

North Central State College

2017-2018
Catalog and Student Handbook

The information contained in this catalog is the most accurate available at the time of publication, but changes may become effective before the next catalog is printed. It is ultimately the student's responsibility to stay abreast of current regulations, curricula, and the status of specific programs being offered. Further, the College reserves the right to modify requirements, curricula offerings, and charges, and to add, alter, or delete courses and programs through appropriate procedures. While reasonable effort will be made to publicize such changes, a student is encouraged to seek current information from appropriate offices. The North Central State College catalog is neither a contract nor an offer to contract. North Central State College reserves the right to make changes in any material contained herein as deemed necessary without notice.

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www.ncstatecollege.edu

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MESSAGE FROM THE PRESIDENT



I'm delighted that you are interested in knowing more about our outstanding college.

On behalf of the NCSC Board of Trustees, faculty, and staff, it is my sincere pleasure to welcome you to our college and our website. Each fall, several thousand students begin their academic year at North Central State College alongside dedicated faculty and staff. Students also attend classes at our Urban Center in downtown Mansfield, the Kehoe Center in Shelby, the Crawford Success Center in Bucyrus, and through alternative delivery as they begin a rewarding career. Others are here beginning their education, planning to transfer to another institution to continue toward a bachelor's degree that are also available on our campus.

A very special thing happens when you visit our college campus. You will begin encountering people who take pride in their role toward helping students succeed. It may be the campus security officer in the parking lot or maintenance workers and other staff as you progress toward your destination. Once in a building, you will encounter committed and caring faculty and staff who will engage you, guide you and support you as you progress toward your goal, whether it is a course, a certificate or a college degree.

Please take a moment to explore our catalog. You will discover a wide range of information about programs, services, and opportunities in healthcare, business, engineering, manufacturing, information technology, public service, and arts and sciences. You will also discover that the cost of attending North Central State College remains one of the most affordable tuition rates in the state of Ohio. That's why we continue to convey that "The best Financial Aid is Low Tuition." It's not just how much aid you receive for college, it's about how much you have to pay.

In addition, I invite you to explore Career Coach, which will give you localized information on careers, training for those careers, regional job opportunities available in those fields, along with salary and benefits.

When you combine the value of your education here at NC State with the proven, increased earning potential of receiving an associate degree or industry recognized certificate, I hope you will agree that this college is the place to start, and finish, your college education.

We are very proud of our strong reputation. North Central State College is a leader in affordable quality higher education with employable and transferable programs to help our community and its citizens prosper. We look forward to seeing you on campus very soon! It is an honor and a privilege to be of service.

Sincerely,

A handwritten signature in cursive script that reads "Dorey Diab". The signature is written in black ink and is positioned above the printed name.

Dr. Dorey Diab, President

COLLEGE CONTACTS

NORTH CENTRAL STATE COLLEGE

2441 Kenwood Circle
Mansfield, Ohio 44906
419-755-4800
888-755-4899

CRAWFORD SUCCESS CENTER

130 North Walnut
Bucyrus, Ohio 44820
419-755-9039

JAMES W. KEHOE CENTER

175 Mansfield Avenue
Shelby, Ohio 44875
419-755-4700

URBAN CENTER

134 North Main Street
Mansfield, Ohio 44902
419-755-9000

ACADEMIC AND STUDENT SERVICES

Office of the President	157 Fallerius	419-755-4811
Vice President for Academic Services/Chief Academic Officer	158 Fallerius	419-755-4733
Academic Services	103A Fallerius	419-755-4554
Admissions	103 Kee Hall	419-755-4761
Bookstore		419-747-5401
Campus Life/Student Engagement	214 Eisenhower	419-755-4313
Campus Recreation Center		419-755-4041
Career Development	102 Kee Hall & 163 Kehoe	419-755-4896
Cashier's Office	140 Kee Hall	419-755-4722
Child Development Center		419-755-5600
College Credit Plus	108 Kee Hall	419-755-4732
Disability and Personal Counseling	138A Kee Hall	419-755-4727
eLearning and Innovation	150A Fallerius	419-755-4706
Financial Aid	143 Kee Hall	419-755-4899
Library/Bromfield Learning Commons	131 Bromfield	419-755-4331
Security/Public Safety – Main Campus	161 Riedl Hall	419-755-4218
Student Records	142 Kee Hall	419-755-4857
Student Success and Transition Center	136 Kee Hall	419-755-4536
Tech Prep	161 Kehoe	419-755-5659
TRIO Support Services	120A Kee Hall	419-755-9015
Tutoring Center	119 Fallerius	419-755-3322
Workforce Partnership	156 Kehoe	419-755-4740

ACADEMIC DIVISIONS

LIBERAL ARTS **141 FALLERIUS** **419-755-4876**
Associate of Arts, Associate of Science, Communications, English, Human Services, Humanities, Mathematics, and Social Sciences

HEALTH SCIENCES **201 HEALTH SCIENCES** **419-755-4805**
Agriculture Management, Biology, Bioscience, Chemistry, CollegeNow-Bioscience, Health Information Technology, Health Services Technology, Nursing, Occupational Therapy Assistant, Physical Therapist Assistant, Radiological Sciences, and Respiratory Care

BUSINESS, INDUSTRY, TECHNOLOGY, AND CRIMINAL JUSTICE **150 KEHOE** **419-755-4700**
Accounting, Business Administration, CollegeNow – Business, CollegeNow – Engineering, Criminal Justice, Industrial Technology, Information Technology, Mechanical Engineering Technology, Physics, and Visual Communications Media and Technology

BUSINESS SERVICES

Business Office	156 Fallerius	419-755-4816
Human Resources	156 Fallerius	419-755-4871
Information Technology Services	141 Fallerius	419-755-4734
Marketing and Public Relations	132 Kee Hall	419-755-4810
North Central State College Foundation	122 Kee Hall	419-755-4753

PROFILE OF THE COLLEGE

ABOUT THE COLLEGE

Prior to its charter as North Central Technical College, the institution was known as the Mansfield School of Technology. It was initiated by the Mansfield Board of Education in September, 1961, and approved by the State Department of Education. The rationale of the Mansfield Board of Education was to establish a two-year, post-high school diploma granting school that would prepare men and women for various careers. The graduates were satisfying the rapidly-growing employment needs in the industrial and business society of the area.

The original location of the Mansfield School of Technology was 218 Marion Avenue, Mansfield, Ohio. The limited physical facilities, projected enrollment growth, and need for additional student services led the school's administration, advisory committees, and the Mansfield Board of Education to seek the creation of a Technical College District in compliance with the Ohio Revised Code. North Central Technical College was approved by the Ohio Board of Regents and certified by the Secretary of State on September 26, 1968. This action of the Ohio Board of Regents and the Secretary of State created the Technical College District in the contiguous counties of Ashland, Crawford, and Richland. In August of 1999, the Board of Trustees changed the name of the college to North Central State College.

Currently, the NC State-OSU campus houses North Central State College and a regional campus of The Ohio State University. Certain physical facilities and services are shared by each institution. The campus represents a model in sharing resources by two separate institutions. Each institution has its own faculty, curricula, policies, and operating procedures. NC State also maintains the James W. Kehoe Center for Advanced Learning in Shelby, the Urban Center in downtown Mansfield, and the Crawford County Success Center in Bucyrus.

A Board of Trustees, the members of which are public representatives of Ashland, Crawford, and Richland counties, directs North Central State College. Copies of North Central State College's most recent financial statement are available upon request. If interested, please contact the Business Office at 419-755-4816.

ACCREDITATION AND MEMBERSHIPS

ACCREDITATION

North Central State College, a member of the North Central Association of Colleges and Schools, is regionally accredited through the Higher Learning Commission's* Academic Quality Improvement Program (AQIP). Through AQIP, the College focuses on improving systems and processes to better meet the College's mission while maintaining accreditation.

North Central State College is chartered by the Ohio Board of Regents as a state-assisted institution of higher education and is approved by the State Department of Education; U.S. Department of Education; State Department of Education for Veterans; Bureau of Vocational Rehabilitation; and the Department of Justice, Immigration, and Naturalization Service.

MEMBERSHIPS

- Accreditation Council for Business Schools and Programs
- Accreditation Council for Occupational Therapy Education (ACOTE®) of the American Occupational Therapy Association (AOTA)
- American Association of Collegiate Registrars and Admissions Officers
- American Association of Community and Junior Colleges
- American Physical Therapy Association
- Ashland Area Chamber of Commerce
- Association of Community College Trustees
- Bucyrus Area Chamber of Commerce
- Commission on Accreditation in Physical Therapy Education
- Council For Opportunity in Education, Committee on Accreditation for Respiratory Care
- Council for Resource Development
- Council for the Advancement of Experiential Learning
- Council of Higher Education in Criminal Justice
- Council of North Central Community-Junior Colleges
- Galion-Crestline Area Chamber of Commerce
- Joint Review Committee on Education in Radiological Technology
- Loudonville-Mohican Area Chamber of Commerce
- Mansfield-Richland Area Chamber of Commerce
- Marketing Club of North Central Ohio
- Midwest Association of Student Financial Aid Administrators
- National Academic Advising Association
- National Association of Student Financial Aid Administrators
- National Association of Student Personnel Administrators
- National College Testing Association
- National Council for Marketing and Public Relations
- National Institute for Staff and Organizational Development
- National League for Nursing Accrediting Commission, Ohio Board of Nursing
- North Central Ohio Personnel Association, Ohio Association of Community Colleges
- National Association for the Education of Young Children
- Ohio Association of Student Financial Aid Administrators
- Ohio Association of Two-Year Colleges
- Ohio Board of Education
- Ohio College Association, Ohio Department of Health
- Ohio Society for Education in the Health Professions
- Ohio State Board of Pharmacy
- Ohio Technical and Community College Association, Ohio Two-Year College Placement Association
- Postsecondary Education Alliance of Institutions/Districts, State Medical Board of Ohio
- The Council for Higher Education Accreditation (CHEA)
- The National Association of Colleges and Employers, College University Personnel Association
- Willard Area Chamber of Commerce

* Higher Learning Commission (www.hlcommission.org), 230 S. LaSalle St., Suite 7-500, Chicago IL, 60604 • 1-800-621-7440

CORE LEARNING OBJECTIVES

- Critical Thinking
- Communication - Oral and Written
- Information Literacy
- Intercultural Knowledge and Competence
- Quantitative Literacy

ENDS POLICIES STATEMENTS

1.0 Global Ends Policy

North Central State College exists for the citizens of its service region to have the knowledge and skills to succeed in their chosen path for learning, work, or enrichment, sufficient to justify available resources.

1.1 Equal Opportunity/Diversity

The proportion of students from economically or educationally disadvantaged backgrounds is at least equivalent to the proportion in the local communities.

1.2 Career Readiness

Students acquire and enhance relevant business and industry credentials, job skills, work habits, job leads and pathways to economic self-sufficiency, especially in high demand technologies.

1.3 Transferability

Students prepared for advanced academic success will have the ability and the prerequisite academic experience sufficient for entry into a four-year college or university.

1.4 Enrichment

Enrichment opportunities exist to reflect community needs and values.

FOUNDATION

The North Central State College Foundation is a non-profit 501(c)(3), tax-exempt organization formed in 1990 to seek, receive, and distribute funds, equipment, property, and other contributions for the benefit of the students and programs of North Central State College. Its goals are:

- Provide financial assistance to full-time and part-time students in the form of scholarships, grants, and aid.
- Support creative, forward-thinking projects of faculty and staff in order to provide the most current technological institution.
- Develop financial resources for College projects, including building construction, programs, and scholarships.
- Build a general scholarship fund for the support of North Central State College.
- Enlist support for North Central State College within the community.

The mission of the North Central State College Foundation is to assist the College in providing lifelong learning opportunities by securing financial and community support.

For information, call the Foundation Office: 419-755-4753. All gifts to the North Central State Foundation are tax deductible under section 501(c)(3) of the Internal Revenue Code.

THE URBAN CENTER

North Central State College's Urban Higher Education Center opened its doors in downtown Mansfield in January 2011. Considered "The Hope of Mansfield" among many, the \$1.2 million facility makes higher education and career/job training more accessible and attainable to individuals who live and work downtown and in surrounding neighborhoods. The Center is funded solely by private donations, and is staffed by a team of professionals who are dedicated to student success, community engagement and providing the highest level of service to all who enter the building. While working to become an invaluable asset to the community, the vision of the Urban Center is to be a catalyst in educating, elevating and transforming our community.

An advisory organization for the Center includes members of the North End Community Improvement Collaborative, Madison Adult Career Center, Pioneer Career and Technology Center, Mansfield City Schools, Braintree, the Black Ministerial Alliance, and the National Association for the Advancement of Colored People.

Located in a leased storefront in Mansfield's downtown historical district, the Center features a 15-station computer lab for study and online instruction, a distance learning "smart" classroom and general classroom, counseling rooms and offices, an on-site academic advisor and tutor, and a large reception area for student interaction. The Center's location extends educational and job training opportunities to the city's 9,000 downtown workers and residents. The range of offerings include:

- General courses for all degree programs
- Admissions, financial aid, and academic advising
- Career exploration and job placement assistance
- Tutoring and mentoring support (TRIO)
- Certificate programs
- Professional development workshops
- Personal enrichment seminars
- Community education

PHYSICAL FACILITIES

Located on a 600-acre tract of land, the campus offers a variety of physical facilities to support many academic and extracurricular activities. The campus consists of ten buildings, encompassing an area of approximately 250,000 square feet.

The **Henry R. Fallerius Technical Education Center** contains classrooms, lecture halls, technical laboratories, data center, faculty offices, tutoring, the Liberal Arts Division, and the administrative offices for North Central State College

The **Dwight D. Eisenhower Memorial Center** serves as a comprehensive student center which includes the student union, quiet and active game areas, music-listening rooms, cafeteria, and a student coffee house.

The **Louis Bromfield Hall** includes the Information Commons.

The **Byron E. Kee Hall** houses a comprehensive array of services and educational support activities to assist students as they pursue their educational careers. Departments located in Kee Hall include Admissions, Recruitment and Gateway Services, Student Records, Financial Aid, Cashier's Office, Disability Support Services, Career Services, Institutional Advancement, and the Foundation Office.

Support offered in Kee Hall include registration, assessment, tutoring, academic advising, and personal counseling, along with support courses in reading, writing and college survival skills.

The **Health Sciences Center** contains classrooms, a lecture hall, laboratories, faculty offices, and the Health Sciences Division.

The **Child Development Center** provides childcare services for the children of students and staff and serves as a teaching laboratory for college students preparing for careers working with young children and their families.

The **Campus Bookstore** sells textbooks, academic supplies, and related items.

The **Campus Recreation Center** contains a gymnasium, weight room, cardio-aerobic fitness equipment, locker room facilities and offers intramural sports throughout the year.

Riedl Hall houses the main campus security office.

The **James W. Kehoe Center for Advanced Learning**, located in Shelby, houses the Ralph Phillips Conference Center, classrooms, laboratories, faculty offices, College Now Engineering and Business programs, Tech Prep, Workforce Partnership, Small Business Development Center, and the Business, Industry and Technology Division.

The **Urban Center**, located in downtown Mansfield, features a 15-station computer lab for study and online instruction, a distance learning “smart” classroom as well as general classroom, counseling rooms and offices.

GUARANTEE OF JOB COMPETENCY

North Central State College guarantees that graduates are occupationally competent. The guarantee applies only to job skills identified in the program outcomes for a specific degree. The guarantee applies only to graduates employed on a full-time basis in a position directly related to the area of their program concentration, during the 12 months immediately following their graduation.

If a graduate is judged by his or her employer to be lacking in technical job skills identified by the program outcomes for his or her specific degree program, North Central State College under the conditions of the guarantee policy will provide the graduate up to nine, tuition-free, semester credit hours of additional training. Cost of books, insurance, uniforms, laboratory and activity fees, and other course-related expenses are the responsibility of the graduate and/or the employer.

SPECIAL CONDITIONS FOR THE GUARANTEE

The employer must provide to the College:

- Identification, in writing, of areas of deficiency within six months of the graduate’s initial employment.
- Verification, in writing, of specific job skills the employee is lacking which relate directly to the degree’s program outcomes.

- A written educational plan for retraining developed in cooperation with the appropriate academic department at the College.

Retraining will be limited to nine semester hours of credit related to the identified skill deficiency and to those classes regularly scheduled during the period covered by their training plan and must be completed within a calendar year from the time the educational plan is agreed upon.

The guarantee does not imply the graduate will pass any licensing or qualifying examination for a particular career.

NOTICE OF NONDISCRIMINATION

It is the policy of North Central State College not to discriminate based on sex, race, age, creed, religion, national origin, disability status, veteran status or sexual orientation in its educational programs, activities, or employment practices.

Title VI of the Civil Rights Act of 1964 prohibits discrimination based on race or national origin in any educational program or activity of North Central State College.

Title IX of the Educational Amendment of 1972 prohibits discrimination based on sex in any educational program or activity of North Central State College.

Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1990 prohibits discrimination based on handicap status in any educational activity of North Central State College.

An internal, formal grievance procedure for violation of such acts has been set forth by North Central State College. Information on this policy is located in Student Records, Human Resources, and the Admissions, Advising and Enrollment Services Office. Inquiries regarding the College’s obligation in this area should be directed to the Enrollment Services Office. Inquiries regarding the College’s obligation in this area should be directed to:

Title VI & IX Coordinator

Vice President of Academic Service/Chief Academic Officer
North Central State College
2441 Kenwood Circle
Mansfield, Ohio 44906
(419) 755-4538

Section 504 Coordinator

Specialized Support Services Coordinator
North Central State College
2441 Kenwood Circle
Mansfield, OH 44906
419-755-4727
419-755-5611 (TTY/Voice)

ADMISSIONS, RECRUITMENT AND GATEWAY SERVICES

ADMISSIONS, RECRUITMENT AND GATEWAY SERVICES

NC State has an “open door” admissions policy. General admission is open to (a) high school graduates; (b) persons who have attained high school equivalency (GED); and (c) select high school students who qualify under specific Early Learning Programs (College Credit Plus and College-NOW). If you do not meet these criteria, you may still be eligible for admission. Please contact Admissions, Recruitment and Gateway Services for specific information.

ADMISSIONS AND RECRUITMENT

Recruiters assist new students, transfer students and students returning to college with questions related to program information and the steps involved with college admission. A personal visit allows the Admissions Office to answer all questions and make the transition to college an easy one.

For more information about enrolling in the college and completing the enrollment checklist, contact the Admissions Office in Kee Hall at 419-755-4761, or by email at admissions@ncstatecollege.edu.

GATEWAY SERVICES

North Central State College believes a strong start is essential to achieving success in college. A strong start consists of a series of steps designed to communicate the process for selecting, entering and completing a program of study. To achieve this, the Student Success Coaches work through the Student Success and Transition Center. Academic Liaisons focus on persistence and completion and report to each division academic dean.

STUDENT SUCCESS AND TRANSITION SERVICES

Success Coaches provide academic advising and support services for new, returning, developmental, and probation students in the Student Success and Transition Center. Success Coaches are often the first college advisors that work closely with students to identify career goals, discuss mandatory placement testing, create individual academic plans, provide registration assistance, and coordinate mandatory Connect to College - new student orientation. Success Coaches arrange academic and personal support services and create academic plans that guide students to meet completion goals. Upon completion of developmental or first semester coursework, students are transitioned to the appropriate Academic Liaison's for additional advising support.

ACADEMIC ADVISING

NC State provides a 3-tiered advising structure to support the needs of students as they progress to completion. Students can find their assigned advisor's information within student academic planning and registration software on MyNC.

Success Coaches are advisors located in Student Success and Transition Services. Each provide academic planning and registration services for new and returning students as well as developmental and probation status students. Advisors work closely with developmental students as part of the DIRECTIONS advising program. DIRECTIONS students are required to meet each semester with an assigned Success Coach to ensure that the student is taking the necessary steps to be successful.

Academic Liaisons are Title III advisors in each division that provide academic advising to college-ready students after completion of

developmental coursework. Liaisons specialize in divisional and/or program advising and continue to assist students with academic planning and registration.

Faculty Advisors are the assigned to each student based on his or her declared major. Students with curriculum specific questions are encouraged to meet with the faculty advisor as they enter technical field coursework.

ARTICULATION

Students in selected programs in area high schools and joint vocational schools may receive advanced standing in North Central State College program based on articulation agreements between North Central State College and the high school or joint vocational school. These agreements are annually reviewed annually. For further information or specificities of a particular agreement, contact the Admissions Office. Currently, there are articulation agreements with the following schools:

- Ashland County - West Holmes Center
- Knox County Career Center
- Madison Comprehensive High School
- Mansfield Senior High School
- Pioneer Career & Technology Center
- Tri-Rivers Career Center
- Wayne County Schools Career Center

Students seeking articulation credit must:

1. Submit an application to NC State within two years of high school graduation (unless indicated otherwise in the preface to a list of courses).
2. Request articulation credit by completing the form available in the NC State Office of Student Records.
3. Submit an official high school transcript to the NC State Office of Student Records.

In addition to the Articulation Agreements described above, various special arrangements exist regarding credit-by-examination available to vocational and tech-prep graduates under certain circumstances. Details can be found in the articulation documents signed by representatives of NC State and the respective schools.

ASSESSMENTS

New student assessments, such as the ACCUPLACER, Computer Literacy, and the TEAS, are administered through the Student Success and Transition Center. The CSI (College Student Inventory) is also administered through this office.

ACCUPLACER

North Central State College assesses new and returning students for course placement purposes with an assessment programs called the ACCUPLACER. The ACCUPLACER assess students' skills in the following areas: reading, writing, and mathematics.

Students should complete this assessment as soon as they apply to the college and before enrolling in any classes. The ACCUPLACER must be completed before enrolling in READ0080, WRIT0090, ENGL1010, or any math or statistics courses. Students are

encouraged to review computerized test taking techniques as well as reading/writing/math concepts before taking the assessment. The Student Success and Transition Center can provide information on how to prepare for the ACCUPLACER by using certain websites and other resources.

Students who have already earned an associate degree or a bachelor's degree may not be required to take the ACCUPLACER. Furthermore, students are not required to take certain portions of the ACCUPLACER if they have achieved the required scores in COMPASS or the various ACT subtests or if those students are transferring in college credit for specific English and/or math classes. The following portions of the ACCUPLACER are waived based on the following criteria:

- Math - a score of 21 or higher on the ACT math subtest, or transfer of credit for any of the following: MATH0074, MATH1010, MATH1030, MATH1050, MATH1051, MATH1110, MATH1150, STAT1010.
- Reading - a score of 21 or higher on the ACT reading subtest, or transfer credit for ENGL1010.
- English - a score of 18 or higher on the ACT writing subtest, COMPASS or ACT e-Write of 8 or higher, or transfer credit for ENGL1010.

The first attempt of the ACCUPLACER is free. There will be a fee of \$25 for each retest. Students who want to schedule an appointment to take the ACCUPLACER should contact the Student Success and Transition Center. Students who are unsure whether they need to take assessment testing should contact the Admissions Office.

Computer Literacy

This assessment is required of any student wishing to take a computer class for the first time at the college, except for CISS1020 Introduction to Computers. This assessment evaluates the student's knowledge of Windows, email, Microsoft Word, the Internet, and skills in typing. This may be waived with proper transfer credit. More information is available at the Student Success and Transition Center. The first attempt of the Computer Literacy is free. There will be a fee of \$15 for each retest.

TEAS

The TEAS is required for admission to the Associate Degree Nursing and Practical Nursing programs. The test is a 4-hour assessment on reading, writing, math, and science that requires prior registration and fee payment at the Cashier's Office, Room 140 Kee Hall. Students can acquire information on how to prepare from the Student Success and Transition Center. Some rules and restrictions apply.

COLLEGE CREDIT PLUS (CCP)

North Central State College is proud to partner with over 30 high schools in north central Ohio to create pathways from high school to college that encourage qualified students to earn dual credit - high school and college credit - while they are still in high school.

As of the 2015-2016 academic year, the Ohio Board of Regents requires that districts work together to offer college course work that will result in transcribed college or high school credit. What was known before as "Dual Enrollment," "Post-Secondary Enrollment," or "Seniors to Sophomores (S2S)" are all part of the College Credit Plus legislation.

COLLEGE NOW

Bioscience

Through a partnership between Ashland County West Holmes Career Center, area high schools, businesses, and North Central State College, qualified students have the opportunity to earn a Bioscience associate degree right along with their high school diploma.

Business and Engineering

Through a partnership between Pioneer Career and Technology Center, area high schools, businesses, and North Central State College, qualified high school students have a unique opportunity to earn an associate degree in either business or engineering technology along with their high school diploma. This program is ideal for students who wish to complete their first two years of college while in high school and then transfer to a four-year college or university business program.

For more information on the College Now program, please see www.college-now.org.

DEVELOPMENTAL STUDIES

Many adult students, as well as students just out of high school, have difficulties making the transition to college. These transition difficulties are most apparent in the areas of math, reading and writing skills, study skills, test-taking skills, time management, and decision-making. The purpose of the following courses is to help the student gain the necessary background and coping skills for a successful college experience.

- CHEM 1010 Introduction to Chemistry
- ENGL 0010 College Composition Lab
- FYEX 0050 SUCCESS!
- FYEX 0060 Navigating College
- MATH 0020 Basic Mathematics Lab
- MATH 0072 Pre-Algebra
- MATH 0073 Basic Mathematics and Pre-Algebra
- MATH 0074 Beginning Algebra
- MATH 0086 Intermediate Algebra
- READ 0080 College Reading
- STAT 0074 Algebra for Introductory Statistics
- STAT 0086 Algebra for Probability and Statistics
- WRIT 0010 Basic Writing Lab
- WRIT 0090 Basic Writing

INTERNATIONAL STUDENTS AND TRANSCRIPTS

NC State has approval to admit of foreign students. For further details, contact the Admissions Office at 419-755-4761 or visit the college's international student webpage at www.ncstatecollege.edu/cms/admissions/international-students.html.

A College-specific list of professional evaluation services is available for individuals requesting foreign credential evaluations. The recognized expertise and reliability of a professional evaluation report will provide a consistent and valid credit evaluation for the student and the College. The student will pay the cost for this service (approximately \$120-\$150). The full text of this policy, which includes

the list of College-approved evaluation services, is available in the Student Records Office.

MANDATORY PLACEMENT GUIDELINES

Students are placed into reading/writing/math courses based on their scores on initial assessment testing (ACCUPLACER) offered by the College or previous ACT or COMPASS scores. ACCUPLACER scores may indicate that the student needs additional instruction in these areas before beginning college level mathematics and English courses. This mandatory placement promotes student success and persistence.

Based on their new-student assessment scores, students can be placed into one or more of the following courses:

- ENGL 0010 College Composition Lab
- FYEX 0060 Navigating College
- MATH 0072 Pre-Algebra
- MATH 0073 Basic Mathematics and Pre-Algebra
- MATH 0074 Beginning Algebra
- READ 0080 College Reading
- WRIT 0090 Basic Writing

If the required ACT, ACCUPLACER, or COMPASS cut-off scores are not achieved for college level placement in English or math, students have a secondary option to provide a high school transcript with a cumulative GPA of 3.0 or above, and a grade a B or above in the last high school English taken or highest level mathematics class (Algebra II or above). The student may also provide letters of recommendation from the high school counselor and English/mathematics instructor.

Students are required to begin developmental classes in their first term and follow the sequence each subsequent term through completion of the first college-level math or English course. Those placing into two or more developmental classes are required to take FYEX0060. Students are placed in FYEX0050 based on ACT Engage test results.

All students enrolled in degree programs are required to have MATH0074 competency. Successful completion (C- or better) of any math course is required in order to advance to the next higher level math course. Success Coaches/Advisors in the Student Success and Transition Center can also suggest programs to assist the student in remedial coursework such as tutoring, Solutions, and boot camps.

Students who believe they have been misplaced into a reading/writing/math course should see an advisor in the Student Success and Transition Office about retesting or providing additional information noted above BEFORE THE FIRST DAY OF THE SEMESTER'S CLASSES. If students have further questions, they can contact the Student Success and Transition Center in 136 Kee Hall, 419-755-4764.

PROGRAM 60

Persons who are 60 years of age or older are entitled to register for courses on a space available basis, for no credit, at no charge other than any applicable lab fee. Textbooks must be purchased and are available at the College bookstore. For further details, contact the Admissions Office.

REGISTRATION

Student registration is conducted via the web or can be done in person at the Student Records Office. Students in the Directions Advising Program on probation, receiving funding through the Trade Adjustment Act (TAA), or in the Post-Secondary College Credit Plus (CCP) are required to meet with a Success Coach/Advisor first before registering each term. Web registration is available each term beginning with the first day of Priority Registration and ending on the last day to add a class. The last day to add a class for a given term is 11:59 p.m. (EST) on the Sunday prior to the start of the term. Web registration is available to eligible students and will only be available through the Sunday prior to the first day of the term. Contact the Office of Student Records with questions about eligibility or the Student Success and Transition Center for help with choosing classes.

New students and students returning to NC State after an absence of one year or more are required to complete the application to the college and COMPASS assessment before enrolling. Students may process no more than two registrations per visit to the Student Records Office. Students have the right to appeal to the faculty instructing their desired course for entrance after the deadline. However, the College and the faculty reserve the right to deny a student entrance into any course after the established deadline. If the faculty gives the student permission to register, the student must present a signed permission form from the course instructor to the Office of Student Records no later than the end of the business day on the second Monday of the term. The student must also attend the first day of the scheduled class.

Courses can be dropped from a schedule through the withdrawal date established on the academic calendar for the term. Student initiated withdrawals are processed in the Office of Student Records (see *Withdrawing from a Course* on page 25).

Students are required to pay fees or arrange for fee payment on an installment basis by the payment deadline in each registration period. Students with unpaid fees may be administratively withdrawn from classes after the payment deadline has passed. Formal confirmation of class availability and fee adjustments is available in the Office of Student Records and/or the Cashier's Office.

SECOND DEGREE

Any student may wish to pursue a second degree. To be eligible, a student must complete all required coursework within a second technology as listed in the program section of this catalog, complete a Petition to Graduate form in the Office of Student Records, and pay the graduation fee. The Financial Aid Office can address questions concerning limitations of financial aid or veteran's benefits in support of second degree programs.

Several of the program technologies have more than one major. Students enrolled in any one of these several majors will be eligible for an associate degree in the technology upon completion of

required coursework and the filing of the Petition to Graduate. Completion of a second or subsequent major within the same technology does not lead to a second degree. This applies to Business Administration, Criminal Justice, Industrial Technology, Information Technology and Visual Communications Media and Technology. The official student course transcript, however, will note the second major, if the student completed a Petition form in the Office of Student Records.

TECH PREP

College Tech Prep programs prepare high school students for the high-skill, high-demand technical careers required for an increasingly complex global economy. College Tech Prep emphasizes math, science and technology for Ohio's economic development.

Students master college prep math, science and English and build marketable skills in areas such as engineering, health, information technology, biotechnology, business, and many others. Program pathways align to an associate or bachelor's degree or certification at North Central State College and other Ohio colleges and universities and/or employment.

Education is Aligned and Market-Driven

The unique core of College Tech Prep is the pathway – a sequential course of study that aligns instruction and student services from high school to college and career.

- Employers identify skills that will be valuable for future careers. Colleges and high schools coordinate curriculum to develop these skills.
- Students with similar goals, interests and talents are engaged in a peer-friendly, educational environment.
- Teachers coach students in project-based learning - building skills needed for high tech, high paying careers.
- Industry support ensures rigorous instruction and marketplace relevance.
- Curriculum is aligned to industry standards.
- Academic coursework is integrated.
- Learning is focused on teamwork, critical thinking and problem-solving.
- Students acquire expertise and confidence required for tomorrow's top careers.
- Credentialing, internships, mentoring, co-opportunities and classes in industry settings support workforce development.

Early Access to College Pays Off

- Students begin college coursework in high school with the option of earning college credits and qualifying for advanced standing and scholarships.
- College costs are reduced and time to degree completion accelerated.
- Students build early relationships with college personnel--- confidence is nurtured.
- Students explore career options before making costly decisions.

Central Region Ohio College Tech Prep Center

The Central Region Ohio College Tech Prep Center collaborates with several career technical centers and two-year technical colleges to offer career focused programs. The career technical centers and colleges are:

Career and Technical Centers

- Ashland County-West Holmes Career Center
- C-TEC of Licking County
- Columbus City School District
- Delaware Adult Career Center
- Eastland-Fairfield Career and Technical Center
- Knox County Career Center
- Lancaster City School District
- Madison Comprehensive High School
- Mansfield Senior High School
- Pickaway- Ross Career and Technical Center
- Pioneer Career and Technology Center
- South-Western City School District
- Tolles Career and Technical Center
- Tri-Rivers Career Center

Colleges

- Central Ohio Technical College
- Columbus State Community College
- Marion Technical College
- North Central State College
- The Ohio State University, all campuses

The Central Region Ohio College Tech Prep Center also works with regional businesses, industry, labor, health care providers and governmental agencies.

Each of the Central Region Ohio College Tech Prep Center's programs are high-tech, high-skilled occupational programs. When College Tech Prep students enter North Central State College, they will already have occupational, academic and employability skills gained in their two years of secondary College Tech Prep. This will prepare them to enter North Central State College's programs with advanced placement and will have sufficient job skills in their field to get and keep entry-level positions.

College Tech Prep Secondary Program Career Fields:

- Agriculture and Environmental Systems
- Arts and Communication
- Education and Training
- Hospitality and Tourism
- Information Technology
- Manufacturing Technologies
- Science, Technology, Engineering and Mathematics
- Architecture and Construction
- Business and Administrative Services
- Health Science
- Human Services
- Law and Public Safety
- Marketing
- Transportation Systems

TRANSIENT STUDENTS

Students may complete a number of credits at another college and transfer them to NC State. The Transfer Credit Contract form, available in the Office of Student Records, must be completed in order to do this as smoothly as possible. Prior approval from the appropriate division dean is necessary. An official transcript of all credits earned as a transient student should be sent to the Office of Student Records in order to apply such credits to graduation requirements.

TUITION AND FEES

TUITION AND FEES

For the most current fees, see www.ncstatecollege.edu/cms/financial-aid/cost/fee-schedule.html.

The current tuition rates, based on the number of credit hours taken per semester, are below. This listing does not include fees charged for specific degrees or the cost of books.

CREDIT HOURS	IN-STATE	OUT-OF-STATE
1	\$ 156.60	\$ 313.20
2	\$ 313.20	\$ 626.40
3	\$ 469.80	\$ 939.60
4	\$ 646.40	\$ 1,252.80
5	\$ 783.00	\$ 1,566.00
6	\$ 939.60	\$ 1,879.20
7	\$ 1,096.20	\$ 2,192.40
8	\$ 1,252.80	\$ 2,505.60
9	\$ 1,409.40	\$ 2,818.80
10	\$ 1,566.00	\$ 3,132.00
11	\$ 1,722.60	\$ 3,445.20
12	\$ 1,879.20	\$ 3,758.40
13	\$ 2,035.80	\$ 4,071.60
14	\$ 2,192.40	\$ 4,384.80
15	\$ 2,349.00	\$ 4,698.00

** All fees are subject to change by action of the North Central State College Board of Trustees.*

MISCELLANEOUS FEES

Graduation Fee	\$35.00
Transcript Fee - Mail	\$5.00
Transcript Fee - Same Day	\$15.00
Independent Study Fee	\$30.00
Liability Insurance Fee	\$40.00
Late Payment Fee	\$15.00
Late Registration Fee	\$30.00
Re-Registration Fee	\$30.00
Deferred Payment Option Fee	\$15.00
Fingerprinting Fee - BCI	\$25.00
Fingerprinting Fee - BCI/FBI	\$50.00

TUITION GUARANTEE

The Tuition Guarantee Program at North Central State College is an incentive for all new and returning students to enroll full-time and pay the same tuition rate for four consecutive years. This program is intended to encourage students to complete their degree or certificate. The tuition rate is "guaranteed" not to increase in four years for students who are eligible.

All new or returning students, including out-of-state students who enroll full-time in a Fall or Spring term, are eligible for the tuition guarantee. The student must register prior to their first term or before the end of the second week of the semester.

To be eligible for the Tuition Guarantee Program, the student must:

- Be a new or returning student
- Sign a TGP agreement*, and meet the following criteria:
 - Maintain enrollment in at least twelve (12) credit hours per semester
 - Continue to enroll each Fall and Spring semester** during the entire period of the Tuition Guarantee Program, which is four (4) consecutive years from the start of enrollment
 - Complete an academic plan by the second semester of enrollment at North Central State College
 - Maintain at least a 2.5 GPA with the College.

The tuition guarantee applies to the following fees: instructional fees, general/technology fees, and out-of-state surcharges. It does not apply to supplemental fees.

If the student does not enroll full-time (12-15 credit hours), he or she will be charged the current indexed rate of tuition for the semester depending on the number of credit hours taken. The best value is full-time. For more information, contact the Admissions office at 419-755-4761.

** Contract ends four years after the initial enrollment*

*** Summer enrollment (part-time or full-time) is optional at the guaranteed rate. Students starting in the summer, but not taking a full-time load can begin the tuition guarantee program in the following Fall semester.*

CREDIT/CONTACT HOUR DIFFERENTIAL

All students will be assessed a fee for each course contact hour that exceeds the credit hours for which they have registered. Contact hour fees are based on the college program and type of course, and are subject to change without notice.

LAB FEES

Laboratory fees are assessed for the costs of supplies and materials used in selected courses. These fees are subject to change without notice.

REFUND POLICY

The College has a policy of scheduled refunds for students who withdraw from credit courses during a standard academic term. (NOTE: Recipients of financial aid who withdraw from all classes should refer to the Return of Title IV Funds Policy in the Financial Aid section of this catalog.) Each individual course on the web site lists the refund and withdrawal dates. 100% and 50% refund amounts are determined by the percentage of course completed based on the beginning and ending dates for each course. Flexibly scheduled courses have individual refund and withdrawal dates.

RESIDENCY

A student's residency dictates the fees charged. The Office of Student Records is responsible for assuring that each student at North Central State College has the proper residency status. Residency information is available at the Office of Student Records. Students may apply for a change in their residency status through the Office of Student Records. Applications for a change in residency status must be submitted, along with all required documentation, no later than one week prior to the first day of the semester in order to be considered for that semester. Applications received after this date, if approved, will take effect for the subsequent semester.

FINANCIAL AID

North Central State College provides financial support that assists eligible students to afford to attend the College. Funding for student aid comes from the federal and state governments, the College and its Foundation, and from private sources. Types of available aid include grants and scholarships, and loans and part-time employment. The College's Financial Aid Office has sole responsibility for the administration of financial aid programs at the College. Contact the Financial Aid Office for further information.

The availability of financial aid and policies governing the administration of financial aid programs are subject to change.

General Eligibility Requirements for Financial Aid

- High school graduate or GED recipient
- Admitted as a regular North Central State College student
- Seeking to earn an associate's degree or aid-eligible certificate at the College
- Making satisfactory academic progress as defined by the College
- Other criteria may apply

How to Apply for Financial Aid

1. FAFSA (federal aid application) – submit electronically at www.fafsa.gov at least two months prior to the start of the semester for which aid is desired.
2. High school transcript (showing date of graduation) or GED certificate – submit to the Admissions Office.
3. Scholarships and Employment – additional applications are required.

The entire application process, other than #2, must be repeated each academic year.

GRANTS

Grants are “gift funding” provided by the federal (and to a small extent by the state) governments which only rarely have to be repaid.

- Federal Pell Grant: Amounts are set annually; awarded to both full and part-time students; award amount varies with level of enrollment and extent of FAFSA-demonstrated need.
- Federal Supplemental Educational Opportunity Grant (FSEOG): Awards are made to those with the greatest financial need.

SCHOLARSHIPS FUNDED BY THE COLLEGE

TUITION FREEDOM SCHOLARSHIP

The Tuition Freedom Scholarship is awarded to those who have participated in College Credit Plus courses while in high school or who have articulated credit from a career center. The scholarship pays the base cost of tuition charges (the sum of general and instructional fees) which are not paid for by other free financial aid. Tuition Freedom covers up to 64 credit hours minus the credits taken as a CCP student. Full time enrollment is required.

For more information about the College Credit Plus program, see www.ncstatecollege.edu/cms/ccp.

SCHOLARSHIPS FUNDED BY THE COLLEGE'S FOUNDATION

The North Central State College Foundation receives funds from supporters of the College and, in turn, provides merit, need-based, and general financial assistance to over one hundred NC State students each year. Scholarships are available for who are new, current, or previously enrolled at NC State. Scholarships are available to both full and part-time students.

Application forms and complete details about Foundation scholarships are available on the College website.

Necessities Fund - A loan that can be forgiven.

Students who have little or no eligibility for federal grants, but do have a specific financial obstacle to attending the College, may apply for a loan from the Necessities Fund. While this is a loan, it will be forgiven (will not have to be repaid) if the borrower graduates from the College within four years of receiving funding. Contact the Financial Aid Office for details.

Emergency Loan Fund

Short-term, small amount funding is available to assist eligible students that encounter unusual expenses that might prevent them from attending the college. Loans will not be approved for typical college expenses (e.g., tuition and books) or for daily living expenses. Repayment is required within 60 days. An application form is available in the Financial Aid Office. Funding for this program is limited.

Dash Grant

Free aid provided by Great Lakes Higher Education Corporation for those facing a severe hardship that might cause them to withdraw from the College, is available through the Dash Grant. Contact the Dean of Students for details.

STUDENT LOANS

Repayment is required for student loans, and therefore are a “last resort” type of financial aid. Complete student loan information is available on the College website: www.ncstatecollege.edu/cms/financial-aid/types-of-aid/loans.html.

- Federal Direct Student Loan: Federally funded; must be enrolled at least half-time; eligibility varies with year in college and dependency status; repayment begins six months after last date of at least half-time enrollment. Direct Loans are offered to eligible students and must be formally accepted.
- Federal Parent Loan for Undergraduate Students (FPLUS): Federally funded; made to parents of dependent students; requires credit check. Contact the Financial Aid Office for program details and a request form.
- Private (alternative) Loans: Made by commercial lenders; not subject to federal financial aid rules; requires credit check and often a co-borrower. Contact the Financial Aid Office for details.

