PSY 220, SOC 105, SPN 101, SPN 102
Experiential Learning Elective: PST 291, PST 294

Homeland Security Certificate (HLSC)

Advisor: Robert Baylor

The Homeland Security certificate provides students with the knowledge and skills needed to effectively deal with safety and security challenges in the United States. This program was developed in response to the needs of the Transportation Security Administration (TSA). Students gain understanding of fundamental elements of homeland security as well as specialized topics including detecting threats to security, and protecting critical infrastructure and transportation nodes.

Homeland Security Certificate

Program Prerequisites: AFL 085 and AFM 095 or appropriate placement test scores.

			Hours Per Week Class	Lab	Credit Hours
SEMESTER 1					
PST	110	Homeland Security	3	0	3
PST	120	Intel Analysis/Security	3	0	3
			6	0	6
SEMESTER 2					
PST	205	Transportation Security	3	0	3
			3	0	3
					9

Respiratory Care Technology (RC)

Program Chair and Director of Clinical Education: Mike Chaney, RRT
Medical Director: Christopher Schmitt, MD

Cincinnati State offers a comprehensive program in Respiratory Care Technology. Students develop a wide range of clinical skills in traditional and nontraditional roles and gain proficiency in all areas of respiratory care, such as bedside pulmonary care, life-support systems management, diagnostic testing, pulmonary rehabilitation, and long-term care. Students practice these skills with a variety of other health care professionals in the diagnosis, treatment, and education of the patient.

The technical portion of the program is completed in five semesters (20 months) and includes unpaid clinical experiences. Students are eligible to obtain a limited permit to practice as a Respiratory Therapist after successful completion of the first clinical course. Graduates earn an Associate of Applied Science degree.

The Cincinnati State Respiratory Care program is part of a consortium that includes the University of Cincinnati Clermont campus.

The program is fully accredited by the Commission on Accreditation for Respiratory Care (CoARC) 1248 Harwood Road, Bedford, Texas, 76021, phone: (817) 282-2835, www.coarc.com.

Program graduates may apply for the certification examination and registry examination administered by the National Board for Respiratory Care (NBRC). Candidates who pass these exams are recognized nationally as Certified Respiratory Therapists (CRT) and as Registered Respiratory Therapists (RRT). Eligibility for an Ohio permit as a Respiratory Therapist requires the CRT credentialing.

Respiratory Care Technology

All degree-seeking students must complete a First Year Experience (FYE) course as part of the first 12 credit hours taken at Cincinnati State.

Program Prerequisite: PHY 110 or high school physics within the last seven years.

			Hours Per Week Class	Lab	Credit Hours
SEMESTER 1					
RT	100	Introduction to Respiratory Care	1	0	1
RT	101	Respiratory Care Science 1	3	2	4
ENG	101	English Composition	3	0	3
BIO	151	Anatomy and Physiology 1	3	2	4
RT	172	Cardiopulmonary Anatomy and Physiology	3	2	4
			13	6	16
SEMESTER 2					
RT	102	Respiratory Care Science 2	3	2	4
RT	111	Respiratory Care Clinical Practice 1	1	8	2
BIO	152	Anatomy and Physiology 2	3	2	4
RT	173	Cardiopulmonary Disease	3	2	4
BIO	220	Microbiology	2	3	3
			12	17	17
SEMESTER 3					
ENG	102	Composition and Argument	3	0	3
RT	103	Mechanical Ventilation	3	2	4
RT	112	Respiratory Care Clinical Practice 2	1	16	2
BIO	230	Pharmacology	3	0	3
COMM	XXX	Communications Elective	3	0	3
			13	18	15
SEMESTER 4					
RT	201	Advanced Respiratory Critical Care	3	0	3
RT	202	Specialties in Respiratory Care	2	0	2
RT	211	Respiratory Clinical Practice 3	1	16	2
BIO	240	Pathophysiology	3	0	3
MAT	XXX	Mathematics Elective	3	0	3
XXX	XXX	Social Science Elective	3	0	3
			15	16	16
SEMESTER 5					
RT	203	Respiratory Care Seminar	1	2	2
RT	204	Respiratory Care Capstone	0	2	1
RT	212	Respiratory Clinical Practice 4	1	16	2
XXX	XXX	Humanities Elective	3	0	3
			5	20	8
					72

Communications Elective: COMM 105, COMM 110
Mathematics Elective: MAT 131, MAT 151
Social Science Elective: Any ECO, POL, LBR, PSY, SOC
Humanities Elective: Any ART, HST, LIT, MUS

Surgical Technology (ST)

Program Chair: Wanda Dantzler, RN, CNOR, CRCST

The Surgical Technology program focuses on the scrub role during general and specialty surgical procedures. The surgical technologist provides patient care before, during, and after surgery. Responsibilities include preparing operative equipment and supplies, providing instrumentation during operative procedures, and other intra-operative patient care activities. Surgical technologists also share circulating tasks (responsibilities that may require more interaction with patients) with nurses.

Students develop skills through integrated theory and practice in the classroom and simulated laboratory practice, and through clinical experiences in hospital and/or ambulatory surgery operating rooms.

The program is accredited by The Commission on Accreditation of Allied Health Education Programs (www.caahep.org) in collaboration with the Accreditation Review on Education in Surgical Technology and Surgical Assisting (ARC/STSA), 6 West Dry Creek Circle, Suite 110, Littleton, CO, 80120-8031, phone: (303) 694-9262, www.arcstsa.org.

Upon satisfactory completion of the program curriculum, students are eligible to take the National Examination for Surgical Technologist administered by the National Board of Surgical Technology and Surgical Assisting (NBSTSA) for designation as a Certified Surgical Technologist (CST). A CST may practice in all 50 states.

Surgical Technology

All degree-seeking students must complete a First Year Experience (FYE) course as part of the first 12 credit hours taken at Cincinnati State.

Program prerequisites: ST 100, BIO 151, BIO 220, PHY 110, and MCH 101 (minimum grade C for all). Students seeking admission to the Surgical Technology program must complete specific progression requirements. Students should meet with their academic advisor to discuss progression eligibility and deadlines.

			Hours Per Week Class	Lab	Credit Hours
SEMESTER 1					
MCH	100	Healthcare Informatics	2	0	2
ST	101	Surgical Foundations and Procedures 1	8	0	8
ST	111	Surgical Principles and Practice 1	1	3	2
BIO	152	Anatomy and Physiology 2	3	2	4
			14	5	16
SEMESTER 2					
ST	102	Surgical Foundations and Procedures 2	8	0	8
ST	112	Surgical Principles and Practice 2	1	3	2
PST	135	Disaster Preparedness for Healthcare Workers	2	0	2
ST	181	Surgical Technology Clinical Skills Application 1	1	5	3
			12	8	15
SEMESTER 3					
ENG	101	English Composition	3	0	3
ST	182	Surgical Technology Clinical Skills Application 2	0	6	2
ST	201	Advanced Surgical Procedures 1	5	0	5
XXX	XXX	Humanities/Social Sciences Elective 1	3	0	3
			11	6	13
SEMESTER 4					
ENG	102	Composition and Argument	3	0	3
ST	202	Advanced Surgical Procedures 2	5	0	5
ST	281	Surgical Technology Clinical Directed Practice 1	1	30	6
			9	30	14
SEMESTER 5					
COMM	105	Interpersonal Communication	3	0	3
ST	282	Surgical Technology Clinical Directed Practice 2	1	30	6
XXX	XXX	Humanities/Social Sciences Elective 2	3	0	3
			7	30	12
					70

Humanities/Social Sciences Electives:
(Choose 6 credits from two different subject areas): ART, CULT, ECO, GEO, HST, LBR, LIT, MUS, PHI, POL, PSY, SOC

Surgical Technology First Assistant (STFA)

Program Chair: Wanda Dantzler, RN, CNOR, CRCST

First assistants and surgical assistants provide aid to help surgeons conduct a safe operation with optimal results for the patient. In addition to intra-operative duties, surgical assistants perform pre-operative and post-operative duties to facilitate proper patient care.

The Surgical Technology First Assistant certificate encompasses the basic elements of first assisting. Most of the courses are delivered online. However, some courses include simulated laboratory experiences on campus.

To be admitted to the certificate program, students must have a minimum of an associate's degree from a regionally accredited college or university, with completion of basic college-level science courses within the past seven years. In addition, prospective students must be certified as a Surgical Technologist (CST); must have three years full-time scrub and/or assisting experience within the last seven years; and must provide proof of current CPR Certification for Healthcare Providers, liability insurance, and updated immunizations.

Surgical Technology First Assistant Certificate

Program Prerequisites: Associate's degree from a regionally accredited college or university; certified as a Surgical Technologist, with three years full-time scrub and/or assisting experience within the last five years; CPR/BLS certified; and courses BIO 220, BIO 240, IM 100, and MCH 101.

			Hours Per Week Class	Lab	Credit Hours
SEMESTER 1					
PST	135	Disaster Preparedness for Healthcare Workers	2	0	2
STFA	150	Perioperative Bioscience	3	0	3
STFA	155	Principles of First Assisting	2	3	3
			7	3	8
SEMESTER 2					
STFA	161	Surgical Specialties 1	7	0	7
STFA	181	First Assisting Clinical 1	1	12	2
			8	12	9
SEMESTER 3					
STFA	162	Surgical Specialties 2	7	0	7
STFA	182	First Assisting Clinical 2	1	12	2
			8	12	9
					26

HUMANITIES DIVISION

Division Phone Number: (513) 569-1700

The Humanities Division recognizes that each student has a unique combination of attitudes, beliefs, values, and experiences. The Humanities Division's courses enable students to understand the forces that shape them, especially in the psychological, social, and economic areas, and provide tools that assist students either in controlling or adapting to these forces.

Foremost among these tools is effective communication, both oral and written. Therefore, the division offers a number of courses that enhance communication skills by developing critical thinking techniques and the ability to present information in a clear, organized manner. To set the stage for success in the college experience, degree-seeking students are required to complete a college orientation course, either FYE 100, College Survival Skills, or FYE 105 College Success Strategies, or FYE 110, Community College Experience, within the first 12 credit hours taken at Cincinnati State.

The Humanities Division offers Associate of Arts and Associate of Applied Science degrees. The division also offers several certificate programs.

Entrance Competencies

In order to ensure a high degree of success in academic studies in Humanities, entering students must meet established academic levels in mathematics, written communication skills, and reading comprehension. To aid in determining these levels, entering students are required to take COMPASS®, the college admissions/placement test. If testing and previous academic background indicate that a student has not reached the necessary preparatory level, a divisional advisor will identify a group of classes to help the student reach needed levels. Preparatory classes are available year-round.

Cooperative Education

The Humanities Division shares the College's commitment to cooperative education as an integral part of the curriculum. Cooperative education allows students to apply concepts learned in the classroom through practical, hands-on experience in full-time or part-time on-site work environments. These work experiences may include paid cooperative education or unpaid internships. In some cases, degree-seeking students with prior work experience related to their post-baccalaureate career goals may be eligible to receive credit through the standard College procedures for granting advanced standing credit. The program chair and cooperative education coordinator must approve all substitutions in advance.

For eligibility requirements, co-op registration policies, and other issues related to cooperative education, please refer to the "Cooperative Education" section of the catalog.

Writing Center

The Writing Center in Room 235 Main Building offers tutorial support at no charge to any Cincinnati State student whose coursework includes written assignments. Tutors are qualified, experienced writing instructors. Tutors are available by appointment, on a walk-in basis, or online to provide guidance to students in all facets of the writing process.

Transfer Module

The Ohio Board of Regents developed the transfer module to facilitate transfer of credits from one Ohio public college or university to another. Ohio's transfer module contains 36 to 40 semester hours of course credits in the areas of English, mathematics, arts and humanities, social and behavioral sciences, and natural and physical sciences. A transfer module completed at one college or university automatically meets the requirements for the transfer module at another college or university once the student is admitted. For additional information, see the "State of Ohio Policy for Institutional Transfer" and the "Transfer Module" sections of the College catalog.

The Associate of Arts and Associate of Science degrees contains all of the required courses for the transfer module, and the Associate of Applied Science degrees contain many of the required courses. Students earning Associate of Applied Science degrees may schedule additional courses needed to complete the transfer module at their convenience. Students who transfer to an Ohio public university for baccalaureate degrees will find that an Associate of Arts or Associate of Science degree, or an Associate of Applied Science degree combined with a transfer module completion, leads to preferential consideration at the receiving institution.

Associate of Arts (AARTS)

Program Chair: TBD
Co-op Coordinator: Jayne Martin Dressing

Cincinnati State offers the Associate of Arts and Associate of Science degrees, which are often called "university parallel degrees" or "transfer degrees," because they provide the first two years of a bachelor's degree program. The primary purpose of the Associate of Arts and Associate of Science degrees is to prepare students for transfer to a four-year college or university. Students who earn these degrees and have an overall grade point average of 2.0 or better are given preferential consideration for admission to Ohio public universities.

The Associate of Arts degree is for students who desire to pursue a bachelor's degree by completing the first two years at Cincinnati State in program areas such as:

- Communication
- Criminal Justice
- Education
- English
- Fine Arts
- History
- International Affairs
- Philosophy
- Political Science
- Pre-Law
- Pre-Mortuary Science
- Psychology
- Social Work
- Sociology
- Spanish
- Sport Management
- Theatre
- Urban Planning
- Urban Studies

Students who seek the Associate of Arts degree need to be familiar with the requirements for the bachelor's degree at the institution where they intend to complete their studies. Students work with a Cincinnati State faculty advisor to develop a planned curriculum of required and elective courses. This plan should allow a full-time student to transfer to the desired four-year institution at junior status after two years or less. Students who need additional preparation or attend part-time may take longer than two years to complete their degree requirements.

Associate of Arts Degree Requirements

English Composition:	6 credits
Mathematics:	3 credits
Oral Communication:	3 credits
Social/Behavioral Sciences:	12 credits
Arts/Humanities:	12 credits
Natural/Physical Sciences:	6 credits
Cooperative Education:	4 credits - Students are required to complete course HUM 190 and consult with the co-op coordinator to select additional co-op courses
Electives:	15 credits - In consultation with an advisor, students select courses that meet general and programmatic requirements of the institution where they plan to complete a bachelor's degree.
Total:	**61 credit hours minimum**

Courses That Meet Associate of Arts Requirements

Students in the Associate of Arts and Associate of Science programs complete the Ohio Transfer Module as part of their degree.

ENGLISH COMPOSITION — **6 credits**

ENG 101	English Composition	3
ENG 102	Composition and Argument	3
ENG 103	Composition and Literature	3
ENG 104	Composition and Technical Communication	3
ENG 105	Composition and Business Communication	3

MATHEMATICS — **3 credits**

Note: In addition to completing Academic Foundations math classes indicated by COMPASS® placement results, students must complete MAT 121 or MAT 130 or MAT 150 before enrolling in any of the classes listed. Prerequisite MAT classes will count as elective credit. The courses below are Transfer Module courses.

Recommended Courses

MAT 131	Statistics 1	3
MAT 132	Statistics 2	3

Additional Options

MAT 151	College Algebra	4
MAT 152	Trigonometry	4
MAT 153	Pre-Calculus	6
MAT 210	Business Calculus	5
MAT 251	Calculus 1	5
MAT 252	Calculus 2	5
MAT 253	Calculus 3	5

ORAL COMMUNICATION — **3 credits**

COMM 110	Public Speaking	3

SOCIAL/BEHAVIORAL SCIENCES — **12 credits**

Choose 3 hours from list A, 3 hours from list B, 3 additional hours from lists A or B, and 3 additional hours from lists A, B, or C. Education (EDU) courses shown in List C in the Arts and Humanities area can be used as List C courses in either the Social and Behavioral Sciences area or the Arts and Humanities area.

List A

GEO 105	World Regional Geography: The Americas, Europe, and Oceania	3
GEO 110	World Regional Geography: Asia, Africa, and the Middle East	3
GEO 115	Cultural Geography	3
HST 101	World History: First Civilizations to 1500	3
HST 102	World History: 1500 to Present	3
HST 111	American History: Early Settlers to 1877	3
HST 112	American History: 1877 to Present	3
HST 121	African American History: Origins to 1877	3
HST 122	African American History: 1877 to Present	3
HST 130	History of Africa	3
LBR 105	Introduction to Labor and Employee Relations	3
POL 101	Introduction to American Government	3
POL 102	Introduction to Comparative Governments and Political Systems	3

List B

ECO 105	Principles of Microeconomics	3
ECO 110	Principles of Macroeconomics	3
PSY 110	Introduction to Psychology	3
PSY 200	Abnormal Psychology	3
PSY 205	Child Development	3
PSY 210	Adolescent Development	3
PSY 215	Adult Development	3
PSY 220	Social Psychology	3
PSY 225	Lifespan Development	3
SOC 105	Introduction to Sociology	3
SOC 110	Social Problems	3
SOC 115	Marriage and the Family	3
SOC 130	Sociology of Aging	3
SOC 140	Sociology of Gender	3

List C

ADC 100	Drugs in Society	3
ADC 105	Addiction, Counseling and Diversity	3
ADC 110	Pharmacology of Addiction	3
ADC 115	Ethics in Addiction Treatment	3
ADC 120	Addiction Screening, Assessment, & Treatment	3
ADC 125	Relapse, Treatment and Prevention	3
ADC 205	Addiction Studies Practicum	2
CRJ 102	Juvenile Delinquency	3
CRJ 105	Introduction to Criminal Justice	3
CRJ 110	Introduction to Policing	3
CRJ 115	Introduction to Corrections	3
CRJ 120	Introduction to Courts	3
CRJ 125	Criminology	3
CRJ 130	Criminal Investigation Skills	3
CRJ 135	Criminal Law	3
PSY 100	Applied Psychology: Human Relations	3
PSY 102	Applied Psychology: Stress Management	3
SOC 200	Race, Ethnicity, and Minorities	3
SPT 100	Introduction to Sport Management	3
SPT 105	Sport in Society	3
SPT 110	Principles of Coaching	3
SPT 115	Ethics in Sport	3
SPT 120	Sport Marketing	3
SWK 110	Introduction to Social Work	3
SWK 200	Social Welfare Policy	3
SWK 205	Case Management for Human Services Professionals	3

ARTS AND HUMANITIES — **12 credits**

Choose 3 hours from list A, 3 hours from list B, 3 additional hours from lists A or B, and 3 additional hours from lists A, B, or C. Education (EDU) courses can be used as List C courses in either the Social and Behavioral Sciences area or the Arts and Humanities area.

List A

ART 110	Introduction to Art	3
ART 111	Art History: Ancient to Medieval Periods	3
ART 112	Art History: Renaissance to the Present	3
COMM 130	Introduction to Film Studies	3
MUS 101	Music History: Middle Ages to Late 19th Century	3
MUS 102	Music History: 20th Century	3
MUS 105	Music History: African-American Music	3
MUS 110	Jazz Appreciation	3
MUS 115	Rock and Pop Music	3
THE 105	Theater Appreciation	3
THE 110	History of Theater	3

List B

LIT 200	Introduction to Literature	3
LIT 210	The Short Story	3
LIT 220	Poetry	3
LIT 230	Drama	3
LIT 240	The Novel	3
LIT 251	American Literature to 1865	3
LIT 252	American Lit. since 1865	3
LIT 255	African-American Lit.	3
LIT 261	British Literature: Medieval Period to 1800	3
LIT 262	British Literature: 1800 to Present	3
LIT 265	Shakespeare	3
LIT 270	Children's Literature	3
LIT 280	Science Fiction	3
LIT 285	Women Writers	3
PHI 105	Introduction to Philosophy	3
PHI 110	Ethics	3
REL 105	World Religions	3

List C

ART 120	Design History	3
ART 130	Photography	3
ART 141	Drawing 1	3
ART 142	Drawing 2	3
ART 143	Drawing 3	3
ART 150	Watercolor	3
ART 161	Sculpture 1	3
ART 162	Sculpture 2	3
COMM 105	Interpersonal Communication	3
COMM 115	Introduction to Journalism	3
COMM 120	Mass Media and Society	3
COMM 205	Small Group Communication	3
COMM 215	Journalism Practicum	2
CULT 105	Issues in Human Diversity	3
CULT 110	Social Issues in Technology	3
EDU 105	Introduction to Education	3
EDU 110	Educational Technology	3
EDU 200	Individuals with Exceptionalities	3
EDU 210	Learning in Childhood	3
ENG 100	English Principles: Grammar and Structure	3
ENG 131	Creative Writing: Poetry	3
ENG 132	Creative Writing: Fiction	3
ENG 134	Creative Writing: Writing for Children	3
FRN 101	Elementary French 1	4
FRN 102	Elementary French 2	4
FRN 201	Intermediate French 1	4
FRN 202	Intermediate French 2	4
ITP 101	Beginning ASL 1	3
ITP 102	Beginning ASL 2	3
ITP 201	Intermediate ASL 1	3
ITP 202	Intermediate ASL 2	3
ITP 251	Advanced ASL 1	3
ITP 252	Advanced ASL 2	3
MUS 100	Musical Concepts	3
MUS 131	Vocal Ensemble for Mixed Voices 1	1
MUS 132	Vocal Ensemble for Mixed Voices 2	1
SPN 100	Spanish for the Professions	2
SPN 101	Elementary Spanish 1	4
SPN 102	Elementary Spanish 2	4
SPN 201	Intermediate Spanish 1	4
SPN 202	Intermediate Spanish 2	4
SPN 221	Spanish 1 for Business and Finance	4
SPN 222	Spanish 2 for Business and Finance	4
SPN 200	Spanish Conversation and Composition	4
REL 110	The Old Testament	3
REL 115	The New Testament	3
THE 115	Acting	3
THE 120	Improvisational Acting	3
THE 130	Children's Theater in the Classroom	3
THE 140	Oral Interpretation of Literature	3
THE 240	Performance Practicum	1

NATURAL/PHYSICAL SCIENCE **6 credits**

Recommended Courses

BIO 111	Biology: Unity of Life	4
BIO 112	Biology: Discovery Diversity of Life (Approval Pending)	4
EVS 110	Environmental Science: Conservation and Cleanup	4
EVS 120	Environmental Geology	4
EVS 130	Environmental Science: Ecology and Ecosystems	4
PSC 105	Astronomy	4
PSC 110	Earth Science	4
PSC 115	Energy	3

Additional Options

BIO 131	Biology 1	5
BIO 132	Biology 2	5
BIO 151	Anatomy and Physiology 1	4
BIO 152	Anatomy and Physiology 2	4
CHE 110	Fundamentals of General Chemistry 4	
CHE 111	Bio-Organic Chemistry	4
CHE 121 + CHE 131	General Chemistry 1 + General Chemistry 1 Lab *(must complete both courses as co-requisites)*	4+1
CHE 122 + CHE 132	General Chemistry 2 + General Chemistry 2 Lab *(must complete both courses as co-requisites)*	4+1
PHY 151	Physics 1: Algebra and Trigonometry Based	4
PHY 152	Physics 2: Algebra and Trigonometry Based	4
PHY 201	Physics 1: Calculus Based	5
PHY 202	Physics 2: Calculus Based	5

COOPERATIVE EDUCATION **4 credits**

Seminar Required

HUM 190 Career Exploration Seminar 2

This course is a prerequisite to co-op or internship.

Co-op

To be chosen only in consultation with Co-op Coordinator. Students must meet with the Co-op Coordinator at least one semester prior to beginning the Co-op process to discuss options and plan how to complete Co-op credits.

Co-op Courses include HUM 191, HUM 192, HUM 194, HUM 195, HUM 291, HUM 294, HUM 296

ELECTIVES **12 credits**

Consult your advisor for help selecting electives.

Courses should be chosen to meet the requirements of the institution where you plan to earn your bachelor's degree. Any course in the list of requirements on previous pages may be used as an elective.

Note: If a student earns more than the required number of credits in any category (for example by taking two 4-credit science courses), the additional credits will count towards the elective requirement.

Interpreter Training Program (ITP)

Program Chair: Dawn Caudill, CI, CT, NAD5

The Interpreter Training program at Cincinnati State is a stepping stone toward competency in the field of sign language interpreting, including extensive coursework in American Sign Language (ASL) and Deaf studies. A rich learning environment is created through a combination of classroom instruction, experiential and self-directed growth, and community involvement.

Interpreting between ASL and English is a challenging and complex task. Students learning the profession must develop fluency in a language that is different from spoken languages. Once fluency is achieved, students must develop the skills to facilitate communication quickly and accurately between the two languages. The skills necessary to succeed in Interpreter Training cannot be mastered through classroom attendance alone. Students need to devote a great deal of time to study, practice, skill development, observation, and community involvement.

Program graduates earn an Associate of Applied Science degree.

Interpreter Training Program

All degree-seeking students must complete a First Year Experience (FYE) course as part of the first 12 credit hours taken at Cincinnati State.

			Hours Per Week Class	Lab	Credit Hours
SEMESTER 1					
ENG	101	English Composition	3	0	3
ITP	102	Beginning American Sign Language 2	3	1	3
ITP	120	Psychosocial Aspects of Deafness	2	0	2
ITP	125	Deaf Culture and History	2	0	2
ITP	140	Fingerspelling and Numbers	2	0	2
			12	1	12
SEMESTER 2					
ENG	102	Composition and Argument	3	0	3
PSY	110	Introduction to Psychology	3	0	3
ITP	130	Legal Issues of Deafness	1	0	1
ITP	135	Introduction to the Interpreting Profession	2	0	2
ITP	201	Intermediate American Sign Language 1	3	1	3
			12	1	12
SEMESTER 3					
COMM	110	Public Speaking	3	0	3
ITP	202	Intermediate American Sign Language 2	3	1	3
ITP	230	Intermediate Assessment	1	0	1
XXX	XXX	Computer Skills Elective	3	0	3
ITP	XXX	Interpreting Elective	2	0	2
			12	1	12
SEMESTER 4					
MAT	111	Business Mathematics 1	2	2	3
ITP	250	Intra-Lingual Skills Development for Interpreters	3	0	3
ITP	251	Advanced American Sign Language 1	3	1	3
ITP	270	Transliterating	3	0	3
			11	3	12
SEMESTER 5					
ITP	220	Educational Intepreting	2	0	2
ITP	252	Advanced American Sign Language 2	3	1	3
ITP	261	Advanced Interpreting 1: Sign to Voice	3	0	3
ITP	280	Professionalism and Interpreting	1	0	1
ITP	XXX	Interpreting Practicum 1	2	10	3
			11	11	12
SEMESTER 6					
ITP	262	Advanced Interpreting 2: Sign to Voice	3	0	3
ITP	265	Interpreting in Specialized Settings	4	0	4
ITP	XXX	Interpreting Practicum 2	2	10	3
XXX	XXX	Humanities Elective	3	0	3
			12	10	13
					73

Program Prerequisite: Prior to enrolling in ITP 102, students must complete ITP 101 (or ITP Program Chair consent).
Interpreting Elective: ITP 205, ITP 210, ITP 215
Computer Skills Elective: IM 111, IM 130, MID 110
Humanities Elective: ART 110, CULT 105, PHI 110, REL 105, THE 105
Interpreting Practicum 1: ITP 191 or ITP 291 or ITP 295
Interpreting Practicum 2: See ITP Program Chair

Deaf Studies Certificate (DSC)

The Deaf Studies certificate enables students to learn about sign language and Deaf culture in order to be involved as an advocate or signer, but not as a paid professional interpreter.

Deaf Studies Certificate

			Hours Per Week Class	Lab	Credit Hours
SEMESTER 1					
ITP	102	Beginning American Sign Language 2	3	1	3
ITP	120	Psychosocial Aspects of Deafness	2	0	2
ITP	125	Deaf Culture and History	2	0	2
ITP	140	Fingerspelling and Numbers	2	0	2
			9	1	9
SEMESTER 2					
ITP	130	Legal Issues of Deafness	1	0	1
ITP	135	Introduction to the Interpreting Profession	2	0	2
ITP	201	Intermediate American Sign Language 1	3	1	3
			6	1	6
SEMESTER 3					
ITP	202	Intermediate American Sign Language 2	3	1	3
ITP	220	Educational Intepreting	2	0	2
ITP	XXX	Interpreting Elective 1	2	0	2
ITP	XXX	Interpreting Elective 2	2	0	2
			9	1	9
					24

Program Prerequisite: Prior to enrolling in ITP 102, students must complete ITP 101 (or program chair consent)
Interpreting Electives: ITP 205, ITP 210, ITP 215

Early Childhood Education (ECE)

Program Co-Chairs: Crystal Bossard, MSW; Sandra Owen, M.Ed

The Early Childhood Education program at Cincinnati State prepares graduates for employment in a variety of early childhood settings. Students who complete the program earn an Associate of Applied Science degree, and are eligible to apply for the Pre-Kindergarten Associate Teacher License offered by the Ohio Department of Education. This program allows graduates to move directly into related employment opportunities or to transition to a bachelor's degree program in a related course of study.

Early Childhood Education

All degree-seeking students must complete a First Year Experience (FYE) course as part of the first 12 credit hours taken at Cincinnati State.

			Hours Per Week Class	Lab	Credit Hours
SEMESTER 1					
ENG	101	English Composition	3	0	3
EDU	105	Introduction to Education	3	0	3
MAT	111	Business Mathematics 1	2	2	3
ECE	145	The Developing Child	3	0	3
ECE	155	Health, Safety, and Nutrition in Childhood	3	0	3
ECE	175	Family, Community, and Schools	3	0	3
			17	2	18
SEMESTER 2					
ENG	10X	English Composition Elective	3	0	3
EDU	110	Educational Technology	2	2	3
PSY	110	Introduction to Psychology	3	0	3
ECE	160	Assessment and Observation in Early Childhood Education	2	0	2
ECE	165	Emergent Literacy	3	0	3
ECE	180	Infant and Toddler Environments	3	3	4
			16	5	18
SEMESTER 3					
ECE	185	Creative Learning Environments	4	0	4
EDU	200	Individuals with Exceptionalities	3	0	3
ECE	215	Classroom Management and Guidance	3	0	3
ECE	220	Preschool and School Age Environments	3	3	4
XXX	xxx	Science Elective	3	2	4
			16	5	18
SEMESTER 4					
COMM	1XX	Communication Elective	3	0	3
EDU	210	Learning in Childhood	3	0	3
ECE	230	Administration and Leadership in Early Childhood Education	3	0	3
ECE	290	Student Teaching in Early Childhood Education	1	14	2
XXX	xxx	Humanities Elective	3	0	3
			13	14	14
					68

English Elective: ENG 102, ENG 103
Science Elective: BIO 111, EVS 110, EVS 120, EVS 130, PSC 105, PSC 110
Humanities Elective: ART 110, ART 111, ART 112, ART 130, ART 141, ART 150, ART 161, MUS 101, MUS 102, MUS 105, MUS 110, MUS 115

Addiction Studies Certificate (ADSC)

Program Chair: Crystal Bossard, MSW, LSW, LIDC, ICADC

The Addiction Studies certificate prepares individuals to work in an entry level position in a substance abuse program. Students who are interested may pursue and Associates of Arts with the Addiction Certificate. Components include training in how to identify and assist individuals and families with substance abuse problems and coursework in counseling and diversity; pharmacology; ethics; screening, assessment and treatment; relapse and prevention; dual diagnosis; and completion of an addition studies practicum.

Addiction Studies Certificate

			Hours Per Week Class	Lab	Credit Hours
SEMESTER 1					
ADC	100	Drugs in Society	3	0	3
ENG	101	English Composition	3	0	3
PSY	110	Introduction to Psychology	3	0	3
			9	0	9
SEMESTER 2					
ADC	105	Addiction, Counseling, and Diversity	3	0	3
ADC	110	Pharmacology of Addiction	3	0	3
PSY	225	Lifespan Development	3	0	3
			9	0	9
SEMESTER 3					
ADC	115	Ethics in Addiction Treatment	3	0	3
ADC	120	Addiction Screening, Assessment, and Treatment	3	0	3
ADC	125	Relapse, Treatment, and Prevention	3	0	3
			9	0	9
SEMESTER 4					
ADC	200	Dual Diagnosis: Substance Abuse and Mental Illness	4	0	4
ADC	205	Addiction Studies Certificate Practicum	1	7	2
			5	7	6
					33

Human Services Certificate (HSC)

Advisor: Jennifer Jackson, MSW

The Human Services certificate increases the competitiveness of the student and graduate resume. The certificate demonstrates student versatility and breadth of knowledge regarding theoretical perspectives, skills and competencies needed to enter one of many helping professions (Social Work, Criminal Justice, Child Welfare, Psychology, Human Services or Addiction Treatment and Counseling). The certificate program, along with an Associate of Arts degree, maximizes student employability and provides a strong foundation for seeking a bachelor's degree in a human services field.

Human Services Certificate

			Hours Per Week Class	Lab	Credit Hours
SEMESTER 1					
ADC	100	Drugs in Society	3	0	3
ENG	101	English Composition	3	0	3
SOC	105	Introduction to Sociology	3	0	3
			9	0	9
SEMESTER 2					
ENG	102	Composition and Argument	3	0	3
PSY	110	Introduction to Psychology	3	0	3
SWK	110	Introduction to Social Work	3	0	3
			9	0	9
SEMESTER 3					
COMM	110	Public Speaking	3	0	3
SOC	200	Race, Ethnicity, and Minorities	3	0	3
SWK	200	Social Welfare Policy	3	0	3
			9	0	9
SEMESTER 4					
SWK	205	Case Management for Human Services Professionals	3	0	3
SWK	215	Human Services Practicum	1	7	2
XXX	XXX	Social Science Elective	3	0	3
			7	7	8
					35

Social Science Elective: CRJ 102, CRJ 105, SOC 130

Sciences Division

Division Phone Number: (513) 569-1700

Sciences Division faculty are prepared for and dedicated to fulfilling the following divisional goals:

- Teaching the principles of physics, chemistry, and mathematics considered basic to successful studies in science-dependent fields such as engineering technologies, health technologies, science and health laboratory sciences, or technical business services.
- Teaching the principles of physics, chemistry, and mathematics considered essential to successful science studies within liberal arts programs.
- Providing in-depth instruction which prepares students for bachelor's degree studies in scientific or mathematical fields after obtaining an Associate of Science degree at Cincinnati State.

The Sciences Division is committed to the integration of language and critical thinking skills, mathematics, and the understanding of scientific principles to provide a comprehensive problem-solving approach to learning.

The Sciences Division emphasizes laboratory experiences, particularly in the laboratory-based chemistry and physics departments. Through observation and manipulation of laboratory materials, students gain genuine understanding of physical laws, concepts, and hypotheses and have opportunities to learn to use their own ingenuity while investigating and reporting on scientific issues and phenomena.

Mathematics and Science Readiness

Enrollment in mathematics and science courses is based on a student's readiness, which is determined at the admissions process through assessment testing and advisor interviews. Students who need to enhance skills prior to enrolling in college-level courses are assisted in selecting the appropriate Academic Foundations courses described elsewhere in this catalog. As a result, students enhance their opportunities for success in their mathematics and sciences courses.

Cooperative Education

The Sciences Division shares Cincinnati State's commitment to cooperative education as an integral part of the curriculum. Cooperative education allows students to apply concepts learned in the classroom with practical, hands-on experience in real work environments. In some cases, degree-seeking students with prior work experience related to their post-baccalaureate career goals may be eligible to receive credit through the standard College procedures for granting advanced standing credit. The program chair and cooperative education coordinator must approve all substitutions in advance.

For eligibility requirements, co-op registration policies, and other issues related to cooperative education, please refer to the "Cooperative Education" section of the catalog.

Transfer Module

The Ohio Board of Regents developed the transfer module to facilitate transfer of credits from one Ohio public college or university to another. The transfer module contains 36 to 40 semester hours of course credits in the areas of English, mathematics, arts and humanities, social and behavioral sciences, natural and physical sciences, and interdisciplinary studies. A transfer module completed at one college or university automatically meets the requirements for the transfer module at another college or university once the student is admitted. For additional information, see the "State of Ohio Policy for Institutional Transfer" and the "Transfer Module" sections of this catalog.

The Associate of Science degree contains all of the required courses for the transfer module. Students who transfer to an Ohio public university for baccalaureate degrees will find that an Associate of Science degree leads to preferential consideration at the receiving institution.

Associate of Science (ASCI)

Program Chair: TBD
Co-op Coordinator: Jayne Martin Dressing

Cincinnati State offers the Associate of Arts and Associate of Science degrees, which are often called "university parallel degrees" or "transfer degrees," because they provide the first two years of a bachelor's degree program. The primary purpose of the Associate of Arts and Associate of Science degrees is to prepare students for transfer to a four-year college or university. Students who earn these degrees and have an overall grade point average of 2.0 or better are given preferential consideration for admission to Ohio public universities.

The Associate of Science degree is for students who desire to pursue a bachelor's degree by completing the first two years at Cincinnati State in program areas such as:

- Biology
- Chemistry
- Education
- Mathematics
- Meteorology
- Physics
- Pre-Dentistry
- Pre-Medicine
- Pre-Optometry
- Pre-Pharmacy
- Pre-Veterinary Medicine
- Zoology

Students who seek the Associate of Arts or Associate of Science degree need to be familiar with the requirements for the bachelor's degree at the institution where they intend to complete their studies. Students work with a Cincinnati State faculty advisor to develop a planned curriculum of required and elective courses. This plan should allow a full-time student to transfer to the desired four-year institution at junior status after two years or less. Students who need additional preparation or attend part-time may take longer than two years to complete their degree requirements.

Associate of Science Degree Requirements

English Composition:	6 credits
Mathematics:	6 credits
Oral Communication:	3 credits
Social/Behavioral Sciences:	12 credits
Arts/Humanities:	9 credits
Natural/Physical Sciences:	12 credits
Cooperative Education:	4 credits - Students are required to complete course HUM 190 and consult with the co-op coordinator to select additional co-op courses
Electives:	12 credits - In consultation with an advisor, students select courses which meet general and programmatic requirements of the institution where they plan to complete a bachelor's degree.
Total:	**64 credit hours minimum**

Courses That Meet Associate of Science Requirements

Students in the Associate of Arts and Associate of Science programs complete the Ohio Transfer Module as part of their degree.

ENGLISH COMPOSITION — **6 credits**

ENG 101	English Composition	3
ENG 102	Composition and Argument	3
ENG 103	Composition and Literature	3
ENG 104	Composition and Technical Communication	3
ENG 105	Composition and Business Communication	3

MATHEMATICS — **6 credits**

Note: In addition to completing Academic Foundations math classes indicated by COMPASS® placement results, students must complete MAT 121 or MAT 130 or MAT 150 before enrolling in any of the classes listed. Prerequisite MAT classes will count as elective credit. The courses below are Transfer Module courses.

Recommended Courses

MAT 151	College Algebra	4
MAT 152	Trigonometry	4
MAT 153	Pre-Calculus	6
MAT 210	Business Calculus	5
MAT 251	Calculus 1	5
MAT 252	Calculus 2	5
MAT 253	Calculus 3	5

Additional Options

MAT 131	Statistics 1	3
MAT 132	Statistics 2	3

ORAL COMMUNICATION — **3 credits**

COMM 110	Public Speaking	3

SOCIAL/BEHAVIORAL SCIENCES — **12 credits**

Choose 3 hours from list A, 3 hours from list B, 3 additional hours from lists A or B, and 3 additional hours from lists A, B, or C. Education (EDU) courses shown in List C in the Arts and Humanities area can be used as List C courses in either the Social and Behavioral Sciences area or the Arts and Humanities area.

List A

GEO 105	World Regional Geography: The Americas, Europe, and Oceania	3
GEO 110	World Regional Geography: Asia, Africa, and the Middle East	3
GEO 115	Cultural Geography	3
HST 101	World History: First Civilizations to 1500	3
HST 102	World History: 1500 to Present	3
HST 111	American History: Early Settlers to 1877	3
HST 112	American History: 1877 to Present	3
HST 121	African American History: Origins to 1877	3
HST 122	African American History: 1877 to Present	3
HST 130	History of Africa	3
LBR 105	Introduction to Labor and Employee Relations	3
POL 101	Introduction to American Government	3
POL 102	Introduction to Comparative Governments and Political Systems	3

List B

ECO 105	Principles of Microeconomics	3
ECO 110	Principles of Macroeconomics	3
PSY 110	Introduction to Psychology	3
PSY 200	Abnormal Psychology	3
PSY 205	Child Development	3
PSY 210	Adolescent Development	3
PSY 215	Adult Development	3
PSY 220	Social Psychology	3
PSY 225	Lifespan Development	3
SOC 105	Introduction to Sociology	3
SOC 110	Social Problems	3
SOC 115	Marriage and the Family	3
SOC 130	Sociology of Aging	3
SOC 140	Sociology of Gender	3

List C

ADC 100	Drugs in Society	3
ADC 105	Addiction, Counseling and Diversity	3
ADC 110	Pharmacology of Addiction	3
ADC 115	Ethics in Addiction Treatment	3
ADC 120	Addiction Screening, Assessment, & Treatment	3
ADC 125	Relapse, Treatment, and Prevention	3
ADC 205	Addiction Studies Practicum	2
CRJ 102	Juvenile Delinquency	3
CRJ 105	Introduction to Criminal Justice	3
CRJ 110	Introduction to Policing	3
CRJ 115	Introduction to Corrections	3
CRJ 120	Introduction to Courts	3
CRJ 125	Criminology	3
CRJ 130	Criminal Investigation Skills	3
CRJ 135	Criminal Law	3
POL 100	Democracy in Action: Making your Voice and Vote Count	3
PSY 100	Applied Psychology: Human Relations	3
PSY 102	Applied Psychology: Stress Management	3
SOC 200	Race, Ethnicity, and Minorities	3
SPT 100	Introduction to Sport Management	3
SPT 105	Sport in Society	3
SPT 110	Principles of Coaching	3
SPT 115	Ethics in Sport	3
SPT 120	Sport Marketing	3
SWK 110	Introduction to Social Work	3
SWK 200	Social Welfare Policy	3
SWK 205	Case Management for Human Services Professionals	3

ARTS AND HUMANITIES — **9 credits**

Choose 3 hours from list A, 3 hours from list B, 3 additional hours from lists A or B, and 3 additional hours from lists A, B, or C. Education (EDU) courses can be used as List C courses in either the Social and Behavioral Sciences area or the Arts and Humanities area.

List A

ART 110	Introduction to Art	3
ART 111	Art History: Ancient to Medieval Periods	3
ART 112	Art History: Renaissance to the Present	3
COMM 130	Introduction to Film Studies	3
MUS 101	Music History: Middle Ages to Late 19th Century	3
MUS 102	Music History: 20th Century	3
MUS 105	Music History: African-American Music	3
MUS 110	Jazz Appreciation	3
MUS 115	Rock and Pop Music	3
THE 105	Theater Appreciation	3
THE 110	History of Theater	3

List B

LIT 200	Introduction to Literature	3
LIT 210	The Short Story	3
LIT 220	Poetry	3
LIT 230	Drama	3
LIT 240	The Novel	3
LIT 251	American Literature to 1865	3
LIT 252	American Literature since 1865	3
LIT 255	African-American Literature	3
LIT 261	British Literature: Medieval Period to 1800	3
LIT 262	British Literature: 1800 to Present	3
LIT 265	Shakespeare	3
LIT 270	Children's Literature	3
LIT 280	Science Fiction	3
LIT 285	Women Writers	3
PHI 105	Introduction to Philosophy	3
PHI 110	Ethics	3
REL 105	World Religions	3

List C

ART 120	Design History	3
ART 130	Photography	3
ART 141	Drawing 1	3
ART 142	Drawing 2	3
ART 143	Drawing 3	3
ART 150	Watercolor	3
ART 161	Sculpture 1	3
ART 162	Sculpture 2	3
COMM 105	Interpersonal Communication	3
COMM 115	Introduction to Journalism	3
COMM 120	Mass Media and Society	3
COMM 205	Small Group Communication	3
COMM 215	Journalism Practicum	2
CULT 105	Issues in Human Diversity	3
CULT 110	Social Issues in Technology	3
EDU 105	Introduction to Education	3
EDU 110	Educational Technology	3
EDU 200	Individuals with Exceptionalities	3
EDU 210	Learning in Childhood	3
ENG 100	English Principles: Grammar and Structure	3
ENG 131	Creative Writing: Poetry	3
ENG 132	Creative Writing: Fiction	3
ENG 134	Creative Writing: Writing for Children	3
FRN 101	Elementary French 1	4
FRN 102	Elementary French 2	4
FRN 201	Intermediate French 1	4
FRN 202	Intermediate French 2	4
ITP 101	Beginning ASL 1	3
ITP 102	Beginning ASL 2	3
ITP 201	Intermediate ASL 1	3
ITP 202	Intermediate ASL 2	3
ITP 251	Advanced ASL 1	3
ITP 252	Advanced ASL 2	3
MUS 100	Musical Concepts	3
MUS 131	Vocal Ensemble for Mixed Voices 1	1
MUS 132	Vocal Ensemble for Mixed Voices 2	1
REL 110	The Old Testament	3
REL 115	The New Testament	3
SPN 100	Spanish for the Professions	2
SPN 101	Elementary Spanish 1	4
SPN 102	Elementary Spanish 2	4
SPN 201	Intermediate Spanish 1	4
SPN 202	Intermediate Spanish 2	4
SPN 221	Spanish 1 for Business and Finance	4
SPN 222	Spanish 2 for Business and Finance	4
SPN 200	Spanish Conversation and Composition	4
THE 115	Acting	3
THE 120	Improvisational Acting	3
THE 130	Children's Theater in the Classroom	3
THE 140	Oral Interpretation of Literature	3
THE 240	Performance Practicum	1

NATURAL/PHYSICAL SCIENCE **12 credits**

Choose 8 hours from list A, and
4 additional hours from list A or B

List A

BIO 131	Biology 1	5
BIO 132	Biology 2	5
BIO 151	Anatomy and Physiology 1	4
BIO 152	Anatomy and Physiology 2	4
CHE 121 + CHE 131		
	General Chemistry 1 +	
	General Chemistry 1 Lab	4+1
	(must complete both courses as co-requisites)	
CHE 122 + CHE 132		
	General Chemistry 2 +	
	General Chemistry 2 Lab	4+1
	(must complete both courses as co-requisites)	
PHY 151	Physics 1: Algebra and Trigonometry Based	4
PHY 152	Physics 2: Algebra and Trigonometry Based	4
PHY 201	Physics 1: Calculus Based	5
PHY 202	Physics 2: Calculus Based	5

List B

BIO 111	Biology: Unity of Life	4
BIO 112	Biology: Diversity of Life (pending approval)	4
BIO 115	Human Genetics	3
BIO 117	Human Body in Health and Disease	3
BIO 210	Cross Sectional Anatomy	2
BIO 220	Microbiology	3
BIO 230	Pharmacology	3
BIO 240	Pathophysiology	3
BIO 250	Cell Biology	5
BIO 260	Genetics	5
BIO 270	Ecology	5
BIO 275	Animal Behavior	5
CHE 110	Fundamentals of General Chemistry	4
CHE 111	Bio-Organic Chemistry	4
CHE 201 + CHE 211		
	Organic Chemistry 1 +	
	Organic Chemistry 1 Lab	3+2
	(must complete both courses as co-requisites)	
CHE 202 + CHE 212		
	Organic Chemistry 2 +	
	Organic Chemistry 2 Lab	3+2
	(must complete both courses as co-requisites)	
PHY 121	Technical Physics 1	3
PHY 122	Technical Physics 2	3
PHY 150	Introduction to Physics	3
EVS 110	Environmental Science:	
	Conservation and Cleanup	4
EVS 120	Environmental Geology	4
EVS 130	Environmental Science:	
	Ecology and Ecosystems	4
PSC 105	Astronomy	4
PSC 110	Earth Science	4
PSC 115	Energy (approval pending)	3

COOPERATIVE EDUCATION **4 credits**

Seminar Required

HUM 190 Career Exploration Seminar 2

This course is a prerequisite to co-op or internship.

Co-op

Students must meet with the Co-op Coordinator at least one semester prior to beginning Co-op to discuss options and plan how to complete Co-op credits.

Co-op courses include HUM 191, HUM 192, HUM 194, HUM 195, HUM 291, HUM 294, HUM 296

ELECTIVES **12 credits**

Consult your advisor for help selecting electives.

Courses should be chosen to meet the requirements of the institution where you plan to earn your bachelor's degree. Any course in the list of requirements on previous pages may be used as an elective.

Note: If a student earns more than the required number of credits in any category (for example, by taking two 4-credit math courses), the additional credits will count towards the elective requirement.

Cincinnati State

2013-2014 Catalog

COURSE DESCRIPTIONS

Cooperative Education/Experiential Learning Courses

Each degree program that includes cooperative education and internship experiences has a set of assigned courses. All co-op and internship courses follow the model shown below. Each time a student registers for a co-op or intership experience, a different course number will be required.

- **Part-Time** co-op registration uses course numbers 191 through 196
- **Full-Time** co-op registration uses course numbers 291 through 293
- **Internship** registration uses course numbers 294 and 295

Within this Catalog only the first part-time co-op, full-time co-op, and/or internship course is listed for each program.

Clinical experience courses in various degree programs uses course numbers that are different from those shown here. All clinical courses are listed in the Catalog.

Students with questions about co-op registration should talk to their academic Program Chair or Cooperative Education Coordinator for additional information.

XXX 191 Part-Time Cooperative Education 1: Program Name 1-20-1
Students seeking an associate's degree participate in their first part-time field learning experience related to their degree. Students are expected to register for academic courses during the same semester. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.
Prerequisites: Varies by program

XXX 192 Part-Time Cooperative Education 2: Program Name 1-20-1
Students seeking an associate's degree participate in their second part-time field learning experience related to their degree. Students are expected to register for academic courses during the same semester. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.
Prerequisites: XXX 191

XXX 193 Part-Time Cooperative Education 3: Program Name 1-20-1
Students seeking an associate's degree participate in their third part-time field learning experience related to their degree. Students are expected to register for academic courses during the same semester. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.
Prerequisites: XXX 192

XXX 194 Part-Time Cooperative Education 4: Program Name 1-20-1
Students seeking an associate's degree participate in their fourth part-time field learning experience related to their degree. Students are expected to register for academic courses during the same semester. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.
Prerequisites: XXX 193

XXX 195 Part-Time Cooperative Education 5: Program Name 1-20-1
Students seeking an associate's degree participate in their fifth part-time field learning experience related to their degree. Students are expected to register for academic courses during the same semester. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.
Prerequisites: XXX 194

XXX 196 Part-Time Cooperative Education 6: Program Name 1-20-1
Students seeking an associate's degree participate in their sixth part-time field learning experience related to their degree. Students are expected to register for academic courses during the same semester. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.
Prerequisites: XXX195

XXX 291 Full-Time Cooperative Education 1: Program Name 1-40-2
Students seeking an associate's degree participate in their first full-time field learning experience related to their degree. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.
Prerequisites: Varies by program

XXX 292 Full-Time Cooperative Education 2: Program Name 1-40-2
Students seeking an associate's degree participate in their second full-time field learning experience related to their degree. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.
Prerequisites: XXX 291

XXX 293 Full-Time Cooperative Education 3: Program Name 1-40-2
Students seeking an associate's degree participate in their third full-time field learning experience related to their degree. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.
Prerequisites: XXX 292

XXX 294 Internship 1: Program Name 1-40-2
Students seeking an associate's degree participate in their first unpaid field learning experience related to their degree. Students must follow applicable policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.
Prerequisites: Varies by program

XXX 295 Internship 2: Program Name 1-40-2
Students seeking an associate's degree participate in their second unpaid field learning experience related to their degree. Students must follow applicable policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.
Prerequisites: XXX 294

ACC Accounting

ACC 101 Financial Accounting 2-2-3
An introduction to financial accounting and financial reporting for business entities. Topics include: the accounting cycle, inventories, cash, receivables, plant assets, current liabilities, stock transactions, long-term liabilities, and cash flows.
Prerequisites: None
Ohio Transfer Assurance Guide Approved

ACC 102 Managerial Accounting 2-2-3
An introduction to managerial accounting for business entities. Topics include: job-order and process costing, cost behavior and cost-volume-profit analysis, activity based costing, budgeting, standard costs, performance evaluation, relevant costs and capital budgeting.
Prerequisites: ACC 101
Ohio Transfer Assurance Guide Approved

ACC 110 Accounting Information Systems 2-0-2
A course on documentation, design, and operation of accounting information systems. Topics include: internal control, business processes, flowcharting, developing an accounting information system, and evaluating accounting software.
Prerequisites: ACC 101

ACC 115 Accounting Software Applications 0-3-1
A course on processing business transactions using computerized accounting software. Topics include: integrated accounting applications such as general ledger, accounts receivable, accounts payable, payroll, fixed assets and depreciation, and inventory.
Prerequisites: ACC 101

ACC 120 Computerized Bookkeeping: QuickBooks 0-3-1
A course on processing transactions for small businesses using QuickBooks software. Topics include: processing banking, customer, vendor, inventory, and payroll transactions; and generating and customizing financial reports.
Prerequisites: ACC 101

ACC 130 Payroll Procedures 2-0-2
A course on payroll accounting and procedures. Topics include: payroll regulations, gross pay, withholdings, and payroll tax returns.
Prerequisites: ACC 101

ACC 135 Financial Statement Analysis 2-0-2
A course on understanding and interpreting corporate annual reports. Topics include: trend analysis, common-size statements, and ratio analysis.
Prerequisites: ACC 101

ACC 140 Fund Accounting for Non-profit Organizations 2-0-2
A course on principles and practices of accounting for nonprofit organizations. Topics include: transaction analysis, appropriations, encumbrances, budgeting, and financial reporting.
Prerequisites: ACC 101

ACC 175 Federal Taxation: Individuals 3-0-3
A course on federal income taxation as it relates to individual taxpayers. Topics include: elements of the tax formula, tax issues associated with self-employment, and depreciation. Students prepare multiple tax returns and related schedules.
Prerequisites: None

ACC 180 Federal Taxation: Business 3-0-3
A course on federal income taxation as it relates to corporations, partnerships, and S corporations. Topics include: the elements of the tax formula, advanced tax issues, and property transactions. Students prepare multiple tax returns and related schedules.
Prerequisites: None

ACC 191 Part-Time Cooperative Education 1: Accounting 1-20-1
Students seeking an associate's degree participate in their first part-time field learning experience related to their degree. Students are expected to register for academic courses during the same semester. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.
Prerequisites: BUS 190

ACC 201 Intermediate Accounting 1 4-0-4
A course on theory and techniques of financial accounting. Topics include: preparing required financial statements and disclosures; accounting for cash, accounts and notes receivable, inventory, plant and equipment, and intangible assets; analyzing financial statements; and international standards.
Prerequisites: ACC 101

ACC 202 Intermediate Accounting 2 3-0-3
A continuation of ACC 201. Topics include: liabilities, stockholders' equity, investments, revenue recognition, income taxes, pension, leases, changes and disclosures in financial reporting, international standards, and analyzing financial statements.
Prerequisites: ACC 201

ACC 210 Cost Accounting 3-0-3
A course on principles and practices of cost accounting related to manufacturing and services businesses. Topics include: overhead rates, absorption and variable costing, job-order and process costing, standard costing and variance analysis, joint costs, cost allocations, and cost management.
Prerequisites: ACC 102

ACC 230 Professional Ethics for Accountants 2-0-2
A course on the ethical obligations of accountants. Topics include: codes of conduct of various professional accounting organizations, accounting scandals, and ethical decision-making.
Prerequisites: ACC 201

ACC 270 Auditing 3-0-3
A course on objectives and procedures of the auditing profession. Topics include: audit reports, auditing standards, professional ethics, evidence, materiality, internal control, planning, and audit testing.
Prerequisites: ACC 201

ACC 291 Full-Time Cooperative Education 1: Accounting 1-40-2
Students seeking an associate's degree participate in their first full-time field learning experience related to their degree. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.
Prerequisites: BUS 190

ADC Addiction Studies

ADC 100 Drugs in Society 3-0-3
A course on the use and abuse of durgs and alcohol. Topics include: causes of drug abuse, prevention, early intervention, and treatment programs.
Prerequisites: None

ADC 105 Addiction, Counseling, and Diversity 3-0-3
A survey of addiction studies, emphasizing the importance of cultural competency in substance abuse counseling.
Prerequisites: AFL 085 or appropriate placement test score, and ADC 100 or 15 RCHs and Program Chair consent

ADC 110 Pharmacology of Addiction 3-0-3
A course on psychological and physiological effects of mood-altering substances. Topics include: physical and psychological characteristics of addiction; drug tolerance, dependency, and withdrawal; cross addictions; and drug interactions.
Prerequisites: AFL 085 or appropriate placement test score, and ADC 100 or 15 RCHs and Program Chair consent

ADC 115 Ethics in Addiction Treatment 3-0-3
A course on ethical and legal issues in the field of substance abuse counseling. Topics include: the counselor as a professional, values and helping relationships, client rights and counselor responsibilities, and ethics and cultural sensitivity.
Prerequisites: AFL 085 or appropriate placement test score, and ADC 100 or 15 RCHs and Program Chair consent

ADC 120 Addiction Screening, Assessment, and Treatment 3-0-3
A course on systematic approaches to addiction counseling. Topics include: making appropriate referrals, using community resources, collaborating in the counselor/client relationship, and planning and implementing treatment.
Prerequisites: ADC 105, ADC 110

ADC 125 Relapse, Treatment, and Prevention 3-0-3
A course on factors that influence relapse in drug and alcohol abuse and best practices for preventing and treating relapse.
Prerequisites: ADC 105, ADC 110

AFL Academic Foundations – Language
AMT Aviation Maintenance Technology

ADC 200 Dual Diagnosis: Substance Abuse and Mental Illness 4-0-4
A course on co-occuring psychiatric and substance abuse disorders and their impact on the individual, family, and community. Topics include: differential diagnosis of chemical dependency and mental disorders; assessment strategies; intervention approaches; and working with clients with dual disabilities, including addicted trauma survivors.
Prerequisites: ADC 120

ADC 205 Addiction Studies Certificate Practicum 1-7-2
Students spend at least seven hours per week in a substance abuse/addiction facility that serves culturally, linguistically, and socio-economically diverse populations, under the supervision of a Licensed Certified Chemical Dependency Counselor, Licensed Independent Social Worker or other professional with a Master of Social Work degree.
Prerequisites: ADC 115, ADC 120, ADC 125

AFL Academic Foundations – Language

AFL 070 Essentials of Reading and Writing 5-0-5
A course on fundamentals of reading and writing in standard English. Students must earn a minimum grade of C to pass this course.
Prerequisites: None

AFL 080 Fundamentals of College Reading and Writing 5-0-5
A course that integrates reading and paragraph writing skills with strategies needed to succeed in other college courses. Students must earn a minimum grade of C to pass this course.
Prerequisites: None

AFL 085 Applications of College Reading and Writing 5-0-5
A course that integrates critical reading and essay writing skills with strategies needed to succeed in other college courses. Students must earn a minimum grade of C to pass this course.
Prerequisites: AFL 080 (minimum grade C) or appropriate placement test score

AFM Academic Foundations – Mathematics

AFM 075 Essentials of Mathematics 4-0-4
A course on using math skills to solve practical problems such as balancing a bank account, developing a personal budget, and comparison shopping. Topics include: whole numbers, decimals, and fractions. Students receive a course grade of Satisfactory or Unsatisfactory.
Prerequisites: None

AFM 090 Foundations of Basic Mathematics 4-0-4
A course on using basic arithmetic operations to solve problems in a variety of contexts. Topics include: whole numbers, fractions, percents, proportional reasoning, and simple linear equations. Students must earn a minimum grade of C to pass this course.
Prerequisites: AFM 075 or appropriate placement test score

AFM 095 Foundations of Basic Algebra 4-0-4
A course on investigating, representing, and solving problems with algebra. Topics include: literal equations; scientific notation; and algebraic, graphic, and numerical representation. Students must earn a minimum grade of C to pass this course.
Prerequisites: AFM 090 (minimum grade C) or appropriate placement test score

AGR Agriculture

AGR 100 Introduction to Urban Agriculture 2-3-3
A course on practices for cultivating, processing, and distributing food in or near a village, town, or city. Topics include: history and politics of urban agriculture, and urban farm design.
Prerequisites: None

AGR 105 Vegetable Crop Production 2-3-3
A course on concepts and skills for production of vegetable crops. Topics include: classification, identification, and culture of edible herbaceous plants for food production. Field trips are required.
Prerequisites: None

AGR 135 Fruit and Nut Production 2-3-3
A course on the classification, identification, and culture of fruit and nut trees and shrubs for food production. Field trips are required.
Prerequisites: None

AGR 140 Pest Management for Specialty Crops 2-3-3
A course on concepts and skills for identifying, diagnosing, and controlling common insect, disease, and weed pests in specialty crop production. Topics include: integrated pest management and organic farming.
Prerequisites: LH 110 and LH 120

AGR 150 Fall Production 0-6-3
A course on producing, harvesting, storing, and selling fall crops, with emphasis on sustainable agriculture techniques.
Prerequisites: None

AGR 155 Spring Production 0-6-3
A course on producing, harvesting, storing, and selling spring crops, with emphasis on sustainable agriculture techniques.
Prerequisites: None

AGR 160 Summer Production 0-6-3
A course on producing, harvesting, storing, and selling summer crops, with emphasis on sustainable agriculture techniques.
Prerequisites: None

AMT Aviation Maintenance Technology

AMT 100 Aviation Standard Practices 4-6-6
A course that uses FAA-approved instruction for foundation concepts and techniques in aviation maintenance. Topics include: fluid lines and fittings, materials and processes, and cleaning and corrosion control.
Prerequisites: AFL 085 or appropriate placement test score

AMT 105 Aircraft Orientation 2-5-4
A course on foundation concepts in aviation maintenance. Topics include: aircraft drawings, ground operations and servicing, mechanic privileges, and basic concepts of physics.
Prerequisites: AFL 085 or appropriate placement test score

AMT 110 Aircraft Electricity 3-3-4
A course that uses FAA-approved instruction for foundation concepts and techniques in aviation maintenance. Topics include: basic concepts of math, physics, and electricity; aircraft drawings; and maintenance forms and records.
Prerequisites: MAT 120

AMT 115 Aircraft Weight and Balance 3-3-4
A course on foundation concepts and techniques related to aircraft weight and balance. Topics include: maintenance forms and records, and maintenance publications.
Prerequisites: MAT 120

AMT 120 Aircraft Non-Metal Structures 3-4-5
A course on wood structures, aircraft covering, aircraft finishes, and inspection of bonded structures.
Prerequisites: AMT 105

AMT 125 Aircraft Metal Structures 3-5-5
A course on repairing and maintaining sheet metal structures. Topics include: selecting and installing rivets and fasteners, forming and bending sheet metal, and laying out repairs.
Prerequisites: AMT 100 and AMT 105

AMT 130 Aircraft Welding Processes 2-2-3
A course on welding of magnesium, titanium, aluminum, and steel in aircraft. The course does not prepare students for certification specific to welding.
Prerequisites: None

AMT 135 Aircraft Landing Gear Systems 3-5-5
A course on repairing and maintaining aircraft landing gear systems and hydraulic and pneumatic power systems.
Prerequisites: AMT 105 and MAT 121

AMT 140 Airframe Electrical Systems 4-4-6
A course on troubleshooting aircraft electrical systems and inspecting direct current generators.
Prerequisites: AMT 105 and AMT 110

AMT 145 Airframe Electronic Systems 2-1-2
A course on aircraft instrument systems and communication and navigation systems.
Prerequisites: AMT 105 and AMT 110

AMT 150 Airframe Systems 3-3-4
A course on systems for cabin atmosphere and control, position and warning, ice and rain control, fire protection, and aircraft fuel.
Prerequisites: AMT 100, AMT 105, and AMT 110

AMT 155 Airframe Assembly and Rigging 3-4-5
A course on balancing rigging, and inspecting primary and secondary flight controls of rotor and fixed wing aircraft.
Prerequisites: AMT 100, AMT 105, and MAT 121

AMT 160 Airframe Inspection 1-3-2
A course on inspection of airframes and sheet metal structures, repair of sheet metal structures, and conformity inspections on rotor and fixed wing aircraft.
Prerequisites: AMT 105 and AMT 115

AMT 191 Part-Time Cooperative Education 1: Aviation Maintenance Technology 1-20-1
Students seeking an associate's degree participate in their first part-time field learning experience related to their degree. Students are expected to register for academic courses during the same semester. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.
Prerequisites: AMT 100

AMT 200 Engine Instruments and Electrical Systems 4-3-5
A course that uses FAA-approved instruction for concepts and techniques in engine instrument systems, engine fire protection systems, and engine electrical systems.
Prerequisites: AMT 105 and AMT 110

AMT 201 Powerplant Maintenance 1 6-4-8
A course that uses FAA-approved instruction for concepts and techniques in inspection and repair of radial engines; overhaul of reciprocation engines; and inspection, check, service and repair of reciprocating engines and engine systems.
Prerequisites: AMT 100 and AMT 105

AMT 202 Powerplant Maintenance 2 5-5-7
A continuation of AMT 201, using FAA-approved instruction for concepts and techniques in installation, troubleshooting, and removal of reciprocating engines; overhaul of turbine engines; and induction and engine airflow systems.
Prerequisites: AMT 201

AMT 203 Powerplant Maintenance 3 4-2-5
A continuation of AMT 202, using FAA-approved instruction in the subject areas of inspection, check, service, and repair of turbine engines and turbine engine installations; installation, troubleshooting, and removal of turbine engines; performing powerplant conformity and airworthiness inspection; engine exhaust and reverser systems; unducted fans; and auxiliary power units.
Prerequisites: AMT 202

AMT 205 Starting and Ignition Systems 3-4-5
A course that uses FAA-approved instruction for concepts and techniques in ignition and starting systems for reciprocating and turbine aircraft engines. Topics include: inspection, troubleshooting, and repair.
Prerequisites: AMT 105 and AMT 110

AMT 210 Engine Fuel and Lubrication Systems 5-5-7
A course that uses FAA-approved instruction for concepts and techniques in lubrication systems, fuel metering systems, and engine fuel systems.
Prerequisites: AMT 100 and AMT 105

AMT 215 Aircraft Propellers 2-2-4
A course that uses FAA-approved instruction for concepts and techniques in removal, installation, inspection, and repair of fixed and variable pitch aircraft propellers and propeller governing systems.
Prerequisites: AMT 105 and AMT 115

AMT 271 Avionics 1 3-2-4
A course on concepts and skills for repair of avionics equipment. Topics include: procedures used by air carriers and repair stations; avionics publications, forms, and records; tools and equipment; buildup of wire bundles; review of Boolean Algebra; and ARINC codes.
Prerequisites: AMT 155

AMT 272 Avionics 2 3-2-4
A continuation of AMT 271. Topics include: logic gates, troubleshooting analog and digital electronic systems to line replicable units, amplifier theory, on-board navigation and maintenance computer systems, and intercom and passenger entertainment systems.
Prerequisites: AMT 271

AMT 291 Full-Time Cooperative Education 1: Aviation Maintenance Technology 1-40-2
Students seeking an associate's degree participate in their first full-time field learning experience related to their degree. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.
Prerequisites: AMT 100

AMT 294 Internship 1: Aviation Maintenance Technology 1-40-2
Students seeking an associate's degree participate in their first unpaid field learning experience related to their degree. Students must follow applicable policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.
Prerequisites: AMT 100

ART Art

ART 110 Introduction to Art 3-0-3
Study of visual artistic expression in Western culture from ancient times to the present. Topics include: examining painting, sculpture, architecture, and other media for their style, function, and relationship to the historical and cultural developments of the period.
Prerequisites: None
Ohio Transfer Module Approved

ART 111 Art History: Ancient to Medieval Periods 3-0-3
A survey of world art including major works of painting, sculpture, and architecture of the Ancient and Medieval periods.
Prerequisites: None
Ohio Transfer Module Approved
Ohio Transfer Assurance Guide Approved

ART 112 Art History: Renaissance to the Present 3-0-3
A survey of world art including major works of painting, sculpture, and architecture of the Renaissance, Baroque, and Modern periods.
Prerequisites: None
Ohio Transfer Module Approved
Ohio Transfer Assurance Guide Approved

ART 120 Design History 3-0-3
A course on historical trends in two-dimensional and three-dimensional design. Topics include: key developments and contributors, design language, and effective description of design concepts in written and spoken communication. Students must co-register for a designated section of ENG 102.
Prerequisites: ENG 101 (minimum grade C)
Corequisites: ENG 102 (instructor-designated section)

ART 130 Photography 2-3-3
A course on fundamentals of photography for personal and professional expression, using film-based 35mm cameras.
Prerequisites: None

ART 141 Drawing 1 2-2-3
A course on fundamental techniques of drawing in pencil and other media, emphasizing visual observation and realistic expression.
Prerequisites: None
Ohio Transfer Assurance Guide Approved

ART 142 Drawing 2 2-2-3
A continuation of ART 141, emphasizing drawing the human figure.
Prerequisites: ART 141
Ohio Transfer Assurance Guide Approved

ART 143 Drawing 3 2-2-3
A continuation of ART 142, emphasizing independent development of a cohesive body of work using traditional and non-traditional drawing media and tools.
Prerequisites: ART 142 or instructor consent

AUTO Automotive Service Management
AVP Audio/Video Production

ART 145 Drawing with Pastels and Colored Pencils 2-2-3
A course on fundamental techniques of drawing, using a variety of pastels and colored pencils to demonstrate understanding of color theory.
Prerequisites: ART 141 or instructor consent

ART 150 Watercolor 2-2-3
A course on fundamental principles and techniques of watercolor painting. Topics include: basic tools, color theory, brush techniques, styles, and framing and matting.
Prerequisites: None

ART 161 Sculpture 1 2-3-3
A course on fundamental techniques of sculpture using clay and other materials.
Prerequisites: None

ART 162 Sculpture 2 2-3-3
A continuation of ART 161, emphasizing envisioning and creating three-dimensional art works.
Prerequisites: ART 161

AUTO Automotive Service Management

AUTO 100 Introduction to Automotive Technology 2-3-3
A course on foundation concepts of the automotive industry. Topics include: safety practices, shop equipment and tools, vehicle subsystems, service publications, fasteners, professional responsibilities, and automotive maintenance.
Prerequisites: None

AUTO 111 Engine Repair 1 2-3-3
A course on internal combustion engines. Topics include: engine classification, disassembly, inspection, measurement and identification of parts, failure analyses, reassembly, and tools and procedures used in the engine rebuilding process.
Prerequisites: AUTO 100

AUTO 112 Engine Repair 2 2-3-3
A continuation of AUTO 111, emphasizing replacing a complete engine and replacing an engine with short or long blocks. Topics include: engine cooling systems, timing chain and belt replacement, valve adjustment, internal and external leak repair, and engine noise diagnosis.
Prerequisites: AUTO 111

AUTO 120 Automatic Transmission and Transaxle 2-3-3
A course on operation, diagnosis, service, and repair of automatic transmissions and transaxles. Topics include: transmission pressure testing; scan tool testing; transmission replacement, disassembly, and reassembly; inspection of parts; and troubleshooting various systems.
Prerequisites: AUTO 100 and AUTO 161

AUTO 130 Manual Drive Train and Axles 2-3-3
A course on operation, diagnosis, service, and repair of manual transmissions, transaxles, and drivelines. Topics include: clutch, driveshaft, universal joint, constant velocity joint, final drive, transfer case, and locking hub assemblies.
Prerequisites: AUTO 100 and AUTO 161

AUTO 140 Suspension and Steering 2-3-3
A course on operation, diagnosis, service, and repair of steering and suspension systems. Topics include: wheels and tires, front and rear suspension systems for front-wheel drive and rear-wheel drive vehicles, and wheel alignment angles.
Prerequisites: AUTO 100 and AUTO 161

AUTO 150 Brakes 2-3-3
A course on operation, diagnosis, service, and repair of automotive braking systems. Topics include: hydraulic, mechanical, and anti-lock braking systems; power assist units; and machine operations of drums and rotors.
Prerequisites: AUTO 100 and AUTO 161

AUTO 161 Electrical/Electronic Systems 1 2-3-3
A course on systematic diagnosis and repair of basic automotive electrical circuits. Topics include: Ohm's law, interpreting wiring schematics, step-by-step testing procedures, starting and charging systems, and automotive component testing.
Prerequisites: None

AUTO 162 Electrical/Electronic Systems 2 2-3-3
A continuation of AUTO 161. Topics include: wiring schematic interpretation, diagnosis, and repair of driver information systems, cruise control systems, motor driven accessories, heated glass, and electronic body control systems.
Prerequisites: AUTO 100 and AUTO 161

AUTO 170 Heating and Air Conditioning 2-3-3
A course on diagnosis, service, and repair of automotive air conditioning and heating systems. Topics include: performance testing, pressure and leak testing, electrical and mechanical controls, compressors, clutches, safety devices, and ozone-safe service.
Prerequisites: AUTO 100 and AUTO 161

AUTO 181 Engine Performance 1 2-3-3
A course on engine performance diagnostics and fuel injection and ignition systems. Topics include: evaluation of basic engine mechanical system through vacuum, cylinder power balance, compression, and cylinder leakage testing.
Prerequisites: AUTO 111 and AUTO 161

AUTO 182 Engine Performance 2 2-3-3
A continuation of AUTO 181. Topics include: On-Board Diagnostics systems, scan tools that retrieve diagnostic codes and data, diagnostic flow charts, and testing and replacing computer sensor inputs and computer-controlled output components.
Prerequisites: AUTO 181

AUTO 191 Part-Time Cooperative Education 1: Automotive 1-20-1
Students seeking an associate's degree participate in their first part-time field learning experience related to their degree. Students are expected to register for academic courses during the same semester. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.
Prerequisites: BUS 190

AUTO 291 Full-Time Cooperative Education 1: Automotive 1-40-2
Students seeking an associate's degree participate in their first full-time field learning experience related to their degree. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.
Prerequisites: BUS 190

AVP Audio/Video Production

AVP 100 Introduction to Audio/Video Production 4-1-4
A course on foundation principles of videography and lighting, audio and sound design, and video editing and post production. Topics include: industry vocabulary, workflow, and professional practices.
Prerequisites: AFL 085 and AFM 095, or appropriate placement test scores

AVP 110 Videography: Single Camera Production and Lighting 2-3-3
A course on concepts and techniques for single camera video production. Topics include: industry terminology, pre-production and planning, camera types and formats, shot composition, and use of gripping and support equipment.
Prerequisites: AVP 100, MID 110, MID 115 (minimum grade C for all)

AVP 120 Digital Video Editing 2-3-3
A course on non-linear digital video editing, with additional focus on storytelling and production workflow. Topics include: session set up, media management and acquisition, basic editing techniques, and output and delivery.
Prerequisites: AVP 110 (minimum grade C)

AVP 130 Audio: Editing and Mixing 2-3-3
A course on concepts and techniques for digital audio editing and mixing using ProTools HD and LE systems. Topics include: session set-up, routing, signal flow, equalization, dynamics control, and delivery.
Prerequisites: AVP 100, MID 110, MID 115 (minimum grade C for all)

AVP 191 Part-Time Cooperative Education 1: Audio/Video Production 1-20-1
Students seeking an associate's degree participate in their first part-time field learning experience related to their degree. Students are expected to register for academic courses during the same semester. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.
Prerequisites: MID 190

AVP 210 Videography: Multi Camera Production and Lighting 2-3-3
A course on concepts and techniques for multi camera video production. Topics include: industry terminology, pre-production and planning, camera types and formats, shot composition, and use of gripping and support equipment.
Prerequisites: AVP 110 (minimum grade C)

AVP 220 Video Editing and Compositing 2-3-3
A course on advanced concepts and techniques for video editing. Topics include: text and motion graphics, composting, color correction, keyframing, and multi-camera editing and effects.
Prerequisites: AVP 120 (minimum grade C)

AVP 230 Audio: Production and Sound Design 2-3-3
A course on advanced concepts and techniques for audio production. Topics include: voice recording and direction, sound effects creation, music and editing, and mix-to-picture techniques.
Prerequisites: AVP 130 (minimum grade C)

AVP 240 Motion Graphics and Compositing: After Effects 2-3-3
A course on professional techniques for using Adobe After Effects in video post-production of movies and commercials.
Prerequisites: GRD 210, GRD 215, or GRD 220 (minimum grade C for all)

AVP 250 Video Editing: Alternate Platforms 1-2-2
A course on varieties of industry-standard software and hardware used for video editing.
Prerequisites: AVP 220 (minimum grade C)

AVP 255 Lighting Techniques 1-2-2
A course on advanced lighting techniques. Topics include: principles of electricity, color theory, and gripping and lighting for various digital media formats.
Prerequisites: AVP 210 (minimum grade C)

AVP 260 Color Grading, Correction and Continunity 1-2-2
A course on techniques for color correction and color grading. Topics include: balance and continuity, and creating emotional and special effect.
Prerequisites: AVP 220 (minimum grade C)

AVP 265 Video Compression and DVD Authoring 1-2-2
A course on techniques for video compression and DVD authoring. Topics include: past and current video file CODEC and format types, and file delivery and compatibility.
Prerequisites: AVP 220 (minimum grade C)

AVP 270 Audio Editing: Alternate Platforms 1-2-2
A course on varieties of industry-standard software and hardware used for audio editing.
Prerequisites: AVP 230 (minimum grade C)

AVP 275 Audio Mixing: 5.1 Surround Sound 1-2-2
A course on advanced mix techniques using five-channel (5.1) surround sound. Topics include: bass management, recording for surround, and final output.
Prerequisites: AVP 230 (minimum grade C)

AVP 280 Multi Track Recording 1-2-2
A course on techniques for multi-track recording from pre-production through final mix. Topics include: session flow and management, microphone placement, and mixing techniques.
Prerequisites: AVP 230 (minimum grade C)

AVP 285 Audio/Video Production Independent Final Project 2-3-3
Qualified students work individually or with an approved team from concept to completion on a media production project, and present the results to reviewers. Topic and outline must be presented to a jury of instructors, and approved prior to course registration. Students who do not successfully complete the course may make one additional attempt.
Prerequisites: Audio/Video Production Program Chair consent, and minimum 3.0 GPA
Instructor Consent Required

AVP 290 Audio/Video Production Capstone 2-3-3
Qualified students work in structured teams to develop audio and video deliverables for an external client, and present the results to reviewers. Activities include audience, client, and market analysis; and all phases of production including pre- and post. Students who do not successfully complete the course may make one additional attempt.
Prerequisites: Audio/Video Program Chair consent, and minimum 2.5 GPA
Instructor Consent Required

AVP 291 Full-Time Cooperative Education 1: Audio/Video Production 1-40-2
Students seeking an associate's degree participate in their first full-time field learning experience related to their degree. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.
Prerequisites: MID 190

AVP 294 Internship 1: Audio/Video Production 1-40-2
Students seeking an associate's degree participate in their first unpaid field learning experience related to their degree. Students must follow applicable policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.
Prerequisites: MID 190

BIO Biology

BIO 100 Integrated Biology and Skills for Success in Science 5-3-6
A course on scientific, mathematical, and laboratory skills needed for success in anatomy and physiology courses required for Health and Public Safety majors, as well as science courses in all majors. Topics include: biologic processes, biochemical principles, math fundamentals, and introductory lab skills. Students must pass a comprehensive competency exam.
Prerequisites: AFL 085 or appropriate placement test score

BIO 111 Biology: Unity of Life 3-2-4
A course on characteristics shared by all living organisms. Topics include: the nature of science, chemistry of life, cell biology, energetics and biochemical pathways, cell division, genetics, molecular biology, and the origin of life.
Prerequisites: AFL 085 and AFM 095, or appropriate placement test scores
Ohio Transfer Module Approved

BIO 112 Biology: Diversity of Life 3-2-4
A continuation of BIO 111. Topics include: taxonomy and evolution of animals, plants, fungi, protists, bacteria, and viruses; animal behavior; ecology; population growth; and conservation biology.
Prerequisites: BIO 111 (minimum grade C)
Ohio Transfer Module Approval Pending

BIO 115 Human Genetics 3-0-3
A course on human traits, genetic conditions, and inheritance. Topics include: DNA structure, patterns of inheritance, meiosis, karyotypes, genetic engineering, and societal implications of an individual's genetic identity.
Prerequisites: AFM 095 or appropriate placement test score, and BIO 100 or BIO 111 or BIO 131 or BIO 151, or HS Biology within the last 7 years (minimum grade C for all)

BIO 117 Human Body in Health and Disease 3-0-3
A course on the structure and function of disease in the human body. Topics include: principles of disease, diseases of specific body systems, normal function contrasted with dysfunction, and common symptoms and treatments for diseases.
Prerequisites: AFM 095 or appropriate placement test score, and BIO 100 or BIO 111 or BIO 131 or BIO 151, or HS Biology within the last 7 years (minimum grade C for all), or BMT 151

BIO 131 Biology 1 4-3-5
A course on the chemistry of life. Topics include: cellular structure and function; characteristics of life; theory of evolution; understanding DNA and its role in heredity, regulation of biological systems, bioenergetics and biochemical pathways; and current developments in biotechnology.
Prerequisites: BIO 111 (minimum grade C) or high school Biology within past 7 years (minimum grade C)
Ohio Transfer Module Approved
Ohio Transfer Assurance Guide Approved

BIO 132 Biology 2 4-3-5
A continuation of BIO 131. Topics include: scientific theory, history of scientific discovery, evolutionary principles, form and function of living organisms, biological classification, behavior of organisms and their relationships to biological systems, ecological systems, applications of biology, and sustainability.
Prerequisites: BIO 131 (minimum grade C)
Ohio Transfer Module Approved
Ohio Transfer Assurance Guide Approved

BMT Biomedical Equipment and Information Systems Technology
BPA Business Programming and Systems Analysis

BIO 151 Anatomy and Physiology 1 3-2-4
A course on the structure and function of the human body. Topics include: orientation to anatomy and physiology; cellular function; tissues; special senses; and integumentary, skeletal, muscular, and nervous systems.
Prerequisites: BIO 100 or BIO 111 and CHE 100 or CHE 110, or high school Biology and Chemistry within the past 7 years (minimum grade C for all)
Ohio Transfer Module Approved
Honors Sections Offered

BIO 152 Anatomy and Physiology 2 3-2-4
A continuation of BIO 151. Topics include: endocrine, cardiovascular, immune, respiratory, digestive, urinary, and reproductive systems; metabolism; fluid and electrolyte balance; and human growth and development.
Prerequisites: BIO 151 (minimum grade C)
Ohio Transfer Module Approved
Honors Sections Offered

BIO 210 Cross Sectional Anatomy 1-2-2
A course on sectional anatomy of major human structures including the head, neck, thorax, abdomen, pelvis and extremities; and organ relationships in the axial, coronal, and sagittal planes.
Prerequisites: BIO 152 (minimum grade C)

BIO 220 Microbiology 2-3-3
A course on microbiology and infectious disease. Topics include: microbial taxonomy and identification, microbial cell structure, microbial genetics, metabolism, biotechnology, epidemiology, and immunology.
Prerequisites: BIO 132 or BIO 151 (minimum grade C for either)

BIO 230 Pharmacology 3-0-3
A course on clinical drug categories and therapies. Topics include: pharmacokinetics; pharmacodynamics; drug classes and schedules; drug approval and regulation; modes of administration; and indications, mechanism of action, and adverse effects.
Prerequisites: BIO 152 (minimum grade C)

BIO 240 Pathophysiology 3-0-3
A course on fundamental clinical concepts of disease processes. Topics include: terminology, clinical presentations, manifestations, and diagnostic and therapeutic activities.
Prerequisites: BIO 152 (minimum grade C)
Ohio Transfer Assurance Guide Approved

BIO 250 Cell Biology 3-4-5
A course on the structure and function of cells. Topics include: cell structure and organelles, membrane function, cell respiration and photosynthesis, intracellular transport, cell to cell communication, and cell division.
Prerequisites: BIO 132 and CHE 100 or CHE 110 (minimum grade C for all)

BIO 260 Genetics 3-4-5
A course on mechanisms of heredity and genetics. Topics include: DNA and chromosome structure, transcription and gene regulation, replication and cell division, patterns of inheritance, genetic recombination, mutations and their repair, and genetics of cancer development and evolution.
Prerequisites: BIO 131 and CHE 100 or CHE 110 (minimum grade C for all)

BIO 270 Ecology 3-4-5
A course on interrelationships between organisms and their natural environments. Topics include: ecology and evolution; population ecology, density, dispersion, and dispersal; metapopulations; competition and predation; community structure, succession, and nutrient cycling; and sustainability.
Prerequisites: BIO 132 or BIO 152, and CHE 100 or CHE 110 (minimum grade C for all)

BIO 275 Animal Behavior 3-4-5
A course on the diversity of animal behaviors examined from mechanistic, ecological and evolutionary perspectives. Topics include: genetic, physiological, neural, and developmental bases of behavior; animal learning and social behavior; predator-prey interaction; and communication, reproduction, mating, and parental systems.
Prerequisites: BIO 132 or BIO 270, and CHE 100 or CHE 110 (minimum grade C for all)

BMT Biomedical Equipment and Information Systems Technology

BMT 151 Biomedical Instrumentation 1 3-3-4
A course on the role of the biomedical engineering technician. Topics include: hospital organization and regulations, professional certifications, safety, and medical devices.
Prerequisites: AFM 090 or appropriate placement test score

BMT 191 Part-Time Cooperative Education 1: Biomedical Equipment and Information Systems Technology 1-20-1
Students seeking an associate's degree participate in their first part-time field learning experience related to their degree. Students are expected to register for academic courses during the same semester. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.
Prerequisites: BMT 151, CIT 190

BMT 252 Biomedical Instrumentation 2 3-2-4
A continuation of BMT 151. Topics include: medical device maintenance, technology management, patient and surgical monitoring, and test equipment.
Prerequisites: BMT 151, EET 122, and EET 132

BMT 253 Biomedical Instrumentation 3 3-2-4
A continuation of BMT 252. Topics include: complex medical devices, imaging equipment, medical technology management, equipment malfunction, and globalization.
Prerequisites: BMT 252, EET 210, and EET 251

BMT 291 Full-Time Cooperative Education 1: Biomedical Equipment and Information Systems Technology 1-40-2
Students seeking an associate's degree participate in their first full-time field learning experience related to their degree. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.
Prerequisites: BMT 151, CIT 190

BMT 294 Internship 1: Biomedical Equipment and Information Systems Technology 1-40-2
Students seeking an associate's degree participate in their first unpaid field learning experience related to their degree. Students must follow applicable policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.
Prerequisites: BMT 151, CIT 190

BPA Business Programming and Systems Analysis

BPA 130 Business Systems Analysis and Design 2-3-3
An introductory course on business systems analysis within the framework of the system development life cycle. Topics include: business case analysis, requirement gathering, requirement modeling, enterprise modeling, and development strategies.
Prerequisites: AFL 085 and AFM 095 or appropriate placement test scores

BPA 191 Part-Time Cooperative Education 1: Business Programming and Systems Analysis 1-20-1
Students seeking an associate's degree participate in their first part-time field learning experience related to their degree. Students are expected to register for academic courses during the same semester. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.
Prerequisites: CIT 190

BPA 211 Business Application Development 1: RPGLE/DB2 3-3-4
A course on the IBM operating system and utilities including DB2, Control Language, Query, SDA, and SQL. Topics include: RPGLE utilization of forms/specifications, language operation codes and special functions used to generate reports, and transaction level file maintenance.
Prerequisites: IT 102

BPA 212 Business Application Development 2: RPGLE/DB2 3-3-4
A continuation of BPA 211. Topics include: RPGLE procedural programming including arrays/list processing, interactive applications, and subfiles; interactive and embedded SQL; and ILE programming through service programs to address introductory cross-platform programming.
Prerequisites: BPA 211

BPA 230 Mobile Application Development 3-2-4
A course on designing and programming applications for current mobile devices. Topics include: GUI programming application structure; and considerations related to network, database, video, GPS sensors, and multi-touch.
Prerequisites: IT 161

BPA 240 Emerging Technologies: Web and Mobile Applications 3-3-4
A course on emerging technologies in software and applications development for the Web and mobile devices.
Prerequisites: BPA 230

BPA 290 Business Programming and Systems Analysis Capstone 3-3-4
Students work on a team project that demonstrates mastery of skills gained throughout their degree studies. Topics include: analyzing requirements, determining an IT solution, and implementing an IT solution.
Prerequisites: BPA 211, IT 161, and IT 210

BPA 291 Full-Time Cooperative Education 1: Business Programming and Systems Analysis 1-40-2
Students seeking an associate's degree participate in their first full-time field learning experience related to their degree. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.
Prerequisites: CIT 190

BPA 294 Internship 1: Business Programming and Systems Analysis 1-40-2
Students seeking an associate's degree participate in their first unpaid field learning experience related to their degree. Students must follow applicable policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.
Prerequisites: CIT 190

BSC Bioscience Technology

BSC 100 Survey of Bioscience and Biotechnology 2-0-2
An introductory course on the disciplines and scope of bioscience and biotechnology. Topics include: applications of bioscience and biotechnology, medical advances, bioethics, current developments, and career opportunities.
Prerequisites: AFL 085 and AFM 095, or appropriate placement test scores

BSC 105 Laboratory Skills for Bioscience 2-3-3
A course on skills required for safe and regulated work in a laboratory environment. Topics include: lab documentation, safety, measurements and calculations, making solutions, and aseptic technique.
Prerequisites: BIO 111, or AFL 085 and AFM 095 or appropriate placement test scores, and HS biology within the last 7 years (minimum grade C)

BSC 110 Biomanufacturing Workplace Regulations 3-0-3
A course on the regulatory environment of biomanufacturing. Topics include: scope of the biomanufacturing industry; regulations such as CRF 21, GMP, GLP, and GCP; and writing and following SOPs, batch records, and FDA warning letters and 483 notices.
Prerequisites: AFL 085 and AFM 095, or appropriate placement test scores

BSC 115 Bioscience Laboratory Methods 2-3-3
A course on techniques used in Bioscience laboratories. Topics include: microscopy, aseptic technique, growth and identification of microbes, spectroscopy, genetic transformation, DNA isolation, and troubleshooting experiments.
Prerequisites: BSC 105, and BIO 111 or BIO 131, and CHE 100 or high school chemistry within the past 7 years (minimum grade C for all)

BSC 120 Cell Culture 0-4-2
A course on skills and techniques necessary to perform cell culture. Topics include: cell counts, biosafety, plant culture, yeast culture, mammalian cell culture, and fermentation techniques.
Prerequisites: BSC 115

BSC 150 Scientific Literacy for Bioscience 2-0-2
A course on reading, writing, and speaking skills for science professionals. Topics include: style and structure for scientific journal articles, the peer review process, and oral presentations of scientific information.
Prerequisites: BIO 100 or BIO 111 or BIO 151 or HS Biology within the last 7 years and ENG 101 (minimum grade C for all)

BSC 160 Quality and Compliance in Biomanufacturing 3-0-3
A course on quality assurance elements in biomanufacturing industries. Topics include: current Good Manufacturing Practices (cGMPs), lean manufacturing and Six Sigma, root cause analysis, validation and calibration, and regulatory compliance. Students must attend field trips to local biomanufacturing companies.
Prerequisites: BSC 110

BSC 191 Part-Time Cooperative Education 1: Bioscience 1-20-1
Students seeking an associate's degree participate in their first part-time field learning experience related to their degree. Students are expected to register for academic courses during the same semester. Students must follow cooperative education policies and procedures in order to earn credit. Grades issued are Satisfactory or Unsatisfactory.
Prerequisites: BIO 132, BSC 205, or BSC 210 (minimum grade C for all)

BSC 205 Molecular Genetics Laboratory 2-6-5
A course on molecular genetics techniques. Topics include: DNA and RNA isolation and purification, constructing screening libraries, electrophoresis, vector construction, Southern blot, PCR, DNA sequencing, and microarrays.
Prerequisites: BSC 115, MAT 151 (minimum grade C for both)
Instructor Consent Required

BSC 210 Protein Purification and Analysis 2-6-5
A course on isolation, purification, and analysis of proteins from cells. Topics include: chromatography, electrophoresis, Western blot, enzyme assays, proteomics, ELISA and other immunochemistry methods for detecting proteins.
Prerequisites: BSC 115, and MAT 121 or MAT 151 (minimum grade C for all)

BSC 230 Introduction to Bioinformatics 3-0-3
A course on computer applications, statistics, and genetics used in computational biology and bioinformatics. Topics include: the Human Genome and Human Proteome projects, multiple sequence analysis, genetic conditions and trends, and use of databases such as BLAST, FASTA, and Entrez.
Prerequisites: BIO 111 or BIO 131

BSC 280 Bioscience Capstone Project 0-4-2
Students design and perform a project under the supervision of a Bioscience instructor. Topics include: planning a budget, and documenting project results.
Prerequisites: BIO 132, and BSC 205 or BSC 210 (minimum grade C for all)

BSC 291 Full-Time Cooperative Education 1: Bioscience 1-40-2
Students seeking an associate's degree participate in their first full-time field learning experience related to their degree. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.
Prerequisites: BIO 132, BSC 205, or BSC 210 (minimum grade C for all)

BSC 294 Internship 1: Bioscience 1-40-2
Students seeking an associate's degree participate in their first unpaid field learning experience related to their degree. Students must follow applicable policies and procedures to earn credit. Grades issues are Satisfactory or Unsatisfactory.
Prerequisites: BIO 132, BSC 205, or BSC 210 (minimum grade C for all)

BUS Business

BUS 110 Business Ethics 3-0-3
A course on principles of business ethics and moral reasoning. Topics include: corporate disclosure, discrimination, whistle blowing, computer crime, and international ethics.
Prerequisites: None

BUS 150 Automotive Services ATS: Advanced Standing 30-0-30
Students complete apprenticeship education, industry training programs, or work experience related to skills used in the automotive services industry.
Prerequisites: Program Chair consent
Instructor Consent Required

CET Civil Engineering Technology

BUS 190 Professional Practices 1-0-1
A course that prepares students for the cooperative education interview process, heightens student awareness of expected work ethic, and provides skills that bolster professional success.
Prerequisites: None

BUS 280 Cooperative Education Seminar 1 3-0-3
Students participate in activities that enhance employment options in a chosen career field, as an alternative to traditional cooperative education experience. A minimum grade of C is required to pass the course.
Prerequisites: Co-op coordinator consent
Instructor Consent Required

BUS 285 Cooperative Education Seminar 2 3-0-3
Students participate in activities that enhance employment options in a chosen career field, as an alternative to traditional cooperative education experience. A minimum grade of C is required to pass the course.
Prerequisites: Co-op coordinator consent
Instructor Consent Required

BUS 290 Business Competencies 1-0-1
Students complete projects and community service activities that develop their business competencies and skills. Topics include: job search, negotiations, customer service, professional ethics, public service, and cultural diversity. A minimum grade of C is required to pass the course.
Prerequisites: BUS 190 and co-op coordinator consent
Instructor Consent Required

CET Civil Engineering Technology

CET 100 Introduction to Civil Engineering Technology 2-2-3
A course on foundation concepts in civil engineering technology. Topics include: CET program and curriculum, career preparation, licensing, ethics, diversity, and OSHA. Students use Microsoft Word, Excel, and Powerpoint to complete assignments.
Prerequisites: None

CET 105 Introduction to Surveying 3-2-4
A course on foundation concepts of land surveying and site planning. Topics include: angle, distance, and elevation measurement; contours; and mapping and site planning fundamentals. Students complete outdoor field exercises and manual drafting lab exercises.
Prerequisites: AFL 085 and MAT 120, or appropriate placement test scores
Ohio Transfer Assurance Guide Approved

CET 107 Construction Health and Safety 4-0-4
An introduction to construction safety. Topics include: risk management, safety hazards, the Code of Federal Regulations, and OSHA Construction Industry Standards outlined in Federal Code 29 CFR Part 1926. Students who complete the course successfully earn the OSHA 30-hour certificate.
Prerequisites: None

CET 110 Advanced Surveying and Construction Layout 2-3-3
A course in land surveying and construction layout. Topics include: traverse calculations, coordinate geometry, and field construction layout with methods of providing line and grade for varied projects. Students complete outdoor field exercises and computer lab exercises.
Prerequisites: CET 105

CET 115 Architectural Drafting and Computer Aided Design 2-4-4
A course on applying architectural drafting techniques and computer aided design concepts. Topics include: building codes, building materials, and fundamentals of CAD software. Students prepare residential working drawings.
Prerequisites: None

CET 117 Construction Risk Management and Insurance 4-0-4
A course on insurance for the construction management process. Topics include: financial risk planning, risk management, insurance markets, property insurance, contractual risks and transfer, forms of liability insurance (commercial, employers, environmental, management, and professional), and workers' compensation.
Prerequisites: None

CET 120 Advanced Computer Aided Design: Revit Architecture 3-3-4
A course on CAD techniques that apply building information modeling using Revit Architecture. Topics include: layouts, dimensioning, blocks, and hatching.
Prerequisites: CET 115

CET 125 Statics and Strength of Materials for CET 3-3-4
A course on applying physical principles to solve problems of equilibrium and behavior in civil engineering structures. Topics include: force resultants, equilibrium, truss analysis, direct stress, bending stress, beam behavior, and combined stress.
Prerequisites: MAT 121

CET 127 Environmental and Legal Issues in Construction 4-0-4
A course on environmental and legal issues affecting construction safety. Topics include: stormwater pollution prevention plans, asbestos abatement, disturbance and abatement of lead-containing materials, silica exposure, EPA regulations, multi-employer worksite rules, intentional torts, safety violations, and union contracts.
Prerequisites: None

CET 130 Building Codes and Materials 2-2-3
A course on building code requirements and their applications to designing and constructing building projects. Topics include: Ohio building, mechanical, electrical, and plumbing codes; and building materials used in construction such as steel, wood, masonry, and concrete.
Prerequisites: CET 115

CET 135 Construction Estimating 2-2-3
A course on quantifying various components of a commercial project using a complete set of working drawings and specifications. Topics include: blueprint reading, specification analysis, construction methods and materials, and proper estimating communication practices.
Prerequisites: AFM 095 or MAT 120, or appropriate placement test score

CET 137 Construction Safety Plan Management 3-0-3
A course on developing construction safety plans. Topics include: essential elements of a safety program; best practices, legal, and regulatory requirements related to safety planning; substance abuse programs; accident investigations; contractor management; and crisis management and planning.
Prerequisites: None

CET 147 Safety Training Workshops 1-0-1
Students participate in construction training workshops that provide fundamental instruction in safety methods and practices. Workshops must be approved by the program chair.
Prerequisites: Program Chair consent

CET 191 Part-Time Cooperative Education 1: Civil Engineering Technology 1-20-1
Students seeking an associate's degree participate in their first part-time field learning experience related to their degree. Students are expected to register for academic courses during the same semester. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.
Prerequisites: CET 100

CET 200 Structural Design 3-3-4
A course on methods for evaluation and design of structural steel and reinforced concrete members, using AISC and ACI requirements. Topics include: design methodologies focused on bending moment behavior, tension and compression behavior, shear behavior, and connections; and common field testing techniques for concrete.
Prerequisites: CET 125

CET 205 Architectural Design and 3D Modeling: Revit Architecture 3-3-4
A course on architectural details and information required in a complete set of professional working drawings for an office or commercial building. Topics include: using CAD design software and Revit Architecture.
Prerequisites: CET 120

CET 210 Lighting and Electrical Systems Design 3-2-4
A course on fundamental concepts for lighting and electrical design in commercial buildings. Topics include: creating sets of drawings in AutoCAD and Revit Architecture, and using the National Electric Code.
Prerequisites: CET 120

CET 215 Mechanical and HVAC Systems Design 3-2-4
A course on fundamental concepts of mechanical and HVAC design for commercial buildings. Topics include: creating sets of design drawings using AutoCAD and Revit, and Ohio mechanical and plumbing codes.
Prerequisites: CET 120

CET 220 3D Modeling: Revit MEP and Revit Structure 3-3-4
A course on applying design concepts and preparing details of mechanical, electrical, plumbing, and structure in buildings. Topics include: fundamentals of using Revit MEP and Revit Structure for design.
Prerequisites: CET 205

CET 225 Building Construction 2-2-3
A course on how buildings and structures are assembled. Topics include: methods and materials for residential, commercial, industrial, and highway construction including wood frame, masonry, pre-engineered metal, tilt-up, and high-rise construction; building codes; zoning regulations; and footing design.
Prerequisites: CET 135
Ohio Transfer Assurance Guide Approved

CET 230 Construction Management 2-2-3
A course that examines current concerns in construction management. Topics include: project delivery systems, contract types, and using Web-based software for daily project management.
Prerequisites: CET 135

CET 235 Construction Scheduling 2-3-3
A course on preparing precedence diagram CPM schedules and calculating the critical path, including start-to-start and finish-to-finish relationship types with lag. Topics include: using scheduling software, fast-tracking, reverse phase scheduling, and revising and updating schedules.
Prerequisites: CET 135

CET 240 Cost Engineering 2-2-3
A course on how budgets evolve as projects move from pre-design through construction. Topics include: types of estimates employed at each phase, formulating unit prices, time value of money and true profit, cash flow, cost indices, and using estimating software.
Prerequisites: CET 135

CET 245 Building Information Models for Construction 1-3-2
A course on using building modeling software for construction management tasks such as estimating, trade coordination, and scheduling. Topics include: parameter creation, quantity takeoff, estimation, interference checking, and timeline visualization.
Prerequisites: CET 120

CET 250 Route Location and Design 3-2-4
A course on highway design criteria and standards. Topics include: design and layout of horizontal curves, verticals, and spirals; superelevation use; typical sections; and boundary, area, and right-of-way determination. Students complete outdoor field exercises and computer lab exercises.
Prerequisites: CET 110

CET 251 Elements of Land Surveying 1 3-2-4
A course on fundamental concepts and techniques of land boundary surveying. Topics include: records research, state minimum standards, monumentation of corners, and simple plats and legal descriptions. Students must complete field exercises.
Prerequisites: CET 110

CET 252 Elements of Land Surveying 2 3-3-4
A continuation of CET 251. Topics include: sequential and simultaneous boundaries, riparian and littoral boundaries, public land surveys, easements, and legal principles of property relating to surveyors.
Prerequisites: CET 251

CET 255 Land Information Modeling 2-3-3
A course on concepts and techniques of land modeling. Topics include: mapping, using geographic information system software, advanced digital terrain modeling, 3D laser scanning, LIDAR, high-definition surveying, and 3D site modeling for visualization and machine-control projects.
Prerequisites: CET 110

CET 260 Control Surveying 3-3-4
A course in concepts and techniques of control surveying. Topics include: basic geodesy, state plane coordinate concepts and calculations, establishing horizontal and vertical control, GPS positioning, and network adjustment. Students complete outdoor field exercises and computer lab exercises.
Prerequisites: CET 110

CET 265 Subdivision Design and Drainage Control 3-3-4
A course on applying land surveying and civil engineering design principles to land development projects. Topics include: subdivision regulations, zoning regulations, lot layout, street layout, utility design, drainage, and site grading. Students create a set of subdivision drawings to meet local standards.
Prerequisites: CET 255

CET 267 Surveying Laws, Ethics, and History 4-0-4
A course on standards affecting surveyors in Ohio, Indiana, and Kentucky. Topics include: legislation affecting land surveyors, registration and ethical standards and legal regulations governing land surveyors, and history of the original surveys in Ohio, Indiana, and Kentucky.
Prerequisites: Admitted to Advanced Surveying Certificate program or Program Chair consent

CET 277 Survey Calculations and Statistics 4-0-4
A course on survey calculations employing statistical concepts. Topics include: descriptive and inferential statistics, advanced coordinate geometry methods, least squares adjustment, and error theory.
Prerequisites: Admitted to Advanced Surveying Certificate program or Program Chair consent

CET 280 Civil Engineering Technology Architectural Capstone 3-4-5
Students design a one-story commercial building with complete, integrated building systems for architectural, mechanical, and electrical systems; apply multiple appropriate codes; and create sets of drawings using AutoCAD and Revit as appropriate.
Prerequisites: CET 205, CET 210, and CET 215

CET 285 Civil Engineering Technology Construction Management Capstone 2-3-3
Students respond to a request for construction management services and complete a project that demonstrates integrated competencies in estimating, scheduling, communicating, and teamwork.
Prerequisites: CET 230 and CET 235

CET 287 Geospatial Surveying 4-0-4
A course on surveying using geospatial methods. Topics include: satellite positioning, geographic information systems, remote sensing, and laser scanning.
Prerequisites: Admitted to Advanced Surveying Certificate program

CET 290 Civil Engineering Technology Surveying Capstone 1-6-3
Students complete a project that demonstrates integrated competencies in surveying and mapping, including data collection, field work, computer laboratory work, and use of conventional and GPS equipment.
Prerequisites: CET 251

CET 291 Full-Time Cooperative Education 1: Civil Engineering Technology 1-40-2
Students seeking an associate's degree participate in their first full-time field learning experience related to their degree. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.
Prerequisites: CET 100

CET 294 Internship 1: Civil Engineering Technology 1-40-2
Students seeking an associate's degree participate in their first unpaid field learning experience related to their degree. Students must follow applicable policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.
Prerequisites: CET 100

CHE Chemistry

CHE 100 Basic Chemistry 5-3-6
An introductory chemistry course including math applications used in science. Topics include: dimensional analysis, writing and manipulating formulas, metric system conversions, the periodic table, stoichiometry, solutions, acids and bases, buffers, and equilibrium.
Prerequisites: AFM 095 or appropriate placement test score

CHE 110 Fundamentals of Chemistry 3-3-4
A college-level general chemistry course for non-majors. Topics include: atomic structure, bonding, chemical reactions, properties and states of matter, acids and bases, and equilibrium.
Prerequisites: CHE 100 (minimum grade C) or AFM 095 (minimum grade C) or appropriate placement test score
Ohio Transfer Module Approved

CHW Community Health Worker
CMT Chemical Technology

CHE 111 Bio-Organic Chemistry 3-3-4
Study of foundational concepts of organic chemistry and biochemistry. Topics include: types of organic compounds and representative reactions, and biochemical compounds and reactions.
Prerequisites: CHE 110 (minimum grade C)
Ohio Transfer Module Approved

CHE 121 General Chemistry 1 4-0-4
A general chemistry course for science majors. Topics include: measurement systems; composition, properties, and reactions of elements and compounds; states of matter; atomic structure and bonding; and solution chemistry.
Prerequisites: High School Chemistry (within three years, minimum grade C), or CHE 100 or CHE 110 (minimum grade C for both) and MAT 121 or MAT 150 (minimum grade C for both), or appropriate placement test score
Corequisites: CHE 131
Ohio Transfer Module Approved
Ohio Transfer Assurance Guide Approved