The last day to accept an offered student loan or apply for an increased loan amount is the Friday of the third week of the semester.

STUDENT EMPLOYMENT

The Federal Work-Study (FWS) program is federally and College-funded. The program provides part-time employment on campus based on need. Applications are available at the Financial Aid Office. Work-Study students will be required to maintain half-time enrollment and other eligibility criteria apply. View complete details at www.ncstatecollege.edu/cms/financial-aid/types-of-aid/student-employment.html.

RETURN/REPAYMENT OF FINANCIAL AID FUNDS

(Title IV Refund Policy)

The College is required to determine if a student is required to return any awarded federal financial aid if he or she withdraws or stops attending classes. In compliance with federal law, the College will calculate the amount of a required return and will bill the student for the amount owed.

VETERANS' BENEFITS

Military veterans and their dependents may be eligible for educational benefits from the United States Veterans Administration (VA) while attending the College. The Financial Aid Office certifies to the VA recipient eligibility relating to enrollment. Those seeking benefits should note:

- Students must apply on-line at www.gibill.va.gov.
- Processing time of applications for VA benefits takes eight weeks or more.
- The VA will notify applicants directly about their eligibility for benefits.
- Benefits will only be provided for courses required for the (one) major for which the recipient has been approved.
- The Financial Aid Office certifies courses taken by students for the VA, but the Office is not a full-service veterans' affairs department.

To maintain eligibility for VA benefits, the recipient must:

- Progress toward completing an educational objective
- Attend the classes for which he/she is registered
- Notify the Financial Aid Office of all enrollment processes including registration, adding, dropping, and repeating courses, and changes of major or catalog year.

Notify the Financial Aid Office of all personal information changes including address, phone number, etc.

STUDENT SERVICES

ADMISSIONS

See *Admissions, Recruitment and Gateway Services* on page 6.

BROMFIELD LIBRARY & INFORMATION COMMONS

Bromfield Library & Information Commons (IC), serving the students, faculty, and staff of both North Central State College and The Ohio State University at Mansfield, occupies the ground floor of Conard Hall. Housing a collection of nearly 50,000 items, the BLIC also offers access to other Ohio State University/co-located campus libraries, which own some 5 million items. Additionally, patrons can also choose to request materials through OhioLINK, which boasts some 50 million items, and SearchOhio, a collection of approximately 10 million items. The BLIC, through OhioLINK, also provides access to full-text databases, e-journals, and e-books. These materials can be accessed remotely or in-person from any of the PCs (15 of which are touchscreen) and iMacs (loaded with Creative Suite) that are in the BLIC.

If students are looking for a great place to study, the BLIC offers six group study rooms equipped with dry erase boards and large touchscreen computers with audio and visual recording capabilities. For those not looking to study, the BLIC is now able to provide, through the Mansfield Richland County Public Library, a newly updated leisure collection including DVDs, audiobooks, and fiction books for patron check-out.

Unlike many traditional libraries, the BLIC is not a quiet library. Patrons may bring in food and drink as long as items are not consumed at a computer station.

A photo I.D. and a current validation sticker are required as proof of current enrollment to begin library circulation privileges. A photo I.D. is required to borrow items at all times. Patrons can only borrow items in their own name, not as a proxy for someone else.

For the more information about the Bromfield Library and Information Commons and hours of operation, please see www.mansfield.osu.edu/blic/index.html.

CAMPUS ACTIVITIES BOARD

The Campus Activities Board (CAB) is the primary activities planning committee for the NC State/OSU-M campus. The members are responsible for planning and implementing social, cultural, physical, emotional, and spiritual programs for the campus community. Some of the events include May Daze, Murder Mystery, Tuesday Afternoon Get-Together (second Tuesday of the month) comedians, and lecturers, just to mention a few. These events are open to all students, faculty, and staff. Select events are open to the public.

CAB provides the opportunities for students to become effective and productive leaders, as well as develop personal, professional, and leadership skills through planning, implementing, and evaluating a variety of activities for students, faculty, and staff at North Central State College. Any student interested in becoming a part of the Campus Activities Board should stop by the Office of Student Engagement, second floor of Eisenhower, or call 419-755-4313.

CAMPUS CAFETERIA AND CYBER CAFÉ

The Campus Cafeteria is located on the first floor of Eisenhower. The Campus Cafeteria serves breakfast and lunch, which includes selections of hot entrees and sides, sandwiches, salads, and desserts. Check the weekly menu for cook to order specials. The Cyber Café is located in the main entrance of Ovalwood Hall and features specialty coffees, gourmet deli sandwiches and salads, desserts and pastries. The Café provides a relaxed comfortable atmosphere offering big screen TV's, WiFi and a fireplace for your enjoyment. Students also have access to vending machines that are located in most buildings throughout the campus courtesy of the Campus Cafeteria.

CAMPUS RECREATION CENTER

The Campus Recreation Center (CRC) offers a diverse combination of intercollegiate athletics, intramural sports, and open recreation activities to students, faculty, staff, alumni, family members, and guests of North Central State College. The Campus Recreation Center contains a cardio and fitness area, a weight room, locker room facilities for both men and women, and a multipurpose gym sufficient for playing a variety of team and individual sports. The cardio and fitness equipment available to patrons includes elliptical machines, a punching bag, a row machine, a stair stepper, stationary bicycles, treadmills, decline sit-up benches, an abdominal resistance chair, and workout videos with a TV and mat area. The weight room supplies include dumbbells, a squat rack, a preacher curl, a leg press machine, pull-up/dip machine, a multi-station weight machine, and two flat panel TV's. In addition to using the facility, a wide array of sports equipment, locks, towels, and radios may be checked out with a current NC State ID card.

The Campus Recreation Center features outdoor facilities including two tennis courts, two basketball courts, a football field, a soccer field, a softball diamond, and a sand volleyball court. All students, faculty, staff, and alumni are eligible to participate in the competitive intramural program for the following sports: tennis, sand volleyball, flag football, dodge ball, basketball, indoor volleyball, softball, tug-of-war, street hockey, kickball, indoor soccer, ultimate Frisbee, outdoor soccer, and corn hole. Special events and tournaments such as 3-on-3 basketball, 3-point shoot-out, golf scramble, and softball tournaments are also organized throughout the year.

Additionally, students can try out for the school athletic teams, which consist of men's soccer, women's volleyball, men's and women's basketball, cheerleading, and baseball. Depending on the sport, tryouts and practice are usually held at the beginning of Fall semester. (Soccer and volleyball begin before school in mid-June). Teams compete in the Ohio Regional Campus Conference and play games within Ohio and the surrounding states. In addition to our intramurals, athletic programs, and special events, we also offer non-credit courses for a minimal fee. Classes include Cardio Kickboxing, Personal Training, Yoga, and Zumba.

Contact the Campus Recreation Center at 419-755-4041 for additional information about guest and family passes or drop in for a tour and pick up more information. The Campus Recreation Center's website along with the Mansfield Mavericks Facebook account is also

available for information regarding our intramurals, athletics, and recreation events.

CAREER DEVELOPMENT

Career Development Services provide career counseling/ exploration and job placement assistance. For access to services, students can stop by the office or schedule an individual appointment by calling the Career Counselor at 419-755-4786.

Career Development Services is located in Kee Hall, Room 102, and in the Kehoe Center, Room 163. Services provided include the following areas:

Career Counseling/Exploration

North Central State provides free career counseling and exploration services. Students exploring careers might be undecided in their major and/or thinking about changing their major. The career assessment software FOCUS2 helps students learn about careers that match their interests, abilities and values.

Career Coach

Career Coach generates local career outlook data, including current and potential earnings, local job trends, required training programs, and current job openings. The link to Career Coach is at www.ncstatecollege.edu/career-coach.

Job Search Assistance

Job search assistance is available for students and alumni. Job seeking skills training include resume assistance, cover letter assistance, interviewing, soft skill development, social media training, and sharing job leads. Students/alumni can post resumes online to connect with local employers. Online job leads and local employment information can be accessed through NC State's active job board at www.collegecentral.com/ncstatecollege/.

Job seeking workshops are offered every semester to help students and alumni prepare quality resumes and job search materials, as well as find employment.

On-Campus Employment/Federal Work Study

Career Development Services assist students that qualify for Federal Work Study in finding campus employment. There are various on-campus positions available each year that provide flexible work hours around student class schedules. The Federal Work Study program is coordinate through the Financial Aid Office and students must apply for this employment opportunity. More information is available at www.ncstatecollege.edu/cms/financial-aid/types-of-aid/student-employment.html

Internship Program

Students experience on-the-job training in their field of study through the Internship Program. Internships can be paid or unpaid, for-credit or not for-credit, and they can be at non-profit or for-profit companies. Students in any major can participate in an internship experience during any semester at NC State. Contact Career Development Services for more information.

Employer Services

For employers, NC State offers valuable online employment resources through a job posting website- College Central Network at www.collegecentral.com/ncstatecollege/.

Online resources allow employers to post positions to recruit qualified students and alumni. Employers can access registered student/alumni resumes. Annual career expos/recruitment events and on-campus interview dates are arranged to connect students and employers.

CHILD DEVELOPMENT CENTER

The Child Development Center (CDC) opened in 1994 with the purpose of serving the child care needs of North Central State College, The Ohio State University-Mansfield students and our community while operating as a teaching laboratory for college students preparing for careers with young children and their families. The following programs are provided at the CDC to students, faculty, staff, and members of our community:

Prenatal/Infant/Toddler services are enriched in several ways. A federal Early Head Start (EHS) grant allows for enrollment of forty infants, toddlers, and pregnant women in either center-based or home based services. EHS is a program designed to respond to the unique strengths, interests, and needs of each child and family. Services and supports are layered into early care and education services.

Infant/Toddler center based care and education are also offered to families who do not qualify for the EHS program. There is a seamless integration of the EHS center based and Infant/Toddler programs in the three mixed age classrooms serving children from six weeks to three years of age.

Preschool services are offered in two classrooms. We assure that the care and education provided to enrolled children are based on Ohio's Early Learning and Development Standards. Children learn best when they have positive and caring relationships with adults and other children; when they receive carefully planned, intentional guidance and assistance; and when they can safely encounter and explore many interesting things in their environment. Skilled teaching staff maintain appropriate expectations, providing each child with the right mix of challenge, support, sensitivity, and inspiration. These learning environments support thinking abilities, reasoning, problem solving, decision-making, social competencies and development of children.

Our curricula are inspired and influenced by multiple research-based approaches. Assessment of children and documentation of their progress, research and various standards, Head Start Early Learning Outcomes Framework, Ohio's Early Learning and Development Standards, and National Association for the Education of Young Children Standards, assist teaching staff in facilitating intentional learning experiences and opportunities while providing guidance to foster children's growth and development. Staff value and respect family members as a child's first and most important teachers.

The CDC enrolls prenatal women, children six weeks through kindergarten entry and summer school-age children kindergarten completion through third grade. Open Monday through Friday from 6:45 a.m. to 5:30 p.m., the Center offers full-day, full-year services and flexible scheduling to meet the needs of students, faculty, staff and community. The Child Development Center is licensed by the Ohio Department of Job and Family Services as well as accredited by the National Association for the Education of Young Children. An additional sign of quality services is the attainment of a five star rating

from Ohio's Step Up To Quality rating system and an Ohio Healthy Program developing healthy lifestyles in children and families.

If you would like to arrange a visit to learn more about our programs, please call 419-755-5600. You can find our child application on the North Central State College web site or pick one up during your visit.

Students interested in work-study opportunities at the CDC are encouraged to call 419-755-4899 for NC State students, or 419-755-4234 for Ohio State Mansfield students.

DISABILITY SERVICES

The Office of Disability Services coordinates support services that assist students with physical, sensory, attention deficit and learning disabilities to an equal opportunity towards achieving their maximum educational potential.

Prospective or current students, who either have a documented disability or would like to learn more about the Office of Disability Services, are encouraged to visit us at least 3 to 4 weeks before classes begin to discuss and, if appropriate, start the intake process.

To be eligible for services for the Office of Disability Services, you must be a current student and have documentation from a licensed professional that:

- Is no more than 3 years old
- States the nature of the disability, and
- Clearly describes the kinds of accommodation recommended by the licensed professional.

Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 prohibit discrimination against individuals with disabilities.

Please contact the Coordinator of Specialized Support Services at 419-755-4727 (TTY - 419-755-4757), or see the Disability Services webpage at www.ncstatecollege.edu/cms/student-services/disability-services.html for further information.

FINANCIAL AID

See *Financial Aid* on page 12.

HEALTH INSURANCE

Student health insurance information is available from the College Welcome Center in Kee Hall. The low cost insurance program is designed specifically for full-time students who traditionally are inadequately insured. In many cases, family insurance plans do not cover family members beyond age 27. Additional student insurance is available for the dependents of students upon request.

MYNC

The student web portal, known as MyNC, gives students the ability to access class schedules, grades, and financial aid records, search courses, perform degree audits and register for classes online. For more information about MyNC, go to the college website at www.ncstatecollege.edu/cms/quicklinks/mync.html.

PERSONAL COUNSELING

Free, personal counseling is available to currently enrolled NC State students who feel that certain problems in their personal lives are preventing them from being able to focus on their academic work. The goal of this program is not to provide long-term counseling, but rather to help students focus on their immediate barriers to success, explore options, and take the actions necessary to be academically successful. Interested students should contact a Success Coach/Advisor in the Student Success and Transition Center at 419-755-4764, or the Office of Specialized Support Services at 419-755-4727.

PHI THETA KAPPA

North Central State College is proud to have a chapter of Phi Theta Kappa International Honor Society (Beta Theta Eta). Membership is based upon academic achievement. In order to become a member, a student, either full-time or part-time, must have completed at least 12 credit hours of coursework and have a 3.5 accumulative grade point average. Membership in Phi Theta Kappa offers many opportunities such as over \$37 million in transfer scholarships offered to Phi Theta Kappa members to four-year institutions, intellectual enrichment, and personal development through programs based on Phi Theta Kappa's four Hallmarks of Scholarship, Leadership, Service, and Fellowship. For additional information, please contact the Phi Theta Kappa Advisor at bkeener@ncstatecollege.edu.

PROCTORING SERVICES

Make-Up Exam Proctoring Services

As a service to North Central State students, the college provides proctoring services for making up NC State exams, free of charge. Students need to make an appointment for proctoring by calling 419-755-4536 or 419-755-4736.

Non-NC State Proctoring Services

As a service to the students of other educational institutions, North Central State College can be utilized as a proctoring site for non-NC State exams or ACCUPLACER placement assessment for admission to another college. A \$25 fee applies to each exam or ACCUPLACER assessment appointment.

1. First, contact your college or university for their proctoring requirements to designate NC State as your proctor.
2. Read the North Central State Proctoring Services Policy at www.ncstatecollege.edu/cms/student-success-center/assessments.html.
3. Contact the Testing and Assessment Specialist, at 419-755-4736 or 419-755-4764 to make an appointment for your exam or ACCUPLACER.
4. Complete the Payment Form for Proctoring Services available at www.ncstatecollege.edu/cms/student-success-center/assessments.html.
5. Take the completed payment form to the Cashier's Office, Room 140 Fallerius and pay your \$25 fee.
6. Present your "paid" payment form to the proctor when you arrive for your appointment.

The Proctoring Center is located in the Student Success and Transition Center, Kee Hall in Room 138, and the hours are by appointment only.

For more information about NC State's Non-NC State Proctoring Services, contact the Testing and Assessment Specialist at 419-755-4736 or Student Success and Transition Center at 419-755-4764 or send an e-mail to proctoring@ncstatecollege.edu.

SAFETY AND SECURITY

Security personnel patrol the campus buildings and grounds on a 24-hour basis. The security officers:

- Prevent and investigate criminal acts on campus property.
- Investigate traffic accidents.
- Enforce traffic and parking regulations.
- Assist in the aid of ill or injured persons.
- Provide for the security of campus buildings.
- Lend assistance in many other ways to the faculty, staff, students, guests, and visitors of this campus.
- Will provide an escort from a vehicle to class and back.

You are encouraged to seek their assistance when needed. Security may be reached by calling 419-755-4218 or 419-755-4346 for Main Campus. Security for the Kehoe Center can be reached at 419-545-1199, 419-545-4143, or 419-913-9194. For all emergencies at the Kehoe Center, dial 911 or contact the Shelby Police Department.

As a part of our commitment to safety on campus, and in compliance with the Student Right to Know and Campus Security Act of 1990, the campus safety and security report is provided annually. Copies of the report are available on the College website at www.ncstatecollege.edu/cms/media-custom/PDF/Security/Security.pdf or in Room 161 of Riedl Hall.

SPECIALIZED SUPPORTIVE SERVICES

The Office of Specialized Supportive Services provides resources and services to assist students with documented disabilities in their efforts to reach their academic goals. Note-takers, taped textbooks, referral source contact, and alternative testing accommodations are some of the services offered by this office. Support services are provided through the cooperative efforts of the student, faculty, and staff involved. It is the responsibility of any student needing these services to contact the Coordinator of Specialized Supportive Services at 419-755-4727.

STUDENT EMAIL ACCOUNTS

All registered NC State students are assigned an email account. Student email accounts should be checked on a regular basis for college news and announcements. Students should use their assigned email accounts when communicating via email with faculty members or other college personnel. For more information about student email accounts, go to www.ncstatecollege.edu/cms/help.html.

STUDENT IDENTIFICATION CARDS

ID cards are provided free to all NC State students. The photos are taken in the Campus Recreation Center during normal operating hours. The ID card must be presented with a current validation sticker upon entering the CRC and is required for checking out sports equipment, using campus computer labs, receiving special student rates for campus activities, and for library privileges.

Money can be added to the ID card via the BuckID webpage at www.buckid.osu.edu for printing in OSU campus computer labs.

A photo ID and a validation sticker are needed to acquire a new student ID. Validation stickers are obtained at the Cashier's Office located in Fallerius Technical Education Center. Students should place this sticker on the back of the NC State ID card to validate it for the current semester. Students attending Spring semester may use that ID for the summer even if they are not attending summer classes. Students enrolled who have a current paid fee sticker and a College ID can use the RTA system free of charge.

STUDENT SUCCESS AND TRANSITION CENTER (SSTC)

The Student Success and Transition Center (SSTC) is a facility that offers an array of support services designed to help students be as successful as they can be in their academic career. A team of professional staff members and adjunct faculty staffs the Center. Located in room 136 of Kee Hall, the Student Success and Transition Center is conveniently open Monday-Friday, 8:00 a.m. – 5:00 p.m. From mid-May through July, the SSTC will be open Monday-Thursday, 8:00 a.m. - 5:30 p.m. During these summer hours, the college will be closed on Fridays.

Services are offered in the areas of academic advising, personal counseling, disability services, career exploration and new-student assessment. The advising services offered by the Student Success and Transition Center are available, free of charge, to any student currently enrolled at NC State. Students are welcome in the Center on a walk-in basis or by appointment.

STUDENT UNION/GAME ROOM/TICKETS

The Student Union is located on the second floor of the Eisenhower Center. It offers the perfect environment for you to relax between classes, meet new people, and hold group study sessions. These facilities include a big screen TV with plenty of seating; a gas log fireplace with comfortable furniture; and a Game Room with pool tables, video games, ping-pong, foosball, air hockey, Xbox 360, a Wii and more. Lots of entertainment occurs in the Union during the day, including free entertainment and food on the second Tuesday of the month in the Union area.

In addition to the above activities, the Office of Student Engagement serves as a central office for campus student organizations and ticket sales on campus. Tickets are sold for a variety of events including, but are not limited to, the Arts and Lecture series and special events. For more information, call 419-755-4314. Ohio State Mansfield theatre tickets may be purchased by calling 419-755-4045.

TRIO STUDENT SUPPORT SERVICES

This program provides and coordinates a variety of educational support services to students who are first generation, low-income, and/or have disabilities. The purpose of the program is to increase college retention, graduation, and transfer rates for eligible participants. Eligibility is based on federally defined criteria. For more information, contact the TRIO Student Support Services Office at 419-755-9015, or by email at trioss@ncstatecollege.edu.

TUTORING

Free tutoring is available to currently enrolled NC State students in the Tutoring Resource Center, located in Fallerius, Rooms 117 and 119. Students are welcome to use the center on a “drop-in” basis and receive free tutoring as often as they choose. If tutoring is needed outside of center hours, students may make an appointment by calling 419-755-4539.

Tutoring is offered in a variety of courses by faculty, community members, and academically accomplished students. Tutors participate in training that leads to tutor certification that promotes researched based practices and increases student success. Faculty may require their students to visit the center and receive tutoring. Students that are interested in becoming a tutor may contact the Manager of Tutoring and Transition Services, at bkeener@ncstatecollege.edu.

ACADEMIC POLICIES AND PROCEDURES

ACADEMIC HONESTY

See also *Code of Student Conduct* on page 30.

It is the position of the College that the responsibility for academic honesty is that of the student. It is expected that the student's work will be the product of his/her own efforts, unless the student clearly indicates otherwise. Academic honesty is an important element of mature, responsible learning. It is recognized by the College that the prime responsibility for academic honesty belongs to the individual student; however, the instructor will try to create a learning environment that discourages cheating and encourages honest scholarship.

More information about academic honesty and academic misconduct can be found in the Code of Student Conduct. Hard copies can be obtained in the Office of the Vice President for Academic Services, Room 158 Fallerius or by calling 419-755-4733.

ACADEMIC PROBATION

In keeping with the College's commitment to guiding students toward educational success, students who have completed a minimum of 6 graded credit hours must maintain at least a 2.0 grade point average (GPA) in order to remain in good academic standing. Any student who is unable to maintain at least a 2.0 GPA and who has completed at least 6 credit hours of coursework at the College will be placed on academic probation.

Students on academic probation must work with a Success Coach/Advisor in the Student Success and Transition Center when registering for classes and when making changes to their class schedule. Students on academic probation may not:

- Enroll in an on-line course. Students are also strongly discouraged from enrolling in classes that meet only once per week, unless approved by Success Coach/Advisor.
- Enroll in more than 12 credit hours, or 4 courses, per semester, unless approved by Success Coach/Advisor.

If any student has already signed up for classes in a given semester before the status of academic probation has been assigned to that student, that student will have until Wednesday of the first week of classes to adjust their schedule according to this policy. The College reserves the right to remove students who are on academic probation from any and all classes for a given semester in the event that the student has registered for more than 12 credit hours before the status of academic probation has been assigned.

Probationary Status and VA Benefits

Veteran students and eligible dependents that have been certified for VA benefits are subject to a satisfactory progress standard specified by the Veterans Administration. These students will forfeit their certification for benefits when, after one academic term of probationary status, they fail to improve their semester grade point average during their next term of credit course enrollment. While VA benefits must be terminated, these students are subject to the academic suspension and dismissal policy described below.

ACADEMIC SUSPENSION AND DISMISSAL

Students who remain on academic probation for more than two consecutive semesters are eligible for academic suspension or dismissal. The Chief Academic Officer makes decisions regarding academic suspension and dismissal. Students who are academically suspended from the College must follow the readmission procedure for academically suspended students. Students who are readmitted after academic suspension may be subject to restrictions or requirements designed to improve opportunities for academic success. Students who are academically dismissed are ineligible for readmission.

Please note that academic suspension and dismissal are not the same as financial aid suspension and termination. Questions about ongoing financial aid eligibility must be directed to the Financial Aid Office at 419-755-4899.

Readmission Procedure for Academic Suspended Students

Students who have been suspended from North Central State College for academic reasons and who wish to be readmitted must petition for readmission. The petition must be submitted at least four weeks before the first day of classes for the semester the student wishes to enter.

A student suspended for the first time must remain out of school for a minimum of one semester, including summer. For example, if academic suspension was at the end of fall semester, the student may not attend spring semester and may petition for readmission to summer semester. A student suspended for a second time must remain out of school for one full academic year (three semesters). A third occurrence will result in academic dismissal. A student who has been academically dismissed will not be readmitted to North Central State College unless there are documented, extenuating circumstances.

A student petitioning for readmission must submit a Request for Academic Readmission form. The form is available online at www.ncstatecollege.edu/cms/media-custom/PDF/admissions/aca-readmission.pdf or can be obtained on campus at the Welcome Desk in Kee Hall or by calling 419-755-4761. The petition must be submitted to the office of the Chief Academic Officer at least four weeks before the first day of classes for the semester the student wishes to reenter.

The request will be reviewed by the director or an advisor in Student Success and Transition Services, and by the student's academic department dean or assistant dean. For undeclared or unassigned students, the second reviewer may also be the faculty advisor. If both college reviewers do not agree upon approval of the request for readmission, then the Chief Academic Officer will determine final disposition.

The student will be notified of approval or denial of the request. Students approved for readmission will be placed on Probation Level 3 and will work with a Success Coach/Advisor to create and implement an academic contract for success.

ACADEMIC RECORDS

North Central State College has a policy for administering and maintaining student education records which is in compliance with the Family Educational Rights and Privacy Act of 1974. The general principles of NC State's policy, subject to some exceptions, are as follows:

1. Educational Records are defined as those records, files, documents, and other materials which contain information directly related to the student and are maintained by the College or by a person acting for the College.
2. Students have certain rights of access to this information.
3. Students who wish to review their files must contact the Office of Student Records to arrange an appointment. After reviewing their individual file, students may challenge a perceived inaccuracy, misleading statement, or other perceived violation of privacy or other rights.
4. The College has certain responsibilities to protect this information with the exception of directory information which includes the student's name, local and permanent address, e-mail, telephone listing, date and place of birth, major field of study, class schedule, participation in officially recognized activities and sports, dates of enrollment, degrees and awards received, high school graduated from, and most recent previous educational agency or institution attended by the student.
5. Students may restrict the publication and release of directory information by filing a written request in the Office of Student Records.
6. Documents submitted by or for the student in support of the application for admission or for transfer credit may not be returned to the student nor sent elsewhere at his/her request. The student should request these documents from the original institution. Original documents will be kept in the student master file; a copy will be given to the student upon request.
7. There are special conditions including unmet financial obligations under which NC State may choose to withhold grade reports, transcripts, certifications, or other information about a student.
8. Additional information about the Family Educational Rights and Privacy Act (FERPA) is available in the Office of Student Records.

ATTENDANCE POLICY

All students are required to attend all scheduled classes and examinations. Each faculty member has the right to establish regulations regarding attendance that he/she considers necessary for successful study. Students who do not attend classes may be administratively withdrawn from those classes. However, failure to attend classes does not constitute withdrawal, and students are expected to process a formal withdrawal through the Student Records Office if unable to complete a class.

AUDITING A COURSE

Course auditing involves attending classes without submitting assignments or taking examinations. An auditor, therefore, receives neither a grade nor course credit. The auditing fee is the same as for credit enrollment. Permission for course auditing is available from the Office of Student Records. Changes from audit to credit or credit to

audit will be allowed only within the registration period for the specified class.

CREDIT FOR PRIOR LEARNING

Credit by Advanced Placement Exams

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. Refer to the NC State website for specific course information.

Students obtaining an Advanced Placement (AP) exam score of 3 or above will be awarded the aligned course(s) and credits for the AP exam area(s) successfully completed.

General Education courses and credits received will be applied towards graduation and will satisfy a general education requirement if the course(s) to which the AP area is equivalent fulfill a requirement.

If an equivalent course is not available for the AP exam area completed, elective or area credit will be awarded in the appropriate academic discipline and will be applied towards graduation where such elective credit options exist within the academic major. Additional courses or credits may be available when a score of 4 or 5 is obtained. Award of credit for higher score values varies depending on the institution and academic discipline.

Credit by Examination

A student may earn proficiency credit by taking a specific comprehensive examination. This can be either a written exam or a lab exam. A fee is charged for each examination. When both a written examination and a lab are required, the written examination will be administered first. If the written examination is successful, the student can then take the lab portion of the exam. A CBE cannot be taken for a course in which a letter grade, a "W" (withdrawal), or P/NP has already been received. The necessary forms to request CBE credit can be obtained in the academic division offices, the Student Success and Transition Center, or online at www.ncstatecollege.edu/cms/media-custom/pdf/credit-by-exam/NCSCcreditbyexamform.pdf

Credit by External Examinations

A student may receive proficiency credit through the College-Level Examination Program (CLEP) and the American College Testing Proficiency Examination Program (ACT PEP). The College-Level Examination Program (CLEP) is a national system of credit-by-examination for assessing college level competencies in five General Examinations (English, humanities, mathematics, natural sciences, and social sciences-history) and a large number of Subject Examinations. The American College Testing Proficiency Examination Program (ACT PEP) is a national testing program consisting of exams developed by the faculty of the University of the State of New York. North Central State College has reviewed the CLEP and ACT PEP examinations and found the following tests to be similar in content to its courses:

Minimum Score for Awarding Credit

CLEP Subject Exams	Minimum Score	College Course	Credit Hours
Introductory Accounting	50	ACCT 1010 Financial Accounting	3
Human Growth and Development	50	PSYC 2010 Human Growth and Development	3
Introductory Psychology	59	PSYC 1010 Intro to Psychology	3
Introductory Sociology	56	SOCY 1010 Intro to Sociology	3
Introduction to Management	50	BUSM 1050 Management	3
Introductory Business Law	50	BUSM 1110 Business Law	3
Principles of Marketing	50	BUSM 1150 Marketing	3
Introductory Macroeconomics	56	ECON 2510 Macroeconomics	3
Introductory Microeconomics	57	ECON 1510 Microeconomics	3
College Composition	50	ENGL 1010 English Composition I	3
College Composition Modular	50	ENGL 1010 English Composition I	3
Analyzing and Interpreting Literature	50	ENGL 2010 Introduction to Literature	3
American Government	56	POLT 1010 American Politics and Issues	3
History of the US I	56	HIST 1010 American History I	3
History of the US II	57	HIST 1030 American History II	3
Western Civilization I	55	HIST 1050 Western Civilization I	3
Western Civilization II	54	HIST 1070 Western Civilization II	3
College Algebra	50	MATH 1110 College Algebra	4
Pre-Calculus	50	MATH 1130 Trigonometry	4
Calculus with Elem. Functions	50	MATH 1150 Calculus I	5
Biology	50	BIOL 1050 Principles of Biology	3
General Chemistry	50	CHEM 1030 Chemistry	3
Spanish Language	68	SPAN 1010 Beginning Spanish, SPAN 1020 Intermediate Spanish, and general elective credit	3+3+6
Spanish Language	63-67	SPAN1010 Beginning Spanish, SPAN 1020 Intermediate Spanish, and general elective credit	3+3+3
Spanish Language	56-62	SPAN 1010 Beginning Spanish, SPAN 1020 Intermediate Spanish	3+3
French Language	65	General elective credit	12
French Language	55-64	General elective credit	6

ACT PEP Exams	Minimum Score	College Course	Credit Hours
Statistics	45	STAT 1010 Probability and Statistics	3
Introductory Accounting	45	ACCT 1010 Financial Accounting	3
Corporate Finance	45	ACCT 2070 Principles of Finance	3
Principles of Management	45	BUSM 1050 Management	3
Principles of Marketing	45	BUSM 1150 Marketing	3
Abnormal Psychology	45	PSYC 2050 Abnormal Psychology	3
Microbiology	45	BIOL 1550 Microbiology	3

A student may obtain proficiency credit for any of these NC State courses provided that he or she successfully passes the appropriate CLEP or ACT PEP examination including the essay section where applicable. Students seeking transfer credit for CLEP or ACT PEP examinations must furnish the Student Records Office with appropriate documentation. Any course which receives proficiency credit will be noted on the student's academic record with the symbol "X". Letter grades and quality points are not used.

CREDIT BY LIFE/WORK EXPERIENCE

In some curricular areas it is the policy of the College to recognize competencies acquired through life/work experience that have no external test as proof of outcome attainment.

In order to qualify, interested persons must apply for Life Experience Credit. Students will contact the appropriate Assistant Dean to determine availability of life experience credit within their degree program. A student must translate life and/or work experience into competencies, match competencies with what is specified in the course outcomes, and display these materials in a "portfolio." Students applying for Life/Work Experience Credit must have five full years of relevant experience. Portfolios are evaluated by faculty and/or external reviewers with expertise in the field.

COLLEGE CREDIT BY MILITARY SERVICE

College credit will be granted to students with military training, experience, or coursework that is recognized by the American Council on Education (ACE). North Central State College will use the ACE Guide to the Evaluation of Educational Experiences in the Armed

Services in evaluating and awarding academic credit for military training, experience, and coursework.

If the course to which the military training, experience, or coursework is equivalent fulfills a general education or major course or degree program requirement the credit will count towards graduation and meet a requirement accordingly. Otherwise, appropriate course credit including elective course credit will be granted.

North Central State College will provide information on awarding of college credit for military training, experience, and coursework; this will include the number of credits awarded and the course equivalents. Credits earned via military training, experience, and coursework are transferable within public institutions of higher education in Ohio according to the state's Transfer Module, Transfer Assurance Guides, Career-Technical Credit Transfer, and transfer policy.

Academic Deans and the Academic Service Coordinator will use the following ACE site to evaluate military training credit. www2.acenet.edu/militaryguide/CourseSearch.cfm

In academic disciplines containing highly dependent sequences (mathematics, sciences, etc.) students are strongly advised to confer with the Dean, Assistant Dean, or Program Director of the discipline to ensure they have the appropriate foundation to be successful in advanced coursework within the sequence.

CREDIT HOURS MAXIMUM

The maximum number of credit hours that a student may register for in any given semester without special permission is 23. If a student wishes to register for 24 or more credit hours in a single semester, he/she must have an accumulative grade-point average (GPA) of 2.5 or higher and must obtain the permission of the dean or assistant dean of the division in which his/her program resides (the dean or assistant dean must sign the course request form which is available in the Student Records Office and specify the number of credit hours that he/she is approving the student to take). The student should be prepared to explain to the dean or assistant dean why he/she wishes or needs to take an unusually high number of credit hours and how he/she plans on handling the heavy workload that this will entail. The College reserves the right to remove students from any and all classes for a given semester in the event that the student has registered for more than 23 credit hours without receiving the appropriate approval.

CURRICULUM CHANGES

Students will be assigned to the curriculum in place at the time of enrollment or specific selection into the academic program. That curriculum should be followed, even if subsequent catalogs contain curriculum changes. Students must request formal approval from the appropriate academic dean in order to change the curriculum year that is being followed. Some students are not able to pursue continuous enrollment. Students away from the College for one year or more will follow the curriculum in place when they return.

Over a period of time, curricula will change. As a result, some courses are dropped from a program and others are added. When this occurs, the academic dean may choose to substitute one course for another. In order to fulfill graduation requirements, course substitutions must be authorized by the appropriate academic dean.

Academic credits (either NC State or external) that are older than eight years will be evaluated with special care. Their acceptance toward an NC State certificate or degree may be denied based upon changes in the field of study. In addition, some restricted admission programs at the College apply their own special requirements related to the age of academic credits. For further information, contact the program director, assistant dean or the division dean of the appropriate program.

DEAN'S LIST

A student who earns a 3.50 semester grade point average or better without any grade less than "C-", with no incomplete grades or not-reported (NR) grades, and who is taking 12 or more credit hours, will be recognized by placement on the Dean's List, which is published on the College's web site after each semester. Students who graduate with a 3.50 grade point average or better in all courses taken will graduate with honors. For the actual commencement program, the cumulative grade point average for the semester immediately preceding the semester in which the student is graduating will determine honors recognition in the program.

Part-time students who have earned a total of 12 or more semester hours of credit with no grade below "C-" and non-resolved incomplete grades in any academic year (Summer, Fall, and Spring), and who have achieved a GPA of 3.5 or above for that academic year, will be recognized on the Dean's List at the end of Spring semester each year. Eligibility for this distinction will be limited to students who have not attended full-time for any semester during the academic year. Students must attend at least two semesters during an academic year in order to be eligible for consideration for that year. No letter is mailed and your name will not appear on any published "Dean's List" if you filled out a "Withhold Directory Information" form.

DECLARING A MAJOR

For a variety of reasons, a new student may decide not to declare a major and will be initially classified in an undeclared status. It is strongly recommended that students in undeclared status work closely with the college Career Services Office in order to explore career choices. A student may remain in undeclared status through the academic session in which the 24th credit hour is completed. The student must then declare a major. Students who remain in undeclared status after this point will have a "hold" placed on their future registrations. Students may complete the change of major form in the Student Records Office, Room 142 Kee Hall, or on the College website at www.ncstatecollege.edu/cms/student-records, and then mail it to the Student Records Office.

Student should be aware that in order to receive federal student aid (Pell Grants, student loans, and work-study employment), they need to be considered a regular student in an eligible program. As such, they need to have a declared major and be seeking to earn a degree or approved certificate at the College to be aid-eligible.

ENROLLMENT CERTIFICATIONS

Request for enrollment certifications for insurance and other purposes are handled through the Student Records Office. Processing time for an enrollment certification is 24 to 48 hours.

FLEXIBLY SCHEDULED COURSES

The College offers some classes which do not follow the traditional academic calendar. Dates for adding, dropping, and receiving refunds for these classes may be different from the dates established for traditional classes. Refund and withdrawal dates are listed on the class schedule on the web site under each individual course. 100% and 50% refund amounts are determined by the percentage of course completed based on the beginning and ending dates for each course.

GRADE FORGIVENESS POLICY

North Central State College recognizes that some potentially good students enroll in curricula for which they may not be prepared or suited, resulting in a semester or a number of semesters of poor grades. These students, upon changing curricula or becoming better prepared for their coursework, may become academically successful but are not able to overcome their previously poor academic record. This may result in subsequent semesters of academic probation in spite of good grades.

Because of this, the College permits such a student to petition the Chief Academic Officer for "grade forgiveness". The Grade Forgiveness Request Form is available at the Student Records Office, the office of the Chief Academic Officer, or online at www.ncstatecollege.edu/cms/media-custom/PDF/Fdrive/Policies%20Manual/Final%20PDFs/14-32a.pdf. Inquiries regarding this policy should be directed to the office of the Chief Academic Officer.

A student could qualify for this petition process if the student:

1. Has been absent from the College for at least six consecutive semesters OR has changed his/her program major: changing from "pre" status to its associated major does not constitute a change of program major; changing from UNDECLARED to a program does not constitute a change of major AND
2. Has completed at least 24 credit hours after re-enrolling at the College or changing majors (at least 12 of which must be either basic or technical courses in the student's declared curriculum), AND
3. Has received a grade of "C-" or higher in each course included in the above-named 24 credit hours, AND
4. Has a cumulative grade point average of at least 2.00 since re-enrolling or changing the major.

Other factors may also determine qualifications.

If a student qualifies for grade forgiveness, all the grades earned prior to the absence from the College or the change in technology or program major that are either "NP" or less than "C-" will be forgiven. This results in those grades being replaced on the student's transcript with a code that denotes forgiveness. The courses with forgiven grades will continue to appear on the student's transcript but will not be calculated in the grade point average. Once an associate degree has been earned at North Central State College, the Grade Forgiveness Policy cannot be used towards any course in that degree. Students may use this policy only once. Courses for which the grade has been forgiven will not count toward graduation. This policy does not alter any departmental policies on academic dismissal. Appeals in relation to this policy may be directed to the Chief Academic Officer, who will make a determination and contact the student.

GRADES

Students receive a report of grades at the end of each semester. The report is available through "My NC" on the College web site. The report will show two grade point averages. These are semester grade point averages, reflecting the results of the semester just completed, and an accumulative grade point average, which reflects all academic work completed at NC State and is used to determine academic status. No student grade information will be distributed verbally over the phone.

GRADE APPEAL POLICY

Any student wishing to have a course grade reviewed by the College must register an appeal within six weeks of the end of the semester in which the grade was given or, if the grade originally given was an incomplete, within six weeks of the issuing of the final grade. The appeal should be registered first with the faculty member who gave the grade. If satisfaction is not obtained from the faculty member, the student may appeal to the appropriate division dean. If the appeal (perceived mistreatment and requested remedy) has not yet been put in writing, it must be at this point. The dean's response must also be in writing. The final level of appeal is to the Chief Academic Officer, who will respond in writing. During a grade appeal, the student is responsible for producing any course work that was returned to him/her that is relevant to the case.

GRADE REPLACEMENT POLICY

A student may retake a course as many times as he/she wishes. Only the most recently earned grade (A, B, C, D, F, P, NP) will count for credit or in the student's accumulative average. However, an indication that the student attempted the course more than once will remain on the transcript. This policy does not alter any departmental policies on academic dismissal.

GRADING SYSTEM

North Central State College uses the standard 4-point-scale letter grade system (with pluses and minuses). A student must earn at least a 2.00 grade point average to graduate. Student achievement is measured according to the following system.

Letter Grade	Point Value	Quality of Work
A	4.0	Superior
A-	3.67	Superior
B+	3.33	Above Average
B	3.00	Above Average
B-	2.67	Above Average
C+	2.33	Average
C	2.00	Average
C-	1.67	Average
D+	1.33	Below Average
D	1.00	Below Average
D-	0.67	Below Average
F	0.0	Failure

Recommended grading scale on North Central State College Master Syllabi:

PERCENTAGE	LETTER GRADE	PERCENTAGE	LETTER GRADE
93-100	A	73-76	C
90-92	A-	70-72	C-
87-89	B+	67-69	D+
83-86	B	63-66	D
80-82	B-	60-62	D-
77-79	C+	0-59	F

FAILING - Credit for a course in which a failing grade has been received can be obtained only by repeating the course and earning a "D-" or higher grade.

INCOMPLETE - An incomplete grade indicates that a student has not completed a small part of the course requirements due to uncontrollable circumstances. Incomplete grades are given at the discretion of the faculty member. An incomplete grade may be removed from the student's record if the student arranges with his/her instructor to have the course completed at the earliest possible time – not later than six weeks following the semester in which the "I" grade was received. If the "I" grade is not completed within the six week period of time, the "I" grade automatically will be changed to a failing grade and the course must be repeated. Students must complete with the course faculty member the Incomplete Grade Agreement.

P/NP - PASS/NO PASS - Courses graded in this manner count as credit hours only and are not considered in determining the grade point average. A passing grade (P) represents "C-" or higher.

W - WITHDRAWAL - Students may withdraw from any course at the College up until the deadline as stated in the College calendar and receive a grade of "W". Withdrawals from a course are not normally permitted after eight weeks. A student may withdraw through Monday of the second week of the semester without any grade placed on his/her permanent record. Flexibly scheduled classes may have different withdrawal dates. See the Student Records Office for specific details.

K - TRANSFER CREDIT - This mark is used for work credited from other colleges, institutions, and service schools. "K" credit is counted as hours only and is not considered in determining a student's grade point average.

X - PROFICIENCY CREDIT - This mark indicates credit awarded on the basis of a written examination, division evaluation, portfolio evaluation, or high school articulation agreement. The level of achievement required of the student is determined by the College division involved but is never less than a "C-". Proficiency credit is not awarded to a student for a course in which a letter grade or P/NP grade has been received at the College. "X" credit is counted as hours only and is not considered in determining a student's grade point average.

R - AUDIT - This mark is used when a student is taking a course for interest only and not for credit. Changes from audit to credit or credit to audit are allowed only within the official Add period of each semester.

NR - NOT REPORTED - Grade not reported by faculty member by grade submission deadline date. All NR grades are eventually changed once the grades are reported.

GRADUATION

Graduation ceremonies are held at the end of Spring semester. A student may take part in these ceremonies upon a satisfactory review of the student's academic file to determine eligibility for graduation. This procedure is initiated by the completion of a Petition to Graduate form with the Student Records Office. This Petition is approved if the student has successfully completed (or is presently enrolled in) all courses required for his/her program, is in good standing academically (not on probation), and has fulfilled all financial obligations to the College.

A student must earn at least a 2.00 cumulative grade point average to graduate and must receive credit for MATH0074 Beginning Algebra or any math course above MATH0074, or a COMPASS algebra score of above 30, or an ACT math score above 20. Students who have graduated in the current year's Summer and Fall semesters are invited to participate in the Spring graduation ceremonies.

Each semester there may be students who, though they have petitioned, do not graduate. Reasons may include: course failure, inability to submit a transcript from another college in a timely manner, inability to complete credit for life experience, failure to fulfill financial obligations to the College, or an "I" incomplete grade. Students, except those with failing grades, will be given six weeks from the end of the semester in which they have petitioned to rectify the situation in order to receive a degree for that semester. Problems not rectified will necessitate re-petitioning with the result of the degree being conferred in a later semester. There is no charge to re-petition.

Following completion of all coursework in a given discipline, a student will have one year to petition. After the one year period, a student wishing to petition must receive the approval of the Petition Review Committee (PRC). The PRC will be called by the Registrar who will serve as chair. The Committee shall consist of the Dean of Liberal Arts and one faculty member representing the academic major program as designated by the Dean of the appropriate major technology. The PRC shall have the obligation to determine if all academic requirements have been fulfilled within a program and shall have the right to specify any additional coursework which might be necessary to fulfill program requirements to ensure that conferred degrees will reflect the current course program within each technology.

INDEPENDENT STUDY

Independent Study is a learning method whereby mature, self-directed students can acquire competencies as specified in a course outline and syllabus. Under the direction of a faculty member who serves as a resource person, a student pursues a plan of study to acquire the prescribed competencies. In addition to regular tuition and fees, a nonrefundable per credit hour surcharge fee is charged for courses taken by independent study. A student who wishes to take a course via the independent study method should contact the appropriate division dean. A number of restrictions apply.

NON-CREDIT COURSES

In order to better meet the educational needs of the community, NC State offers noncredit courses in specific areas. Noncredit courses are open for general student enrollment and follow no particular academic calendar. These courses are often short in duration and may

be held either on or off campus. Fees are charged on an individual class basis consistent with course length and content.

PREREQUISITES, COURSE

Students are required to have successfully completed course prerequisites as listed in each course description. If a student registers for a course without having successfully completed the prerequisite, the instructor/college has the right to withdraw the student from the course.

STUDENT ENGAGEMENT

Student engagement is based on the "active pursuit" of learning which can be measured by class attendance, class participation (in class or online), taking required quizzes/examinations, and submission of work assignments or papers. Student engagement consists of a student attending at least 60% of the class sessions (there should be attendance throughout the term) and/or completing 75% of the assignments listed on the syllabus at the midpoint in the term. Exceptions can be made when there is on-going communication between the student and faculty member. The communication must be documented and the faculty member and student must be in agreement regarding the exception. Student not meeting the exception will be administratively withdrawn from the class. If a student believe he/she was administratively withdrawn in error, he/she may file an appeal. Being administratively withdrawn may have program and financial aid implication.

TRANSCRIPTS, GRADES

Official transcripts of grades may be requested through online through MyNC or through the Office of Student Records. Hard copy requests must bear the student's name, student number, dates of

attendance, and signature. Incomplete requests will not be honored. Official transcripts cost \$5.00 each for normal processing or \$15.00 for same day pick-up service. Normal processing time for an official transcript is 24 to 72 hours.

Students may pick up their transcript at the Office of Student Records, or they may request that the transcript be mailed to them. Students may request transcripts by fax machine. Such requests must contain the student's name, student number, dates of attendance, and signature. All transcripts transmitted by fax will be "unofficial transcripts" and will be marked as such. There is no charge for an unofficial transcript.

WITHDRAWING FROM A COURSE

All students are expected to attend class. Any student who is unable or chooses not to attend class or is unable to keep up with the requirements of a course needs to officially drop the class at the Student Records Office. The official last day to drop a class will vary according to the length of the class. The last day to officially drop a class is listed on the schedule on the web site under each individual course.

Failure to attend classes does not constitute withdrawal. Any student who leaves the College without completing the withdrawal procedure will receive a grade of "F" in all courses for that term and will forfeit any right to a refund of fees.

Withdrawals must be processed in person, by registered mail, or by fax (419-755-4729). Withdrawals by telephone will only be accepted when a student totally withdraws from the College (drops ALL scheduled classes). Students receiving financial aid who wish to withdraw from the College will require approval from the Financial Aid Office before the withdrawal will be processed.

TRANSFER PROGRAM INFORMATION

TRANSFER CREDIT

Transfer credit from other institutions of higher education will be determined upon receipt of an official transcript and college catalog describing the courses. North Central State College will evaluate courses or credits which have been successfully completed at regionally accredited, educational institutions and grant transfer credit based upon similarity of course content to the NC State curriculum.

For courses completed prior to September, 2005, a grade of at least a C- must have been received in any course accepted for transfer credit. For courses completed after September, 2005, grades of D-, D, and D+ will be considered for transfer credit unless a specific department requires a higher grade for non-transfer students. In addition, some transfer courses with D-, D and D+ grades may not meet prerequisite and graduation requirements for specific degree programs. A minimum C- grade is required in all transfer courses for the NC State courses that are Pass/No Pass. Courses that are considered for transfer credit must meet the same grade requirements as the NC State courses. See the Program Description section of this catalog and individual program Curriculum Worksheets for specific course grade requirements.

A completed Ohio Transfer Module or courses within the Ohio Transfer Module will be evaluated according to the guidelines of the Ohio Board of Regents. Credit for applicable course work completed at a regionally accredited institution may be accepted as transfer credit for up to eight-years following completion. After the eight year period, transfer credit may be allowed with special approval. For graduation, a minimum of 20 credits must be completed at NC State. At least 10 of those credits must be technical courses in the field in which the degree is granted. Transcripts are not automatically evaluated for transfer credit. Students should request that their transcripts be evaluated prior to registration. Once they register for a course, they have waived their right to receive transfer credit for it. Forms to request transfer credit are available in the Student Records Office.

Transfer students shall be subject to the catalog in force at the time of their admission to the receiving institution and to any revisions that occur after its publication and prior to their enrollment. Once admitted, transfer students shall be subject to the same regulations governing applicability of catalog requirements as native students. Furthermore, transfer students shall be accorded the same class standing and other privileges (e.g., financial aid, registration, parking privileges, etc.) as native students on the basis of the number of credits earned. Exceptions to this regulation may be found in Section III. C of the Ohio Articulation and Transfer Policy.

TRANSFER MODULE

The Ohio Board of Regents, following the directive of the Ohio General Assembly, has developed a statewide policy to facilitate movement of students and transfer credits from one Ohio public college or university to another. The purpose of the state policy is to avoid duplication of course requirements and to enhance student mobility throughout Ohio's higher educational system. Since private colleges and universities in Ohio may or may not be participating in

the transfer policy, students interested in transferring to a private institution are encouraged to check with the college or university of their choice regarding transfer agreements.

The Ohio Board of Regents' Articulation and Transfer Policy established the Transfer Module concept. North Central State College's transfer module consists of 56 to 60 semester credit hours of coursework in English composition, mathematics, arts and humanities, social and behavioral sciences, and natural and physical sciences. Once a student completes the NC State Transfer Module in its entirety, with a "D" or better in each course, the entire module is guaranteed transferable to any state-supported college or university in Ohio in place of that institution's module. The student must, of course, meet the admissions criteria of the particular state-supported institution before the module can be transferred. Also, students may be required by the receiving institution to meet additional general education requirements beyond those included in the Transfer Module, so long as the same requirements apply to native students. Students meeting the requirements of the Transfer Module are subject to the following conditions:

The policy encourages receiving institutions to give preferential consideration for admission to students who complete the Transfer Module with a "D" or better in each course and who have successfully completed altogether at least 60 semester credit hours. These students must have an overall grade point average of 2.00 in Transfer Module courses to be given credit for the Transfer Module, and only courses in which a "D" or better has been earned will transfer.

The policy encourages receiving institutions to admit, on a non-preferential consideration basis, students who complete the Transfer Module with a grade of "D" or better in each course and who have successfully completed altogether less than 60 semester credit hours. These students will be able to transfer all courses in which they received a grade of "D" or better.

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

In order to facilitate transfer with maximum applicability of transfer credit, prospective transfer students should plan a course of study that will meet the requirements of a degree program at the receiving institution. Specifically, students should identify early in their collegiate studies an institution and major to which they desire to transfer. Furthermore, students should determine if there are any special course requirements that can be met during their time at NC State. 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 the Student Records Office at NC State and the college or university to which they plan to transfer.

North Central State College has an appeals process for the use of any student who disagrees with the amount of transfer credit he/she has been given by the College. Details about this procedure and the steps involved in filing an appeal are available to students upon request in the Office of the Chief Academic Officer. (Every other state-supported college or university in Ohio is also required to have such an appeals process regarding transfer credit decisions.) If a transfer student's appeal is denied by the institution after all appeal levels within the institution have been exhausted, the student can 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. The courses listed below are included in NC State's Transfer Module. Additional information about the Transfer Module, including a recommended sequence in which courses can be efficiently taken, is available in the Kee Hall Welcome Center.

Courses Included In Transfer Module

ENGLISH/ORAL COMMUNICATIONS (CHOOSE TWO OF THE FOLLOWING)

Course	Course Name	Credits
ENGL 1010	English Composition I	3
ENGL 1030	English Composition II	3
COMM 1010	Speech	3
Total Credit Hours		6

MATHEMATICS, STATISTICS AND FORMAL LOGIC (CHOOSE TWO OF THE FOLLOWING)

Course	Course Name	Credits
MATH 1110	College Algebra	4
MATH 1130	Trigonometry	4
MATH 1150	Calculus I	5
MATH 1151	Calculus II	5
MATH 2010	Calculus III	4
MATH 2030	Differential Equations	5
STAT 1010	Probability and Statistics	3
Total Credit Hours		7-10

ARTS/HUMANITIES (CHOOSE TWO OF THE FOLLOWING)

Course	Course Name	Credits
HIST 1010	American History I	3
HIST 1030	American History II	3
HUMA 1010	Introduction to the Humanities	3
PHIL 1010	Western Philosophy	3
PHIL 1110	Ethics	3
Total Credit Hours		6

SOCIAL AND BEHAVIOR SCIENCES (CHOOSE TWO OF THE FOLLOWING)

Course	Course Name	Credits
ECON 1010	Introduction to Economics	3
POLT 1010	American Politics and Issues	3
PSYC 1010	Introduction to Psychology	3
PSYC 1070	Introduction to Women's Studies	3
PSYC 2010	Human Growth and Development	3
PSYC 2050	Abnormal Psychology	3
SOCY 1010	Introduction to Sociology	3
SOCY 2010	Cultural Diversity and Racism	3
Total Credit Hours		6

NATURAL AND PHYSICAL SCIENCES (CHOOSE THREE OF THE FOLLOWING)

Course	Course Name	Credits
BIOL 1710	Introduction to Anatomy and Physiology	3
BIOL 2751	Human Anatomy and Physiology I	4
BIOL 2752	Human Anatomy and Physiology II	4
CHEM 1030	Chemistry	3
CHEM 1210	Chemistry I	5
CHEM 1220	Chemistry II	5
PHYS 1010	Introductory Physics	3
Total Credit Hours		9-14

BACHELOR DEGREE OPTIONS

After completing an Associate's Degree at North Central State College, students may wish to continue their education by completing a Bachelor's degree. North Central State College has entered into articulation agreements with several universities that will allow easy transfer of credits from NC State classes to certain Bachelor degree programs. For more information, refer to the transfer options webpage at www.ncstatecollege.edu/cms/transfer.

BACHELOR DEGREE PARTNERSHIPS

North Central State College has many articulation and transfer pathways from both the technical and transfer degree to four-year colleges and universities for bachelor's degree completion. See the transfer options webpage at www.ncstatecollege.edu/cms/transfer for current and developing pathways. If the pathway or college of your interest is not shown, contact the Dean of Liberal Arts at 419-755-4570.

North Central State College/Miami University

Through a special agreement between Miami University and North Central State College, graduates of NC State's Electronics, Mechanical, or Industrial Technology programs can complete their Bachelor of Science in Applied Science degree with a concentration in Electromechanical Engineering Technology without ever setting foot on the Miami University campus. The Miami courses will be completed by means of a video conference link with the Miami-Hamilton campus. The courses will be broadcast from Hamilton directly to NC State where students will meet in class with students from various other sites around Ohio. "Bridge" courses will be taken from North Central State College at NC State College. For more information, contact the North Central State College office of the Chief Academic Officer.

North Central State College/Youngstown State University

Through a special agreement between Youngstown State University and North Central State College, graduates of NC State's Criminal Justice program can complete their Bachelor of Science degree in Criminal Justice without ever setting foot on the YSU campus. The Youngstown State University courses will be completed by means of a video conference link with the YSU campus. The courses will be broadcast from Youngstown State University directly to NC State, where students will meet in class with students from various other sites around Ohio. "Bridge" courses will be taken from North Central State College at NC State. For more information, contact North Central State College office of the Chief Academic Officer.

North Central State College/Franklin University

Through a special agreement between Franklin University and North Central State College, students can complete a Bachelor's degree in Business Administration or Business Management, followed by a Master's degree in Business Administration after completing the Business Administration or Accounting program at NCSC. For more information, contact the Dean or Assistant Dean of Business, Industry and Technology.

OTHER RESOURCES**Associate of Arts and Associate of Science**

All courses from the Associate of Arts and Associate of Science degrees will transfer to other public colleges and universities. The curriculum for these degrees can be found at www.ncstatecollege.edu/cms/degrees.

Non-Credit to Credit Courses

Some non-credit courses may now be applied towards credit. For more information, refer to the Non-Credit to Credit webpage at www.ncstatecollege.edu/cms/admissions/non-credit-to-credit.

Transfer.Org

CollegeSource has provided a free service online at www.transferology.com that allows students to compare classes at several colleges and universities across the nation. Students can use this website to compare NC State classes to classes available at other colleges or vice versa.

COMMUNITY PARTNERSHIPS AND PROGRAMS

ENTREPRENEURSHIP INCUBATORS

A key part of the College's Entrepreneur Initiative is support of student businesses through business incubators. The college provides student incubators at the Kehoe Center in Shelby. The incubators provide students with quality office and work space as well as advisory services and grant funding.

Combined with the College's entrepreneur curriculum and key linkages to the Small Business Development Center (SBDC) and to Braintree Business Development Center, the business incubators enable student entrepreneurs to pursue their goals of launching their own businesses. Interested students should contact the Assistant Dean of Business, Industry and Technology at 419-755-4817.

MOTORCYCLE OHIO

Through a partnership with Motorcycle Ohio, North Central State College hosts a three-day basic rider course (BRC) for new riders and a one-day returning rider course (RRC) for the rider with more experience. The courses run weekly March through November at a cost of \$50.

This course is required by the State of Ohio for riders between the ages of 15½ and 17. Students must have a valid temporary motorcycle learner's permit (TIPIC) or valid motorcycle endorsement. Motorcycles and helmets will be provided and no experience is needed. Upon successful completion of the knowledge and skills tests within the course, students will earn a BMV skill test waiver for a motorcycle endorsement.

For more information, visit the Motorcycle Training link of the College website at www.ncstatecollege.edu/cms/certificates/motorcycle-training.

SKILLSMAX CENTER

Skillsmax is a comprehensive human capital development solution that works for both human resource professionals and individuals. The key is identifying skill levels and preferences to match the right person with the right job.

- Job Profiling – Characteristics and qualities required for performance
- Assessment – Discover what jobs best match your company employees' skills, abilities, and preferences
- Skill Gap Analysis – Find out which skills need improvement

- Job Matching – Placing the right person in the right position
- Training Referrals – We help you find the right education and training for your employees
- Skill Certification – Consultants will verify your competencies

WORKFORCE PARTNERSHIP

Workforce development at North Central State College is committed to meeting the training needs of business and industry. Our workforce team works with business and industry partners to design customized hands-on and online training programs. We provide small companies, large corporations, as well as public and private employers with high quality, college-level learning experiences.

With technology changing in almost every field, employee development and training has become an ongoing requirement in the workplace. The training programs available at North Central State College give employees the knowledge and skills needed to increase productivity and performance on the job.

Our workforce team can customize training offering on-demand, hands-on, online or hybrid training. Each program and/or training can be customized to meet specific productivity goals, strategic plans or contractual agreements of individual companies.

Trainees also have the option of earning college credit for their training; credits can be applied toward an Associate Degree. The benefits of North Central State College training include:

- Programs tailored to meet your company's needs and delivered both on and off site.
- Programs offer a blend of job-related, hands-on, online and hybrid training.
- Flexible programming to meet business/industry schedules.
- Reduced travel costs and time; increased convenience for employers and employees.
- Follow-up evaluation after training.
- Credit or non-credit, short and long-term training available.
- Opportunity for contract training and partnership with your local college.
- Funding assistance may be available.

North Central State College is in a collaborative relationship with Pioneer Career and Technology Center, Madison Career Center, and Ashland County West Holmes.

CODE OF STUDENT CONDUCT

See also *Academic Honesty* on page 19.

3357:13-15-01 Code of Student Conduct

- A. Introduction and purpose. North Central State College is a learning community in which all persons--students, faculty, administration and staff--share responsibility for its growth and continued welfare. The Code of Student 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. As members of the College community, students can reasonably expect that the following rights will be respected by all College offices, programs, employees, and organizations.
1. Academic Pursuits: Students have the right to accurate and plainly stated information relating to maintenance of acceptable academic standing, graduation requirements, and individual course objectives and requirements. Students can expect instruction from designated instructors at appointed class times and reasonable access to those instructors. Students have the responsibility to attend class and know their appropriate academic requirements.
 2. Quality Environment: Students have the right to expect a reasonably safe environment supportive of the College's mission and their own educational goals. Students have the responsibility to protect and maintain that environment and to protect themselves from all hazards to the extent that reasonable behavior and precaution can avoid risk.
 3. Non-Discrimination: Students have the right not to be discriminated against by North Central State College for reasons of race, color, religion, national origin, creed, service in the uniformed services (as defined in state and federal law), veteran status, sex, age, political ideas, marital or family status, pregnancy, physical or mental disability, genetic information, gender identity, gender expression, or sexual orientation.
 4. Speech/Expression: Students have the right to express themselves freely on any subject provided they do so in a manner that does not violate the Code of student conduct. Students in turn have the responsibility to respect the rights of all members of the College to exercise these freedoms. This Code of student conduct shall not be construed or applied to restrict academic freedom at the College, nor shall it be construed to restrict constitutionally protected expression, even though such expression may be offensive, unpleasant, or even hateful.
 5. Confidentiality: Students have the right to access and control access to their education records as provided in the federal Family Educational Rights and Privacy Act of 1974, also known as the Buckley Amendment. These include the rights to review and challenge the content of education records, to control disclosure of education records to third parties, and to limit the routine disclosure of all or some information defined as "directory information" by the Act.*
 - a. Please note that there are specified exceptions to FERPA, and therefore the student's right to access and privacy is not absolute.
 - b. *The above statement is also true for international students except where specified by the legislation, rules, and regulations governing the particular visa status.
 6. Students have the responsibility to keep name, address, telephone and other demographic information correct and up to date and to notify the College immediately of any changes to this information.
 7. Religion/Association: Students have the right to exercise their religious convictions and associate with religious, political, or other organizations of their choice, provided they do so in a manner that respects the rights of other members of the community and complies with the Code of Student Conduct. Students have the responsibility to respect the rights of other members of the College community to free exercise of their religious convictions and to free association with organizations of their choice.
- B. Jurisdiction. The Student Code of Conduct at North Central State College will apply to conduct that occurs on College premises or College property, at any location at College sponsored activities, and in off-campus buildings occupied by students by virtue of their association with a group/organization given formal registration by the College. The Student Code of Conduct may also apply off-campus, when the administration determines that the off-campus conduct affects a substantial College interest.
1. A substantial College interest is defined to include:
 - a. Academic course requirements or any credit-bearing experiences, such as internships, clinical or practicum experience, field trips, or student teaching;
 - b. Any activity supporting pursuit of a degree, such as research at another institution or a professional practice assignment;
 - c. Any activity sponsored, conducted, or authorized by the College or by registered student organizations; or
 - d. Any activity that causes destruction of property belonging to the College or members of the College community or causes serious harm to the health or safety of him/herself or members of the College community.

2. Each student will be responsible for his or her conduct from the time he or she applies for admission until the actual awarding of a degree, including during the academic year, during breaks and between academic terms, before classes begin and after classes end, during periods between terms of actual enrollment, and including conduct whether or not discovered until after a degree is awarded. The Student Code of Conduct will apply to a student's conduct even if the student withdraws from school while a matter is pending.
3. The Student Code of Conduct applies to guests of community members, whose student hosts may be held accountable for the misconduct of their guests. Visitors to and guests of the College may initiate grievances for violations of the Student Code of Conduct committed against them.
4. Student organizations may be charged with violations of the Code for behavior occurring on or off campus. A student organization and its officers may be held collectively or individually responsible when violations of the Code by those associated with the group or organization have received the tacit or overt consent or encouragement of the leaders, officers, or spokespersons. While student organizations not registered by the College are exempt from this Code, student members of such organizations may be held accountable for their behavior under this Code. When considering allegations involving collective responsibility, the College may make individual findings with respect to the involvement of each student.
5. The College will treat an attempt to commit a violation listed in the Student Code of Conduct as if the attempted conduct had been completed.
6. 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 reserves the right to initiate an allegation and to initiate conduct proceedings without a formal allegation by the victim or witnesses of misconduct 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.
7. NCSC will not tolerate intentional false reporting of incidents. It is a violation of the Student Code of Conduct to make a false report of any policy violation or violation of any federal, state, or local law.
8. The College encourages the reporting of Conduct Code violations. To this end, and at the sole discretion of designated College officials, a student who may have conduct violations related to an incident and who self-reports violations related to that incident may receive a lesser sanction for conduct violations related to that incident.
9. Behavior conducted online, such as harassment delivered by e-mail, can subject students to Code of student conduct violations. Students should be aware that blogs, web pages, social networking sites and other modes of electronic communication are in the public sphere, are not private, and can subject a student to allegations of misconduct. NCSC does not seek out this information, but may take action if and when such information is brought to the attention of NCSC officials.
10. Any question of interpretation or application of the Student Code of Conduct shall be referred to the Dean of Students & Enrollment Management or designee for final determination.
11. The Student Code of Conduct shall be reviewed periodically under the direction of the Dean of Students & Enrollment Management or designee. Recommendations for changes will be submitted to Shared Governance as needed.

C. Authority

1. The President shall have the final responsibility and authority for the discipline of all students of the College. This responsibility and authority has been delegated by the President to the Chief Academic Officer in cases of academic misconduct and to the Chief Student Conduct Officer in cases of non-academic misconduct. The Chief Student Conduct Officer is also charged with responsibility for promulgation of rules governing student conduct, subject to approval by the College's Board of Trustees.
2. The North Central State College Code of student conduct is an official publication of the College. All petitions for revision and amendment of this Code of student conduct should be submitted through the office of the Chief Student Conduct Officer. Proposed revisions to the Code shall be reviewed, in draft form, by the Student Government, Faculty Caucus, Staff Caucus, and Management Advisory Council, President's Staff, with final approval granted by the College's Board of Trustees. No revision shall become effective unless approved by the President's Staff, and Board of Trustees, and until printed notice of such revisions is made available to students.

D. Definitions

1. The term "NCSC", "College", or "the College" means North Central State College.

2. The term “student”, for the express purposes of the Student Code of Conduct, includes: all persons taking courses at or through NCSC, persons who withdraw after allegedly violating the Student Code of Conduct, persons who are not officially enrolled for a particular term but who have a continuing relationship with NCSC, persons who have been notified of their acceptance for admission, and persons who have applied for admission to the College but have not yet been notified of acceptance.
 3. For purposes of this policy, the term “faculty member” means any person hired by NCSC to conduct classroom or teaching activities, or who is otherwise considered by NCSC to be a member of its faculty.
 4. The term “NCSC official” includes any person employed by NCSC, performing assigned administrative, academic or professional responsibilities.
 5. The terms “member of NCSC community” or “NCSC community” or “College community” may be used interchangeably and include any person (or persons collectively) who is a student, faculty member, administrator, staff member, and any other person employed by NCSC. A person’s status in a particular situation will be determined by the Dean of Students Services & Enrollment Management.
 6. The term “NCSC premises” includes all land, buildings, facilities, and other property in the possession of or owned, used, leased or controlled by NCSC including adjacent streets and sidewalks.
 7. The term “NCSC property” includes vehicles, equipment, furniture, identification badges, parking passes and other similar items owned, used or controlled by NCSC.
 8. The term “President’s Staff” includes the President of the College and Vice Presidents.
 9. The term “student organization” means any number of persons who have complied with the formal requirements for NCSC registration through the Student Activities and Athletics Office.
 10. The term “hearing board” means the Student Conduct Committee.
 11. The term “conduct officer” or “hearing officer” means a NCSC official authorized on an ongoing or case-by-case basis by the Dean of Students Services & Enrollment Management to make determinations including but not limited to, the hearing procedures, whether a student’s behavior violates the Student Code of Conduct, the conduct’s impact upon the NCSC community, recommendations for responsibility by the student, recommendations for sanctions.
 12. The term “will” is used in the imperative sense.
 13. The term “may” is used in the permissive sense.
 14. The term “policy” means the written regulations of NCSC found in, but not limited to, the student handbook, College catalog, and the enacted College policies and procedures.
 15. The term “preponderance of evidence” means information that would lead a reasonable person to conclude that it is more likely than not that a student’s behavior occurred and/or violated the Student Code of Conduct.
 16. For purposed of this policy and its procedures, the term “advisor” refers to the individual who assists a student or student organization with hearing preparation and process. An advisor may be any member of NCSC community.
 17. The term “interim action” means temporary exclusion from NCSC premises and/or NCSC events and/or other sponsored activities imposed by the Dean of Students and Enrollment Management.
- E. Non-Academic Misconduct is defined as any activity by a student which violates College/campus rules and regulations (excluding academic misconduct) and/or which tends to jeopardize the orderly operation of the College/campus. Prohibited conduct under this section includes, but is not limited to:
1. Violation of the College’s Discrimination, Harassment, Sexual Misconduct, Stalking, and Retaliation Policy 15-03 (Discrimination Policy) is a violation of this Code of Student Conduct. The definitions of discrimination, harassment, sexual misconduct, domestic violence, and stalking are contained in the Discrimination Policy. Violations of the Discrimination Policy include retaliation against an individual for taking any of the actions in support of the Discrimination Policy.
 2. Destruction of property- actual or threatened damage, misuse or destruction of College property or resources, or property or resources of others, whether done intentionally or with reckless disregard.
 3. Dangerous weapons or devices- illegal or unauthorized possession, use or unauthorized storage of firearms, fireworks, ammunition, dangerous chemicals, switchblade knives, knives with blades three inches or more, other weapons, or realistic replicas of weapons on

College premises or use of any such item, even if it is legally possessed, in a manner that harms, threatens, or causes fear of physical safety to others.

4. Dishonest conduct- dishonest conduct, including, but not limited to, knowingly reporting a false emergency; knowingly making false accusation of misconduct; misuse or falsification of College documents by actions such as forgery, alteration, or improper transfer; submission to a College official of information known by the submitter to be false. Other dishonest conduct includes but is not limited to improper disclosure of confidential information. Other than public information, the disclosure of information that is privileged and/or confidential, including information pertaining to patients and their care, research subjects, clients, or other students that is accessible to the student through association with North Central State College, its clinical, practicum or affiliated sites.
5. Financial Responsibilities - failure to promptly meet financial responsibilities to the institution, including, but not limited to: knowingly passing a worthless check or money order in payment to the institution or to an official of the College acting in an official capacity.
6. Theft/unauthorized use of property -theft or attempted theft, or the unauthorized use or possession of College property or services, or the property of others.
7. Failure to comply with College or civil authority- failure to comply with legitimate directives of authorized College officials, law enforcement or emergency personnel, identified as such, in the performance of their duties, including failure to identify oneself when so requested; or violation of the terms of an action plan or disciplinary sanction.
8. Use, possession, or distribution of a narcotic, inhalant or other controlled substances, as well as drug paraphernalia, except as expressly permitted by law.
9. Abuse or misuse of prescriptions or over-the-counter medications.
10. Alcohol use, production, distribution, sale, or possession of alcohol in a manner prohibited under law or applicable College policy. Alcoholic beverages may not in any circumstance be used by, possessed by, or distributed to any person under twenty- one (21) years of age.
11. Unauthorized presence -unauthorized entrance to or presence in or on College premises.
12. Disorderly or disruptive behavior- includes but is not limited to violence or threat of violence against self or any member or guest of the College, obstruction of teaching, research, administration, disciplinary proceedings or other College activities, including its public service functions on or off campus, or of other authorized non-College activities when the conduct occurs on College premises. Disruption is an action or combination of actions by an individual or a group, which unreasonably interferes with, hinders, obstructs, or prevents the right of others to freely participate in the College's programs, services, or academic settings. This may include, but is not limited to a disruption by the use of pagers, cell phones or any other communication devices. (NOTE: Faculty may determine that disruptive conduct on the part of one or more students is interfering with the activities of the classroom. If this occurs, the faculty member may direct the student(s) to leave the classroom for the remainder of the class period. When necessary, the faculty member may ask a campus security officer to escort disorderly or disruptive student(s) from the classroom. Suspension for more than one class period requires formal disciplinary action.)
13. Unauthorized gambling for money or other items of value, including the unauthorized exchange of currency or items of value through betting or games.
14. Threatening or causing physical harm, which includes but is not limited to: physical contact that puts a person in fear for his/her physical safety, or causes the person to suffer actual physical injury; and, threatening behavior which is defined as written or verbal conduct that causes a reasonable expectation of injury to the health or safety of any person or damage to any property.
15. Bullying-any act of intimidation (implied threats or acts that cause a reasonable fear of harm in another), coercion (pressuring another unreasonably until an act is not truly voluntary) or menacing (knowingly cause another to believe that the offender will cause physical harm to the person or property of the other person).
16. Hazing- doing any act or coercing another, including the victim, to do any act of initiation into any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person.
17. Judicial system abuse- abuse of any College judicial system, including but not limited to:
 - a. Failure to obey the summons of a judicial body or College official;
 - b. Falsification, distortion, or misrepresentation of information before a judicial body;
 - c. Disruption or interference with the orderly conduct of a judicial proceeding;
 - d. Institution of a judicial proceeding knowingly without cause;

- e. Attempting to discourage an individual's proper participation in, or use of, a College judicial system;
 - f. Attempting to influence the impartiality of a member of a judicial body prior to, and/or during the course of a judicial proceeding;
 - g. Harassment (verbal or physical) and/or intimidation of a member of a judicial body prior to, during, and/or after a judicial proceeding;
 - h. Failure to comply with one or more sanctions imposed under the Code of Student Conduct; and
 - i. Influencing or attempting to influence another person to commit an abuse of a College judicial system.
18. Violation of College rules- violation of other published College regulations, policies, or rules, or violations of federal, state, or local law. These College regulations, policies, or rules include, but are not limited to, those which prohibit the misuse of computing resources, rules for student groups or organizations, and rules specific to an academic program as specified in the program handbook.
19. Riotous Behavior- participation in a disturbance with the purpose to commit or incite any action that presents a clear and present danger to others, causes physical harm to others, or damages property. Proscribed behavior in the context of a riot includes but is not limited to:
- a. Knowingly engaging in conduct designed to incite another to engage in riotous behavior; and
 - b. Actual or threatened damage to or destruction of College property or property of others, whether done intentionally or with reckless disregard; and
 - c. Failing to comply with a directive to disperse by College officials, law enforcement or emergency personnel; and
 - d. Intimidating, impeding, hindering or obstructing a College official, law enforcement or emergency personnel in the performance of their duties.

This rule shall not be interpreted as proscribing peaceful demonstrations, peaceful picketing, a call for a peaceful boycott, or other forms of peaceful dissent.

20. Arrest - failure of any student to accurately report the student's arrest by any law enforcement agency to the Office of the Dean of Students and Enrollment Management within seventy-two (72) hours of for any felony crime that occurs 1) on College premises, 2) at College sponsored activities, or 3) off-campus. A felony crime is a crime for which more than one year in prison may be imposed.
- F. College Judicial Committee - The College Judicial Committee hears cases of non-academic misconduct referred by the Chief Student Conduct Officer. The Committee may also hear cases referred by the Committee on Academic Misconduct.
1. The Committee consists of:
- a. Two (2) faculty members recommended by the Faculty Caucus and appointed by the Chief Academic Officer for three-year terms which begin with the summer semester;
 - b. Two (2) staff members as recommended by the Management Advisory Council for three-year terms which begin with the summer semester;
 - c. Two (2) staff members as recommended by the Staff Caucus for three-year terms which begin with the summer semester; and
 - d. One (1) student member, appointed by the Student Government or, when the Student Government is not functioning, appointed by the Chief Student Conduct Officer.

Faculty, professional staff, and support staff members serving on the committee should have at least three years of experience at the College.

Student members should have completed at least two terms at the College and must be in good academic standing. Students will be appointed by the Chief Student Conduct Officer in consultation with the Student Government. During times when Student Government is not functioning, students shall be appointed by the Chief Student Conduct Officer.

2. The committee will establish a member to serve as coordinator. Student members shall not serve in this role.
3. A simple majority of the Committee shall constitute a quorum.
- G. Procedures
1. A written complaint alleging a violation of the Code of student conduct must be filed with the College within six (6) months of the violation. Absent extraordinary circumstances, the College may initiate charges, if any, within one year of the filing of the complaint.
2. Initiation and investigation of Code violations
- a. Initiation. Person(s) witnessing or experiencing what they believe to be a possible Code violation should provide an authorized College official with the information. Information and/or complaints about possible Code violations other than academic

misconduct should be provided to the Chief Student Conduct Officer. In cases where the alleged activity may involve a violation of criminal law in addition to a violation of the Code, information and/or complaints should be provided to North Central State College/Ohio State University Mansfield campus security officials or other appropriate law enforcement agency. The College will review all information and/or complaints received and may conduct a preliminary investigation of the alleged violation.

- b. Investigation. Campus Security or other appropriate law enforcement agency shall have primary responsibility for the investigation of acts that involve suspected violation of federal, state, local laws. The Chief Student Conduct Officer and other designated College personnel may conduct a preliminary investigation of an alleged violation other than those involving academic misconduct. During the investigation, the student allegedly involved in misconduct may 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. Any person believed to have information relevant to an investigation may also be contacted and requested to make an appointment to discuss the matter. Failure to comply with such a request to make and keep such an appointment may result in the initiation of charges for judicial system abuse. Upon completion of an investigation, the investigator 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, initiating an informal admonition, or initiating charges.
3. 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 or by mail to the student's local or permanent address on file in the office of the College Registrar. 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 for the purpose of explaining the College judicial process and discussion of the charges. Failure of the 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 student.
 4. A student charged with one or more violations of the Code has the right to a hearing. However, in a case where a charged student admits such violations in writing, the student may request in writing to have a decision as to appropriate action made administratively by the Chief Student Conduct Officer or his/her designee rather than have the charges referred for a hearing. In such situations, the student waives the right to a hearing and the related procedural guarantees provided by a committee hearing. Following an administrative decision, the student retains the right to request an appeal of the original decision, but may do so only upon the ground that the sanction is grossly disproportionate to the offense committed.
 5. If a hearing is to be held, written notification will be provided. The Chief Student Conduct Officer, on behalf of the College Judicial Committee, will file the charge(s) of non-academic misconduct. Written notification to the student will be delivered to the last known address of the student by certified mail, certificate of mailing, or hand delivered to the student on campus no fewer than seven (7) calendar days prior to the hearing. The notification will include the specific nature of the violation; date, time, and location of the hearing; a statement of the student's rights; and information on the hearing's procedures.
 6. The student may request a continuance of up to 30 days for good cause. The student may request a hearing separate from other students who may have been involved in the violation. A request for a continuance or separate hearing must be received in the Office of the Chief Student Conduct Officer at least two (two) calendar days before the 12 scheduled hearing. The Chief Student Conduct Officer will be responsible for reviewing and approving such a request.
- H. Hearings - Hearings of the College Judicial Committee are conducted in order to develop the facts and circumstances and to determine whether a violation of the Code has occurred.

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. A student charged with non-academic misconduct is expected to appear before the Committee, although a student may waive the right to personally appear.
2. A student charged with academic misconduct may review the file prior to the hearing by contacting the Office of the Chief Student Conduct Officer. However, consistent with state and federal law, the College is permitted to redact information from the file prior to the student viewing it.
3. A simple majority of the Committee membership shall constitute a quorum. A quorum of the Committee must be present to conduct a hearing. The coordinator or his/her designee will coordinate hearing activities.
4. Attendance at hearings is limited to those directly involved or those requested by the College Judicial Committee to attend. The coordinator of the Committee will take reasonable measures to assure an orderly hearing, including removal of persons who impede or disrupt proceedings.

5. The charged 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 coordinator of the Committee.
 6. The charged student may submit a written statement, may invite relevant witnesses to attend, may ask questions of witnesses called by others, and will be notified of potential witnesses to be called. The College may present witnesses as well as question those presented by the charged student.
 7. Written statements may be used if, for good reason, a witness cannot attend the hearing. Written statements must be notarized, absent other clear evidence of authenticity.
 8. In cases requiring special expertise, the coordinator of the Committee may appoint individuals with appropriate expertise to serve as consultants to the committee. The consultants may be present and provide information as called upon during the hearing but will not vote.
 9. Hearings held by the College Judicial Committee, unlike proceedings of courts of law, do not require conclusive proof. Instead a preponderance of the evidence is sufficient for the Committee to make a decision.
 10. A majority vote of Committee members present will be required to find the student responsible for a violation of the Code as charged. In the event of a tie, the committee will continue to deliberate. If after the committee determines that exhaustive deliberations have occurred and a majority decision is not reached the student will be found not responsible.
- I. Findings, Recommendations and Range of Sanctions - A written report of the Committee's findings and recommendations shall be forwarded by the coordinator to the Chief Student Conduct Officer within seven (7) calendar days of the conclusion of the proceedings. The Committee will base any recommendations for sanctions on the approved College sanctions outlined in section VII of this document. Based on this report, the Chief Student Conduct Officer will determine the appropriate sanction(s), where appropriate.
 - J. Student Notification and Imposition of Sanctions - Within 7 days of the Committee's report, the Chief Student Conduct Officer will notify the student in writing of the Committee's findings, as well as sanctions and date that sanctions will take effect, and the student's right to appeal.
 - K. Appeal procedure - A student who has been found to have violated the Code has the right to appeal the findings and/or the assigned sanctions. The College reserves the right to impose the sanction retroactively to the date cited in the original notification from the Chief Student Conduct Officer.
 1. The student may submit a written appeal to the President's Staff within seven days of receipt of the notification letter.
 2. President's Staff may grant for good cause an extension not to exceed thirty calendar days for the filing of an appeal.
 3. An appeal hearing shall be scheduled by President's Staff within ten calendar days after the institution receives the appeal.
 4. The student will meet with the President's Staff to present his/her appeal.
 5. A simple majority of the President's Staff membership will constitute a quorum.
 6. President's Staff will review the record and facts of the matter and any other relevant information. By majority vote, President's Staff may affirm, overturn, or modify the previous decision or refer the issue back to the Chief Student Conduct Officer for a new hearing. The Chief Student Conduct Officer will abstain from voting in this matter. An appeal cannot result in a more severe sanction being imposed.
 7. The President's Staff will notify the student in writing of the decision within 10 calendar days of the hearing.
 8. The decision of the President's Staff is final.
 - L. Attendance - Because the most accurate and fair review of the facts can best be accomplished when all parties are present, the charged student is expected to attend and participate. If an individual does not choose to attend a hearing, the charges will be reviewed as scheduled on the basis of the information available, and a decision will be made. Although no inference may be drawn against a student for failing to attend a hearing or remaining silent, the hearing will proceed and the conclusion will be based on the evidence presented. No decision shall be based solely on the failure of the charged student to attend the hearing or answer the charges.
 - M. Record of proceedings - A single record consisting of written notes, tape recording, or other method selected by the Committee will be made of all hearings. Such record will remain the property of the College but will be made available to the charged student for review during the appeal period, and can be copied at his or her expense.