CHE 122 General Chemistry 2 4-0-4
A continuation of CHE 121. Topics include: kinetics, chemical equilibrium, acid-base chemistry, acid-base and solubility equilibrium, thermodynamics, electrochemistry, and chemistry of transition elements.
Prerequisites: CHE 121 and CHE 131 (minimum grade C for both)
Corequisites: CHE 132
Ohio Transfer Module Approved
Ohio Transfer Assurance Guide Approved

CHE 131 General Chemistry 1 Lab 0-3-1
A laboratory course that accompanies CHE 121.
Prerequisites: CHE 100 or CHE 110 (minimum grade C) and MAT 150 or appropriate placement test score
Corequisites: CHE 121
Ohio Transfer Module Approved
Ohio Transfer Assurance Guide Approved

CHE 132 General Chemistry 2 Lab 0-3-1
A laboratory course that accompanies CHE 122.
Prerequisites: CHE 121 and CHE 131 (minimum grade C for both)
Corequisites: CHE 122
Ohio Transfer Module Approved
Ohio Transfer Assurance Guide Approved

CHE 201 Organic Chemistry 1 3-0-3
An organic chemistry course for students preparing for science-related employment or additional science education. Topics include: principles of carbon chemistry including bonding, structure, mechanisms, properties, reactions, synthesis, acids, and bases.
Prerequisites: CHE 122 and CHE 132 (minimum grade C for both)
Corequisites: CHE 211
Ohio Transfer Module Approved
Ohio Transfer Assurance Guide Approved

CHE 202 Organic Chemistry 2 3-0-3
A continuation of CHE 201. Topics include: mass spectrometry; infrared, ultraviolet/visible, and NMR spectroscopies; aromaticity; chemistry of benzene, carboxylic acids, amines, aldehydes, and ketones; and oxidation and reduction.
Prerequisites: CHE 201 and CHE 211 (minimum grade C for both)
Corequisites: CHE 212
Ohio Transfer Module Approved
Ohio Transfer Assurance Guide Approved

CHE 211 Organic Chemistry 1 Lab 0-4-2
A laboratory course that accompanies CHE 201. Laboratory experiences include: general organic laboratory techniques; isolation, purification, and identification of organic compounds; simple synthesis; and determination of unknowns.
Prerequisites: CHE 122 and CHE 132 (minimum grade C for both)
Corequisites: CHE 201
Ohio Transfer Module Approved
Ohio Transfer Assurance Guide Approved

CHE 212 Organic Chemistry 2 Lab 0-4-2
A laboratory course that accompanies CHE 202. Laboratory experiences include: simple, complex, and multistep synthesis; and isolation, purification, analysis, and identification of organic compounds.
Prerequisites: CHE 201 and CHE 211 (minimum grade C for both)
Corequisites: CHE 202
Ohio Transfer Module Approved
Ohio Transfer Assurance Guide Approved

CHW Community Health Worker

CHW 100 Community Health Worker Training 3-2-4
A course on the community health worker's role, skills, and responsibilities, using concepts and curriculum requirements defined by the Ohio Board of Nursing Community Health Worker (CHW) Program. Topics include: health data collection, basic anatomy and physiology, basic medical terminology, health education, client communication, confidentiality, community advocacy and referral, and documentation and reporting. Students who complete CHW 100 and CHW 180 successfully may apply for professional certification as a CHW.
Prerequisites: None

CHW 180 Community Health Worker Practicum 1-8-3
Students complete 130 hours of clinical practice in a community agency or community health setting, performing functions of the community health worker under supervision of faculty and agency site supervisor, and attend a weekly on-campus seminar. Students who complete CHW 100 and CHW 180 successfully may apply for professional certification as a CHW.
Prerequisites: CHW 100, MCH 106 (minimum grade C for both)
Instructor Consent Required

CIT Center for Innovative Technologies Career Skills

CIT 100 Introduction to Engineering Technologies 1-3-2
A course that prepares students for success in Engineering Technologies fields including Biomedical, Civil, Environmental, Electrical, Industrial, and Mechanical. Topics include: investigating career pathways; and building skills in measurement, data collection and graphing, problem solving, research, and basic computation.
Prerequisites: None

CIT 110 Introduction to Information Technologies 1-3-2
A course that prepares students for success in Information Technology fields. Topics include: investigating career pathways; and building skills in problem solving, research, basic computation, and other foundational concepts.
Prerequisites: None

CIT 150 Applied Technology Studies: Advanced Standing 30-0-30
Students complete courses or training programs or earn certifications that develop expertise in Engineering Technologies fields.
Prerequisites: Program Chair consent
Instructor Consent Required

CIT 190 Career Preparation: Engineering and Information Technologies 1-0-1
A course on career planning and exploration for students in Engineering Technologies and Information Technologies fields. Topics include: self assessment, career research, resume development, interview skills, job search strategies, and cooperative education policies and procedures.
Prerequisites: AFL 085, and AFM 090 or MAT 120, or appropriate placement test scores

CMT Chemical Technology

CMT 111 Chemical Technology 1 0-3-1
A course on fundamental concepts and techniques in chemical technology. Topics include: the chemical technology major at Cincinnati State, career development, professional communication, chemical technicians' roles in industry, using Microsoft Office Suite, industrial/laboratory safety and hygiene, and laboratory statistics.
Prerequisites: AFL 085 and MAT 120, or appropriate placement test scores

CMT 112 Chemical Technology 2 0-3-1
A continuation of CMT 111. Topics include: maintenance, calibration, and use of laboratory glassware and equipment; solution preparation skills; laboratory math and statistics; and using computers for data analysis.
Prerequisites: CMT 111, CHE 121, and CHE 131

CMT 191 Part-Time Cooperative Education 1: Chemical Technology 1-20-1
Students seeking an associate's degree participate in their first part-time field learning experience related to their degree. Students are expected to register for academic courses during the same semester. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.
Prerequisites: CMT 111

CMT 220 Analytical Chemistry 3-3-4
A course on quantitative and qualitative chemical analysis with emphasis on wet chemical techniques. Topics include: sample preparation; volumetric, gravimetric, electrochemical, and separation methods; and statistical treatment of data.
Prerequisites: CMT 112, CHE 122, and CHE 132

CMT 230 Chemical Instrumental Analysis 3-3-4
A course on quantitative and qualitative chemical analysis. Topics include: instrumental techniques, electrochemistry, atomic and molecular spectroscopy, gas and liquid chromatography, mass spectrometry, and statistical treatment of data.
Prerequisites: CMT 220 and CHE 111

CMT 290 Chemical Technology Capstone 1-4-3
Students complete a project in their technical specialty area, including developing a procedure, performing testing, applying statistical techniques, and incorporating the data into a formal report and oral presentation.
Prerequisites: CMT 230

CMT 291 Full-Time Cooperative Education 1: Chemical Technology 1-40-2
Students seeking an associate's degree participate in their first full-time field learning experience related to their degree. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.
Prerequisites: CMT 111

CMT 294 Internship 1: Chemical Technology 1-40-2
Students seeking an associate's degree participate in their first unpaid field learning experience related to their degree. Students must follow applicable policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.
Prerequisites: CMT 111

COMM Communications

COMM 105 Interpersonal Communication 3-0-3
Study and practical application of principles of communication in human interactions. Topics include: self-awareness; perception; conflict; listening; interviewing; verbal and nonverbal codes; and cultural expectations and their effects on communication in family, classroom, work and intercultural settings.
Prerequisites: AFL 085 or appropriate placement test score
Ohio Transfer Assurance Guide Approved
Honors Sections Offered

COMM 110 Public Speaking 3-0-3
A course on the preparation and effective delivery of various types of speeches. Topics include: improved listening techniques, audience participation, and evaluation.
Prerequisites: ENG 101
Ohio Transfer Module Approved
Ohio Transfer Assurance Guide Approved
Honors Sections Offered

COMM 115 Introduction to Journalism 2-2-3
A course on basic principles of journalism, emphasizing techniques for reporting and writing news stories.
Prerequisites: ENG 101

COMM 120 Mass Media and Society 3-0-3
Study and discussion of the role and function of mass media (newspapers, magazines, film, radio, TV, and computer multimedia) in today's society, including assessment of historical, business, and cultural perspectives and implications.
Prerequisites: ENG 101

COMM 130 Introduction to Film Studies 2-3-3
A course on film as an expressive art and a cultural artifact, emphasizing American film from its inception to present. Topics include: developing critical awareness as an audience member; film history, genres, and themes; directing and acting styles; and technical elements of filmmaking.
Prerequisites: ENG 101
Ohio Transfer Module Approved

COMM 205 Small Group Communication 3-0-3
Study of the dynamics of communication in the small group context. Topics include: small group communication theory and research, awareness of personal and others' behaviors in small groups, enhancing individual functioning in groups, and analyzing/improving the functioning of other groups.
Prerequisites: COMM 105
Ohio Transfer Assurance Guide Approved

COMM 215 Journalism Practicum 1-7-2
Study and application of journalism principles through faculty-supervised writing, editing, and production of a College publication. May be repeated for credit.
Prerequisites: COMM 115 or instructor consent

CPDM Computer Programming and Database Management

CPDM 145 Data Reporting 3-3-4
A course on using Crystal Reports as the tool to design and deliver reports that include tables, charts, and graphs as part of a Web-based application linked to an SQL server database.
Prerequisites: IT 101, IT 111, and IT 110 or CIT 110 (minimum grade C for all)

CPDM 151 ASP.NET C# 1 3-3-4
A course on the ASP.NET framework using C#. Topics include: introduction to C# language and syntax, Web forms, server controls, master pages, AJAX, and data driven applications.
Prerequisites: IT 101, IT 110, IT 111 (minimum grade C for all)

CPDM 152 ASP.NET C# 2 3-3-4
A continuation of CPDM 151. Topics include: advanced ASP.NET server controls, building custom classes, Web services, designing Web applications from abstract requirements, and effectively utilizing online reference materials.
Prerequisites: IT 112, CPDM 145, CPDM 151

CPDM 190 Cooperative Education Preparation: Computer Programming and Database Management 1-0-1
A course that prepares students in the CPDM program for cooperative education. Topics include: using the PlacePro software system, resume development, interview skills, and cooperative education requirements, policies and procedures.
Prerequisites: IT 101, IT 105, IT 110, and IT 111 (minimum grade C for all)

CPDM 191 Part-Time Cooperative Education 1: Computer Programming and Database Management 1-20-1
Students seeking an associate's degree participate in their first part-time field learning experience related to their degree. Students are expected to register for academic courses during the same semester. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.
Prerequisites: CPDM 190

CPDM 290 Computer Programming and Database Management Capstone Design Project 3-3-4
Students combine their programming and database skills to complete a software application project, such as developing apps for various mobile devices, implementing a functioning database-driven website for a product, programming games for the Xbox, or developing code for the CPDM EDDIE Robot Platform.
Prerequisites: CPDM 152

CPDM 291 Full-Time Cooperative Education 1: Computer Programming and Database Management 1-40-2
Students seeking an associate's degree participate in their first full-time field learning experience related to their degree. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.
Prerequisites: CPDM 190

CPDM 294 Internship 1: Computer Programming and Database Management 1-40-2
Students seeking an associate's degree participate in their first unpaid field learning experience related to their degree. Students must follow applicable policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.
Prerequisites: CPDM 190

CRJ Criminal Justice
CULT Culture Studies

CRJ Criminal Justice

CRJ 102 Juvenile Delinquency 3-0-3
A course on juvenile delinquency and the juvenile court system.
Prerequisites: AFL 085 or appropriate placement test score

CRJ 105 Introduction to Criminal Justice 3-0-3
A course on the American criminal justice system. Topics include: police, courts, corrections, constitutional issues, citizen participation, and current practice.
Prerequisites: AFL 085 or appropriate placement test score
Ohio Transfer Assurance Guide Approved

CRJ 110 Introduction to Policing 3-0-3
A course on structure and practices of policing in the United States. Topics include: relationship of police agencies to other elements of the justice system, diversity, drug enforcement, corruption and reform, community relations, and effects of technology on policing.
Prerequisites: CRJ 105
Ohio Transfer Assurance Guide Approved

CRJ 115 Introduction to Corrections 3-0-3
A course on the history, principles, and practices of the American corrections system. Topics include: incarceration, parole, and probation; operations of jails and prisons; and alternatives to incarceration including community-based programs.
Prerequisites: CRJ 105
Ohio Transfer Assurance Guide Approved

CRJ 120 Introduction to Courts 3-0-3
A course on the history, principles, and practices of the American court system. Topics include: purposes of different types of courts; members of the courtroom work group; trial, sentencing, and appellate processes; and the role of courts in society.
Prerequisites: CRJ 105

CRJ 125 Criminology 3-0-3
A course on theoretical explanations for criminal behavior. Topics include: major historical developments in understanding criminal behavior, major types of crime measures, and the nature and extent of criminal victimization.
Prerequisites: CRJ 105
Ohio Transfer Assurance Guide Approved

CRJ 130 Criminal Investigation Skills 3-0-3
A course on basic criminal investigation processes and techniques. Topics include: criminalistics, forensics, types of evidence, procedures for handling evidence, and admissibility of evidence.
Prerequisites: CRJ 105

CRJ 135 Criminal Law 3-0-3
A course on the American legal system emphasizing a criminal justice perspective. Topics include: theories of law, elements of criminal offenses, defenses to criminal acts, and constitutional rights of those charged with a criminal offense.
Prerequisites: CRJ 105

CUL Culinary Arts

CUL 100 Culinary Demonstration 2-0-2
A course that uses culinary demonstrations and problem solving to prepare students for activities in CUL 101.
Prerequisites: AFM 095 or appropriate placement test score
Corequisites: CUL 101
Instructor Consent Required

CUL 101 Culinary 1 0-6-3
A course on fundamental culinary skills. Topics include: kitchen orientation, knife skills, cooking methods, and preparation of stocks, sauces, and soups.
Prerequisites: AFM 095 or appropriate placement test score
Corequisites: CUL 100
Instructor Consent Required

CUL 102 Culinary 2 0-6-3
A continuation of CUL 101. Topics include: advanced cooking methods; meat, fish, and poultry cookery; and platter presentation.
Prerequisites: CUL 100, CUL 101, HRM 100, and HRM 105
Instructor Consent Required

CUL 105 Culinary Baking 0-6-3
A study of baking and pastries. Topics include: product identification, use of baking equipment, production of flour confectionery items, and preparation of desserts.
Prerequisites: CUL 100, CUL 101
Instructor Consent Required

CUL 110 Culinary Nutrition 0-6-3
A course on combining nutrition science with the art of preparing food that is wholesome and nutritionally balanced. Topics include: practical application of nutrition theory, recipe modification, and menu development.
Prerequisites: CUL 102
Instructor Consent Required

CUL 191 Part-Time Cooperative Education 1: Culinary Arts 1-20-1
Students seeking an associate's degree participate in their first part-time field learning experience related to their degree. Students are expected to register for academic courses during the same semester. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.
Prerequisites: CUL 100, CUL 101, HRM 100, and HRM 105, and 2.0 minimum cumulative GPA
Instructor Consent Required

CUL 200 Garde Manger 0-8-4
A study of the contemporary practice of garde manger. Topics include: basic meat fabrication, concepts of the cold kitchen, and platter and buffet presentation.
Prerequisites: CUL 102
Instructor Consent Required

CUL 205 Culinary Production 0-6-3
A study of food service production and service techniques. Topics include: buffet, banquet, and a la carte production.
Prerequisites: CUL 102, and CUL 191 or CUL 291
Instructor Consent Required

CUL 210 International Cuisine 0-6-3
A study of world cuisines. Topics include: regional products, cultural influences on food, differentiated cooking techniques, and international menus.
Prerequisites: CUL 200, CUL 205
Instructor Consent Required

CUL 290 Culinary Capstone 0-6-3
Students complete project work while applying knowledge and skills from culinary, nutrition, costing, and management areas.
Prerequisites: CUL 200, CUL 205
Instructor Consent Required

CUL 291 Full-Time Cooperative Education 1: Culinary Arts 1-40-2
Students seeking an associate's degree participate in their first full-time field learning experience related to their degree. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.
Prerequisites: CUL 100, CUL 101, HRM 100, HRM 105, and 2.0 minimum cumulative GPA
Instructor Consent Required

CULT Culture Studies

CULT 105 Issues in Human Diversity 3-0-3
A survey of concepts of human diversity and the effects of diversity on individuals and society. Topics include: race; gender; social class; sexual orientation; ableism; stereotypes, bias, and discrimination; and diversity in the workplace.
Prerequisites: AFL 085 or appropriate placement test score

CULT 110 Social Issues in Technology 3-0-3
A survey of social issues that affect professionals in engineering and information technology fields. Topics include: work skills for the 21st century, professional ethics and whistleblowing, diversity in the workplace, social effects of globalization, and the impact of natural and engineering disasters.
Prerequisites: ENG 101

DMS Diagnostic Medical Sonography

DMS 100 Survey of Sonography 2-2-3
A course on foundation concepts in the field of medical sonography. Topics include: the role of the sonographer in the healthcare setting, ultrasound system controls and functions, image production and display, and basic ultrasound physics.
Prerequisites: BIO 151, MCH 101 (minimum grade C for both)

DMS 111 Sonographic Principles and Instrumentation 1 3-0-3
A course on principles of physics in relation to ultrasound function and instrumentation. Topics include: characteristics of sound energy; using ultrasound in imaging; and waveforms, propagation, velocity, wavelength, acoustic impedance, reflection, and other types of interaction with tissue.
Prerequisites: MAT 150, and DMS Program Chair consent
Instructor Consent Required

DMS 112 Sonographic Principles and Instrumentation 2 2-0-2
A continuation of DMS 111. Topics include: integrating knowledge of physics with instrumentation theory and applications; understanding advanced signal processing, complex instrumentation, recording devices, biological effects, hemodynamics, Doppler principles, and quality control methods; and producing high quality diagnostic images.
Prerequisites: DMS 111

DMS 255 Ethics and Medical Law in Sonography 1-0-1
A course on ethical and legal issues related to the sonography profession. Topics include: laboratory accreditation, professional education, and research standards and practices.
Prerequisites: DMSC 232 and DMSC 242, or DMSG 232 and DMSG 242 (minimum grade C for all)

DMSC Diagnostic Medical Sonography – Cardiovascular

DMSC 120 Cardiovascular Sonography 3-0-3
A course on cardiovascular scanning techniques and the operation of ultrasound systems. Topics include: professional standards and behaviors, basic ultrasound machine controls, scan planes, demonstration of appropriate imaging, and use of descriptive terminology associated with cardiac and vascular studies.
Prerequisites: None
Corequisites: DMSC 121
Instructor Consent Required

DMSC 121 Cardiovascular Sonography Scan Lab 1 0-4-2
A course on developing skills in the scanning techniques and protocols related to cardiac and vascular structures and physiology.
Prerequisites: None
Corequisites: DMSC 120
Instructor Consent Required

DMSC 122 Cardiovascular Sonography Scan Lab 2 0-5-2
A continuation of DMSC 121, emphasizing increased experience using scanning techniques and protocols related to cardiac and vascular structures and physiology.
Prerequisites: DMSC 121 (minimum grade C)

DMSC 131 Vascular Sonography 1 3-0-3
A course on theory and principles of vascular sonography. Topics include: vascular anatomy and physiology; etiology of pathologies; imaging techniques and protocols; and detecting and differentiating abnormalities, pathologies, and other deviations from normal development.
Prerequisites: DMSC 120, DMSC 121 (minimum grade C for both)

DMSC 141 Echocardiography 1 3-0-3
A course on theory and principles of adult cardiac sonography. Topics include: cardiac anatomy and physiology; etiology of pathologies; imaging techniques and protocols; and detecting and differentiating abnormalities, pathologies, and other deviations from normal development.
Prerequisites: DMSC 120, DMSC 121 (minimum grade C for both)

DMSC 223 Cardiovascular Sonography Scan Lab 3 0-5-2
A continuation of DMSC 122, emphasizing increased skills and experience using scanning techniques and protocols related to cardiac and vascular structures and physiology.
Prerequisites: DMSC 122 (minimum grade C)

DMSC 224 Cardiovascular Sonography Scan Lab 4 0-4-2
A sonography scan lab course designed to allow students to demonstrate required competencies and proficiencies required prior to completion of the program.
Prerequisites: DMSC 223

DMSC 225 Cardiovascular Sonography Scan Lab 5 0-2-1
A sonography scan lab course designed to allow students to demonstrate required competencies and proficiencies required prior to completion of the program
Prerequisites: DMSC 224

DMSC 232 Vascular Sonography 2 3-0-3
A continuation of DMSC 131, with additional information on theory and principles of vascular sonography.
Prerequisites: DMSC 131 (minimum grade C)

DMSC 242 Echocardiography 2 3-0-3
A continuation of DMSC 141, with additional information on theory and principles of adult cardiac sonography.
Prerequisites: DMSC 141 (minimum grade C)

DMSC 245 Cardiovascular Specialties 1-2-2
A course on advanced procedures and emerging technologies in the field of cardiovascular ultrasound.
Prerequisites: DMSC 232, DMSC 242 (minimum grade C for both)

DMSC 250 Cardiovascular Imaging Seminar 2-0-2
A course on integration of concepts and clinical applications in cardiovascular sonography. Topics include: current trends and advanced cardiovascular procedures and technologies, transition to an entry-level cardiovascular sonography position, mock registry examinations, and preparation for national credentialing examinations.
Prerequisites: DMSC 224, DMSC 232, and DMSC 242 (minimum grade C for all)

DMSC 281 Cardiovascular Clinical 1 0-24-3
Students participate in supervised practice of cardiac and vascular diagnostic ultrasound procedures in hospitals, clinics, and private physician offices. Students are evaluated on professional behavior and performance, and clinical competency.
Prerequisites: DMSC 122, DMSC 131, DMSC 141 (minimum grade C for all)

DMSC 282 Cardiovascular Clinical 2 0-32-4
A continuation of DMSC 281. Students participate in supervised practice of cardiac and vascular diagnostic ultrasound procedures in hospitals, clinics, and private physician offices.
Prerequisites: DMSC 281

DMSC 283 Cardiovascular Clinical 3 0-32-4
A continuation of DMSC 282. Students participate in supervised practice of cardiac and vascular diagnostic ultrasound procedures in hospitals, clinics, and private physician offices.
Prerequisites: DMSC 282

DMSG Diagnostic Medical Sonography – General Imaging

DMSG 120 General Imaging Sonography 3-0-3
A course on general imaging scanning techniques and the operation of ultrasound systems. Topics include: professional standards and behaviors, basic ultrasound machine controls, scan planes, demonstration of appropriate imaging techniques, and use of descriptive terminology associated with abdomen, obstetrics, and gynecological studies.
Prerequisites: None
Corequisites: DMSG 121
Instructor Consent Required

DMSG 121 General Imaging Sonography Scan Lab 1 0-4-2
A hands on sonography lab course designed to develop skills and increase experience with scanning techniques an protocols relative to abdominal, superficial parts, obstetrics and gynecological structures and physiology.
Prerequisites: None
Corequisites: DMSG 120
Instructor Consent Required

DMSG Diagnostic Medical Sonography – General Imaging
DT Dietetic Technology

DMSG 122 General Imaging Sonography Scan Lab 2 0-5-2
A continuation of DMSG 121, emphasizing increased experience using scanning techniques and protocols related to abdominal, superficial parts, obstetrics, and gynecological structures and physiology.
Prerequisites: DMSG 121 (minimum grade C)

DMSG 131 Abdominal Sonography 1 3-0-3
A course on theory and principles of abdominal and superficial parts sonography. Topics include: normal and abnormal etiology, diagnostic techniques and correlation with clinical tests, scanning techniques and protocols, and detection of abnormalities and pathologies.
Prerequisites: DMSG 120, DMSG 121 (minimum grade C for both)

DMSG 141 Obstetrics and Gynecology Sonography 1 3-0-3
A course on theory and principles of obstetrical and gynecological sonography. Topics include: normal and abnormal etiology; diagnostic techniques related to gyneocology and fetal development; scanning techniques and protocols; and detecting abnormalities, pathologies, and other deviations from normal development.
Prerequisites: DMSG 120, DMSG 121 (minimum grade C for both)

DMSG 223 General Imaging Sonography Scan Lab 3 0-5-2
A continuation of DMSG 122, emphasizing increased experience using scanning techniques and protocols related to abdominal, superficial parts, obstetrics, and gynecological structures and physiology.
Prerequisites: DMSG 122 (minimum grade C)

DMSG 224 General Imaging Sonography Scan Lab 4 0-4-2
A sonography scan course designed to allow students to demonstrate required competencies and proficiencies prior to completion of program.
Prerequisites: DMSG 223

DMSG 225 General Imaging Sonography Scan Lab 5 0-2-1
A sonography scan lab course designed to allow students to demonstrate required competencies and proficiencies required prior to completion of the program.
Prerequisites: DMSG 224

DMSG 232 Abdominal Sonography 2 3-0-3
A continuation of DMSG 131, with additional information on theory and principles of abdominal and superficial parts sonography.
Prerequisites: DMSG 131 (minimum grade C)

DMSG 242 Obstetrics and Gynecology Sonography 2 3-0-3
A continuation of DMSG 141, with additional information on theory and principles of obstetrical and gynecological sonography.
Prerequisites: DMSG 141 (minimum grade C)

DMSG 245 General Imaging Specialties 1-2-2
A course on advanced procedures and emerging technologies in the field of general imaging ultrasound.
Prerequisites: DMSG 232, DMSG 242 (minimum grade C for both)

DMSG 250 General Imaging Seminar 2-0-2
A course on integration of concepts and clinical applications in general sonography. Topics include: current trends and advanced sonographic procedures and technologies, transition to an entry-level general imaging sonography position, mock registry examinations, and preparation for national credentialing examinations.
Prerequisites: DMSG 224, DMSG 232 and DMSG 242 (minimum grade C for all)

DMSG 281 General Imaging Clinical 1 0-24-3
Students participate in supervised practice of general imaging and obstetrical diagnostic ultrasound procedures in hospitals, clinics, and private physician offices. Students are evaluated on professional behavior and performance, and clinical competency.
Prerequisites: DMSG 122, DMSG 131, DMSG 141 (minimum grade C for all)

DMSG 282 General Imaging Clinical 2 0-32-4
A continuation of DMSG 281. Students participate in supervised practice of general imaging and obstetrical diagnostic ultrasound procedures in hospitals, clinics, and private physician offices.
Prerequisites: DMSG 281

DMSG 283 General Imaging Clinical 3 0-32-4
A continuation of DMSG 282. Students participate in supervised practice of general imaging and obstetrical diagnostic ultrasound procedures in hospitals, clinics, and private physician offices.
Prerequisites: DMSG 282

DT Dietetic Technology

DT 105 Geriatric Nutrition 3-0-3
A course on nutrition-related concerns of the geriatric population. Topics include: basic nutrition needs, diet modification and preparation, nutrition related to disease states, and ethical issues.
Prerequisites: AFL 085 and AFM 095, or appropriate placement test scores

DT 110 Community Nutrition 2-2-3
A study of public health nutrition programs in the U.S. Topics include: food availability; laws, regulations, and polices; and the influence of socioeconomic, cultural, and psychological factors on food and nutrition behavior. Students participate in supervised practice.
Prerequisites: AFL 085 and AFM 095, or appropriate placement test scores
Corequisites: BUS 190
Instructor Consent Required

DT 115 Cooking for a Healthy Lifestyle 1-3-2
A course on food preparation techniques and healthy food choices for individuals. Topics include: preparing and evaluating healthy foods, modifying recipes, food safety, alternative food choices, and special diet considerations.
Prerequisites: AFL 085 or appropriate placement test score

DT 120 Nutrition for a Healthy Lifestyle 3-0-3
An introduction to nutrition concepts and diets for a healthy living. Topics include: health risks; socioeconomic, cultural, psychological, and environmental influences; health promotion; disease prevention; complementary, alternative, and herbal therapies, dietary supplements; and life cycle nutrition.
Prerequisites: AFL 085 and AFM 095, or appropriate placement test scores
Ohio Transfer Assurance Guide Approved

DT 125 Nutrition Through the Lifecycle 3-0-3
A course on nutritional needs from preconception through maturity. Topics include: influence of age, growth, and normal development on nutritional requirements; diet planning principles for diverse age groups; and promoting healthy eating to reduce age-related nutrition problems.
Prerequisites: DT 120

DT 130 Nutrition Assessment 1-2-2
A course on principles of assessment for normal nutrition. Topics include: the nutrition care process, anthropometrics, drug/nutrient interactions, collecting and interpreting lab values, computerized analysis, and interviewing and counseling skills.
Prerequisites: DT 120
Corequisites: DT 180

DT 135 Sports Nutrition 3-0-3
A course on the nutrition needs of active people and athletes. Topics include: requirements of nutrients for optimal health, fitness, and sports; weight control; popular nutrition supplements; and ergogenic aids.
Prerequisites: DT 120

DT 180 Dietetic Directed Practice: Health Care 1 0-5-1
Students participate in supervised practice in health care and acute care settings. Topics include: nutrition care process, assessment techniques, life cycle nutrition, interviewing skills, screening, monitoring food and nutrient intake, and menu modification.
Prerequisites: DT 125
Corequisites: DT 130
Instructor Consent Required

DT 205 Quantity Food Production 0-6-3
A course on quantity food production practices. Topics include: identification, care, and use of institutional food service equipment; standardized recipes; quality assurance; work efficiency; costing; and food evaluation.
Prerequisites: DT 120 and HRM 105

DT 211 Food Service Management 1 2-0-2
A course on fundamental concepts of food service management. Topics include: meal service and delivery systems, evaluating meal production, performance standards, scheduling, and staffing.
Prerequisites: DT 120
Corequisites: DT 280

DT 212 Food Service Management 2 2-0-2
A continuation of DT 211. Topics include: management responsibilities, interviewing and recruiting, performance review, productivity, work simplification, budgeting, and professional ethics.
Prerequisites: DT 211
Corequisites: DT 287

DT 215 Nutrition for Dietary Managers 2-0-2
A course on nutrition concepts related to the Dietary Manager's scope of practice. Topics include: medical nutrition therapy, documentation, care planning, nutrition education, and healthcare regulations.
Prerequisites: DT 130

DT 221 Medical Nutrition Therapy 1 2-2-3
A course on nutrition care processes and diet modification for various disease states. Topics include: weight management, upper and lower gastrointestinal tract, diabetes, parenteral and enteral, swallowing and feeding disorders, pressure ulcers, and burns.
Prerequisites: DT 130
Corequisites: DT 285

DT 222 Medical Nutrition Therapy 2 2-2-3
A continuation of DT 221. Topics include: nutrition in severe stress; renal disease; liver disease; cancer; HIV and AIDS; and heart, lung, and blood vessel diseases.
Prerequisites: DT 221
Corequisites: DT 289

DT 225 Dietary Manager Exam Review 1-0-1
A course on preparing to take the Dietary Manager credentialing examination.
Prerequisites: Complete all DT program courses
Instructor Consent Required

DT 280 Dietetic Directed Practice: Food Service 0-6-1
Students participate in supervised practice in a health care food service setting. Topics include: food service management, human resources, sanitation, procurement, distribution and food cost, menu cost, recipe development, and equipment specifications.
Prerequisites: DT 180
Corequisites: DT 211
Instructor Consent Required

DT 283 Dietetic Directed Practice: Health Care 2 0-5-1
Students participate in supervised practice in a health care setting. Topics include: applying the nutrition care process, care plans, enteral and parenteral nutrition, transitional feeding, severe stress, and disorders of lower and upper gastrointestinal tract.
Prerequisites: DT 180
Instructor Consent Required

DT 285 Dietetic Directed Practice: Health Care 3 0-5-1
Students participate in supervised practice in a health care setting while building upon previous directed practice experience. Topics include: quality improvement, health care regulations, and pediatric nutrition assessment.
Prerequisites: DT 180
Corequisites: DT 221
Instructor Consent Required

DT 287 Dietetic Practicum: Food Service 1-7-2
Students participate in unpaid work experience in a food service management setting and complete a final project based on individual goals.
Prerequisites: DT 280
Corequisites: DT 212
Instructor Consent Required

DT 289 Dietetic Practicum: Clinical 1-7-2
Students participate in unpaid work experience in a health care setting, complete individual curriculum goals, and review American Dietetic Association competencies.
Prerequisites: DT 221, DT 283, and DT 285
Corequisites: DT 222
Instructor Consent Required

ECE Early Childhood Education

ECE 145 The Developing Child 3-0-3
A course on growth and development of children from birth through adolescence. Topics include: characteristics and needs of children for physical, cognitive, language, social, and emotional growth and development, and theories of early childhood care.
Prerequisites: AFL 085 or appropriate placement test score
Ohio Transfer Assurance Guide Approved

ECE 155 Health, Safety, and Nutrition in Childhood 3-0-3
A course on concepts and techniques for managing health, safety, and nutrition in child care settings serving infants through school age children. Topics include: childhood communicable diseases, and USDA food requirements.
Prerequisites: AFL 085 or appropriate placement test score

ECE 160 Assessment and Observation in Early Childhood Education 2-0-2
A course on strategic and purposeful techniques for observing, recording, and assessing the progress of children from infants to school age.
Prerequisites: ECE 145

ECE 165 Emergent Literacy 3-0-3
A course on growth and development of oral language from birth to school age. Topics include: the study of reading and writing, the teacher's role in promoting early literacy, and phonemic awareness. This course meets Ohio benchmark standards for reading and writing.
Prerequisites: ECE 145

ECE 175 Family, Community, and Schools 3-0-3
A course on concepts and techniques for parent/teacher collaboration. Topics include: effective communication among parents, teachers, and other professionals for enhancing child development, maintaining positive relationships, and working with diverse family units.
Prerequisites: AFL 085 or appropriate placement test score
Ohio Transfer Assurance Guide Approved

ECE 180 Infant and Toddler Environments 3-3-4
A course on concepts and techniques for care and nurturing of infants and toddlers. Topics include: promoting growth and development, classroom management, and developmentally appropriate practice. Students spend seven hours per week in an early childhood care setting.
Prerequisites: ECE 145, EDU 105

ECE 185 Creative Learning Environments 4-0-4
A course on creating learning experiences for young children. Topics include: art, music, social studies, math, and science curricula; indoor and outdoor play; and selecting developmentally appropriate materials and equipment.
Prerequisites: ECE 145

ECE 220 Preschool and School Age Environments 3-3-4
A course on concepts, techniques, and educational theories for teaching preschool and school-age children. Topics include: promoting growth and development, classroom management, and developmentally appropriate practice. Students spend seven hours per week in a pre-school or school setting.
Prerequisites: ECE 180

ECE 230 Administration and Leadership in Early Childhood Education 3-0-3
A course on organizing, operating and managing child care facilities and family care homes. Topics include: licensing requirements, record keeping, budgeting, working with staff and parents, team building, and resolving conflicts.
Prerequisites: ECE 220

ECE 290 Student Teaching in Early Childhood Education 1-14-2
Students spend a minimum of 14 hours per week in a supervised student teaching experience in an approved early childhood care/education setting. Students must prepare a professional portfolio. Placement settings should be accredited or meet requirements for Step Up To Quality level 2, and serve culturally, linguistically, and socio-economically diverse student populations.
Prerequisites: ECE 220, and ECE Program Chair consent

ECO Economics
EET Electrical Engineering Technology

ECO Economics

ECO 105 Principles of Microeconomics 3-0-3
Study of basic concepts of microeconomics. Topics include: supply and demand, equilibrium processes, consumer choice, firm pricing and output behavior, industry structure, government antitrust regulation, externalities, economic welfare, and income distribution.
Prerequisites: AFL 085 and AFM 090, or appropriate placement test scores
Ohio Transfer Module Approved
Ohio Transfer Assurance Guide Approved

ECO 110 Principles of Macroeconomics 3-0-3
Study of the economic macro-system. Topics include: analysis of inflation and unemployment, government monetary and fiscal policy, aggregate income analysis, consumption, savings and investment, long run growth policies and budget deficits, foreign trade flows, and exchange rate polices.
Prerequisites: AFL 085 and AFM 090, or appropriate placement test scores
Ohio Transfer Module Approved
Ohio Transfer Assurance Guide Approved

EDU Education

EDU 105 Introduction to Education 3-0-3
An introduction to the teaching profession. Topics include: purposes of schools in society; and knowledge, dispositions, and performance required to be an effective teacher.
Prerequisites: AFL 085 or appropriate placement test score
Ohio Transfer Assurance Guide Approved

EDU 110 Educational Technology 2-2-3
A course on using educational technology as an instructional resource. Topics include: types and uses of software, selecting technologies for achieving curricular goals, and aligning electronic media production with instructional goals.
Prerequisites: IM 105 or appropriate placement test score
Ohio Transfer Assurance Guide Approved

EDU 200 Individuals with Exceptionalities 3-0-3
A course on concepts and techniques for working with exceptional children and youth in varied educational and community settings. Topics include: identifying developmental characteristics for physical, cognitive, and social development disabilities; adapting learning environments; giftedness; legal issues; and community resources.
Prerequisites: ECE 145
Ohio Transfer Assurance Guide Approved

EDU 210 Learning in Childhood 3-0-3
A course on major theories of human development and learning. Topics include: motivation, instructional strategies, assessment, similarities and differences in learners, and other factors affecting student learning and development.
Prerequisites: PSY 110
Ohio Transfer Assurance Guide Approved

EET Electrical Engineering Technology

EET 100 Introduction to Electrical Engineering Technology 1-2-2
An introduction to concepts and measuring skills for the electronics field. Topics include: current, voltage, power, Ohm's law, series circuits, meter reading, software simulation use, and circuit construction.
Prerequisites: AFM 090 or appropriate placement test score

EET 101 Electronic Fundamentals 1 3-2-4
A course on DC electricity and digital systems for non-electrical engineering technology programs. Topics include: voltage, current, and power distribution for resistive circuits; number systems, codes, Boolean algebra, and logic for digital circuits; instrumentation; circuit construction; and troubleshooting.
Prerequisites: AFL 085 and AFM 095, or appropriate placement test scores

EET 102 Electronic Fundamentals 2 3-2-4
A continuation of EET 101. Topics include: digital circuits including comparators, decoders, counters, and microcomputer systems; analog circuits including capacitors, inductors, transformers, diodes, BJTs, and operational amplifiers; circuit construction; and troubleshooting.
Prerequisites: EET 101

EET 121 Digital Systems 1 2-2-3
A course on analyzing, designing, and troubleshooting digital logic circuits. Topics include: basic gates and PLDs, number systems and codes, Boolean algebra, circuit simplification, functions of logic circuits, latches, flip-flops, counters, timers, and memory.
Prerequisites: MAT 120 or appropriate placement test score
Ohio Transfer Assurance Guide Approved

EET 122 Digital Systems 2 3-2-4
A continuation of EET 121. Topics include: counter design and cascading, shift registers, PLD applications, microprocessor registers, I/O, busses, DMA, memory expansion, and assembly language programming.
Prerequisites: EET 121
Ohio Transfer Assurance Guide Approved

EET 131 Circuit Analysis 1 3-2-4
A course on DC electric circuits. Topics include: current, voltage, resistance, and power; laws applied to series, parallel, and series-parallel circuits; Thevenin's, Superposition, and Norton's theorems; steady state and transient behavior of capacitive and inductive devices; and magnetic properties.
Prerequisites: MAT 121 or appropriate placement test score
Ohio Transfer Assurance Guide Approved

EET 132 Circuit Analysis 2 3-2-4
A continuation of EET 131. Topics include: sinusoidal wave characteristics; complex numbers; phasors; transformers; RC, RL, and RLC networks; filter networks; three-phase and poly-phase systems; and power factor analysis.
Prerequisites: EET 131, MAT 125
Ohio Transfer Assurance Guide Approved

EET 191 Part-Time Cooperative Education 1: Electronics Engineering Technology 1-20-1
Students seeking an associate's degree participate in their first part-time field learning experience related to their degree. Students are expected to register for academic courses during the same semester. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.
Prerequisites: EET 131, CIT 190

EET 210 Computer Calculations for Electronics 2-3-3
A course on solving mathematical calculations in electronics using Microsoft Office Suite. Topics include: analyzing analog circuits and digital systems, writing computer code to solve problems with MS Excel, and preparing presentations and laboratory reports. Students must have prior experience using Microsoft Office Suite.
Prerequisites: IM 111, and EET 102 or EET 121 and EET 131

EET 220 Microprocessor Systems 3-2-4
A course on designing, programming, and troubleshooting microprocessor systems and applications. Topics include: assembly language programming, interrupt and polled I/O, interrupt service routines, parallel ports, timer functions, serial interfaces, A/D converters, and external hardware interfaces.
Prerequisites: EET 122

EET 251 Electronics 1 3-3-4
A course on semiconductors and operational amplifier theory. Topics include: diode circuits and basic power supplies, transistor theory, operational amplifier theory, circuit construction, and troubleshooting.
Prerequisites: EET 132

EET 252 Electronics 2 3-3-4
A continuation of EET 251. Topics include: operational theory of differential, bridge, and instrumentation amplifiers; active filters; oscillators; FETs; thyristors; power amplifiers and inverters; sensors; regulators; circuit construction; and troubleshooting.
Prerequisites: EET 251

EET 290 Electronics Engineeering Technology Capstone Project 2-4-4
Students design a system using analog and digital electronics concepts, and prepare and deliver a professional presentation of their completed project. Topics include: design theory, feasibility study, engineering economics, and presentation skills.
Prerequisites: EET 220, EET 251

EET 291 Full-Time Cooperative Education 1: Electronics Engineering Technology 1-40-2
Students seeking an associate's degree participate in their first full-time field learning experience related to their degree. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.
Prerequisites: EET 131, CIT 190

EET 294 Internship 1: Electronics Engineering Technology 1-40-2
Students seeking an associate's degree participate in their first unpaid field learning experience related to their degree. Students must follow applicable policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.
Prerequisites: EET 131, CIT 190

EMET Electro-Mechanical Engineering Technology

EMET 140 Electro-Mechanical Engineering Technology Foundations 1-2-2
An introduction to project-based learning, safety, and professional practices for electro-mechanical and power systems projects. Students who pass the course receive an OSHA 10-hour certificate.
Prerequisites: None

EMET 191 Part-Time Cooperative Education 1: Electro-Mechanical Engineering Technology 1-20-1
Students seeking an associate's degree participate in their first part-time field learning experience related to their degree. Students are expected to register for academic courses during the same semester. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.
Prerequisites: EMET 140

EMET 210 Energy Efficiency and Audits 2-2-3
A course on concepts related to energy consumption. Topics include: conducting energy audits for residential, commercial and industrial locations; conserving energy; reducing energy consumption; and applying renewable energies.
Prerequisites: EMET 140, and EET 101 or EET 131

EMET 220 Photovoltaic and Solar Thermal Devices 2-3-3
A course on planning, installing, and maintaining solar energy devices. Topics include: photovoltaic electrical systems, passive and thermal solar systems, and geothermal systems.
Prerequisites: EMET 210

EMET 230 Fuel Cells and Wind Devices 2-2-3
A course on planning, installing, and maintaining alternative energy sources. Topics include: converting chemical energy to electricity; fuel cell components, power efficiencies, and applications; electrolysis; and wind turbine components.
Prerequisites: EMET 210

EMET 240 Programmable Logic Controllers, Motors, Motor Controls, and Kinematics 2-3-3
A course on programmable logic controllers, motors, and variable speed drives and mechanisms. Topics include: operating, troubleshooting and controlling circuits; calculating speed, torque, horsepower, and efficiency; and machine kinematics.
Prerequisites: EET 132

EMET 245 Laser Foundations and Safety 2-3-3
A course on the operational theory and safe use of lasers. Topics include: properties of laser light, elements of the laser, laser classifications, structure of the eye, and hazards associated with laser light.
Prerequisites: MAT 121, EMET 140

EMET 250 Servomechanisms 2-3-3
A course on negative feedback for closed-loop servo systems. Topics include: transducers for sensing system parameters; proportional, proportional-derivative, and proportional-integral-derivative positional control systems; computer control of servo-control systems; and simple closed-loop controls.
Prerequisites: EET 132

EMET 255 Optical Components, and Geometrical and Wave Optics 3-3-4
A course on optical elements used in photonics applications. Topics include: lens, mirrors, prisms, laser modulators and Q-switches, optical power, and energy measurements.
Prerequisites: EMET 245

EMET 260 Robotics 2-2-3
A course on robotics and factory automation. Topics include: analyzing industrial robotics applications in automated manufacturing environments, evaluating mechanical and electrical components, programming and operating robots, choosing robots for industrial applications, and applying quality assurance techniques.
Prerequisites: EET 132, EMET 140

EMET 265 Industrial Laser Systems 3-3-4
A course on lasers used in industry. Topics include: types of industrial lasers; applying lasers for cutting, welding, drilling, and heat treating; and motion control.
Prerequisites: EMET 245

EMET 290 Electro-Mechanical Engineering Technology Capstone 1-2-2
Students participate in a team design project. Topics include: design concepts, modeling, detail and assembly drawings, bill of materials, vendors, costs, and manufacture of project prototype.
Prerequisites: EMET 140, EET 251, MET 150

EMET 291 Full-Time Cooperative Education 1: Electro-Mechanical Engineering Technology 1-40-2
Students seeking an associate's degree participate in their first full-time field learning experience related to their degree. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.
Prerequisites: EMET 140

EMET 294 Internship 1: Electro-Mechanical Engineering Technology 1-40-2
Students seeking an associate's degree participate in their first unpaid field learning experience related to their degree. Students must follow applicable policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.
Prerequisites: EMET 140

EMS Emergency Medical Services

EMS 100 CPR and First Aid for the Health Care Professional 1-0-1
A course on life support and first aid skills. Topics include: one- and two-rescuer CPR and AED for adults, children, and infants; barrier devices; and resuscitator bags. Students who pass the course receive an American Heart Association CPR card for the Health Care Professional and First Aid card.
Prerequisites: None

EMS 103 Emergency Medical Responder Theory and Practice 3-2-4
A course on how to provide immediate care for life-threatening injuries and illnesses, using the curriculum approved by the Ohio Department of Public Safety, Division of EMS. Students who pass the course are eligible for the NREMT certification exam.
Prerequisites: AFL 085 or appropriate placement test score

EMS 105 Emergency Medical Responder Refresher 1-2-2
A course that provides Certified Emergency Medical Responders with a review of skills for providing immediate care for life-threatening injuries and illnesses. The course incorporates continuing education/recertification standards of the Ohio Department of Public Safety, Division of EMS.
Prerequisites: EMS 103 or current EMR certification

EMS 110 Emergency Medical Technician Theory and Practice 5-4-7
A course on assessment, care, and transportation of the ill or injured patient, using the curriculum approved by the Ohio Department of Public Safety, Division of EMS. Students who pass the course are eligible for the NREMT certification exam.
Prerequisites: AFL 085 or appropriate placement test score
Instructor Consent Required

EMS 115 Emergency Medical Technician Refresher 3-2-4
A course that provides Certified Emergency Medical Technicians with a review of skills for assessment, care, and transportation of the ill or injured patient. The course incorporates continuing education/recertification standards of the Ohio Department of Public Safety, Division of EMS.
Prerequisites: EMS 110 or current EMT certification

EMS 120 Paramedic Anatomy and Physiology 3-0-3
A course on the structure and function of the human body. Topics include: medical terminology, cells, tissues, and human organ systems.
Prerequisites: AFL 085 and AFM 095, or appropriate placement test scores

EMS 200 Advanced Cardiac Life Support Provider Theory and Practice 1-0-1
A course on knowledge and skills for evaluating and managing the first 10 minutes of an episode of ventricular fibrillation/ventricular tachycardia experienced by an adult. Students must have completed or be enrolled in technical courses for Paramedic, Nursing, or Respiratory Technology.
Prerequisites: Instructor consent
Instructor Consent Required

EMS Emergency Medical Services
ENG English

EMS 205 Pediatric Advanced Life Support Theory and Practice 1-0-1
A course on knowledge and skills for providing advanced life support care for an infant or child during the first 10 minutes of resuscitation efforts. Students must have completed or be enrolled in technical courses for Paramedic, Nursing, or Respiratory Technology.
Prerequisites: Instructor consent
Instructor Consent Required

EMS 211 Paramedic Theory and Practice 1 8-8-12
A course on knowledge and skills for advanced life support care of the ill or injured patient, using the curriculum approved by the Ohio Department of Public Safety, Division of EMS.
Prerequisites: EMS 120, EMS 200 (minimum grade C for both)
Instructor Consent Required

EMS 212 Paramedic Theory and Practice 2 8-8-12
A continuation of EMS 211. This course uses the curriculum approved by the Ohio Department of Public Safety, Division of EMS.
Prerequisites: EMS 211
Instructor Consent Required

EMS 213 Paramedic Theory and Practice 3 8-8-12
A continuation of EMS 212. This course uses the curriculum approved by the Ohio Department of Public Safety, Division of EMS. Students who pass the course are eligible for the NREMT certification exam.
Prerequisites: EMS 212

EMS 215 Paramedic Refresher 3-0-3
A course that provides Certified Paramedics with a review of skills for advanced life support care of the ill or injured patient. The course incorporates continuing education/recertification standards of the Ohio Department of Public Safety, Division of EMS.
Prerequisites: EMS 213 or current Paramedic certification

EMS 220 Emergency Medical Services Instructor Theory and Practice 3-2-4
A course on techniques for teaching adult learners the knowledge and skills required for the Emergency Medical Services field, using the curriculum approved by the Ohio Department of Public Safety, Division of EMS. Students participate in supervised teaching experiences.
Prerequisites: Instructor consent
Instructor Consent Required

ENG English

ENG 100 English Principles: Grammar and Structure 3-0-3
A comprehensive review of writing principles for business and professional communication. Topics include: grammar, punctuation, word usage, and techniques for reviewing and revising various business-related documents.
Prerequisites: AFL 085 or appropriate placement test score

ENG 101 English Composition 3-0-3
An introduction to college writing focusing on understanding the writing process. Topics include: identifying audiences; developing a strong thesis; providing sufficient evidence for claims; and writing essays with grammatical, mechanical, and stylistic correctness.
Prerequisites: AFL 085 or appropriate placement test score
Ohio Transfer Module Approved
Honors Sections Offered

ENG 102 Composition and Argument 3-0-3
A continuation of ENG 101. Topics include: critical reasoning; argumentation; the research process and the research paper; and reading, synthesizing, and responding critically to policy-driven research.
Prerequisites: ENG 101
Ohio Transfer Module Approved
Honors Sections Offered

ENG 103 Composition and Literature 3-0-3
A continuation of ENG 101. Topics include: critical reading, argumentation, the research process and the research paper; and reading, synthesizing, and responding critically to literature.
Prerequisites: ENG 101
Ohio Transfer Module Approved
Honors Sections Offered

ENG 104 Composition and Technical Communication 3-0-3
A continuation of ENG 101. Topics include: audience analysis; planning, preparing, and revising technical and professional documents used for reference, persuasion, or instruction; using and reporting on research; and integrating visuals with text.
Prerequisites: ENG 101, 8 credit hours in technical courses
Ohio Transfer Module Approvaled

ENG 105 Composition and Business Communication 3-0-3
A continuation of ENG 101. Topics include: planning, preparing, and revising business documents such as formal and informal business letters, emails, proposals, and reports; and using and reporting on research.
Prerequisites: ENG 101
Ohio Transfer Module Approved
Ohio Transfer Assurance Guide Approved

ENG 131 Creative Writing: Poetry 3-0-3
A workshop-oriented poetry writing course. Topics include: the invention process, revision, poetic form, and critical response to works of literature and student work.
Prerequisites: 6 credit hours of English Composition

ENG 132 Creative Writing: Fiction 3-0-3
A workshop-oriented fiction writing course. Topics include: the invention process, revision, form of fiction, and critical response to works of literature and student work.
Prerequisites: 6 credit hours of English Composition

ENG 134 Creative Writing: Writing for Children 3-0-3
A workshop-oriented course on writing picture books, chapter books, and middle grade novels. Topics include: the invention process, revision, form of children's literature, and critical response to works of literature and student work.
Prerequisites: 6 credit hours of English Composition

ENG 205 Scriptwriting: Short Forms 2-3-3
A course on developing scripts for short form electronic media messages such as commercials and public service announcements. Topics include: analyzing audiences and products; applying basic concepts of marketing; conducting research; preparing copy platforms, scripts, and storyboards; and persuasively presenting concepts.
Prerequisites: 6 credits of English Composition (minimum grade C)

ENG 210 Scriptwriting: Long Forms 2-3-3
A course on developing scripts for long form electronic media messages such as instructional and promotional video and documentaries. Topics include: analyzing audiences and products; conducting research; preparing documentation, scripts, and storyboards; and persuasively presenting concepts.
Prerequisites: 6 credits of English Composition (minimum grade C)

ENG 215 Copywriting 2-3-3
A course on developing promotional messages for print and online distribution. Topics include: analyzing audiences and products, conducting research, developing concepts, preparing copy platforms, selecting writing styles and formats, and designing materials.
Prerequisites: 6 credits of English Composition (minimum grade C)