N. College Sanctions. Definitions and guidelines for sanctions - Sanctions should be commensurate with the violation(s) found to have occurred. In recommending the sanction(s) to be imposed, the committee 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. Impairment resulting from voluntary use of alcohol or drugs (i.e., other than medically necessary) will be considered an aggravating, and not a mitigating, factor. Sanctions are effective upon date of first notice, whether oral or written, unless specified within such notice. One or more of the following sanctions may be imposed upon any student or student organization found to have violated one or more provisions of the Code:

1. Disciplinary Warning. A disciplinary warning to a student represents a formal written admonition for a specific conduct violation, and is considered a disciplinary sanction. A student under warning shall continue to exercise the right and privileges of a student in good standing.
2. Conduct probation. This probationary condition is for a specified period of time but without loss of privileges as a student in good standing. Further violation of College policies during the probationary period will be viewed not only as the act itself, but also as a violation of the probation, which could result in further sanctions including but not limited to disciplinary probation, suspension or dismissal.
3. Disciplinary probation. This probationary condition is in effect for a specified period of time and may involve the loss of specified privileges. Further violation of College policies during the probationary period will be viewed not only as a violation based upon the act itself but also as a violation of the probation, which shall result in further sanction up to and including suspension or dismissal.
4. Suspension. Suspension is a sanction that terminates the student's enrollment at the College for a specified period of time. Satisfactory completion of specified stipulations may be required for readmission at the end of the suspension period.
5. Expulsion. Expulsion is a sanction which permanently separates a student from the College without opportunity to re-enroll in the future.

Conditions of suspension and expulsion- A student who has been suspended or dismissed from the College shall be denied all privileges afforded a student and shall be required to vacate campus at a time determined by the committee. In addition, after vacating campus property, a suspended or dismissed student may not enter upon campus and/or other College property at any time, for any purpose.

6. Restitution- Restitution is a sanction that requires the student to make reimbursement for damages to, destruction of, or misappropriation of College or campus property or the property of any person. This sanction may be ordered in lieu of or in connection with another sanction.
 7. Other sanctions- Other appropriate sanctions may be imposed singularly or in combination with any of the above-listed sanctions. Examples include, but are not limited to, lowering a grade (in the case of academic misconduct), administrative removal from a specific course or courses, removal from an academic program or technology, removal from a practicum or internship worksite, research assignments, community service projects, special workshop participation, and/or referral to medical resources or counseling personnel.
 8. Revocation of admission or degree - Admission to or a degree awarded from the College may be revoked for fraud, misrepresentation, or other violation of College standards in obtaining the degree, or for other serious violations committed by a Student prior to graduation.
 9. Withholding degree - The College may withhold awarding a degree otherwise earned until the completion of the process set forth in this Student Code of Conduct, including the completion of all sanctions imposed, if any.
- O. Suspension or Dis-Enrollment Based on Risk of Substantial Harm - Interim Suspension-When the Chief Student Conduct Officer or the Chief Academic Officer (or 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, and is not permitted to participate in, or complete academic coursework. This temporary 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 North Central State College. The student may, within three (3) working days of the imposition of the suspension, petition the Chief Officer imposing the suspension 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 Chief Officer imposing the suspension or his/her designee.

1. Administrative dis-enrollment and other restrictions - A student may be dis-enrolled from the College; prohibited from all or any portion of College premises, College-related activities or registered student organization activities; and/or permitted to remain only under specified conditions when Chief Student Conduct Officer or the Chief Academic Officer (or designee) finds that there is clear and convincing evidence that:
 - a. The student's continued presence poses a significant risk of substantial harm to the health or safety of themselves, others, or to property; or
 - b. The student, as a direct result of an apparent health condition, is engaged in substantial, continuing disruption of teaching, learning, research, administration or other College-related activities. Before making such a determination, the Chief Student Conduct Officer or the Chief Academic Officer (or designee) shall notify the student in writing of the reasons that dis-enrollment or other action is being considered, provide the student with an opportunity to respond, and consult with appropriate College personnel. The Chief Student Conduct Officer or the Chief Academic Officer (or designee) may also choose to consult with any other persons deemed appropriate under the circumstances.
 2. In those cases under paragraph (O)(1)(a) of this rule in which it appears that the risk posed by the student is a result of a health condition or a disability as defined by the Americans with Disabilities Act, and in all cases under paragraph (O)(1)(b) of this rule, the Chief Student Conduct Officer or the Chief Academic Officer (or designee) shall also determine whether the risk or disruption can be eliminated or sufficiently reduced through reasonable accommodation and, if so, shall take appropriate steps to ensure that accommodation is made. The Chief Student Conduct Officer or the Chief Academic Officer (or designee) may request the student to undergo an appropriate examination, as specified by the Chief Student Conduct Officer or the Chief Academic Officer (or designee), to determine whether any such condition exists and whether any such accommodation is possible. If the student fails to undergo such an examination, and if the other available evidence supports a finding under either paragraph (O)(1)(a) or (O)(1)(b), the Chief Student Conduct Officer or the Chief Academic Officer (or designee) shall, to the extent reasonably possible, take the least restrictive measure or combination of measures necessary to resolve the risk or disruption.
 3. A student who has been dis-enrolled; prohibited from College premises, College-related activities or registered student organization activities; or permitted to remain only under specified conditions may petition the Chief Student Conduct Officer or the Chief Academic Officer (or designee) for revision of that status. The petition must include supporting documentation or evidence that:
 - a. The conditions found to have existed under paragraph (O)(1)(a) or (O)(1)(b) no longer exist and will not recur, and
 - b. The student meets all normal and appropriate standards for admission and enrollment in any academic unit in which the student seeks to re-enroll. Upon receipt of such a petition, the Chief Student Conduct Officer or the Chief Academic Officer (or designee) shall evaluate the evidence and may consult with the student, any appropriate College personnel, and any other persons whom Chief Student Conduct Officer or the Chief Academic Officer (or designee) deems appropriate. The Chief Student Conduct Officer or the Chief Academic Officer (or designee) may deny the petition, grant the petition in whole or in part under specified conditions, or grant the petition in whole or in part without condition.
- P. The Code of Student Conduct is maintained by Office of the Student Conduct Officer.

*Effective: December 1, 2015
Expires: December 1, 2020
Review Dates: 8/1/08, 12/1/15*

CAMPUS POLICIES AND PROCEDURES

ALCOHOL AND DRUG POLICY

Policy Number: 3357:13-16-22

A. Philosophical Statement. North Central State College is a learning community. Its students, faculty, staff and guests interact in a wide variety of intellectual and social activities that extend outside of the classroom. We value and promote an alcohol-free environment, but we recognize alcoholic beverages may be available at some campus activities. Such activities are consistent with the College's cultural values when they foster moderation and safety in alcohol consumption. Illegal use of drugs is strictly prohibited.

The College prohibits the illegal use of alcohol and complies fully with federal, state and local regulations regarding the sale, possession and consumption of alcoholic beverages. All members of the College community are held responsible for their behavior and for respecting the rights of others. The College, in partnership with the Ohio State University – Mansfield, is committed to providing the community with education regarding high risk alcohol use and to making health-enhancing experiences a priority.

B. Policy. Unlawful possession, use, production, distribution or sale of alcohol or drugs by any student or employee is prohibited on College property or as any part of College activities. It is a violation of the Code of Student Conduct, city, state and federal codes, and subject to applicable sanctions.

1. Any student, faculty or staff member found to be in violation of federal, state, and/or local law, or who violates the College's alcohol and other drug policies, are subject to College disciplinary procedures and/or referral to the appropriate authorities for legal prosecution. Campus disciplinary sanctions include, but are not limited to, written warnings, loss of privileges, probation, participation in an alcohol or other drug assistance or rehabilitation program, suspension, and/or dismissal. Sanctions may also apply to registered student organizations and to off campus conduct involving activities sponsored or authorized by the College.

2. If violations occur, the following systems may be utilized:

- a. Students are subject to appropriate discipline by the Dean of Student Services and Enrollment Management or designee or the College Judicial Committee, as outlined in the Code of Student Conduct (Policy 15-01).
- b. Faculty could be disciplined under (Policy 16-32) or Article XXIV. (Discipline/Discharge) of the Collective Bargaining Agreement
- c. Staff is subject to appropriate disciplinary actions described in the College's Corrective Action Policy (Policy 16-31).

C. Legal Requirements Under local, state, and federal laws, it is a crime to do any of the following. For more information, see www.com.ohio.gov/liqr/ and www.justice.gov/dea/agency/penalties.htm.

1. Underage Drinking

- a. Purchase, order, pay for, or share the cost of alcohol if you are under 21.
- b. Possess alcohol if you are under 21.

- c. Consume alcohol if you are under 21, unless it is provided by and consumed in the presence of your parent, legal guardian, or adult spouse.
- d. Sell alcohol to, buy alcohol for, or furnish alcohol to anyone under 21, even if you are the parent, legal guardian, or adult spouse in your own home, apartment, or residence hall room.
- e. Allow anyone under 21 who possess or consumes alcohol to remain in your home, apartment, or residence hall room, or in other property that you own or occupy.

2. False Identification

- a. Show or give false information about your name, age, or other identification to purchase or obtain alcohol if you are under 21.
- b. Provide false information about the name, age or other identification of another person under 21 to purchase or obtain alcohol for that person.

3. Open Containers

- a. Have an open container of alcohol in your possession in any public place.
- b. Have an open container of alcohol in your possession while driving or riding in or on a motor vehicle.
- c. Have an open container of alcohol in your possession while in or on a motor vehicle that is parked in or on a highway, street, or other place open to the public for parking.

4. Transportation

- a. If you are under 21, you are considered to be driving under the influence if your blood alcohol level is .02 or higher and 0.08 at age 21. Refusing an alcohol test results in an immediate administrative license suspension.
- b. Consume alcohol while in a motor vehicle.
- c. Drive while under the influence of alcohol.
- d. Be in physical control of a vehicle while drinking or under the influence of alcohol.

5. Disorderly Conduct Engage in conduct that offends, inconveniences, annoys, or alarms others or that poses a risk of physical harm to yourself, to others, or to property while you are voluntarily intoxicated.

6. Alcohol Sales Hold an event where alcohol is sold, or an event where alcohol is provided without charge but there is an entrance fee, cover charge, or other fee, without an appropriate permit. Information on how to obtain a temporary liquor permit is available from the Ohio Division of Liquor Control by phone at 614-644-2431 and on the web at www.com.ohio.gov/liqr/.

7. Illicit Drugs

- a. Selling or offering to sell any controlled substance, or preparing or packaging any controlled substance for sale.
- b. Distributing any controlled substance.
- c. Knowingly obtaining, possessing, or using a controlled substance.

D. State of Ohio Alcohol and Drug Law Criminal Sanctions

1. Underage Drinking: Ohio Revised Code (O.R.C.) 4301.63 provides that no person under the age of 21 shall purchase beer or

intoxicating liquor. Penalty for a violation: A fine of not less than \$25 but not more than \$100 may be imposed. The court may order that the fine be paid by the performance of public work at a reasonable hourly rate established by the court, and may specify the designated time in which the public work shall be completed.

2. False identification used to purchase alcohol for someone under 21: O.R.C. Section 4301.633 provides that no person shall knowingly furnish any false information as to the name, age, or other identification of any person under 21 years of age for the purpose of obtaining or with the intent to obtain, beer or intoxicating liquor for a person under 21 years of age, by purchase, or as a gift. Penalty for a violation: Violation of O.R.C. section 4301.633 is a misdemeanor of the first degree. The maximum penalty is imprisonment for not more than 6 months and a fine not more than \$1,000.
3. False identification used to purchase alcohol by someone under 21: O.R.C. Section 4301.634 provides that no person under the age of twenty-one years shall knowingly show or give false information concerning the person's name, age, or other identification for the purpose of purchasing or otherwise obtaining beer or intoxicating liquor in any place in this state where beer or intoxicating liquor is sold under a permit issued by the division of liquor control or sold by the division. Penalty for violation: Violation of O.R.C. Section 4301.634 is a misdemeanor of the first degree, punishable by up to 6 months imprisonment and fines up to \$1,000. If a false or altered state identification card was used in commission of a violation of O.R.C. Section 4301.634, the punishment is a first degree misdemeanor with a fine of at least \$250 to \$1,000 and up to six months imprisonment.
4. Open container in a motor vehicle: O.R.C. Section 4301.64 prohibits the consumption of beer or intoxicating liquor in a motor vehicle. Penalty for violation: A violation of O.R.C. Section 4301.64 is a misdemeanor of the fourth degree punishable by up to thirty days in jail and a fine up to \$250.
5. Furnishing or selling alcohol to someone under 21: O.R.C. Section 4301.69(A) prohibits any person from selling or furnishing beer or intoxicating liquor to a person under 21 years of age, or buying it for any person under the age of 21. Penalty for violation: Violation of O.R.C. Section 4301.69(A) is a misdemeanor punishable by a fine of at least \$500 but not more than \$1,000, and in addition imprisoned for up to 6 months.
6. Underage purchase, possession or consumption of alcohol: O.R.C. Section 4301.69(E) provides that no underage person shall knowingly order, pay for, share the cost of, attempt to purchase, possess, or consume any beer or intoxicating liquor in any public or private place or knowingly be under the influence of any beer or intoxicating liquor unless he or she is accompanied by a parent, spouse, or legal guardian who is not an underage person, or unless the beer or intoxicating liquor is given for religious purposes or by a physician for medical purposes. Penalty for violation: A violation of O.R.C. Section 4301.69(E) is a misdemeanor of the first degree. The maximum penalty is imprisonment for not more than 6 months and a fine up to \$1,000.
7. Driving while intoxicated: O.R.C. Section 4511.19 prohibits any person from driving a motor vehicle while under the influence of alcohol or drugs. Penalty for violation: A violation of O.R.C.

Section 4511.19 is a misdemeanor of the first degree, the maximum penalty for which is a jail term of up to 6 months and a fine up to \$1,000. In addition, the court may impose additional fines, community rehabilitation or intervention programs, and suspend or revoke the offender's driver's license. Additional penalties exist for repeat offenders of O.R.C. Section 4511.19.

8. Selling or distributing illicit drugs: O.R.C. Section 2925.03 prohibits any person from selling or offering to sell any controlled substance, preparing or packaging any controlled substance for sale, or distributing any controlled substances. Penalty for violation: Anyone who violates this statute is guilty of drug trafficking. Violation of this statute is a felony, the level of which depends on the specific criteria set forth in Section 2925.03(C), including type and weight of drug. The minimum penalty for a fifth degree felony can include 6 to 12 months in jail and/or a fine up to \$2,500. The maximum penalty for a first degree felony can include imprisonment up to 10 years and a fine up to \$20,000.
9. Possessing or using illicit drugs: O.R.C. Section 2925.11 prohibits any person from knowingly obtaining, possessing, or using a controlled substance. Penalty for violation: Violation of this statute is drug abuse, which may be a misdemeanor or a felony depending on the specific criteria set forth in Section 2925.11(C), including type and weight of drug. The minimum penalty, a fourth degree misdemeanor, is punishable by imprisonment of up to 30 days and a fine up to \$250. The maximum penalty, a first degree felony, is punishable by up to 10 years in prison and a fine up to \$20,000.
10. This information is provided as a general summary of the major applicable laws. Laws frequently are amended and reinterpreted, and the application of law to specific situations generally requires an analysis of all of the facts and circumstances. This information should not be substituted for specific legal advice.
11. If you are charged with a crime it is a good idea to seek advice of an attorney. Legal representation is not permitted for student disciplinary processes. Updates to these laws are generally reflected on the websites mentioned here, but individuals are ultimately responsible for knowing the laws. This information should not be substituted for specific legal advice.
12. The College's Code of Student Conduct and policies and rules are campus behavior and safety standards that may result in sanctions, educational outcomes or penalties that are independent of any criminal considerations.
13. Violation of the laws referenced previously may also be a violation of the College's Code of Student Conduct and policies and rules and could result in College sanctions. It should also be noted that the College's expectations for appropriate behavior are higher than those under the law.

E. Federal Drug Laws

1. Federal law prohibits the trafficking and illegal possession of controlled substances as outlined in 21 United States Code, Sections 841 and 844.
2. Depending on the amount possessed, first offense maximum penalties for trafficking marijuana range from five years' imprisonment with a \$250,000, fine to imprisonment for life with

a \$4 million fine for an individual, and from five years' imprisonment with a \$1 million fine to imprisonment for life with a \$20 million fine for more than one offender. Also depending on the amount possessed, first offense maximum penalties for trafficking Class I and Class II controlled substances (methamphetamine, heroin, cocaine, cocaine base, PCP, LSD, fentanyl analogue) range from five years' imprisonment with a \$2 million fine to imprisonment for life and a \$4 million fine for an individual, and from five years' imprisonment with a \$5 million fine to imprisonment for life and a \$10 million fine for more than one offender. First offense penalties for simple possession, 21 USCS §844, range from at most one years' imprisonment or at least a \$1,000, fine, or both; to at most 20 years' imprisonment and at least a \$1,000, fine. (3) For the most current and complete information regarding Federal penalties for drug trafficking, visit the U.S. Drug Enforcement Administration's website at: www.justice.gov/dea/agency/penalties.htm.

F. Prevention and Assistance Students are affected by alcohol and drug abuse in a variety of ways, and it can significantly interfere with the mission of this College. In addition to affecting the health and safety of students, faculty, staff and campus visitors, it also can exact tremendous costs in relationship to campus crime and its interference with the goals of learning. North Central State College is committed to providing a safe, healthy learning community for all of its members.

1. Adverse Health Effects of Alcohol or Drug Abuse Individuals who abuse alcohol or drugs may suffer from a number of health-related and other short and long-term medical, behavioral and social problems:

- a. Heavy drinking increases the risk of certain disorders, such as liver cirrhosis (damage to liver cells), pancreatitis (inflammation of the pancreas), and certain types of cancers, including cancer of the liver, mouth, throat, larynx (voice box) and esophagus.
- b. Long-term health consequences include loss of appetite, vitamin deficiencies, stomach ailments, digestive problems, skin problems, sexual impotence, obesity, heart and central nervous system damage, memory loss, physical dependence, and psychological disorders.
- c. Abuse can also increase the risk of death from automobile crashes, injuries during recreation and work; higher likelihood of homicide and suicide, and harm to a fetus during pregnancy.
- d. Alcohol and other drug abuse is associated with violent behavior toward others, and may lead to inappropriate risk taking which can result in injury or death, unplanned pregnancies, and sexually transmitted diseases--including infection with the AIDS virus.
- e. Excessive alcohol consumption is also related to patterns of behavior that damage the drinker's capacity to sustain relationships, and has negative consequences on academic and work performance. Nearly one-third of academic problems that occur on college campuses are related to alcohol abuse. Source: [www.drugabuse.gov/DrugPages/ DrugsofAbuse.html](http://www.drugabuse.gov/DrugPages/DrugsofAbuse.html)

2. Education and Treatment Resources - All faculty, staff, and students are encouraged to seek help early in the discovery of a problem with alcohol and/or other drugs, and to learn how to assist others with problems related to substance abuse. The earlier assistance is obtained, the less likely there will be serious, negative consequences resulting from an alcohol or other drug

problem. Persons seeking assistance for a substance abuse problem will not be sanctioned by the College as a result of seeking such assistance. The following are some resources on campus and in the community for confidential assistance:

- a. On Campus
 - (i) New Directions EAP and Counseling Center 419-529-9941- Individual and group counseling/assessment, including alcohol and other drug issues
 - (ii) Alcoholics Anonymous 419-522-4800
- b. Off Campus Support Groups
 - (i) Adult Children of Alcoholics (ACOA) and AL-ANON 419-522-4800 - Support for someone who grows up with an alcoholic parent and for families and friends of alcoholics
 - (ii) New Beginnings Recovery Services 419-526-6168 - Drug and alcohol recovery services
 - (iii) Cocaine Anonymous (CA) 614-251-1122 - Support for those who seek recovery from cocaine
 - (iv) Narcotics Anonymous (NA) - Regional Helpline (800)587-4232 - A 12-step program for recovering drug addicts
 - (v) CACY 419-774-5683 - Prevention, Education, and Parenting Services
 - (vi) The Center for Individual and Family Services 419-774-3019 - Drug and alcohol recovery services 419-522-4357
 - (vii) Med Central Hospital 419-526-8000
 - (viii) The Rehab Center Support Groups 419-756-1133
- c. Hotlines
 - (i) Alcoholics Anonymous 419-522-4800
 - (ii) Al-Anon/Al-Teen 419-522-4800
 - (iii) The Shelter's Domestic Violence Crisis Line (800)931-7233 or 419-774-5840
 - (iv) Cocaine Hotline 614-443-COKE
 - (v) Narcotics Anonymous 1-800-587-4232 or 419-525-3525
 - (vi) Suicide Hotline 614-221-5445

4. College/Unit Responsibilities

- a. Supervisors with reasonable suspicion that a substance abuse problem may be resulting in unsatisfactory work performance should review those problems with their department manager and the Human Resources Director.
- b. Workplace performance issues should be documented.
- c. Corrective action should be taken as appropriate after consultation with the Office of Human Resources.

G. Biennial Review of Drug and Alcohol Policy The College should conduct a biennial review of its drug and alcohol programs during even years. The review should measure the effectiveness of the College's drug and alcohol programs. The report of the review should take into consideration the IHEC Suggested Biennial Review Format and Contents document.

Effective: August 1, 2016, Expires: August 1, 2018, Review Dates: 7/26/16

CAMPUS SEX CRIMES ACT PREVENTION INFORMATION

In reading the following information, please be mindful of the fact that North Central State College is located on a campus that is open to the public, that the College maintains an "open door" admission policy, and that the College serves students from a variety of counties in Ohio.

The federal Campus Sex Crimes Prevention Act requires institutions of higher education to issue a statement advising the campus community where law enforcement agency information provided by a State concerning registered sex offenders may be obtained. It also requires

sex offenders already required to register in a State to provide notice, as required under State law, of each institution of higher education in that State at which the person is employed, carries on a vocation, or is a student.

Information regarding individuals who are required to register as sex offenders can be obtained from the following sources:

e-SORN

The Ohio Bureau of Criminal Identification and Investigation, with the assistance of the office of the Ohio Attorney General, has created a public database on the Internet called Electronic Sexual Offender Registration Notification or e-SORN. The e-SORN database can be accessed at www.icrimewatch.net/index.php?AgencyID=55149.

According to a statement released 12-18-03 by State Attorney General Jim Petro, "users who visit e-SORN will find the name, address, type of offense and photo of each convicted sex offender that the Attorney General's office is permitted by law to include. The website is searchable by offender name, county, zip code and school district. It also provides links to county sheriff's offices websites. By law, the e-SORN public website may only contain information on offenders who have been convicted in adult criminal court."

County Sheriff's Offices:

North Central State College is located in Richland County:

- Richland County Sheriff's Office - 419-774-5881
- Ashland County Sheriff's Office - 419-281-3911
- Crawford County Sheriff's Office - 419-562-7906
- Holmes County Sheriff's Office - 330-674-1936
- Huron County Sheriff's Office - 419-668-6912
- Knox County Sheriff's Office - 740-397-3333
- Morrow County Sheriff's Office - 419-946-6991
- Wayne County Sheriff's Office - 330-287-5750

CHILDREN ON CAMPUS

North Central State 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 faculty member.

COLLEGE/CAMPUS CLOSINGS

Policy Number: 3357:13-18-13

A. North Central State College strives to maintain a safe and comfortable environment in order to accommodate the learning process. This includes making every effort to keep the College open despite inclement weather or other conditions while keeping student and employee safety at the forefront. Whether closing the College or closing the campus, closure is always a difficult decision to make in view of the large geographical area North Central State College serves and the vast array of activities students and employees are involved in as part of their learning/teaching experience. The decision on whether to close or remain open is based on whether employees and students can park and walk safely to their classes and workspaces while maintaining a safe and comfortable environment during the time they are on campus.

B. During periods of inclement weather, the conditions both on campus and throughout the region are monitored very closely for

projected snow fall, the potential for ice, as well as the expectation of dangerously frigid temperatures. The decision to close is not typically based on any one individual circumstance or location alone, rather a combination of factors either occurring or in the immediate forecast that present the potential for hazardous conditions.

C. Whether inclement weather or other conditions exist on or enroute to campus or another College activity location, the assumption of risk is a decision each individual must make even if the College/campus remains open.

1. It is likely the College will remain open during emergency snow levels 1 and 2 in Richland County. Students/employees should not attempt travel to the College under any circumstances if an emergency snow level 3 has been issued for Richland County or any other county the student/employee may travel through enroute to the College or other College activity destination.

2. Students/employees must make the decision whether or not to come to class/work, and whether they can make the trip safely.

3. Students have the responsibility to notify instructors if they cannot attend or deem the conditions too unsafe to attempt. Students must communicate with their instructors as soon as possible if they decide not to attend due to inclement weather or other hazardous conditions.

D. If it becomes necessary to close the College/campus during the day and/or evening when classes are in session, every effort will be made to send an announcement via the emergency notification system and to local radio/TV, and to post on the College website by 3:00 p.m. If weather conditions deteriorate overnight, a decision shall be made by 6:00 a.m. Monday through Saturday.

1. Timing is important during the day as well as the evening, as students and faculty may have responsibilities in a clinical setting as well as students, faculty and staff may already be enroute to the campus at the time the decision is made.

2. The decision to close the College/campus does include classes offered by North Central State College at area learning centers throughout the District (the Kehoe Center, the Urban Center, Crawford Success Center, etc.).

3. If the College/campus is closed, it means unsafe conditions exist. Do not come to campus for any reason.

E. For Student involved in clinical setting experiences, the clinical faculty chair and/or clinical coordinator must work with the clinical site to determine the effect of the College/campus closing on the student's clinical participation. Students are responsible for assuring close communication with appropriate College/clinical personnel to ensure that their attendance record and patient care is in no way compromised.

F. Definitions: It is important to note that while we are part of a shared campus with The Ohio State University at Mansfield, closing the College and closing the campus are two different actions. The following definitions will help clarify the appropriate closing language and expectations for each:

1. Campus Closure - effects students of both North Central State College and The Ohio State University at Mansfield.

2. College Closure - effects only students of North Central State College.

3. Closure for Inclement Weather –closure based on weather conditions such as actual or anticipated snowfall, ice accumulation, dangerously frigid temperatures, or other weather related occurrences.

4. Closure for Other Reasons – closure based on other hazardous, unhealthy, or inconvenience issues (i.e., power outages, water line breaks, etc.)

5. Partial Closures may refer to a portion of the day for closure or a portion of the College for closure:

a. Partial Location Closure –special situations that may require the cancellation of activities at a particular area of the College (Kehoe Center or Urban Center) while activities at the main campus, or elsewhere continue as scheduled.

b. Partial Day Closure - the College/campus may close only for morning classes and reopen for the afternoon and evening classes or close later in the day.

6. Delayed Opening – delay based on conditions that are expected to improve or become less hazardous after a certain amount of time:

a. Classes that have 50 or more minutes of meeting time remaining following the opening time will meet.

b. Classes that have less than 50 minutes of meeting time remaining following the opening time will be cancelled.

G. In the case of closure or delayed opening, announcements will be made on or listed on the webpage of every major radio station in the surrounding counties. Notifications are also made available via text alert, and social media.

1. See the following websites for current information: www.ncstatecollege.edu/closing.htm, www.mansfield.osu.edu/safety/weather.cfm, www.northcentralohio.com

2. All North Central State College student email addresses are automatically entered into the Mansfield Alert System at the beginning of each semester. This service will send an email to the student with information about any closing or delay due to weather, or other circumstance. Each student is encouraged to personalize their alert notification so that they can receive text and voicemail alert. Students may also choose to have alerts sent to additional family members.

3. As soon as the alert system is activated regarding a closing or delayed opening, the College will post the information on the homepage of the website, on Facebook and via Twitter, as well as update the recording at the switchboard. We encourage students to follow these social media pages for up to date information.

4. Please, listen carefully to one of the following radio or television stations for closure/delay information.

RADIO STATIONS:

89.7 FM Columbus	102.3 FM Ashland
90.7 FM Mansfield	105.3 FM Mansfield
91.7 FM Mansfield	106.1 FM Mansfield
92.3 FM Columbus	106.9 FM Marion
92.7 FM Bucyrus	107.7 FM Fredericktown

RADIO STATIONS:

94.9 FM Akron/Canton	1340 AM Ashland
97.5FM Akron/Canton	1400 AM Mansfield
97.69 FM Columbus	1440 AM Mansfield
98.3 FM Fredericktown	1490 AM Marion
100.1 FM Mansfield	1540 AM Bucyrus
101.3FM Ashland	1590 AM Akron/Canton

Effective Date: March 1, 2015, Expires: March 1, 2020, Review Dates: 7/1/09, 3/1/15

COMPUTER AND NETWORK RESOURCE USE

Policy Number: 3357:13-19-20

A. North Central State College computer and network resources are privileges provided to conduct the legitimate business of the College and to support the missions of the institution. The purpose of this statement is to establish policies and procedures that promote the security and integrity of the College's computer systems and the information contained on those systems and that provide a framework for responsible access to computing resources. The administration of the College may elect to impose additional requirements or restrictions. North Central State College extends these principles and guidelines to systems outside the College which are accessed via the College's facilities. Computing or network providers outside North Central State College may impose their own additional conditions of appropriate use, for which users at North Central State College are responsible.

B. Legitimate Use: Computer resources of North Central State College are privileges provided solely for legitimate use by the following: currently registered students; authorized faculty, staff; and authorized agents of the College performing activities for the benefit of or with respect to the instructional or administrative missions of the College.

1. Legitimate uses of these computer and network resources are limited to: College-related instruction, independent study, research, and official work of College administration, staff, faculty, students, campus organizations and agencies of the College, and such other specific uses as are expressly authorized by the President of the College or the President's designee.

2. The use of the e-mail system is reserved solely for the conduct of business at the College and may not be used for personal business. The system may not solicit for commercial ventures, religious or political causes, outside organizations, or other non-job related matters. The primary purpose of the electronic mail system is to expedite necessary business communications between employees as well as business associates of the College.

3. Consistent with the College's Equal Opportunity/Affirmative Action policies, the computer and network resources may not be used to store, transmit, or receive any text, image, audio, or video materials that are discriminatory, abusive, profane, threatening, harassing, or sexually offensive.

C. Ownership and Copyright: All College-provided computer resources are licensed from vendors or owned by the College. Users have no rights of ownership to these computer resources.

1. Each user shall comply with all licensing agreements for College-provided software. Each user shall comply with all copyright laws.

(If you need more information on copyright laws, please visit the U.S. Copyright Office's website).

D. Responsibilities of the User: Utilization of any College information technology facility constitutes acceptance of the terms of this Computer and Network Resources Use Policy. Users acknowledge they have read and understand this Computer and Network Resources Use Policy and they shall be personally responsible for their acts or omissions in connection with utilization in violation of this policy.

1. These computer privileges shall not be transferred or extended by the College's students, faculty, staff or administration without the written approval of the President of the College.
2. The user shall maintain considerate and ethical behavior in the use of College computer resources.
3. The user shall not willfully create, copy, or disseminate computer viruses nor threaten to install or to infect the College's computer resources with any virus.
4. Any unauthorized use, access, alteration, addition, destruction, duplication, or deletion of the computer or network resources, or the information contained therein, is prohibited.
5. The user shall avoid wasting computer resources by activities beyond the scope of legitimate administrative or instructional requirements.
6. The user shall be sensitive to the public nature of all computing facilities. All networks, network message traffic, and computer systems, including individual workstations, are subject to review for compliance with existing College policies.
7. The user shall determine the licensing status of any software or data prior to copying or transferring the product.
8. The user shall have prior written approval from the appropriate dean, supervisor, or administrator and the Information Technology Division before installing on College computers or networks any software not provided by the College. The user shall be responsible for the registration and license compliance for any software not provided by the College. Only lawfully acquired software may be installed on College computers and networks.
9. The user must insure the integrity of all foreign software, disks, or hardware before installing, or using such software, disks or hardware on College computers or networks. "Integrity" in the context of this policy, includes assurance of compatibility with existing software, disks, or hardware, as well as freedom from contamination by any type of computer virus. "Foreign" computer software, disks, or hardware includes any computer software, disks, or hardware which: (1) have not been provided by the College, or (2) have been removed from and then returned to the campus, or (3) have been used on the campus in, or in connection with, any computer software, disks or hardware not provided by the College.
10. The user shall obtain, from the appropriate College authority, prior written approval for the planned installation and proposed applications of any type of computing 'server' device, or 'server' software. All information or material placed on any type of

computer server device shall comply with all applicable College policies and practices and all laws governing the use of computer, network devices, and the Internet.

11. The user shall access only those computing resources, and those accounts authorized by the appropriate College authority. The user must protect the integrity of personal files, personal data and personal passwords. The user shall respect the privacy of the College's and other users' resources.

12. The user shall not access the Internet through the college telephone system without written approval from the President of the College or the President's designee.

E. North Central State College World Wide Web Pages: North Central State College's World Wide Web pages provide an online publication about North Central State College for World Wide Web audiences. These pages provide easy online access to information about NC State's programs, administrative services, informational and support services, and the faculty, staff, and students at North Central State College. This policy governs information to be contained in any North Central State College Web page. Failure to comply with this policy will result in a refusal to upload documents to NC State servers or a removal of documents from the servers.

1. All pages contained within the North Central State College web server must conform to the specifications and guidelines set forth by the North Central State College Web Style Guide. This information is available online at the following URL www.ncstatecollege.edu/web_style_guide.htm

F. Documents on the North Central State College servers must not contain:

1. Copyrighted or trademarked materials in any form without written permission of the person who created them or owns the rights.
2. Images (i.e., photographs, drawings, paintings, or other derivatives thereof), audio, videos, or movies of people without their written consent. Talent releases are available for this purpose. (3) Commercial activities or advertisements not related to the instructional or administrative missions of the College. (4) Any information, confidential or otherwise, pertaining to other individuals who do not want the information included. (5) Any images or data that are discriminatory, abusive, profane, harassing, or sexually offensive. When a complaint regarding discriminatory, abusive, profane, harassing, or sexually offensive material is received by North Central State College, the matter will be turned over to the appropriate dean, office, or committee.
 - a. It is the responsibility of each individual who uses the technology resources of the College to be familiar with and abide by all current operational policies. Developers of web pages agree to all portions of this policy. The use of any technology resource at North Central State College implies acceptance of these and all other current operational policies. With the evolving nature of the web medium, specific changes or additions to these policies and guidelines may occur from time to time.
 - b. Authors of documents and those who store resources on NC State servers are responsible for what they allow users to access. Infringement of copyright laws and obscene, harassing, or threatening material on NC State servers can be in violation

of local, state, national, or international laws and can be subject to litigation by the appropriate law enforcement agency.

- c. All web sites on NC State servers are publicly accessible and may be reviewed for compliance with all North Central State College Policies and procedures.
- d. Penalties for Violation: Violation of this policy may result in revocation of utilization privileges, administrative discipline, or immediate termination of the violator's relationship with the College and could lead to criminal and civil prosecution. The College is authorized by anyone utilizing its information technology facilities to cooperate with government and civil authorities in the prosecution of any criminal and civil matter against any person who violates this policy, including disclosure of any records, information, data, images, communications, recordings, or other evidence in the custody of, or accessible by, the College.

Effective: December 19, 2000, Expires: December 1, 2005, Review Dates: 12/19/2000

Wireless Access Policy

Policy Number: 3357:13-19-24

A. The purpose of this policy is to secure and protect the information assets owned by North Central State College. North Central State College provides computer devices, networks, and other electronic information systems to meet missions, goals, and initiatives. North Central State College grants access to these resources as a privilege and must manage them responsibly to maintain the confidentiality, integrity, and availability of all information assets.

This policy specifies the conditions that wireless infrastructure devices must satisfy to connect to North Central State College network. Only those wireless infrastructure devices that meet the standards specified in this policy or are granted an exception by the Information Technology Department are approved for connectivity to a North Central State College network.

Only users affiliated with the College are authorized to use wireless networking in its buildings. The IT department with administration approval may implement or alter data encryption and authentication security measures at any time with the proper notification to the College community. These measures must be followed by all users to provide security for the College network users and electronic resources. Each student, staff, and faculty user needing wireless access will be required to use their Active Directory (AD) login credentials to gain access to the wireless College network.

- B. Personal Wireless Devices - Personal wireless access points and wireless routers through the College network are prohibited on the College campus. These devices often provide a broad range of network services that may interfere with performance and availability of the College's wireless network. More importantly, unregulated wireless access points pose a serious security threat that can be exploited by malicious activities to eavesdrop on wireless transmissions.
- C. Privacy Expectation - Users should have no expectation of privacy regarding any communication on or information passed through the system. The college may monitor any activity on the wireless network to maintain acceptable bandwidth, and secure the integrity of the Wi-Fi signal.

Effective: March 1, 2016, Expires: March 1, 2021, Review Dates: 3/1/16

DISCRIMINATION, HARASSMENT, SEXUAL MISCONDUCT, STALKING, AND RETALIATION POLICY

Policy Number: 3357: 13-15-03

A. This policy applies in cases where the student or employee complaint involves discrimination or harassment.

A student filing a complaint that does NOT involve discrimination or harassment must follow the College's Student Complaint Policy (Policy 3357:13-15-02).

B. North Central State College is committed to providing an environment that emphasizes the dignity and worth of every member of its community and that is free from harassment and discrimination based upon race, color, religion, national origin, creed, service in the uniformed services (as defined in state and federal law), veteran status, sex, age, political ideas, marital or family status, pregnancy, physical or mental disability, genetic information, gender identity, gender expression, or sexual orientation. Such an environment is necessary to a healthy learning, working, and living atmosphere because discrimination and harassment undermine human dignity and the positive connection among all people at the College. Acts of discrimination, harassment, sexual misconduct, stalking, and retaliation will be addressed consistent with this policy.

C. Consistent with state and federal law, reasonable accommodation will be provided to persons with disabilities.

D. It is important that members of the College community understand that the law does not just prohibit discrimination and harassment of employees by employers. The law also prohibits discrimination and harassment between members of the College community more generally: for example, between an instructor and a student, between two students, or between a student and an applicant or campus guest. The policy applies in all College programs and activities, including, but not limited to, discrimination in athletics, instruction, grading, college housing, and college employment. In addition, the law prohibits retaliation against an individual for opposing any practices forbidden under this policy, for bringing a complaint of discrimination or harassment, for assisting someone with such a complaint, for attempting to stop such discrimination or harassment, or for participating in any manner in an investigation or resolution of a complaint of discrimination or harassment. It is central to the values of the College that any individual who believes they may have been the target of unlawful discrimination or harassment feel free to report their concerns for appropriate investigation and response, without fear of retaliation or retribution.

E. This policy shall not be construed or applied to restrict academic freedom at the College, nor shall it be construed to restrict constitutionally protected expression, even though such expression may be offensive, unpleasant, or even hateful.

F. The industry standard designation for these kinds of violations as well as the office of responsibility for the reporting and handling of these matters is identified by the term "EO". All complaints or any concerns about conduct that may violate this policy and retaliation should be filed with the College's Title IX Coordinator (EO):

Title IX Coordinator (EO)
North Central State College
Fallerius Technical Building, Room 158
2441 Kenwood Circle
Mansfield, OH 44906 419-755-4538

G. Upon receiving a complaint, the Coordinator will follow the procedures described in the Discrimination Grievance Procedures.

1. Important Note! Please do not wait to report conduct of concern until harassment becomes sufficiently serious (i.e., severe, pervasive, or persistent) to create a hostile environment. The Title IX Coordinator, designees, and other College officials can take proactive steps to prevent harassment from continuing and perhaps escalating and to protect or otherwise assist the person harassed. For example, the College can arrange for no-contact orders, counseling and changes in class schedules, living arrangements, class requirements, and testing schedules as needed. The EO office and designees can also provide expertise and advice to help identify conduct that might be a warning sign of or constitute sexual harassment or hostile environment harassment prohibited by this policy and address any concerns or complaints appropriately.

H. Discriminatory Conduct

1. Discrimination is conduct that is based upon an individual's race, color, religion, national origin, creed, service in the uniformed services (as defined in state and federal law), veteran status, sex, age, political ideas, marital or family status, pregnancy, physical or mental disability, genetic information, gender identity, gender expression, or sexual orientation that excludes an individual from participation, denies the individual the benefits of, treats the individual differently or otherwise adversely affects a term or condition of an individual's employment, education, living environment or participation in a College program or activity. This includes failing to provide reasonable accommodation, consistent with state and federal law, to persons with disabilities.
2. Harassment is covered under this policy if it is based upon an individual's race, color, religion, national origin, creed, service in the uniformed services (as defined in state and federal law), veteran status, sex, age, political ideas, marital or family status, pregnancy, physical or mental disability, genetic information, gender identity, gender expression, or sexual orientation. Harassing conduct may take various forms, including, name-calling, graphic or written statements (including the use of cell phones or the Internet), or other conduct that may be physically threatening, harmful, or humiliating. Harassment does not have to include intent to harm, be directed at a specific target, or involve repeated incidents. Sex-based harassment includes sexual harassment, which is further defined below, and non-sexual harassment based on stereotypical notions of what is female/feminine v. male/masculine or a failure to conform to those gender stereotypes.
3. Harassment violates this policy when it creates a hostile environment, as defined in Section c, below.
 - a. Sexual Harassment - can include unwelcome: sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature, including sexual assault. Sexual harassment, including sexual assault, can involve persons of the same or opposite sex.

b. Consistent with the law, this policy prohibits two types of sexual harassment:

- (i) Tangible Employment or Educational Action - This type of sexual harassment occurs when the terms or conditions of employment, educational benefits, academic grades or opportunities, living environment or participation in a College activity is conditioned upon, either explicitly or implicitly, submission to or rejection of unwelcome sexual advances or requests for sexual favors, or such submission or rejection is a factor in decisions affecting that individual's employment, education, living environment, or participation in a College program or activity. Generally, perpetrators will be agents or employees with some authority from the College.
 - (ii) Hostile Environment - Sexual harassment may create a hostile environment as defined in section c below.
- c. Hostile Environment Harassment - A Hostile Environment based on race, color, religion, national origin, creed, service in the uniformed services, veteran status, sex, age, political ideas, marital or family status, pregnancy, physical or mental disability, genetic information, gender identity, gender expression, or sexual orientation exists when harassment:
- (i) is sufficiently serious (i.e., severe, pervasive, or persistent) and objectively offensive so as to deny or limit a person's ability to participate in or benefit from the College's programs, services, opportunities, or activities ; or
 - (ii) has the purpose or effect of unreasonably interfering with an individual's employment.
- d. Harassment that creates a hostile environment ("hostile environment harassment") violates this policy.
- e. A hostile environment can be created by anyone involved in a College program or activity (e.g., administrators, faculty members, students, and even campus guests). Mere offensiveness is not enough to create a hostile environment. Although repeated incidents increase the likelihood that harassment has created a hostile environment, a serious incident, such as a sexual assault, even if isolated, can be sufficient.
- f. In determining whether harassment has created a hostile environment, consideration will be made not only as to whether the conduct was unwelcome to the person who feels harassed, but also whether a reasonable person in a similar situation would have perceived the conduct as objectively offensive. Also, the following factors will be considered:
- (i) The degree to which the conduct affected one or more students' education or individual's employment;
 - (ii) The nature, scope, frequency, duration, and location of incident or incidents;
 - (iii) The identity, number, and relationships of persons involved;
 - (iv) The nature of higher education.
1. Sexual Misconduct includes sexual assault, inducing incapacitation for sexual purposes, sexual exploitation, and relationship violence.
1. Sexual Assault means an actual or attempted sexual contact with another person without that person's consent. Sexual assault includes, but is not limited to:
 - a. Involvement in any sexual contact when the victim is unable to consent.
 - b. Intentional and unwelcome touching of, or coercing, forcing, or attempting to coerce or force another to touch a person's

- intimate parts (defined as genital area, groin, inner thigh, buttocks, or breast).
- c. Sexual intercourse without consent, including acts commonly referred to as "rape."
- (i) Consent is informed, freely given, and mutual. If coercion, intimidation, threats, or physical force are used there is no consent. If a person is mentally or physically incapacitated or impaired so that such person cannot understand the fact, nature or extent of the sexual situation, there is no consent; this includes impairment or incapacitation due to alcohol or drug consumption, or being asleep or unconscious. There is no consent when there is force, expressed or implied, or use of duress or deception upon the victim. Silence does not necessarily constitute consent. Past consent to sexual activities does not imply ongoing future consent. Whether an individual has taken advantage of a position of influence over an alleged victim may be a factor in determining consent.
 - a) Inducing incapacitation for sexual purposes includes using drugs, alcohol, or other means with the intent to affect or having an actual effect on the ability of an individual to consent or refuse to consent (as "consent" is defined in this policy) to sexual contact.
 - b) Sexual Exploitation occurs when a person takes non-consensual or abusive sexual advantage of another for anyone's advantage or benefit other than the person being exploited, and that behavior does not otherwise constitute one of the preceding sexual misconduct offenses. Examples of behavior that could rise to the level of sexual exploitation include:
 - (i) Prostituting another person;
 - (ii) Non-consensual visual (e.g., video, photograph) or audio-recording of sexual activity;
 - (iii) Non-consensual distribution of photos, other images, or information of an individual's sexual activity, intimate body parts, or nakedness, with the intent to or having the effect of embarrassing an individual who is the subject of such images or information;
 - (iv) Going beyond the bounds of consent (such as letting your friends hide in the closet to watch you having consensual sex);
 - (v) Engaging in non-consensual voyeurism;
 - (vi) Knowingly transmitting an STI, such as HIV, to another without disclosing your STI status;
 - (vii) Exposing one's genitals in non-consensual circumstances, or inducing another to expose his or her genitals;
 - (viii) Possessing, distributing, viewing or forcing others to view illegal pornography;
 - c) Relationship Violence is abuse or violence between partners or former partners involving one or more of the following elements:
 - (i) Battering that causes bodily injury;
 - (ii) Purposely or knowingly causing reasonable apprehension of bodily injury;
 - (iii) Emotional abuse creating apprehension of bodily injury or property damage;
 - (iv) Repeated telephonic, electronic, or other forms of communication -- anonymously or directly -- made with the intent to intimidate, terrify, harass, or threaten.
- J. Stalking includes repeatedly following, harassing, threatening, or intimidating another by telephone, mail, electronic communication, social media, or any other action, device or method that purposely or knowingly causes substantial emotional distress or reasonable fear of bodily injury or death.
- K. Retaliation is action taken by an accused individual or an action taken by a third party against any person because that person has opposed any practices forbidden under this policy or because that person has filed a complaint, testified, assisted, or participated in any manner in an investigation or proceeding under this policy. This includes action taken against a bystander who intervened to stop or attempt to stop discrimination, harassment, or sexual misconduct. Retaliation includes intimidating, threatening, coercing, or in any way discriminating against an individual because of the individual's complaint or participation. Action is generally deemed retaliatory if it would deter a reasonable person in the same circumstances from opposing practices prohibited by this policy.
- L. Off-Campus Conduct - Conduct that occurs off campus can be the subject of a complaint or report and will be evaluated to determine whether it violates this policy, e.g. if off-campus harassment has continuing effects that create a hostile environment on campus. Allegations of off-campus sexual misconduct are of particular concern and should be brought to the College's attention.
- M. Mandatory Employee Reporting of Sex-based Discrimination, Sexual Harassment and Sexual Misconduct Involving Students
1. In order to enable the College to respond effectively and to stop instances of sex-based discrimination, sexual harassment and sexual misconduct involving students at the College proactively, all College employees must, within 24 hours of receiving the information, report information they have about alleged or possible sex-based discrimination, sexual harassment, and sexual misconduct involving students to the EO. Employees who are statutorily prohibited from reporting such information are exempt from these reporting requirements, including licensed health-care professionals. Please note that this policy does not reach curriculum or in any way prohibit or abridge the use of particular textbooks or curricular materials.
 2. Upon receiving a report of alleged or possible sex-based discrimination, sexual harassment, or sexual misconduct, the EO will evaluate the information received and determine what further actions should be taken. The EO will follow the procedures described in the Discrimination Grievance Procedures. The EO will take steps, either directly with the complainant or through a reporting employee, to provide information about the College's Discrimination Grievance Procedures, as well as available health and advocacy resources and options for criminal reporting.
- N. Sanctions and Corrective Action - Violations of this policy will be addressed through the Discrimination Grievance Procedures. Consequences for violating this policy will depend upon the facts and circumstances of each particular situation. Sanctions and Corrective Action could include: a requirement not to repeat or continue the discriminatory, harassing, or retaliatory conduct, a reprimand, a no-contact order, denial of a merit pay increase, reassignment, suspension or termination. The severity of sanctions or corrective action will depend on the frequency and severity of the offense and any history of past discriminatory, harassing or

retaliatory conduct. A finding of discrimination, harassment that creates a hostile environment or results in a tangible employment or educational action, or sexual misconduct may be cause for disciplinary action, up to and including the discharge of employees and the expulsion of students, in accordance with applicable College procedures. The College may also take appropriate action if it does not find discrimination or harassment that creates a hostile environment or results in a tangible employment or educational action, but (a) the College found that the respondent engaged in disruptive behavior or (b) to prevent the creation of a hostile environment.

O. Amnesty for Drug or Alcohol Possession and Consumption Violations

- The College strongly encourages students to report instances of sex-based discrimination, sexual harassment, and sexual misconduct involving students. Therefore, students who report information about sex-based discrimination, sexual harassment, or sexual misconduct involving students will not be disciplined by the College for any violation of the College's drug or alcohol possession or consumption policies in which they might have engaged in connection with the reported incident.

P. Free Speech and Academic Freedom

- The College recognizes and protects full freedom of inquiry, teaching, research, discussion, study, publication, and for artists, the creation and exhibition of works of art, without hindrance, restriction, equivocation, or reprisal. This right extends to other facets of campus life to include the right of a faculty member or student to speak on general educational questions or about the College. In addressing all complaints and reports under this policy, the College will take all permissible actions to ensure the safety of students and employees while complying with free speech requirements for students and employees. While the College will protect students' and employees' rights against sex discrimination under this policy, this policy does not apply to curriculum or in any way prohibit or abridge the use of particular textbooks or curricular materials.

Q. External Complaints

1. If you filed a complaint with the EO and believe the College's response was inadequate, or you otherwise believe you have been discriminated against by the College on the basis of race, color, national origin, sex, including sexual harassment, disability, age, or retaliation, you may file a complaint with the Office for Civil Rights (OCR) of the U.S. Department of Education or the Educational Opportunities Section (EOS) of the Civil Rights Division of the U.S. Justice Department of Justice, and a complaint based on religion with EOS of the U.S. Justice Department.
2. As a student or employee, if you filed a complaint with the EO and believe the College's response was inadequate, or you otherwise believe you have been discriminated against by the College on the basis of race, color, national origin, sex, including sexual harassment, disability, age, religion, creed, pregnancy, marital status, familial status (housing only), or political beliefs, or retaliation, you may file a complaint with the Ohio Civil Rights Commission.

R. Resources

1. The College's Safety and Security Annual Report of on-campus crime statistics now includes forcible and non-forcible sex

offenses, in lieu of the single category of rape used on previous reports, in compliance with the Campus Security Act.

2. Copies of the Safety and Security Annual Report (required by the Student Right-to-Know and Campus Security Act of 1990) which details on-campus crime statistics for the three previous calendar years may be obtained at the College's Campus Security Office located in Reidl Hall, Room 161.
3. Crime prevention materials concerning personal safety on campus, rape and date or acquaintance rape will be available at the Campus Security Office located in Reidl Hall, Room 161.
4. During the academic year, the Campus Security Office and the Office of Student Services may provide sex crime prevention information through campus publications and by direct presentations to student groups on request.
5. The College does offer counseling services to its students. Those students needing counseling can contact the Student Success Center at (419) 755-4764. Additional counseling services are also available through the Richland County Prosecutor's Office's Crime Victims Division at (419) 774-5676.

Effective: July 1, 2015, Expires: July 1, 2020, Review Dates: 12/15/14, 7/1/15

DISCRIMINATION GRIEVANCE PROCEDURES

Policy Number: 3357:13-15-031

A. The purpose of these procedures is to provide a prompt and equitable resolution for complaints or reports of discrimination based upon race, color, religion, national origin, creed, service in the uniformed services (as defined in state and federal law), veteran status, sex, age, political ideas, marital or family status, pregnancy, physical or mental disability, genetic information, gender identity, gender expression, or sexual orientation. The industry standard designation for these kinds of violations as well as the office of responsibility for the reporting and handling of these matters is identified by the term "EO". Any person believing that they have been subjected to discrimination or harassment on any of these bases may file a complaint or report with the College "EO". These procedures address all complaints or reports of alleged discrimination or harassment, including conduct that violates the Discrimination, Harassment, Sexual Misconduct, Stalking and Retaliation Policy (hereinafter referred to as "Policy Violations"). The procedures also address complaints or reports of retaliation against those who have opposed practices forbidden under the policy, those who have filed complaints or reports under the policy, and those who have testified or otherwise participated in enforcement of the policy.

B. College Complaints and Reporting

1. Complaints and third-party reports of discrimination, including Policy Violations, should be made to the Title IX Coordinator (EO). The EO staff members are trained to help you find the resources you might need, to explain all reporting options, and to respond appropriately to conduct of concern. All instances of retaliation should be reported and will be addressed in the same manner. The contact information for the EO is listed below.

Title IX Coordinator (EO)
North Central State College
Fallerius Technical Building, Room 158
2441 Kenwood Circle
Mansfield, OH 44906 419-755-4538

2. Complaints and reports should be made as soon as possible after an incident. The EO coordinates and tracks all complaints and reports under this procedure.
3. There are several avenues available for submitting a complaint or report:
 - a. Leave a private voice message for the EO;
 - b. Send a private email to one of the EO staff;
 - c. Mail a letter to the EO office;
 - d. Visit one of the EO staff (it is best to make an appointment first to ensure availability).
 - e. Report to another trusted College official (e.g., Professor, Coach, Advisor) who will provide information as required under the policy to the EO.
4. If there is a complaint about the EO or any staff member that is part of the EO Office, or if the EO or EO staff has a complaint, that complaint should be filed with the President of the College. The President will appoint another trained individual to take the place of the EO for purposes of the complaint.

C. Criminal Reporting

1. Please remember that if someone is in immediate danger or needs immediate medical attention, the first place to report is 911. You may also report to the College's Campus Security (dial 419-755-4346), or to the Mansfield Police Department. Some forms of discrimination and harassment may also be crimes. For example, sexual assault, stalking and rape are crimes. Criminal reports should be made to law enforcement, even if it is uncertain whether the particular conduct is a crime. Calling local law enforcement can help you: Obtain emergency and non-emergency medical care; get immediate law enforcement response for your protection; understand how to provide assistance in a situation that may escalate to more severe criminal behavior; arrange a meeting with victim advocate services; find counseling and support; initiate a criminal investigation; and answer questions about the criminal process.
2. In order to preserve any physical evidence of a sexual offense, victims of sexual assault are urged not to bathe, shower, use any feminine douche or change clothing. Such victims should go immediately to a medical facility of their choice to receive medical treatment if needed and to insure that the appropriate examinations are conducted to collect the necessary physical evidence of the assault. (3) The cost of medical treatment or examination of the victim of a sexual assault for physical evidence shall be charged to the political sub-division where the offense occurred (Ohio Revised Code Statutes 2907.28 and 2907.29). There is no cost to the crime victim for such medical treatment or examination in Ohio.

D. Confidentiality of Complaints and Reports - Parties in these processes, including the Complainant, the individual accused of a Policy Violation ("Respondent"), and witnesses, have privacy rights and reasonable expectations of confidentiality in the investigation

of matters subject to this procedure. In addition, the integrity of the process depends on ensuring reasonable expectations of confidentiality. The EO will keep confidential the complaint, report, witness statements, and any other information provided by the Complainant, Respondent, or witnesses and will disclose this information only to the Complainant, Respondent, or witnesses, as necessary to give fair notice of the allegations and to conduct the investigation; to law enforcement consistent with state and federal law; to other College officials as necessary for coordinating interim measures or for health, welfare, and safety reasons, and to government agencies who review the College's compliance with federal law. The investigation report and any written decision from the Discrimination Grievance Committee will be disclosed only to the Complainant, Respondent, EO, Discipline Authority¹ as necessary, and College officials as necessary to prepare for subsequent proceedings (e.g., College President and College Legal Counsel). Members of the Discrimination Grievance Committee have the same strict obligations to keep all information they learn confidential, subject to the limited exception when necessary to protect health, welfare or safety. Information about complaints and reports, absent personally identifiable information, may be reported to College officials and external entities for statistical and analysis purposes pursuant to federal and state law and College policy.

E. Anonymous and Third Party Reporting - The EO accepts anonymous and third-party reports of conduct alleged to violate this Policy and will follow up on such reports. The individual making the report (Reporter) is encouraged to provide as much detailed information as possible to allow the EO to investigate and respond as appropriate. The EO may be limited in the ability to investigate an anonymous report unless sufficient information is furnished to enable the EO to conduct a meaningful and fair investigation.

F. Role of the EO - The EO is charged with coordinating the College's compliance with federal civil rights laws, all of which are listed at the end of these Procedures. The EO is not an advocate for either the Complainant or the Respondent. The EO will explain to both parties the informal and formal processes outlined below and the confidentiality provisions as outlined above. Where appropriate, the EO will provide to both parties information about options for obtaining medical and counseling services; information about making a criminal report, information about receiving advocacy services, information about other helpful campus and community resources. The EO will offer to coordinate with other campus officials, when appropriate, to implement interim remedial measures such as no-contact orders, rearrangement of living arrangements, or academic accommodations. The EO will describe the process of a fair and impartial investigation. The EO will explain the right of the Respondent to review and respond to allegations and evidence against him or her. The EO will explain to both parties their rights to have a person of support with them during their interviews and during the hearing stage of these procedures. If an individual does not want to pursue a complaint, the EO will inform the individual that the College is limited in the actions it can take without the cooperation of the individual. The EO will also explain to parties and witnesses that retaliation for reporting alleged violations of the policy, or participating in an investigation of an alleged violation, is strictly prohibited and that any retaliation should be immediately reported and will be promptly addressed.

G. Immediate Action and Interim Measures - The College may take interim measures to assist or protect the parties during the grievance process, as necessary and with the Complainant's consent. Such measures for a student. Complainant may include arranging for changes in class schedules or living arrangements, issuing a no-contact order, obtaining counseling, and modifying test schedules or other class requirements temporarily. For an employee Complainant, the College may temporarily reassign or place on administrative leave an employee alleged to have violated this policy.

H. Resolution - If a Complainant chooses to file a complaint, there are two avenues for resolution of an alleged Policy Violation: formal and informal resolution. The Complainant has the option to proceed informally, when permissible. In cases involving allegations of sexual assault, informal resolution is not appropriate, even if both the Complainant and Respondent indicate a preference for informal resolution.² The EO is available to explain the informal and formal resolution procedures.

1. Informal Process and Resolution

- a. If the Complainant, the Respondent, and the EO all agree that an informal resolution should be pursued, the EO (or her/his designee) shall attempt to facilitate a resolution of the conflict that is agreeable to all parties. Under the informal process the EO shall be required only to conduct such fact-finding as is useful to resolve the conflict and as is necessary to protect the interests of the parties, the College and the community. Typically, an informal investigation will be completed within twenty (20) days of receipt of the complaint. If it becomes necessary to extend the process, both parties will be notified of a revised expected resolution timeframe.
- b. A Complainant or Respondent always has the option to request a formal investigation. The EO also always has the discretion to initiate a formal investigation. If at any point during the informal process, the Complainant, the Respondent, or the EO wishes to cease the informal process and to proceed through formal grievance procedures, the formal process outlined below will be invoked.
- c. The informal resolution must adequately address the concerns of the Complainant, as well as the rights of the Respondent and the overall intent of the College to stop, remedy and prevent Policy Violations. (Informal actions might include, but are not limited to: providing training to a work unit; having an informal discussion with an individual whose conduct, if not stopped, could rise to the level of discrimination, or hostile environment harassment; or having a confidential conversation with a supervisor or instructor).

2. Formal Process (EO refers to the EO or trained designee.)

- a. Step 1: EO discusses concerns with Complainant, and the Respondent as appropriate, including providing information about the policy and procedures and other helpful resources. EO also considers whether immediate or interim actions or involvement of other College offices is appropriate. EO determines whether the office has jurisdiction to investigate the matter. The EO only has jurisdiction to investigate complaints alleging discrimination, harassment, sexual misconduct, stalking, and retaliation.
 - (i) Option 1: If the EO determines that there is no jurisdiction, the EO will offer to assist the Complainant and, as appropriate, the Respondent, in finding appropriate

campus and off-campus resources for addressing the issue of concern.

- (ii) Option 2: If the EO determines that there is jurisdiction, the EO will proceed to Step 2.
- b. Step 2: EO conducts or oversees the conducting of a fair and impartial investigation of the alleged Policy Violation and proceeds to Step 3. Typically an investigation will be completed within twenty (20) days of receipt of the complaint. If it becomes necessary to extend the process, both parties will be notified of a revised expected resolution timeframe.

Only a trained investigator will conduct an investigation. Respondents will have the opportunity to review and respond to evidence considered against them. Both parties will have the opportunity to review and provide comments to the investigator about the written investigation report before it is finalized.

- c. Step 3: EO determines whether there is a preponderance of the evidence to believe that an individual engaged in a Policy Violation. This means that individuals are presumed not to have engaged in alleged conduct unless a "preponderance of the evidence" supports a finding that the conduct has occurred. This "preponderance of the evidence" standard requires that the evidence supporting each finding be more convincing than the evidence in opposition to it.

In making the determination of whether harassment has created a hostile environment, the EO will consider not only whether the conduct was unwelcome to the Complainant, but also whether a reasonable person in the Complainant's situation would have perceived the conduct as objectively offensive. The EO's findings will be in writing and will be provided to both the Complainant and to the Respondent(s).

Option 1: If EO finds a preponderance of the evidence of a Policy Violation does not exist, the matter is documented and closed; in this case the Complainant may appeal the finding to the Discrimination Grievance Committee.

Option 2: If EO finds that a preponderance of the evidence of a policy violation exists, the EO's written report will include recommendations for steps to take to prevent recurrence of any such violation, and as appropriate, remedies for the Complainant. The Respondent may appeal the finding to the Discrimination Grievance Committee. If the Respondent does not contest the finding, the Respondent will be required to sign the written finding and the written finding will be provided to the Discipline Authority for a determination of appropriate sanctions. In the case of student Respondents, the Discipline Authority will be the Dean, Student Services and Enrollment Management. In the case of employees, the Discipline Authority is the College administrator with the authority to impose sanctions in accordance with applicable employment policies and procedures. The Discipline Authority must inform the EO of the ultimate sanctions imposed upon a Respondent. The EO will inform the Complainant of the sanctions as permitted by applicable Title IX and privacy laws.

- I. Relation to the (1) Student Code of Conduct, and (2) Disciplinary Action and Due Process Policy - The Chief Academic Officer is charged with imposing sanctions in cases of academic misconduct, the Chief Student Conduct Officer in cases of non-academic misconduct, and a College administrator with the authority to

impose sanctions in accordance with applicable employment policies and procedures is charged with imposing sanctions on employees who are found to have violated this policy, even when the conflict is resolved through the informal resolution step. Sanctions for students may include eviction from campus housing, suspension, expulsion, probation, a warning, or any other sanction set forth in the Student Conduct Code. Sanctions for employees may include suspension, termination, or any other sanction set forth in the Corrective Action policy. Disciplinary records for policy violations are maintained in the same manner as other disciplinary records.

J. Reporter or Complainant Requests No Investigation - If a reporter or Complainant requests that an investigation not be conducted, the EO will consider the reasons for the request, including concerns about continued safety of the person reportedly harmed and members of the campus community. The EO must also balance considerations about the continued health and safety of members of the community against a reporter's or Complainant's desire not to have the report investigated. In cases when a reporter or Complainant does not want to have a report investigated, but the EO has concerns that not taking formal or informal action might endanger the health or safety of members of the campus community, the EO will initiate confidential consultation with appropriate individuals to analyze the situation and assist in determining appropriate measures to take. Consultation may occur with the Vice President of Academic Services, chair(s) of the Behavioral Intervention Team (BIT), Public Safety Officer, Clery Compliance Officer, psychological health professional, Director of Human Resources, and legal counsel. The EO will make the ultimate decision about whether to conduct a formal investigation or respond to the report in another manner, including taking informal actions, such as those described above.

K. Appeals to the Discrimination Grievance Committee

1. Composition of the Committee - The committee shall have five (5) regular members including the Chair. Of the five regular members, one shall be a student, one shall be a member of the faculty, one shall be a member of the non-academic staff, one shall be a member of the manager's advisory council and one shall be representatives of the administration.
2. Selection of Members - Members shall be appointed by the President of the College. Each of the groups listed below will nominate three (3) candidates. The President will appoint one member from each pool of candidates. The President shall also designate one (1) alternate from each of these groups:
 - a. Faculty Caucus
 - b. Staff Caucus
 - c. Manager's Advisory Council
 - d. President's Staff
 - e. Student Government
3. Appointment of Chair - The President shall appoint the Chair.
4. Term of Appointment
 - a. To assure cumulative experience and development of expertise as well as continuity and uniformity of decisions, the terms of regular members will be of extended duration. The student shall be appointed for two (2) years. Members of each of the other groups (faculty, non-academic staff, and administrators) shall be appointed for five (5) years. Any member whose term

has expired and who is willing to continue to serve on the committee may be reappointed by the President of the College.

- b. The President shall appoint one or more persons to serve temporarily as a member of the committee to fill a vacancy or ensure a quorum, or in response to a request from the Chair to avoid delay in proceedings. The term of temporary appointment continues for the duration of the proceedings or until the temporary appointee is replaced by a regular member.

5. Removal of Members - The Committee Chair may either permanently or temporarily remove or replace any regular member of the committee under the following circumstances:
 - a. In response to a request from those responsible for the nomination of the member;
 - b. In response to a request from a majority of the committee members;
 - c. In response to a request from the EO;
 - d. In response to a request from a committee member that he/she be excused;
 - e. In response to a request from a party who raises a legitimate concern regarding a conflict of interest.

If any person or group other than the member requests removal, that member will have an opportunity to rebut any evidence presented in support of the request for removal. If a concern as enumerated above is raised about the Chair, the President of the College will make the determination about either permanently or temporarily removal from the committee.

6. Quorum - There must be a member from each of the four constituent groups specified above to constitute a quorum.
7. Authority of the Committee - The committee may: (1) call student and employee witnesses to testify or to be present during a hearing, and obtain other evidence held by the College or any student or College employee; (2) arrange with the College EO for appropriate funding and staff support to facilitate hearings; (3) hold pre-hearing conferences; (4) issue hearing orders; (5) hold formal hearings and control conduct of such hearings; and (6) make decisions, findings of fact, and recommendations, including recommended sanctions, to the President by vote of a majority of the regular members involved in the hearing process.

L. Filing an Appeal

1. A request for a hearing before the College Discrimination Grievance Committee must be filed within five (5) working days, of the receipt of the EO's decision, unless good cause can be shown for an extension of time. The request for a hearing must be filed with the EO. The request for a hearing must be in writing and must describe the appellant's desired outcome; as well as describe how the appellant believes the EO:
 - a. exhibited unfair bias which influenced the result of the investigation;
 - b. failed to conduct a thorough investigation;
 - c. issued arbitrary findings and recommendations;
 - d. had a conflict of interest; or
 - e. issued findings and recommendations that if adopted would result in substantial injustice.

2. As soon as practicable, the EO will provide the non-appealing party and the Chair of the Discrimination Grievance Committee with a copy of the written appeal.
- M. Standard of Review - The committee reviews the findings and recommendations of the EO. The committee may approve, overturn, or modify the findings and recommendations of the EO. The committee may overturn or modify the EO's findings and recommendations if it finds that the EO: (1) exhibited unfair bias which influenced the result of the investigation; (2) failed to conduct a thorough investigation; (3) issued arbitrary findings and recommendations; (4) had a conflict of interest; or (5) issued findings and recommendations that if adopted would result in substantial injustice.
- N. Notice of Hearing - Within ten (10) working days of receipt of the written request for a hearing, the EO will notify the Complainant and the Respondent of the time and place of the formal hearing before the Discrimination Grievance Committee. This process might be extended during periods between academic semesters when a quorum of the committee cannot be convened. The hearing will normally be scheduled within thirty (30) days of receipt of the written appeal. If such an appeal causes a significant delay, the EO will consider interim measures, as described above, to continue to protect the parties during the process.
- O. Preparation for and Conduct of the Hearing
1. Written Statements on Appeal - Within ten (10) working days of filing the appeal, the party appealing the decision must submit to the EO the following information:
 - a. detailed statement of facts relevant to the complaint or report of discrimination, hostile environment harassment, sexual misconduct, stalking, or retaliation;
 - b. names and addresses and anticipated testimony from witnesses to be called;
 - c. copies of any documents which will be submitted as evidence;
 - d. additional materials the party believes the committee should obtain prior to the hearing;
 - e. reference to the portion of the policy alleged to be violated;
 - f. specific remedy(ies) requested; and
 - g. whether the party will be represented by legal counsel and the identity of the counsel.
 2. The non-appealing party may also submit the information described in (a) through (f), above. If the non-appealing party will participate in the hearing, that party must notify the EO as described above at (g) whether he or she will be represented by legal counsel. In cases in which the non-appealing party chooses not to participate in the hearing, the EO will provide to the Discrimination Grievance Committee, in addition to the written investigation report, any additional documents or other materials, and names and addresses of any witnesses the EO believes should provide information to the Committee at the hearing.
 3. Legal Counsel Representation - Both parties have a right to be represented by legal counsel. If either party chooses to be represented by legal counsel, the College's Legal Counsel will be present to ensure that the rights of all interested persons and the College are respected. The role of a party's attorney shall be limited to consultation with the attorney's client and client witnesses.
4. Forwarding Appeal Documents - The EO will forward copies of the EO's written investigation report; the above-listed materials; and any additional evidence relevant to the matter to the members of the Discrimination Grievance Committee at least five (5) days prior to the hearing.
 5. Pre-hearing Conference
 - a. At any time within five (5) days prior to the date of the formal hearing the Chairperson of the Discrimination Grievance Committee may call a pre-hearing conference. Topics discussed at a pre-hearing conference may include, but are not limited to: (a) whether the evidence presented is complete; (b) whether additional investigation is required; (c) whether additional witness should be called; and (d) time limits and order of presentation of evidence at the hearing. At the request of any party, the Committee Chairperson will conduct separate meetings with the appellant and the respondent for purposes of the pre-hearing conference.
 - b. With concurrence of a majority of the Discrimination Grievance Committee, the Chair may decide to: set aside the hearing date for any period up to ten (10) days for additional investigation, to obtain additional witnesses or evidence.
 6. The Hearing
 - a. The Chair of the Discrimination Grievance Committee will conduct the hearing. The hearing will be a non-adversarial proceeding and strict rules of evidence will not be applied. However, the Chair of the Committee may limit or refuse to allow evidence or testimony that is not reasonably related to a determination of whether a violation of the policy occurred.
 - b. The hearing will be conducted to assure fairness and accuracy in fact-finding. The parties and witnesses will address the members of the Committee rather than each other. The Chair will be the final arbiter of all matters of procedure. All hearings are closed to the public.
 7. The Decision - Within ten (10) working days of the conclusion of the formal hearing the Discrimination Grievance Committee will submit a decision in writing to the parties, the EO and to the President. The written decision will contain the following:
 - a. A summary of the allegations including a description of the harm alleged to have been caused;
 - b. A summary of the response to the allegations;
 - c. A statement of the relief sought by the Complainant if known, or of the recommendation of the EO, if applicable;
 - d. Specific reference to the portion(s) of the policy(ies) alleged to have been violated;
 - e. Analysis of whether the EO:
 - (i) exhibited unfair bias which influenced the result of the investigation;
 - (ii) failed to conduct a thorough investigation;
 - (iii) issued arbitrary findings and recommendations;
 - (iv) had a conflict of interest; or
 - (v) issued findings and recommendations that if adopted would result in substantial injustice; and
 - f. Recommendations, if any, regarding redress of the complaint as well as any other recommendations, as applicable, for precluding further policy violations.
 8. Action on Decision
 - a. The President will review the Committee's decision.
 - b. The President's review is limited to determining:

- (i) Whether the evidence provides a reasonable basis for the resulting decision; and
 - (ii) Whether specified procedural errors were so substantial as to deny a fair hearing to either party.
- c. Within ten (10) days of receipt of the Committee's decision, the President will notify the Committee Chair, the EO, and the parties, in writing, of the decision relative to each of the findings and recommendations forwarded by the Discrimination Grievance Committee.
- d. The EO will distribute copies to Committee members and to the parties.

P. Conflict of Interest and Training

1. All College officials who are involved in the discrimination grievance process, including the EO, designated investigators, Discrimination Grievance Committee, and Discipline Authorities, will have adequate training. Training will address, but is not limited to, recognizing and appropriately responding to allegations of discrimination, harassment, including hostile environment harassment, sexual misconduct, and retaliation, conducting investigations, protecting confidentiality, and recognizing the link between alcohol and drug use and sexual assault and sexual harassment.
2. The names of the investigator and the individuals who will serve on the Discrimination Grievance Committee for a particular matter will be readily accessible. These individuals must promptly disclose any potential conflict of interest they might have in a particular case. In the rare situation in which an actual or perceived conflict of interest arises between an Investigator, or member of the Discrimination Grievance Committee, that conflict must be disclosed to both parties.

Q. External Complaints

1. If you filed a complaint with the EO and believe the College's response was inadequate, or you otherwise believe you have been discriminated against by the College on the basis of race, color, national origin, sex, including sexual harassment, disability age, or retaliation, you may file a complaint with the Office for Civil Rights (OCR) of the U.S. Department of Education or the Educational Opportunities Section (EOS) of the Civil Rights Division of the U.S. Justice Department of Justice, and a complaint based on religion with EOS of the U.S. Justice Department.
2. As a student or employee, if you filed a complaint with the EO and believe the College's response was inadequate, or you otherwise believe you have been discriminated against by the College on the basis of race, color, national origin, sex, including sexual harassment, disability, age, religion, creed, pregnancy, marital status, familial status (housing only), or political beliefs, or retaliation, you may file a complaint with the Ohio Civil Rights Commission.

¹ In the case of employees, the Discipline Authority is the College administrator with the authority to impose sanctions in accordance with applicable employment policies and procedures and collective bargaining agreements. In the case of students, the Discipline Authority is the Vice President of Academic Services.

² The U.S. Department of Education, Office for Civil Rights, Dear Colleague Letter, dated April 4, 2011, p. 8, states: [I]n cases involving allegations of sexual assault, mediation is not appropriate even on a voluntary basis.

Effective: July 1, 2015, Expires: July 1, 2020, Review Dates: 12/15/14, 7/1/15

FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA)

Policy Number: 3357:13-17-50

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. Your rights under FERPA are:

1. You have the right to inspect and review your educational records within 45 days of the day the College receives a request for access.
 - Students should submit requests that identify the record(s) they wish to inspect to the Registrar. The Registrar will make arrangement for access and notify the students of the time and place where the records may be inspected. If the requested records are not maintained in the Student Records Office then the student shall be advised of the correct official to whom the request should be addressed.
2. You have the right to request the amendment of any part of your educational record that you believe is inaccurate or misleading.
 - Students may ask the College to amend a record that they believe is inaccurate or misleading. They should write the Registrar, clearly identify the part of the record they want changed, and specify how 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.
3. You have the right to consent to disclosure of personally identifiable information contained in your education records, except to the extent that FERPA authorizes disclosure without consent.
 - One exception which permits disclosure without consent is disclosure to school 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 and health staff); 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 a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.
 - A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
4. 4) You have the right to file a complaint with the U.S. Department of Education concerning alleged failures by North Central State College 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, D.C. 20202-4605

Additional questions or comments regarding FERPA or FERPA compliance should be directed to the Registrar, North Central State College, (419) 755-4824.

Effective: January 4, 2012, Expires: January 1, 2017, Review Dates: 12/12/96, 12/20/01, 1/4/07, 1/4/12

FIREARMS

Law enforcement officers authorized to carry concealed weapons or dangerous ordnance and acting within the scope of their duties must do the following:

- Prior to the start of class, a student shall present a letter from their commanding officer to the Registrar indicating they are required to carry a weapon, even when not on duty, as part of their overall duties as a peace officer.
- Prior to employment, an employee shall present a letter from their commanding officer to the Director of Human Resources indicating they are required to carry a weapon, even when not on duty, as part of their overall duties as a peace officer.
- Notify their instructor, supervisor, etc. that they are peace officers required to carry a weapon.

FUNDRAISING DRIVES AND CANVASING

Canvassing or solicitation for funds, sales, or subscriptions are prohibited in campus buildings unless written permission has been granted. A written request should be sent to the Director for Student Engagement for main campus or to the NCSC Facilities Manager for the Kehoe Center and Urban Center who may seek recommendation(s) regarding requests from appropriate campus offices. The request should be made at least 10 working days prior to the event.

The sale of merchandise of any kind whatsoever, or publications or service in campus buildings, other than by the regularly authorized stores, food service, departments, or divisions of the campus, is likewise prohibited except upon written permission. A written request should be sent to the Director for Student Engagement for main campus or to the NCSC Facilities Manager for the Kehoe Center and Urban Center at least 10 working days prior to the event.

Any person violating this rule shall be subject, upon proper notice, to eviction from campus property or arrest.

GUEST SPEAKERS

It is the policy of the Campus to foster a spirit of free inquiry and to encourage the timely discussion of the broad range of issues which concern our nation, provided that the views expressed are stated openly and are subject to critical evaluation. Within our prevailing standards of decency and honesty, this policy shall be construed to mean that no topic is too controversial for intelligent discussion on the campus. Restraints on free inquiry should be held to that minimum which is consistent with preserving an organized society in which change is accomplished by peaceful democratic means.

To this end, a registered student organization, after consulting with and prior approval of its faculty advisor, may invite guest speakers to the campus to address meetings, subject to the following provisions:

- Sponsorship must be by a registered student organization.
- Proper arrangements for the use of College facilities must be made.
- It must be clear that the student organization, not the College, is extending the invitation and that any views the speaker may express are his or her own and not those of the College.

- The student organization must take whatever steps are necessary to insure that the meeting is conducted in an orderly manner.
- The student organization must provide means for critical evaluation of the speaker's view, which must include as a minimum, an open question period following the speaker's presentation.
- The student organization must comply with any and all conditions for the orderly and scholarly conduct of the meeting.

A speaker invited by a student organization must not advocate action or urge the audience to take action which is illegal under the laws of the United States, the state of Ohio, or which is prohibited by the rules of the College or the Student Code of Conduct. It is the responsibility of the student organization to inform speakers in writing of this prohibition.

The maximum penalties to be assessed against a student organization for a failure to observe the provisions of Section 2 or for sponsoring a speaker who violates the prohibition of Section 3 of this rule shall be (a) for a single violation (including, as a single violation, multiple violations relating to the same meeting) in any academic year, suspension of the right of the student organization to invite a guest speaker to the campus for a twelve month period and (b) for more than one violation in any academic year, termination of the student organization's registered status.

Students, either as individuals or as members of recognized student organizations, who act in violation of the provisions of this rule shall be subject to disciplinary procedures and actions as outlined in the Student Code of Conduct.

Faculty and others entitled to sponsor a meeting involving the use of College facilities shall observe this rule.

POSTING POLICY

Policy Number: 3357:13-18-041

A. Students, faculty, and staff may post information and notices concerning their organization/ department in areas designated by NC State/OSU Mansfield administration, such as the bulletin boards in each of the buildings. These postings must be stamped and approved prior to posting (approval process below). When in doubt, contact the Office of Student Engagement for assistance at 419-755-4314 for main campus or the Facilities office for the Kehoe Center and Urban Center at 419-755-4855.

B. Guidelines for posting include:

1. The Office of Student Engagement and the OSU Mansfield Development Office will stamp and approve postings, including the date that the information should be taken down. Each building monitor will be responsible for putting materials up and taking them down. The date to be removed should be within 24 hours after the date of the event.
2. Only one notice per event may be posted per board surface. You can contact the Office of Student Engagement or the number of bulletin boards on the entire main campus.
3. Posted material should not cover or obstruct other notices.

4. Posted material should be of a reasonable size relative to the size of the posting area (5x5, 5x7, or 8-1/2 x 11 preferred).
 5. Table tents are considered a posting tool and also require approval.
 6. Posting is prohibited on all pieces of artwork, elevators, vehicles, bus shelters, trees, furniture & seating, streets & signs, glass surfaces (except postings by the CRC and Union staff within designated areas), doors, painted surfaces, columns, etc. In the case of emergency, the administration of the institutions may post a notice on a door area.
 7. Chalk may be used to post notices on sidewalks, but is prohibited on buildings. Under no circumstances may acrylics, ink or paint be used on any permanent surface.
 8. The Office of Student Engagement provides a special bulletin board in the Eisenhower Union for students interested in selling books, looking for roommates, etc. Students should contact Student Engagement or permission to post and the exact location of the board.
 9. Digital signage is for the exclusive use of OSU-Mansfield and NC State College, with content reviewed by designated campus personnel.
- C. Campus personnel will remove notices from all student posting areas on a bi-weekly basis. These areas will also be checked regularly to remove dated notices, non-campus related postings and violations.
- D. Violations of this policy will be handled through the Office of Student Engagement and other appropriate NC State/OSU Mansfield personnel. Groups or individuals responsible for violations will be assessed the actual cost of cleanup and any necessary repairs.
- E. Approval Process: Prior approval is required before anything is posted. For approval and distribution, please see the following for different types of posting.
1. Student organizations, internal institutional postings, and campus programmatic committees should contact the Office of Student Engagement in Eisenhower.
 2. External vendors and non-profits should contact the OSU-Mansfield Institutional Advancement in Riedl 208.
 3. Any building specific institutional postings only can be stamped and posted by the building monitors.
 4. For posting on the campus digital entrance sign, contact Public Relations at NC State or Institutional Advancement at OSU-M.
 5. For any outdoor advertising or art displays, Physical Facilities and Maintenance will be consulted as part of the approval process. Typically this type of advertising is rarely approved.
- F. Campus Building Monitors: To have something approved, contact the Office of Student Engagement or OSU Mansfield Institutional Advancement for approval. They will get materials to building monitors for posting.

G. Internal Support with Developing Advertising:

1. For assistance with preparing fliers, digital messaging, or other advertising, contact the Office of Student Engagement at 419-755-4314.

2. Forms to request assistance are available at www.mansfield.osu.edu/studentactivities/organizations.htm

Approved by Shared Services Committee, 1997. Revisions approved by Shared Services Committee, 1/22/02, 12/16/05, 1/26/06, 9/29/08, 12/20/2010, Reviewed: 11/14/2013

ROLLERBLADES AND SKATEBOARDS

Policy Number: 3357: 13-18-20

Roller blades and skateboard may be used as transportation on walks throughout campus, if used courteously, respecting the right of way of pedestrians. They may also be used for recreation in parking lot #8 and on the bike path, except when motorcycle classes or other approved activities are being conducted.

Stunting is dangerous to skaters, to campus property, and to bystanders, and is strictly prohibited anywhere on campus. Students in violation of skating rules may be subjected to disciplinary actions. Safety equipment is highly recommended for skaters to provide for personal safety.