ENG 220 Instructional Writing 2-3-3
A course on developing instructional materials for print and multimedia distribution. Topics include: analyzing audiences and tasks; creating and revising content; and applying best practices for print, online, and digital document design.
Prerequisites: 6 credits of English Composition (minimum grade C)

ENG 225 Proposal Writing 2-3-3
A course on developing effective proposals to obtain project funding. Topics include: developing strategy; conducting research; interpreting requirements; and organizing, designing, and writing proposals.
Prerequisites: 6 credits of English Composition (minimum grade C)

ENG 230 Writing Online Content 2-3-3
A course on developing content for websites and web-supported publishing such as blogs and e-newsletters. Topics include: analyzing audiences and goals, choosing writing styles, creating and revising content, and applying best practices for online and digital document design.
Prerequisites: 6 credits of English Composition (minimum grade C)

ENG 235 User Experience Design and Usability Assessment 2-3-3
A course on concepts and techniques for designing and testing online products used by varied audiences. Topics include: principles of user experience design, developing qualitative and quantitative test materials, implementing tests, and reporting on test results.
Prerequisites: 6 credits of English Composition (minimum grade C)

ENG 240 Technical Editing 2-3-3
A course on editorial concepts and techniques. Topics include: editorial roles, editorial assessment processes, levels of edit, traditional and digital copymarking, and stylebooks and editorial resources.
Prerequisites: 6 credits of English Composition (minimum grade C)

ESL English as a Second Language

ESL 051 English as a Second Language Level 1 3-2-4
A course that integrates English skills including reading, writing, grammar, speaking, and listening comprehension. Topics include: American culture, cross-cultural communication, and the immigrant experience.
Prerequisites: None

ESL 052 English as a Second Language Level 2 3-2-4
A continuation of ESL 051. Topics include: American culture, cross-cultural communication, the immigrant experience, and current events.
Prerequisites: ESL 051 or appropriate placement test score

ESL 055 English as a Second Language: Grammar 2-0-2
A course for non-native speakers on English grammar skills. Topics include: verb tenses, count and non-count nouns, active and passive voice, and grammatical articles.
Prerequisites: None

ESL 060 English as a Second Language: Pronunciation 2-0-2
A course for non-native speakers on pronunciation of standard American English. Topics include: stress, rhythm, intonation, vocabulary, idioms, cross-cultural communication, and coping strategies.
Prerequisites: None

EVS Environmental Science

EVS 110 Environmental Science: Conservation and Cleanup 3-2-4
A course on environmental science as it affects human activity and the environment. Topics include: drinking water and wastewater treatment, air pollution, energy, conservation, solid and hazardous waste management, and risk assessment. Students provide transportation to off-campus field trips.
Prerequisites: AFL 085 or appropriate placement test score
Ohio Transfer Module Approved

EVS 120 Environmental Geology 3-2-4
A course on the relationship of applied geology to the human environment. Topics include: plate tectonics, soils, groundwater and surface water, natural disasters and glacial geology, and resource protection from contamination. Students provide transportation to off-campus field trips.
Prerequisites: AFL 085 or appropriate placement test score
Ohio Transfer Module Approved

EVS 130 Environmental Science: Ecology and Ecosystem 3-2-4
A course on environmental science and ecology. Topics include: types of ecosystems and how they function, elementary soil science, biodiversity, and population growth and sustainability. Students provide transportation to off-campus field trips.
Prerequisites: AFL 085 or appropriate placement test score
Ohio Transfer Module Approved

EVT Environmental Engineering Technologies

EVT 105 Environmental Sampling 2-3-3
A course on sampling requirements and techniques. Topics include: sampling groundwater, surface water, drums, sediments, soil, and air; site assessment; and field testing. Students provide transportation to off-campus field trips. Students who complete the course successfully earn a USEPA certificate.
Prerequisites: AFL 085, and AFM 095 or MAT 120, or appropriate placement test scores

EVT 115 OSHA 40-Hour Course 2-2-3
A course on the OSHA-specific requirements under 29 CFR 1910.120 for 40-Hour Hazardous Waste Site Training. Topics include: avoiding injury on a hazardous waste site, and basic concepts for health and safety programs. Students who complete the course successfully earn a certificate.
Prerequisites: AFL 085 and AFM 095, or appropriate placement test scores
Instructor Consent Required

EVT 125 Restoration Ecology: Sustainable Sites 2-2-3
A course on environmental design principles and sustainable development. Topics include: federal, state, and local issues and standards; and managing introduced, exotic, and invasive species. Students provide transportation to off-campus field trips.
Prerequisites: EVS 110 or EVS 130

EVT 135 Restoration Ecology: Rain Gardens 2-2-3
A course on rain garden design and construction techniques that harvest rain water from local watersheds. Topics include: baseline analysis, site preparation, plant selection, and study of components in various ecoregions. Students provide transportation to off-campus field trips.
Prerequisites: EVS 110 or EVS 130

EVT 140 Environmental Regulations and Permits 1-2-2
A course on federal, state, and local environmental laws with emphasis on related computer concepts and applications. Topics include: TSCA, FIFRA, OSHA, CAA, CWA, SDWA, CERCLA, and RCRA.
Prerequisites: EVS 110 and ENG 101

EVT 145 Restoration Ecology: Native Vegetation 2-2-3
A course on native trees, shrubs, and vines that have commercial value for sustainable use. Topics include: proven landscape species, their uses in the tri-state area, and invasive species of various ecoregions. Students provide transportation to off-campus field trips.
Prerequisites: EVS 110 or EVS 130

EVT 150 Environmental Chemistry 2-3-3
A course on organic chemistry and chemical principles of environmental systems. Topics include: carbon bonding, saturated and unsaturated aromatic hydrocarbons, alcohols, phenols, aldehydes, ketones, acids, and amines. Instrumental applications include gas and liquid chromatography and atomic absorption.
Prerequisites: CHE 110 or CHE 121 or CHE 131

EVT 155 Site Mapping and GIS 2-3-3
A course on mapping techniques for the environmental field. Topics include: map concepts, coordinate systems, elevaton countours, and terrain modeling. Course activities include manual drafting, basic principles of surveying and an introduction to CAD and GIS software.
Prerequisites: EVS 110 and MAT 125

EVT 158 Fundamentals of Industrial Hygiene 1-2-2
A course on techniques for recognizing, evaluating, and controlling health and safety hazards in the workplace. Topics include: radiation safety, noise, solvents, biological hazards, and video display terminal (VDT) hazards.
Prerequisites: EVS 110

EVT 160 Solid and Hazardous Waste Management 2-3-3
A course on concepts and techniques for solid and hazardous waste disposal facilities. Topics include: waste minimization, composting, recycling, and landfilling; principles and practices for storage, transport, treatment, and disposal of hazardous wastes; regulations and permits; and emerging technologies. Students provide transportation to off-campus field trips.
Prerequisites: EVS 110, and CHE 110 or CHE 121 or CHE 131

EVT 165 Calculations for Water Operators 2-2-3
A course on mathematical applications for water treatment plant processes including water sources and storage, coagulation and flocculation, sedimentation, filtration, chlorination, fluoridation, and softening. Topics include applied volume, flow, and velocity; chemical dosage; loading rates; detention and retention; and pumping.
Prerequisites: EVS 110 and MAT 125

EVT 166 Calculations for Wastewater Operators 2-2-3
A course on calculations for wastewater treatment applications. Topics include: volumes, flow, and velocity; conversions; pumping and loading rates; F/M ratio; sludge age; MCRT; and efficiency.
Prerequisites: EVS 110 and MAT 125

EVT Environmental Engineering Technologies

EVT 168 Radiation Safety 1-2-2
A course on radiation safety and protection. Topics include: the interaction of radiation with matter, biological effects, types of radioactivity, dosimetry, shielding calculations, and radiation measurements.
Prerequisites: EVS 110

EVT 170 Water and Wastewater Treatment and Analysis 3-3-4
A course on scientific and engineering principles for water quality control. Topics include: environmental microbiology; bioremediation; microbes as indicators of pollution; and physical, chemical, and biological analysis. Students provide transportation to off-campus field trips.
Prerequisites: EVS 110, and CHE 110 or CHE 121 or CHE 131

EVT 171 Environmental Mountain Ecology 1 2-0-2
A course on principles of ecology and pollutant dispersion as they pertain to mountain ecosystems, and the environmental impact of human activities on mountain ecosystems.
Prerequisites: EVT 105 and EVS 120

EVT 172 Environmental Mountain Ecology 2 1-6-3
A continuation of EVT 171. Students participate in field experience that includes a trip to the mountainous regions of the western United States. Students pay for travel-related expenses.
Prerequisites: EVT 171
Instructor Consent Required

EVT 175 Watershed Management 2-3-3
A course on developing watershed action plans including economic redevelopment and brownfield development. Topics include: water quality monitoring, stream bank stabilization, flood management strategies, habitat restoration, and control of combined and sanitary sewer overflow. Students provide transportation to off-campus field trips.
Prerequisites: EVS 110, and CHE 110 or CHE 121 or CHE 131

EVT 180 Environmental Statistics 1-2-2
A course on statistical methods used in environmental pollution monitoring. Topics include: computer concepts and applications emphasizing environmental data.
Prerequisites: EVS 110 and MAT 125

EVT 185 Supervisory Management in Environmental Fields 1-2-2
A course on concepts and practices of management as they apply to the environmental field. Topics include: problem solving, communication skills, delegation and motivation, unions, and manager-employee relationships.
Prerequisites: EVS 110 and ENG 101

EVT 187 Materials Transportation Safety and Security 1-2-2
A course on safety and security during the transport of hazardous substances. Topics include: Hazardous Materials Transportation Act, Resource Conservation and Recovery Act, Transportation Security Administration, aviation security, and shipping protocols. Students provide transportation to off-campus field trips.
Prerequisites: EVT 105

EVT 191 Part-Time Cooperative Education 1: Environmental Engineering Technology 1-20-1
Students seeking an associate's degree participate in their first part-time field learning experience related to their degree. Students are expected to register for academic courses during the same semester. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.
Prerequisites: CIT 190

EVT 210 Industrial Waste Treatment 1-2-2
A course on the responsibilities of the industrial wastewater treatment plant operator. Topics include: the activated sludge process, physical-chemical treatment, instrumentation, industrial waste monitoring, waste treatment processes, and maintenance.
Prerequisites: EVT 170

EVT 215 Utilities Safety and Security 1-2-2
A course on the safety and security of the utility systems in the United States in the event of natural disasters or terrorist or wartime attack. Topics include: protection of drinking water systems, wastewater treatment systems, and energy supplies.
Prerequisites: EVT 170

EVT 220 Air Pollution Control 2-3-3
A course on monitoring permitting and control of air releases. Topics include: air quality management, health and environmental effects, indoor air pollution, pollen and mold counts, control and sampling equipment, stack testing, and data analysis. Students provide transportation to off-campus field trips.
Prerequisites: EVT 150

EVT 225 Environmental Mapping 2-2-3
A course on mapping and resource inventory for the environmental field. Topics include: map projections, world coordinates, watershed deliniation, GIS data analysis and queries, and remote sensing. Students use conventional surveying and GPS equipment for data collection, and computer mapping CAD and GIS software for data analysis.
Prerequisites: EVT 155

EVT 230 Treatment Technologies 2-2-3
A course on principles and applications of mainstream treatment technologies used to prevent, monitor, and control pollution from industries and government facilities. Topics include: physical, chemical, thermal, and biological treatment methods. Students provide transportation to off-campus field trips.
Prerequisites: EVT 170

EVT 235 Stormwater Management 2-2-3
A course on the infrastructure of stormwater control. Topics include: hydrologic cycle, historical development of drainage control, FEMA and local flood design criteria and control methods, storm sewers, open channel, culvert conveyance, detention systems and calculations, and post-construction BMPs.
Prerequisites: EVT 225, and CHE 110 or CHE 121 or CHE 131

EVT 237 Environmental Impact of Weapons of Mass Destruction 1-2-2
A course on understanding weapons of mass destruction and recovery following an attack. Topics include: chemical and biological warfare agents; radiation dispersal devices; and detection, decontamination, and disposal of these agents. Students provide transportation to off-campus field trips.
Prerequisites: EVT 105 and EVT 170

EVT 240 Fluid Mechanics 2-3-3
A course on engineering properties of fluids including fluid flow, buoyancy, and stability. Topics include Bernoulli's equation and the energy equation; Reynold's number; energy losses; and series, parallel, and open channel flow.
Prerequisites: MAT 126 and PHY 151

EVT 245 Operation of Water Treatment Plants 2-2-3
A course on efficient operation of water treatment plants that helps students prepare for certification exams. Topics include: proper installation, inspection, operation, maintenance, repair, and management of water treatment plants; corrosion control; control of trihalomethanes; and water sample analysis.
Prerequisites: EVT 165

EVT 246 Operation of Wastewater Treatment Plants 2-2-3
A course on efficient operation of wastewater treatment plants that helps students prepare for certification exams. Topics include: start-up, daily operations, interpretation of lab results, and possible approaches to solving operational problems.
Prerequisites: EVT 166

EVT 247 Advanced Sampling and Analysis 1-2-2
A course on sampling equipment and methods used to evaluate hazards after natural disasters. Topics include: equipment and instruments used to detect biological and chemical warfare agents. Students provide transportation to off-campus field trips.
Prerequisites: EVT 105 and EVT 170

EVT 250 Water Collection and Distribution Systems 2-2-3
A course on operating and controlling water delivery and wastewater collection systems. Topics include: gravity and pumped lines; storage and holding tanks; pumps; system monitoring, repair, and rehabilitation; water system depressurization; backflow prevention; metering; sewer overflows; and gaseous buildup.
Prerequisites: EVT 240

EVT 255 Stormwater Control Technologies 2-2-3
A course on best practices in stormwater management including installation, construction, and maintenance. Topics include: porous pavements, subsurface infiltration, bioretention basins, weed management, wetlands, soil bioengineering, and cost effectiveness of methods. Students provide transportation to off-campus field trips.
Prerequisites: EVT 175 and EVT 225

EVT 257 Environmental Risk Assessment 1-2-2
A course that utilizes risk assessment methods to evaluate and manage danger in the event of chemical, biological, or radiological exposure. Topics include: operational risk management approaches, and understanding toxicological values. Students provide transportation to off-campus field trips.
Prerequisites: EVT 160 and EVT 220

EVT 291 Full-Time Cooperative Education 1: Environmental Engineering Technology 1-40-2
Students seeking an associate's degree participate in their first full-time field learning experience related to their degree. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.
Prerequisites: CIT 190

EVT 294 Internship 1: Environmental Engineering Technology 1-40-2
Students seeking an associate's degree participate in their first unpaid field learning experience related to their degree. Students must follow applicable policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.
Prerequisites: CIT 190

FIN Finance

FIN 100 Personal Finance 3-0-3
A course on coordinated and realistic personal financial planning. Topics include: budgeting and tax planning, managing liquidity, personal loans, purchasing cars and homes, insurance and investing principles, and retirement and estate planning.
Prerequisites: None

FIN 110 Financial Institutions 3-0-3
A course on the economics of U.S. and international financial markets and the management of domestic and international financial institutions. Topics include: pricing and risk factors, interest rates, and markets for securities and financial services.
Prerequisites: None

FIN 120 Risk and Insurance 3-0-3
A course on principles of risk management and insurance for enterprises and individuals. Topics include: fundamentals of life, health, property, and liability insurance; and enterprise risk management for businesses.
Prerequisites: None

FIN 150 Business Finance 3-0-3
A course on principles of financing business firms. Topics include: financial statement analysis, time value of money, management of cash flow, risk and return, and short and long-term sources of financing.
Prerequisites: ACC 101

FIN 191 Part-Time Cooperative Education 1: Finance 1-20-1
Students seeking an associate's degree participate in their first part-time field learning experience related to their degree. Students are expected to register for academic courses during the same semester. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.
Prerequisites: BUS 190

FIN 200 Investments 3-0-3
A course on securities and the markets in which they are traded, and sources of financial information. Topics include: features and characteristics of financial instruments such as money market instruments, stocks, bonds, international securities, options, and futures contracts.
Prerequisites: FIN 150

FIN 291 Full-Time Cooperative Education 1: Finance 1-40-2
Students seeking an associate's degree participate in their first full-time field learning experience related to their degree. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.
Prerequisites: BUS 190

FRN French

FRN 101 Elementary French 1 4-0-4
A course on French language and culture that provides the foundation for understanding, speaking, reading, and writing French.
Prerequisites: None

FRN 102 Elementary French 2 4-0-4
A continuation of FRN 101. Topics include: developing skills in understanding, speaking, reading, and writing French.
Prerequisites: FRN 101

FRN 201 Intermediate French 1 4-0-4
A continuation of FRN 102. Topics include: developing fluency in French grammar and syntax through reading short literary pieces, composition, and conversation.
Prerequisites: FRN 102

FRN 202 Intermediate French 2 4-0-4
A continuation of FRN 201. Topics include: developing additional skills and fluency in French through reading short literary pieces, composition, and conversation.
Prerequisites: FRN 201

FST Fire Service Technology

FST 100 Fire Cadet Fundamentals 2-2-3
A course on preparing for public service as a firefighter. Topics include: drill and ceremony, critical thinking, public and personal safety, self-reflection and discipline, radio communication including MAYDAY, drivers' education, and CPR for healthcare providers.
Prerequisites: AFL 085 and AFM 095, or appropriate placement test scores
Students must pass a physical agility test.
Instructor Consent Required

FST 103 Evolution of the Fire Service 2-0-2
A course on the growth of the fire service from its creation through the 21st century. Topics include: changes in suppression methods, building codes, and rescue techniques; administrative philosophies; and personnel behaviors.
Prerequisites: None

FST 105 Fire Cadet Physical Preparedness 1-2-2
A course on preparing fire cadets for the rigors of fire training. Topics include: physical preparedness, and balanced physical conditioning that incorporates all basic factors of fitness.
Prerequisites: AFL 085 and AFM 095, or appropriate placement test scores
Instructor Consent Required

FST 107 Home Safety 1-0-1
A course on identifying common hazards that place individuals and families at risk for injury and/or crisis. Topics include: home, fire, and child safety; health hazards; severe weather safety; and driving and water safety.
Prerequisites: None

FST 108 Emotional Preparedness for Public Safety Professionals 2-0-2
A course on dealing with emotions and stresses that result from caring for the sick, injured, and dying. Topics include: concepts and techniques from the fields of sociology, philosophy, religion, and health education.
Prerequisites: AFL 085 and AFM 095, or appropriate placement test scores

FST 110 Portable Fire Extinguishers 1-0-1
A course on fundamentals of fire and fire extinguishing. Topics include: elements that support a fire, and using equipment to efficiently extinguish Class A, B, and C type fires.
Prerequisites: None

FST 116 Fire Apparatus and Equipment Maintenance 2-2-3
A course on operating, maintaining, and repairing internal combustion engines. Topics include: small gas power engines used in the fire service, daily inspections of fire apparatus and equipment, and pre- and post-run inspections of vehicles.
Prerequisites: AFL 085 and AFM 095, or appropriate placement test scores

FST 120 Fire Behavior and Combustion 2-0-2
A course on theories and fundamentals of how and why fires start and spread, and how fires are controlled. Topics include: the chemistry of fire, combustion and heat transfer, stages of fire growth, toxic gases and smoke, and extinguishing agents.
Prerequisites: AFL 085 and AFM 095, or appropriate placement test scores

FST Fire Service Technology

FST 121 Fire Investigation 1 3-0-3
A course on fundamentals of proper fire scene interpretations. Topics include: recognizing origin location and cause, preserving evidence and documentation, scene security, motives of the fire setter, and types of fire causes.
Prerequisites: None

FST 123 Principles of Emergency Services 3-0-3
A course on fire protection as an industry. Topics include: philosophy and history of fire services, fire departments as part of local government, protection systems, regulations and laws, and introductory fire ground strategy and tactics.
Prerequisites: AFL 085 and AFM 095, or appropriate placement test scores

FST 124 Fire and Emergency Services Administration 2-0-2
A course on organization and management of a fire department. Topics include: the relationship of government agencies to the fire service, fire and emergency services, and ethics and leadership from the perspective of the company officer.
Prerequisites: FST 123

FST 126 Fire Protection Systems 2-0-2
A course on design and operation of fire alarm systems. Topics include: water-based fire suppression systems, special hazard fire suppression systems, water supply for fire protection, and portable fire extinguishers.
Prerequisites: AFL 085 and AFM 095, or appropriate placement test scores

FST 129 Fire Prevention 3-0-3
A course on fundamental concepts of fire prevention. Topics include: history, philosophy, organization, and operation of a fire prevention bureau; use and application of codes and standards; plan review; fire inspections; fire and life safety education; and fire investigation.
Prerequisites: AFL 085 and AFM 095, or appropriate placement test scores

FST 130 Volunteer Firefighter 0-3-1
A course on fundamentals for the volunteer firefighter, using the Ohio Department of Public Safety objectives for volunteer firefighter certification. Topics include: safety, fire behavior, personal protective equipment, ventilation, tools, ground ladders, water supply, and overhaul.
Prerequisites: AFL 085 and AFM 095, or appropriate placement test scores

FST 133 Firefighter 1 Transition 3-3-4
A course for volunteer firefighters seeking the Firefighter 1 level, using the Ohio Department of Public Safety objectives for volunteer-to-Firefighter 1 certification. Topics include: safety, hoses and streams, fire extinguishers, ladders, ropes, ventilation, forcible entry, and live fire training.
Prerequisites: FST 130

FST 136 Emergency Vehicle Operator 1-2-2
A course on safe driving practices while responding in emergency vehicles. Topics include: techniques for safe operation, post-collision analysis, and unsafe practices during emergency response. Students must have a valid driver's license.
Prerequisites: AFL 085 and AFM 095, or appropriate placement test scores
Instructor Consent Required

FST 141 Firefighter 1 3-6-5
A course covering NFPA 1001 Firefighter 1 objectives. Topics include: ladders, personal protection clothing, SCBA, fire extinguishers, search and rescue, ropes and knots, and hoses and nozzles. Students must successfully complete a state test to obtain Ohio Firefighter certification. PROBOARD accreditation is available for interested students.
Prerequisites: FST 100

FST 142 Firefighter 2 3-6-5
A continuation of FST 141, covering NFPA 1001 Firefighter 2 objectives. Topics include: fire streams and foam, auto extrication, fire control, fire protection systems, and pre-incident surveys. Students must successfully complete a state test to obtain Ohio Firefighter certification. PROBOARD accreditation is available for interested students.
Prerequisites: FST 141

FST 145 Career Firefighter 1 and 2 6-12-10
A course covering NFPA 1001 Firefighter 1 and 2 objectives. Topics include ladders, personal protective clothings and equipment, fire extinguishers, search and rescue, fire streams, foam, fire control and auto extraction. PROBOARD accreditation is available for interested students. Students must pass the state test before Firefighter certification is awarded.
Prerequisites: FST 100

FST 153 Fire Service Technology Blueprint Reading 3-0-3
A course on reading computer-generated drawings used in fire services. Topics include: interpreting architectural and civil engineering symbols and abbreviations; and understanding civil, architectural, electrical, mechanical, and fire protection drawings.
Prerequisites: AFL 085 and AFM 095, or appropriate placement test scores

FST 158 Fire Alarm Basics 2-0-2
A course on fundamentals of fire alarm systems. Topics include: system components, operation and application of systems, building codes, and regulatory standards.
Prerequisites: AFM 085 and AFM 095, or appropriate placement test scores

FST 161 Fire Officer 1 2-2-3
A course on preparing for the role of company officer, using NFPA 1021 Fire Officers Professional Qualifications Level 1 objectives. Topics include: human resource management, community and government relations, inspections, investigations, emergency service delivery, and safety.
Prerequisites: FST 142

FST 162 Fire Officer 2 2-2-3
A continuation of FST 161, using standards defined for NFPA 1021 Fire Officers Professional Qualifications Level 2.
Prerequisites: FST 161

FST 163 Fire Officer 3 2-2-3
A continuation of FST 162, using standards defined for NFPA 1021 Fire Officers Professional Qualifications Level 3.
Prerequisites: FST 162

FST 164 Occupational Health and Safety for Emergency Services 2-0-2
A course on basic concepts of occupational health and safety related to emergency service organizations. Topics include: risk and hazard evaluation, and control procedures.
Prerequisites: AFL 085 and AFM 095, or appropriate placement test scores

FST 206 Firefighter Physical Preparedness 1-2-2
A course on preparing for the broad array of physical work conditions associated with duty as a firefighter. Topics include: techniques for functional movements during intensity of firefighting, and performing at maximum output in natural conditions.
Prerequisites: FST 105 and FST 141

FST 210 Crew Resource Management 2-0-2
A course on effects of human error during fire ground operations, using concepts from commercial aviation that apply to fire services. Topics include: communication, teamwork, situational awareness, critical decision making, and decreasing injuries and deaths during firefighting.
Prerequisites: FST 142

FST 218 Wildfire Behavior and Suppression 2-2-3
A course on knowledge and skills needed to extinguish wildfires. Topics include: factors affecting the start and spread of wildfires, and recognizing potentially hazardous situations.
Prerequisites: FST 100

FST 222 Fire Investigation 2 3-0-3
A continuation of FST 121. Topics include: rules and laws, fire scene analysis, fire behavior, evidence preservation, documentation, case preparation, and courtroom testimony.
Prerequisites: FST 121

FST 223 Principles of Fire and Emergency Services Safety and Survival 2-0-2
A course on the history and basic principles of the national firefighter life safety initiatives, focusing on the need for cultural change throughout the emergency services.
Prerequisites: FST 142

FST 225 Fire Protection Hydraulics and Water Supply 2-0-2
A course on understanding principles of water for fire protection, and understanding principles of hydraulics used to analyze and overcome challenges of applying sufficient water for fire suppression.
Prerequisites: FST 142

FST 226 Building Construction for Fire Protection 3-0-3
A course on building construction in relation to firefighting and life safety. Topics include: elements of construction and design, building inspection factors, pre-planning fire operations, and safe operations during emergencies.
Prerequisites: FST 141

FST 228 Legal Aspects of the Emergency Services 3-0-3
A course on legal issues related to emergency services. Topics include: the American legal system; recent court decisions, events, and statutes; Americans with Disabilities Act; Family Medical Leave Act; Fair Labor Standards Act; and HIPAA.
Prerequisites: FST 100

FST 229 Strategies and Tactics for Fire Suppression 2-0-2
A course on principles of fire ground control using personnel, equipment, pre-incident planning, and extinguishing agents.
Prerequisites: FST 142

FST 236 Fire Apparatus Operator 2-2-3
A course on theory and operation of engines and pumpers used in firefighting. Topics include: equipment operation; troubleshooting; and demonstration and practice of fire ground water flow scenarios.
Prerequisites: FST 142

FST 258 Rapid Assistance and Self-Rescue Operations 1-3-2
A course on saving your own life or saving lives of other firefighters. Topics include: MAYDAY, fire ground safety, communications, self awareness, rapid entry team preparedness, and survival techniques.
Prerequisites: FST 142

FST 263 Fire Ground Operations 2-6-4
A course on truck and engine company operations. Topics include: command and control, reading the scene, self-rescue, thermal imaging, rapid intervention, air monitoring and search and rescue techniques, and evaluating fire service tools and equipment.
Prerequisites: FST 142

FST 265 Fire Service Instructor 2-3-3
A course on techniques for teaching adult learners knowledge and skills required for the Fire Services field, using NFPA 1041 Instructor 1 and 2 objectives. Topics include: domains of learning, learning outcomes and objectives, classroom preparedness, student safety, and legal obligations. Students must have five years experience as a firefighter.
Prerequisites: FST 142 and Instructor consent
Instructor Consent Required

FST 268 Fire Safety Inspector 2-3-3
A course on fire safety inspection procedures and responsibilities, using NFPA 1031 objectives. Students who are members of an Ohio Fire Department may take the state exam for Fire Safety Inspector at the end of the course.
Prerequisites: FST 142

FST 294 Internship 1: Fire Service Technology 1-40-2
Students seeking an associate's degree participate in an unpaid field learning experience related to their degree. Students must follow applicable policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.
Prerequisites: FST 142 (minimum grade C)
Instructor Consent Required

FYE First Year Experience

FYE 100 College Survival Skills 1-0-1
An orientation course on making a successful transition to college. Topics include: study skills, time management, critical thinking, academic planning, goal setting, diversity, and campus resources. Students must complete one FYE course within the first 12 credits at Cincinnati State.
Prerequisites: None

FYE 105 College Success Strategies 2-0-2
An orientation to college life with community building activities. Topics include: study skills; time, stress, and financial management; personal health and wellness; critical thinking; academic and financial planning; goal setting; campus resources; diversity; and interpersonal communication. Students must complete one FYE course within the first 12 credits at Cincinnati State.
Prerequisites: None

FYE 110 Community College Experience 3-0-3
A comprehensive orientation to college life with community building activities. Topics include: study skills; time, stress, and financial management; budgeting; personal health and wellness; critical thinking and emotional intelligence; educational planning; goal setting; campus resources; diversity; interpersonal communication; and netiquette. Students must complete one FYE course within the first 12 credits at Cincinnati State.
Prerequisites: None

GAC Geriatric Activity Coordinator

GAC 101 Activity Coordinator for Long Term Care 1 4-2-5
A course on fundamentals of the long term care activity coordinator profession. Topics include: understanding client populations, job functions, approaches to care, federal regulations, and documentation guidelines.
Prerequisites: MCH 130, and on State Nurse Aide Registry or eligible for Registry

GAC 102 Activity Coordinator for Long Term Care 2 4-2-5
A continuation of GAC 101. Topics include: skills and service methods to enhance quality of life, individualized activity programming, and documentation to meet state and federal regulations. Successful completion of this course does not ensure national certification.
Prerequisites: GAC 101 (minimum grade C)

GEO Geography

GEO 105 World Regional Geography: the Americas, Europe, and Australia 3-0-3
Study of characteristics and differences of major world regions. Topics include: cultural, economic, political, historical and physical characteristics of North America, Latin America, Europe, Russia, the Baltic States, and Australia/New Zealand.
Prerequisites: AFL 085 or appropriate placement test score
Ohio Transfer Module Approved
Ohio Transfer Assurance Guide Approved

GEO 110 World Regional Geography: Asia, Africa, and the Middle East 3-0-3
Study of characteristics and differences of major world regions. Topics include: cultural, economic, political, historical, and physical characteristics of Asia and Africa, including the Middle East and Afghanistan.
Prerequisites: AFL 085 or appropriate placement test score
Ohio Transfer Module Approved
Ohio Transfer Assurance Guide Approved

GEO 115 Cultural Geography 3-0-3
Survey of diverse human customs and world patterns of culture. Topics include: ethnicity, population practices, territoriality, the seeking of security and nourishment, resource use, and the commonalities among peoples.
Prerequisites: AFL 085 or appropriate placement test score
Ohio Transfer Module Approved
Ohio Transfer Assurance Guide Approved

GIT Graphic Imaging Technology

GIT 100 Introduction to Graphic Imaging Technology 2-2-3
A course on evaluating printing processes. Topics include: lithography, flexography, screen, gravure, and digital-on-demand presses for print media; packaging options for advertising processes such as metal can, corrugated, and plastic packaging; and digital-on-demand presses for packaging.
Prerequisites: None

GIT 105 Ink and Substrates 3-0-3
A course on physical characteristics, manufacturing processes, and print industry uses for ink and paper. Topics include: how ink components affect color, drying properties of ink, printing substrates, and cost factors related to ink and paper choices.
Prerequisites: None

GIT 115 Adobe InDesign 2-3-3
A course on page layout for print documents using Adobe InDesign software. Topics include: master pages, style sheets, print production, optimized PDF files, and variable data.
Prerequisites: None

GIT Graphic Imaging Technology
GRD Graphic Design

GIT 120 Digital Photography and Imaging 1-4-3
A course on producing quality images with digital cameras. Topics include: lighting; color balance; exposure; retouching; and reproducing images for uses including web, digital output devices, and printing presses.
Prerequisites: None

GIT 191 Part-Time Cooperative Education 1: Graphic Imaging Technology 1-20-1
Students seeking an associate's degree participate in their first part-time field learning experience related to their degree. Students are expected to register for academic courses during the same semester. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.
Prerequisites: BUS 190

GIT 200 Digital Imaging and Publishing 1-6-3
A course on sheet-fed offset printing and digital printing. Topics include: wet and dry forms of lithography; presensitized, bi-metal, and grainless synthetic plates; VDP systems for digital presses; making adjustments for quality printing; and using pressroom and plate equipment.
Prerequisites: GIT 100, GRD 110

GIT 215 Applied 2D Graphics: Graphic Imaging 2-3-3
A course on using page layout, vector, and image editing software applications for high-end production processes. Topics include: file construction, resolution of files and devices, trapping techniques, retouching, preflighting, color separations, profiling, color correction, variable data, and proofing.
Prerequisites: GIT 115, GRD 110

GIT 220 Screen Printing 1-6-3
A course on fundamentals of operating manual and semi-automatic screen printing presses. Topics include: printing frames, mesh, emulsions, stencils, squeegees, and inks; and printing on varied substrates and odd-shaped objects.
Prerequisites: GIT 100, GRD 110

GIT 230 Print Media Workflow 3-0-3
A course on determining printing job costs, emphasizing paper used in sheet-fed offset and flexographic printing. Topics include: cost factors; computer-assisted estimation and scheduling; file processing in a color-managed environment; and web-based job tracking.
Prerequisites: GIT 100, GIT 105

GIT 240 Flexographic Printing Methods 1-6-3
A course on fundamental principles and practices of the flexographic printing industry. Topics include: artwork preparation, prepress, plates and platemaking, inks, substrates, tooling, presswork, and finishing operations unique to flexography.
Prerequisites: GIT 100, GRD 110

GIT 250 Offset Printing Methods 1-6-3
A course on high quality sheet-fed and web-fed offset printing and digital high volume printing. Topics include: color consistency, controlling dot gain and slur, plugging halftones, maintaining ink and dampening systems, and using quality control production devices.
Prerequisites: GIT 200

GIT 255 Graphic Imaging Production Processes 2-3-3
A course on preparing art for professional printing processes. Topics include: survey of print processes such as lithography, flexography, gravure, and screen printing; file construction; design considerations; and standards for evaluating printed materials.
Prerequisites: GRD 215, GRD 230

GIT 290 Graphic Imaging Technology Capstone 1-0-1
Students complete activities that demonstrate their knowledge of concepts and techniques in Graphic Imaging Technology.
Prerequisites: Graphic Imaging Technology Program Chair consent, and minimum 2.5 GPA
Instructor Consent Required

GIT 291 Full-Time Cooperative Education 1: Graphic Imaging Technology 1-40-2
Students seeking an associate's degree participate in their first full-time field learning experience related to their degree. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.
Prerequisites: BUS 190

GRD Graphic Design

GRD 110 Foundations of 2D Graphics 2-3-3
An introduction to concepts and techniques for digital design. Topics include: vector-based and raster-based graphics, emphasizing color and composition.
Prerequisites: MID 110, MID 115 (minimum grade C for both)

GRD 150 Design Concepts: Typography 2-3-3
A course on the use of typography as a design element in short-form and long-form applications. Topics include: typography as image, and anatomy of type.
Prerequisites: GRD 110, ENG 101 (minimum grade C for both)

GRD 191 Part-Time Cooperative Education 1: Graphic Design 1-20-1
Students seeking an associate's degree participate in their first part-time field learning experience related to their degree. Students are expected to register for academic courses during the same semester. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.
Prerequisites: MID 190, GRD 200

GRD 200 Graphic Design Portfolio Review 1-0-1
An assessment of skills required to enter upper-level courses in the Graphic Design program, including a technical skills exam and presenting a portfolio to a panel of evaluators. Students receive grades of Satisfactory or Unsatisfactory, and must pass the course to be eligible for cooperative education assignments. Those who do not pass may make one additional attempt.
Prerequisites: Graphic Design Program Chair consent
Instructor Consent Required

GRD 210 Applied 2D Graphics: Audio/Video Production 2-3-3
A continuation of GRD 110, focusing on creating 2D graphics for use in on-screen video applications.
Prerequisites: GRD 110 (minimum grade C), and instructor consent
Instructor Consent Required

GRD 215 Applied 2D Graphics: Graphic Design 2-3-3
A continuation of GRD 110, focusing on creating 2D graphics for print and graphic design applications.
Prerequisites: GRD 110 (minimum grade C)

GRD 220 Applied 2D Graphics: Web Design 2-3-3
A continuation of GRD 110, focusing on creating 2D graphics for Web and multimedia applications.
Prerequisites: GRD 110 (minimum grade C)

GRD 230 Brand Identity Development 2-3-3
A course on the development of strong brand identity concepts and materials for products and organizations. Topics include: analyzing existing brands, creating new brand identities, and developing brand standards manuals.
Prerequisites: GRD 200

GRD 240 Packaging Design 2-3-3
A course on 2D design for product packaging. Topics include: analyzing audiences, creating basic die lines, and ensuring continuity from surface to surface.
Prerequisites: GRD 200, GRD 215

GRD 260 3D Visualization 3-4-5
An introduction to 3D concepts and skills using Maya software. Topics include: polygon, NURBS, and subdivision surface modeling; texturing; animation; lighting; rendering; interaction of soft and rigid body solvers; dynamics; and manipulation of 3D attributes using nodes and connections.
Prerequisites: GRD 200

GRD 285 Graphic Design Independent Final Project 2-3-3
Qualified students work individually or with an approved team from concept to completion on a graphic design project, and present the results to reviewers. Topic and outline must be presented to a jury of instructors, and approved prior to course registration. Students who do not successfully complete the course may make one additional attempt.
Prerequisites: Graphic Design Program Chair consent, and minimum 3.0 GPA
Instructor Consent Required

GRD 290 Graphic Design Capstone 2-3-3
Qualified students work in structured teams to develop graphic design deliverables for an external client, and present the results to reviewers. Activities include audience, client, and market analysis; and all phases of production of materials. Students who do not successfully complete the course may make one additional attempt.
Prerequisites: Graphic Design Program Chair consent, and minimum 2.5 GPA
Instructor Consent Required

GRD 291 Full-Time Cooperative Education 1: Graphic Design 1-40-2
Students seeking an associate's degree participate in their first full-time field learning experience related to their degree. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.
Prerequisites: MID 190, GRD 200

GRD 294 Internship 1: Graphic Design 1-40-2
Students seeking an associate's degree participate in their first unpaid field learning experience related to their degree. Students must follow applicable policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.
Prerequisites: MID 190, GRD 200

HFT Health and Fitness Techology

HFT 100 Lifeguarding 1-2-2
A course that prepares students for the American Red Cross Lifeguarding Certification. Topics include: recognizing and responding to aquatic emergencies, preventing drowning and injuries, and CPR for the Professional Rescuer.
Prerequisites: Students must pass a pre-test during first class session including swimming 20 yards, retrieving a 10-point diving brick from 7 to 10 feet, swimming using kicks only, and exiting the pool
Instructor Consent Required

HFT 102 Journal Writing 2-0-2
A course on using journal writing to reduce stress. Topics include: journaling techniques for self reflection, self exploration, and self healing.
Prerequisites: None

HFT 104 Herbology 4-0-4
A course on herbal preparations and their effects on the human body. Topics include: properties of herbs, categorizing herbs, naturopathic formulas, herbal reactions, and analysis techniques for deficiencies.
Prerequisites: None

HFT 108 Aromatherapy 2-2-3
A course on using essential oils in clinical settings and personal life for specific conditions. Topics include: history; preparing a variety of blends; and understanding physiological, mental, and emotional effects of aromatherapy.
Prerequisites: None

HFT 116 Pilates Mat Instructor 1-2-2
A course that prepares students for the National Pilates Mat Certification Examination. Topics include: history and principles of Pilates, levels of exercises, safety guidelines, instructional concepts, and modifications for special populations.
Prerequisites: AFL 085 and AFM 095, or appropriate placement test scores
Instructor Consent Required

HFT 120 Alternative and Complementary Medicine 3-0-3
A course on foundation concepts of alternative and complementary medicine. Topics include: mind-body techniques, movement-oriented approaches, community based health care practices, manual healing methods, biological treatments, and diet and nutrition in the prevention and treatment of disease.
Prerequisites: AFL 085 and AFM 095, or appropriate placement test scores

HFT 122 Group Fitness Instructor 3-2-4
A course that prepares students for the National Group Fitness Instructor Examination. Topics include: communication skills, instructional concepts, effective exercise design, choreography, safety guidelines, and modifications for special populations.
Prerequisites: AFL 085 and AFM 095, or appropriate placement test scores

HFT 124 Resistance Training Instructor 3-2-4
A course on theories and guidelines for designing safe, effective, and efficient resistance training programs. Topics include: evaluation of biomechanical, physiologic, and genetic factors affecting strength and muscle tissue gain.
Prerequisites: HFT 122, HFT 128, HFT 152 (minimum grade C for all)
Instructor Consent Required

HFT 128 Aquatic Group Fitness Instructor 3-2-4
A course on aquatic exercise principles, techniques, and group instruction skills for students pursuing aquatic group fitness instructor certification. Topics include: anatomy and physiology of aquatic exercise, effects of water on the body, movement analysis, and class formats.
Prerequisites: AFL 085 and AFM 095, or appropriate placement test scores
Instructor Consent Required

HFT 130 Foundations of Health and Wellness Programs 2-2-3
A course on developing fitness and wellness programs for individuals and groups, emphasizing disease prevention and health promotion. Topics include: fitness testing for each fitness component, behavior modification, nutrition, stress management, addictions, sexually transmitted disease, and chronic disease.
Prerequisites: AFL 085 and AFM 095, or appropriate placement test scores

HFT 151 Personal Fitness Trainer 1 3-2-4
A course on techniques used in the personal training fitness field. Topics include: the body's response to exercise, screening and consultation guidelines, dietary principles, and communication and documentation.
Prerequisites: AFL 085 and AFM 095, or appropriate placement test scores
Instructor Consent Required

HFT 152 Personal Fitness Trainer 2 3-2-4
A continuation of HFT 151 that prepares students for the National Certified Personal Trainer Exam. Topics include: applying exercise principles, using therapeutic exercise, working with special populations, understanding legal issues, and analyzing and evaluating fitness techniques.
Prerequisites: HFT 151 (minimum grade C)

HFT 156 Establishing a Personal Training Business 3-0-3
A course on strategies for promoting personal training services and establishing a client base. Topics include: using resources to build a client base, applying sales processes, networking, analyzing needs, and handling objections.
Prerequisites: HFT 151 (minimum grade C)

HFT 160 Aquatic Personal Trainer 1-2-2
A course for experienced personal trainers who want to enter the aquatic fitness field. Topics include: effects of water properties on exercise programming, monitoring exercise intensity in aquatic environments, and aquatic exercise formats.
Prerequisites: HFT 152, HFT 182 (minimum grade C for both)
Instructor Consent Required

HFT 164 Health and Fitness Training: Chronic Diseases and Conditions 3-0-3
A course on how common conditions affect the exercise response. Topics include: developing an exercise plan, and effects of medications on exercise performance.
Prerequisites: BIO 152, ENG 101 (minimum grade C for both)
Instructor Consent Required

HFT 168 Health and Fitness Training: Youth 3-0-3
A course on current national guidelines for youth fitness and physical activity. Topics include: childhood obesity; the role of school, family, and community in youth fitness; and cultural and gender differences.
Prerequisites: ENG 101 (minimum grade C)
Instructor Consent Required

HFT 172 Health and Fitness Training: Older Adults 3-0-3
A course on the impact of exercise on quality of life for older adults. Topics include: ACSM guidelines for testing and prescription, effects of the aging process on exercise, and program development.
Prerequisites: ENG 101 (minimum grade C)
Instructor Consent Required

HFT Health and Fitness Technology
HIM Health Information Management

HFT 176 Health and Fitness Training: Women's Health 3-0-3
A course on exercise programming throughout a woman's life stages, including adolescence, prenatal, and menopause. Topics include: conditions that affect women and exercise, and program design.
Prerequisites: BIO 152, ENG 101 (minimum grade C for both)
Instructor Consent Required

HFT 180 Pilates Mat Practicum 1-7-2
Students apply Pilates knowledge and skills in a health and fitness setting by observing and assisting in Pilates Mat classes taught by a certified Pilates instructor.
Prerequisites: None
Corequisites: HFT 116
Instructor Consent Required

HFT 182 Personal Fitness Trainer Practicum 1-7-2
Students apply personal fitness training knowledge and skills in a health and fitness setting by observing and assisting with classes taught by a professional personal fitness trainer.
Prerequisites: HFT 151 (minimum grade C)
Instructor Consent Required

HFT 250 Exercise Physiology 3-2-4
A course on the human body's response and adaptations to exercise and physical training. Topics include: the influence of exercise on body systems, optimal physiological adaptations for improving fitness and performance, and testing and programming related to exercise and fitness.
Prerequisites: BIO 152, ENG 101, HFT 130 (minimum grade C for all)
Instructor Consent Required

HFT 260 Health and Fitness Program Design 3-2-4
A course on skills for identifying, assessing, designing, promoting, implementing, and evaluating programs for health and fitness in various settings. Topics include: needs assessment, funding, marketing, and using tools for evaluating program outcomes.
Prerequisites: HFT 130, HFT 250 (minimum grade C for both)

HFT 294 Internship 1: Health and Fitness Technology 1-40-2
Students seeking an associate's degree participate in their first unpaid field learning experience related to their degree. Students must follow applicable policies and procedures to earn credit. Grades issues are Satisfactory or Unsatisfactory.
Prerequisites: EMS 100, HFT 250, and BUS 190 (minimum grade C for all)
Corequisites: HFT 260
Instructor Consent Required

HIM Health Information Management

HIM 100 Introduction to Health Information Management 4-0-4
A course on key concepts of the health information management profession and health care documentation. Topics include: function, maintenance, storage and processing of health records; and accreditation/regulatory requirements for health record documentation in acute and specialized care settings.
Prerequisites: BIO 111, CHE 100 or CHE 110, IM 111 (minimum grade C for all)
Instructor Consent Required

HIM 105 Legal Aspects of Health Information Management 2-0-2
A course on the health record as a legal document. Topics include: HIPAA regulations, release of information procedures, legal requirements for health record documentation, risk management, and physician credentialing.
Prerequisites: BIO 111, CHE 100 or CHE 110, IM 111 (minimum grade C for all)

HIM 110 Health Data Analysis and Presentation 3-0-3
A course on common health care statistical formulas. Topics include: analysis of health care data, and data presentation methods.
Prerequisites: HIM 100 (minimum grade C)

HIM 115 Clinical Abstracting of Health Data 2-0-2
A course on abstracting supportive data used to validate diagnoses and applying procedures used to create clinical databases. Topics include: analyzing and interpreting documentation, pharmacotherapy, establishing medical necessity for common laboratory and radiology tests, and UHDDS guidelines.
Prerequisites: BIO 151, HIM 100, and MCH 101 or MCH 104 (minimum grade C for all)

HIM 120 Health Information Technology Systems 3-0-3
A course on fundamentals of hardware and software systems commonly used in health care. Topics include: electronic health records, health information security, and data exchange standards.
Prerequisites: HIM 105 (minimum grade C)

HIM 125 CPT Coding 3-0-3
A course on principles of the Current Procedural Terminology (CPT) coding system used to identify medical services and procedures performed by physicians. Topics include: coding for surgical procedures, radiology, pathology, laboratory, evaluation and management services, and anesthesiology; and modifiers and HCPCS Level II codes.
Prerequisites: BIO 152, HIM 115 (minimum grade C for both)

HIM 191 Part-Time Cooperative Education 1: Health Information Management 1-20-1
Students seeking an associate's degree participate in their first part-time field learning experience related to their degree. Students are expected to register for academic courses during the same semester. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.
Prerequisites: HIM 100 (minimum grade C)
Instructor Consent Required

HIM 200 Quality Assessment and Department Management for Health Information Management 4-0-4
A course on fundamental principles of quality improvement and management in healthcare. Topics include: quality improvement activities and processes, managerial functions, roles of teams and committees, department budgets, and effective management skills in relation to HIM concepts.
Prerequisites: HIM 110 (minimum grade C)

HIM 205 International Classification of Diseases (ICD) Coding 4-0-4
A course on principles of the ICD classification system for disease and procedure coding, including revision of ICD required to meet federal regulations and prepare students for entry level certification exams. Topics include: coding for diseases and procedures associated with all body systems; and coding to identify external causes of morbidity, health status factors, and contact with health services.
Prerequisites: BIO 240, HIM 115 (minimum grade C for both)

HIM 210 Healthcare Reimbursement Methodologies 3-0-3
A course on reimbursement systems for healthcare services. Topics include: CMS 1500, UB-04, inpatient and outpatient prospective payment systems, Resource Based Relative Value Scale (RBRVS), and compliance monitoring.
Prerequisites: HIM 125 (minimum grade C)

HIM 215 Advanced Medical Coding 4-0-4
A course on advanced principles of medical coding. Topics include: medical documentation concepts, code assignment, Diagnostic Related Groups (DRGs), and Ambulatory Payment Classifications (APC).
Prerequisites: HIM 205, HIM 210 (minimum grade C for both)

HIM 220 Health Information Management Certification Exam Review 3-0-3
Students review theory and practice in health information management to prepare for national certification examinations.
Prerequisites: HIM 200, HIM 215, HIM 280 (minimum grade C for all)

HIM 280 Health Information Management Professional Practice 0-4-2
Students observe and participate in the operational functions of a community health information management department or specialized HIM work setting.
Prerequisites: HIM 120, HIM 205, HIM 210 (minimum grade C for all)

HIM 291 Full-time Cooperative Education 1: Health Information Management 1-40-2
Students seeking an associate's degree participate in their first full-time field learning experience related to their degree. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.
Prerequisites: HIM 100 (minimum grade C)
Instructor Consent Required

HIT Health Information Technology

HIT 100 Language and Culture of Healthcare 3-0-3
A course on key elements of the U.S. healthcare system. Topics include: basic operations; inpatient, ambulatory and mental health services; government influence on healthcare delivery; roles of healthcare professionals; and legal and ethical aspects of healthcare.
Prerequisites: None

HIT 105 Information Technology Systems in Healthcare 3-0-3
A course on the use and value of information system technology in healthcare settings. Topics include: choosing and implementing health IT systems, clinical care delivery, and tracking and reporting healthcare delivery outcomes.
Prerequisites: HIT 100

HIT 210 Healthcare Reimbursement 3-0-3
A course on the history and use of healthcare reimbursement systems. Topics include: current structure and future directions for private and public healthcare reimbursement systems, and the computer systems and business processes involved in healthcare reimbursement.
Prerequisites: HIT 105

HIT 215 Healthcare Programming 3-0-3
A course on basic theory of healthcare information system integration. Topics include: designing, coding, implementing and supporting HL7 transactions, and the value of health information system integration within an organization and across disparate organizations.
Prerequisites: HIT 105

HIT 220 Health Information Technology in the Continuum of Care 3-0-3
A course on health information systems in non-hospital healthcare settings. Topics include: integrating and exchanging patient information across care settings, using health information to improve patient care and public health outcomes, and protecting health information security and integrity.
Prerequisites: HIT 105

HIT 225 Data Mining 2-0-3
A course on concepts and techniques of data mining, the computer-assisted process of evaluating sets of data to find previously undiscovered patterns, draw conclusions, and make decisions based on those patterns.
Prerequisites: HIT 105, IT 112, MAT 131

HIT 291 Full-Time Cooperative Education 1: Health Information Technology 1-40-2
Students seeking an associate's degree participate in their first full-time field learning experience related to their degree. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.
Prerequisites: HIT 105, IT 111, BPA 130, CIT 190 (minimum grade C for all)

HNR Honors Program

HNR 100 Orientation to Honors 2-0-2
A course required for students admitted to the Honors Program.
Prerequisites: Admitted to the Honors Program or instructor consent

HNR 110 Honors Colloquium Var-Var-Var
Study and discussion of selected interdisciplinary topics in a seminar format, emphasizing student inquiry, critical thinking, and analysis. Students complete papers, projects, and/or presentations. Topics vary from semester to semester.
Prerequisites: ENG 101 and HNR 100

HRM Hospitality Management Technology

HRM 100 Hospitality Careers 2-0-2
An introduction to the hospitality industry. Topics include: history, structure, and trends of the hospitality industry; career opportunities; and preparation for cooperative education experience.
Prerequisites: None

HRM 105 Food Service Sanitation 1-0-1
A course on sanitation and safety in the food service industry. Students complete the ServSafe certification exam as part of this course.
Prerequisites: AFL 085 or appropriate placement test score

HRM 110 Food and Beverage Cost Control 3-0-3
A course on food service cost control systems. Topics include: food, beverage, and labor cost control; sales control; and profit and loss analysis.
Prerequisites: AFM 095 or appropriate placement test score

HRM 115 Rooms Division Management 4-0-4
A course on rooms division management and operations. Topics include: operating procedures for performing the hotel audit; registration and reservations; hotel rates; posting charges and credits; housekeeping and sanitation; and security.
Prerequisites: HRM 100

HRM 120 Event, Meeting, and Convention Management 4-0-4
A course on concepts and techniques for effective management of special events. Topics include: event planning, sales processes within catering operations, and negotiating sales and catering contracts.
Prerequisites: HRM 100, HRM 110

HRM 125 Beverage Management 1-2-2
A course on fundamentals of dining room service and beverage operations.
Prerequisites: HRM 110, HRM 130, or CUL 102