SELECTIVE SERVICE REQUIREMENTS

As a publicly funded, associate degree granting college, North Central State College is required to collect information from all male students regarding their selective service status. Forms used for collecting this information are included with NC State applications and also distributed during registration. Completed forms should be returned to the Office of Student Records. Failure to comply with this request will result in the assessment of the "out-of-state" tuition surcharge and the loss of certain financial aid benefits.

Please also see the Financial Aid Selective Service Information at www.ncstatecollege.edu/cms/media-custom/PDF/Financial-Aid/pdf/Selective%20Service.pdf.

SMOKING POLICY

Policy Number: 3357:13-18-19

A. The Ohio State University at Mansfield Tobacco-Free Campus Policy, the North Central State College Nonsmoking Policy and the Ohio State Smoke-Free Workplace Law (ORC 3794) are in effect at the Mansfield Campus.

B. For North Central State College buildings (Child Development Center, Fallerius, Health Sciences, Kee Hall, Kehoe Center):

1. Smoking is prohibited inside buildings or under outside overhangs (e.g. covered loading docks, covered porches, bus shelters, entryways, etc.).
2. Smoking is prohibited within 25 feet of doors, windows that open and air intakes. This does not apply to the Child Development Center as smoking is prohibited entirely on the grounds.

- 3. Smoking is defined as the burning of tobacco or any other material in any type of smoking equipment, including, but not restricted to, cigarettes, cigars, or pipes and electronic smoking devices.
- 4. Compliant signage has been posted at all building entryways.
- 5. Ashtrays have been removed from areas in which smoking is prohibited. Smokers are asked to use the cigarette urns provided by the campus. Littering is a violation of Ohio law.
- 6. All individuals must discontinue smoking when asked to do so in locations where smoking is prohibited. Faculty, staff, and students violating this policy are subject to College disciplinary action. Violators may also be subject to prosecution for violation of Ohio's Smoking Ban (Ohio Revised Code, Chapter 3794). More information about the law and Ohio Department of Health regulations can be found at www.odh.ohio.gov. Alleged violations may be reported at 866-559-OHIO(6446).

Effective: January 1, 2007, Expires: July 1, 2016, Revised Dates: 1/1/2007, 7/22/2011

STUDENT COMPLAINT PROCEDURES

Policy Number: 3357:13-15-02

- A. This policy does not apply in cases where the student initiates a complaint regarding discrimination or harassment. A student filing a complaint regarding discrimination or harassment must follow the college's Discrimination, Harassment, Sexual Misconduct, Stalking, and Retaliation Policy (policy 3357:13-15-03).
- B. This policy does not apply in cases involving student behavior subject to the college's Code of Student Conduct/Discipline Policy. A student wishing to initiate a complaint or appeal in this area should consult policy 3357:13-15-01 for guidance.

C. This policy does not apply in matters of assessing incoming students' readiness skills/student placement (see 3357:13-14-09 Assessment of Incoming Students) or academic grade appeals (see 3357:13-14-29 Academic Grade Appeal Policy).

D. North Central State College encourages student communication with the administration, faculty, and staff regarding College operations, policies, and procedures and encourages students to use existing policies, personnel, and departmental offices to express specific concerns. Should a student deem that the existing policies, personnel, and departmental offices cannot address his/her specific concern or complaint, North Central State College accepts and maintains records of formal written complaints filed with the office of the Department Supervisor, Assistant Dean, Dean, or Vice President.

E. North Central State College is committed to fair and equitable decision-making regarding all policies and practices of the College. When decisions are rendered regarding the application of policies, the college is committed to resolving disagreements over the outcome through an appeals method adhering to the principles of due process.

F. Anytime students feel that a college policy or practice has been applied unfairly to their situation, they have the right to submit a written complaint or appeal. Procedures for filing such a complaint/appeal may be found in 3357:13-15-021 Procedures for Initiating a Student Complaint/Appeal (Other than Discrimination or Harassment).

G. The College will take measures to avoid making a record of individual identities of those involved and will shield names and individual identities in any information or report that may be required by the College's accreditor.

Effective: August 1, 2016, Expires: August 1, 2021, Review Dates: 12/15/14, 07/26/16

OVERVIEW OF ACADEMIC PROGRAMS

ASSOCIATE OF ARTS/ASSOCIATE OF SCIENCE

The Associate of Arts and the Associate of Science degree programs are designed for students who are planning to transfer to a four-year college or university and pursue baccalaureate degree programs. The curriculum fulfills the freshman and sophomore general education requirements of most four-year colleges and universities. Effective general education helps students gain competence in the exercise of independent intellectual inquiry and also stimulates their examination of understanding of personal, social and civic values. In addition, these degrees will fulfill the requirements for the Ohio Transfer Module at other public colleges and universities. In essence, upon completion of the Associate of Arts or the Associate of Science, students will have a well-rounded general education to augment the final two years required for a Bachelor's degree.

The Associate of Arts is awarded with the following focus areas:

- Business Administration Focus
- Communication Focus
- Criminal Justice Focus
- Education Focus
- English Focus
- Liberal Arts Focus
- Philosophy Focus
- Psychology Focus
- Social Work Focus
- Sociology Focus

The Associate of Science is awarded with the following focus areas:

- Business Administration, Accounting Focus
- Business Administration, Management Focus
- Criminal Justice Focus
- Forensic Science Focus
- Mathematics Focus
- Pre-Health Professional Focus
- Pre-Mortuary Science Focus
- Pre-Professional Studies Focus
- SCI-MED Academy

ASSOCIATE OF APPLIED BUSINESS

The Associate of Applied Business Degree is awarded in the following programs:

- Accounting
- Business Administration – Business Management
- Business Administration – Marketing
- Information Technology - Cyber Security
- Information Technology – Networking
- Visual Communications Media and Technology – Graphic Design

ASSOCIATE OF APPLIED SCIENCE

The Associate of Applied Science Degree is awarded in the following programs:

- Associate Degree Nursing
- Bioscience
- Criminal Justice

- Criminal Justice – Law Enforcement
- Criminal Justice - Law Enforcement Fastrack
- Criminal Justice - Corrections Fastrack
- Health Information Technology
- Health Services Technology
- Human Services
- Industrial Technology – Integrated Engineering Technology
- Industrial Technology – Manufacturing Technology Operations Management
- Mechanical Engineering Technology
- Occupational Therapy Assistant
- Physical Therapist Assistant
- Radiological Sciences
- Respiratory Care

ASSOCIATE OF TECHNICAL STUDIES (ATS)

The Technical Studies program allows a student who has specific needs that are not met by any single program at the College to combine elements of several technologies in a meaningful and logical way. Appropriate administrators and faculty will assist the student in formulating a course of study that closely matches his/her goals and needs. The course of study will be documented and upon successful completion of the program, the student will be awarded the Associate of Technical Studies degree.

To pursue Technical Studies, a student must complete a special Technical Studies application form available from any academic division office. A student will be considered admitted to the Technical Studies program only after his/her course of study has been formulated and approved by the appropriate administration and faculty.

CERTIFICATES

North Central State College offers certificate programs which are designed to allow students to complete a cluster of coordinated courses in a shorter period of time than an associate degree. Students in associate degree programs may benefit from adding a certificate to their areas of expertise. Upon successful completion of a certificate program, a "Certificate Request" form must be completed in the Office of Student Records in order to receive a certificate.

Certificates are awarded upon completion of prescribed courses of study in:

- Advanced Manufacturing
- Agriculture Management
- Certified Bookkeeper
- Community Health Worker
- CNC Operations and Programming
- Cyber Security Network Defense
- Dental Assisting
- Electrical Maintenance
- Emergency Medical Technician
- Entrepreneurship
- Help Desk/Desktop Support
- Industrial Design

- Manufacturing Tool and Die
- Microsoft Applications
- Network Administration/Management
- Network Security Administration
- Network Security Essentials
- Network Support
- Operations Management
- Paramedic
- Pharmacy Technician
- Phlebotomy and EKG
- Police Academy
- Practical Nursing (One year Certificate of Achievement)
- Project Management
- Real Estate
- Security Essentials
- State Tested Nurse Assistant
- Supervision
- Surgical Technology
- Visual Communications Media and Technology
- Windows Server Administration
- Wireless Network Support

Some certificates have a special admission procedure or require special prerequisites. Detailed information is available in the Admissions Office. There is no limit on the number of certificates a student may request, but a new form must be completed for each.

Please note - a minimum of a 2.00 grade point average must be obtained for all required courses in order to receive any certificate at North Central State College.

CURRICULUM LENGTH

NC State's associate degree programs are designed so that a student who begins a program in the fall can complete that program within two years of full-time attendance following the recommended course load each semester.

A certificate program, like Practical Nursing, will require a year of full-time, daytime study, while shorter term certificate programs, like Real Estate, may require less than a year. Students attending on a part-time basis can expect to spend three to five years or more in completing an associate degree. In some programs, the course sequence and the prerequisites for courses can dictate the length of time necessary to complete the program. For further details regarding the curriculum and prerequisites for a specific program, contact the Student Success and Transition Center.

BACKGROUND CHECK AND DRUG SCREENING

An acceptable Bureau of Criminal Identification and Investigation (BCI&I) report/FBI background check is required to enter the clinical or practicum sequence of many of the health science programs and the Police Academy. Some programs also require drug screening. Contact the specific Program Directors for current information.

CPR

Program CPR requirements can be met by taking the appropriate non-credit coursework or HLST1010 CPR/First Aid.

MEDICAL INSURANCE

The College strongly recommends that students be covered by medical insurance, which can be purchased either through a private carrier or through the College-sponsored insurance program. To obtain an application for the College-sponsored insurance program, contact the Admissions Office at 419-755-4761.

HEALTH PHYSICAL AND REQUIRED IMMUNIZATIONS

Bioscience, Health Services Technology, Occupational Therapy Assistant, Physical Therapist Assistant, Practical Nursing, Radiological Sciences, Registered Nursing, and Respiratory Care programs all require an acceptable health physical and verification of immunizations/immunities in order to participate in the program clinical, practicum, or lab activities. Contact the specific Program Directors for current information.

LIABILITY INSURANCE

Students in Bioscience, Health Services Technology, Human Services, Nursing (R.N. and P.N.), Occupational Therapy Assistant, Physical Therapist Assistant, Radiological Sciences, and Respiratory Care programs are required to purchase professional liability insurance. Over the past several years, there have been a number of nationwide liability claims involving students enrolled in health technologies. These claims include error, negligence and omission, as well as personal torts. A student in one of these technologies has personal responsibility for his/her own actions in contact with patients, even though the student is not yet licensed, registered, or otherwise accredited for his/her profession. Coverage for students pays up to \$1,000,000 for each claim and up to a total of \$3,000,000 aggregate. The premium is assessed and paid through student fees. No student is permitted to attend a clinical facility or practicum unless covered by the student liability insurance program.

SPECIAL ACADEMIC POLICIES

The Associate Degree Nursing, Bioscience, Practical Nursing, Occupational Therapy Assistant, Radiological Sciences, Respiratory Care, Physical Therapist Assistant, Human Services, and Criminal Justice departments publish student handbooks. These student handbooks delineate specific department/program policies which are not explained in the general catalog. The specific policies as described in the department student handbooks take precedence over any general policy outlined in the College catalog. Copies may be requested through divisional offices.

GENERAL EDUCATION

DEFINITION

General education is the foundation of a student's education. It is intended to impart core knowledge, intellectual skills, and attitudes that every educated person should possess and integrate into their personal and professional lives.

PHILOSOPHY

While students graduating from North Central State College must be educated within their chosen technical field, they must also have an educational experience that enables them to be conversant and interested in areas beyond the scope of their technical areas.

In addition to sparking an interest in self-directed and lifelong learning, general education should enable students to think about their technical areas in relation to what is going on in the society around them, make them more involved in developing their own sense of self, and think about their role as an educated person in society.

There are three major and equally important components of general education:

1. Core areas of knowledge – A broad base of concepts outside of the student's chosen technical field including, but not limited to, the arts, humanities, philosophy, and science.
2. Intellectual skills – The personal and professional skills required to understand, apply, and communicate general and technical concepts.
3. Attitudes – Concepts needed for the development of positive, personal perspectives as related to self and others.

General education courses should be introduced as early as possible in the curriculum and in a manner which is educationally sound. They should develop skills and/or knowledge that is common to and permeates all other courses within the degree program.

GOALS

General education at North Central State College is designed to provide all students the opportunity to achieve each of the following goals.

CORE KNOWLEDGE

- To understand concepts of ethics, philosophy, history, and aesthetics.
- To understand concepts of social science, law, politics, and economics.
- To understand concepts of literature, performing arts, and visual arts.
- To understand concepts of science and technology.

INTELLECTUAL SKILLS

- To develop the ability to read with comprehension, to communicate effectively in writing and speech, and to work effectively in groups.
- To develop the ability to comprehend and apply mathematical concepts.
- To develop the ability to research a problem or a topic by using library skills, computer skills, and community resources.
- To become independent planners, creative problem solvers, effective decision makers, and independent critical thinkers, using mathematics, computers, and communication skills as appropriate.

ATTITUDES

- To develop self-respect, personal responsibility, and social responsibility.
- To develop sensitivity to other people by recognizing the common elements of the human condition.
- To develop the desire to be lifelong and self-directed learners.

GENERAL EDUCATION COURSES

WRITTEN COMMUNICATION

Course	Course Title	Credit
ENGL 1010	English Composition I	3
ENGL 1030	English Composition II	3
ENGL 2050	American Literature I	3
ENGL 2070	American Literature II	3
ENGL 2090	Introduction to Fiction	3
ENGL 2110	Creative Writing	3
ENGL 2130	Introduction to Film	3
ENGL 2150	Technical Writing	3
ENGL 2180	British Literature I	3
ENGL 2190	British Literature II	3

MATHEMATICS AND STATISTICS

Course	Course Title	Credit
MATH 1010	Business Mathematics	3
MATH 1030	Variable Relations, Algebra, and Graphing	3
MATH 1050	Technical Mathematics I	4
MATH 1051	Technical Mathematics II	4
MATH 1070	Applied Geometry & Trigonometry	3
MATH 1110	College Algebra	4
MATH 1130	Trigonometry	4
MATH 1150	Calculus I	5
MATH 1151	Calculus II	5
MATH 2000	Discrete Mathematics	3
MATH 2010	Calculus III	5
STAT 1010	Probability and Statistics	3
STAT 1030	Statistical Analysis	3

ORAL COMMUNICATION

Course	Course Title	Credit
COMM 1010	Speech	3

SCIENCE ELECTIVES

Course	Course Title	Credit
BIOL 1050	Principles of Biology	3
BIOL 1070	Lifetime Wellness	3
BIOL 1101	Nutrition	2
BIOL 1230	Biology I	4
BIOL 1051	Biology II	4
BIOL 1550	Microbiology	3
BIOL 1710	Introduction to Anatomy and Physiology	3
BIOL 1730	Basic Anatomy and Physiology	4
BIOL 2751	Human Anatomy and Physiology I	4
BIOL 2752	Human Anatomy and Physiology II	4
CHEM 1010	Introduction to Chemistry	3
CHEM 1030	Chemistry	3
PHYS 1010	Introductory Physics	3
PHYS 1050	Physics for Artists	4
PHYS 1110	General Physics I	4
PHYS 1130	General Physics II	4

HUMANITIES ELECTIVES

Course	Course Title	Credit
ARTS 1030	Art Appreciation	3
HIST 1010	American History I	3
HIST 1030	American History II	3
HUMA 1010	Introduction to Humanities	3
HUMA 1030	Leadership and the Classics	3
HUMA 2999	Special Topics in Humanities	3
MUSC 1010	Music Appreciation	3
PHIL 1010	Western Philosophy	3
PHIL 1030	Philosophy of Religion	3
PHIL 1050	American Philosophy	3
PHIL 1070	Science, Art and Literature	3
PHIL 1090	The History of the Future	3
PHIL 1110	Ethics	3
PHIL 1130	Philosophy and Science	3
PHIL 1170	Eastern Philosophy	3
POLT 2999	Special Topics in Political Philosophy	3
THEA 1010	Introduction to Theatre	3

SOCIAL SCIENCE ELECTIVES

Course	Course Title	Credit
COMM 2010	Group Communication	3
COMM 2030	Interpersonal Communication	3
COMM 2250	Interviewing	3
COMM 2999	Special Topics in Communication	1-6
ECON 1010	Introduction to Economics	3
POLT 1010	American Politics and Issues	3
PSYC 1010	Introduction to Psychology	3
PSYC 1070	Introduction to Women's Studies	3
PSYC 1090	Death and Dying	3
PSYC 2010	Human Growth and Development	3
PSYC 2030	Child Psychology	3
PSYC 2050	Abnormal Psychology	3
PSYC 2070	Human Sexuality	3
PSYC 2090	Social Psychology	3
PSYC 2100	Personality Theory	3
PSYC 2150	Educational Psychology	3
PSYC 2170	Forensic Psychology	3
PSYC 2999	Special Topics in Psychology	1-6
SOCY 1010	Introduction to Sociology	3
SOCY 2010	Cultural Diversity and Racism	3
SOCY 2030	Marriage and Family	3
SOCY 2999	Special Topics in Sociology	1-6

HONORS COLLEGE

Honors studies at North Central State College are a little different than a lot of institutions. We challenge students to explore their interests and expand their boundaries.

NC State Honor Students are encouraged to break out of the classroom and interact with the community. They design projects and research under the mentorship of dedicated honors faculty members, submit their concepts for approval for honors credit, and go to work on their project. These experiences of integrated learning are equal parts inspiring, practical, meaningful and empowering. The honors experience is also personally rewarding for many students.

Each month the NC State Honor Students are invited to participate in an exclusive Honors Colloquium. The colloquia serve as important networking opportunities with business, industry, education, and government representatives who share their personal insight into leadership, character development, and global awareness.

At the end of Fall and Spring Semester, Honor Students display and present their projects at the Honors Exhibition in the Conard Common on the main campus. Students, faculty, administration, members of the Board of Trustees, and the community are invited to attend and share in the celebration of exceptional learning.

Credits for honors studies are included on student transcripts. Students who complete 15 hours of honors coursework will receive special recognition at graduation.

For more information on the Honors College at North Central State College, contact the Office of the Dean of Liberal Arts at 419-755-4876, or email HonorsCollege@ncstatecollege.edu.

MISSION STATEMENT

The North Central State Honors College will provide enhanced learning opportunities for talented students in both academic and career programs in an effort to enable them to develop to their fullest potential.

GUIDING PRINCIPLES

- To offer challenges and opportunities to highly-motivated, academically-talented, and committed students.
- To provide students with engaging intellectual environments to facilitate the growth of strong academic skills.
- To provide special recognition and rewards for outstanding students.
- To attract and retain students of excellence.
- To provide an intellectually stimulating context in which students can explore connections between theory and practice.
- To provide a context in which students learn to connect or integrate ideas and methods across disciplines.
- To impart to students a lasting love and enthusiasm for learning, problem solving, service, leadership, and critical thinking.

ADMISSIONS

AUTOMATIC ADMISSION

On the first day of each semester, all students with a cumulative grade point average of 3.5 or higher (college or high school) are automatically members of the North Central State College Honors College. These students are notified of their admission by email on the first day of the term and by follow-up letter to their home. All Honor Students may earn honors credit in the college-level courses of their choice and/or participate in all Honors College sponsored functions. However, only Honor Students who successfully complete an Honors Project, attend a mandatory Honors Colloquium, participate in the Honors Exhibition, and earn a grade of B or better in the course will earn honors credit for the term.

REGULAR ADMISSION

Students with cumulative grade point averages between 3.2 and 3.5 are invited to apply for admission to the Honors College. These students must complete an application and return it to the Office of Dean of Liberal Arts before the second Friday of the term. The Honors Council will review the application and render an admission status decision.

ADMISSION BASED ON SPECIAL CIRCUMSTANCES

Students who seek admission to the Honors College and believe they have special or unique circumstances must complete an application and return it to the Office of the Dean of Liberal Arts before the second Friday of the term.

REQUIREMENTS

STRIVING FOR EXCELLENCE

1. Obtain a Letter of Qualification from the Office of the Dean of Liberal Arts and present the Letter to the professor for the class(es) desired for honors credit.
2. Collaborate with the instructor to develop an honors project and sign an honors contract created by the instructor. The contract must be received in the Office of the Dean of Liberal Arts by the third Friday of the semester.
3. Complete the project as detailed in the contract.
4. Attend at least one Honors Colloquium during the term and attach the certificate of attendance to the back of the honors poster project.
5. Report the Honors Project in the form of an academic poster demonstration. The posters must be displayed at the Honors Exhibition. The posters must be set up by 8:00 am and removed at 6:00 pm.
6. The student must complete the course with a grade of "B" or better.

THE HONORS CONTRACT

COMPLETION OF AN APPROVED HONORS PROJECT

The honors project must be completed through a contract between the honor student and the honors faculty member. The contract must also be approved by the Honors College Coordinator. The project should be completed by the student as an extension to their regular expectations for the course, ranging between 10 and 15 clock

hours. The project must also exceed the regular course learning objectives and be detailed by clearly articulated embedded learning objective in the course. Projects do not affect the course grade.

WHAT IT IS...

Diving deeper into the subject through creative and innovative approaches such as service learning, civic engagement, peer support and mentoring, shadowing, assisting with research, and other progressive approaches to learning.

WHAT IT IS NOT...

Read an extra book, write an extra paper, and/or give an extra speech.

BENEFITS OF HONOR COLLEGE

- Expand Studies on Topic of Interest
- Enhance Resume & College Transcript
- Network with Recognized Leaders
- Heighten Skills in Global Awareness & Leadership
- Enrich character development
- Develop Your Educational Opportunities
- Qualify for Transfer Scholarships
- Receive Special Recognition

IMPORTANT TERMS

Honors Project is a required co-curricular activity requiring approximately 15 clock hours whereby the student explores the

learning objectives of the course beyond the scope of the course and at a deeper depth. Service learning, civic engagement, shadowing, and applied/integrated learning is strongly encouraged. Writing an extra paper or giving an extra speech will not be accepted as an honors project. For more information about developing honors projects, feel free to contact the Office of the Dean of Liberal Arts. Projects do not impact course grades.

Honors Colloquia are networking opportunities with business, industry, education, and government representatives sharing insight on leadership, character development, and global competencies. The colloquia are held monthly and are restricted to Honor Students. Each Honor Student seeking credit must attend at least one colloquium per semester. Honor Students not seeking credit are also encouraged, but not required, to attend.

Honors Exhibition is the culminating celebration of successful Honors Projects of the semester whereby the students are required to present their work through an academic poster demonstration to the community.

Honors Contract is the agreement reached between the Honor Student and the Honors Professor detailing the Honors Project. The contract is completed by the Honors Professor. The learning outcomes are measurable, detailed, and beyond the scope of the course.

ACADEMIC PROGRAMS AND CERTIFICATES

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ASSOCIATE OF ARTS

BUSINESS ADMINISTRATION FOCUS

ASSOCIATE OF ARTS: BUSINESS ADMINISTRATION FOCUS CURRICULUM

For the most current curriculum, see www.media.ncstatecollege.edu/curriculum-worksheets/AABA1718.pdf

Course	Course Title	Credit
Fall Semester I		
BUSM 1010	Introduction to Business and Entrepreneurship	3
CISS 1020	Introduction to Computers	3
COMM 1010	Speech	3
ENGL 1010	English Composition I	3
MUSC 1010 or THEA 1010 or ARTS 1030	Music Appreciation Introduction to Theatre Art Appreciation	3
Spring Semester I		
ACCT 1010	Financial Accounting	4
ECON 1510	Microeconomics	3
ENGL 1030	English Composition II	3
PSYC 1010 or SOCY 1010	Introduction to Psychology Introduction to Sociology	3
STAT 1010	Probability and Statistics	3
Fall Semester II		
BIOL 1230 or GEOL 1010	Biology I Physical Geology	4
BUSM 1110	Business Law	3
CHIN 1011 or SPAN 1010 or ENGL 2050 or ENGL 2070 or ENGL 2090 or ENGL 2180 or ENGL 2190	Beginning Chinese I Beginning Spanish I American Literature I American Literature II Introduction to Fiction British Literature I British Literature II	3-4
ECON 2510	Macroeconomics	3
HIST 1010 or HIST 1030 or HIST 1050 or HIST 1070	American History I American History II Western Civilization I Western Civilization II	3
Spring Semester II		
BIOL 1231	Biology II	4
BUSM 1150	Marketing	3
BUSM 2900	Business Capstone	1
CHIN 1031 or SPAN 1020 or ENGL 2050 or ENGL 2070 or ENGL 2090 or ENGL 2180 or ENGL 2190	Beginning Chinese II Beginning Spanish II American Literature I American Literature II Introduction to Fiction British Literature I British Literature II	3-4
HIST 1010 or HIST 1030 or HIST 1050 or HIST 1070	American History I American History II Western Civilization I Western Civilization II	3
PSYC 1070 or COMM 2070 or SOCY 2010	Introduction to Women's Studies Intercultural Communication Cultural Diversity and Racism	3
Total Credit Hours		63-65

PROGRAM DESCRIPTION

The Associate of Arts and the Associate of Science degree programs are designed for students who are planning to transfer to a four-year college or university and pursue baccalaureate degree programs. The curriculum fulfills the freshman and sophomore general education requirements of most four-year colleges and universities. Effective general education helps students gain competence in the exercise of independent intellectual inquiry and also stimulates their examination of understanding of personal, social and civic values. In addition, these degrees will fulfill the requirements for the Ohio Transfer Module at other public colleges and universities. In essence, upon completion of the Associate of Arts or the Associate of Science, students will have a well-rounded general education to augment the final two years required for a Bachelor's degree.

The Associate of Arts degree is available with a focus in on of the following areas:

- Business Administration
- Communication
- Criminal Justice
- Education
- English
- Liberal Arts
- Philosophy
- Psychology
- Social Work
- Sociology

ASSOCIATE OF ARTS

COMMUNICATION FOCUS

ASSOCIATE OF ARTS: COMMUNICATION FOCUS CURRICULUM

For the most current curriculum, see www.media.ncstatecollege.edu/curriculum-worksheets/AACM1718.pdf

Course	Course Title	Credit
Fall Semester I		
CISS 1020	Introduction to Computers	3
COMM 1010	Speech	3
ENGL 1010	English Composition I	3
PHIL 1010	Western Philosophy	3
or PHIL 1110	Ethics	
or POLT 1010	American National Government	
or ECON 1010	Introduction to Economics	
or ECON 1510	Microeconomics	
or ECON 2510	Macroeconomics	
PSYC 1010	Introduction to Psychology	3
or SOCY 1010	Introduction to Sociology	
Spring Semester I		
COMM 2070	Intercultural Communication	3
ENGL 1030	English Composition II	3
MUSC 1010	Music Appreciation	3
or THEA 1010	Introduction to Theatre	
or ARTS 1010	Art Appreciation	
PSYC 1070	Introduction to Women's Studies	3
or SOCY 2010	Cultural Diversity and Racism	
STATS 1010	Probability and Statistics	3
Fall Semester II		
BIOL 1230	Biology I	4
or GEOL 1010	Physical Geology	
CHIN 1011	Beginning Chinese I	3-4
or SPAN 1010	Beginning Spanish I	
or ENGL 2050	American Literature I	
or ENGL 2070	American Literature II	
or ENGL 2090	Introduction to Fiction	
or ENGL 2180	British Literature I	
or ENGL 2190	British Literature II	
COMM 2010	Group Communication	3
COMM 2030	Interpersonal Communication	3
HIST 1010	American History I	3
or HIST 1030	American History II	
or HIST 1050	Western Civilization I	
or HIST 1070	Western Civilization II	
Spring Semester II		
BIOL 1231	Biology II	4
CHIN 1031	Beginning Chinese II	3-4
or SPAN 1020	Beginning Spanish II	
or ENGL 2050	American Literature I	
or ENGL 2070	American Literature II	
or ENGL 2090	Introduction to Fiction	
or ENGL 2180	British Literature I	
or ENGL 2190	British Literature II	
COMM 2050	Communication Theory	3
COMM 2250	Interviewing	3
COMM 2900	Communication Capstone	1
HIST 1010	American History I	3
or HIST 1030	American History II	
or HIST 1050	Western Civilization I	
or HIST 1070	Western Civilization II	
Total Credit Hours		63-65

PROGRAM DESCRIPTION

The Associate of Arts and the Associate of Science degree programs are designed for students who are planning to transfer to a four-year college or university and pursue baccalaureate degree programs. The curriculum fulfills the freshman and sophomore general education requirements of most four-year colleges and universities. Effective general education helps students gain competence in the exercise of independent intellectual inquiry and also stimulates their examination of understanding of personal, social and civic values. In addition, these degrees will fulfill the requirements for the Ohio Transfer Module at other public colleges and universities. In essence, upon completion of the Associate of Arts or the Associate of Science, students will have a well-rounded general education to augment the final two years required for a Bachelor's degree.

The Associate of Arts degree is available with a focus in on of the following areas:

- Business Administration
- Communication
- Criminal Justice
- Education
- English
- Liberal Arts
- Philosophy
- Psychology
- Social Work
- Sociology

ASSOCIATE OF ARTS

CRIMINAL JUSTICE FOCUS

ASSOCIATE OF ARTS: CRIMINAL JUSTICE FOCUS CURRICULUM

For the most current curriculum, see www.media.ncstatecollege.edu/curriculum-worksheets/AAC1718.pdf

Course	Course Title	Credit
Fall Semester I		
CISS 1020	Introduction to Computers	3
COMM 1010	Speech	3
CRMJ 1010	Introduction to Criminal Justice and US Judicial Systems	3
ENGL 1010	English Composition I	3
SOCY 1010	Introduction to Sociology	3
Spring Semester I		
CRMJ 1130	Introduction to Corrections	3
ENGL 1030	English Composition II	3
MUSC 1010	Music Appreciation	3
or THEA 1010	Introduction to Theatre	
or ARTS 1030	Art Appreciation	
SOCY 2010	Cultural Diversity and Racism	3
STAT 1010	Probability and Statistics	3
Fall Semester II		
BIOL 1230	Biology I	4
or GEOL 1010	Physical Geology	
CRMJ 2210	Introduction to Police Operations and Report Writing	3
HIST 1010	American History I	3
or HIST 1030	American History II	
or HIST 1050	Western Civilization I	
or HIST 1070	Western Civilization II	
POLT 1010	American National Government	3
SPAN 1010	Beginning Spanish	3
or ENGL 2050	American Literature I	
or ENGL 2070	American Literature II	
or ENGL 2090	Introduction to Fiction	
or ENGL 2180	British Literature I	
or ENGL 2190	British Literature II	
Spring Semester II		
BIOL 1231	Biology II	4
CRMJ 1090	Juvenile Delinquency	4
CRMJ 2900	Criminal Justice Capstone	1
HIST 1010	American History I	3
or HIST 1030	American History II	
or HIST 1050	Western Civilization I	
or HIST 1070	Western Civilization II	
SOCY 2050	Social Problems	3
SPAN 1020	Intermediate Spanish	3
or ENGL 2050	American Literature I	
or ENGL 2070	American Literature II	
or ENGL 2090	Introduction to Fiction	
or ENGL 2180	British Literature I	
or ENGL 2190	British Literature II	
Total Credit Hours		64

PROGRAM DESCRIPTION

The Associate of Arts and the Associate of Science degree programs are designed for students who are planning to transfer to a four-year college or university and pursue baccalaureate degree programs. The curriculum fulfills the freshman and sophomore general education requirements of most four-year colleges and universities. Effective general education helps students gain competence in the exercise of independent intellectual inquiry and also stimulates their examination of understanding of personal, social and civic values. In addition, these degrees will fulfill the requirements for the Ohio Transfer Module at other public colleges and universities. In essence, upon completion of the Associate of Arts or the Associate of Science, students will have a well-rounded general education to augment the final two years required for a Bachelor's degree.

The Associate of Arts degree is available with a focus in on of the following areas:

- Business Administration
- Communication
- Criminal Justice
- Education
- English
- Liberal Arts
- Philosophy
- Psychology
- Social Work
- Sociology

ASSOCIATE OF ARTS

EDUCATION FOCUS

ASSOCIATE OF ARTS: EDUCATION FOCUS CURRICULUM

For the most current curriculum, see www.media.ncstatecollege.edu/curriculum-worksheets/AAED1718.pdf

Course	Course Title	Credit
Fall Semester I		
COMM 1010	Speech	3
EDUT 1070	Introduction to Child Development	3
ENGL 1010	English Composition I	3
POLT 1010	American National Government	3
PSYC 1010	Introduction to Psychology	3
Spring Semester I		
COMM 2070	Intercultural Communication	3
EDUT 1010	Introduction to Education	3
EDUT 1370	Educational Technology	3
EDUT 2150	Educational Psychology	3
ENGL 1030	English Composition II	3
Fall Semester II		
BIOL 1230 or GEOL 1010	Biology I Physical Geology	4
EDUT 2070	Exceptional Children Practicum	1
EDUT 2071	Individuals with Exceptionalities	3
HIST 1010	American History I	3
SPAN 1010 or ENGL 2050 or ENGL 2070 or ENGL 2090 or ENGL 2180 or ENGL 2190	Beginning Spanish I American Literature I American Literature II Introduction to Fiction British Literature I British Literature II	3
STAT 1010	Probability and Statistics	3
Spring Semester II		
BIOL 1231	Biology II	4
EDUT 2090	Families, Communities, and Schools	3
EDUT 2900	Education Capstone	1
HIST 1030	American History II	3
MUSC 1010 or THEA 1010 or ARTS 1030	Music Appreciation Introduction to Theatre Art Appreciation	3
SPAN 1020 or ENGL 2050 or ENGL 2070 or ENGL 2090 or ENGL 2180 or ENGL 2190	Beginning Spanish II American Literature I American Literature II Introduction to Fiction British Literature I British Literature II	3
Total Credit Hours		64

PROGRAM DESCRIPTION

The Associate of Arts and the Associate of Science degree programs are designed for students who are planning to transfer to a four-year college or university and pursue baccalaureate degree programs. The curriculum fulfills the freshman and sophomore general education requirements of most four-year colleges and universities. Effective general education helps students gain competence in the exercise of independent intellectual inquiry and also stimulates their examination of understanding of personal, social and civic values. In addition, these degrees will fulfill the requirements for the Ohio Transfer Module at other public colleges and universities. In essence, upon completion of the Associate of Arts or the Associate of Science, students will have a well-rounded general education to augment the final two years required for a Bachelor's degree.

The Associate of Arts degree is available with a focus in on of the following areas:

- Business Administration
- Communication
- Criminal Justice
- Education
- English
- Liberal Arts
- Philosophy
- Psychology
- Social Work
- Sociology

ASSOCIATE OF ARTS

ENGLISH FOCUS

ASSOCIATE OF ARTS: ENGLISH FOCUS CURRICULUM

For the most current curriculum, see www.media.ncstatecollege.edu/curriculum-worksheets/AAEN1718.pdf

Course	Course Title	Credit
Fall Semester I		
CISS 1020	Introduction to Computers	3
COMM 1010	Speech	3
ENGL 1010	English Composition I	3
MUSC 1010	Music Appreciation	3
or THEA 1010	Introduction to Theatre	
or ARTS 1030	Art Appreciation	
SOCY 1010	Introduction to Sociology	3
or PSYC 1010	Introduction to Psychology	
Spring Semester I		
ENGL 1030	English Composition II	3
ENGL 2090	Introduction to Fiction	3
or ENGL 2130	Introduction to Film	
PHIL 1010	Western Philosophy	3
or PHIL 1110	Ethics	
or POLT 1010	American National Government	
or ECON 1010	Introduction to Economics	
SOCY 2010	Cultural Diversity and Racism	3
or PSYC 1070	Introduction to Women's Studies	
or COMM 2070	Intercultural Communication	
STAT 1010	Probability and Statistics	3
Fall Semester II		
BIOL 1230	Biology I	4
or GEOL 1010	Physical Geology	
ENGL 2050	American Literature I	3
ENGL 2110	Creative Writing	3
ENGL 2180	British Literature	3
HIST 1010	American History I	3
or HIST 1030	American History II	
or HIST 1050	Western Civilization I	
or HIST 1070	Western Civilization II	
Spring Semester II		
BIOL 1231	Biology II	4
ENGL 2070	American Literature	3
ENGL 2150	Technical Writing	3
ENGL 2190	British Literature II	3
ENGL 2900	English Capstone	1
HIST 1010	American History I	3
or HIST 1030	American History II	
or HIST 1050	Western Civilization I	
or HIST 1070	Western Civilization II	
Total Credit Hours		63

PROGRAM DESCRIPTION

The Associate of Arts and the Associate of Science degree programs are designed for students who are planning to transfer to a four-year college or university and pursue baccalaureate degree programs. The curriculum fulfills the freshman and sophomore general education requirements of most four-year colleges and universities. Effective general education helps students gain competence in the exercise of independent intellectual inquiry and also stimulates their examination of understanding of personal, social and civic values. In addition, these degrees will fulfill the requirements for the Ohio Transfer Module at other public colleges and universities. In essence, upon completion of the Associate of Arts or the Associate of Science, students will have a well-rounded general education to augment the final two years required for a Bachelor's degree.

The Associate of Arts degree is available with a focus in on of the following areas:

- Business Administration
- Communication
- Criminal Justice
- Education
- English
- Liberal Arts
- Philosophy
- Psychology
- Social Work
- Sociology

ASSOCIATE OF ARTS

LIBERAL ARTS FOCUS

ASSOCIATE OF ARTS: LIBERAL ARTS FOCUS CURRICULUM

For the most current curriculum, see www.media.ncstatecollege.edu/curriculum-worksheets/AALA1718.pdf

Course	Course Title	Credit
Fall Semester I		
CISS 1020	Introduction to Computers	3
COMM 1010	Speech	3
ENGL 1010	English Composition I	3
POLT 1010	American National Government	3
or ECON 1010	Introduction to Economics	
or ECON 1510	Microeconomics	
or ECON 2510	Macroeconomics	
or COMM _____	Any COMM except COMM 1010	
PSYC 1010	Introduction to Psychology	3
or SOCY 1010	Introduction to Sociology	
Spring Semester I		
COMM 2070	Intercultural Communication	3
ENGL 1030	English Composition II	3
PHIL 1010	Western Philosophy	3
SOCY 2010	Cultural Diversity and Racism	3
or PSYC 1070	Introduction to Women's Studies	
STAT 1010	Probability and Statistics	3
Fall Semester II		
BIOL 1230	Biology I	4
or GEOL 1010	Physical Geology	
CHIN 1011	Beginning Chinese I	3-4
or SPAN 1010	Beginning Spanish I	
or ENGL 2050	American Literature I	
or ENGL 2070	American Literature II	
or ENGL 2090	Introduction to Film	
or ENGL 2180	British Literature I	
or ENGL 2190	British Literature II	
HIST 1010	American History I	3
or HIST 1030	American History II	
or HIST 1050	Western Civilization I	
or HIST 1070	Western Civilization II	
PHIL 1110	Ethics	3
THEA 1010	Introduction to Theatre	3
or ARTS 1030	Art Appreciation	
or MUSC 1010	Music Appreciation	
Spring Semester II		
_____	Open Elective	3
_____	Open Elective	3
BIOL 1231	Biology II	4
CHIN 1031	Beginning Chinese II	3-4
or SPAN 1020	Beginning Spanish II	
or ENGL 2050	American Literature I	
or ENGL 2070	American Literature II	
or ENGL 2090	Introduction to Film	
or ENGL 2180	British Literature I	
or ENGL 2190	British Literature II	
HIST 1010	American History I	3
or HIST 1030	American History II	
or HIST 1050	Western Civilization I	
or HIST 1070	Western Civilization II	
LART 2900	Liberal Arts Capstone	1
Total Credit Hours		63-65

PROGRAM DESCRIPTION

The Associate of Arts and the Associate of Science degree programs are designed for students who are planning to transfer to a four-year college or university and pursue baccalaureate degree programs. The curriculum fulfills the freshman and sophomore general education requirements of most four-year colleges and universities. Effective general education helps students gain competence in the exercise of independent intellectual inquiry and also stimulates their examination of understanding of personal, social and civic values. In addition, these degrees will fulfill the requirements for the Ohio Transfer Module at other public colleges and universities. In essence, upon completion of the Associate of Arts or the Associate of Science, students will have a well-rounded general education to augment the final two years required for a Bachelor's degree.

The Associate of Arts degree is available with a focus in on of the following areas:

- Business Administration
- Communication
- Criminal Justice
- Education
- English
- Liberal Arts
- Philosophy
- Psychology
- Social Work
- Sociology

Please refer to the listing of electives on pages 59-60.

ASSOCIATE OF ARTS

PHILOSOPHY FOCUS

ASSOCIATE OF ARTS: PHILOSOPHY FOCUS CURRICULUM

For the most current curriculum, see www.media.ncstatecollege.edu/curriculum-worksheets/AAPH1718.pdf

Course	Course Title	Credit
Fall Semester I		
CISS 1020	Introduction to Computers	3
COMM 1010	Speech	3
ENGL 1010	English Composition I	3
PHIL 1010	Western Philosophy	3
SOCY 1010	Introduction to Sociology	3
or PSYC 1010	Introduction to Psychology	
Spring Semester I		
ENGL 1030	English Composition II	3
PHIL 1110	Ethics	3
SOCY 2010	Cultural Diversity and Racism	3
or PSYC 1070	Introduction to Women's Studies	
or COMM 2070	Intercultural Communication	
STAT 1010	Probability and Statistics	3
THEA 1010	Introduction to Theatre	3
or ARTS 1030	Art Appreciation	
or MUSC 1010	Music Appreciation	
Fall Semester II		
BIOL 1230	Biology I	4
or GEOL 1010	Physical Geology	
CHIN 1011	Beginning Chinese I	3-4
or SPAN 1010	Beginning Spanish I	
or ENGL 2050	American Literature I	
or ENGL 2070	American Literature II	
or ENGL 2090	Introduction to Fiction	
or ENGL 2180	British Literature I	
or ENGL 2190	British Literature II	
HIST 1010	American History I	3
or HIST 1030	American History II	
or HIST 1050	Western Civilization I	
or HIST 1070	Western Civilization II	
PHIL 1050	American Philosophy	3
or PHIL 1130	Philosophy of Science	
or PHIL 1030	Philosophy of Religion	
or PHIL 1170	Eastern Philosophy	
POLT 1010	American National Government	3
or ECON 1010	Introduction to Economics	
or ECON 1510	Microeconomics	
or ECON 2510	Macroeconomics	
or COMM ____	Any COMM except COMM 1010	
Spring Semester II		
BIOL 1231	Biology II	4
CHIN 1031	Beginning Chinese II	3-4
or SPAN 1020	Beginning Spanish II	
or ENGL 2050	American Literature I	
or ENGL 2070	American Literature II	
or ENGL 2090	Introduction to Fiction	
or ENGL 2180	British Literature I	
or ENGL 2190	British Literature II	
HIST 1010	American History I	3
or HIST 1030	American History II	
or HIST 1050	Western Civilization I	
or HIST 1070	Western Civilization II	
PHIL 2900	Philosophy Capstone	1
Choose Two:		
PHIL 1030	Philosophy of Religion	6
PHIL 1050	American Philosophy	
PHIL 1130	Philosophy of Science	
PHIL 1170	Eastern Philosophy	
Total Credit Hours		63-65

PROGRAM DESCRIPTION

The Associate of Arts and the Associate of Science degree programs are designed for students who are planning to transfer to a four-year college or university and pursue baccalaureate degree programs. The curriculum fulfills the freshman and sophomore general education requirements of most four-year colleges and universities. Effective general education helps students gain competence in the exercise of independent intellectual inquiry and also stimulates their examination of understanding of personal, social and civic values. In addition, these degrees will fulfill the requirements for the Ohio Transfer Module at other public colleges and universities. In essence, upon completion of the Associate of Arts or the Associate of Science, students will have a well-rounded general education to augment the final two years required for a Bachelor's degree.

The Associate of Arts degree is available with a focus in on of the following areas:

- Business Administration
- Communication
- Criminal Justice
- Education
- English
- Liberal Arts
- Philosophy
- Psychology
- Social Work
- Sociology

Please refer to the listing of electives on pages 59-60.

ASSOCIATE OF ARTS

PSYCHOLOGY FOCUS

ASSOCIATE OF ARTS: PSYCHOLOGY FOCUS CURRICULUM

For the most current curriculum, see www.media.ncstatecollege.edu/curriculum-worksheets/AAPY1718.pdf

Course	Course Title	Credit
Fall Semester I		
CISS 1020	Introduction to Computers	3
COMM 1010	Speech	3
ENGL 1010	English Composition I	3
PHIL 1010	Western Philosophy	3
or PHIL 1110	Ethics	
or POLT 1010	American National Government	
or ECON 1510	Microeconomics	
or ECON 2510	Macroeconomics	
or COMM ____	Any COMM except COMM 1010	
PSYC 1010	Introduction to Psychology	3
Spring Semester I		
ENGL 1030	English Composition II	3
MUSC 1010	Music Appreciation	3
or THEA 1010	Introduction to Theatre	
or ARTS 1030	Art Appreciation	
PSYC 1070	Introduction to Women's Studies	3
or COMM 2070	Intercultural Communication	
or SOCY 2010	Cultural Diversity and Racism	
PSYC 2010	Human Growth and Development	3
or PSYC 2050	Abnormal Psychology	
STAT 1010	Probability and Statistics	3
Fall Semester II		
BIOL 1230	Biology I	4
or GEOL 1010	Physical Geology	
CHIN 1011	Beginning Chinese	3-4
or SPAN 1010	Beginning Spanish I	
or ENGL 2050	American Literature I	
or ENGL 2070	American Literature II	
or ENGL 2090	Introduction to Fiction	
or ENGL 2180	British Literature I	
or ENGL 2190	British Literature II	
HIST 1010	American History I	3
or HIST 1030	American History II	
or HIST 1050	Western Civilization I	
or HIST 1070	Western Civilization II	
PSYC 1090	Death and Dying	3
or PSYC 2070	Human Sexuality	
or PSYC 2090	Social Psychology	
or PSYC 2150	Educational Psychology	
PSYC 2010	Human Growth and Development	3
or PSYC 2050	Abnormal Psychology	
Spring Semester II		
BIOL 1231	Biology II	4
CHIN 1031	Beginning Chinese II	3-4
or SPAN 1020	Beginning Spanish II	
or ENGL 2050	American Literature I	
or ENGL 2070	American Literature II	
or ENGL 2090	Introduction to Fiction	
or ENGL 2180	British Literature I	
or ENGL 2190	British Literature II	
HIST 1010	American History I	3
or HIST 1030	American History II	
or HIST 1050	Western Civilization I	
or HIST 1070	Western Civilization II	
PSYC 2900	Psychology Capstone	1
Choose Two:		
PSYC 1090	Death and Dying	6
PSYC 2030	Child Psychology	
PSYC 2100	Personality Theory	
PSYC 2170	Forensic Psychology	
Total Credit Hours		63-65

PROGRAM DESCRIPTION

The Associate of Arts and the Associate of Science degree programs are designed for students who are planning to transfer to a four-year college or university and pursue baccalaureate degree programs. The curriculum fulfills the freshman and sophomore general education requirements of most four-year colleges and universities. Effective general education helps students gain competence in the exercise of independent intellectual inquiry and also stimulates their examination of understanding of personal, social and civic values. In addition, these degrees will fulfill the requirements for the Ohio Transfer Module at other public colleges and universities. In essence, upon completion of the Associate of Arts or the Associate of Science, students will have a well-rounded general education to augment the final two years required for a Bachelor's degree.

The Associate of Arts degree is available with a focus in on of the following areas:

- Business Administration
- Communication
- Criminal Justice
- Education
- English
- Liberal Arts
- Philosophy
- Psychology
- Social Work
- Sociology

Please refer to the listing of electives on pages 59-60.

ASSOCIATE OF ARTS

SOCIAL WORK FOCUS

ASSOCIATE OF ARTS: SOCIAL WORK FOCUS CURRICULUM

For the most current curriculum, see www.medio.ncstatecollege.edu/curriculum-worksheets/AASW1718.pdf

Course	Course Title	Credit
Fall Semester I		
CISS 1020	Introduction to Computers	3
ENGL 1010	English Composition I	3
HMSV 1030	Human Services Assessments	3
PHIL 1010	Western Philosophy	3
or PHIL 1110	Ethics	
or POLT 1010	American Politics and Issues	
or ECON 1010	Introduction to Economics	
or ECON 1510	Microeconomics	
or ECON 2510	Macroeconomics	
or COMM _____	Any COMM except COMM 1010	
PSYC 1010	Introduction to Psychology	3
or SOCY 1010	Introduction to Sociology	
Spring Semester I		
COMM 1010	Speech	3
ENGL 1030	English Composition II	3
HMSV 1050	Introduction to Social Work	3
SOCY 2010	Cultural Diversity and Racism	3
or PSYC 1070	Introduction to Women's Studies	
or COMM 2070	Intercultural Communication	
STAT 1010	Probability and Statistics	3
Fall Semester II		
BIOL 1230	Biology I	4
or GEOL 1010	Physical Geology	
CHIN 1011	Beginning Chinese I	3-4
or SPAN 1010	Beginning Spanish I	
or ENGL 2050	American Literature I	
or ENGL 2070	American Literature II	
or ENGL 2090	Introduction to Fiction	
or ENGL 2180	British Literature I	
or ENGL 2190	British Literature II	
HIST 1010	American History I	3
or HIST 1030	American History II	
or HIST 1050	Western Civilization I	
or HIST 1070	Western Civilization II	
HMSV 2030	Introduction to Case Management	3
HMSV 2050	Social Problems	3
Spring Semester II		
BIOL 1231	Biology II	4
CHIN 1031	Beginning Chinese II	3-4
or SPAN 1020	Beginning Spanish II	
or ENGL 2050	American Literature I	
or ENGL 2070	American Literature II	
or ENGL 2090	Introduction to Fiction	
or ENGL 2180	British Literature I	
or ENGL 2190	British Literature II	
HIST 1010	American History I	3
or HIST 1030	American History II	
or HIST 1050	Western Civilization I	
or HIST 1070	Western Civilization II	
HMSV 2110	Poverty and Social Welfare	3
HMSV 2900	Social Work Capstone	1
THEA 1010	Introduction to Theatre	3
or ARTS 1030	Art Appreciation	
or MUSC 1010	Music Appreciation	
Total Credit Hours		63-65

PROGRAM DESCRIPTION

The Associate of Arts and the Associate of Science degree programs are designed for students who are planning to transfer to a four-year college or university and pursue baccalaureate degree programs. The curriculum fulfills the freshman and sophomore general education requirements of most four-year colleges and universities. Effective general education helps students gain competence in the exercise of independent intellectual inquiry and also stimulates their examination of understanding of personal, social and civic values. In addition, these degrees will fulfill the requirements for the Ohio Transfer Module at other public colleges and universities. In essence, upon completion of the Associate of Arts or the Associate of Science, students will have a well-rounded general education to augment the final two years required for a Bachelor's degree.

The Associate of Arts degree is available with a focus in on of the following areas:

- Business Administration
- Communication
- Criminal Justice
- Education
- English
- Liberal Arts
- Philosophy
- Psychology
- Social Work
- Sociology

Please refer to the listing of electives on pages 59-60.

ASSOCIATE OF ARTS

SOCIOLOGY FOCUS

ASSOCIATE OF ARTS: SOCIOLOGY FOCUS CURRICULUM

For the most current curriculum, see www.media.ncstatecollege.edu/curriculum-worksheets/AASO1718.pdf

Course	Course Title	Credit
Fall Semester I		
CISS 1020	Introduction to Computers	3
COMM 1010	Speech	3
ENGL 1010	English Composition I	3
PHIL 1010	Western Philosophy	3
or PHIL 1110	Ethics	
or POLT 1010	American National Government	
or ECON 1510	Microeconomics	
or ECON 2510	Macroeconomics	
or COMM _____	Any COMM except COMM 1010	
SOCY 1010	Introduction to Sociology	3
Spring Semester I		
ENGL 1030	English Composition II	3
PSYC1070	Introduction to Women's Studies	3
or COMM 2070	Intercultural Communication	
SOCY 1090	Death and Dying	3
SOCY 2030	Marriage and Family	3
STAT 1010	Probability and Statistics	3
Fall Semester II		
BIOL 1230	Biology I	4
or GEOL 1010	Physical Geology	
CHIN 1011	Beginning Chinese I	3-4
or SPAN 1010	Beginning Spanish I	
or ENGL 2050	American Literature I	
or ENGL 2070	American Literature II	
or ENGL 2090	Introduction to Fiction	
or ENGL 2180	British Literature I	
or ENGL 2190	British Literature II	
HIST 1010	American History I	3
or HIST 1030	American History II	
or HIST 1050	Western Civilization I	
or HIST 1070	Western Civilization II	
SOCY 2010	Cultural Diversity and Racism	3
THEA 1010	Introduction to Theatre	3
or ARTS 1030	Art Appreciation	
or MUSC 1010	Music Appreciation	
Spring Semester II		
BIOL 1231	Biology II	4
CHIN 1031	Beginning Chinese II	3-4
or SPAN 1020	Beginning Spanish II	
or ENGL 2050	American Literature I	
or ENGL 2070	American Literature II	
or ENGL 2090	Introduction to Fiction	
or ENGL 2180	British Literature I	
or ENGL 2190	British Literature II	
HIST 1010	American History I	3
or HIST 1030	American History II	
or HIST 1050	Western Civilization I	
or HIST 1070	Western Civilization II	
SOCY 2050	Social Problems	3
SOCY 2070	Human Sexuality	3
SOCY 2900	Sociology Capstone	1
Total Credit Hours		63-65

PROGRAM DESCRIPTION

The Associate of Arts and the Associate of Science degree programs are designed for students who are planning to transfer to a four-year college or university and pursue baccalaureate degree programs. The curriculum fulfills the freshman and sophomore general education requirements of most four-year colleges and universities. Effective general education helps students gain competence in the exercise of independent intellectual inquiry and also stimulates their examination of understanding of personal, social and civic values. In addition, these degrees will fulfill the requirements for the Ohio Transfer Module at other public colleges and universities. In essence, upon completion of the Associate of Arts or the Associate of Science, students will have a well-rounded general education to augment the final two years required for a Bachelor's degree.

The Associate of Arts degree is available with a focus in on of the following areas:

- Business Administration
- Communication
- Criminal Justice
- Education
- English
- Liberal Arts
- Philosophy
- Psychology
- Social Work
- Sociology

ASSOCIATE OF SCIENCE

BUSINESS ADMINISTRATION: ACCOUNTING FOCUS

ASSOCIATE OF SCIENCE: BUSINESS ADMINISTRATION: ACCOUNTING FOCUS CURRICULUM

For the most current curriculum, see www.media.ncstatecollege.edu/curriculum-worksheets/ASAC1718.pdf

Course	Course Title	Credit
Fall Semester I		
BIOL 1230 or GEOL 1010	Biology I Physical Geology	4
BUSM 1010	Introduction to Business and Entrepreneurship	3
CISS 1020	Introduction to Computers	3
COMM 1010	Speech	3
ENGL 1010	English Composition I	3
Spring Semester I		
BIOL 1231	Biology II	4
ECON 1510	Microeconomics	3
ENGL 1030	English Composition II	3
MATH 1110	College Algebra	4
Fall Semester II		
ACCT 1010	Financial Accounting	4
BUSM 1110	Business Law	3
ECON 2510	Macroeconomics	3
MATH 1130	Trigonometry	4
PHYS 1110	General Physics I	4
Spring Semester II		
ACCT 1030	Managerial Accounting	4
BUSM 2900	Business Capstone	1
MUSC 1010 or ARTS 1030 or THEA 1010	Music Appreciation Art Appreciation Introduction to Theatre	3
PHYS 1130	General Physics II	4
PSYC 1070 or COMM 2070	Introduction to Women's Studies Intercultural Communication	3
Total Credit Hours		63

PROGRAM DESCRIPTION

The Associate of Arts and the Associate of Science degree programs are designed for students who are planning to transfer to a four-year college or university and pursue baccalaureate degree programs. The curriculum fulfills the freshman and sophomore general education requirements of most four-year colleges and universities. Effective general education helps students gain competence in the exercise of independent intellectual inquiry and also stimulates their examination of understanding of personal, social and civic values. In addition, these degrees will fulfill the requirements for the Ohio Transfer Module at other public colleges and universities. In essence, upon completion of the Associate of Arts or the Associate of Science, students will have a well-rounded general education to augment the final two years required for a Bachelor's degree.

The Associate of Arts degree is available with a focus in on of the following areas:

- Business Administration: Accounting
- Business Administration: Management
- Criminal Justice
- Forensic Science
- Mathematics
- Pre-Health Professional
- Pre-Mortuary Science
- Pre-Professional Studies
- SCI-MED Academy

ASSOCIATE OF SCIENCE

BUSINESS ADMINISTRATION: MANAGEMENT FOCUS

ASSOCIATE OF SCIENCE: BUSINESS ADMINISTRATION: MANAGEMENT FOCUS CURRICULUM

For the most current curriculum, see www.media.ncstatecollege.edu/curriculum-worksheets/ASMG1718.pdf

Course	Course Title	Credit
Fall Semester I		
BIOL 1230	Biology I	
or GEOL 1010	Physical Geology	4
BUSM 1010	Introduction to Business and Entrepreneurship	3
CISS 1020	Introduction to Computers	3
COMM 1010	Speech	3
ENGL 1010	English Composition I	3
Spring Semester I		
BIOL 1231	Biology II	4
ECON 1510	Microeconomics	3
ENGL 1030	English Composition II	3
MATH 1110	College Algebra	4
Fall Semester II		
BUSM 1110	Business Law	3
ECON 2510	Macroeconomics	3
MATH 1130	Trigonometry	4
PHYS 1110	General Physics I	4
PSYC 1070	Introduction to Women's Studies	3
or COMM 2070	Intercultural Communication	
Spring Semester II		
ACCT 1010	Financial Accounting	3-4
or BUSM 1030	Supervision	
or BUSM 1050	Management	
or BUSM 1270	Quality	
or BUSM 2030	Human Resource Management	
or BUSM 2230	Business Ethics	
BUSM 1150	Marketing	3
BUSM 2900	Business Capstone	1
MUSC 1010	Music Appreciation	3
or ARTS 1030	Art Apprenticeship	
or THEA 1010	Introduction to Theatre	
PHYS 1130	General Physics II	4
Total Credit Hours		61-62

PROGRAM DESCRIPTION

The Associate of Arts and the Associate of Science degree programs are designed for students who are planning to transfer to a four-year college or university and pursue baccalaureate degree programs. The curriculum fulfills the freshman and sophomore general education requirements of most four-year colleges and universities. Effective general education helps students gain competence in the exercise of independent intellectual inquiry and also stimulates their examination of understanding of personal, social and civic values. In addition, these degrees will fulfill the requirements for the Ohio Transfer Module at other public colleges and universities. In essence, upon completion of the Associate of Arts or the Associate of Science, students will have a well-rounded general education to augment the final two years required for a Bachelor's degree.

The Associate of Arts degree is available with a focus in on of the following areas:

- Business Administration: Accounting
- Business Administration: Management
- Criminal Justice
- Forensic Science
- Mathematics
- Pre-Health Professional
- Pre-Mortuary Science
- Pre-Professional Studies
- SCI-MED Academy

ASSOCIATE OF SCIENCE

CRIMINAL JUSTICE FOCUS

ASSOCIATE OF SCIENCE: CRIMINAL JUSTICE FOCUS CURRICULUM

For the most current curriculum, see www.media.ncstatecollege.edu/curriculum-worksheets/ASCJ1718.pdf

Course	Course Title	Credit
Fall Semester I		
BIOL 1230 or GEOL 1010	Biology I Physical Geology	4
CISS 1020	Introduction to Computers	3
COMM 1010	Speech	3
CRMJ 1010	Introduction to Criminal Justice and US Judicial Systems	3
ENGL 1010	English Composition I	3
Spring Semester I		
BIOL 1231	Biology II	4
CRMJ 1130	Introduction to Corrections	3
ENGL 1030	English Composition II	3
MATH 1110	College Algebra	4
SOCY 1010	Introduction to Sociology	3
Fall Semester II		
CHEM 1210	Chemistry I	5
CRMJ 2010	Criminology	3
MATH 1130	Trigonometry	4
SOCY 2010	Cultural Diversity and Racism	3
Spring Semester II		
CHEM 1220	Chemistry II	5
CRMJ 1090	Juvenile Delinquency	4
MUSC 1010 or ARTS 1030 or THEA 1010	Music Appreciation Art Appreciation Introduction to Theatre	3
SOCY 2050	Social Problems	3
Total Credit Hours		63

PROGRAM DESCRIPTION

The Associate of Arts and the Associate of Science degree programs are designed for students who are planning to transfer to a four-year college or university and pursue baccalaureate degree programs. The curriculum fulfills the freshman and sophomore general education requirements of most four-year colleges and universities. Effective general education helps students gain competence in the exercise of independent intellectual inquiry and also stimulates their examination of understanding of personal, social and civic values. In addition, these degrees will fulfill the requirements for the Ohio Transfer Module at other public colleges and universities. In essence, upon completion of the Associate of Arts or the Associate of Science, students will have a well-rounded general education to augment the final two years required for a Bachelor's degree.

The Associate of Arts degree is available with a focus in on of the following areas:

- Business Administration: Accounting
- Business Administration: Management
- Criminal Justice
- Forensic Science
- Mathematics
- Pre-Health Professional
- Pre-Mortuary Science
- Pre-Professional Studies
- SCI-MED Academy

ASSOCIATE OF SCIENCE

FORENSIC SCIENCE FOCUS

ASSOCIATE OF SCIENCE: FORENSIC SCIENCE FOCUS CURRICULUM

For the most current curriculum, see www.media.ncstatecollege.edu/curriculum-worksheets/ASFS1718.pdf

Course	Course Title	Credit
Fall Semester I		
BIOL 1230 or GEOL 1010	Biology I Physical Geology	4
CISS 1020	Introduction to Computers	3
COMM 1010	Speech	3
CRMJ 2150	Forensic Science/Criminalistics I	3
ENGL 1010	English Composition I	3
Spring Semester I		
BIOL 1231	Biology II	4
CRMJ 1110	Criminal Investigation I	3
ENGL 1030	English Composition II	3
MATH 1110	College Algebra	4
SOCY 1010	Introduction to Sociology	3
Fall Semester II		
CHEM 1210	Chemistry I	5
CRMJ 2010	Criminology	3
CRMJ 2152	Forensic Science/Criminalistics II	3
MATH 1130	Trigonometry	4
Spring Semester II		
CHEM 1220	Chemistry II	5
CRMJ 2154	Forensic Science/Criminalistics III	3
MUSC 1010 or ARTS 1030 or THEA 1010	Music Appreciation Art Appreciation Introduction to Theatre	3
SOCY 1010	Introduction to Sociology	3
Total Credit Hours		62

PROGRAM DESCRIPTION

The Associate of Arts and the Associate of Science degree programs are designed for students who are planning to transfer to a four-year college or university and pursue baccalaureate degree programs. The curriculum fulfills the freshman and sophomore general education requirements of most four-year colleges and universities. Effective general education helps students gain competence in the exercise of independent intellectual inquiry and also stimulates their examination of understanding of personal, social and civic values. In addition, these degrees will fulfill the requirements for the Ohio Transfer Module at other public colleges and universities. In essence, upon completion of the Associate of Arts or the Associate of Science, students will have a well-rounded general education to augment the final two years required for a Bachelor's degree.

The Associate of Arts degree is available with a focus in on of the following areas:

- Business Administration: Accounting
- Business Administration: Management
- Criminal Justice
- Forensic Science
- Mathematics
- Pre-Health Professional
- Pre-Mortuary Science
- Pre-Professional Studies
- SCI-MED Academy

ASSOCIATE OF SCIENCE MATHEMATICS FOCUS

ASSOCIATE OF SCIENCE: MATHEMATICS FOCUS CURRICULUM

For the most current curriculum, see www.media.ncstatecollege.edu/curriculum-worksheets/ASPH1718.pdf

Course	Course Title	Credit
Fall Semester I		
BIOL 1230 or GEOL 1010	Biology I Physical Geology	4
CISS 1020	Introduction to Computers	3
ENGL 1010	English Composition I	3
MATH 1150	Calculus I	5
MUSC 1010 or ARTS 1030 or THEA 1010	Music Appreciation Art Appreciation Introduction to Theatre	3
Spring Semester I		
BIOL 1231	Biology II	4
COMM 1010	Speech	3
ENGL 1030	English Composition II	3
MATH 1151	Calculus II	5
Fall Semester II		
CHEM 1210	Chemistry I	5
MATH 2010	Calculus III	4
PHYS 1110	General Physics I	4
PSYC 1010 or SOCY 1010 or POLT 1010 or ECON 1510 or ECON 2510 or COMM ____	Introduction to Psychology Introduction to Sociology American National Government Microeconomics Macroeconomics Any COMM except COMM 1010	3
Spring Semester II		
CHEM 1220	Chemistry II	5
MATH 2000	Discrete Mathematics	3
MATH 2900	Mathematics Capstone	1
PHYS 1130	General Physics II	4
SOCY 2010 or PSYC 1070 or COMM 2070	Cultural Diversity and Racism Introduction to Women's Studies Intercultural Communication	3
Total Credit Hours		65

Please refer to the listing of electives on pages 59-60.

PROGRAM DESCRIPTION

The Associate of Arts and the Associate of Science degree programs are designed for students who are planning to transfer to a four-year college or university and pursue baccalaureate degree programs. The curriculum fulfills the freshman and sophomore general education requirements of most four-year colleges and universities. Effective general education helps students gain competence in the exercise of independent intellectual inquiry and also stimulates their examination of understanding of personal, social and civic values. In addition, these degrees will fulfill the requirements for the Ohio Transfer Module at other public colleges and universities. In essence, upon completion of the Associate of Arts or the Associate of Science, students will have a well-rounded general education to augment the final two years required for a Bachelor's degree.

The Associate of Arts degree is available with a focus in on of the following areas:

- Business Administration: Accounting
- Business Administration: Management
- Criminal Justice
- Forensic Science
- Mathematics
- Pre-Health Professional
- Pre-Mortuary Science
- Pre-Professional Studies
- SCI-MED Academy

ASSOCIATE OF SCIENCE

PRE-HEALTH PROFESSIONAL FOCUS

ASSOCIATE OF SCIENCE: PRE-HEALTH PROFESSIONAL FOCUS CURRICULUM

For the most current curriculum, see www.media.ncstatecollege.edu/curriculum-worksheets/ASPH1718.pdf

Course	Course Title	Credit
Fall Semester I		
BIOL 1550	Microbiology	3
BIOL 2751	Human Anatomy and Physiology I	4
CISS 1020	Introduction to Computers	3
ENGL 1010	English Composition I	3
HLTH 1150	Medical Terminology	2
STAT 1010	Probability and Statistics	3
Spring Semester I		
BIOL 2752	Anatomy and Physiology II	4
CHEM 1030	Chemistry	3
ENGL 1030	English Composition II	3
HLTH 1010	Legal Aspects of Healthcare	2
MATH 1110	College Algebra	4
Fall Semester II		
	Humanities Elective	3
BIOL 1230	Biology I	4
or BIOL 1730	Basic Anatomy and Physiology	
CHEM 1210	Chemistry I	3-5
or PHYS 1010	Introduction to Physics	
COMM 1010	Speech	3
PSYC 1010	Introduction to Psychology	3
Spring Semester II		
BIOL 1101	Nutrition	2
BIOL 1231	Biology II	4
HLTH 2900	Natural Science Capstone	1
PSYC 2010	Human Growth and Development	3
SOCY 2010	Cultural Diversity and Racism	3
or PSYC 2050	Abnormal Psychology	
Total Credit Hours		63-35

Please refer to the listing of electives on pages 59-60.

All of the above courses will require grades of 77% or C+ to be acceptable in most of the North Central State College Health Programs.

PROGRAM DESCRIPTION

The Associate of Arts and the Associate of Science degree programs are designed for students who are planning to transfer to a four-year college or university and pursue baccalaureate degree programs. The curriculum fulfills the freshman and sophomore general education requirements of most four-year colleges and universities. Effective general education helps students gain competence in the exercise of independent intellectual inquiry and also stimulates their examination of understanding of personal, social and civic values. In addition, these degrees will fulfill the requirements for the Ohio Transfer Module at other public colleges and universities. In essence, upon completion of the Associate of Arts or the Associate of Science, students will have a well-rounded general education to augment the final two years required for a Bachelor's degree.

The Associate of Arts degree is available with a focus in on of the following areas:

- Business Administration: Accounting
- Business Administration: Management
- Computer Science
- Forensic Science
- Mathematics
- Pre-Health Professional
- Pre-Mortuary Science
- Pre-Professional Studies
- SCI-MED Academy

ASSOCIATE OF SCIENCE

PRE-MORTUARY SCIENCE FOCUS

ASSOCIATE OF SCIENCE: PRE-MORTUARY SCIENCE FOCUS CURRICULUM

For the most current curriculum, see www.ncstatecollege.edu/cms/degreess/transfer/pre-mortuary-science

Course	Course Title	Credit
Fall Semester I		
CHEM 1210	Chemistry I	5
CISS 1020	Introduction to Computers	3
ENGL 1010	English Composition I	3
MATH 1110	College Algebra	4
MSCI 1010	Thanatology I: Dying and End-of-life Decision Making	1
Spring Semester I		
BIOL 1230	Biology I	4
COMM 1010	Speech	3
ENGL 1030	English Composition II	3
MSCI 1030	Thanatology II: Loss, Grief, and Mourning and Assessment and Intervention	1
SOCY 1010	Introduction to Sociology	3
Fall Semester II		
BIOL 2751	Human Anatomy and Physiology I	4
BUSM 1010	Introduction to Business and Entrepreneurship	3
COMM 2030	Interpersonal Communication	3
MSCI 1050	Thanatology III: Traumatic Death and Death Education	1
PSYC 1010	Introduction to Psychology	3
SOCY 2010	Cultural Diversity and Racism	3
Spring Semester II		
BIOL 2752	Human Anatomy and Physiology II	4
BUSM 1110	Business Law	3
MATH 1010	Business Mathematics	3
MSCI 2900	Mortuary Science Capstone	1
MUSC 1010	Music Appreciation	3
or ARTS 1030	Art Appreciation	
or THEA 1010	Introduction to Theatre	
PSYC 1090	Death and Dying	3
Total Credit Hours		64

PROGRAM DESCRIPTION

The Associate of Arts and the Associate of Science degree programs are designed for students who are planning to transfer to a four-year college or university and pursue baccalaureate degree programs. The curriculum fulfills the freshman and sophomore general education requirements of most four-year colleges and universities. Effective general education helps students gain competence in the exercise of independent intellectual inquiry and also stimulates their examination of understanding of personal, social and civic values. In addition, these degrees will fulfill the requirements for the Ohio Transfer Module at other public colleges and universities. In essence, upon completion of the Associate of Arts or the Associate of Science, students will have a well-rounded general education to augment the final two years required for a Bachelor's degree.

The Associate of Arts degree is available with a focus in on of the following areas:

- Business Administration: Accounting
- Business Administration: Management
- Computer Science
- Forensic Science
- Mathematics
- Pre-Health Professional
- Pre-Mortuary Science
- Pre-Professional Studies
- SCI-MED Academy

ASSOCIATE OF SCIENCE

PRE-PROFESSIONAL STUDIES FOCUS

ASSOCIATE OF SCIENCE: PRE-PROFESSIONAL STUDIES FOCUS

CURRICULUM

For the most current curriculum, see www.media.ncstatecollege.edu/curriculum-worksheets/ASPPS1718.pdf

Course	Course Title	Credit
Fall Semester I		
BIOL 1230 or GEOL 1010	Biology I Physical Geology	4
CISS 1020	Introduction to Computers	3
COMM 1010	Speech	3
ENGL 1010	English Composition I	3
PSYC 1010 or SOCY 1010	Introduction to Psychology Introduction to Sociology	3
Spring Semester I		
BIOL 1231	Biology II	4
ENGL 1030	English Composition II	3
MATH 1110	College Algebra	4
POLT 1010 or ECON 1510 or ECON 2510 or COMM _____	American National Government Microeconomics Macroeconomics Any COMM except COMM 1010	3
SOCY 2010 or PSYC 1070 or COMM 2070	Cultural Diversity and Racism Introduction to Women's Studies Intercultural Communication	3
Fall Semester II		
CHEM 1210	Chemistry I	5
HIST 1010 or HIST 1030 or HIST 1050 or HIST 1070 or ENGL 2050 or ENGL 2070 or ENGL 2180 or ENGL 2190 or PHIL 1010 or PHIL 1110 or SPAN 1010	American History I American History II Western Civilization I Western Civilization II American Literature I American Literature II British Literature I British Literature II Western Philosophy Ethics Beginning Spanish I	3
MATH 1130	Trigonometry	4
PHYS 1110	General Physics I	4
Spring Semester II		
ASCI 2900	Associate of Science Capstone	1
CHEM 1220	Chemistry II	5
HIST 1010 or HIST 1030 or HIST 1050 or HIST 1070 or ENGL 2050 or ENGL 2070 or ENGL 2180 or ENGL 2190 or PHIL 1010 or PHIL 1110 or SPAN 1020	American History I American History II Western Civilization I Western Civilization II American Literature I American Literature II British Literature I British Literature II Western Philosophy Ethics Beginning Spanish I	3
MUSC 1010 or ARTS 1030 or THEA 1010	Music Appreciation Art Appreciation Introduction to Theatre	3
PHYS 1130	General Physics II	4
Total Credit Hours		65

PROGRAM DESCRIPTION

The Associate of Arts and the Associate of Science degree programs are designed for students who are planning to transfer to a four-year college or university and pursue baccalaureate degree programs. The curriculum fulfills the freshman and sophomore general education requirements of most four-year colleges and universities. Effective general education helps students gain competence in the exercise of independent intellectual inquiry and also stimulates their examination of understanding of personal, social and civic values. In addition, these degrees will fulfill the requirements for the Ohio Transfer Module at other public colleges and universities. In essence, upon completion of the Associate of Arts or the Associate of Science, students will have a well-rounded general education to augment the final two years required for a Bachelor's degree.

The Associate of Arts degree is available with a focus in on of the following areas:

- Business Administration: Accounting
- Business Administration: Management
- Criminal Justice
- Forensic Science
- Mathematics
- Pre-Health Professional
- Pre-Mortuary Science
- Pre-Professional Studies
- SCI-MED Academy

Please refer to the listing of electives on pages 59-60.

ASSOCIATE OF SCIENCE SCI-MED ACADEMY

ASSOCIATE OF SCIENCE: SCI-MED ACADEMY CURRICULUM

For the most current curriculum, see www.ncstatecollege.edu/cms/academics/degrees/associate-degrees/aa-as.html

Course	Course Title	Credit
Fall Semester I		
BIOL 1230	Biology I	4
ENGL 1010	English Composition I	3
MATH 1110	College Algebra	4
POLT 1010	American National Government	3
Spring Semester I		
BIOL 1231	Biology II	4
BIOS 1010 or BIOL 1570 or BIOL 1730	Introduction to Bioscience Techniques Microbiology I Basic Anatomy and Physiology	4
ENGL 1030	English Composition II	3
MATH 1130	Trigonometry	4
Fall Semester II		
BIOS 1210 or BIOL 2751 or PHYS 1110	Histology Human Anatomy and Physiology I General Physics I	4
CHEM 1210	Chemistry I	5
ECON 1010	Introduction to Economics	3
MATH 1150	Calculus I	5
Spring Semester II		
ASCI 2900	Associate of Science Capstone	1
BIOS 2440 or BIOL 2752 or PHYS 1130	Advanced Bioscience Techniques Anatomy and Physiology II General Physics II	4
CHEM 1220	Chemistry II	5
PHIL 1010 or PHIL 1110	Western Philosophy Ethics	3
PSYC 1010 or SOCY 1010	Introduction to Psychology Introduction to Sociology	3
Total Credit Hours		62

All courses must receive a final grade of "C" or better to continue in the program.

Three Pathways are possible in this degree program as follows.

1. Bioscience Pathway = BIOS 1010, BIOS 1210, and BIOS 2440
2. Health = BIOL 1570, BIOL 2751, and BIOL 2752
3. Science Education = BIOL 1730, PHYS 1110, and PHYS 1130

PROGRAM DESCRIPTION

The Associate of Arts and the Associate of Science degree programs are designed for students who are planning to transfer to a four-year college or university and pursue baccalaureate degree programs. The curriculum fulfills the freshman and sophomore general education requirements of most four-year colleges and universities. Effective general education helps students gain competence in the exercise of independent intellectual inquiry and also stimulates their examination of understanding of personal, social and civic values. In addition, these degrees will fulfill the requirements for the Ohio Transfer Module at other public colleges and universities. In essence, upon completion of the Associate of Arts or the Associate of Science, students will have a well-rounded general education to augment the final two years required for a Bachelor's degree.

The Associate of Arts degree is available with a focus in on of the following areas:

- Business Administration: Accounting
- Business Administration: Management
- Criminal Justice
- Forensic Science
- Mathematics
- Pre-Health Professional
- Pre-Mortuary Science
- Pre-Professional Studies
- SCI-MED Academy

ACCOUNTING

ASSOCIATE OF APPLIED BUSINESS

ACCOUNTING CURRICULUM

For the most current curriculum, see www.ncstatecollege.edu/cms/degrees/accounting

Course	Course Title	Credit
Fall Semester I		
ACCT 1010	Financial Accounting	4
BUSM 1010	Introduction to Business and Entrepreneurship	3
CISS 1210	Microsoft Word	2
CISS 1220	Microsoft Excel	2
COMM 1010	Speech	3
ENGL 1010	English Composition I	3
Spring Semester I		
ACCT 1030	Managerial Accounting	4
ACCT 1052	Computerized Accounting	2
ACCT 1070	Payroll Accounting	2
BUSM 1110	Business Law	3
ENGL 1030	English Composition II	3
MATH 1010 or STAT 1010	Business Math Probability and Statistics	3
Fall Semester II		
ACCT 2012	Taxation	3
ACCT 2030	Intermediate Accounting I	3
ACCT 2050	Governmental Accounting	3
CISS 1280	Microsoft Excel Advanced	2
ECON 1510 or ECON 2510	Microeconomics Macroeconomics	3
Spring Semester II		
	Humanities Elective	3
ACCT 1090	Certified Bookkeeper Prep	2
ACCT 2031	Intermediate Accounting II	3
ACCT 2060	Principles of Finance	3
ACCT 2070	Auditing	3
ACCT 2092 or ACCT 2095 and ACCT 2096	Accounting Capstone Co-operative Work Experience Seminar	2
Total Credit Hours		64

Please refer to the listing of Humanities electives on page 60.

PROGRAM LEARNING OUTCOMES

Upon completion of the program, graduates will:

1. Demonstrate competency with basic financial and managerial accounting principles.
2. Use accounting software applications to record financial transactions and prepare financial statements.
3. Prepare general journal entries, including adjusting and closing entries, for both business and governmental entities covering an entire accounting cycle according to accounting standards.
4. Prepare correct financial statements from a general ledger.
5. Prepare correct taxation documents, including tax returns and payroll records.
6. Explain the purpose and standards for an independent audit.
7. Summarize a company's financial position using accounting and finance data.
8. Demonstrate competency with successfully managing a business: finance, economics, and word processing/spreadsheet applications.

PROGRAM DESCRIPTION

Accounting graduates advise and assist management in controlling the financial operations of a business and in planning for its growth. They prepare accounting entries from source documents as well as post and summarize that information into meaningful financial statements. Accounting is well-suited to persons who like their problem solving skills to be challenged and enjoy working with detail.

Accountants provide professional services as advisors to management on financial matters affecting the firm in the areas of planning, forecasting, cost control, taxes, and inventory control. They prepare federal, state, and local income and payroll tax reports. An important part of the management team, accountants today work primarily in an environment that includes using professionally prepared accounting, tax, and payroll computer programs. They also use spreadsheet programs to assemble information and prepare reports.

The Accounting curriculum at North Central State College provides the student with the basic tools in all areas of accounting and expertise in the area of assembling information to prepare meaningful reports. Accounting students at North Central take numerous courses including accounting principles, managerial accounting, intermediate accounting, principles of finance, taxation, governmental accounting, auditing, and a capstone course. Students are also exposed to the two key software programs used in the industry.

Students are also introduced to a wide variety of basic subjects which accountants need to know to function well in today's complex business world. Each Accounting student must take two writing courses, one oral communications course, and one general course.

Program graduates are well qualified for entry level accounting positions in business and industry. Some graduates choose to pursue a four-year baccalaureate degree while others pursue the C.P.A. (Certified Public Accountant) designation. Contact the Ohio CPA Board in Columbus for details.

The Associate of Applied Business degree is awarded for the completion of this program. Long-range plans for the department will be reviewed and updated. The Accounting program is accredited by the Accreditation Council for Business Schools and Programs (ACBSP).

CERTIFICATES

CERTIFIED BOOKKEEPER

Course	Course Title	Credit
ACCT 1010	Financial Accounting	4
ACCT 1052	Computerized Accounting	2
ACCT 1070	Payroll Accounting	2
ACCT 1090	Certified Bookkeeper Preparation	2
ACCT 2012	Taxation	3
CISS 1220	Microsoft Excel	2
CISS 1280	Microsoft Excel Advanced	2
Total Credit Hours		17

AGRICULTURE MANAGEMENT CERTIFICATE

AGRICULTURE MANAGEMENT CURRICULUM

For the most current curriculum, see www.ncstatecollege.edu/cms/certificates/agriculture-management

Course	Course Title	Credit
Spring Semester I		
AGRI 1010	Agricultural Production, Processing, and Nutrition	4
AGRI 1030	Soil, Crop, and Greenhouse Management	4
BUSM 2050	Entrepreneurship and Small Business	3
BUSM 2210	Strategic Business Start-Up	3
Summer Semester I		
AGRI 1050	Animal Science Management	3
AGRI 1210	Agriculture Management	3
AGRI 2110	Cooperative Agriculture	2
AGRI 2111	Cooperative Agriculture Seminar	1
Fall Semester I		
AGRI 2130	Capstone	1
BUSM 2110	Promotion and Advertising	3
ENGR 1200	Fundamentals of Alternative Energy	3
Total Credit Hours		30

PROGRAM DESCRIPTION

Agricultural business comes in many sizes, allowing you to work as a small family unit or to work closely with a large agriculture company. This certificate could unlock your entrepreneurial spirit or assist in the upward mobility within a large farming cooperative.

The agricultural management certificate prepares a person to independently start a small niche farming operation providing a rewarding occupation. It can also enhance a person's ability to accelerate an already established private farming operation moving into new product lines or improved business practices. Additionally, it allows a person to participate in the development of best practices at a large agricultural company.

The Agricultural Management certificate is three semesters and contains a sequence of courses that begins in the Spring semester of each year. Entrance into these certificate courses is open to any student who have a desire to begin a new agricultural business or would like to expand their knowledge in any one area. A minimum grade of C- is required in all of the courses in the Agricultural Management curriculum to meet education and graduation requirements.