HRM 130 Food and Beverage Division Management 4-0-4
A course on concepts and techniques for food and beverage management and operations. Topics include: leadership and supervision, operating procedures, and internal and external marketing of food and beverage services.
Prerequisites: HRM 100, HRM 110

HRM 191 Part-Time Cooperative Education 1: Hospitality Management 1-20-1
Students seeking an associate's degree participate in their first part-time field learning experience related to their degree. Students are expected to register for academic courses during the same semester. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.
Prerequisites: HRM 100, and 2.0 minimum cumulative GPA
Instructor Consent Required

HRM 291 Full-Time Cooperative Education 1: Hospitality Management 1-40-2
Students seeking an associate's degree participate in their first full-time field learning experience related to their degree. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.
Prerequisites: HRM 100, and 2.0 minimum cumulative GPA
Instructor Consent Required

HST History

HST 101 World History: First Civilizations to 1500 3-0-3
Survey of world history from the first civilizations until the modern era. Topics include: the first civilizations of China, India, the Americas, Europe, Greece, Asia, and Africa.
Prerequisites: AFL 085 or appropriate placement test score
Ohio Transfer Module Approved
Ohio Transfer Assurance Guide Approved

HST 102 World History: 1500 to Present 3-0-3
Survey of world history from the modern era until the present. Topics include: creation of a world market, Europe transformed, Muslim Empire, new world order, modernization, imperialism, crises of the 20th century, and World War II and its aftermath.
Prerequisites: AFL 085 or appropriate placement test score
Ohio Transfer Module Approved
Ohio Transfer Assurance Guide Approved

HST History
IDT Industrial Design Technology

HST 111 American History: Early Settlers to 1877 3-0-3
Survey of the formative years of the Republic from Colonial America through 1877. Topics include: early settlements, independence, slavery, expansion west, the Civil War, and Reconstruction.
Prerequisites: AFL 085 or appropriate placement test score
Ohio Transfer Module Approved
Ohio Transfer Assurance Guide Approved

HST 112 American History: 1877 to Present 3-0-3
Survey of U.S. history from the end of Reconstruction until the present. Topics include: expansion, the Gilded Age, the Progressive Era, World War I, the Great Depression, World War II, the Cold War, and the 1960s.
Prerequisites: AFL 085 or appropriate placement test score
Ohio Transfer Module Approved
Ohio Transfer Assurance Guide Approved

HST 121 African American History: Origins to 1877 3-0-3
A course on the African American experience. Topics include: origins in Africa, the Atlantic slave trade, North American slavery, the Civil War, emancipation, and post-Civil War reconstruction.
Prerequisites: AFL 085 or appropriate placement test score
Ohio Transfer Module Approved

HST 122 African American History: 1877 to Present 3-0-3
A course on the African American experience after 1877. Topics include: legal, social, and economic restrictions and struggle for equality; racial intolerance; the Civil Rights Movement; and contemporary realities of race.
Prerequisites: AFL 085 or appropriate placement test score
Ohio Transfer Module Approved

HST 130 History of Africa 3-0-3
A course on major developments in African history from the 15th century to the present. Topics include: the Atlantic slave world, colonization, contemporary sub-Saharan Africa, nationalism, independence movements, and developing nations.
Prerequisites: AFL 085 or appropriate placement test score
Ohio Transfer Module Approved

HST 140 History of Cincinnati 3-0-3
A course on the political, social, economic, and cultural development of Cincinnati, from the city's founding to the present. Topics include: the German heritage, the role of a river city, industrialization, and the city's contributions to U.S. history and culture.
Prerequisites: AFL 085 or appropriate placement test score

HUM Humanities and Sciences

HUM 190 Career Exploration Seminar: 2-0-2
Associate of Arts and Sciences
Students seeking an Associate of Arts or Associate of Sciences degree assess their life experience, skills, and interests, and carry out a variety of structured activities (including directed reading and writing assignments) in order to set realistic career goals. Students should complete this course during their second academic semester.
Prerequisites: ENG 101

HUM 191 Part-Time Cooperative Education 1: 1-20-1
Associate of Arts and Sciences
Students seeking an Associate of Arts or Associate of Sciences degree participate in their first part-time field learning experience related to their degree. Students are expected to register for academic courses during the same semester. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.
Prerequisites: HUM 190

HUM 192 Part-Time Cooperative Education 2: 1-20-1
Associate of Arts and Sciences
Students seeking an Associate of Arts or Associate of Sciences degree participate in their second part-time field learning experience related to their degree. Students are expected to register for academic courses during the same semester. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.
Prerequisites: HUM 191

HUM 194 Part-Time Career Education Project 1: 1-20-1
Associate of Arts and Sciences
Students seeking an Associate of Arts or Associate of Sciences degree complete their first individual study or a special project related to their major field and pertaining to their career goals. Working with an assigned faculty mentor, students define the project goals, carry out project tasks, and evaluate the results. Grades issued are Satisfactory or Unsatisfactory.
Prerequisites: HUM 190 and coordinator consent
Instructor Consent Required

HUM 195 Part-Time Career Education Project 2: 1-20-1
Associate of Arts and Sciences
Students seeking an Associate of Arts or Associate of Sciences degree complete their second individual study or a special project related to their major field and pertaining to their career goals. Working with an assigned faculty mentor, students define the project goals, carry out project tasks, and evaluate the results. Grades issued are Satisfactory or Unsatisfactory.
Prerequisites: HUM 194 and coordinator consent
Instructor Consent Required

HUM 291 Full-Time Cooperative Education 1: 1-40-2
Associate of Arts and Sciences
Students seeking an Associate of Arts or Associate of Sciences degree participate in their first full-time field learning experience related to their degree. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.
Prerequisites: HUM 190

HUM 292 Full-Time Cooperative Education 2: 1-40-2
Associate of Arts and Sciences
Students seeking an Associate of Arts or Associate of Sciences degree participate in their second full-time field learning experience related to their degree. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.
Prerequisites: HUM 291

HUM 294 Internship: Associate of Arts and Sciences 1-40-2
Students seeking an Associate of Arts or Associate of Sciences degree participate in an unpaid field learning experience related to their degree. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.
Prerequisites: HUM 190

HUM 296 Full-Time Career Education Project: 1-40-2
Associate of Arts and Sciences
Students seeking an Associate of Arts or Associate of Sciences degree complete individual study or a special project related to their major field and pertaining to their career goals. Working with an assigned faculty mentor, students define the project goals, carry out project tasks, and evaluate the results. Grades issued are Satisfactory or Unsatisfactory.
Prerequisites: HUM 190 and coordinator consent
Instructor Consent Required

IDT Industrial Design Technology

IDT 100 Introduction to Industrial Design 3-0-3
An overview of the industrial design field. Students explore the design process though a semester-length simulated product design exercise.
Prerequisites: None

IDT 105 Rapid Visualization Techniques 2-2-3
A course on concept sketching. Topics include: hand sketching using scaled perspective and pencil and technical pen and marker rendering techniques to generate, communicate, and present ideas graphically.
Prerequisites: None

IDT 120 Materials and Manufacturing Processes 2-2-3
A course on state-of-the-art production materials and methods employed in product manufacturing. Topics include: materials science, strength analysis, and selection procedures.
Prerequisites: None

IDT 125 Human Factors 2-2-3
A course on principles for designing safe, functional, and ergonomically pleasing products.
Prerequisites: IDT 100, IDT 105

IDT 150 Computer Modeling 2-2-3
An introduction to creating, editing, and manipulating accurate 3D surface and solid models for graphic visualization, using advanced surfacing software.
Prerequisites: IDT 100, IDT 105

IDT 191 Part-Time Cooperative Education 1: Industrial Design Technology 1-20-1
Students seeking an associate's degree participate in their first part-time field learning experience related to their degree. Students are expected to register for academic courses during the same semester. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.
Prerequisites: IDT 100

IDT 210 Model Making and Prototyping 2-2-3
A course on fabricating models and prototypes. Topics include: the importance of 3D visualization of the design for a product, and applying technologically advanced tools and methods.
Prerequisites: IDT 120, IDT 150, MET 131

IDT 220 Industrial Design Technology CNC and CAD-CAM 3-2-4
A course on part fabricating fundamentals. Topics include: metal removing processes; turning, facing, milling, and drilling; materials and tooling; manufacturing with plastics and composites; and using CAD files and CAM software to create a program for producing parts on a CNC machine.
Prerequisites: IDT 120, MET 131

IDT 290 Industrial Design Technology Capstone 2-3-3
Students complete the design of a product from concept to prototype, and present the finished project to a panel of reviewers.
Prerequisites: IDT 210, IDT 220

IDT 291 Full-Time Cooperative Education 1: Industrial Design Technology 1-40-2
Students seeking an associate's degree participate in their first full-time field learning experience related to their degree. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.
Prerequisites: IDT 100

IDT 294 Internship 1: Industrial Design Technology 1-40-2
Students seeking an associate's degree participate in their first unpaid field learning experience related to their degree. Students must follow applicable policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.
Prerequisites: IDT 100

IM Information Management

IM 101 Basics of Computer Literacy 1-1-1
A course on foundation skills for using computers. Topics include: managing files, using the internet and the Blackboard course management system, and an introduction to Microsoft Word and Microsoft PowerPoint.
Prerequisites: None

IM 100 Computer Literacy 1-2-2
A course on fundamental concepts and skills for using computers.
Prerequisites: None

IM 105 Keyboarding Skills 0-3-3
A course on fundamental techniques for building keyboarding speed and formatting documents. Students must achieve a minimum speed of 20 words per minute to pass the course.
Prerequisites: None

IM 111 Computer Applications 1 2-3-3
A course on fundamental skills for using workplace software applications. Topics include: Microsoft Office applications for word processing (MS Word), spreadsheets (MS Excel), database management (MS Access), and presentations (MS PowerPoint); the MS Windows operating system; using the internet; and file storage.
Prerequisites: IM 100, and IM 105 or 20 wpm keyboarding speed

IM 112 Computer Applications 2 2-3-3
A continuation of IM 111, emphasizing development of skills using workplace software applications for word processing, spreadsheets, database management, and presentations.
Prerequisites: IM 111, and IM 105 or 20 wpm keyboarding speed

IM 115 Administrative Office Procedures and Practices 2-3-3
A course on fundamental concepts and skills required to perform office administration duties and activities.
Prerequisites: IM 100, and 20 wpm keyboarding speed

IM 120 Electronic Spreadsheets: Microsoft Excel 2-3-3
A course on concepts and techniques for using Microsoft Office Excel spreadsheet software. Topics include: constructing worksheets, writing formulas, constructing macros, and using spreadsheets with databases.
Prerequisites: AFM 095 or appropriate placement test score, and IM 100

IM 125 Electronic Spreadsheets for Accountants and Financial Managers 2-2-3
A course on using Microsoft Office Excel and Access software applications to analyze and interpret data and make short-term and long-term business decisions.
Prerequisites: AFM 095 or appropriate placement test score, and ACC 101, and IM 100

IM 130 Electronic Word Processing: Microsoft Word 2-3-3
A course on concepts and techniques for word processing using Microsoft Office Word software. Topics include: developing letters and reports, using mail merge, and designing forms.
Prerequisites: IM 100, and 20 wpm keyboarding speed

IM 135 Business Document Formatting 2-3-3
A course on composing, editing, and formatting professional business documents using appropriate business communication methods.
Prerequisites: IM 100 or appropriate computer literacy placement test score, and 35 wpm keyboarding speed

IM 140 Electronic Database Management: Microsoft Access 2-2-3
A course on concepts and skills for using Microsoft Office Access database management software. Topics include: designing, customizing, and maintaining database files; and integrating database files with other software applications.
Prerequisites: IM 100, and 20 wpm keyboarding speed

IM 145 Document Proofreading and Editing 2-3-3
A course on using editing and proofreading skills to produce documents that are correct, complete, concise, coherent, clear, and courteous.
Prerequisites: IM 105 or 20 wpm keyboarding speed, and ENG 101

IM 150 Electronic Presentations: Microsoft PowerPoint 2-3-3
A course on skills for developing effective slide presentations using Microsoft Office PowerPoint software.
Prerequisites: IM 100, and 20 wpm keyboarding speed

IM 155 Emerging Technologies and Social Media 2-2-3
A course on using Web tools and social media in the workplace. Topics include: Microsoft Office OneNote, speech recognition, digital cameras, scanners, tablets, Web communication including blogs and podcasts, and establishing brand identity through social media.
Prerequisites: IM 100 and 20 wpm keyboarding speed

IM 160 Electronic Publications: Microsoft Publisher 2-2-3
A course on skills for preparing professional documents that combine text and images using Microsoft Publisher software.
Prerequisites: IM 100, and IM 105 or 20 wpm keyboarding speed

IM 165 Legal Office Environment 3-0-3
A course on legal concepts and the structure of law firms as applicable to paralegals and other support staff. Topics include: legal terminology, court systems and procedures, administrative functions, and ethics and professionalism.
Prerequisites: AFL 085 or appropriate placement test score

IM 170 Electronic Project Management: Microsoft Project 2-3-3
A course on skills for creating project plans and schedules using Microsoft Project software. Topics include: communicating project information, assigning and tracking resources and costs, tracking progress, and sharing project information with people and with other software applications.
Prerequisites: IM 100, and 20 wpm keyboarding speed

IM 175 Administrative Office Management 3-0-3
A course on concepts and skills for managing office environments, employees, administrative systems, and functions.
Prerequisites: IM 100, and 20 wpm keyboarding speed

IM Information Management
ITP Interpreter Training

IM 191 Part-Time Cooperative Education 1: Information Management 1-20-1
Students seeking an associate's degree participate in their first part-time field learning experience related to their degree. Students are expected to register for academic courses during the same semester. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.
Prerequisites: BUS 190

IM 200 Information Systems for Managers 3-0-3
A course on foundation concepts related to use of information systems such as the internet, e-mail, spreadsheet software, and database software.
Prerequisites: IM 100, and 20 wpm keyboarding speed

IM 225 Legal Transcription and Formatting 2-3-3
A course on preparing and transcribing a variety of legal documents for litigation, probate, and family law practices. Topics include: legal terminology, attention to detail, and proofreading.
Prerequisites: IM 135 and IM 165 (minimum grade C for both)

IM 260 Medical Administrative Procedures and Formatting 2-2-3
A course on skills used in medical offices. Topics indlude: terminology, gathering patient information, and scheduling appointments and entering transactions using medical office software.
Prerequisites: HIM 105, IM 130, MCH 102, and 45 wpm keyboarding speed

IM 285 Legal Assistant/Paralegal Capstone 2-3-3
Students demonstrate proficiency in skills gained in previous courses while completing a project related to the administrative duties of the legal assistant or paralegal.
Prerequisites: IM 225 and LAW 120 (minimum grade C for both)

IM 290 Administrative Assistant Capstone 2-3-3
Students seeking the Administrative Assistant associate degree complete projects that demonstrate proficiency in integrated use of workplace software applications, as well as proficiency in techniques for research and communication.
Prerequisites: IM 120, IM 130, IM 140, and IM 145 (minimum grade C for all)

IM 291 Full-Time Cooperative Education 1: Information Management 1-40-2
Students seeking an associate's degree participate in their first full-time field learning experience related to their degree. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.
Prerequisites: BUS 190

IT Information Technology

IT 101 .NET Programming 1 2-3-3
An introduction to concepts of object-oriented software development using Visual Basic .NET. Topics include: application design methods, stages of software development, interaction with the .NET framework, and modular programming concepts utilizing procedures and functions.
Prerequisites: AFL 085 and AFM 090, or equivalent placement test scores

IT 102 .NET Programming 2 3-3-4
A continuation of IT 101. Topics include: object-oriented design and implementation using the .NET framework, developing class modules, and accessing and writing to external data storage and databases using ADO.NET and SQL.
Prerequisites: IT 101

IT 103 .NET Programming 3 3-3-4
A continuation of IT 102. Topics include creating, debugging, and maintaining web-based database applications using the .NET framework.
Prerequisites: IT 102, IT 111

IT 105 Information Technology Concepts 2-3-3
A course on information technology fundamentals. Topics include: the internet, software, hardware, I/O and storage, operating systems, communications and networks, database management, security, system development, programming, enterprise computing, and numbering systems. The course is delivered through online instruction only.
Prerequisites: AFL 085 and AFM 090, or appropriate placement test scores

IT 110 HTML with CSS and JavaScript 3-3-4
A course on internet programming using HTML, CSS, and JavaScript. Topics include: HTML commands, cascading style sheets, JavaScript commands, web apps, and dynamic web pages.
Prerequisites: AFL 085 and AFM 090, or appropriate placement test scores

IT 111 Database Design and SQL 1 3-3-4
A course on fundamentals of relational database design and implementation using Microsoft SQL Server. Topics include: SQL Enterprise Manager, fundamentals of database design and normalization, data import and export, Structured Query Language (SQL), indexes and keys, views, and stored procedures.
Prerequisites: AFL 085 and AFM 090, or appropriate placement test scores

IT 112 Database Design and SQL 2 3-3-4
A continuation of IT 111. Topics include: advanced stored procedures using transact SQL, user defined functions, triggers, user defined data types, full text searching, replication, database maintenance plans, and designing various data models from abstract requirements.
Prerequisites: IT 111 (minimum grade C)

IT 115 Operating Systems Administration 2-3-3
A course on the Windows operating system used on PC's. Topics include: Windows utilization and management, utilities, managing disks, disaster recovery, troubleshooting, user management, productivity tools, and performance issues.
Prerequisites: AFL 085 and AFM 090, or appropriate placement test scores

IT 140 PHP and MySQL 3-3-4
A course in PHP web programming with a MySQL database. Topics include: PHP language, syntax, variables, and forms; MySQL database design; connecting to a MySQL database using PHP; inserting, editing, and deleting MySQL data using PHP; and building dynamic web pages using PHP and MySQL.
Prerequisites: IT 101, IT 110, IT 111 (minimum grade C for all)

IT 161 Java Programming 1 3-3-4
An introduction to the Java programming language. Topics include: data types, variables, basic command line input/output, decisions, loops, procedures, string manipulation, arrays, object-oriented development, event programming, and database programming.
Prerequisites: IT 101

IT 162 Java Programming 2 3-3-4
A continuation of IT 161. Topics include: Java Server Pages (JSP), and complex database applications using Java and JSP.
Prerequisites: IT 161

IT 210 System Design and Implementation 2-3-3
A course on methodologies and techniques of the system development life cycle. Topics include: system design, project management for IT, system implementation, programming design, and system testing techniques.
Prerequisites: BPA 130

ITP Interpreter Training

ITP 101 Beginning American Sign Language 1 3-1-3
An introductory course on American Sign Language. Topics include: ASL vocabulary, Deaf culture, ASL grammatical features, and beginning ASL conversational comprehensive and expressive skills.
Prerequisites: None

ITP 102 Beginning American Sign Language 2 3-1-3
A continuation of ITP 101. Topics include: continued development of ASL vocabulary, Deaf culture, grammatical features, and beginning conversational comprehensive and expressive skills.
Prerequisites: ITP 101 (minimum grade C)

ITP 120 Psychosocial Aspects of Deafness 2-0-2
An introductory course on psychosocial aspects of Deafness. Topics include: language, norms of behavior, values, and traditions within Deafness; and the evolution of the view of Deaf people from a pathological to a cultural perspective.
Prerequisites: None

ITP 125 Deaf Culture and History 2-0-2
An introductory course on the unique characteristics influencing Deaf people throughout the past hundred years, and the achievements and accomplishments of Deaf individuals in various professional fields.
Prerequisites: None

ITP 130 Legal Issues of Deafness 1-0-1
A course on the legal rights of the Deaf and people with other disabilities, and the social service organizations and other agencies that serve the Deaf population.
Prerequisites: None

ITP 135 Introduction to the Interpreting Profession 2-0-2
A course offering a framework for understanding the field of interpreting. Topics include: role of the interpreter in various settings, the interpreting process, physical factors, language variations, and the Code of Professional Conduct.
Prerequisites: None

ITP 140 Fingerspelling and Numbers 2-0-2
A course providing intensive practice in comprehension and production of fingerspelled words and numbers, with emphasis on clarity and accuracy.
Prerequisites: ITP 101 (minimum grade C) or ITP Program Chair consent

ITP 191 ITP Limited Practicum 1 1-3-1
Students spend three hours per week in educational institutions and community agencies, completing supervised observation and practice in the role of the interpreter. Students also participate in weekly seminars.
Prerequisites: ITP 250

ITP 192 ITP Limited Practicum 2 1-3-1
A continuation of ITP 191. Students spend three hours per week in educational institutions and community agencies, completing supervised observation and practice in the role of the interpreter. Students also participate in weekly seminars.
Prerequisites: ITP 191

ITP 193 ITP Limited Practicum 3 1-3-1
A continuation of ITP 192. Students spend three hours per week in educational institutions and community agencies, completing supervised observation and practice in the role of the interpreter. Students also participate in weekly seminars.
Prerequisites: ITP 192

ITP 194 ITP Limited Practicum 4 1-3-1
A continuation of ITP 193. Students spend three hours per week in educational institutions and community agencies, completing supervised observation and practice in the role of the interpreter. Students also participate in weekly seminars.
Prerequisites: ITP 193

ITP 195 ITP Limited Practicum 5 1-3-1
A continuation of ITP 194. Students spend three hours per week in educational institutions and community agencies, completing supervised observation and practice in the role of the interpreter. Students also participate in weekly seminars.
Prerequisites: ITP 194

ITP 196 ITP Limited Practicum 6 1-3-1
A continuation of ITP 195. Students spend three hours per week in educational institutions and community agencies, completing supervised observation and practice in the role of the interpreter. Students also participate in weekly seminars.
Prerequisites: ITP 195

ITP 201 Intermediate American Sign Language 1 3-1-3
A course on developing and practicing receptive and expressive skills for acquiring ASL targeted vocabulary and grammatical features. Topics include: improving ASL skills by visual comprehension, signing, writing with gloss system, and using basic expressive and receptive skills in laboratory/class settings.
Prerequisites: ITP 102 (minimum grade C)

ITP 202 Intermediate American Sign Language 2 3-1-3
A continuation of ITP 201. Topics include: higher level skills in major grammatical features of ASL and additional practice of receptive skills using prepared dialogues as well as numbers.
Prerequisites: ITP 201 (minimum grade C)
Corequisites: ITP 230

ITP 205 Performance Interpreting 2-0-2
A course on interpreting for theatre and other performance art venues. Topics include: vocabulary and skill building, and script translation.
Prerequisites: ITP 201 (minimum grade C)

ITP 210 Deaf-Blind Interpreting 2-0-2
A course on the skills, protocols, and techniques necessary to communicate with, interpret for, and guide individuals who are Deaf-Blind.
Prerequisites: ITP 201 (minimum grade C)

ITP 215 Religious Interpreting 2-0-2
A course on interpreting in religious settings. Topics include: religious signs and their relationships to various religious settings.
Prerequisites: ITP 201 (minimum grade C)

ITP 220 Educational Interpreting 2-0-2
A course on interpreting in educational settings. Topics include: the educational setting, code of professional conduct, inservicing, and the IEP process. The Ohio Department of Education's Interpreter Guidelines are included in the curriculum.
Prerequisites: ITP 201 (minimum grade C)

ITP 230 Intermediate Assessment 1-0-1
A course on reviewing and teaching ASL vocabulary and structure, culminating in the Intermediate Assessment. Students receive a course grade of Satisfactory or Unsatisfactory.
Prerequisites: ITP 201 (minimum grade C)
Corequisites: ITP 202

ITP 250 Intra-Lingual Skills Development for Interpreters 3-0-3
A course on practicing the role of a professional interpreter in various settings and applying the interpreting process, language variations, and the demand control schema. This course prepares students and approves them for the Practicum experience.
Prerequisites: ITP 202 (minimum grade C) and ITP 230

ITP 251 Advanced American Sign Language 1 3-1-3
A course on advanced ASL communication skills, vocabulary, and grammatical features. Topics include: advanced practice and development of expressive and receptive skills in American Sign Language.
Prerequisites: ITP 202 (minimum grade C) and ITP 230

ITP 252 Advanced American Sign Language 2 3-1-3
A continuation of ITP 251. Topics include: advanced level vocabulary building and grammatical features improvement, and applying native-like signing into American Sign Language production.
Prerequisites: ITP 251 (minimum grade C)

ITP 261 Advanced Interpreting 1: Sign to Voice 3-0-3
A course on the principles and strategies of interpreting from American Sign Language into spoken and written English equivalents. Topics include: the technical and mental processes involved in ASL-to-English interpretation simultaneously and consecutively using the Colonomos and Gish Models.
Prerequisites: ITP 202 (minimum grade C) and ITP 230

ITP 262 Advanced Interpreting 2: Sign to Voice 3-0-3
A continuation of ITP 261. Topics include: signing with live models and unknown material.
Prerequisites: ITP 261 (minimum 80% on Voicing Evaluation)

ITP 265 Interpreting in Specialized Settings 4-0-4
A course on specialized vocabulary in advanced interpreting settings. Topics include: vocabulary related to medical, mental health, social work, and legal interpreting settings.
Prerequisites: ITP 202 (minimum grade C) and ITP 230

ITP 270 Transliterating 3-0-3
A course on transmitting spoken English into English-based sign language. Topics include: initialized signs and other English-related communication systems.
Prerequisites: ITP 202 (minimum grade C) and ITP 230

ITP 280 Professionalism and Interpreting 1-0-1
A course on the professional components of becoming a sign language interpreter. Topics include: resume building and appropriate conduct in the workplace, in interviews, and online.
Prerequisites: ITP 251 (minimum grade C)

ITP 291 ITP Parallel Practicum 1 2-5-2
Students spend five hours per week in educational institutions and community agencies, completing supervised observation and practice in the role of the interpreter. Students also participate in weekly seminars.
Prerequisites: ITP 250

ITP Interpreter Training
LH Landscape Horticulture

ITP 292 ITP Parallel Practicum 2 2-5-2
A continuation of ITP 291. Students spend five hours per week in educational institutions and community agencies, completing supervised observation and practice in the role of the interpreter. Students also participate in weekly seminars.
Prerequisites: ITP 291

ITP 293 ITP Parallel Practicum 3 2-5-2
A continuation of ITP 292. Students spend five hours per week in educational institutions and community agencies, completing supervised observation and practice in the role of the interpreter. Students also participate in weekly seminars.
Prerequisites: ITP 292

ITP 295 ITP General Practicum 1 2-10-3
Students spend ten hours per week in educational institutions and community agencies, completing supervised observation and practice in the role of the interpreter. Students also participate in weekly seminars.
Prerequisites: ITP 250

ITP 296 ITP General Practicum 2 2-10-3
A continuation of ITP 295. Students spend ten hours per week in educational institutions and community agencies, completing supervised observation and practice in the role of the interpreter. Students also participate in weekly seminars.
Prerequisites: ITP 295

LAW Law

LAW 101 Business Law 3-0-3
A course on the legal environment in which businesses operate.
Prerequisites: None
Ohio Transfer Assurance Guide Approved
Honors Sections Offered

LAW 110 Employment Law 3-0-3
A course on major federal laws regarding employment rights, and responsibilities of the employer and employee. Topics include: public policy and processes related to hiring, work environment, and resignation and termination; and recent trends in employment law.
Prerequisites: None

LAW 120 Legal Research and Writing 3-0-3
A course on concepts and techniques for conducting legal research and composing legal documents. Topics include: research purposes and uses; citation procedure and format; computer research including LEXIS; and writing materials such as briefs, pleadings, memorandums, motions, and discovery documents.
Prerequisites: LAW 101

LAW 130 Family and Probate Law 3-0-3
A course on concepts and processes of family and probate law. Topics include: marriage, dissolution, divorce, and prenuptial agreements; child custody, visitation, and support; adoption and guardianship; juvenile law; and trusts and estate administration.
Prerequisites: LAW 101

LAW 140 Entertainment and Intellectual Property Law 3-0-3
A course on concepts and processes for entertainment law and protection of intellectual property. Topics include: representing creative talent; business and personality interests; licensing; copyright; and legal concerns in music publishing, sound recordings, literary publishing, and film and television.
Prerequisites: LAW 101

LAW 191 Part-Time Cooperative Education 1: Legal Assistant 1-20-1
Students seeking an associate's degree participate in their first part-time field learning experience related to their degree. Students are expected to register for academic courses during the same semester. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.
Prerequisites: BUS 190

LAW 210 Litigation 3-0-3
A course on concepts and processes of criminal and civil litigation. Topics include: parties to lawsuits, pleadings, motion practice, Federal Rules of Civil and Criminal Procedure, Federal Rules of Evidence, discovery, trial judgments, and alternative dispute resolution.
Prerequisites: LAW 101

LAW 291 Full-Time Cooperative Education 1: Legal Assistant 1-40-2
Students seeking an associate's degree participate in their first full-time field learning experience related to their degree. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.
Prerequisites: BUS 190

LBR Labor Relations

LBR 105 Introduction to Labor and Employee Relations 3-0-3
Study of the historical, legal and structural status of management and labor in unionized and non-union environments in the public and private sectors. Topics include: labor history, modern labor federations, union organizing and certification, contract negotiation and administration, grievance and arbitration, and analysis of current labor issues.
Prerequisites: AFL 085 or appropriate placement test score
Ohio Transfer Module Approved

LH Landscape Horticulture

LH 105 Horticulture Occupations 1-1-1
An introduction to horticulture occupations in the Cincinnati region. Topics include: job levels, working conditions, abilities needed, and benefits within the horticulture industries; resume preparation; interviewing; and business etiquette for the landscaping industry.
Prerequisites: None

LH 110 Horticulture Science 2-3-3
A course on plant classification, structures, physiology, and development, and the environmental conditions that affect plant growth.
Prerequisites: None

LH 115 Floral Design and Marketing 2-2-3
A course on concepts and techniques of floral design. Topics include: floral design styles, pricing, shop management, and specialized work such as weddings and funerals. Students must attend off-campus field trips.
Prerequisites: None

LH 120 Soil Science and Plant Nutrition 2-2-3
A course on the physical, chemical, and biological properties of soils. Topics include: soil formation; soil conservation; and properties of soils that affect plant growth, development, and health.
Prerequisites: None

LH 125 Turfgrass Management 2-2-3
A course on principles and practices for management of turfgrass installations. Topics include: turfgrass identification, growth, uses, and establishment; and pest control. Students must attend field trips.
Prerequisites: AFM 095 or appropriate placement test score

LH 130 Woody Plant Materials 2-3-3
A course on woody plants grown by nurseries and found in the landscape and in naturalized settings of Ohio. Topics include: identifying the features and landscape uses of deciduous and evergreen trees, shrubs, and vines. Students must attend weekly plant walk field trips.
Prerequisites: None

LH 135 Herbaceous Plant Materials 2-3-3
A course on annual, biennial, and non-woody plants commonly used in landscapes of the greater Cincinnati region. Topics include: identification, culture, and design uses of plants for landscapes.
Prerequisites: None

LH 140 Landscape Operations 2-3-3
A course on equipment used for landscape activities such as planting trees and shrubs and maintaining landscaped areas. Topics include: job safety; and operations of equipment such as loaders, backhoes, tractors, and commercial mowers. Students must attend field trips.
Prerequisites: None

LH 145 Horticulture Mechanics 2-2-3
An introduction to the mechanical systems used in the landscape industry. Topics include small engine theory, operation, and repair; gasoline and diesel fuels; hydraulic power systems; and traditional and alternative electrical systems.
Prerequisites: None

LH 151 Landscape Design 1 2-3-3
A course on landscape development for residential and small commercial sites. Topics include: the design process, proper design development, and graphics and lettering. Students must provide their own drawing tools and must attend field trips.
Prerequisites: None

LH 155 Computer-Aided Landscape Design 2-3-3
A course on techniques for using computers in landscape design and contracting. Topics include: generating plot plans, planting plans, and presentation drawings.
Prerequisites: None
Instructor Consent Required

LH 160 Irrigation Design, Installation, and Management 2-3-3
A course on designing, installing, and managing residential and commercial irrigation systems. Students must participate in field work.
Prerequisites: LH 125 and LH 151

LH 165 Landscape Construction 2-3-3
A course on techniques and use of materials for constructing and installing landscape planting features and structures such as gardens, terraces, walls, fences, mounds, ponds, irrigation, and outdoor lighting. Students must participate in field work.
Prerequisites: LH 151

LH 170 From Field to Kitchen 2-3-3
A course on edible plants, herbs, and spices and their use in culinary preparations.
Prerequisites: None
Instructor Consent Required

LH 175 Interior Plantscaping 2-2-3
A course on the use of foliage and blooming plants to enhance interior areas of buildings. Topics include: classification, culture, and design applications.
Prerequisites: None

LH 191 Part-Time Cooperative Education 1: Landscape Horticulture 1-20-1
Students seeking an associate's degree participate in their first part-time field learning experience related to their degree. Students are expected to register for academic courses during the same semester. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.
Prerequisites: BUS 190

LH 205 Landscape Pests and Controls 2-3-3
A course on identification, diagnosis, and control of common insect, disease, and weed pests in the landscape industry. Topics include: integrated pest management/plant health care principles, and Ohio Department of Agriculture Commercial CORE and Category 6d exams.
Prerequisites: LH 110, LH 130, and LH 135

LH 210 Turfgrass Pests and Controls 2-2-3
A course on identification, diagnosis, and control of common insect, disease, and weed pests of turfgrasses. Topics include: integrated pest management/plant health care principles, and Ohio Department of Agriculture Commercial CORE and Category 8 exams. Students must attend field trips.
Prerequisites: LH 110 and LH 125

LH 215 Arboriculture 2-3-3
A course on principles and techniques of the commercial arboriculture business. Topics include: trees and the environment; protection, diagnosis, and treatment of tree health problems; techniques for pruning, removal, and climbing; and job safety. Students must attend field trips.
Prerequisites: LH 110

LH 225 Greenhouse Management and Plant Production 2-2-3
A course on principles and practices for greenhouse management and plant production. Topics include: greenhouse structures and maintenance, plant production, and managing environmental conditions vital to plant growth. Students must attend field trips.
Prerequisites: LH 110 and LH 135

LH 230 Landscape Solutions to Stormwater Management 2-3-3
A course on using landscaping to manage stormwater and water runoff. Topics include: the ecology, design, installation, and maintenance of water management and retention systems including bioswales, green roofs, and rain gardens. Students must attend field trips.
Prerequisites: LH 110, LH 120, and LH 151

LH 240 Landscape Management 2-3-3
A course on principles and practices of management used in the landscape industry. Topics include: seasonal planning for landscape maintenance, contracts and specifications, cost estimating, business management, and personnel management. Students must attend field trips.
Prerequisites: LH 110, LH 120, and LH 130

LH 245 Plants for Sustainable Landscapes 2-3-3
A course on identification, culture, and uses of nursery-grown woody and herbaceous plants in Cincinnati-area sustainable landscapes. Topics include: using native species appropriately, and controlling invasive species. Students must attend weekly field trips.
Prerequisites: LH 125 and LH 151

LH 252 Landscape Design 2 2-3-3
A course on application of design theory to develop creative solutions to landscape problems. Topics include: graphic skills such as section, elevation, isometric and perspective techniques; construction plans; interaction with clients; and sales presentations. Students must attend field trips.
Prerequisites: LH 130, LH 140, and LH 151

LH 255 Golf Course Management 2-3-3
A course on development, management, and maintenance of golf courses. Topics include: layout and construction, course management systems, budgeting, record-keeping, and golf-specific turf care.
Prerequisites: LH 125 and LH 151

LH 260 Athletic Field Management 2-3-3
A course on athletic field management for school, municipal, and professional sports operations. Topics include: turfgrass options, practices for enhancing turf growth and playability, field setup, and field renovation. Students must attend field trips.
Prerequisites: LH 125 and LH 151

LH 265 Landscape Grading, Drainage, and Surveying 2-2-3
A course on landscape site preparation. Topics include: site assessment, establishing grades, soil conservation and improvement, surface and sub-surface drain systems, cut-and-fill calculations, and safe operation of equipment. Students must attend field trips.
Prerequisites: LH 151, and MAT 120 or appropriate placement test score

LH 290 Sustainable Landscape Design Capstone 2-3-3
Students complete a project while examining the landscape designer's role in restoring and protecting habitats. Topics include: site choice, stormwater controls, xeriscaping, criteria for LEED and other certifications, and techniques for landscape features such as green roofs and rain gardens. Students must attend field trips.
Prerequisites: LH 110, LH 145, LH 151, and LH 155

LH 291 Full-Time Cooperative Education 1: Landscape Horticulture 1-40-2
Students seeking an associate's degree participate in their first full-time field learning experience related to their degree. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.
Prerequisites: BUS 190

LIT Literature

LIT 200 Introduction to Literature 3-0-3
A course on strategies for critical reading and analysis of literature using a variety of interpretive approaches.
Prerequisites: 6 credit hours of English Composition
Ohio Transfer Module Approved
Honors Sections Offered

LIT 210 The Short Story 3-0-3
Introduction to short fiction as a literary form, emphasizing critical reading and analysis. Works studied represent a variety of periods, styles, and cultures.
Prerequisites: 6 credit hours of English Composition
Ohio Transfer Module Approved
Honors Sections Offered

LIT Literature
MAA Medical Administrative Assistant

LIT 220 Poetry 3-0-3
Introduction to poetry as a literary form, emphasizing critical reading and analysis. Poems studied represent a variety of periods, styles, and cultures.
Prerequisites: 6 credit hours of English Composition
Ohio Transfer Module Approved

LIT 230 Drama 3-0-3
Introduction to drama as a literary form, emphasizing critical reading and analysis. Plays studied represent a variety of periods and styles. Out-of-class viewing of plays on video is required.
Prerequisites: 6 credit hours of English Composition
Ohio Transfer Module Approved

LIT 240 The Novel 3-0-3
Introduction to the novel as a literary form, emphasizing critical reading and analysis. Works studied represent a variety of periods, styles, and cultures.
Prerequisites: 6 credit hours of English Composition
Ohio Transfer Module Approved
Honors Sections Offered

LIT 251 American Literature to 1865 3-0-3
Chronological survey of the works of American authors from the colonial period to 1865 with discussion of the major historical and cultural issues of the times.
Prerequisites: 6 credit hours of English Composition
Ohio Transfer Module Approved
Ohio Transfer Assurance Guide Approved

LIT 252 American Literature since 1865 3-0-3
Chronological survey of the works of American authors from 1865 to present with discussion of the major historical and cultural issues of the times.
Prerequisites: 6 credit hours of English Composition
Ohio Transfer Module Approved
Ohio Transfer Assurance Guide Approved

LIT 255 African American Literature 3-0-3
Study of major themes and forms in writing by African American and Afro-Caribbean authors from slavery to the present.
Prerequisites: 6 credit hours of English Composition
Ohio Transfer Module Approved

LIT 261 British Literature: Medieval Period to 1800 3-0-3
Chronological survey of major works of British literature from the Medieval period to 1800 with discussion of the major historical and cultural issues of the times.
Prerequisites: 6 credit hours of English Composition
Ohio Transfer Module Approved
Ohio Transfer Assurance Guide Approved

LIT 262 British Literature: 1800 to Present 3-0-3
Chronological survey of major works of British literature from the 1800s to present with discussion of the major historical and cultural issues of the times.
Prerequisites: 6 credit hours of English Composition
Ohio Transfer Module Approved
Ohio Transfer Assurance Guide Approved

LIT 265 Shakespeare 3-0-3
Study of six to eight of Shakespeare's best-known plays, emphasizing issues facing modern interpreters of these classic works. Students view at least two plays on video in class. Additional out-of-class viewing of plays on video is required.
Prerequisites: 6 credit hours of English Composition.
Ohio Transfer Module Approved

LIT 270 Children's Literature 3-0-3
Introduction to children's literature, emphasizing critical reading and analysis. Works studied represent a variety of genres, styles, and cultures.
Prerequisites: 6 credit hours of English Composition
Ohio Transfer Module Approved

LIT 280 Science Fiction 3-0-3
Introduction to themes and forms in science fiction from the late 19th century to the present, emphasizing critical reading and analysis of varied works and their cultural and technological context.
Prerequisites: 6 credit hours of English Composition
Ohio Transfer Module Approved

LIT 285 Women Writers 3-0-3
Study of major themes and forms in women's writing from a variety of periods and cultures, beginning with the 18th century, and including American ethnic women.
Prerequisites: 6 credit hours of English composition
Ohio Transfer Module Approved
Honors Sections Offered

MA Medical Assisting

MA 100 Clinical Procedures for Medical Assistants 3-3-4
A course on concepts and skills for assisting the physician in a clinical office setting. Topics include: infection control, patient preparation and history taking, assisting with examinations, preparing and maintaining the examination room, and assisting in medical specialty procedures and tests.
Prerequisites: Medical Assisting Program Chair consent
Instructor Consent Required

MA 105 Administrative Procedures for Medical Assistants 2-4-4
A course on concepts and skills for assisting in administrative areas of a medical office. Topics include: receiving patients, making appointments, handling mail and telephone communication, using medical office equipment, and maintaining equipment and supplies.
Prerequisites: Medical Assisting Program Chair consent
Instructor Consent Required

MA 110 Medical Office Laboratory Procedures 3-4-5
A course on concepts and skills for acquisition of samples and assessment of various diagnostic evaluations. Topics include: using laboratory equipment; maintaining quality assurance and quality control; collecting specimens; and carrying out procedures including hematology, serology, urinalysis, and chemistry.
Prerequisites: BIO 111, MA 100, MA 105 (minimum grade C for all)

MA 115 Pharmacology for Medical Assistants 3-0-3
A course on clinical drug therapy in relation to the role of the medical assistant. Topics include: principles, terminology, modes of administration, and mechanisms of action of the major drug groups; drug interactions; and administration of various injection routes.
Prerequisites: BIO 111, MA 100, MA 105 (minimum grade C for all)

MA 120 Medical Office Insurance Coding and Billing 2-0-2
A course on procedures and regulations related to bookkeeping, accounting, and insurance in the medical office setting. Topics include: using superbills; coding claims using CPT, ICD-9-CM, and HCPCS; electronic claims filing; and billing, collection, and reimbursement systems.
Prerequisites: MA 100, MA 105, MCH 100 (minimum grade C for all)

MA 125 Externship and Seminar for Medical Assistants 2-12-4
Students practice administrative and clinical skills during an unpaid experience in an ambulatory care setting. Students also prepare for the AAMA exam to become a Certified Medical Assistant.
Prerequisites: MA 110, MA 115, MA 120 (minimum grade C for all)

MAA Medical Administrative Assistant

MAA 191 Part-Time Cooperative Education 1: Medical Administrative Assistant 1-20-1
Students seeking an associate's degree participate in their first part-time field learning experience related to their degree. Students are expected to register for academic courses during the same semester. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.
Prerequisites: BUS 190

MAA 291 Full-Time Cooperative Education 1: Medical Administrative Assistant 1-40-2
Students seeking an associate's degree participate in their first full-time field learning experience related to their degree. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.
Prerequisites: BUS 190

MAT Mathematics

MAT 111 Business Mathematics 1 2-2-3
An algebra-based course on the applications of mathematics in business. Topics include: review of arithmetic, algebra, and percents; payroll; taxes; insurance; and the mathematics of retailing. Students need a scientific calculator.
Prerequisites: AFM 090 (minimum grade C) or appropriate placement test score

MAT 112 Business Mathematics 2 3-0-3
A continuation of MAT 111. Topics include: depreciation, financial reports, statistics, distribution of profit, overhead, simple and compound interest, bank discounts, multiple payment plans, annuities, amortizations, and securities. Students need a scientific calculator.
Prerequisites: MAT 111 (minimum grade C)

MAT 120 Technical Mathematics 3-2-4
A course on practical applications of algebra, geometry, and trigonometry. Topics include: percents and fractions, measurement, pre-algebra, basic algebra, plane and solid geometry, and triangle trigonometry. Students need a scientific calculator.
Prerequisites: AFM 090 (minimum grade C) or appropriate placement test score

MAT 121 Technical Algebra and Geometry with Statistics 2-2-3
A course on technical applications of algebra, geometry, and statistics. Topics include: simplifying algebraic expressions, solving equations (linear, quadratic, rational, and radical), graphing equations in two variables, inequalities, elementary statistics, right triangle trigonometry, and vectors. Students need a graphing calculator.
Prerequisites: AFM 095 (minimum grade C) or MAT 120 (minimum grade C) or appropriate placement test score

MAT 125 Algebra and Trigonometry 3-2-4
A course on applications of algebra, geometry, and trigonometry. Topics include: simplifying algebraic expressions, right and oblique triangles, and solving equations (linear, quadratic, rational, and trigonometric). Students need a graphing calculator.
Prerequisites: AFM 095 (minimum grade A) or MAT 120 (minimum grade A) or MAT 121 (minimum grade C) or appropriate placement test score

MAT 126 Functions and Calculus 3-2-4
A continuation of MAT 125. Topics include: functions (linear, exponential, logarithmic, trigonometric, polynomial, and rational), complex numbers, graphing, solving equations, and applications of differential and integral calculus. Students need a graphing calculator.
Prerequisites: MAT 125 (minimum grade C) or appropriate placement test score

MAT 130 Intermediate Algebra for Statistics 3-2-4
A course on mathematical modeling and its applications. Topics include: linear, quadratic, exponential, and square root functions; systems of equations; and one- and two-variable inequalities. Students need a graphing calculator.
Prerequisites: AFM 095 (minimum grade C) or appropriate placement test score

MAT 131 Statistics 1 2-2-3
A course on descriptive and inferential statistics. Topics include: the purpose of statistics, univariate and bivariate descriptive statistics, probability, normality and sampling distributions, confidence intervals, and hypothesis testing.
Prerequisites: MAT 121, MAT 130, or MAT 150 (minimum grade C) or appropriate placement test score
Ohio Transfer Module Approved

MAT 132 Statistics 2 2-2-3
A continuation of MAT 131. Topics include: confidence intervals and hypothesis tests for two-sample means and proportions, contingency tables, one-way analysis of variance, and multiple regression.
Prerequisites: MAT 131 (minimum grade C)

MAT 150 Intermediate Algebra 5-0-5
A course on mathematical modeling and problem solving. Topics include: linear, polynomial, exponential, radical, and rational functions; systems of equations; inequalities; and plane and solid geometry. Students need a graphing calculator.
Prerequisites: AFM 095 (minimum grade B) or appropriate placement test score

MAT 151 College Algebra 4-0-4
A course on concepts and applications of algebra. Topics include: representing linear, exponential, logarithmic, power, polynomial, and rational functions numerically, graphically, and algebraically. Students need a graphing calculator.
Prerequisites: MAT 150 (minimum grade C) or appropriate placement test score.
Ohio Transfer Module Approved

MAT 152 Trigonometry 4-0-4
A course on concepts and applications of trigonometry. Topics include: trigonometric functions and identities, inverse of trigonometric functions, vectors, complex numbers, and parametric equations. Students need a graphing calculator.
Prerequisites: MAT 151 (minimum grade C) or appropriate placement test score
Ohio Transfer Module Approved

MAT 153 Pre-Calculus 6-0-6
A course on concepts and applications of pre-calculus. Topics include: review of linear, exponential, power, polynomial, and rational functions; trigonometric functions; trigonometry; vectors; complex numbers; and parametric equations. Students need a graphing calculator.
Prerequisites: MAT 150 (minimum grade B) or appropriate placement test score or instructor consent
Ohio Transfer Module Approved

MAT 210 Business Calculus 5-0-5
A course on calculus emphasizing business applications. Topics include: analysis of functions using limits, the derivative and derivative function, rules of differentiation, applications of derivative calculus, and the definite integral. Students need a graphing calculator
Prerequisites: MAT 151 (minimum grade C)
Ohio Transfer Module Approved

MAT 251 Calculus 1 5-0-5
A course on concepts and applications of calculus. Topics include: the library of functions, analysis of functions with limits, the derivative and the derivative function, interpretations of the derivative, rules of differentiation, and introduction to integral calculus. Students need a graphing calculator.
Prerequisites: MAT 126 or MAT 152 or MAT 153 (minimum C grade)
Ohio Transfer Module Approved

MAT 252 Calculus 2 5-0-5
A continuation of MAT 251. Topics include: methods of integration (substitution, parts, tables, numerical and CAS) with modeling applications, sequences and series, Taylor series approximations, and solutions to differential equations. Students need a graphing calculator.
Prerequisites: MAT 251 (minimum grade C)
Ohio Transfer Module Approved

MAT 253 Calculus 3 5-0-5
A continuation of MAT 252. Topics include: vectors and vector-valued functions; functions of several variables; partial derivatives and directional derivatives with gradients; tangent planes and local linearization; and optimization methods with Lagrange multipliers, iterated integration, and calculus of vector fields. Students need a graphing calculator.
Prerequisites: MAT 252 (minimum grade C)
Ohio Transfer Module Approved
Ohio Transfer Assurance Guide Approved

MCH Multi-Competency Health Technology

MCH 100 Healthcare Informatics 2-0-2
A course on technology used in the healthcare delivery system and electronic health records (EHR) management. Topics include: hardware, software, user interfaces, telecommunications and networks, and health management information systems.
Prerequisites: IM 100, and IM 105 or 20 wpm keyboarding speed

MCH 101 Medical Terminology 1 2-0-2
A course on the basic structure of medical words and abbreviations. Topics include: prefixes, suffixes, word roots, combining forms, and singulars and plurals.
Prerequisites: AFL 085 or appropriate placement test score

MCH 102 Medical Terminology 2 2-0-2
A continuation of MCH 101. Topics include: defining, pronouncing, and spelling medical terms using prefixes, suffixes, roots, and combined forms.
Prerequisites: MCH 101 (minimum grade C)

MCH Multi-Competency Health Technology
MET Mechanical Engineering Technology

MCH 104 Accelerated Medical Terminology 4-0-4
An accelerated study of medical terminology covered in courses MCH 101 and MCH 102. Topics include: prefixes, suffixes, word roots, combining forms, singulars and plurals, terminology, and abbreviations associated with medical specialties.
Prerequisites: AFL 085 or appropriate placement test score

MCH 106 Health and Wellness Promotion 2-0-2
A course on promoting health and wellness issues to the public. Topics include: self-empowerment, stress reduction, physical fitness, healthy eating, addiction avoidance, identifying and reducing risk factors in disease, and alternative therapies.
Prerequisites: None

MCH 108 Professionalism in Healthcare 3-0-3
A course on professional standards applicable in healthcare settings. Topics include: communication skills, employability skills, healthcare teams, diversity, career planning, and professional development.
Prerequisites: AFL 080 or appropriate placement test score

MCH 110 Orientation to Health Records 3-0-3
A course on the content and format of health records. Topics include: standard forms, legal issues related to health records, maintaining health records, and filing and retrieving diagnostic reports.
Prerequisites: MCH 101 (minimum grade C), and IM 105 or appropriate keyboarding score

MCH 112 Issues in Health Economics 2-0-2
A course on current trends and concerns related to the economics of health care systems. Topics include: economic differences between medical care and other commodities.
Prerequisites: None

MCH 114 Law and Ethics for Healthcare 2-0-2
A course on fundamentals of medical jurisprudence and essentials of professional behavior in healthcare. Topics include: medical ethics, legal concerns in healthcare, and the healthcare provider's role as an agent of the physician.
Prerequisites: AFL 085 or appropriate placement test score

MCH 116 Cultural Competency for Health and Public Safety Professions 3-0-3
A course on the influences of race, culture, and ethnicity in shaping values, belief systems, and behaviors of Health and Public Safety professionals and patients/clients.
Prerequisites: ENG 101

MCH 118 Quality Improvement in Healthcare 2-0-2
A course on quality improvement in healthcare, focused on patient-centered care. Topics include: organizations responsible for healthcare accreditation and regulation, healthcare provider departments that address regulations, and trends affecting delivery of quality healthcare services.
Prerequisites: AFL 085 or appropriate placement test score

MCH 120 Health Unit Coordinator Training 3-2-4
A course on skills required for entry-level medical clerical workers. Topics include: patient charts, transcribing nursing treatment, using computer software, medication, respiratory and physical therapy orders, X-ray and MRI scan procedures, nuclear medicine, ultrasound, and endoscopy.
Prerequisites: MCH 101 or MCH 104 (minimum grade C for either)

MCH 130 Nurse Aide Training 4-2-5
A course on caring for the elderly in long-term care facilities. Topics include: communication skills, mental health and social service needs, resident rights, safety and emergency procedures, and restorative services. Students who complete the course successfully are qualified to take the Ohio Board of Health Competency Evaluation Test.
Prerequisites: Must be at least 16 years old and must complete a physical and 2-step TB test
Instructor Consent Required

MCH 132 Patient Care Assistant Training 2-2-3
A course that prepares students for employment in acute care facilities as nursing assistive personnel. Topics include: role definition/classification, communication, basic anatomy/physiology concepts with associated observations, overview of nutrition/diet therapy, introduction to common pathologies, and commonly delegated skills.
Prerequisites: AFL 085 or appropriate placement test score, and MCH 130 or currently in good standing on the Ohio State Nurse Aide Registry
Instructor Consent Required

MCH 134 Medication Aide Training 4-4-6
A course that prepares students to distribute medications in long-term care and residential care facilities, through a minimum of 80 hours of lecture and laboratory practice and 40 hours of clinical experience.
Prerequisites: MCH 130, and on State Nurse Aide Registry or have one year of experience in a residential care setting
Instructor Consent Required

MCH 136 Restorative Aide Training 1-2-2
A course on rehabilitation services used to return individuals to optimal mobility and functioning following various conditions. Topics include: lifting, moving, and ambulation procedures; care of individuals with musculoskeletal, neurological, and integumentary conditions; and restorative approaches to meeting nutrition, hydration, and personal care needs.
Prerequisites: MCH 130, and on State Nurse Aide Registry or eligible for Registry
Instructor Consent Required

MCH 138 Patient Care Skills 1-3-2
A course on fundamental health care concepts and skills for students planning a career in healthcare. Topics include: basic body mechanics, patient draping techniques, infection control techniques, oxygen therapy, and problem solving techniques.
Prerequisites: None

MCH 141 Electrocardiography 1 2-2-3
A course on basic principles of electrocardiography. Topics include: the electrical conductive system of the heart, patient preparation, setting up the ECG machine, and recognizing and correcting distortion problems.
Prerequisites: BIO 111 (minimum grade C)

MCH 142 Electrocardiography 2 3-2-4
A continuation of MCH 141, including review of basic electrocardiography and 12 lead ECG interpretation. Topics include: cardiac electrophysiology, common dysrhythmia recognition, advanced cardiac dysrhythmias, chamber enlargement, pacemakers, myocardial ischemia, injury, infarct patterns, and effects of drugs and electrolytes on the ECG.
Prerequisites: MCH 141 (minimum grade C) or certification in EMT, Paramedic, or Nursing.

MET Mechanical Engineering Technology

MET 100 Introduction to Mechanical Engineering Technology 1-2-2
An orientation to the Mechanical Engineering Technology program and the profession. Topics include: computers and software used in the profession, career opportunities, professional skills, and preparation for cooperative education.
Prerequisites: AFL 085 and MAT 120, or appropriate placement test scores

MET 111 Manufacturing Processes 1 2-3-3
An introduction to machining and fabrication. Topics include: measuring techniques, manual and computer numerical controlled metal removal processes, machine operations, and materials considerations.
Prerequisites: AFL 085 and MAT 120, or appropriate placement test scores

MET 112 Manufacturing Processes 2 3-2-4
A continuation of MET 111. Topics include: CNC programming of complex parts on two-axis mills and lathes, and CNC control.
Prerequisites: MET 111, and MAT 121 or MAT 125

MET 113 Manufacturing Processes 3-2-4
A continuation of MET 112. Topics include: CAM simulation, machining processes, prototyping techniques, and using CAD/CAM software to create programs for producing components on CNC machines.
Prerequisites: MET 112

MET 131 MET Computer Aided Drafting 1 2-3-3
An introduction to mechanical drafting and computer aided drafting. Topics include: geometric construction, orthographic projection, dimensioning, section views, and auxiliary views.
Prerequisites: AFL 085 and MAT 120, or appropriate placement test scores
Ohio Transfer Assurance Guide Approved

MET 132 MET Computer Aided Drafting 2 2-3-3
A continuation of MET 131. Topics include: 3D modeling, geometric dimensioning and tolerancing, and creating assembly models.
Prerequisites: MET 131

MET 140 Engineering Materials 2-2-3
A course on the materials used in designing and manufacturing machinery and products. Topics include: steel and non-ferrous metals, polymers, ceramics, and composites. Students use the materials testing laboratory to study physical and mechanical properties of materials.
Prerequisites: MET 111, and MAT 121 or MAT 125
Ohio Transfer Assurance Guide Approved

MET 150 Statics and Strength of Materials for MET 2-3-3
A course on analyzing forces that occur within machine and structural elements subjected to various types of loads. Topics include: vector panalysis, free body diagrams, individual stresses, and combined stresses.
Prerequisites: MAT 121 or MAT 125

MET 160 Electrical Applications for MET 2-2-3
A course on electrical fundamentals for Mechanical Engineering Technology students. Topics include: voltage; AC and DC current; power; parallel and series circuits; and using voltmeters, ammeters, and ohmmeters.
Prerequisites: MAT 121 or MAT 125

MET 191 Part-Time Cooperative Education 1: Mechanical Engineering Technology 1-20-1
Students seeking an associate's degree participate in their first part-time field learning experience related to their degree. Students are expected to register for academic courses during the same semester. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.
Prerequisites: MET 100

MET 230 Quality Control and Six Sigma 3-2-4
A course on modern quality methods used in manufacturing. Topics include: data collection, statistical process control, continuous improvement, and the reduction of product defects through the six-sigma process.
Prerequisites: MET 150

MET 240 Hydraulics and Pneumatics 2-3-3
A course on applied fluid power systems. Topics include: fluid transport, power systems components and circuits, relay logic, and ladder diagrams. Students design, build, and operate hydraulic and pneumatic circuits in the laboratory.
Prerequisites: MET 150

MET 250 Machine Design 3-3-4
A course on applying the principles of engineering mechanics and strength of materials to the analysis and selection of mechanical components. Topics include: combined stresses, failure theories, shaft components, shaft design, and fasteners.
Prerequisites: MET 150

MET 260 Applied Thermodynamics 2-2-3
A course in the engineering study of energy. Topics include: first and second laws of thermodynamics, general energy equation, Mollier diagrams, ideal cycles, steam generation and turbines, and refrigeration.
Prerequisites: MET 150, and MAT 121 or MAT 125

MET 270 Kinematics 2-2-3
A course on analyzing mechanisms. Topics include: linear and angular displacement, velocity, acceleration, mass moment of inertia, and dynamic balance. Students use computer simulation software to analyze machine motions and forces.
Prerequisites: MET 250

MET 285 Mechanical Engineering Technology Capstone Project 1 2-3-3
Students participate in a team design project. Topics include: feasibility study, design concepts, detail and assembly drawings, bill of materials, commercial and fabricated parts, vendors, costs, and manufacturing.
Prerequisites: MET 132, MET 140, MET 150

MET 290 Mechanical Engineering Technology Capstone Project 2 2-3-3
A continuation of MET 285. Students manufacture, assemble, and test the product designed in MET 285, and prepare a presentation on the complete design process.
Prerequisites: MET 285

MET 291 Full-Time Cooperative Education 1: Mechanical Engineering Technology 1-40-2
Students seeking an associate's degree participate in their first full-time field learning experience related to their degree. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.
Prerequisites: MET 100

MET 294 Internship 1: Mechanical Engineering Technology 1-40-2
Students seeking an associate's degree participate in their first unpaid field learning experience related to their degree. Students must follow applicable policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.
Prerequisites: MET 100

MGT Management

MGT 100 Introduction to Management 2-0-2
A course for non-management majors on concepts and techniques of supervision. Topics include: planning, organizing, influencing, and controlling in domestic and international businesses.
Prerequisites: None

MGT 101 Principles of Management 3-0-3
A course on the history and fundamental concepts of modern management. Topics include: planning, leading, organizing and controlling; global and domestic environments for management; change management; quality management; team management; and communication skills for managers.
Prerequisites: None

MGT 105 Human Resource Management 3-0-3
A course on the role of the human resource department and the supervisor's role in various human resource functions. Topics include: recruiting, choosing, and training employees; compensation and benefits; performance evaluation; disciplinary actions; and workplace rights and responsibilities.
Prerequisites: None

MGT 110 Employee Compensation and Benefits 3-0-3
A course on concepts of compensation and benefits programs. Topics include: the labor market, pay structures, collective bargaining, health care plan administration, cost control techniques, retirement and savings plans, disability insurance, and workers' compensation.
Prerequisites: MGT 105

MGT 120 Entrepreneurship 3-0-3
A course on starting and growing new businesses. Topics include: identifying new venture opportunities, evaluating the viability of a new venture, and understanding skills needed for successful business operations. Students prepare a business plan for potential investor review.
Prerequisites: None

MGT 130 Project Management 3-0-3
An introduction to project management in various industries. Topics include: planning and prioritizing projects, obtaining project approvals, working with diverse teams, managing all elements of projects, evaluating project results, and using Microsoft Project software.
Prerequisites: None

MGT 140 Quality Management 3-0-3
A course on concepts and techniques of quality management and continuous improvement for manufacturing and service organizations. Topics include: establishing a customer driven organization, and using effective feedback and control systems.
Prerequisites: MGT 100 or MGT 101

MGT 145 Training Development and Facilitation 3-0-3
A course on concepts and techniques for successful implementation of training and information sessions in a business environment. Topics include: needs assessment, transfer of training, learning environment design, training methods, and evaluation of training programs.
Prerequisites: MGT 105

MGT 191 Part-Time Cooperative Education 1: Management 1-20-1
Students seeking an associate's degree participate in their first part-time field learning experience related to their degree. Students are expected to register for academic courses during the same semester. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.
Prerequisites: BUS 190

MGT Management
MLT Medical Laboratory Technology

MGT 220 Leadership 3-0-3
A course on the role of successful integrative leaders in organizations. Topics include: historical and contemporary approaches to leadership, leadership for change, team leadership, servant leadership, and communication skills for leaders.
Prerequisites: MGT 100 or MGT 101

MGT 290 Business Management Capstone 2-2-3
Students use case studies and simulations to examine the entire scope of management, including functional and decision making areas such as production, management, marketing, finance, and accounting.
Prerequisites: MGT 100 or MGT 101, MKT 101, ACC 101

MGT 291 Full-Time Cooperative Education 1: Management 1-40-2
Students seeking an associate's degree participate in their first full-time field learning experience related to their degree. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.
Prerequisites: BUS 190

MID Multimedia Information Design

MID 110 Digital Media Concepts 2-3-3
An introduction to operating systems, software, hardware, and peripheral equipment used to create, revise, and produce content for multimedia products.
Prerequisites: AFL 085 or appropriate placement test score

MID 115 Design Principles for Multimedia 2-3-3
A course on fundamental principles and techniques for effective visual composition in print and multimedia applications.
Prerequisites: AFL 085 or appropriate placement test score

MID 120 Drawing and Storyboarding 2-3-3
A course on fundamental techniques for realistic drawing and storyboarding. Topics include: sketching, 3-D drawing, conceptual drawing, architectural drawing, and storyboarding.
Prerequisites: AFL 085 or appropriate placement test score

MID 190 Career Preparation: Multimedia Information Design 2-0-2
A course on career planning for students seeking employment in multimedia fields. Topics include: self assessment, career research, resume development, interview skills and job hunting strategies, and cooperative education policies and procedures.
Prerequisites: MID 110 and MID 115, or AVP 100 (minimum grade C for all)

MKT Marketing

MKT 101 Principles of Marketing 3-0-3
A course on marketing activities, strategies, and decision making in the context of other business functions.
Prerequisites: ECO 105
Ohio Transfer Assurance Guide Approved

MKT 105 Marketing and Customer Relations 3-0-3
A course on fundamentals of marketing and the development of business systems that provide positive and memorable customer experiences.
Prerequisites: None

MKT 110 Sales and Customer Relations 3-0-3
A course on principles and techniques of effective selling. Topics include: background information required for successful sales, analysis of the selling process, and making sales presentations.
Prerequisites: None

MKT 115 Marketing Research for Multimedia Professionals 3-0-3
A course on marketing fundamentals applied by professionals in multimedia fields. Topics include: terminology, applying marketing to business operations and customer satisfaction, and using varied techniques to gain effective and ethical solutions to market research problems.
Prerequisites: None

MKT 130 Professional Selling 3-0-3
A course on the skills of sales and sales management. Topics include: prospecting, sales pre-planning, writing sales proposals, delivering sales presentations, preventing and handling objections, closing the sale, and post-sales service.
Prerequisites: None

MKT 140 Entrepreneurial Marketing 3-0-3
A course on using marketing strategies that are most effective for entrepreneurial businesses. Topics include: planning, implementation, and launch of a marketing campaign; managing marketing efforts; and measuring marketing campaign effectiveness.
Prerequisites: None

MKT 191 Part-Time Cooperative Education 1: Marketing 1-20-1
Students seeking an associate's degree participate in their first part-time field learning experience related to their degree. Students are expected to register for academic courses during the same semester. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.
Prerequisites: BUS 190

MKT 205 Marketing Research 3-0-3
An introduction to marketing research emphasizing use of research data in marketing and management decisions. Topics include: designing a market research study, using data collection and measurement tools, performing data analyses, using online and social media tools, and communicating research findings.
Prerequisites: MKT 101

MKT 210 International Business and Marketing 3-0-3
A course on the role of international marketing in business. Topics include: challenges of international trade; business customs and practices; political environments and legal systems; and adaptation of product development, pricing methods, market entry strategies, and promotional techniques.
Prerequisites: MKT 101 or MKT 105 or MKT 115

MKT 215 Advertising and Social Media 3-0-3
A course on the role of advertising in marketing and in society. Topics include: consumer buying behavior; market segmentation and targeting; product positioning; marketing communication; research; media planning; and using social media to promote goods, services, ideas, and experiences.
Prerequisites: MKT 101 or MKT 105 or MKT 115

MKT 220 Retail Marketing 3-0-3
An introduction to traditional and electronic retailing. Topics include: analyzing target markets, developing retail marketing mix elements, reviewing store planning techniques used by retailers, and examining changing retailing environments and the impact of government regulations.
Prerequisites: None

MKT 250 Direct Marketing 3-0-3
A course on theory and practice of direct marketing. Topics include: direct marketing's function in company marketing strategies, direct response television/radio strategies, database marketing, list evaluation, telemarketing, catalog marketing, internet marketing, and writing to sell.
Prerequisites: MKT 215

MKT 291 Full-Time Cooperative Education 1: Marketing 1-40-2
Students seeking an associate's degree participate in their first full-time field learning experience related to their degree. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.
Prerequisites: BUS 190

MLT Medical Laboratory Technology

MLT 100 Introduction to Medical Laboratory Analysis 3-6-5
A course on equipment and processes of the clinical laboratory and the responsibilities of the medical laboratory technician. Topics include pipetting; spectrophotometry; safety; point of care testing; and the chemical, physical and microscopic analysis of urine.
Prerequisites: MAT 150 and MLT Program Chair consent
Instructor Consent Required

MLT 121 Hematology and Hemostasis 1 3-3-4
A course on theory and practice of normal hematology and hemostasis. Topics include: hematopoiesis, cell and platelet counts, cell identification, and prothrombin and partial prothrombin times.
Prerequisites: MAT 150 and MLT Program Chair consent
Instructor Consent Required

MLT 122 Hematology and Hemostasis 2 2-3-3
A continuation of MLT 121. Topics include: hematopoiesis and abnormal cell identification, red cell abnormalities, anemias, leukemias, and coagulopathies.
Prerequisites: MLT 121

MLT 140 Clinical Chemistry 2-3-3
A course on principles and procedures used in the chemical analysis of clinical specimens. Topics include: manual and automated chemical testing, quality control, and clinical correlations.
Prerequisites: MLT 100 and MLT 121

MLT 170 Instrumentation for Medical Laboratory Technicians 0-3-1
A course on principles and procedures for instrumentation used in hematology, hemostasis, urinalysis and clinical chemistry. Topics include: set-up, operation, routine maintenance and quality control procedures for spectrophotometers, particle counters, electrodes, and other automated analyzers.
Prerequisites: MLT 100 and MLT 121

MLT 180 Phlebotomy Techniques and Practice for Medical Laboratory Technicians 0-6-2
A course on theory and practice of blood collection used by medical laboratory technicians. Topics include: devices and methods, specimen integrity, communication, and professionalism. Students who develop the necessary skills also practice supervised blood collection at a clinical site.
Prerequisites: MLT 100 and MLT 121

MLT 185 Clinical Laboratory Practice 0-30-6
Students apply skills in clinical chemistry, hematology, hemostasis, and urinalysis through on-campus laboratory practice. Students who develop the necessary skills also participate in an internship in these departments at a clinical site.
Prerequisites: MLT 140 and MLT 180

MLT 191 Part-Time Cooperative Education 1: Medical Laboratory Technology 1-20-1
Students seeking an associate's degree participate in their first part-time field learning experience related to their degree. Students are expected to register for academic courses during the same semester. Students must follow cooperative education policies and procedures in order to earn credit. Grades issued are Satisfactory or Unsatisfactory.
Prerequisites: MLT 185 (minimum grade C)

MLT 192 Part-Time Cooperative Education 2: Medical Laboratory Technology 1-20-1
Students seeking an associate's degree participate in their second part-time field learning experience related to their degree. Students are expected to register for academic courses during the same semester. Students must follow cooperative education policies and procedures in order to earn credit. Grades issued are Satisfactory or Unsatisfactory.
Prerequisites: MLT 191 (minimum grade C)

MLT 210 Clinical Immunology and Serology 2-3-3
A course on the function of the immune system, and immunological and serological testing methods performed in clinical laboratories. Topics include: humoral and cell mediated immunity, hypersensitivity, infectious agents, enzyme immunoassay, immunoelectrophoresis, and basic molecular testing.
Prerequisites: MLT 185

MLT 250 Immunohematology 3-6-5
A course on theory and application of immunohematology procedures used in the clinical laboratory. Topics include: ABO and Rh, antibody screens and antibody identification, compatibility, enhancement techniques, and automated procedures.
Prerequisites: MLT 185

MLT 260 Clinical Microbiology 3-9-6
A course on theory and application of procedures for clinical microbiology. Topics include: identification, antimicrobial susceptibility and clinical significance of bacteria; basic mycobacteriology; mycology; parasitology; and virology.
Prerequisites: MLT 250

MLT 270 Medical Laboratory Seminar 0-3-1
Students review theories and procedures of medical laboratory technology to prepare for the certification exam. Topics include: laboratory operations, hematology, hemostasis, clinical chemistry, immunology, immunohematology, clinical microbiology, and test-taking strategies.
Prerequisites: MLT 210 and MLT 250 (minimum grade C for both)

MUS Music

MUS 100 Musical Concepts 3-0-3
An introduction to the fundamentals of music. Topics include: basic musical theory, melody, harmony, rhythm, notation, and ear training and note reading using popular and familiar tunes.
Prerequisites: None

MUS 101 Music History: Middle Ages to Late 19th Century 3-0-3
Survey of major periods in Western musical history from the Middle Ages to the late 19th century. Topics include: major composers and development of perceptive listening habits through analysis of compositional styles and techniques.
Prerequisites: None
Ohio Transfer Module Approved

MUS 102 Music History: 20th Century 3-0-3
Survey of major genres in Western music from the late 19th century through the 20th century. Topics include: symphony, opera, art song, musical theater, jazz, and popular music. This course emphasizes the study of music through the development of perceptive listening habits.
Prerequisites: None
Ohio Transfer Module Approved

MUS 105 Music History: African-American Music 3-0-3
A course on evolution of African-American musical genres and their cultural and historical perspectives, from the beginning of slavery in America to the present.
Prerequisites: None
Ohio Transfer Module Approved

MUS 110 Jazz Appreciation 3-0-3
A course on the history of jazz from its origin to the present. Topics include: jazz styles, composers, and traditions.
Prerequisites: None
Ohio Transfer Module Approved

MUS 115 Rock and Pop Music 3-0-3
A course on the evolution of rock, pop, and related music genres from the early 20th century to the present. Topics include: the social, political, and cultural impact of popular music in the United States.
Prerequisites: None
Ohio Transfer Module Approved

MUS 131 Vocal Ensemble for Mixed Voices 1 0-3-1
Students perform in their first semester as members of a mixed-voice ensemble, applying vocal techniques for singing accurately and blending with others. Music includes classical, sacred, and popular choral literature representing world languages and cultures.
Prerequisites: None

MUS 132 Vocal Ensemble for Mixed Voices 2 0-3-1
Students perform in their second semester as members of a mixed-voice ensemble, applying vocal techniques for singing accurately and blending with others.
Prerequisites: MUS 131

MUS 133 Vocal Ensemble for Mixed Voices 3 0-3-1
Students perform in their third semester as members of a mixed-voice ensemble, applying vocal techniques for singing accurately and blending with others.
Prerequisites: MUS 132

MUS 134 Vocal Ensemble for Mixed Voices 4 0-3-1
Students perform in their fourth semester as members of a mixed-voice ensemble, applying vocal techniques for singing accurately and blending with others.
Prerequisites: MUS 133

MUS 135 Vocal Ensemble for Mixed Voices 5 0-3-1
Students perform in their fifth semester as members of a mixed-voice ensemble, applying vocal techniques for singing accurately and blending with others.
Prerequisites: MUS 134

NET Network Systems

NET 100 Introduction to Networking and IT Support 1-1-1
An introduction to the Networking Systems and PC Support and Administration programs and professions. Topics include: computers and software used in the fields, professional skills, and preparation for cooperative education.
Prerequisites: AFL 085 and AFM 095, or appropriate placement test scores

NETB Business Network Administration
NUR Nursing

NETB Business Network Administration

NETB 115 Networking Essentials 2-3-3
A course on managing operating systems in a network environment. Topics include: topologies and technologies, protocols, network security, network administration, network problem solving, and network support.
Prerequisites: IT 105, IT 115

NETB 125 Open Source Operating Systems and Applications 2-3-3
A course on the open source movement and the essential operating systems and applications. Topics include: history of open source, Linux operating system, file systems, and troubleshooting.
Prerequisites: IT 105, IT 115

NETB 135 IT Support Desk Concepts 3-2-4
An introduction to information technology support desk operations and procedures. Topics include: product evaluation, procedures, roles and responsibilities, support management, needs assessment, and troubleshooting.
Prerequisites: IT 105, IT 115

NETB 155 Server Administration 3-2-4
A course on user administration for Microsoft Windows server technology. Topics include: adding and deleting users, user privileges, deploying and managing software, client software, and directory services.
Prerequisites: NETC 121, or IT 105 and IT 115

NETB 191 Part-Time Cooperative Education 1: Business Network Administration 1-20-1
Students seeking an associate's degree participate in their first part-time field learning experience related to their degree. Students are expected to register for academic courses during the same semester. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.
Prerequisites: CIT 190

NETB 215 Electronic Messaging Administration 3-2-4
A course on messaging using a networked system. Topics include: installation and setup of exchange server, managing recipients and addresses, backup and recovery, managing data storage, and troubleshooting.
Prerequisites: NETB 115, NETB 155

NETB 225 Information Security 3-2-4
A course on information security and technology ethical issues. Topics include: security implementation, software protection, physical security, privacy, cryptography, policies, and ethics of IT organizations.
Prerequisites: NETB 115, NETB 155

NETB 235 Desktop and Server Virtualization 2-3-3
A course on operating systems in a virtual environment. Topics include: current trends, how virtualization operates, advantages of using virtual software, and installing virtual systems.
Prerequisites: NETB 115, NETB 155

NETB 290 Business Network Administration Capstone 2-5-4
Students demonstrate knowledge and skills while completing a project related to the Business Network Administration program. Topics include: analyzing and designing proper network architecture, developing business network solutions, and installing and implementing networks.
Prerequisites: NETB 225, COMM 110

NETB 291 Full-Time Cooperative Education 1: Business Network Administration 1-40-2
Students seeking an associate's degree participate in their first full-time field learning experience related to their degree. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.
Prerequisites: CIT 190

NETB 294 Internship 1: Business Network Administration 1-40-2
Students seeking an associate's degree participate in their first unpaid field learning experience related to their degree. Students must follow applicable policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.
Prerequisites: CIT 190

NETC Computer Network Engineering Technology

NETC 121 Network Communications 1 2-2-3
A course on computer networks and network operating systems. Topics include: network topology, local and wide area networks, connecting devices to networks, basic network software and file sharing, and problem solving. This course helps students prepare for the NET+ exam.
Prerequisites: AFL 085 and AFM 090, or appropriate placement test score

NETC 122 Network Communications 2 2-2-3
A continuation of NETC 121. Topics include: routing protocols, spanning tree, VLANs and network security, and network address translation.
Prerequisites: NETC 121

NETC 191 Part-Time Cooperative Education 1: Computer Network Engineering Technology 1-20-1
Students seeking an associate's degree participate in their first part-time field learning experience related to their degree. Students are expected to register for academic courses during the same semester. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.
Prerequisites: CIT 190

NETC 230 Network Security Design 2-2-3
Topics include: design and testing of various layered network security software and hardware to protect business systems.
Prerequisites: NETC 121

NETC 240 Emerging Topics in Computer Network Engineering Technology 2-3-3
A course on current industry needs related to Computer Network Engineering Technology. Topics include: voice over internet protocol (VoIP) and Linux.
Prerequisites: NETC 122, NETB 155

NETC 290 Computer Network Engineering Technology Capstone Project 2-2-3
Students work in teams to design and build network solutions while demonstrating knowledge and skills gained in the Computer Network Engineering Technology program.
Prerequisites: NETC 122, NETC 230, NETB 155, ENG 102

NETC 291 Full-Time Cooperative Education 1: Computer Network Engineering Technology 1-40-2
Students seeking an associate's degree participate in their first full-time field learning experience related to their degree. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.
Prerequisites: CIT 190

NETC 294 Internship 1: Computer Network Engineering Technology 1-40-2
Students seeking an associate's degree participate in their first unpaid field learning experience related to their degree. Students must follow applicable policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.
Prerequisites: CIT 190

NUR Nursing

NUR 100 Orientation to Nursing 3-0-3
A course on building knowledge and skills essential to success for students entering the Nursing associate degree program. Topics include: the nursing process, professionalism, critical thinking, time management, study skills, and communication.
Prerequisites: None
Instructor Consent Required

NUR 101 Nursing Concepts 1 3-0-3
A course on the role of the RN in the healthcare system, including cognitive, affective, and psychomotor skills. Topics include: academic success skills, communication, math, health and wellness, cultural awareness, regulatory guidelines, safety, patient education, and basic nursing skills.
Prerequisites: Admitted to the NUR program, high school biology and chemistry within the past 7 years, and STNA (minimum grade C for all courses)
Instructor Consent Required

NUR 102 Nursing Concepts 2 3-9-6
A continuation of NUR 101. Topics include: holistic care of patients with common health problems, nursing processes, communication, evidence-based practice, cultural sensitivity, and effective decision making skills. Students apply specific nursing and assessment skills in the clinical setting.
Prerequisites: NUR 101, BIO 151, ENG 101, and MCH 100 (minimum grade C for all)
Instructor Consent Required

NUR 103 Nursing Concepts 3 7-12-11
A continuation of NUR 102. Topics include: nursing care of children and adults across the life span. Students apply clinical reasoning and nursing skills in simulations and in the clinical setting.
Prerequisites: NUR 102, BIO 152, and 6 credits of English Composition (minimum grade C for all)
Instructor Consent Required

NUR 104 Academic Success Strategies for Nursing 3-0-3
A course on strategies for academic success in the Nursing associate degree program. Topics include: using college resources; building skills in critical thinking, studying, mathematics, test-taking; and improving time management skills.
Prerequisites: Instructor Consent
Instructor Consent Required

NUR 105 Nursing LPN to ADN Bridge 2-6-4
A course for the LPN who graduated from the Cincinnati State Practical Nursing program. Topics include: concepts and skills distinctive to the LPN and RN roles and academic programs. Students apply specific skills in simulations and in the clinical setting.
Prerequisites: Graduation from the Cincinnati State Practical Nursing program, an unencumbered LPN license in Ohio, BIO 152, and 6 credits of English Composition (minimum grade C for all)
Instructor Consent Required

NUR 201 Nursing Concepts 4 8-15-13
A continuation of NUR 103. Topics include: nursing care of individuals and families in multiple clinical settings, including mental health/psychiatric nursing, obstetrical nursing, and medical-surgical nursing. Students apply specific skills in the clinical setting.
Prerequisites: NUR 103 or NUR 105, and BIO 152 (minimum grade C for all)
Instructor Consent Required

NUR 202 Nursing Concepts 5 6-9-9
A continuation of NUR 201. Topics include: managing care of patients experiencing complex, acute, and emergency variations in health status; preparing for the NCLEX-RN exam; and preparing for transition to the role of professional nurse. Students apply specific skills in the clinical setting.
Prerequisites: NUR 201, and COMM 105 or COMM 110 (minimum grade C for all)
Instructor Consent Required

ORTH Orthopedic Technology

ORTH 100 Anatomy and Physiology and Radiology for the Orthopedic Technician 4-2-5
A course on the musculoskeletal system as related to body positioning for casting. Topics include: muscular and skeletal systems, skeletal divisions, body movements, and using imaging to understand basic and pathologic extremity anatomy.
Prerequisites: MCH 101, MCH 102, or MCH 104 (minimum grade C for all)

ORTH 180 Orthopedic Casting Techniques and Practicum 4-2-5
Students practice proper techniques and safe use of materials for casting and instrumentation for cast removal.
Prerequisites: ORTH 100 (minimum grade C)

OTA Occupational Therapy Assistant

OTA 100 Introduction to Occupational Therapy Assisting 3-0-3
A course on history, philosophy, and development of occupational therapy. Topics include: the Occupational Therapy Practice Framework, role and function of occupational therapists and occupational therapy assistants, and relationship to other allied health professions. Students observe community occupational therapy settings.
Prerequisites: Admitted to OTA Program and Program Chair consent
Instructor Consent Required

OTA 101 Professionalism in Occupational Therapy 0-2-1
A course on basic tenets of professional behaviors required for client treatment and working in the health care field. Topics include: professional dress, written and verbal communication, time management, ethics, and professional associations.
Prerequisites: OTA 100 (minimum grade C)

OTA 105 Theory of Occupational Therapy 3-0-3
A course on developmental processes of human performance. Topics include: occupational tasks and roles from birth to death; age-appropriate balance of work, self-care, and play/leisure; the impact of disease; and the therapeutic use of self.
Prerequisites: OTA 100 (minimum grade C)

OTA 106 Techniques of Occupational Therapy 1-2-2
A course on use of crafts and occupation-based activity as therapeutic modalities in treatment toward function. Topics include: activity analysis and therapeutic adaptations, problem-solving, and critical thinking.
Prerequisites: OTA 100 (minimum grade C)

OTA 110 Concepts and Skills of Occupational Therapy: Psychosocial 2-0-2
A course on the role of occupational therapy in the treatment of adults in a mental health setting. Topics include: analysis and observational skills, use of self and group for therapeutic intervention, application of group process, and documentation and communication.
Prerequisites: OTA 101, OTA 105, OTA 106 (minimum grade C for all)

OTA 111 Therapeutic Media for Occupational Therapy: Psychosocial 0-4-2
A mental health laboratory experience that accompanies OTA 110. Topics include: leadership and critical thinking skills needed in a group setting, applying group process, and using purposeful activity and crafts as therapeutic tools.
Prerequisites: OTA 101, OTA 105, OTA 106 (minimum grade C for all)

OTA 120 Concepts and Skills of Occupational Therapy: Infant 2-0-2
A course on the role of occupational therapy in treatment of children with physical and/or psychological dysfunction. Topics include: normal development, developmental disabilities, selecting functionally significant and age-appropriate treatment interventions, documentation, and the team approach.
Prerequisites: OTA 101, OTA 105, OTA 106 (minimum grade C for all)

OTA 121 Therapeutic Media for Occupational Therapy: Infant 0-4-2
A pediatric laboratory experience that accompanies OTA 120. Topics include: basic developmental screening; using play as a therapeutic tool; evaluating other occupational performance skills; using adaptive equipment; and therapeutic techniques for positioning, handling, and feeding.
Prerequisites: OTA 101, OTA 105, OTA 106 (minimum grade C for all)

OTA 180 Occupational Therapy Assisting Level I Fieldwork 1 1-5-2
Directed observation and participation in a community occupational therapy setting with emphasis on psychosocial topics. Students must provide proof of current certification in CPR and First Aid.
Prerequisites: OTA 101, OTA 105, OTA 106 (minimum grade C for all)

OTA 185 Occupational Therapy Assisting Level I Fieldwork 2 1-5-2
Directed observation and participation in a community occupational therapy setting with emphasis on pediatric topics. Students must provide proof of current certification in CPR and First Aid.
Prerequisites: OTA 101, OTA 105, OTA 106 (minimum grade C for all)

OTA 230 Concepts and Skills of Occupational Therapy: Physical Disabilities 4-0-4
A course on the role of occupational therapy in treatment of adults and elders with physical dysfunction in settings including in-patient, out-patient and rehabilitation. Topics include: treatment techniques for various diagnoses, treatment planning and implementation, and documentation skills.
Prerequisites: OTA 110, OTA 120, OTA 180, OTA 185 (minimum grade C for all)

OTA 231 Therapeutic Media for Occupational Therapy: Physical Disabilities 0-6-3
A physical disabilities laboratory experience that accompanies OTA 230. Topics include: techniques for activities of daily living, therapeutic adaptations, adaptive/assistive equipment, community mobility, community resources, and critical thinking skills.
Prerequisites: OTA 111 and OTA 121 (minimum grade C for both)

ORTH Orthopedic Technology
PBA Pre-Business Administation

OTA 233 Kinesiology for Occupational Therapy 2-2-3
A course on the movement of body parts in relation to rehabilitation therapy. Topics include: kinematics and movement analysis; fabrication, application, fitting, and using orthotic positioning devices; and administering superficial thermal and mechanical modalities to improve occupational performance.
Prerequisites: OTA 110 and OTA 120 (minimum grade C for both)

OTA 238 Home Modifications and Assistive Technology for Occupational Therapy 0-2-1
A course on options for improving functional independence of clients. Topics include: adaptation, simple and complex technology options, and Universal Design.
Prerequisites: OTA 110, OTA 120 (minimum grade C for both)

OTA 240 Fundamentals of Occupational Therapy Practice 2-0-2
A course on professional concerns for the practicing Occupational Therapy Assistant. Topics include: licensure, liability, continuing education, national registration, and promoting occupational therapy. Students prepare for Level 2 Field Work experience.
Prerequisites: OTA 230, OTA 231, OTA 233 (minimum grade C for all)

OTA 245 Therapeutic Media Analysis for Occupational Therapy 0-4-2
A course on using crafts and occupation-based activities in various clinical settings. Topics include: analyzing tasks and developing group leadership skills.
Prerequisites: OTA 230, OTA 231, OTA 233 (minimum grade C for all)

OTA 280 Occupational Therapy Assisting Level I Fieldwork 3 1-5-2
Directed observation and participation in a community occupational therapy setting with emphasis on physical disabilities and geriatric topics. Students must provide proof of current certification in CPR and First Aid.
Prerequisites: OTA 180 (minimum grade C)

OTA 283 Occupational Therapy Assisting Level II Fieldwork 1 0-22-4
A clinical practicum that provides students with full-time work experience delivering occupational therapy services for various ages and conditions, under the supervision of a registered occupational therapy practitioner.
Prerequisites: OTA 240 and OTA 245 (minimum grade C for both)

OTA 285 Occupational Therapy Assisting Level II Fieldwork 2 0-22-4
A clinical practicum that provides students with full-time work experience delivering occupational therapy services for various ages and conditions, under the supervision of a registered occupational therapy practitioner.
Prerequisites: OTA 240 and OTA 245 (minimum grade C for both)

PAS Pastry Arts

PAS 100 Theory of Baking 3-0-3
A course on the science and technical components of baking. Topics include: function of ingredients, such as fats, sugar, liquids, and leavening agents; and flour technology. The course is delivered through online instruction only.
Prerequisites: Admitted to PAS program, and AFL 085 and AFM 095 or appropriate placement test scores
Corequisites: PAS 105
Instructor Consent Required

PAS 105 Fundamentals of Baking 0-6-3
A course on baking principles. Topics include: ingredient functions, weighing and measuring procedures, using leavening agents, and producing yeast dough, quick breads, puff pastries, pies, and tarts.
Prerequisites: Admitted to PAS program, and AFL 085 and AFM 095 or appropriate placement test scores
Corequisites: PAS 100
Instructor Consent Required

PAS 110 Celebration Cakes 1-4-3
A course on design and production of cakes for celebrations such as weddings, birthdays, anniversaries, and other special occasions.
Prerequisites: PAS 100 and PAS 105
Instructor Consent Required

PAS 115 Pastry Production and Design 0-6-3
A course on production and decorating of cakes, cookies, petits four, and fruit-based desserts. Topics include: make-up methods, finishing techniques, using pastry decoration mediums, and creating a sugar centerpiece.
Prerequisites: PAS 100, PAS 105
Instructor Consent Required

PAS 120 Nutritional Baking and Cuisine 1-4-3
A course on producing nutritional baked goods. Topics include: nutritional significance of ingredients; replacements for fat, sodium, and sugar; and techniques for recipe modification.
Prerequisites: PAS 100, PAS 105
Instructor Consent Required

PAS 191 Part-Time Cooperative Education 1: Pastry Arts 1-20-1
Students seeking an associate's degree participate in their first part-time field learning experience related to their degree. Students are expected to register for academic courses during the same semester. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.
Prerequisites: PAS 100, HRM 100, HRM 105, and 2.0 minimum cumulative GPA
Instructor Consent Required

PAS 210 Advanced Pastry and Buffet Design 1-5-3
A course on production of a pastry buffet. Topics include: decoration techniques, creating dessert platters, and producing sugar centerpieces.
Prerequisites: PAS 115
Instructor Consent Required

PAS 215 Novelty and Theme Cake Production 1-4-3
A course on production of novelty and theme cakes. Topics include: cake sculpturing techniques, fondant figure-making, figure piping, and creative construction styles.
Prerequisites: PAS 110
Instructor Consent Required

PAS 220 Advanced Wedding Cake Production 1-4-3
A course on the design and construction of wedding cakes. Topics include: layering and covering tiered cakes, using techniques for fine piping design and royal icing, and creating gum paste flowers and other decorations.
Prerequisites: PAS 110
Instructor Consent Required

PAS 225 Artisan Bread Baking 1-4-3
A course on the production of fine artisan breads. Topics include: techniques for basic sponge and sour dough, lamination of dough, and production of European-style specialty bread products.
Prerequisites: PAS 110
Instructor Consent Required

PAS 230 Chocolate and Confectionery Production 1-4-3
A course on the production of fine chocolate confectionery items, emphasizing candy making and production.
Prerequisites: PAS 115
Instructor Consent Required

PAS 290 Pastry Capstone 1-5-3
Students apply previous training in baking and pastry arts to advanced study of bakery production, emphasizing dessert production for restaurants.
Prerequisites: PAS 110, PAS 120, PAS 210
Instructor Consent Required

PAS 291 Full-Time Cooperative Education 1: Pastry Arts 1-40-2
Students seeking an associate's degree participate in their first full-time field learning experience related to their degree. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.
Prerequisites: PAS 100, HRM 100, HRM 105, and 2.0 minimum cumulative GPA
Instructor Consent Required

PBA Pre-Business Administration

PBA 191 Part-Time Cooperative Education 1: Pre-Business Administration 1-20-1
Students seeking an associate's degree participate in their first part-time field learning experience related to their degree. Students are expected to register for academic courses during the same semester. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.
Prerequisites: BUS 190

PBA 291 Full-Time Cooperative Education 1: Pre-Business Administration 1-40-2
Students seeking an associate's degree participate in their first full-time field learning experience related to their degree. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.
Prerequisites: BUS 190

PCC Personal Chef

PCC 101 Personal Chef Principles and Menu Planning 1 3-0-3
A course on foundation concepts and techniques for working as personal or private chef. Topics include: operating a chef service, meal and menu planning, and recipe development and deconstruction.
Prerequisites: AFL 085 and AFM 090 or appropriate placement test scores, IM 111, and IM 105 or 20 wpm keyboarding speed
Instructor Consent Required

PCC 102 Personal Chef Practices and Menu Planning 2 0-6-3
A continuation of PCC 101. Topics include: developing dishes, and creating meal and menu plans that meet client requirements.
Prerequisites: PCC 101, CUL 102, HRM 105 (minimum grade C for all)
Instructor Consent Required

PCC 105 Personal Chef Meal Management for Special Diets 0-6-3
A course on creating a suitable meal structure for clients with special dietary needs in response to health concerns.
Prerequisites: PCC 101
Instructor Consent Required

PCSA PC Support and Administration

PCSA 111 Computer Repair 1 2-3-3
A course on theory and operation of computer systems. Topics include: operating systems, interface of operating systems and hardware, CPU structures and evolution, bus structures, memory, data storage, input/output devices, motherboard structures, number systems, and USB/IEEE 1392 data transmission.
Prerequisites: AFL 085 and AFM 090, or appropriate placement test scores

PCSA 112 Computer Repair 2 2-3-3
A continuation of PCSA 111. Topics include: demonstrations, lab exercises, diagnostic evaluations, and troubleshooting to the board/component level of personal computer systems while using diagnostic software and instrumentation to isolate failures and restore systems to normal operation.
Prerequisites: PCSA 111

PCSA 115 Operating Systems: Macintosh 2-2-3
A course on applying Apple Macintosh operating systems commands. Topics include: system preferences, property modification, networkng options, device installation, and troubleshooting.
Prerequisites: IT 115

PCSA 191 Part-Time Cooperative Education 1: PC Support and Administration 1-20-1
Students seeking an associate's degree participate in their first part-time field learning experience related to their degree. Students are expected to register for academic courses during the same semester. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.
Prerequisites: CIT 190

PCSA 213 Computer Repair 3 2-2-3
A continuation of PCSA 112. Topics include: specialized hardware, peripheral devices, system optimization, driver installation, internet connectivity, and printer maintenance.
Prerequisites: PCSA 112

PCSA 290 PC Support and Administration Capstone 2-2-3
Students work in teams to complete a design project using analog and digital concepts, and prepare a presentation of results. Topics include: design theory, feasibility study, project economics, team building, and effective presentations.
Prerequisites: PCSA 112, NETC 121

PCSA 291 Full-Time Cooperative Education 1: PC Support and Administration 1-40-2
Students seeking an associate's degree participate in their first full-time field learning experience related to their degree. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.
Prerequisites: CIT 190

PCSA 294 Internship 1: PC Support and Administration 1-40-2
Students seeking an associate's degree participate in their first unpaid field learning experience related to their degree. Students must follow applicable policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.
Prerequisites: CIT 190

PE Physical Education

PE 100 Meditation 0-2-1
A course on incorporating meditation practice into daily lifestyle. Topics include: introduction to meditation, relaxation techniques, meditation teachings, and breathing techniques.
Prerequisites: None

PE 104 Relaxation 0-2-1
A course on techniques for incorporating the relaxation response into daily life. Topics include: life choices, environmental stressors, nutrition, and coping skills to deal with stressors.
Prerequisites: None

PE 108 Yoga 0-2-1
A course on using yoga to provide flexibilty, strength, and relaxation and to develop a yoga practice in a group setting. Topics include: yoga postures and movements, breathing techniques, meditation, and yoga philosophy.
Prerequisites: None

PE 112 Pilates Mat 0-2-1
A course on Joseph Pilates' concepts of body conditioning. Topics include: the effects of posture, flexibility, strength, and breathing techniques on increased body awareness and movement sense.
Prerequisites: None

PE 116 Zumba 0-2-1
A course that provides a cardiovascular workout by combining interval training and resistance training with Latin dance music.
Prerequisites: None

PE 120 Dance Techniques 0-2-1
A course on using and combining techniques for warm-up, barre work, center floor combinations, and across-the-floor choreography. Topics include: ballet, Latin American dance, tap, musical theater dance, and multicultural and contemporary dance styles.
Prerequisites: None

PE 124 Spinning 0-2-1
A course on using indoor stationary cycling to provide a cardiovascular workout. Topics include: bike set up, pedal stroke, cycling positions, nutrition, periodization, heart rate training, and energy zones.
Prerequisites: None

PE 128 Group Fitness 0-2-1
A course on techniques for experiencing a total body workout in a group setting, including cardiovascular movement, strength training, and flexibility training.
Prerequisites: None

PE 132 Resistance and Cardiorespiratory Training 0-2-1
A course on exercise techniques for developing and maintaining physical fitness and good health. Topics include: basic exercise principles, building and retaining muscle mass, and using strength training to improve cardiovascular endurance.
Prerequisites: None

PE 136 Aikido 0-2-1
A martial arts course that emphasizes a non-aggressive approach to self defense without injury. Topics include: using the energy of an opponent to diffuse an attack with blending energy, pressure points, and joint locks and pins.
Prerequisites: None

PE Physical Education
PM Project Management of Technology

PE 140 Tai Chi 0-2-1
A course on using Yang style Tai-Chi Chuan to improve flexibility, balance, endurance, and health. Topics include: the physiological basis of the techniques, the simplified 24 forms, and stress reduction.
Prerequisites: None

PE 144 Chinese Kung-Fu 0-2-1
A course on fundamentals of the Celestial Mountain Northern Style of Kung-Fu. Topics include: warm-ups, stretch kicks, basic stances and a variety of offensive and defensive techniques.
Prerequisites: None

PE 148 Hiking Local Trails 0-2-1
A course on basic techniques and safe practices for outdoor hiking. Topics include: conditioning, choosing equipment, planning trips and hikes for varied weather conditions, using trail maps, and applying leave-no-trace outdoor ethics. Students must travel to off-campus hiking locations.
Prerequisites: None

PE 152 Racquetball 0-2-1
A course on basic racquetball skills. Topics include: rules, terminology, practice, and game play.
Prerequisites: None

PE 156 Soccer 0-2-1
A course on basic soccer skills. Topics include: rules, terminology, practice, and game play.
Prerequisites: None

PE 160 Basketball 0-2-1
A course on basic basketball skills. Topics include: rules, terminology, dribbling, shooting, passing, team strategy, and game play.
Prerequisites: None

PE 164 Swimming 0-2-1
A course on basic swimming skills, covering topics required for the American Red Cross Learn-to-Swim courses 1, 2, and 3.
Prerequisites: None

PE 168 Aquatic Group Fitness 0-2-1
A course on using a shallow water pool to provide a total body workout in a group setting. Topics include: cardiovascular movement, strength training, and flexibility training.
Prerequisites: None

PE 172 Scuba Diving 2-2-3
A course on techniques required to complete the open water dives for certification in scuba diving. Topics include: physiology of underwater environments, entry and exit, buoyancy control, handling equipment, and responding to emergencies.
Prerequisites: Students must pass a pre-test during the first class session including swimming 200 yards (any style, any speed), swimming underwater for 25 feet on one breath, and remaining afloat or treading water for 10 minutes

PHI Philosophy

PHI 105 Introduction to Philosophy 3-0-3
Study of philosophical principles and methods of investigation. Topics include: knowledge, reasoning, morality, and other philosophical concepts associated with notable Western and Eastern philosophers.
Prerequisites: ENG 101
Ohio Transfer Module Approved
Ohio Transfer Assurance Guide Approved
Honors Sections Offered

PHI 110 Ethics 3-0-3
Study of theories and applications of ethics. Topics include: evaluating moral arguments in theoretical and practical situations, applying moral reasoning to contemporary social and cultural problems, and making moral choices using examples related to the student's field of study.
Prerequisites: ENG 101
Ohio Transfer Module Approved
Ohio Transfer Assurance Guide Approved

PHY Physics

PHY 105 Fire Service Physics 1-3-2
A course on concepts and principles of physics that are applied in public safety technologies. Topics include: the kinematics and dynamics of linear motion, machines, fluid mechanics, thermodynamics, electricity, and electrical safety.
Prerequisites: AFM 095 or appropriate placement test score

PHY 110 Health Physics 2-2-3
A course on concepts and principles of physics that are applied in health technologies. Topics include: the kinematics and dynamics of linear motion, machines, fluid mechanics, temperature, electricity and electrical safety, waves, and light.
Prerequisites: AFM 095 or appropriate placement test score

PHY 121 Technical Physics 1 2-3-3
A course on concepts and principles of physics that are applied in engineering technologies. Topics include: the kinematics and dynamics of linear motion, machines, fluid mechanics, and thermodynamics.
Prerequisites: MAT 120 or appropriate placement test score

PHY 122 Technical Physics 2 2-3-3
A continuation of PHY 121. Topics include: rotational motion; physical properties; AC, DC, and digital electronics; circuit analysis; waves; and optics.
Prerequisites: PHY 121 or BMT 151

PHY 150 Introduction to Physics 2-2-3
A course on fundamentals of physics. Topics include: laboratory procedures, the controlled experiment, methods of measurement, data collection and analysis techniques, and interpreting experimental results.
Prerequisites: MAT 120 or appropriate placement test score

PHY 151 Physics 1: Algebra and Trigonometry-Based 3-2-4
A course on concepts and principles of algebra-and-trigonometry-based physics. Topics include: kinematics, dynamics, statics, heat, and thermodynamics.
Prerequisites: PHY 150 or MAT 125 or appropriate math placement test score
Ohio Transfer Module Approved

PHY 152 Physics 2: Algebra and Trigonometry-Based 3-2-4
A continuation of PHY 151. Topics include: waves, electromagnetic radiation, geometrical optics, physical optics, photometry, basic forces in physics, AC and DC circuits, quantum mechanics, and atomic and nuclear physics.
Prerequisites: PHY 151
Ohio Transfer Module Approved
Ohio Transfer Assurance Guide Approved

PHY 201 Physics 1: Calculus-Based 4-2-5
A course on concepts and principles of calculus-based physics. Topics include: the kinematics and dynamics of linear and rotational motion, gravity, oscillatory motion, waves, and fluid mechanics.
Prerequisites: MAT 122 or MAT 126 or MAT 152 or MAT 153 or appropriate placement test score
Corequisites: MAT 251
Ohio Transfer Module Approved
Ohio Transfer Assurance Guide Approved

PHY 202 Physics 2: Calculus-Based 4-2-5
A continuation of PHY 201. Topics include: thermodynamics, electric and magnetic fields, DC and AC circuit analysis, electromagnetic radiation, optics including interference and diffraction, and modern physics.
Prerequisites: PHY 201
Ohio Transfer Module Approved
Ohio Transfer Assurance Guide Approved

PM Project Management of Technology

PM 100 Introduction to Project Management of Technology 2-2-3
A course on foundation concepts of the Project Management of Technology program. Topics include: analyzing and developing innovative solutions to business problems, computer networking and software design concepts, negotiation, business and technology ethics, and technology risk management.
Prerequisites: None

PM 175 Project Management Exam Preparation 2-2-3
A course on the nine knowledge areas of the Project Management Institute's (PMI) Body of Knowledge: professional conduct, general business information, the PMI code of ethics, and five process groups. The course prepares students for the PMI Certified Associate exam.
Prerequisites: None
Instructor Consent Required

PM 191 Part-Time Cooperative Education 1: Project Management 1-20-1
Students seeking an associate's degree participate in their first part-time field learning experience related to their degree. Students are expected to register for academic courses during the same semester. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.
Prerequisites: BUS 190

PM 210 Comprehensive Project Management 2-2-3
A course on complex assignments in project management. Topics include: project management process groups, project integration, and procurement management. The course is delivered through online instruction only and students work in virtual teams.
Prerequisites: None
Instructor Consent Required

PM 215 Project Risk Management 2-2-3
A course on minimizing risk and maximizing opportunities that occur in project management. Topics include: risk response, risk identification, risk monitoring and control, and risk quantification.
Prerequisites: PM 210

PM 220 Earned Value Project Management 2-2-3
A course on a systematic approach for controlling, forecasting, planning, and measuring project performance.
Prerequisites: PM 210

PM 291 Full-Time Cooperative Education 1: Project Management 1-40-2
Students seeking an associate's degree participate in their first full-time field learning experience related to their degree. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.
Prerequisites: BUS 190

PN Practical Nursing

PN 110 Foundations of Practical Nursing 2-0-2
A course on the role of the practical nurse in the healthcare system. Topics include: nursing history, scope of practice and law, safety, administering medication safely, the health/wellness continuum, cultural sensitivity, geriatrics, nursing processes, and holistic nursing care.
Prerequisites: Admitted to the PN program, high school biology and chemistry within the past 7 years, and STNA (minimum grade C for all courses)
Corequisites: PN 180
Instructor Consent Required

PN 121 Alterations in Health 1 6-0-6
A course on evidence-based nursing care of patients with common health problems across the lifespan. Topics include: medical/surgical nursing, obstetrics/women's health, basic pediatrics, the hospitalized patient, mental health, and administering medication safely.
Prerequisites: PN 110, BIO 151, ENG 101, MCH 100, and PSY 110 (minimum grade C for all)
Corequisites: PN 181
Instructor Consent Required

PN 122 Alterations in Health 2 8-0-8
A continuation of PN 121. Topics include: nursing care of individuals with alterations in health, gerontology, and end of life care.
Prerequisites: PN 121 and BIO 152 (minimum grade C for both), and PN 181
Corequisites: PN 182
Instructor Consent Required

PN 125 Academic Success Strategies for Practical Nursing 3-0-3
A course on strategies for academic success in the Practical Nursing Certificate program. Topics include: building skills in critical thinking, studying, mathematics, and test-taking; improving time management skills; and developing effective communication and conflict resolution skills.
Prerequisites: Instructor consent
Instructor Consent Required

PN 180 Foundations of Practical Nursing Clinical 0-3-1
Students apply theory and skills related to the role of the practical nurse in laboratory and clinical settings. Topics include: nursing processes, data collection, clinical reasoning, therapeutic communication, infection control, and evidence-based nursing care.
Prerequisites: Admitted to the PN program, high school biology and chemistry within the past 7 years, and STNA (minimum grade C for all courses)
Corequisites: PN 110
Instructor Consent Required

PN 181 Alterations in Health Clinical 1 0-6-2
Students apply theory and skills related to evidence-based nursing care of patients with common health problems across the lifespan, in laboratory and clinical settings. Topics include: fluid and electrolytes, IV therapy, wound care, urinary catheters, tracheostomy care, and suctioning.
Prerequisites: PN 110, BIO 151, ENG 101, MCH 100, and PSY 110 (minimum grade C for all), and PN 180
Corequisites: PN 121
Instructor Consent Required

PN 182 Alterations in Health Clinical 2 0-6-2
A continuation of PN 181. Students apply theory and skills in laboratory and clinical settings. Topics include: IV therapy, and administering medication safely.
Prerequisites: PN 121 and BIO 152 (minimum grade C for both), and PN 181
Corequisites: PN 122
Instructor Consent Required

PN 185 Practical Nursing Role Transition 2-8-2
Students apply practical nursing knowledge and skills while working with diverse groups of patients. Topics include: professionalism, and transition from student to practical nurse role. To pass the course, students must achieve a predetermined score on a national standardized exam.
Prerequisites: PN 122 (minimum grade C), and PN 182
Instructor Consent Required

POL Political Science

POL 100 Democracy in Action: Making Your Voice and Vote Count 3-0-3
An introduction to the role of citizens in a democracy. Topics include: the history of voting in the United States, participation in electoral processes, local and state government, and how voters can make changes in their community.
Prerequisites: None

POL 101 Introduction to American Government 3-0-3
Study of the American political system at the national level. Topics include: democratic theory and principles, the Constitution, civil liberties, and citizen rights.
Prerequisites: AFL 085 or appropriate placement test score
Ohio Transfer Module Approved
Ohio Transfer Assurance Guide Approved

POL 102 Introduction to Comparative Governments and Politics 3-0-3
Study of political systems and structures. Topics include: the relationship between political ideologies and governments; and comparison of international examples of alternative structures for executive leadership, legislatures, bureaucracy, and judicial systems.
Prerequisites: POL 101
Ohio Transfer Module Approved

PSC Physical Science

PSC 105 Astronomy 3-2-4
A course on fundamentals of astronomy. Topics include: evolution of the solar system, probability of life beyond Earth, and evolution of the universe.
Prerequisites: AFM 095 or appropriate placement test score
Ohio Transfer Module Approved

PSC Physical Science
PST Public Safety Technology

PSC 110 Earth Science 3-2-4
A course on fundamentals of earth science. Topics include: geologic processes and history of Earth, techniques of weather forecasting, and methods for maintaining environmental integrity.
Prerequisites: AFM 095 or appropriate placement test score
Ohio Transfer Module Approved

PSC 115 Energy 2-2-3
A course on fundamental concepts of science related to energy. Topics include: historical energy sources, social costs of energy, and alternative energy sources.
Prerequisites: AFM 095 or appropriate placement test score
Ohio Transfer Module Approved

PSET Power Systems Engineering Technology

PSET 110 Power Systems CAD 2-3-3
A course on computer aided drafting and design for power systems. Topics include: CAD fundamentals; and designing, modifying, and editing documents that apply to the power systems industry.
Prerequisites: AFL 085, and AFM 095 or MAT 120, or appropriate placement test scores

PSET 120 Advanced CAD with GIS 2-2-3
A course on advanced skills for computer-aided drafting and electronic mapping as applied to the power grid system. Topics include: geographic information systems (GIS), power grid mapping, map databases, spatial positioning, analysis, modeling, and visualization.
Prerequisites: PSET 110

PSET 130 National Electric Code and National Electric Safety Code1-2-2
A course on the purpose, intent, use, and enforcement of the National Electric Code (NEC) and the National Electric Safety Code (NESC) in electrical design and in specifications of equipment used in power systems.
Prerequisites: EET 131

PSET 140 Power Systems Foundations 2-2-3
An introduction to commercial, industrial, and residential AC power systems. Topics include: power grid generation, transmission, distribution, and equipment utilization; control methods and mechanisms; renewable energy sources; and issues and challenges facing the power industry today.
Prerequisites: EET 131

PSET 150 Electrical Power Technology Studies: Advanced Standing 30-0-30
Students complete apprenticeship education, post-secondary education, or work experience related to skills used in the electrical power industry.
Prerequisites: Program Chair consent
Instructor Consent Required

PSET 191 Part-Time Cooperative Education 1: Power Systems Engineering Technology 1-20-1
Students seeking an associate's degree participate in their first part-time field learning experience related to their degree. Students are expected to register for academic courses during the same semester. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.
Prerequisites: EMET 140

PSET 225 Industrial and Commercial Power Design 3-3-4
A course on design of industrial and commercial building electrical distribution systems. Topics include: load calculations, wiring devices, overcurrent protection, conductors, conduit and raceway systems, panelboards and switchboards, voltage drop calculations, grounding and bonding, branch circuit and feeder design, and motor circuits.
Prerequisites: PSET 120, PSET 140

PSET 230 Conductors and Electrical Safe Work Practices 2-3-3
A course on wires, cables, and connectors used in power systems. Topics include: selecting, sizing, insulation, testing, maintaining conductors, and review of OSHA requirements governing electrical safe work practices.
Prerequisites: PSET 130, EET 132

PSET 245 Electronic Mapping 2-2-3
A course on electronic mapping as it applies to the power smart grid. Topics include: electrical grid mapping, navigation electronic mapping, electronic map databases, and spatial position geographical coordinates combined with spatial positioning systems for location-based services.
Prerequisites: PSET 140, EET 132

PSET 250 Power Transmission and Distribution Design 2-3-3
A course on overhead and underground transmission and distribution systems. Topics include: operation, maintenance, and monitoring of transmission and distribution equipment; transmission line parameters; power flow; design of conductor support structures; overview of system protection; smart grid concepts; and data collection mechanisms.
Prerequisites: PSET 120, PSET 140

PSET 255 Smart Devices 2-2-3
A course on smart grid communication. Topics include: standards and protocols from electricity generation to end user, technologies electric utilities use to monitor and manage infrastructure, and devices and control systems for commercial and residential customers to optimize energy usage.
Prerequisites: PSET 140, EET 132

PSET 260 Stationary Engineering with Instrumentation and Controls 3-3-4
A course on steam plant operation and associated instrumentation and controls. Topics include: basic components; maintenance requirements for utility boilers; combined cycle and cogeneration systems; nuclear steam generation; standard pressure and horsepower calculations; and control of major steam boiler processes.
Prerequisites: EMET 240, PSET 230

PSET 265 Smart Grid System Design 2-3-3
Students complete a project to design a smart grid system by integrating intelligence of electronic mapping and smart grid devices for electric utilities, consumers, and commercial businesses.
Prerequisites: PSET 245, PSET 255

PSET 275 Protective Relays and Controls 2-3-3
A course on protective relays and their application to electric transmission and distribution systems. Topics include: power regulation and communication requirements; electro-mechanical relays and breakers, microprocessor relays and synchrophasors; transformers; transmission and distribution lines; capacitor banks; and regulator protection.
Prerequisites: PSET 225

PSET 290 Power Systems Capstone 1-2-2
Students work in teams to complete a design project. Topics include: design concepts, modeling, detail and assembly drawings, bill of materials, vendors, costs, and manufacture of prototype.
Prerequisites: PSET 250

PSET 291 Full-Time Cooperative Education 1: Power Systems Engineering Technology 1-40-2
Students seeking an associate's degree participate in their first full-time field learning experience related to their degree. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.
Prerequisites: EMET 140

PSET 294 Internship 1: Power Systems Engineering Technology 1-40-2
Students seeking an associate's degree participate in their first unpaid field learning experience related to their degree. Students must follow applicable policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.
Prerequisites: EMET 140

PST Public Safety Technology

PST 100 Survey of Public Safety Issues 3-0-3
A course on current issues and philosophies related to accountability in the public safety environment.
Prerequisites: None

PST 110 Introduction to Homeland Security 3-0-3
A course on key principles of emergency management and their relationship to homeland security.
Prerequisites: None

PST 115 Introduction to Terrorist Groups 3-0-3
A course on the history, motivation, and activities of terrorists. Topics include: how terrorist groups and individuals evolve, and how governments respond to terrorist events.
Prerequisites: None

PST 120 Intelligence Analysis and Security Management 3-0-3
A course on key principles of physical security. Topics include: passive detection systems; assessing risk; understanding rules of evidence and testifying in court; and using tools such as link analysis, event flow diagrams, and visual intelligence analysis diagrams.
Prerequisites: None

PST 125 Public Safety Contingency Planning 3-0-3
A course on techniques for developing continuity of operations plans (COOP), continuity of government plans (COG), and event and community hazard plans.
Prerequisites: PST 110

PST 130 Public Safety Communication Practices 3-0-3
A course on techniques for communication with employees, the community, and the media during a crisis event.
Prerequisites: None

PST 135 Disaster Preparedness for Healthcare Workers 2-0-2
A course on disaster preparedness, incident command, and risks and hazards as related to the healthcare worker.
Prerequisites: None

PST 150 Law Enforcement Studies: Advanced Standing 30-0-30
Students complete the requirements for OPOTA certification.
Prerequisites: Program Chair consent
Instructor Consent Required

PST 200 Healthcare Security 3-0-3
A course on healthcare security programs. Topics include: preventing accidents and injuries, fire safety, and crisis intervention.
Prerequisites: PST 120

PST 205 Transportation Security 3-0-3
A course on providing security for various modes of transportation and transportation facilities. Topics include: airports, railroads, ports, trucking, and pipelines.
Prerequisites: None

PST 210 Public Safety Budgeting and Finance 3-0-3
A course on preparing and managing public sector organizational budgets. Topics include: grant writing, and program management.
Prerequisites: None

PST 291 Full-Time Cooperative Education 1: Public Safety Technology 1-40-2
Students seeking an associate's degree participate in their first full-time field learning experience related to their degree. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.
Prerequisites: PST 100 (minimum grade C)
Instructor Consent Required

PST 292 Part-Time Internship 1: Public Safety Technology 1-20-1
Students seeking an associate's degree participate in a part-time unpaid field learning experience related to their degree. Students must follow applicable policies and procedures to earn credit.
Prerequisites: PST 100 (minimum grade C)

PST 294 Internship 1: Public Safety Technology 1-40-2
Students seeking an associate's degree paricipate in their first unpaid field learning experience related to their degree. Students must follow applicable policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.
Prerequisites: PST 100 (minimum grade C)

PSY Psychology

PSY 100 Applied Psychology: Human Relations 3-0-3
A course on applying psychological principles and theories to everyday life. Topics include: personality, behavioral change, stress and coping, interpersonal communication, relationships, gender and sexuality, and diversity and individual differences.
Prerequisites: None

PSY 102 Applied Psychology: Stress Management 3-0-3
A course on understanding and managing stress. Topics include: causes and consequences of stress, physiology of stress, social and cultural factors affecting stress, and strategies for managing stress.
Prerequisites: None

PSY 110 Introduction to Psychology 3-0-3
A course on psychology as the scientific study of behavior and mental processes. Topics include: history, experimental psychology, clinical psychology, and human development.
Prerequisites: AFL 085 or appropriate placement test score
Ohio Transfer Module Approved
Ohio Transfer Assurance Guide Approved
Honors Sections Offered

PSY 200 Abnormal Psychology 3-0-3
Survey of behavioral, emotional, and mental disorders. Topics include: etiology, prognosis, and treatment modalities using the current DSM; historical and cultural viewpoints; research; prevention; substance abuse; and legal and ethical issues.
Prerequisites: PSY 110
Ohio Transfer Module Approved
Ohio Transfer Assurance Guide Approved

PSY 205 Child Development 3-0-3
A course on a child's development from the prenatal period to age 12. Topics include: influences of physical/neurological, social/emotional, and cognitive factors in development.
Prerequisites: PSY 110
Ohio Transfer Module Approved
Ohio Transfer Assurance Guide Approved

PSY 210 Adolescent Development 3-0-3
A course on developmental issues of adolescence. Topics include: physical, cognitive, familial, educational/vocational, and social development.
Prerequisites: PSY 110
Ohio Transfer Module Approved
Ohio Transfer Assurance Guide Approved

PSY 215 Adult Development 3-0-3
Study of principles and theories of human growth and development from early adulthood through late adulthood.
Prerequisites: PSY 110
Ohio Transfer Module Approved
Ohio Transfer Assurance Guide Approved

PSY 220 Social Psychology 3-0-3
Study of the individual within the social environment. Topics include: understanding the social behavior of individuals in interactions with others, social interactions in groups, social influence, perception, attraction, aggression, and altruism.
Prerequisites: PSY 110
Ohio Transfer Module Approved
Ohio Transfer Assurance Guide Approved

PSY 225 Lifespan Development 3-0-3
Study of human development from the prenatal period through late adulthood. Topics include: biological, cognitive, social, and cultural factors that influence development.
Prerequisites: PSY 110
Ohio Transfer Module Approved
Ohio Transfer Assurance Guide Approved

RE Real Estate

RE 100 Real Estate Principles and Practices 3-0-3
A course on real estate economics required prior to taking the sales license exam. Topics include: principles of contracts, civil rights, ethics, financing, brokerage, appraisal, and Ohio real estate practices.
Prerequisites: None

RE 105 Real Estate Law 3-0-3
A course on Ohio Real Estate Law required prior to taking the sales license exam. Topics include: law of agency as applied to real estate; landlord/tenant law; estates; the sales contract; mortgages, deeds, and property; and financing, liens, and easements.
Prerequisites: None

RE 110 Real Estate Finance and Appraisal 3-0-3
A course on concepts and techniques for preparing an appraisal on income producing properties. Topics include: structuring real estate investments, investment analysis and taxation, financial leverage, financing alternatives, and risk analysis.
Prerequisites: None

RE Real Estate
RT Respiratory Care

RE 120 Real Estate Investing 3-0-3
A course on strategies and techniques for profiting from investments in residential, office, warehouse, and industrial real estate.
Prerequisites: None

RE 130 Introduction to Property Management 3-0-3
A course on concepts and techniques for successful management of property. Topics include: planning systems and philosophies, personnel and resident policies, accounting and budgeting, legal and insurance concerns, marketing, leasing and sales, and maintenance and energy conservation.
Prerequisites: None

RE 140 Commercial Real Estate Management 3-0-3
A course on concepts and techniques for successful management of commercial real estate. Topics include: administration and management, building systems and operations, budgeting, accounting and reporting, and contract administration. Students must attend building tours of area properties.
Prerequisites: None

RE 150 The Green Realtor 3-0-3
A course on environmental concepts and practices and sustainable technologies related to residential and commercial properties.
Prerequisites: None

RE 191 Part-Time Cooperative Education 1: Real Estate 1-20-1
Students seeking an associate's degree participate in their first part-time field learning experience related to their degree. Students are expected to register for academic courses during the same semester. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.
Prerequisites: BUS 190

RE 200 Income Property Appraisal and Finance 3-0-3
A course on concepts and techniques for preparing an appraisal on income producing properties. Topics include: structuring of real estate investments, investment analysis and taxation, financial leverage, financing alternatives, and risk analysis.
Prerequisites: RE 110, RE 120

RE 291 Full-Time Cooperative Education 1: Real Estate 1-40-2
Students seeking an associate's degree participate in their first full-time field learning experience related to their degree. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.
Prerequisites: BUS 190

REL Religion

REL 105 World Religions 3-0-3
Comparative study of the major religions of the world. Topics include: foundation and historical development, cultural function, and religious traditions of Hinduism, Islam, Buddhism, Daoism, Confucianism, Jainism, Shintoism, Judaism, Christianity, and other religious movements.
Prerequisites: ENG 101
Ohio Transfer Module Approved

REL 110 The Old Testament 3-0-3
Nonsectarian study of the Hebrew Bible/Christian Old Testament Bible. Topics include: historical background, authorship, literary themes and forms, and contemporary biblical scholarship.
Prerequisites: ENG 101

REL 115 The New Testament 3-0-3
Nonsectarian study of the Christian New Testament Bible. Topics include: historical background, authorship, literary themes and forms, and contemporary biblical scholarship.
Prerequisites: ENG 101

RT Respiratory Care

RT 100 Introduction to Respiratory Care 1-0-1
A course on fundamentals in the field of Respiratory Care. Topics include: body mechanics; medical abbreviations; safety; professional skills, responsibilities, and ethics; and medical literature searches.
Prerequisites: Respiratory Care Program Chair consent
Instructor Consent Required

RT 101 Respiratory Care Science 1 3-2-4
A course on fundamentals of pulmonary patient care. Topics include: patient assessment; appropriate administration of oxygen, humidity, and aerosol therapies; hospital safety; infection control; and medical ethics.
Prerequisites: Respiratory Care Program Chair consent
Instructor Consent Required

RT 102 Respiratory Care Science 2 3-2-4
A continuation of RT 101. Topics include: maintaining artificial airways, cleaning and sterilizing equipment, aerosol therapy, respiratory care medications, volume expansion devices, secretion mobilization, and interpreting chest radiography related to the care of the pulmonary patient.
Prerequisites: RT 100, RT 101, RT 172 (minimum grade C for all)

RT 103 Mechanical Ventilation 3-2-4
A course on infant and adult mechanical ventilation. Topics include: indications, assessment, application, monitoring, and modes of mechanical ventilation.
Prerequisites: RT 102, RT 111, RT 173 (minimum grade C for all)

RT 111 Respiratory Care Clinical Practice 1 1-8-2
Students practice using respiratory care skills in the hospital environment. Topics include: patient assessment and positioning; charting procedures; applying oxygen therapy, humidity therapy, and aerosol therapy; incentive spirometry; bronchial hygiene; airway clearance procedures; and cleaning and sterilization procedures.
Prerequisites: RT 100, RT 101, RT 172 (minimum grade C for all)

RT 112 Respiratory Care Clinical Practice 2 1-16-2
Students practice respiratory care skills and responsibilities in a hospital setting. Topics include: medicated aerosols, lung expansion devices, suctioning, secretion mobilization, and initiating and maintaining artificial airways.
Prerequisites: RT 102, RT 111, RT 173 (minimum grade C for all)

RT 172 Cardiopulmonary Anatomy and Physiology 3-2-4
A course on the anatomy and physiology of the respiratory and circulatory systems. Topics include: ventilation, diffusion, O2 and CO2 transport, acid/base balance, and fundamentals of ECG interpretation
Prerequisites: Respiratory Care Program Chair consent
Instructor Consent Required

RT 173 Cardiopulmonary Disease 3-2-4
A course on cardiopulmonary diseases and the diagnosis, treatment, and prognosis of each. Topics include: common pulmonary diseases and conditions, pulmonary function testing and interpretation, and use of testing in diagnosing pulmonary diseases.
Prerequisites: RT 100, RT 101, RT 172 (minimum grade C for all)

RT 201 Advanced Respiratory Critical Care 3-0-3
A course on caring for the critically ill respiratory care patient. Topics include: assessment, medications, and hemodynamic monitoring used during treatment.
Prerequisites: RT 103, RT 112 (minimum grade C for both)

RT 202 Specialties in Respiratory Care 2-0-2
A course on specialized areas of respiratory care and emerging roles for the respiratory therapist. Topics include: bronchoscopy, tracheostomy, burn care, chest tubes, metabolic testing, pulmonary rehabilitation, capnography, and other specialty areas.
Prerequisites: RT 103, RT 112 (minimum grade C for both)

RT 203 Respiratory Care Seminar 1-2-2
Students review theory and practice in respiratory care to prepare for national certification examinations. Topics include: ACLS, PALS, IV application, and test taking skills.
Prerequisites: RT 201, RT 202, RT 211 (minimum grade C for all)

RT 204 Respiratory Care Capstone 0-2-1
Students complete a research project in an approved specialty area in the field of respiratory care.
Prerequisites: RT 201, RT 202, RT 211 (minimum grade C for all)

RT 211 Respiratory Clinical Practice 3 1-16-2
Students practice skills and responsibilities for care of ventilator patients in the intensive care unit of a hospital. Topics include: mechanical ventilation, airway care, and an oral exam on respiratory equipment.
Prerequisites: RT 103, RT 112 (minimum grade C for both)

RT 212 Respiratory Clinical Practice 4 1-16-2
Students practice respiratory care skills and responsibilities in multiple healthcare settings. Clinical rotations include: newborn intensive care, hemodynamic monitoring, vascular testing, burn care, extended care facilities, homecare, hyperbaric oxygen administration, pulmonary rehabilitation, pediatric pulmonary function testing, and critical care.
Prerequisites: RT 201, RT 202, RT 211 (minimum grade C for all)

SET Software Engineering Technology

SET 151 C Programming 1 3-2-4
An introduction to the C and C++ computer programming languages. Topics include: decision statements, loops, functions, arrays, strings, pointers, and simple classes.
Prerequisites: IT 101

SET 191 Part-Time Cooperative Education 1: Software Engineering Technology 1-20-1
Students seeking an associate's degree participate in their first part-time field learning experience related to their degree. Students are expected to register for academic courses during the same semester. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.
Prerequisites: CIT 190

SET 252 C Programming 2 3-2-4
A continuation of SET 151. Topics include: classes, object-oriented programming techniques, polymorphism, inheritance, encapsulation, pointers, memory management, overloading, templates, and advanced data structures.
Prerequisites: SET 151

SET 253 C Programming 3 3-2-4
A continuation of SET 252. Topics include: C#, advanced database programming techniques using stored procedures and views with SQL Server, and ASP.NET with C#.
Prerequisites: IT 111, SET 252

SET 290 Software Engineering Technology Capstone 1-4-3
Students combine their programming and database skills to complete a software application.
Prerequisites: IT 103, IT 111, SET 252

SET 291 Full-Time Cooperative Education 1: Software Engineering Technology 1-40-2
Students seeking an associate's degree participate in their first full-time field learning experience related to their degree. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.
Prerequisites: CIT 190

SET 294 Internship 1: Software Engineering Technology 1-40-2
Students seeking an associate's degree participate in their first unpaid field learning experience related to their degree. Students must follow applicable policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.
Prerequisites: CIT 190

SOC Sociology

SOC 100 Survey of Social Issues 3-0-3
Study of societal issues such as divorce, immigration, welfare, crime, terrorism, and other topics.
Prerequisites: None

SOC 105 Introduction to Sociology 3-0-3
A course on concepts and theories of contemporary sociology. Topics include: sociology as a science, culture, socialization, social change, deviance, and major social institutions such as family, religion, education, and government.
Prerequisites: AFL 085 or appropriate placement score
Ohio Transfer Module Approved
Ohio Transfer Assurance Guide Approved
Honors Sections Offered

SOC 110 Social Problems 3-0-3
A course on concepts and theories related to social problems in contemporary society. Topics include: poverty, race, immigration, urbanization, aging, politics and economy, media and technology, and war and terrorism.
Prerequisites: SOC 105 and ENG 101
Ohio Transfer Assurance Guide Approved

SOC 115 Marriage and the Family 3-0-3
A course on concepts and theories related to marriage and family as social institutions. Topics include: historical perspectives on marriage, male and female roles, parenting, impact of family on the individual, and impact of society on marital roles.
Prerequisites: SOC 105 and ENG 101
Ohio Transfer Module Approved
Ohio Transfer Assurance Guide Approved

SOC 120 The African American Family 3-0-3
A course on interdisciplinary concepts and theories related to contemporary African American families. Topics include: family life and social stratification; dynamics of middle class, working class, and low income families; and social and economic support structures for families.
Prerequisites: SOC 105 and ENG 101

SOC 130 Sociology of Aging 3-0-3
A course on concepts and theories of aging. Topics include: the aging process and the impact of an aging population on individuals and social institutions.
Prerequisites: SOC 105 and ENG 101
Ohio Transfer Module Approved

SOC 140 Sociology of Gender 3-0-3
A course on concepts and theories of gender. Topics include: development of sex roles, how sex roles affect individuals and social institutions, and changing role patterns in the United States and elsewhere.
Prerequisites: SOC 105 and ENG 101
Ohio Transfer Module Approved

SOC 200 Race, Ethnicity, and Minorities 3-0-3
A course on concepts and theories of race and ethnicity within society. Topics include: the effects of prejudice and discrimination on individuals and social institutions.
Prerequisites: SOC 105 and six credits of English Composition
Ohio Transfer Assurance Guide Approved

SPN Spanish

SPN 100 Spanish for the Professions 2-0-2
A course that prepares non-Spanish-speaking students to use Spanish language commands and phrases related to their careers, and to understand cross-cultural concerns that affect interactions with native Spanish speakers. No prior knowledge of Spanish is necessary.
Prerequisites: None

SPN 101 Elementary Spanish 1 4-0-4
A course on Spanish language and culture that provides the foundation for understanding, speaking, reading, and writing Spanish.
Prerequisites: None

SPN 102 Elementary Spanish 2 4-0-4
A continuation of SPN 101. Topics include: developing skills in understanding, speaking, reading, and writing Spanish.
Prerequisites: SPN 101 or Spanish Department chair consent

SPN 200 Spanish Conversation and Composition 3-0-3
A course on developing fluency in conversational and written Spanish while examining contemporary topics relevant to diverse elements of Hispanic/Latino culture.
Prerequisites: SPN 102 or Spanish Department chair consent

SPN 201 Intermediate Spanish 1 4-0-4
A continuation of SPN 102. Topics include: developing fluency in Spanish grammar and syntax through reading short literary pieces, composition, and conversation.
Prerequisites: SPN 102 or Spanish Department chair consent

SPT Sport Management
STFA Surgical Technology First Assistant

SPN 202 Intermediate Spanish 2 4-0-4
A continuation of SPN 201. Topics include: developing additional skills and fluency in Spanish through reading short literary pieces, composition, and conversation.
Prerequisites: SPN 201 or Spanish Department chair consent

SPN 221 Spanish 1 for Business and Finance 4-0-4
A course on developing fluency in Spanish grammar and syntax through reading, writing, and speaking about business and finance-related topics.
Prerequisites: SPN 102 or Spanish Department chair consent

SPN 222 Spanish 2 for Business and Finance 4-0-4
A continuation of SPN 221. Topics include: developing additional skills and fluency in Spanish through reading, writing, and speaking about business and finance-related topics.
Prerequisites: SPN 221 or Spanish Department chair consent

SPT Sport Management

SPT 100 Introduction to Sport Management 3-0-3
A course on the sport industry and the role of sport management. Topics include: the functions of sport in society, athletic administration, and educational and career pathways in sport management.
Prerequisites: AFL 085 or appropriate placement test score

SPT 105 Sport in Society 3-0-3
A course on the scope and effect of sport and physical activity in society. Topics include: business of sport, media and sport, sporting behavior, diversity and sport, and women and sport.
Prerequisites: None

SPT 110 Principles of Coaching 3-0-3
A course on the role of the coach and coaching in sport. Topics include: concepts, functions, and techniques related to coaching athletes in various team and individual sports.
Prerequisites: None

SPT 115 Ethics in Sport 3-0-3
A course on ethical concerns in the sport industry. Topics include: moral reasoning, values in sport, sportsmanship, and ethical dilemmas and legal issues in sport.
Prerequisites: SPT 100

SPT 120 Sport Marketing 3-0-3
A course on principles and techniques for sport marketing. Topics include: fundamental marketing concepts, advertising, public relations, sponsorships, promotions, and merchandizing.
Prerequisites: SPT 100

ST Surgical Technology

ST 100 Introduction to Surgical Technology 2-0-2
A course on the history and development of surgical technology. Topics include: the perioperative environment, surgical instrumentation, the surgical technologist's role and attributes for success, professional organizations, and legal terms related to the profession.
Prerequisites: None

ST 101 Surgical Foundations and Procedures 1 8-0-8
A course on concepts and skills for surgical technology. Topics include: professional and workplace management; patient care; surgical asepsis and infection control; decontamination, disinfection, and reprocessing methods; instrumentation; sterile storage and distribution; basic pharmacology; anesthesia; specimen care; and surgical supplies and equipment.
Prerequisites: BIO 220, MCH 101, PHY 110, ST 100 (minimum grade C for all), and admitted to Surgical Technology Program
Instructor Consent Required

ST 102 Surgical Foundations and Procedures 2 8-0-8
A continuation of ST 101. Topics include: wound classifications; wound healing; tissue approximation; sutures; abdominal incisions; and procedural steps for abdominal wall hernia repairs, gastrointestinal and accessory organs, breast, gynecological, obstetrical, and plastic/reconstructive surgery.
Prerequisites: BIO 152, ST 101, (minimum grade C for both), ST 111

ST 111 Surgical Principles and Practice 1 1-3-2
A course that prepares students to perform assistant circulating skills through activities conducted in a simulated operating room setting on campus.
Prerequisites: ST 100 (minimum grade of C), and admitted to the Surgical Technology Program
Instructor Consent Required

ST 112 Surgical Principles and Practice 2 1-3-2
A course that prepares students to perform first scrub role skills through activities conducted in a simulated operating room setting on campus.
Prerequisites: ST 101 (minimum grade C), ST 111

ST 181 Surgical Technology Clinical Skills Application 1 1-5-3
Students participate in uncompensated clinical experiences performing beginning-level assistant circulating skills in the operating room of an affiliate hospital, and attend a weekly seminar.
Prerequisites: ST 101 (minimum grade C), ST 111

ST 182 Surgical Technology Clinical Skills Application 2 0-6-2
A continuation of ST 181. Students perform uncompensated beginning-level scrub skills during assigned operative procedures at an affiliate hospital. Students' skills in relation to future employment are evaluated.
Prerequisites: ST 102 (minimum grade C), ST 112, ST 181

ST 201 Advanced Surgical Procedures 1 5-0-5
A course on specialized surgical procedures. Topics include: otorhinolaryngology procedures, including head/neck and oral maxillary; and ophthalmic, genitourinary, and orthopedic procedures.
Prerequisites: ST 102 (minimum grade C), ST 112, ST 181

ST 202 Advanced Surgical Procedures 2 5-0-5
A continuation of ST 201. Topics include: perivascular, thoracic, cardiac, neurology, transplant surgery, and pediatric procedures.
Prerequisites: ST 201 (minimum grade C), ST 182

ST 281 Surgical Technology Clinical Directed Practice 1 1-30-6
Students demonstrate competency in scrub skills related to general and specialty operative procedures at an assigned affiliate hospital, and attend a weekly seminar on campus.
Prerequisites: ST 201 (minimum grade C), ST 182

ST 282 Surgical Technology Clinical Directed Practice 2 1-30-6
A continuation of ST 281. Students demonstrate competency in scrub skills while performing assigned procedures at an affiliate hospital, and attend a weekly seminar on campus. Students must complete the NBSTSA certification examination as a course requirement.
Prerequisites: ST 202 (minimum grade C), ST 281

STFA Surgical Technology First Assistant

STFA 150 Perioperative Bioscience 3-0-3
A course on concepts of perioperative bioscience. Topics include: advanced microbiology and pathology, surgical pharmacology, and anesthesia management.
Prerequisites: Admitted to STFA Certificate program
Instructor Consent Required

STFA 155 Principles of First Assisting 2-3-3
A course on the history and role of the first assistant. Topics include: performing perioperative functions; moral, ethical, and legal responsibilities; surgical interventions for specific patient groups; complications and surgical emergencies; and career options.
Prerequisites: Admitted to STFA Certificate program
Instructor Consent Required

STFA 161 Surgical Specialties 1 7-0-7
A course on the first assistant's role in a variety of surgical procedures. Topics include: general surgery; endoscopic procedures; and gynecological, obstetrical, genitourinary, plastic/reconstructive, otorhinolaryngologic, and pediatric procedures.
Prerequisites: STFA 150, STFA 155 (minimum grade C for both)

STFA 162 Surgical Specialties 2 7-0-7
A continuation of STFA 161. Topics include: orthopedic, ophthalmic, neurosurgical, perivascular, thoracic, cardiac, and pediatric surgical procedures.
Prerequisites: STFA 161 (minimum grade C)

STFA 181 First Assisting Clinical 1 1-12-2
Students complete an individualized clinical practicum to demonstrate manual and behavioral skills under the preceptorship of a surgeon at a facility of student's choice. Skills application includes: general surgery; and endoscopic, gynecological, obstetrical, genitourinary, plastic/reconstructive, otorhinolaryngologic, and pediatric procedures.
Prerequisites: STFA 150, STFA 155 (minimum grade C for both)

STFA 182 First Assisting Clinical 2 1-12-2
A continuation of STFA 181. Students must complete the required number of procedures, under the supervised preceptorship of a surgeon, in any combination of the following surgical specialties: pediatric, orthopedic, ophthalmic, neurosurgical, perivascular, thoracic, and cardiac surgical procedures.
Prerequisites: STFA 181

SWK Social Work

SWK 110 Introduction to Social Work 3-0-3
A course on the social work profession. Topics include: social work institutions, values, ethics, and modes of practice with varying systems and populations.
Prerequisites: ENG 101, SOC 105
Ohio Transfer Assurance Guide Approved

SWK 200 Social Welfare Policy 3-0-3
A course on the relationships between policy, practice, and problem solving that contribute to delivery of social services to alleviate human suffering and promote social justice.
Prerequisites: SWK 110
Ohio Transfer Assurance Guide Approved

SWK 205 Case Management for Human Services Professionals 3-0-3
A course on theoretical concepts and professional skills for providing social services within the social welfare system.
Prerequisites: SWK 200

SWK 215 Human Services Practicum 1-7-2
Students spend at least seven hours per week in a supervised experience in a social service setting.
Prerequisites: SWK 110

TC Technical and Professional Communication

TC 205 Scriptwriting: Short Forms 2-3-3
A course on developing scripts for short form electronic media messages such as commercials and public service announcements. Topics include: analyzing audiences and products; conducting research; preparing copy platforms, scripts, and storyboards; and persuasively presenting concepts.
Prerequisites: MKT 115 and 6 credits of English Composition (minimum grade C for all)

TC 210 Scriptwriting: Long Forms 2-3-3
A course on developing scripts for long form electronic media messages such as instructional and promotional video and documentaries. Topics include: analyzing audiences and products; conducting research; preparing documentation, scripts, and storyboards; and persuasively presenting concepts.
Prerequisites: MKT 115 and 6 credits of English Composition (minimum grade C for all)

TC 215 Copywriting 2-3-3
A course on developing promotional messages for print and online distribution. Topics include: analyzing audiences and products, conducting research, developing concepts, preparing copy platforms, selecting writing styles and formats, and designing materials.
Prerequisites: MKT 115 and 6 credits of English Composition (minimum grade C for all)

TC 220 Instructional Writing 2-3-3
A course on developing instructional materials for print and multimedia distribution. Topics include: analyzing audiences and tasks; creating and revising content; and applying best practices for print, online, and digital document design.
Prerequisites: 6 credits of English Composition, and IM 111 (minimum grade C for all)

TC 225 Proposal Writing 2-3-3
A course on developing effective proposals to obtain project funding. Topics include: developing strategy; conducting research; interpreting requirements; and organizing, designing, and writing proposals.
Prerequisites: 6 credits of English Composition and IM 111 (minimum grade C for all)

TC 230 Writing Online Content 2-3-3
A course on developing content for websites and web-supported publishing such as blogs and e-newsletters. Topics include: analyzing audiences and goals, choosing writing styles, creating and revising content, and applying best practices for online and digital document design.
Prerequisites: 6 credits of English Composition and WEB 111 (minimum grade C for all)

TC 235 User Experience Design and Usability Assessment 2-3-3
A course on concepts and techniques for designing and testing online products used by varied audiences. Topics include: principles of user experience design, developing qualitative and quantitative test materials, implementing tests, and reporting on test results.
Prerequisites: 6 credits of English Composition and WEB 111 (minimum grade C for all)

TC 240 Technical Editing 2-3-3
A course on editorial concepts and techniques. Topics include: editorial roles, editorial assessment processes, levels of edit, traditional and digital copymarking, and stylebooks and editorial resources.
Prerequisites: 6 credits of English Composition and IM 111 (minimum grade C for all)

THE Theater

THE 105 Theater Appreciation 3-0-3
Study of theater as a mode of human expression. Topics include: script analysis, acting styles, directing, and design elements and how these elements contribute to a successful production. Attending one live production is required.
Prerequisites: AFL 085 or appropriate placement test score
Ohio Transfer Module Approved

THE 110 History of Theater 3-0-3
Study of the history of Western theater from classical antiquity through contemporary times and examination of each period's contribution to modern theatrical practices. Out-of-class viewing of plays on video is required.
Prerequisites: ENG 101
Ohio Transfer Module Approved

THE 115 Acting 3-0-3
Study and practice of creative expression through acting. Topics include: theatrical vocabulary, movement and vocal skills, and preparing for roles through script analysis.
Prerequisites: None

THE 120 Improvisational Acting 3-0-3
Study and practice of performance that uses quick response and teamwork to create an effective and entertaining result. Topics include: movement and vocal skills, stage presence, and spontaneity in improvisational scene work.
Prerequisites: None

THE 130 Children's Theater in the Classroom 3-0-3
A course on creating a performance for children using an original story or an adapted story. Topics include: creating characters and settings, classroom rehearsal techniques, and staging a production.
Prerequisites: None

THE 140 Oral Interpretation of Literature 3-0-3
A course on basic techniques for oral performance of literature. Topics include: content analysis of texts, movement and vocal skills, and performance in everyday lives.
Prerequisites: ENG 101

THE 240 Performance Practicum 1-7-2
Study and application of performance principles through faculty-supervised participation in a College production. May be repeated for credit.
Prerequisites: THE 140 or instructor consent

WEB Web and Multimedia Design

WEB 111 Web Development 1 2-3-3
An introduction to website design using XHTML and HTML5.
Prerequisites: MID 110, MID 115 (minimum grade C for both)

WEB Web and Multimedia Design

WEB 112 Web Development 2 2-3-3
A continuation of WEB 111. Topics include: advanced use of cascading style sheets, and ensuring multi-platform and cross-browser usability of websites.
Prerequisites: WEB 111 (minimum grade C)

WEB 130 Web Programming: JavaScript 2-3-3
A course on fundamentals of the JavaScript scripting language.
Prerequisites: WEB 112 (minimum grade C)

WEB 191 Part-Time Cooperative Education 1: Web & Multimedia Design 1-20-1
Students seeking an associate's degree participate in their first part-time field learning experience related to their degree. Students are expected to register for academic courses during the same semester. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.
Prerequisites: MID 190, WEB 200

WEB 200 Web Design Portfolio Review 1-0-1
An assessment of skills required to enter upper-level courses in the Web and Multimedia Design program, including a technical skills exam and presenting a portfolio to a panel of evaluators. Students receive grades of Satisfactory or Unsatisfactory, and must pass the course to be eligible for cooperative education assignments. Those who do not pass may make one additional attempt.
Prerequisites: Web and Multimedia Design Program Chair consent
Instructor Consent Required

WEB 220 Multimedia Design: Adobe Flash 2-3-3
A course on professional techniques for using Adobe Flash. Topics include: animating, creating and manipulating images; and creating interactive websites and menus.
Prerequisites: WEB 111 (minimum grade C)

WEB 230 Web Programming: PHP 2-3-3
A course on using the PHP scripting language to produce dynamic web pages and stand-alone graphical applications.
Prerequisites: WEB 130 (minimum grade C)

WEB 240 Web Development: Emerging Topics 2-3-3
A course on current concepts and techniques used in web design. Topics include: content management systems, and mobile applications.
Prerequisites: WEB 230 (minimum grade C)

WEB 285 Web & Multimedia Design Independent Final Project 2-3-3
Qualified students work individually or with an approved team from concept to completion on a web and multimedia design project, and present the results to reviewers. Topic and outline must be presented to a jury of instructors, and approved prior to course registration. Students who do not successfully complete the course may make one additional attempt.
Prerequisites: Web & Multimedia Design Program Chair consent, and minimum 3.0 GPA
Instructor Consent Required

WEB 290 Web & Multimedia Design Capstone 2-3-3
Qualified students work in structured teams to develop web and multimedia deliverables for an external client, and present the results to reviewers. Activities include audience, client, and market analysis; and all phases of production of materials. Students who do not successfully complete the course may make one additional attempt.
Prerequisites: Web & Multimedia Design Program Chair consent, and minimum 2.5 GPA
Instructor Consent Required

WEB 291 Full-Time Cooperative Education 1: Web & Multimedia Design 1-40-2
Students seeking an associate's degree participate in their first full-time field learning experience related to their degree. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.
Prerequisites: MID 190, WEB 200

WEB 294 Internship 1: Web & Multimedia Design 1-40-2
Students seeking an associate's degree participate in their first unpaid field learning experience related to their degree. Students must follow applicable policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.
Prerequisites: MID 190, WEB 200

Cincinnati State

2013-2014 Catalog

WORKFORCE DEVELOPMENT CENTER

WORKFORCE DEVELOPMENT CENTER

In collaboration with the academic divisions of the College, the Workforce Development Center at Cincinnati State offers several programs and courses that allow students to earn college credit while also gaining technical career skills.

In addition to the programs and courses described here, the Workforce Development Center offers a wide range of specialized workforce education and training programs that meet the needs of corporations, government agencies, and not-for-profit agencies.

For more information about the services provided by the Workforce Development Center, call (513) 569-1643 (toll-free 888-569-1709) or visit www.workforcecincinnati.com.

Applied Technology Specialist (ATSP)

In collaboration with Cincinnati State's Workforce Development Center, the Center for Innovative Technologies offers the Applied Technology Specialist degree. Students who complete all program requirements earn an Associate of Technical Studies degree.

The Applied Technology Specialist degree is designed for military veterans and other individuals with significant experience in a technical field. Students may receive up to 30 credit hours, nearly half of the degree requirement, for related education, specialized training, or past work experience. Students must meet with their advisor to determine how much credit will be awarded for past education or experience, and to select courses needed to complete the degree, including elective courses from engineering technologies or information technologies fields.

For more information call the Center for Innovative Technologies at (513) 569-1743.

Applied Technology Specialist

All degree-seeking students must complete a First Year Experience (FYE) course as part of the first 12 credit hours taken at Cincinnati State.

			Hours Per Week Class	Lab	Credit Hours
SEMESTER 1					
ENG	101	English Composition	3	0	3
CIT	150	Applied Technology Studies: Advanced Standing	30	0	30
XXX	XXX	Computer Skills Elective	1	2	2
MAT	XXX	Mathematics Elective	2	2	3
XXX	XXX	Humanities Elective	3	0	3
XXX	XXX	Business Elective 1	3	0	3
			42	4	44
SEMESTER 2					
ENG	10X	English Composition Elective	3	0	3
COMM	110	Public Speaking	3	0	3
XXX	XXX	Business Elective 2	3	0	3
XXX	XXX	Social Sciences Elective	3	0	3
XXX	XXX	Engineering Technology Elective 1	2	2	3
XXX	XXX	Engineering Technology Elective 2	2	2	3
			16	4	18
					62

Mathematics Elective: MAT 125, MAT 131, MAT 151, MAT 251
Business Electives: ACC 101, BUS 110, MGT 101, MGT 130, MGT 140, MKT 105, MKT 110
Humanities Elective: COMM 130, Any ART, CULT, FRN, LIT, MUS, PHI, REL, SPN, THE
Social Sciences Elective: Any CRJ, ECO, GEO, HST, LBR, POL, PSY, SOC
Computer Skills Elective: IM 111, IM 112, IM 120, IM 130, IM 140, IM 150, IM 170, BMT 151, CET 100, EMET 140, EVS 110, MET 100
English Composition Elective: ENG 102, ENG 103, ENG 104, ENG 105
Engineering Technology Electives: Any BMT, CET, EET, EMET, CMT, EVT, EVS, IT, MET, NETC, PSET, PCSA, SET with Program Chair consent

Disaster Response Management Certificate (HAZC)

This training program is designed to meet the needs of emergency services personnel (fire, law enforcement, and emergency management) and private/public sector managers responsible for all types of emergency planning and response operations. The courses are designed to meet the National Incident Management Systems (NIMS) standard for planning and response to an All–Hazards Emergency.

For more information call the Health and Public Safety Division at (513) 569-1670 or call the Workforce Development Center at (513) 569-1643 (toll-free 888-569-1709).

Disaster Response Management Certificate (HAZC)

			Hours Per Week Class	Lab	Credit Hours
SEMESTER 1					
TBE	101	Introduction to Incident Management Operations	1	0	1
THZ	110	Basic Hazardous Materials Chemistry	1	0	1
THZ	130	Radiological and Biological Emergency Preparedness Planning	2	0	2
THZ	140	Introduction to WMD Terrorism	2	0	2
			6	0	6
SEMESTER 2					
THZ	120	Disaster Preparedness and Business Continuity Planning	2	0	2
THZ	141	Consequences of Terrorism	2	0	2
THZ	150	Disaster Modeling	2	1	2.5
THZ	160	Crisis Media Relations	1	0	1
			7	1	7
					13.5

Industrial Controls and Instrumentation Certificate (ICIC)

This hands-on training program is designed for the maintenance person who will install, calibrate and troubleshoot industrial controls and instruments. Graduates will be prepared to take the International Society of Automation Certified Controls Systems Technician exam.

For more information call the Workforce Development Center at (513) 569-1643 (toll-free 888-569-1709).

Industrial Controls and Instrumentation Certificate (ICIC)

SEMESTER 1					
TPI	110	Process Control and Instrumentation 1: Pressure Control	2	1	2.5
			2	1	2.5
SEMESTER 2					
TPI	120	Process Control and Instrumentation 2: Temperature Control	2	1	2.5
			2	1	2.5
SEMESTER 3					
TPI	130	Process Control and Instrumentation 3: Level and Flow	2	1	2.5
			2	1	2.5
SEMESTER 4					
TPI	140	Process Control and Instrumentation 4: Final Control	2	1	2.5
			2	1	2.5
					10

Industrial Electrical Maintenance Certificate (IEMC)

This training program is designed to provide the knowledge and hands-on experience necessary for an entry-level electrical maintenance technical technician in industry.

For more information call the Workforce Development Center at (513) 569-1643 (toll-free 888-569-1709).

Industrial Electrical Maintenance Certificate (IEMC)

			Hours Per Week Class	Lab	Credit Hours
MMC	105	Shop Math	1	0	1
TEM	120	Industrial Electricity for AC and DC Circuits	2	1	2.5
TEM	140	Electrical Ladder Diagrams and Print Reading	1	0	1
TEM	150	Industrial Power Systems	1	0	1
TEM	160	Motors, Motor Controls, and Drives	2	1	2.5
TEM	170	Sensors for Industrial Control Systems	1	0	1
TEM	180	Programmable Logic Controllers 1	2	1	2.5
TEM	190	Troubleshooting Industrial Electrical Equipment	2	1	2.5
			12	4	14

Machine Maintenance Certificate (MMCC)

This training program is designed to provide the knowledge and hands-on experience necessary for an entry-level mechanical maintenance technician in industry.

For more information call the Workforce Development Center at (513) 569-1643 (toll-free 888-569-1709).

Machine Maintenance Certificate (MMCC)

			Hours Per Week Class	Lab	Credit Hours
MMC	105	Shop Math	1	0	1
MMC	110	MSSC Certified Production Technician Training	6	0	6
MMC	120	Pneumatic Systems 1	2	1	2.5
MMC	130	Hydraulic Systems 1	2	1	2.5
MMC	140	Mechanical Drive Systems	2	1	2.5
MMC	150	Bearings, Seals, and Lubrication	1	1	1.5
			14	4	16

Programmable Logic Controllers Certificate (PLCC)

This hands-on training program is designed for the maintenance person who will install, program, maintain and troubleshoot PLCs.

For more information call the Workforce Development Center at (513) 569-1643 (toll-free 888-569-1709).

Programmable Logic Controllers Certificate (PLCC)

			Hours Per Week Class	Lab	Credit Hours
SEMESTER 1					
TEM	140	Electrical Ladder Diagrams and Print Reading	1	0	1
TEM	180	Programmable Logic Controllers 1	2	1	2.5
			3	1	3.5
SEMESTER 2					
TEM	185	Programmable Logic Controllers 2	2	1	2.5
			2	1	2.5
					6

AHT Health and Safety

AHT 100 Workflow and Information Design for Health Information Technology 13-4-15
A course on foundation concepts related to redesign of workflow and information management in health information technology systems. Topics include: basics of computer science, health information management systems, networking, and health information exchange; culture and terminology of healthcare; usability and human factors; and quality improvement. The course is delivered through online instruction only.
Prerequisites: Admitted to WDC Health Information Technology training program
Instructor Consent Required

AHT 105 Consulting for Health Information Technology 13-4-15
A course on foundation concepts related to clinician and practitioner consulting in health information technology. Topics include: health information technology history and systems; public health; planning, management, leadership, and teamwork in health information technology; and quality improvement. The course is delivered through online instruction only.
Prerequisites: Admitted to WDC Health Information Technology training program
Instructor Consent Required

AHT 110 Implementation Support for Health Information Technology 13-4-15
A course on foundation concepts related to implementing support for health information technology systems. Topics include: health information technology history; networking and health information exchange; installing and maintaining health information technology systems; configuring Electronic Health Records; and analyzing vendor-specific systems. The course is delivered through online instruction only.
Prerequisites: Admitted to WDC Health Information Technology training program
Instructor Consent Required

AHT 115 Implementation Management for Health Information Technology 13-4-15
A course on foundation concepts related to managing the implementation of health information technology systems. Topics include: culture and terminology of healthcare; public health; customer service in healthcare; project management and teamwork in health information technology; and analyzing vendor-specific systems. The course is delivered through online instruction only.
Prerequisites: Admitted to WDC Health Information Technology training program
Instructor Consent Required

AHT 120 Technical and Software Support for Health Information Technology 13-4-15
A course on foundation concepts related to providing technical and software support for health information technology systems. Topics include: basics of computer science and health information management systems; usability and human factors; installing and maintaining health information technology systems; configuring Electronic Health Records; and analyzing vendor-specific systems. The course is delivered through online instruction only.
Prerequisites: Admitted to WDC Health Information Technology training program
Instructor Consent Required

BPI Building Performance Analysis

BPI 110 BPI Building Analyst Professional 2-1-2
A course leading to certification as a Building Performance Institute (BPI) Building Analyst Professional who is qualified to conduct whole-house energy audits. Topics include: BPI standards, analyzing building systems, building science, and measurement and verification of building performance.
Prerequisites: None

BPI 115 BPI Envelope Professional 2-1-2
A course leading to certification as a Building Performance Institute (BPI) Envelope Professional. Topics include: BPI standards; analyzing building systems; interaction of envelope systems and other building systems; and optimizing the installation, operation, and maintenance of envelope systems.
Prerequisites: None

MMC Industrial Maintenance

MMC 100 Introduction to Mechanical Systems 1-0-1
A course on mechanical systems found in a manufacturing facility. Topics include: mechanical power transmissions, bearings and shafts, lubrication, pumps and compressors, fluid power, and piping systems.
Prerequisites: None

MMC 105 Shop Math 1-0-1
A course on basic mathematical skills used in the maintenance trades. Topics include: decimals, fractions, percents, ratios, proportions, roots, and powers; basic algebra; and basic trigonometry.
Prerequisites: None

MMC 110 MSSC Certified Production Technician Training 6-0-6
A course that addresses core competencies for production workers as defined by the Manufacturing Skills Standards Council. Students who complete the course successfully earn the MSSC Certified Production Technician credential.
Prerequisites: Admitted to MSSC Training Program
Instructor Consent Required

MMC 111 MSSC Certified Logistics Associate Training 2-0-2
A course that addresses core competencies for production workers whose job activities involve basic areas of logistics, as defined by the Manufacturing Skills Standards Council. Students who complete the course successfully earn the MSSC Certified Logistics Associate credential.
Prerequisites: Admitted to MSSC Training Program
Instructor Consent Required

MMC 112 MSSC Certified Logistics Technician Training 2-0-2
A course that addresses core competencies for production workers whose job activities involve advanced areas of logistics, as defined by the Manufacturing Skills Standards Council. Students who complete the course successfully earn the MSSC Certified Logistics Technician credential.
Prerequisites: MMC 111
Instructor Consent Required

MMC 115 Print Reading and Measurement Tools 1-.5-1.5
A course on reading and understanding mechanical prints and using precision mechanical measuring tools.
Prerequisites: None

MMC 117 Tools, Machines, and Fabrication 2-1-2.5
A course on the application and operation of hand tools, power tools, machine tools, and other tools used in fabrication.
Prerequisites: None

MMC 118 Industrial Piping Systems 1-0-1
A course on types and applications of industrial pipe systems. Topics include: sizing, identifying, and installing piping, fittings, and valves; and using systems including iron pipe, steel tubing, hydraulic hose, plastic pipe, and copper tubing.
Prerequisites: None

MMC 120 Pneumatic Systems 1 2-1-2.5
A course on fundamental principles and techniques of pneumatics. Topics include: maintenance, field repairs, and troubleshooting of pneumatic systems.
Prerequisites: None

MMC 125 Pneumatic Systems 2 2-1-2.5
A continuation of MMC 120 that provides additional understanding and practice in maintenance, field repairs, and troubleshooting of pneumatic systems.
Prerequisites: MMC 120

MMC 127 Rigging and Lifting 1-0-1
A course on fundamental skills and applications for rigging, stressing inspection and safety. Topics include: industrial knots, rigging calculations, hand signals, gear selection, overhead crane operation, and lift operation.
Prerequisites: None

MMC 130 Hydraulic Systems 1 2-1-2.5
A course on fundamental principles and techniques of industrial hydraulics. Topics include: fluid conductors, seals, basic hydraulic symbols, construction, and operation and use of hydraulic pumps.
Prerequisites: None

TBE Rescue and Safety
TEM Industrial Maintenance

MMC 135 Hydraulic Systems 2 2-1-2.5
A continuation of MMC 130. Topics include: construction, operation, pressure controls, directional controls, flow controls, actuators, cartridge valves, stack valves, accumulators, heat exchangers, flow meters, and gauges.
Prerequisites: MMC 130

MMC 140 Mechanical Drive Systems 2-1-2.5
A course on fundamentals of mechanical transmission systems used in industrial applications. Topics include: operation, installation, performance analysis, and design of basic mechanical transmission systems; and using chains, v-belts, spur gears, bearings, and couplings.
Prerequisites: None

MMC 145 Preventive Maintenance for Mechanical Systems 2-1-2.5
A course on concepts and methods for preventive maintenance, emphasizing vibration measurement and monitoring. Topics include: vibration analysis; tests, measurements, and adjustments; and parts replacement performed to prevent faults from occurring.
Prerequisites: None

MMC 147 Machine Leveling and Alignment 1-0-1
A course on industrial equipment leveling and alignment procedures. Topics include: alignment instruments and tools, shaft runout, softfoot, piping strain, foundations, and anchor systems.
Prerequisites: None

MMC 150 Bearings, Seals, and Lubrication 1-1-1.5
A course on how to operate, install, analyze, troubleshoot, and select bearings, seals, and lubrication for mechanical systems.
Prerequisites: None

MMC 160 Industrial Pump Maintenance 1-1-1.5
A course on fundamentals of selecting, installing, and troubleshooting industrial centrifugal pumps. Topics include: pump operation, pressure/flow characteristics, performance and efficiency, cavitation, seals, sizing, and maintenance.
Prerequisites: None

MMC 170 Jet Engine Teardown 1-1-1.5
Jet Engine Teardown School (JETS) covers commercial jet design, components, and operating principles. Students tear down a commercial jet engine and fire up a working commercial jet engine.
Prerequisites: None

MMC 180 Machining Processes 1-1-1.5
A course on interpreting engineering part drawings, determining the sequence of machining operations, selecting tooling, and preparing plans for machining and inspection to confirm that parts meet the requirements of the drawings.
Prerequisites: None

TBE Rescue and Safety

TBE 101 Introduction to Incident Management Operations 1-0-1
A course based on NFPA Standards 1026 and 1670. Topics include: hazard identification and risk assessment, incident response planning, roles and responsibilities of Incident Command System staff officers, FEMA National Incident Management System (NIMS), rescue operations strategy and tactics, and responder safety.
Prerequisites: None

TBE 102 Rope Rescue Operations 2-1-2
A course based on NFPA Standards 1006 and 1670. Topics include: rope design, rescue knots, anchoring systems, mechanical advantage, load calculations, rappelling, and vertical rescue techniques.
Prerequisites: None

TBE 103 Water Search and Rescue Operations 2-1-2
A course based on NFPA standards 1006 and 1670 for Swift Water Rescue operations to rescue victims from a hazardous water environment. Topics include: using rescue lines, tactics of rescue swimming operations, water-rope operations, and rescue boat operations.
Prerequisites: None

TBE 104 Permit-Required Confined Space Entry and Rescue 2-1-2
A course on entry and rescue operations that occur in permit-required confined spaces. Topics include: confined space entry techniques, air monitoring, rescue equipment, and rescue techniques.
Prerequisites: None

TBE 105 Search and Rescue Operations 1-1-1
A course based on NFPA Standards 1006 and 1670 for Search and Rescue Operations to search for lost individuals in a rural or wilderness environment. Topics include: search operations tactics, map reading, land navigation, use of GPS, helicopter search operations, and search dogs.
Prerequisites: None

TBE 106 Trench Rescue Operations 2-1-2
A course based on NFPA standards 1006 and 1670. Topics include: soil typing, trench safety, trench shoring, rescue equipment, air monitoring, victim packaging and extrication, and rescue strategy techniques.
Prerequisites: None

TBE 107 Structure Collapse Rescue 2-1-2
A course based on FEMA and NFPA structural collapse rescue standards. Topics include: building design, civil engineering principles, structural shoring, structural concrete, and rescue techniques.
Prerequisites: None

TBE 108 Vehicle Extrication Operations 1-1-1
A course based on NFPA Standards 1006 and 1670 covering entrapped victim rescue techniques. Topics include: truck, car and bus design; pneumatic and hydraulic equipment; structural shoring; and victim stabilization and extraction.
Prerequisites: None

TBE 109 Machinery Rescue Operations 1-1-1
A course based on NFPA Standards 1006 and 1670, covering techniques for rescuing victims trapped in machinery. Topics include: design and operations, crushed limbs and amputations, victim extractions, and use of pneumatic and hydraulic rescue equipment.
Prerequisites: None

TEC Health and Safety

TEC 110 Nurse Aide Train-the-Trainer 2-0-2
A state-approved course for nurses teaching either the classroom or clinical supervision portions of an approved Training and Competency Evaluation program for long-term care Nurse Aides.
Prerequisites: None

TEM Industrial Maintenance

TEM 105 Installation of Solar Thermal Systems 2-1-2.5
A course on fundamental concepts and techniques for installing solar thermal systems. Topics include: design, installation, troubleshooting, and commissioning of solar thermal systems.
Prerequisites: None

TEM 107 Installation of Photovoltaic Systems 3-0-3
A course on fundamental concepts and techniques for installing solar photovoltaic (PV) systems. Topics include: designing PV systems and safely installing solar-electric systems. This course prepares students for the NABCEP PV Entry Level Certificate of Knowledge exam.
Prerequisites: None

TEM 110 Electrical Systems 1-0-1
A course on electrical systems found in a manufacturing facility. Topics include: motors and motor control, meters and testing devices, and power distribution.
Prerequisites: None

TEM 115 Electrical Safety 1-0-1
A course based on NFPA Standard 70E. Topics include: electrical hazards, comparison of qualified and non-qualified workers, lockout and tagout, safe electrical work practices, and personal protective equipment (PPE).
Prerequisites: None

TEM 120 Industrial Electricity for AC and DC Circuits 2-1-2.5
A course on fundamental concepts and safe maintenance techniques used when working with electrical devices and applications.

TEM 125 Industrial Electronic Devices 2-1-2.5
A course on theory, operation, application, and troubleshooting of solid-state devices used in industrial equipment and controls. Topics include: semi-conductors; transistors as switches; and amplifiers, SCRs, LEDs, and integrated circuits.
Prerequisites: None

TEM 130 Electrical Control System Devices 1-0-1
A course on the devices typically found in an industrial control panel, including relays, timers, contactors, terminal blocks, and control transformers.
Prerequisites: None

TEM 140 Electrical Ladder Diagrams and Print Reading 1-0-1
A course on concepts and skills needed to interpret electrical prints and construct electrical ladder diagrams.
Prerequisites: None

TEM 150 Industrial Power Systems 1-0-1
A course on concepts and skills for working with modern power distribution systems. Topics include: transformers, circuit protection, 1-line diagrams, grounding, switch gears, and electrical safety.
Prerequisites: None

TEM 160 Motors, Motor Controls, and Drives 2-1-2.5
A course for maintenance personnel involved in selection, installation, and troubleshooting of industrial 480 three-phase motors, controls and frequency drives. Topics include: control circuits, overload protection, and auxiliary control devices.
Prerequisites: None

TEM 165 Motion Control Devices and Systems 1-1-1.5
A course for the industrial electrician or electrical maintenance technician responsible for installing or troubleshooting motion control devices. Topics include: types and applications of motion control devices used in industry.
Prerequisites: None

TEM 170 Sensors for Industrial Control Systems 1-0-1
A course for maintenance personnel covering selection, installation, and troubleshooting of discrete and analog sensors commonly found in manufacturing operations. Topics include: limit switches, pressure switches, proximity switches, photo eye sensors, process sensors with analog outputs, and motion sensors.
Prerequisites: None

TEM 175 Variable Frequency Drives 2-1-2.5
A course on application, selection, installation, programming, and troubleshooting of Variable Frequency Drives (VFDs) used in industry. Topics include: test equipment and motor controls; hardware identification; and determining parameter values for load, torque, and speed.
Prerequisites: None

TEM 180 Programmable Logic Controllers 1 2-1-2.5
A course on operation, installation, basic programming, and troubleshooting of programmable logic controllers (PLCs) using Allen Bradley SLC-500 and CompactLogix PLCs.
Prerequisites: None

TEM 185 Programmable Logic Controllers 2 2-1-2.5
A continuation of TEM 180, emphasizing techniques used by electricians or instrument technicians who install and troubleshoot advanced PLCs. Topics include: advanced and special program instruction, Human-Machine Interface (HMIs), and communication networks.
Prerequisites: TEM 180

TEM 190 Troubleshooting Industrial Electrical Equipment 2-1-2.5
A course on systematic approaches for troubleshooting electrical equipment used in industry.
Prerequisites: None

THZ HAZMAT, Rescue, and Safety

THZ 101 First Responder OSHA HAZMAT Operations Level .5-0-.5
A course that meets OSHA, USEPA, USDOT, and NFPA training requirements for individuals who handle and/or are exposed to hazardous hazardous materials and hazardous wastes. Topics include: hazard recognition/risk assessment, and defensive spill containment techniques.
Prerequisites: None

THZ 103 HAZMAT (HAZWOPER) Annual Refresher .5-0-.5
A course that meets the annual refresher training requirements for individuals who perform environmental clean-up remediation work at sites regulated by federal and state environmental protection agencies. This course also meets the OSHA 29 CFR 1910.120 (HAZWOPER) standard and NFPA Standard 472 for Professional Qualifications for Hazardous Materials Responders.
Prerequisites: None

THZ 104 OSHA 24-Hour HAZMAT (HAZWOPER) I Technician 1-0-1
A course on defensive and offensive measures that stop and contain hazardous substance spills and releases. Topics include: USDOT HAZMAT labeling, air monitoring, DECON operations, respiratory protections, and spill control. This course meets the OSHA, EPA, NFPA and DOT training requirements for individuals who handle and/or are exposed to hazardous material and hazardous waste.
Prerequisites: None

THZ 105 OSHA 40-Hour HAZMAT (HAZWOPER) Workshop 2-1-3
A course for individuals who will perform hazardous materials response activities at the HAZMAT Technician level, and for personnel involved with investigation and remediation of hazardous waste sites and "Brown Fields" at the General Site Worker Level. This course meets regulatory requirements of OSHA 29 CFR 1910.120 and 29 CFR 1926.62 (Hazardous Waste Operations and Emergency Response), NFPA Standard 472, and USEPA 40 CFR 311.
Prerequisites: None
Instructor Consent Required

THZ 110 Basic Hazardous Materials Chemistry 1-0-1
A course on chemistry concepts that assist emergency services and safety professionals who manage or respond to a hazardous material (HAZMAT) event. Topics include: atomic structures, chemical elements, periodic table, chemical bonding, chemical reactions and HAZMAT chemical terminology.
Prerequisites: None

THZ 120 Disaster Preparedness and Business Continuity Planning 2-0-2
A course for private and public sector professionals in management, emergency services, or safety. Topics include: emergency response plans, risk assessment, crisis management teams, business continuity planning, and continuity of operations. Course materials include Department of Homeland Security standards and NFPA Standard 1600.
Prerequisites: THZ 110

THZ 130 Radiological and Biological Emergency Preparedness Planning 2-0-2
A course for emergency services or safety professionals, US military personnel, or private sector risk managers on radiological and biological incidents and their consequences. Topics include: terminology, the National Response Framework (NRF) Plan, biological threats, damage assessment, and containment and recovery protocols.
Prerequisites: None
Instructor Consent Required

THZ 140 Introduction to WMD Terrorism 2-0-2
A course for emergency services and safety professionals and private sector safety and emergency management professionals on terrorism and employment of weapons of mass destruction (WMD). Topics include: counter-terrorism and anti-terrorism techniques employed by US federal agencies and the US Department of Defense; and use of chemical, biological, radiological, nuclear, and explosives in a terrorist incident.
Prerequisites: None
Instructor Consent Required

THZ 141 Consequences of Terrorism 2-0-2
A course for emergency services or safety professionals on understanding how terrorists plan and execute an attack. Topics include: history of terrorism, terrorist tactics and operations, case studies of terrorist attacks, and cultural and political awareness.
Prerequisites: TBE 101
Instructor Consent Required

TOS Rescue and Safety
TPI Industrial Maintenance

THZ 150 Disaster Modeling 2-1-2.5
A course for emergency services or private sector safety professionals on the computer modeling systems used to conduct "plume" analysis. Topics include: CAMEO (Computer-Aided Management of Emergency Operations), GIS (Geographic Information Systems), WISER (Wireless Information System for Emergency Responders) HAZMAT (Hazardous Material) Response Planning, Emergency Operation Centers, and integration of modeling software into the Common Operating Picture.
Prerequisites: None
Instructor Consent Required

THZ 160 Crisis Media Relations 1-0-1
A course for the public and/or private sector spokesperson or public affairs officer on media relations and operations during a crisis. Topics include: types of media, public information officer duties and responsibilities, press kits, media plans, and press briefings.
Prerequisites: None
Instructor Consent Required

TOS Rescue and Safety

TOS 101 Work Zone Safety 1-0-1
A course for workers and novice safety professionals on the basics of industrial safety, as covered in OSHA 29 CFR, Parts 1900-1910, General Industry Safety Standards.
Prerequisites: None
Instructor Consent Required

TOS 102 Hoisting and Material Handling Safety 2-0-2
A course on how to develop and administer an organization's comprehensive safety program, based on the OSHA General Industry regulations, 29 CFR, Parts 1900-1910.
Prerequisites: None
Instructor Consent Required

TOS 110 OSHA 10-Hour General Industry Safety and Health Training Course .5-0-.5
A course for industrial workers and novice safety professionals on basic concepts of the OSHA General Industry Safety Standards.
Prerequisites: None
Instructor Consent Required

TOS 111 OSHA 30-Hour General Industry Safety and Health Training Course 2-0-2
A course on concepts and techniques needed to develop and administer a comprehensive safety program for an organization. Topics include: applying OSHA regulations that affect the organization.
Prerequisites: None

TOS 115 OSHA Permit-Required Confined Space Entry .5-0-.5
A course on hazards associated with OSHA permit-required confined space entry operations. Topics include: types of confined spaces, lockout/tagout requirements, air monitoring, and equipment for entry.
Prerequisites: None

TOS 120 Fall Protection and Scaffolding Safety 1-0-1
A course on the OSHA requirements for scaffold and fall protection safety at a constructional and general industry work site, as covered in OSHA 29 CFR 1926 Subparts L and M. Topics include: scaffold inspection techniques, and selecting and using fall protection equipment.
Prerequisites: None

TOS 121 Excavation Safety 1-0-1
A course on requirements governing excavation and trenching operations, as covered in OSHA 29 CFR 1926 Subpart P. Topics include: soil mechanics in relation to stability of shored and unshored slopes and walls of excavations, types of shoring (wood timbers and hydraulic), and soil testing methods.
Prerequisites: None

TOS 122 Work Zone Safety 1-0-1
A course on concepts and techniques of work zone safety. Topics include: work zone design, construction, operations, and maintenance; and the Manual on Uniform Traffic Control Devices.
Prerequisites: None

TOS 123 Hoisting and Material Handling Safety 1-0-1
A course on safety considerations in hoisting and material handling operations, as covered in OSHA 29 CFR 1926 (Cranes and Material Handling).
Prerequisites: None

TOS 124 Electrical Safety 1-0-1
A course on requirements governing electrical safe work practices at construction and manufacturing sites, as covered in OSHA 29 CFR Part 1926 and in National Fire Protection Standards 70 and 70 E.
Prerequisites: None

TOS 130 Safety Trainer and Training Management 1-1-1.5
A course to train instructors in methods used to teach employees safety practices and to develop safety training programs. Topics include: the adult learning model, teaching methods for adult learners, needs assessment, course and program design, student assessment methods, and documentation and record Keeping. The course is based on criteria from American National Standards (ANSI) Z 490.1-2009.
Prerequisites: None

TPI Industrial Maintenance

TPI 110 Process Control and Instrumentation 1: Pressure Control 2-1-2.5
A course on foundation concepts and techniques for process controls and instrumentation. Topics include: controllers, transmitters, variable frequency drives (VFDs) and control valves, automatic control techniques, loop wiring, calibration, controller configuration, and troubleshooting.
Prerequisites: None

TPI 120 Process Control and Instrumentation 2: Temperature Control 2-1-2.5
A continuation of TPI 110. Topics include: control of temperature and pressure. Activities include laboratory exercises and computer simulations.
Prerequisites: TPI 110

TPI 130 Process Control and Instrumentation 3: Level and Flow 2-1-2.5
A continuation of TPI 120. Topics include: control of level and flow, installation, calibration, configuration, and troubleshooting. Activities include laboratory exercises.
Prerequisites: TPI 120

TPI 140 Process Control and Instrumentation 4: Final Control 2-1-2.5
A continuation of TPI 130. Topics include: industry use of final control units; and how to select, install, configure, and troubleshoot pneumatic control valves and variable frequency drives (VFDs). Activities include laboratory exercises.
Prerequisites: TPI 130

TPI 150 Process Control and Instrumentation 5: Analytical Control 2-1-2.5
A continuation of TPI 140. Topics include: control of analytical and measurement processes such as ORP, pH, conductivity, and chromatography. Activities include laboratory exercises.
Prerequisites: TPI 140

Cincinnati State

2013-2014 Catalog

DIRECTORY

BOARD OF TRUSTEES

Dr. Peter J. Kambelos, M.D., F.A.C.P. ..... Health Care Executive
Dr. Rajbir Minhas ..... Health Care Executive
Cathy Crain ..... Retired Executive
Laurie Nippert Leonard ..... Real Estate Executive
Robert W. McKenna, Jr. ..... Business Executive
Michael R. Oestreicher ..... Attorney
Robert J. Ringel ..... Attorney
Margy Waller ..... Non-profit Executive
Mark D. Walton ..... Banking Executive
Nancy Stubbeman ..... Board Secretary

EXECUTIVE TEAM

President ..... O'dell Moreno Owens, MD, MPH
Executive Administrative Associate ..... Michelle Donaldson
Executive Assistant ..... Nancy Stubbeman

Executive Vice President ..... Carla Chance, JD
Executive Assistant ..... Kelly Samad
Assistant, Administrator of Capital Projects ..... Ann James

Academic Vice President ..... Monica Posey, EdD
Executive Assistant ..... Janet Mitchell

Vice President for
Finance/Treasurer ..... Michael Geoghegan, MBA, CPA
Exec. Asst./Purchasing Card Administrator ..... Tosha Duritsch

Vice President, Information Technology/CIO .... David Hickey, EdD
Executive Assistant ..... Jeanne Musick-Huber

Vice President, Marketing
& Communications ..... Jean Manning, MA
Exec. Asst./Communications Coordinator ..... Morgan Owens

Vice President,
Workforce Development Center ..... Dennis Ulrich, PhD
Executive Assistant ..... Sharon Timon

ACADEMIC AFFAIRS

Academic Vice President ..... Monica Posey, EdD

Division ..... Dean
Business Technologies ..... Nick Nissley, EdD
Center for Innovative Technologies ..... Doug Bowling
Health and Public Safety ..... Jean Chappell, EdD
Humanities and Sciences ..... Robbin Hoopes,CI, MA, JD

Business Technologies Division

Dean ..... Nick Nissley, EdD
Associate Dean ..... Donna DuVall
Associate Dean ..... Michael Chikeleze, JD
Executive Assistants ..... Nadine Christman
Peggy Smith
Lauren Todd

Accounting

Program Chair ..... Michele Geers
Co-op Coordinator ..... Yvonne Baker, CPA
Faculty ..... Stani Kantcheva, CPA
J. David Fletcher, CPA
Linda Schaffeld, CPA

Automotive Service Management

Program Chair ..... Chuck Butler
Rob Wagner
Co-op Coordinator ..... Joe Roberts

Business Management Technologies

Program Co-Chairs ..... Carolyn Waits, Jim Wood
Co-op Coordinators ..... Yvonne Baker
Adam Waits,
Faculty ..... Meg Clark
Sharon White
Otis Williams

Dietetic Technology

Program Chair ..... Laura Horn
Faculty ..... Charalee Allen

Hospitality/Culinary Arts

Program Chair ..... Jeff Sheldon
Co-op Coordinators ..... Kelly Harper
Scott Holubetz
Faculty ..... Meg Galvin, ACF Certified Executive Chef
Patricia Huller
Paula Kirch Smith
Donna Lapasky
Betsy LaSorella, ACF Certified Executive Pastry Chef
Jim Myatt, ACF Certified Working Pastry Chef
Alan Neace, ACF Certified Executive Chef

Information Management Technologies

Program Chair ..... Connie Crossley
Co-op Coordinator ..... Adam Waits
Faculty ..... David Hensley
Viola Johnson, EdD
Colleen Meyer
Linda Schulte

Landscape Horticulture

Program Chair ..... S. Mark Deacon
Co-op Coordinator ..... Joe Roberts
Faculty ..... Heather Wiggins
Greenhouse Manager ..... Jennifer Radcliffe

Pre-Business Administration

Program Chair ..... Linda Schaffeld
Co-op Coordinator ..... Yvonne Baker

Project Management of Technology

Program Chair ..... Sharon White
Co-op Coordinator ..... Adam Waits

Real Estate

Program Chair ..... Jim Wood
Co-op Coordinator ..... Joe Roberts

Center for Innovative Technologies

Dean ..... Doug Bowling
Executive Assistant ..... Julie Rohling
Associate Deans ..... Linda Pohlgeers
Connie Sketch
Executive Assistant ..... Carla Wermuth
Clerical Assistant ..... Mimi Albers
Clerical Assistant ..... Linda Gibbons
Senior Lab Technician ..... Wayne Herbers

Lab Technicians ..... Lawrence Leslie
Steven Wells

Audio/Video Production

Program Chair ..... David Killen
Co-op Coordinator ..... Andrea Feld
Faculty ..... Christian Appleby

Aviation Maintenance Technology

Program Chair ..... James Schmid
Co-op Coordinator ..... Sue Dolan
Faculty ..... Ed Weichold
Jeff Wright

Biomedical Equipment & Information Systems Technology

Program Chair ..... Ralph D. Whaley, Jr., PhD
Co-op Coordinator ..... Sue Dolan

Business Programming and Systems Analysis

Program Chair ..... Robert Nields
Co-op Coordinator ..... Noelle Grome
Faculty ..... Robert Coil, PhD

Business Network Administration

Program Chair ..... Jeff Vetter
Co-op Coordinator ..... Noelle Grome

Chemical Technology

Program Chair ..... Ann Fallon
Co-op Coordinator ..... Sue Dolan

Civil Engineering Technology

Program Chair ..... Carol Morman, PE, PS
Co-op Coordinator ..... Maya Franklin
Faculty ..... George Armstrong, PE, PS
Tom Burns, PhD, PE
John Buttelwerth
James Decker, PS
Elias Feghali
Ralph Wells

Computer Network Engineering Technology

Program Chair ..... Paul Weingartner, PE
Co-op Coordinator ..... Noelle Grome

Computer Programming and Database Management

Program Chair ..... Bob Nields
Co-op Coordinator ..... Noelle Grome
Faculty ..... Patrick Callahan

Electronics Engineering Technology

Program Chair ..... Ralph D. Whaley, Jr., PhD
Co-op Coordinator ..... Sue Dolan

Electro-Mechanical Engineering Technology

Program Chair ..... Larry Feist
Co-op Coordinator ..... Kim Richards, EdD

Environmental Engineering Technology

Program Chair ..... Ann Gunkel, PhD
Co-op Coordinator ..... Maya Franklin
Faculty ..... Ann Fallon

Graphic Design

Program Chair ..... Jason Caudill
Co-op Coordinator ..... Andrea Feld
Faculty ..... Joel Knueven

Graphic Imaging Technology

Program Chair ..... Kathy Freed
Co-op Coordinator ..... Joe Roberts

Health Information Technology

Program Chair ..... Robert Nields

Industrial Design Technology

Program Chair ..... Josh Haldeman, IDSA
Co-op Coordinator ..... Andrea Feld

Mechanical Engineering Technology

Program Chair ..... Mike DeVore, PhD, PE
Co-op Coordinator ..... Kim Richards, EdD
Faculty ..... David Simmermon
David Smith

PC Support and Administration

Program Chair ..... Jeff Vetter
Co-op Coordinator ..... Noelle Grome

Power Systems Engineering Technology

Program Chair ..... Larry Feist
Co-op Coordinator ..... Sue Dolan
Faculty ..... Russ Campbell

Software Engineering Technology

Program Chair ..... Pat Callahan
Co-op Coordinator ..... Noelle Grome

Technical and Professional Communication

Faculty ..... Pam Ecker

Web and Multimedia Design

Program Chair ..... David Hoctor
Co-op Coordinator ..... Andrea Feld

Health and Public Safety Division

Dean ..... Jean Chappell, EdD
Executive Assistant ..... Cheri Furlong
Associate Deans ..... Bessie Pitts, LPC, LSW
Denise Rohr, RN
Robert Baylor, SSM, FST, EMT/P
Executive Assistant ..... Katy Blanton
Executive Assistant ..... Katie Chiappone
Clerical Assistant ..... Ruth Kirtley
Health and Public Safety Lab Managers ..... Tom Cholmondeley
Records Compliance Manager ..... Casey Boyer, RHIT
Health Excel Services Retention Coordinator ..... Lisa Lucas

Health Careers Collaborative

Executive Director ..... Lawra J. Baumann, PhD
HCC Allied Health Pathway Advisor ..... Kathryn Reiss
HCC Nursing Pathway Advisor ..... Eileen Lanzillotta, RN, MAR

Biology

Department Chair ..... Julianna Johns
Faculty..... Dave Bryan
Susan Herking
Greg Klein
Tom Kober, PhD
Brandon Montoya
Peggy Rolfsen
Mark Tiemeier
Diane Vorbroker, PhD

Bioscience Technology

Program Chair ..... Diane Vorbroker, PhD

Diagnostic Medical Sonography

Program Chair ..... Jackie Turner, RDCS, RVT
Faculty..... Cathy Ridsdale, RDMS, RVT
Clinical Coordinator ..... Shawnya Wilborne, RDMS, RDCS, RVT

Emergency Medical Services Technology

Program Chair ..... William Mehbod, EMT-P
Faculty..... Joshua Borkosky, EMT-P
Lab Manager ..... Wayne Turner

Fire Service Technology

Program Chair ..... Phil Vossmeyer, C, P/F
Lab Manager ..... Terry Doherty

Health and Fitness Technology

Program Chair ..... Jennifer Hall
Faculty..... Melinda Piles

Health Information Management

Program Chair ..... Cindy Kneip, RHIA
Faculty..... Judy Hutchins, RHIA

Health Information Technology

Program Chair ..... Cindy Kneip, RHIA

Health Sciences Technology

Program Chair ..... Daphne Robinson, RHIT
Community Health Worker
Certificate Coordinator..... Mary Kappesser, RN
Medication Aide Certificate & Nurse Aide
Training Certificate Coordinator..... Mary Kappesser, RN
Orthopedic Technology
Certificate Coordinator..... Timothy Hill, OT-C

Law Enforcement

Advisor..... Robert Baylor

Medical Laboratory Technology

Program Chair ..... Janelle Gohn, PhD, MT(ASCP), SM
Faculty..... Kellee Fields, MLT (ASCP), MLS

Medical Assistant Certificate

Program Chair ..... Holly Elliott, CMA (AMMA), RMA
Faculty ..... Bobbie Forbes, RN, NREMT

Nursing

Program Director ..... Denise Rohr, RN
Program Coordinator/Assistant Director ..... Joanne Johnson, RN
Faculty..... Susan Bacher, RN, CNOR, CRNFA
Carolyn Boiman, RN
Janice Curry, RNC
Judith Faessler, RN, SANE/A, CNE
Beth Hamon, RN
Jerelen Hancox, DNP, FNP-BC
Brenda Heck, RN
Roberta Hochmuth, RN, CNE
Debra Hying, RNC
Nicole Kuhlenberg, RN
Sherri Lipscomb, RN, CNE
Janice Lockett, RN, RCVT
Don Lozier, RN
Alice Mathew, RN
Connie Rose, RN-BC
Dorothy Varchol, RN-BC
Suzanne Zellner, RNC
Senior Lab Manager..... Sharon Sawicki, RN
Lab Manager ..... Marianne Conroy, RN

Practical Nursing Certificate

Program Chair/Director..... Kathy Nicely, RN
Faculty..... Susan Batory, RN
Sarajane Blatt, RN
Jean Combs, RN
Robin Everhart-Brown, RN
Nikki Howard, RN
Kathy Nicely, RN
Cinda Siekbert, RN
Robin Sinex, RN
Eileen Stork, RN
Advisors..... Regina Poole
Steven Cline
Tamaree Smith

Occupational Therapy Assistant Technology

Program Chair ..... Claudia Miller, OTD, CAPS, OTR/L
Academic Fieldwork Coordinator .. Cindy Kief, CAPS, COTA/L, ROH

Public Safety Technology

Advisor..... Robert Baylor
Clerical Assistant ..... Shelette Gibbs

Respiratory Care Technology

Program Chair & Director of Clinical Educ. ..... Mike Chaney, RRT
Faculty..... Julie Klensch, RRT
Medical Director..... Christopher Schmitt, MD

Surgical Technology

Program Chair ..... Wanda Dantzler, RN, CNOR, CRCST
Faculty..... Katherine Wolfer, RN, CNOR

Humanities and Sciences Divisions

Dean..... Robbin Hoopes, CI, MA, JD
Associate Dean ..... Angela Haensel
Associate Dean ..... Shirley E. Piazza, EdD
Executive Assistant..... Annette Clark
Executive Assistant..... Brenda Smith
Clerical Assistant ..... Yvonne Mays
Cooperative Education Coordinator..... Jayne Martin Dressing
Part-time Cooperative Education Coordinator ..... Susan L. Munn
Part-time Advisors..... Christopher Bukas
Elizabeth Daniel
Jennifer Martin
Senior Science Laboratory Technician ..... Gail Quinlan

Chemistry/Physics Laboratory Technician ..... Judith Harris
Tutoring/Success Center Director ..... Debbie Greenlee
Writing Center Manager ..... Terence Endres

Associate of Arts & Associate of Science

Program Chair ..... TBD
Advisor ..... Jennifer Martin

Chemistry

Department Chair ..... Wyatt Cotton, PhD
Faculty ..... Mary Repaske, PhD
Laura Morris

Communication and Theater

Department Chair ..... Carla Gesell-Streeter
Faculty ..... Gregory Hudson
Leesha Thrower, PhD

Early Childhood Education

Program Co-Chairs ..... Crystal Bossard, MSW
Sandra Owen
Faculty ..... Autumn Furey Kaeser

English and Literature

Department Chair ..... Geoffrey Woolf
Faculty ..... David Brown
Meredith Effler
Ronnie Gladden
Robert Jakubovic
Nancy King
Andrea Leslie, PhD
Zach Litton
Chantae Recasner, PhD
Alyce Thompson
Daniel Todd

English as a Second Language (ESL)

Faculty ..... Andrea Cheng

First Year Experience

Program Chair ..... Julie McLaughlin

Humanities and Foreign Languages

Department Chair ..... Samuel Rowe
Faculty ..... Rosa Maria Moreno

Interpreter Training

Program Chair ..... Dawn Caudill, CI, CT, NAD5
Faculty ..... Anthony Merchinsky
Interpreter/ITP Assistant ..... Jessica Minges, NIC
Language Lab Coordinator ..... Diana Hickham

Mathematics

Department Co-Chairs ..... Terry Erdmann
Scott Freeman
Faculty ..... Amy Dimmerling
Mary Frey
Larry Gache
Scott Horn
William Wunderlich, PE

Physics

Department Chair ..... Edward Sunderhaus
Faculty ..... Debra Barrett
Terry Flesch, PhD

Social and Behavioral Sciences

Department Co-Chairs ..... Paul Davis, EdD
Heather Hatchett, PhD
Jennifer Jackson, MSW
Faculty ..... Daniel Anderson
Crystal Bossard, MSW
Ronald Craig, PhD
Charles Fraley, PhD
Abraham Kuranga, PhD
Siamak Salehi
Juliann Bosko Young, PhD

Academic Foundations

Mathematics
Department Co-Chairs ..... Janet Schlaak
Michael Filsinger
Faculty ..... Brad Levy
Catherine Orsini
Steven Richburg

Reading/Writing
Department Co-Chairs ..... Sandra Buschmann
Nancy Wright
Faculty ..... Gail Bradstreet
Robert Huxell
Ryan Shadle

OTHER ACADEMIC OFFICES

Distance Education

Director ..... Jean Wisuri

Honors Program

Program Chair ..... Andrea Leslie, PhD

Off-Campus Programs

Director ..... Timothy Mott, PhD
Manager ..... Lorrie Cox

Johnnie Mae Berry Library

Director ..... Cindy Sefton
Acquisitions and Purchasing ..... Karen Douglas
Circulation ..... Virginia Witte
Evening Circulation ..... Myra Justus
Circulation Assistant ..... Don Vernatter
Information Services Coordinator ..... Kathleen Pickens
Part-Time Reference Librarians ..... Brigid Almaguer
Jennifer Robinson
William Bowman
Serials and Periodicals ..... Thelma Barnes
Technical Services Coordinator ..... Tracey Stivers
Archives Assistant: ..... Jennifer Steinhardt
Technical Services Assistant: ..... Kathleen Scardina

ADMINISTRATIVE AFFAIRS

Admission Office

Director of Admission ..... Gabriele Boeckermann
Office Manager ..... Susan Dunning
Recruitment Assistants ..... Bethany Hansen
Kevin Wesselman
College Representatives ..... Kandis Bobo (Middletown Campus)
Gretchen Cook (Clifton Campus)
Natasha Elliott (Clifton Campus)
Paige Jessee (Clifton Campus)
Branden Rudie (Middletown Campus)
Jamie L. Solomon (Clifton Campus)
Data Entry Specialists ..... Toki Adeyemon
Stacey White
Testing Center Assistant ..... Renee Bransford
Customer Service Specialists-Answer Center ..... Kasey Hall

Athletics

Athletic Director ..... Tom Hathaway
Clerical Assistant ..... Crystal Turner
Sports Information Director ..... Nick Novy
Men's Basketball Coach ..... Andre Tate
Women's Basketball Coach ..... Sonya Beeler
Golf Coach ..... Scott Webb
Men's Soccer Coach ..... Mike Combs
Women's Soccer Coach ..... Wil Cagle
Fitness Center Manager ..... Mike Combs

Campus Event Scheduling

Scheduling System Functional Administrator ..... Frances Cottle
Event Scheduling Assistant ..... Lois Tiernan

Cincinnati State Studios

Audio Director/Producer ..... Bobby Gayol
Video Director/Producer ..... Paul Grundy

College Access Programs

Director ..... Bari Ewing
Executive Assistant ..... Arlene Brown
Assistant Director, Educational Opportunity Center/
Chief Examiner GED ..... Mary Horan
WIA Foster Care ..... Jean Chase
Assistant Director,
Cincinnati State College Connection ..... Mary Horan
Educational Specialist Cincinnati State
College Connection ..... Ebony Carr

Veterans' Upward Bound

Assistant Director ..... Terrance Harrison
Education Specialist ..... Rochell Prater
Content Area Specialist ..... Brittany Johnson

Student Support Services

Assistant Director ..... Katrina Rugless
Academic Coaches ..... Isabel Brown
Sandra Dees
JaRhonda Staples

Traditional Upward Bound

Assistant Director ..... Elvin Friesen
Academic Advisor ..... Justine Clark-Lomax
GEARUP Dropout Prevention Specialists ..... Sharon L. Brown
Darla Paul-Dixon

Development Office

Chief of Development ..... Elliott Ruther
Director of Development ..... Dawn Perrin
Assistant Director of Development ..... Brittany Collins
Alumni & Annual Fund Manager ..... Kim Taylor
Foundation Liaison ..... Theresa Johnson
Development Coordinator ..... Patrice Sanders
Development Officer ..... Maria Gruber
Accounting Consultant ..... Julie Flammer

Enrollment and Student Development

Vice President ..... Wendy Bolt, Ed.D
Executive Assistant ..... Lana Teetor
Associate Dean Enrollment &
Student Development ..... Sharon Davis
Office of Admission Director ..... Gabriele Boekermann
Registrar ..... Ryan Hunt
Office Of Financial Aid Director ..... LaSaundra Craig
College Access Programs Director ..... Bari Ewing
Student Activities ..... TBD
Mallory Child Care Center ..... Beverly McGlasson

Advising Center

Associate Dean Enrollment &
Student Development ..... Sharon Davis
Advising Center Director ..... Temesha Corbin-Christian
Executive Assistant ..... Shelly Walker-Steele
Clerical Assistants ..... Karen Roundtree
Marylou Wetterer

Academic Advisors – Advising Center

AA/AS Academic Advisor ..... Cassandra Scott
..... Linda Romero-Smith
AA./AS/NDS Part-time Advisor ..... Elizabeth Mancini
Business Technologies ..... Johnna Bradley
Denise Gabrelski
Business Technologies Part-time Advisor ..... Torilyn Crook
Center for Innovative Technologies Advisor ..... Darlene Gray
Center for Innovative Technologies Advisor ..... Bernell Prince
Center for Innovative Technologies Advisor ..... Justin H. Smith
Health & Public Safety
Technologies Advisors ..... Dr. Althealia Barnes-Bell
Dr. Effie Rosa
Justin H. Smith
Health & Public Safety Technologies
Part-time Advisor ..... Beth DeMark

Counseling Services

Counselors ..... Gary Boyle
Dr. Timothy Barron
Neisha Wiley
Office of Disability Services Manager ..... Donald Sebera
Disability Services Assistant ..... Vicki Schwertman
Disability Services Aide ..... Victoria Phillips
Part-time Counselor ..... John Wagner

Environmental and Public Safety

Environmental and Public Safety Director ..... Michael Wylie
Executive Support officer ..... Matthew Hill
Campus Police Officers - Full-time ..... Michael Varin
Kay Harrison-Smith
Todd Halusek
Chris Couch
Dante Daniels
Matt Fehler

Part-time ..... Tom Campbell
Matt Bareswilt
Trent Meucci
Greg Smith
Dale Lambing
Evendale ..... Thomas Brill
Elizabeth Thomas
Robert Schultz
Nathan Zanders
Brett Hambrick
Larry Hopkins
Dale Lambing
Middletown ..... Patrick Albright
Harrison ..... Michael Linder
Campus Public Safety Officer ..... Jimmy Trotter
Dispatchers ..... Jamal Lundy
Dawn Wilke

Finance

Vice President for Finance/Treasurer ..... Michael Geoghegan, MBA, CPA
Executive Assistant/ Purchasing Card Administrator ..... Tosha Duritsch
Assistant Treasurer (Bursar) ..... Dan Ramsey
Cashier Manager ..... Sherry Boulding
Cashiers ..... Mary Francis Hutchinson
Dionna Malone
Student Accounts ..... Cynthia R. Dameron-Yee
Diane McConnell
Diane Taft
Mike Thompson

Budget and Financial Planning

Vice President for Finance and Treasurer ..... Michael Geoghegan, MBA, CPA
Purchasing Card Administrator/ Assistant to VP Finance ..... Tosha Duritsch
Assistant Treasurer (Bursar) ..... Dan Ramsey
Cashier Manager ..... Sherry Boulding
Cashiers ..... Mary Francis Hutchinson
Dionna Malone
Student Accounts ..... Cynthia R. Dameron-Yee
Diane McConnell
Diane Taft
Mike Thompson
Controller and Director, Budget and Financial Planning ..... Bill Quattrone
Budget Analyst ..... Rami Masri
Accounting Specialist ..... Ruth Miller
Accounts Payable Manager ..... Charlie Johnson
Accounts Payable Clerk ..... Virginia Klein
Property Account ..... Harry Bradley
Payroll Manager ..... Kathy Moore
Payroll Assistant ..... Deb Meadows
Reporting and Grant Accountant ..... Tony Cowden
Senior Director, Purchasing ..... Brian Frank
Associate Director, Purchasing & Materials Mgmt. ..... Jeff Cook
Purchasing Assistant ..... Melissa Scott
Distribution/Graphic Arts Center Manager ..... Jimmy Turner
Distribution Expediter II ..... John Thomas
Distribution Expediter II ..... Richard Wendling
Graphic Arts Supervisor ..... Linda Golightly
Small Press Operator ..... Cedric Vernon
Digital Imaging Specialist ..... Anna Reatherford

Financial Aid

Director ..... La Saundra Craig
Assistant Director ..... Jennifer Cutter
Assistant Director ..... Sara Shaver
Data Retention specialist ..... Gail Griffin
Clerical Assistants ..... Melissa Jones
Financial Aid Advisors ..... Jesse Brown
Brittani Cox
Destiny Howard
Ron Jackson Jr.
Leah Patrick
Mia Sanders
Wesley Williams

Government & Community Affairs

Director ..... Nan Kohnen Cahall
HCC Executive Director and Grant Manager ..... Lawra J. Baumann, PhD

Harrison Campus

Aviation Maintenance Technology Program Chair ... James Schmid
Executive Assistant ..... Linda Gibbons
Manager, Cincinnati West Airport ..... Will Berninger

Health Professions Pathways (H2P) Dept. of Labor Grant

National Consortium Director ..... Marianne Krismer, EdD
Assistant National Consortium Director ..... Regina Livers
Grant Accountant ..... Tony Cowden

Human Resources

Director ..... Betty Young
Manager, Labor Relations ..... Stephen Brook
Manager, Talent Acquisition ..... Jordan Lockwood
Manager, HRIS Benefits and Compensation ..... Gonzalo Comacho
HR Coordinator ..... Jackie Flynn
Executive Assistant I ..... Terri Reynolds

Information Technology Services

Vice President for Information Technology/CIO ..... David Hickey Ed.D
Assistant to the VP/CIO ..... Jeanne Musick-Huber
Executive Director, Application Development & Security ..... Frankie Baker
ERP/Colleague Supervisor ..... Uma Gowda
Analyst ..... Phil Rettig
Senior Programmer/Analyst ..... Dorothy Mann
Senior Programmer/Analyst ..... Nicole Hall
Supervisor, Mobile Applications ..... Jason Marler
Multimedia Production Specialist ..... Chris Higginbotham
Enterprise Resource Planning Analyst ..... Cody Wang
Enterprise and Infrastructure Manager ..... Randy Sprague
Network Systems Administrators ..... Tim Dewald
Eric Capal
Sharepoint/VMWare Systems Administrator ..... Brett Andress
UNIX Administrator ..... S-Chi (Dan) Chern
Blackboard System Analyst ..... Tracy Prestopino
Network Systems Analyst ..... Gary Story
Telecommunication Analyst ..... Anthony Philpot
Infrastructure Technician ..... Nathan Weddle
End User and Classroom Support Manager ..... Patricia Edwards
End User and Classroom Support Supervisor ..... Eric Hermecz
End User and Classroom Support Specialist ..... Raymond Chelf
Trainer/Applications Specialist ..... Paula Harnist
Lead Lab Technician ..... Zachary Braun
Coordinator, Instructional Multimedia ..... Debbie Powers
Lab Technician/Helpdesk ..... Jodie Driggs
Cara Janson
Gerald Thomason
Lab Technician/Open Lab ..... David Shives
Telephone/Computer Operator ..... Denise Brown

Classroom Media Manager....Jim Krailler
Classroom Media Technician ....Norbert Thomas
Instructional Designer .... Jon P. McKamey

Institutional Research and Effectiveness

Senior Director ....Anne Foster
Assistant Director ....Michael Hoff
Executive Assistant....Sandy Barlion
Senior Research Analyst .... Lynn Sadowski

International Student Affairs

Interantional Student Advisor.... Bryan Wright
Executive Assistant....Krystal Hayes

Marketing and Communications

Vice President.... Jean M. Manning
Executive Assistant/Communications Coordinator ....Morgan Owens
Marketing & Promotions Administrator .... Jackie Ewing
Director, New Media and Website Communications .....Lee Jones
Director, Graphic Design ....Emilie Nerl
Media Relations/Communications Coordinator ..... Robert White
Director, Audio/Visual for Marketing and Communications....Bobby Gayol

Middletown Campus

Director.... Michael Chikeleze
Assistant Director....Tom Hale
Director of Marketing .... Judy Bober
Campus Officer.... Patrick Albright
Cashiers....Sofia Habash
Sally Phillabaum
Student Services Specialist....Dewey Clark
Kim Collins
Laura marker
Middletown Business Manager,WDC .... Jim Bax
ITS Technician....Raymond Chelf
Academic Advisors ....Elizabeth Mancini
Marianne Niese

Midwest Culinary Institute

Executive Director, Midwest Culinary Institute....Joe Moss
Purchasing and Facilities Manager, MCI....Lilly Burdsall
Central Receiving Operations Manager, MCI.... John Olzak
Bakery Hill Manager .... Maureen Thie
Bakery Hill Manager .... Michael Vanfleet
Executive Chef MCI & Summit Restaurant .... Sean Kagy
Dining Room Manager The Summit Restaurant.....Donna Schmitt
Director of Operations & Logistics, MCI .... Peter Wynn

Overlook Café
Chef de Cuisine/Manager ....Michael Carver
Supervisor ....Dawanna Brown
Events Manager ....Ruth Ann Kanitz
Cost System Specialist .... Diana Stephenson

Pathway to Employment Center

Director....Andrea Milani
Executive Assistant II....Regina Macklin
Business Development/Retention Specialist .... Brian Hooten
Data Manager ....Arancha Lattanzio
Job Coach ....Danielle Fuller
Student Success Advisor....Laurie Malone

Physical Facilities

Director of Facilities....Michael Schweinfest
Executive Assistant.... Sandra Ficker
Facilities Business Specialist....Christine Barrow
Facilities Field Manager....Tyrone Walton
Green Sustainability Manager and Energy Coordinator....Thomas Ehmett
Project Manager....Rob Epling
Environmental Services Supervisor .... Justin Benjamin
Grounds Supervisor.... Kim Vasko

Environmental Services

Manager ....Tyrone Walton, EFP
Supervisor .... Justin Benjamin
3rd Shift Trade Crew Coordinator - Environmental Services....Michael Douglas
Environmental Services Technicians....Sharon Anderson
James Ball
Julie Caudill
Ruben Irons
Jeff McQueen
Brian Pharris
George Simmons
Charles Stokes
Sam Streety
Frederick Thomas
Chris Tombs
Tony Waite

Grounds
Manager ....Thomas Ehmett
Supervisor .... Kim Vasko
Landscape and Grounds Technicians....Andy Chapman
Andy McMullen
Dave Miller
Kelly Wanstrath

Maintenance
Manager ....Thomas Ehmett
Interim Trade Crew Coordinator ....Dave Corso
Maintenance Technicians .... Robert Beckum
Jeremy Dressman
Greg Geiman
Stan Hines
Robin Necessary
Matthew Thibodeaux

Plant Engineering
Manager ....Thomas Ehmett
Trade Crew Coordinator.... Joe Hollingsworth\
Plant Engineering/HVAC Technicians .... Kurt Beuerlein
Phillip Clay
Donny Douglas

Registrar

Registrar.... Ryan Hunt
Assistant Registrar for Transfer Services..... Lois Von Handorf
Transfer Data specialist....Carolyn Kelley
Transfer Data Entry Specialist ....Lauren Magee
Academic Records Coordinator.... Danielle Kleiman
Registrar Specialist-Academic Records.... Sharon McGraw
Clerical Assistant .... Martin "Chip" Rickard
Registration Supervisor.... Karen Magness-Lewe
Clerical Assistants....Janet Lee
Mary "Kathy" Reynolds
Scheduling Supervisor....Susan Burns
Registrar Specialist-Scheduling .... Melissa Foster

Student Activities

Director ..... TBD
Executive Assistant ..... Mary Beth Barnes

Student Success and Retention

Executive Director ..... Soni Hill
Executive Assistant ..... Nancy Stubbemann

Veteran Student Affairs

Manager, Veterans Coordinator ..... Darrell Smith
Veterans Student Affairs Coordinator ..... Yolanda Lawrence

William Mallory Early Learning Center

Center Director ..... Beverly McGlasson
Lead Teacher-Infant Room ..... Ann Beiting
Assistant Teacher-Infant Room ..... Robin Moore
Lead Teacher-Toddler Room ..... Liah Earls
Assistant Teacher-Toddler Room ..... Makeedra Lofton
Lead Teacher Young Preschool Room ..... Jennifer Miller
Lead Teacher Older Preschool Room ..... Tracy Webster

Workforce Development Center

Vice President Workforce Development ..... Dennis N. Ulrich, PhD
Executive Assistant ..... Sharon Timon
Operations Manager ..... Brian O'Keefe

Business Managers
Middletown ..... Jim Bax
HAZMAT, Resue & Safety ..... Brian Canteel
Industrial maintenance & Green Technology ..... Larry Cherveny
Professional Development ..... Jane Dunigan
Health Business ..... Dryden Jones

Client Manager Specialists ..... Marianne McCabe
Susan Ware
Project Manager ..... James Kleemeier
Quality Assistant ..... Damon Bennett
Quality Assurance Manager ..... Paul Helms
MSSC Training Manager ..... Robert Jones
Program Manager, HIT ..... Delrae McNeill
Health Business Project and QA Coordinator ..... Erin Sarvis

Cincinnati State

2013-2014 Catalog

INDEX

A

B

C

D

E

F

H

I

J

L

M

N

O

P

Q

R

S

T

U

V

W

NOTES

NOTES

NOTES

2013-2014 DEGREE & CERTIFICATE PROGRAMS

Business Technologies

Degrees
- Accounting
- Administrative Assistant
- Automotive Service Management
- Business Financial Services
- Business Management
- Culinary Arts
- Dietetic Technology
- Hospitality Management
- Landscape Horticulture
- Legal Assistant
- Marketing Management
- Medical Administrative Assistant
- Pastry Arts
- Pre-Business Administration
- Pre-Nutrition Science
- Sustainable Horticulture
- Turfgrass Management

Certificates
- Accounting
- Automotive Service Technician
- Culinary Arts
- Dietary Management
- Landscape Design
- Paralegal
- Personal Chef
- Sustainable Agriculture Management

Center for Innovative Technologies

Degrees
- Audio/Video Production
- Aviation Maintenance Technology
- Biomedical Equipment & Information Systems Technology
- Business Network Administration
- Business Programming and Systems Analysis
- Chemical Technology
- Civil Engineering Technology
  - Architectural Option
  - Construction Management Option
  - Surveying Option
- Computer Network Engineering Technology
- Computer Programming and Database Management
- Electronics Engineering Technology
- Electro-Mechanical Engineering Technology
  - Laser Major
  - Renewable Energy Major
- Environmental Engineering Technology
  - Stormwater Major
  - Water & Wastewater Major
- Graphic Design
- Graphic Imaging Technology
- Health Information Technology
  - Healthcare Informatics Major
  - Programming and Analysis Major
- Industrial Design Technology
- Mechanical Engineering Technology
  - Design Major
  - Manufacturing Management Major
- PC Support and Administration
- Power Systems Engineering Technology
- Pre-Engineering
- Software Engineering Technology
- Web & Multimedia Design

Certificates
- Advanced Surveying
- Aviation Mechanics Airframe
- Aviation Mechanics Powerplant
- Avionics
- Environmental Safety and Security
- Land Surveying

Health and Public Safety

Degrees
- Bioscience Technology
- Diagnostic Medical Sonography
  - Cardiovascular
  - General Imaging
- Emergency Medical Technician Paramedic
  - Emergency Medical Services—Management Major
  - EMT Paramedic—Science Major
- Fire Service Technology
  - Fire Service Leadership
- Health and Fitness Technology
- Health Information Management
- Health Information Technology
  (in collaboration with the Center for Innovative Technologies)
  - Healthcare Informatics
  - Healthcare Programming and Analysis
- Health Sciences Technology
- Law Enforcement
- Medical Laboratory Technology
- Nursing
- Occupational Therapy Assistant
- Public Safety Technology
- Respiratory Care Technology
- Surgical Technology

Certificates
- Advanced Health Careers Preparation
- Aquatic Group Fitness Instructor
- Aquatic Personal Trainer
- Bioscience
- Coding Specialist
- Community Health Worker
- Electrocardiography
  - Basic
  - Advanced Arrhythmia Recognition
- Emergency Medical Technician
  - Basic
  - Paramedic
- Fire Service
- Geriatric Activity Coordinator
- Group Fitness Instructor
- Health & Fitness Special Populations
- Health Occupations
- Health Unit Coordinator
- Homeland Security
- Lifeguarding
- Medical Assistant
- Medication Aide
- Nurse Aide Training
- Orthopedic Technology
- Patient Care Assistant
- Personal Fitness Trainer
- Pilates Mat Instructor
- Practical Nursing
- Resistance Training
- Restorative Aide
- Scuba Diving
- Surgical Technology First Assistant

Humanities and Sciences

Degrees
- Associate of Arts
- Associate of Science
- Early Childhood Education
- Interpreter Training

Certificates
- Addiction Studies
- Deaf Studies
- Human Services

Workforce Development Center

in collaboration with the Center for Innovative Technologies and Health and Public Safety

Degrees
- Applied Technology Specialist

Certificates
- Disaster Response Management Certificate
- Industrial Controls & Instrumentation
- Industrial Electrical Maintenance
- Machine Maintenance
- Programmable Logic Controllers

CINCINNATI STATE
3520 Central Parkway Cincinnati, Ohio 45223
www.cincinnatistate.edu