BIOSCIENCE

ASSOCIATE OF APPLIED SCIENCE

BIOSCIENCE CURRICULUM

For the most current curriculum, see www.ncstatecollege.edu/cms/degrees/bioscience

Course	Course Title	Credit
Fall Semester I		
BIOL 1230	Biology I	4
BIOS 1010	Introduction to Bioscience Lab Techniques	4
BIOS 1030	Environmental Science	4
MATH 1110	College Algebra	4
Spring Semester I		
BIOL 1231	Biology II	4
BIOS 1210	Histology	4
BIOS 2440	Introduction to Agriculture Science	4
ENGL 1010	English Composition I	3
Fall Semester II		
BIOL 1550	Microbiology	3
BIOS 2410	Advanced Bioscience Lab Techniques	4
CHEM 1210	Chemistry I	5
ENGL 1030	English Composition II	3
HLST 1010	CPR/First Aid	1
Spring Semester II		
	Social Science Elective	3
BIOS 2530	Genetics	4
BIOS 2550	Pharmaceutical/Toxicology Bioscience	4
BIOS 2590	Bioscience Practicum/Seminar	2
Total Credit Hours		60

Please refer to the listing of Social Sciences electives on page 60.

PROGRAM DESCRIPTION

Bioscience covers a wide selection of scientific disciplines that study from the smallest living organisms to the largest. Scientists involved in this area seek to improve chemical process and organisms. Biotechnology is an old area of study. Earliest examples include selective breeding to produce livestock and crops and the use of microorganisms to produce foods such as cheese and beverages.

One important aspect of the bioscience industry is stability. According to Cleveland State University's Center for Economic Development, overall employment opportunities within the state of Ohio have fallen. However, the bioscience or biotechnology sector has continued to grow and add jobs.

The successful student will be a dedicated individual who will acquire the technical skills and attention to detail necessary to carry out complex tests and procedures in a wide variety of settings. Work settings include medical research, agricultural research, product testing, pharmacology, forensics, and manufacturing.

Areas of study included in the curriculum include forensics, microbiology, anatomy and physiology, histology, plant, and animal bioscience, along with good manufacturing practices.

The Associate of Science degree is awarded at the completion of the program. A minimum grade of C is required in BIOL1230, BIOL1231, BIOL1550, HLST1010, MATH1110, CHEM1210, and all BIOS courses in order to meet education and graduation requirements.

PROGRAM LEARNING OUTCOMES

1. Students will demonstrate competence in standard laboratory techniques and use of technology and equipment.
2. Students will demonstrate the ability to research and communicate (visually, orally and in writing) credible scientific information from a variety of sources.
3. Students will collect, analyze and interpret data using the scientific method.
4. Students will calculate, analyze, solve, interpret, and graph quantitative data.

BUSINESS ADMINISTRATION
BUSINESS MANAGEMENT
ASSOCIATE OF APPLIED BUSINESS

BUSINESS MANAGEMENT CURRICULUM

For the most current curriculum, see www.ncstatecollege.edu/cms/degreed/business-management

Course	Course Title	Credit
Fall Semester I		
BUSM 1010	Introduction to Business and Entrepreneurship	3
CISS 1210	Microsoft Word	2
COMM 1010	Speech	3
ENGL 1010	English Composition I	3
MATH 1010 or STAT 1010 or MATH 1110	Business Mathematics Probability and Statistics College Algebra	3-4
Spring Semester I		
ACCT 1010	Financial Accounting	4
BUSM 1050	Management	3
BUSM 1110	Business Law	3
CISS 1220	Microsoft Excel	2
ECON 1510	Microeconomics	3
ENGL 1030	English Composition II	3
Fall Semester II		
ACCT 1030	Managerial Accounting	4
BUSM 1150	Marketing	3
BUSM 1270	Quality	3
BUSM 2050	Entrepreneurship and Small Business	3
BUSM 2090	Logistics	3
CISS 1280	Microsoft Excel Advanced	2
Spring Semester II		
_____	Humanities Elective	3
_____	Technical Elective	3-4
BUSM 2030	Human Resource Management	3
BUSM 2272 or BUSM 2280 and BUSM 2285	Case Studies in Business Cooperative Work Experience Seminar	2
ECON 2510	Macroeconomics	3
Total Credit Hours		64-66
Technical Electives		
BUSM 1030	Supervision	3
BUSM 1130	Principles of Selling	3
BUSM 1230	E-Commerce	3
BUSM 1250	Customer Service	3
BUSM 1260	Project Management	3
BUSM 2110	Promotion and Advertising	3
BUSM 2210	Strategic Business Start-Up	3
BUSM 2240	Real Estate I	4
BUSM 2250	Real Estate II	4

Please refer to the listing of Humanities electives on page 60.

PROGRAM DESCRIPTION

The Business Management program at North Central State College is designed to be an academically rigorous, highly practical, and immediately applicable course of study. This program provides students with the broad range of essential business skills, which are considered prerequisites to success and advancement by contemporary business organizations. The Business Management program at North Central State College is designed to be an academically rigorous, highly practical, and immediately applicable course of study. This program provides students with the broad range of essential business skills, which are considered prerequisites to success and advancement by contemporary business organizations.

The necessity of a positive business ethical perspective is an underlying theme within this curriculum. Common ethical issues are interwoven and discussed within the study of the various technical disciplines of marketing, personnel management, and computerized information technology. Demand for successful business graduates comes from all segments of the economy. Non-profit institutions, as well as profit-oriented organizations in the manufacturing, service, transportation, healthcare, and government sector, continue to experience a growing need for personnel who possess essential business expertise.

The Business Management program at NC State provides an ideal foundation for those who seek the flexibility of obtaining an immediate marketable skill as well as the necessary academic prerequisites for advanced collegiate achievements at the baccalaureate level and beyond.

The Associate of Applied Business degree is awarded for the completion of this program. The long-range plan for this department is reviewed, modified, and updated on an annual basis. The Business Administration program is accredited by the Accreditation Council for Business Schools and Programs (ACBSP).

PROGRAM LEARNING OUTCOMES

Graduates will:

1. Distinguish and summarize basic accounting concepts
2. Distinguish and summarize basic marketing concepts.
3. Distinguish and summarize basic economic concepts.
4. Distinguish and summarize basic management concepts.
5. Identify and apply appropriate computer applications to record business data and presenting business information for operational use.

BUSINESS ADMINISTRATION
MARKETING
ASSOCIATE OF APPLIED BUSINESS

MARKETING CURRICULUM

For the most current curriculum, see www.ncstatecollege.edu/cms/degreed/marketing

Course	Course Title	Credit
Fall Semester I		
BUSM 1010	Introduction to Business and Entrepreneurship	3
CISS 1210	Microsoft Word	2
COMM 1010	Speech	3
ENGL 1010	English Composition I	3
MATH 1010 or STAT 1010 or MATH 1110	Business Mathematics Probability and Statistics College Algebra	3-4
Spring Semester I		
ACCT 1010	Financial Accounting	4
BUSM 1110	Business Law	3
BUSM 1130	Principles of Selling	3
CISS 1220	Microsoft Excel	2
ECON 1510	Microeconomics	3
ENGL 1030	English Composition II	3
Fall Semester II		
	Technical Elective	3-4
BUSM 1050	Management	3
BUSM 1150	Marketing	3
BUSM 2110	Promotion and Advertising	3
CISS 1280	Microsoft Excel Advanced	2
ECON 2510	Macroeconomics	3
Spring Semester II		
	Humanities Elective	3
BUSM 1230	E-Commerce	3
BUSM 1250	Customer Service	3
BUSM 2030	Human Resource Management	3
BUSM 2272 or BUSM 2280 and BUSM 2285	Case Studies in Business Cooperative Work Experience Seminar	2
Total Credit Hours		63-65
Technical Electives		
BUSM 1030	Supervision	3
BUSM 1260	Project Management	3
BUSM 1270	Quality	3
BUSM 2050	Entrepreneurship and Small Business	3
BUSM 2090	Logistics	3
BUSM 2210	Strategic Business Start-Up	3
BUSM 2240	Real Estate I	4
BUSM 2250	Real Estate II	4

Please refer to the listing of Humanities electives on page 60.

PROGRAM DESCRIPTION

The Marketing program at North Central State College is designed to be an academically rigorous, highly practical, and immediately applicable course of study. This program provides students with the broad range of essential skills necessary to be successful in business from designing products to researching the needs of the target audience.

The academic foundation for success in the contemporary marketplace is presented in courses such as economics, management and marketing. Advanced courses, such as e-commerce, customer service, promotion, advertising, and selling, continue to build upon this foundation. Strong emphasis is placed upon strengthening and enhancing the student's oral and written communication skills to a professional level. Case studies, involving critical thinking and problem solving skills, are an important part of this curriculum.

The necessity of a positive business ethical perspective is an underlying theme within this curriculum. Common ethical issues are interwoven and discussed within the study of the various technical disciplines of marketing, personnel management, and computerized information technology. Demand for successful business graduates comes from all segments of the economy. Non-profit institutions, as well as profit-oriented organizations in the manufacturing, service, transportation, healthcare, and government sector, continue to experience a growing need for personnel who possess marketing skills.

The Associate of Applied Business is awarded for the completion of this program. The long-range plan for this department is reviewed, modified, and updated on an annual basis. The Business Administration program is accredited by the Accreditation Council for Business Schools and Programs (ACBSP).

PROGRAM LEARNING OUTCOMES

Graduates will:

1. Distinguish and summarize basic accounting concepts
2. Distinguish and summarize basic marketing concepts.
3. Distinguish and summarize basic economic concepts.
4. Distinguish and summarize basic management concepts.
5. Identify and apply appropriate computer applications to record business data and presenting business information for operational use.

BUSINESS ADMINISTRATION

CERTIFICATES

ENTREPRENEURSHIP CERTIFICATE

Course	Course Title	Credit
BUSM 2050	Entrepreneurship and Small Business	3
BUSM 2210	Strategic Business Start-Up	3
Total Credit Hours		6

OPERATIONS MANAGEMENT CERTIFICATE

Course	Course Title	Credit
ACCT 1010	Financial Accounting	4
BUSM 1030	Supervision	3
BUSM 1270	Quality	3
BUSM 2090	Logistics	3
CISS 1220	Microsoft Excel	2
Total Credit Hours		15

PROJECT MANAGEMENT CERTIFICATE

This course provides the student with the required education contact hours to satisfy the Project Management Institute (PMI) prerequisites for the Project Management Professional Certification (PMP)[®] or Certified Associate in Project Management (CAPM)[®] test. Other prerequisites and testing for those certifications are governed by the Project Management Institute.

Course	Course Title	Credit
BUSM 1260	Project Management	3
Total Credit Hours		3

REAL ESTATE CERTIFICATE

Students completing this certificate will be eligible to take the Ohio Real Estate Salesperson exam through the Ohio Department of Commerce.

Course	Course Title	Credit
BUSM 1130	Principles of Selling	3
BUSM 2240	Real Estate I	4
BUSM 2250	Real Estate II	4
Total Credit Hours		11

SUPERVISION CERTIFICATE

Course	Course Title	Credit
BUSM 1030	Supervision	3
BUSM 1250	Customer Service	3
BUSM 1260	Project Management	3
BUSM 2030	Human Resource Management	3
CISS 1210	Microsoft Word	2
CISS 1220	Microsoft Excel	2
Total Credit Hours		16

CRIMINAL JUSTICE

ASSOCIATE OF APPLIED SCIENCE

CRIMINAL JUSTICE CURRICULUM

For the most current curriculum, see www.ncstatecollege.edu/cms/degrees/criminal-justice

Course	Course Title	Credit
Fall Semester I		
CRMJ 1010	Introduction to Criminal Justice and US Judicial System	3
CRMJ 1070	Family Violence	3
ENGL 1010	English Composition I	3
PSYC 1010	Introduction to Psychology	3
STAT 1010	Probability and Statistics	3
Spring Semester I		
	Social Science Elective	3
COMM 1010	Speech	3
CRMJ 1090	Juvenile Delinquency	4
CRMJ 1110	Criminal Investigations I	3
CRMJ 1130	Introduction to Corrections	3
Fall Semester II		
	Basic Elective	3
	Science Elective	3
CRMJ 1050	Criminal and Constitutional Law	4
CRMJ 2010	Criminology	3
CRMJ 2036	Report Writing for the Criminal Justice Profession	3
Spring Semester II		
	Basic Elective	3
	Basic Elective	3
	Humanities Elective	3
CRMJ 2110	Private Security I	3
CRMJ 2130	Community Based Corrections	3
CRMJ 2190	Practicum and Seminar	3
Total Credit Hours		64
Basic Electives		
CRMJ 1030	Photography	3
CRMJ 1150	Success Skills for Criminal Justice	3
CRMJ 2032	Gangs, Cults, and Terrorism	3
CRMJ 2050	Drug Recognition	3
CRMJ 2090	Defensive Tactics	2
CRMJ 2115	Criminal Investigations II	3
CRMJ 2120	Private Security II	3
CRMJ 2150	Forensic Science/Criminalistics I	3
CRMJ 2152	Forensic Science/Criminalistics II	3
CRMJ 2154	Forensic Science/Criminalistics III	3
CRMJ 2210	Introduction to Police Operations	3
HMSV 2120	Survey of Human Disabilities	3
HMSV 2150	Substance Abuse and Treatment	3
HMSV 2160	Substance Abuse Counseling	3
PSYC 1090	Death and Dying	3
PSYC 2050	Abnormal Psychology	3
Science Electives		
BIOL 1050	Principles of Biology	3
BIOL 1101	Nutrition	2
BIOL 1710	Introduction to Anatomy and Physiology	3
PHYS 1010	Introduction to Physics	4
PSYC 2170	Forensic Psychology	3

Please refer to the listing of Humanities and Social Sciences electives on page 60.

PROGRAM DESCRIPTION

Graduates of the Criminal Justice program may find employment within city, county, private, and state agencies who are involved with the enforcement of laws, the investigation of criminal acts, corrections, and probation. Positions are also available in the private industry where security and loss prevention are paramount. Some graduates will continue to pursue a bachelor's degree, which expands the employment market to include federal agencies and state agencies.

The qualities that a person should have to be successful include keen powers of observation, mental alertness, emotional stability, ability to work within prescribed rules and regulations, and the ability to handle responsibility and discipline. As the field of criminal justice becomes more sophisticated and complex, advanced training and education become more critical. The two-year curriculum includes courses in forensic science, juvenile delinquency, drugs and narcotics, family violence, criminal and constitutional law, criminology, and criminal investigations.

INDIVIDUALS WITH A FELONY AND/OR DOMESTIC VIOLENCE CONVICTION OR DRUG CONVICTIONS MAY EXPERIENCE DIFFICULTY GAINING EMPLOYMENT IN THE CRIMINAL JUSTICE FIELD. Students with misdemeanor convictions should seek advice from an advisor in the Criminal Justice program. A fingerprint check is required for CRMJ2190 Criminal Justice Practicum.

The Associate of Applied Science degree is awarded for the completion of this program.

PROGRAM LEARNING OUTCOMES

By the end of the Associate Degree program students will be able to:

1. Apply the core criminal justice foundation concepts of juvenile justice, criminology, constitutional law, corrections, private security, and U.S. Judicial and Criminal Justice systems in solving and defending logical arguments and applications in the field.
2. Demonstrate the ability to communicate effectively in writing and speech.
3. Demonstrate well-developed analytical and problem solving skills.
4. Demonstrate proper standards of criminal justice professionalism, morals and ethics.

CRIMINAL JUSTICE
LAW ENFORCEMENT
ASSOCIATE OF APPLIED SCIENCE

LAW ENFORCEMENT CURRICULUM

For the most current curriculum, see www.ncstatecollege.edu/cms/degreed/criminal-justice-law-enforcement

Course	Course Title	Credit
Fall Semester I		
_____	Basic Elective	1-4
_____	Basic Elective	3
ENGL 1010	English Composition I	3
PSYC 1010	Introduction to Psychology	3
STAT 1010	Probability and Statistics	3
Spring Semester I		
_____	Humanities Elective	3
_____	Science Elective	2-4
_____	Social Science Elective	3
COMM 1010	Speech	3
CRMJ 1090	Juvenile Delinquency	4
Fall Semester II		
_____	Basic Elective	3
CRMJ 1010	Introduction to Criminal Justice and US Judicial System	3
CRMJ 1070	Family Violence	3
CRMJ 2230	Police Skills I	4
CRMJ 2250	Firearms	4
Spring Semester II		
CRMJ 1110	Criminal Investigations I	3
CRMJ 2090	Defensive Tactics	2
CRMJ 2170	Terrorism and Homeland Security	3
CRMJ 2210	Introduction to Police Operations and Report Writing	3
CRMJ 2240	Police Skills II	4
Total Credit Hours		60-65
Basic Electives		
CRMJ 1030	Photography	3
CRMJ 1050	Criminal and Constitutional Law	4
CRMJ 1130	Introduction to Corrections	3
CRMJ 1150	Success Skills for Criminal Justice Profession	3
CRMJ 2010	Criminology	3
CRMJ 2032	Gangs, Cults and Terrorism	3
CRMJ 2036	Report Writing for Criminal Justice Professionals	2
CRMJ 2110	Private Security I	3
CRMJ 2115	Criminal Investigations II	3
CRMJ 2120	Private Security II	3
CRMJ 2130	Community Based Corrections	3
CRMJ 2150	Forensic Science/Criminalistics I	3
CRMJ 2152	Forensic Science/Criminalistics II	3
CRMJ 2154	Forensic Science/Criminalistics III	3
CRMJ 2174	Current Issues in the Criminal Justice Profession	1
HMSV 2120	Survey of Human Disabilities	3
HMSV 2150	Substance Abuse and Treatment	3
PSYC 1090	Death and Dying	3
PSYC 2050	Abnormal Psychology	3
Science Electives		
BIOL 1050	Principles of Biology	3
BIOL 1101	Nutrition	2
BIOL 1710	Introduction to Anatomy and Psychology	3
PHYS 1010	Introduction to Physics	4
PSYC 2170	Forensic Psychology	3

Please refer to the listing of Humanities and Social Sciences electives on page 60.

PROGRAM DESCRIPTION

This program is designed for students seeking careers in entry level positions in law enforcement agencies in the State of Ohio. These agencies include city police departments, village or township police departments, or county Sheriff departments. While it is not required, it is an added benefit for those seeking careers in probation.

The Ohio Revised Code enables North Central State College to incorporate The Ohio Peace Officer's Training Academy into the Criminal Justice Associate Degree program. The academy requirements are included in nine of the required courses for an Associate Degree of Applied Science in Criminal Justice. Upon completion of the academy requirements, the student will be eligible to take the State certification examination to become a peace officer in the State of Ohio.

Day and night academies are offered. Both academies begin in the Fall Semester and end Spring Semester of each academic year. Students must complete an academy application in order to be considered for this program. The applications for both academies are available at the mandatory orientation which normally occurs the first week of July. All students must pre-register online in order to be accepted to attend the mandatory orientation. The open registration will begin the first Monday of April and conclude the last week of June. Students must visit North Central State College's Criminal Justice webpage to locate the registration link. The academy must be completed on a full-time basis. In addition, students will be required to pass a physical examination, a state certification exam, and be capable of being hired by a law enforcement agency.

There is also a Police Academy Certificate option available and consists of ten academic courses.

INDIVIDUALS WITH A FELONY AND/OR DOMESTIC VIOLENCE CONVICTION OR DRUG CONVICTIONS ARE NOT PERMITTED TO ENTER THE CRIMINAL JUSTICE: LAW ENFORCEMENT PROGRAM. An acceptable Bureau of Criminal Identification and Investigation (BCI&I) report and an FBI report is required to enter the Peace Officer Academy. This fingerprint check is part of the official application process during mandatory orientation.

Students must successfully pass a drug screening within 90 days of the start of this academy. The cost of the test is at the expense of the student. This is part of the official application process during the mandatory orientation. Students must pass a Physical Fitness Assessment Test (1.5 mile run, push-ups, sit-ups) at the 15% level of the OPOTA standards.

The following are the disqualifiers for entry into the police academy:

- No person can enroll or participate in a police academy if such person has **any felony conviction**.
- In addition to the above, those who fall under any of the below disqualifiers cannot attend:
 - Any person currently registering as a sex offender, child-victim offender, or arson offender;
 - Any person under indictment or otherwise charged with an offense under ORC Chapter 2925, Drug Offenses; Chapter

3719, Controlled Substances, or Chapter 4729, Dangerous Drugs, that involves the illegal possession, use, sale, administration, or distribution of or trafficking in a drug of abuse – if convicted of that offense, they are disqualified for a three year period;

- Any person under indictment or otherwise charged with a misdemeanor offense of violence – if convicted of that offense, they are disqualified for a three year period
- Any person under indictment or otherwise charged with a violation of ORC 2903.14, Negligent Assault;
- Any person convicted of or pleaded guilty to an offense under ORC Chapter 2913, Theft and Fraud, or a municipal ordinance that is substantially similar is disqualified for a three year period.

Ohio Administrative Code section 109:2-1-03

The Police Academy program of North Central State College has a reputation for excellence. Employers across Ohio have indicated our graduates are well prepared for the challenges they face as they embark on their profession. The Associate of Applied Science degree is awarded for the completion of this program.

PROGRAM LEARNING OUTCOMES

By the end of the police academy, students will be able to:

1. Apply the core criminal justice foundation concepts of juvenile justice, criminology, constitutional law, corrections, private security, and U.S. Judicial and Criminal Justice systems in solving and defending logical arguments and applications in the field.
2. Demonstrate the ability to communicate effectively in writing and speech.
3. Demonstrate well-developed analytical and problem solving skills.
4. Demonstrate proper standards of criminal justice professionalism, morals, and ethics.

**CRIMINAL JUSTICE
CORRECTIONS FASTRACK
ASSOCIATE OF APPLIED SCIENCE**

CORRECTIONS FASTRACK CURRICULUM

For the most current curriculum, see www.ncstatecollege.edu/cms/degrees/criminal-justice-peace-officer-fastrack

Course	Course Title	Credit
Fall Semester		
BIOL 1101	Nutrition	2
CRMJ 1050	Criminal and Constitutional Law	4
CRMJ 1070	Family Violence	3
CRMJ 1150	Success Skills for Criminal Justice Professionals	3
CRMJ 2010	Criminology	3
ENGL 1010	English Composition I	3
PSYC 1010	Introduction to Psychology	3
STAT 1010	Probability and Statistics	3
Spring Semester		
_____	Humanities Elective	3
_____	Social Science Elective	3
COMM 1010	Speech	3
CRMJ 1090	Juvenile Delinquency	4
CRMJ 1110	Criminal Investigation I	3
Proficiency Credit Granted		
CRMJ 1010	Introduction to Criminal Justice and US Judicial Systems	3
CRMJ 1130	Introduction to Corrections	3
CRMJ 2036	Report Writing for Criminal Justice Professionals	2
CRMJ 2090	Defensive Tactics	3
CRMJ 2110	Private Security I	3
CRMJ 2130	Community Based Corrections	3
CRMJ 2190	Practicum and Seminar	3
CRMJ 2250	Firearms	3
Total Credit Hours		63

Please refer to the listing of Humanities and Social Sciences electives on page 60.

PROGRAM DESCRIPTION

The Criminal Justice Department offers a Fastrack Program for Correction Officers. This online coursework* allows the student to set a schedule around both work and personal life.

Individuals who have completed a Certificate of Completion from the Ohio Department of Rehabilitation and Correction Training Academy can complete an Associate Degree at North Central State College as an online student in less than two years. After completion of the 13 courses, you graduate with an Associate Degree.

To be admitted into the Fastrack program, students must provide proof of their completion of an Ohio Rehabilitation and Correction Training Academy at the time of application to the college. Proof of completion must be submitted to the Assistant Dean of Education, Professional and Public Service in Fallerius, Room 150B. Permission must be granted by the Criminal Justice Department to enroll in this program.

The Associate of Applied Science degree is awarded upon completion of this program.

**Students are permitted to enroll in seated sections if they so choose.*

PROGRAM LEARNING OUTCOMES

By the end of the Associate Degree program students will be able to:

1. Apply the core criminal justice foundation concepts of juvenile justice, criminology, constitutional law, corrections, private security, and U.S. Judicial and Criminal Justice systems in solving and defending logical arguments and applications in the field.
2. Demonstrate the ability to communicate effectively in writing and speech.
3. Demonstrate well-developed analytical and problem solving skills.
4. Demonstrate proper standards of criminal justice professionalism, morals, and ethics.

CRIMINAL JUSTICE
LAW ENFORCEMENT FASTRACK
ASSOCIATE OF APPLIED SCIENCE

LAW ENFORCEMENT FASTRACK CURRICULUM

For the most current curriculum, see www.ncstatecollege.edu/cms/degreed/criminal-justice-peace-officer-fastrack

Course	Course Title	Credit
Fall Semester		
_____	Basic Elective	1-4
_____	Basic Elective	3
ENGL 1010	English Composition I	3
PSYC 1010	Introduction to Psychology	3
STAT 1010	Probability and Statistics	3
Spring Semester		
_____	Humanities Elective	3
_____	Social Science Elective	3
BIOL 1101	Nutrition	2
COMM 1010	Speech	3
CRMJ 1090	Juvenile Delinquency	4
CRMJ 1150	Success Skills for Criminal Justice Profession	3
Proficiency Credit Granted		
CRMJ 1010	Introduction to Criminal Justice and US Judicial Systems	3
CRMJ 1070	Family Violence	3
CRMJ 1110	Criminal Investigation I	3
CRMJ 2090	Defensive Tactics	2
CRMJ 2170	Terrorism and Homeland Security	3
CRMJ 2210	Introduction to Police Operations and Report Writing	3
CRMJ 2230	Police Skills I	4
CRMJ 2240	Police Skills II	4
CRMJ 2250	Firearms	4
Total Credit Hours		60-64
Basic Electives		
CRMJ 1030	Photography	3
CRMJ 1050	Criminal and Constitutional Law	4
CRMJ 1130	Introduction to Corrections	3
CRMJ 2010	Criminology	3
CRMJ 2032	Gangs, Cults and Terrorism	3
CRMJ 2036	Report Writing in for Criminal Justice Professionals	2
CRMJ 2110	Private Security I	3
CRMJ 2115	Criminal Investigation II	3
CRMJ 2120	Private Security II	3
CRMJ 2130	Community Based Corrections	3
CRMJ 2150	Forensic Science/Criminalistics I	3
CRMJ 2152	Forensic Science/Criminalistics II	3
CRMJ 2154	Forensic Science/Criminalistics III	3
CRMJ 2174	Current Issues in the Criminal Justice Profession	1
PSYC 1090	Death and Dying	3
PSYC 2050	Abnormal Psychology	3

Please refer to the listing of Humanities and Social Sciences electives on page 60.

PROGRAM DESCRIPTION

The Criminal Justice Department offers a Fastrack Program for Police Officers. This online coursework* allows the student to set a schedule around both work and personal life.

Individuals that have a Certificate of Completion from any basic Ohio Peace Officer Training Academy can complete an Associate Degree at North Central State College as an online student in less than two years. There are only 11 online classes for peace officers enrolled in the Fastrack Program. After completion of the 11 courses, you graduate with an Associate Degree.

To be admitted into the Fastrack program, students must provide proof of their completion of a basic Ohio Peace Officer Training Academy at the time of application to the college. Proof of completion must be submitted to the Assistant Dean of Education, Professional and Public Service in Fallerius, Room 150B. Permission must be granted by the Criminal Justice Department to enroll in this program.

The Associate of Applied Science degree is awarded upon completion of this program.

**Students are permitted to enroll in seated sections if they so choose.*

PROGRAM LEARNING OUTCOMES

By the end of the Associate Degree program students will be able to:

1. Apply the core criminal justice foundation concepts of juvenile justice, criminology, constitutional law, corrections, private security, and U.S. Judicial and Criminal Justice systems in solving and defending logical arguments and applications in the field.
2. Demonstrate the ability to communicate effectively in writing and speech.
3. Demonstrate well-developed analytical and problem solving skills.
4. Demonstrate proper standards of criminal justice professionalism, morals, and ethics.

CRIMINAL JUSTICE CERTIFICATES

FORENSIC SCIENCE CERTIFICATE

Note: This certificate has not yet been approved for financial aid. For more information, contact the Education, Professional and Public Service Division Office at 419-755-4705.

Course	Course Title	Credit
Fall Semester		
BIOL 1230	Biology I	4
BIOS 1010	Introduction to Bioscience Lab Techniques	4
MATH 1110	College Algebra	4
Spring Semester		
CRMJ 1110	Criminal Investigation I	3
BIOL 1231	Biology II	4
CHEM 1210	Chemistry I	5
Summer Semester		
CRMJ 2150	Forensic Science/Criminalistics I	3
CRMJ 2152	Forensic Science/Criminalistics II	3
CRMJ 2154	Forensic Science/Criminalistics III	3
Total Credit Hours		33

POLICE ACADEMY CERTIFICATE

Day and night academies are offered. Both academies begin each in the Fall Semester and end Spring Semester of each academic year. Students must complete an Academy application in order to be considered for this program. The applications for both academies are available at the mandatory orientation which normally occurs the first week of July. All students must pre-register online in order to be accepted to attend the mandatory orientation. The open registration will begin the first Monday of April and conclude the last week of June. Students must visit North Central State College's Criminal Justice webpage to locate the registration link. The academy must be completed on a full-time basis. In addition, students will be required to pass a physical examination, a state certification exam, and be capable of being hired by a law enforcement agency.

INDIVIDUALS WITH A FELONY AND/OR DOMESTIC VIOLENCE CONVICTION OR DRUG CONVICTIONS ARE NOT PERMITTED TO ENTER THE CRIMINAL JUSTICE: LAW ENFORCEMENT PROGRAM. An acceptable Bureau of Criminal Identification and Investigation (BCI&I) report and an FBI report is required to enter the Peace Officer Academy. This fingerprint check is part of the official application process during mandatory orientation.

Students must successfully pass a drug screening within 90 days of the start of this academy. The cost of the test is at the expense of the student. This is part of the official application process during the mandatory orientation. Students must pass a Physical Fitness Assessment Test (1.5 mile run, push-ups, sit-ups) at the 15% level of the OPOTA standards.

The following are the disqualifiers for entry into the police academy:

- No person can enroll or participate in a police academy if such person has **any felony conviction**.
- In addition to the above, those who fall under any of the below disqualifiers cannot attend:
 - Any person currently registering as a sex offender, child-victim offender, or arson offender;
 - Any person under indictment or otherwise charged with an offense under ORC Chapter 2925, Drug Offenses; Chapter 3719, Controlled Substances, or Chapter 4729, Dangerous Drugs, that involves the illegal possession, use, sale, administration, or distribution of or trafficking in a drug of abuse – if convicted of that offense, they are disqualified for a three year period;
 - Any person under indictment or otherwise charged with a misdemeanor offense of violence – if convicted of that offense, they are disqualified for a three year period
 - Any person under indictment or otherwise charged with a violation of ORC 2903.14, Negligent Assault;
 - Any person convicted of or pleaded guilty to an offense under ORC Chapter 2913, Theft and Fraud, or a municipal ordinance that is substantially similar is disqualified for a three year period.

Ohio Administrative Code section 109:2-1-03

Course	Course Title	Credit
Fall Semester		
CRMJ 1010	Introduction to Criminal Justice and U.S. Judicial System	3
CRMJ 1070	Family Violence	3
CRMJ 2174	Current Issues in the Criminal Justice Profession	1
CRMJ 2230	Police Skills I	4
CRMJ 2250	Peace Officer Academy Firearms	4
Spring Semester		
CRMJ 1110	Criminal Investigations I	4
CRMJ 2090	Defensive Tactics	3
CRMJ 2170	Terrorism and Homeland Security	2
CRMJ 2210	Introduction to Police Operations and Report Writing	3
CRMJ 2240	Police Skills II	3
Total Credit Hours		30

HEALTH INFORMATION TECHNOLOGY

ASSOCIATE OF APPLIED SCIENCE

HEALTH INFORMATION TECHNOLOGY CURRICULUM

For the most current curriculum, see www.ncstatecollege.edu/cms/degrees/health-information-technology

Note: Highlighted courses are offered through **Marion Technical College**. All Marion Technical College classes for this degree are offered online.

Course	Course Title	Credit
Fall Semester I		
ALH 1110	Medical Terminology	3
BIOL 1730	Basic Anatomy and Physiology	4
CISS 1020	Introduction to Computers	3
HIT 1200	Health Records Management I	2
ITEC 1610	IT Essentials/A+	3
Spring Semester I		
ALH 1120	Human Diseases	3
ENGL 1010	English Composition I	3
HIT 1301	Clinical Classifications ICD-10-CM/PCS	4
HIT 1302	Current Procedural Terminology	3
HIT 1400	Healthcare Reimbursement	2
Summer Semester I		
COMM 1010	Speech	3
HIT 1500	Advanced Clinical Classification Systems	3
MATH 1030	Variable Relationships: Algebra and Graphing	3
Fall Semester II		
BUSM 1260	Project Management	3
HIT 2000	HIT Legal Issues	2
HIT 2100	Health Record Management II	4
HIT 2200	Health Information Tech Systems	4
Spring Semester II		
HIT 2300	HIT Statistical Analysis	2
HIT 2350	Project Management for HIT	3
HIT 2400	HIT Quality Assessment	2
HIT 2900	HIT Professional Practice II	2
PSYC 1010	Introduction to Psychology	3
Total Credit Hours		64

Please refer to the listing of Humanities and Social Sciences electives on page 60.

PROGRAM DESCRIPTION

Health Information Technology encompasses the use of existing records and information in the treatment of patients, as well as the updating and storage of that information in a secure environment. Analysis of information may also be a key role in some employment situations. Currently health information technology professionals work in 40 different settings under 125 different job titles. They often facilitate communication between clinical, operational and administrative functions within the practice, hospital or company.

Health Information Technology is a pathway with credentials that expand as your education progresses. Students who complete the first five terms of coursework may take the national exam to receive a Certified Coding Associated (CCA) credential. Many students begin working as a CCA while continuing their work toward their associate degree. When they receive their associate degree, they may become a Registered Health Information Technician (after successfully completing the RHIT Certification Examination).

Transfer opportunities exist to continue toward a bachelor's degree. Students with a bachelor's degree will be eligible to take the Registered Health Information Administrator (RHIA) certification exam.

This program is provided in partnership with Marion Technical College. All participants will have to apply to Marion Technical College to receive the final Health Information Technology Associate Degree.

HEALTH SERVICES TECHNOLOGY

ASSOCIATE OF APPLIED SCIENCE

HEALTH SERVICES TECHNOLOGY CURRICULUM

For the most current curriculum, see www.ncstatecollege.edu/cms/degrees/health-services-technology

Course	Course Title	Credit
Fall Semester I		
BIOL 1730	Basic Anatomy and Physiology	4
CHEM 1030	Chemistry	3
ENGL 1010	English Composition I	3
MATH 1030	Variable Relationships: Algebra and Graphing	3
Spring Semester I		
	Health Tech Course Elective	2-7
BIOL 1050	Principles of Biology	3
BIOL 1550	Microbiology	3
ENGL 1030	English Composition II	3
Summer Semester I		
	Health Tech Course Electives	6-7
CISS 1020	Introduction to Computers	2
COMM 1010	Speech	3
Fall Semester II		
	Health Tech Course Electives	6-12
	Humanities Elective	3
Spring Semester II		
	Health Tech Course Electives	9-12
	Social Science Elective	3
Required Minimum Credit Hours		63-68

Health Technical Electives* (30 credit hours required including completion of at least two areas of specialization)

CHWR 2710	Community Health Worker I	3
CHWR 2730	Lifespan Development	3
CHWR 2750	Community Health Worker Directed Practice/Seminar	3
DENT 1010	Introduction to Dental Assisting	8
DENT 1030	Dental Assisting Procedures I	8
DENT 1050	Dental Assisting Procedures II	8
EMTP 1010	Emergency Medical Technician	6
EMTP 2030	EMT Paramedic	6
EMTP 2031	EMT Paramedic	6
EMTP 2032	EMT Paramedic	6
EMTP 2033	EMT Paramedic	3
HITP 1010	Coding and Billing	7
HITP 1030	Advanced Coding and Billing	3
HLST 1010	CPR/First Aid	1
ELKG 1110	Electrocardiography Technician	4
PHLB 1110	Phlebotomy	2
PHLB 1210	Phlebotomy Directed Practice	2
PHLB 1250	Phlebotomy Seminar	1
PHRM 2100	Pharmacy Tech Training Part A	8
PHRM 2200	Pharmacy Tech Training Part B	7
STNA 1110	State Tested Nurse Assistant	3
STNA 1150	State Tested Nurse Assistant CPR/First Aid	1
STNA 1250	State Tested Nurse Assistant Clinical	2
SURG 1010	Surgical Technology Microbiology	4
SURG 1030	Fundamentals of Surgical Tech	12
SURG 1050	Surgical Tech Anatomy and Physiology	10
SURG 1070	Surgical Technology Procedures	16

Please refer to the listing of Humanities and Social Sciences electives on page 60.

PROGRAM DESCRIPTION

North Central State College's Health Services Technology degree program is designed for students wanting to be cross-trained in several healthcare skills. Graduating students will be able to perform more than one healthcare function in the ever changing health care delivery system.

Students will be required to select at least two or more specialized areas beyond the general education requirements and the core health technology courses. Certificates by State, National, and certifying organizations will show competency in the specialized areas. Those areas include:

- Coding and Billing
- Community Health Worker
- Dental Assisting
- Electrocardiography Technologist
- Emergency Medical Technician
- Paramedic
- Phlebotomy Technician
- State Tested Nurse Assistant
- Surgical Technology
- Pharmacy Technician

Since there are many combinations of specialization, students should contact the program director to discuss their career goals and plan for their individualized curriculum. Students must complete a minimum of 64 credits as follows:

- 15 credits from general education core courses
- 19 credits from basic core courses
- 30 credits from technical electives, including the completion of at least two area of specialization (up to 9 credits may be chosen from a list of related electives)

Students who are seeking another degree option or who already have a health technology degree may enroll in additional specialization areas to obtain certification.

The Associate of Applied Science degree is awarded for the completion of this program.

Please Note: Many of the Health Services Technology courses/programs are offered as "flex" courses and may not follow the college's term calendar. For information on class schedules and times, please contact the Health Sciences Office at 419-755-4805. Contact your faculty advisor to establish an educational plan.

PROGRAM LEARNING OUTCOMES

1. Students will demonstrate the technical skills needed for the specialized areas of the program.
2. Students will demonstrate professionalism as needed for the specialized areas of the program.
3. Students will demonstrate attainment of the knowledge needed for the specialized areas of the program.

HEALTH SERVICES TECHNOLOGY

CERTIFICATES

CODING AND BILLING

Students who complete the program are eligible to be certified by the AAPC as a Certified Professional Coder. Students will have advanced information in ICD-Coding and CPT-4 coding plus apply principles and guidelines for using the International Classification of Diseases (ICD-10/PCS) to code diagnosis and procedures in a variety of settings.

Course	Course Title	Credit
HITP 1010	Coding and Billing	7
HITP 1030	Advanced Coding and Billing	3
Total Credit Hours		10

COMMUNITY HEALTH WORKER CERTIFICATE

Students who complete this certificate program are eligible to be certified by the Ohio Board of Nursing as a Community Health Worker (CHW). The CHW will work in the community as an outreach resource assisting clients in six major areas: healthcare, community resources, communication skills, individual and community advocacy, health education, and skills and responsibilities. Practicum experiences in the community will be a major component of the certificate.

A minimum grade of C- is required in all CHWR courses and an overall certificate grade point average of 2.00. An acceptable Bureau of Criminal Identification and Investigation (BCI&I) report is required. Various practicum sites for CHWR2750 may have specific background check and drug testing requirements. CHWR2710, CHWR2730, and CHWR2750 must be completed within a two-year period (exceptions require approval of the Dean of Health Sciences).

CHWR2710 will count as a technical elective in the Human Services program.

Course	Course Title	Credit
CHWR 2710	Community Health Worker I	3
CHWR 2730	Health Care Across the Lifespan	3
CHWR 2750	Community Health Worker Directed Practice/Seminar	3
Total Credit Hours		9

DENTAL ASSISTING CERTIFICATE

Students who complete the program are eligible to be certified by the CODA as a Dental Assistant. Some specific tasks that may be performed may include assisting the dentist to provide oral healthcare during a variety of procedures, exposing and processing x-rays, preparing and sterilizing instruments and equipment, and educating patients in various post-operative care and treatment.

Course	Course Title	Credit
DENT 1010	Introduction to Dental Assisting	8
DENT 1030	Dental Assisting Procedures I	8
DENT 1050	Dental Assisting Procedures II	8
Total Credit Hours		24

EMERGENCY MEDICAL TECHNICIAN CERTIFICATE

Students who complete the program are eligible to be certified by the State of Ohio Certification as an Emergency Medical Technician (EMT). Emphasis is on accurate observations, evaluation of emergency situations, effective communications with the medical network, and high skill proficiency. This class also serves as a required building block to the Paramedic classes.

Course	Course Title	Credit
EMTP 1010	Emergency Medical Technician	6
Total Credit Hours		6

PARAMEDIC CERTIFICATE

Students who complete the program are eligible to be certified by the National Registry as a Paramedic. Emphasis is on managing medical emergencies including patient assessment, medical-legal issues, airway management, fluid therapy and pharmacology, geriatric care and management of respiratory emergencies, assessment and management of cardiac emergencies as well as assessment and advanced management of trauma.

Course	Course Title	Credit
EMTP 1010	Emergency Medical Technician	6
EMTP 2030	EMT Paramedic	6
EMTP 2031	EMT Paramedic	6
EMTP 2032	EMT Paramedic	6
EMTP 2033	EMT Paramedic	3
Total Credit Hours		27

PHARMACY TECHNICIAN CERTIFICATE

Students who complete the program are eligible to be certified by the Ohio Pharmacy Technical Board as a Pharmacy Technician. This program will prepare you to assist the pharmacist in various healthcare facilities.

Course	Course Title	Credit
PHRM 2100	Pharmacy Tech Training Part A	8
PHRM 2200	Pharmacy Tech Training Part B	7
Total Credit Hours		15

PHLEBOTOMY AND EKG CERTIFICATE

Students who complete the program are eligible to be certified by the American Medical Technologists (AMT) as a Phlebotomy Technician. EKG technologist will complete heart testing which can then be read by a physician. The phlebotomist will be able to draw blood and obtain samples of other body fluids to be processed by a laboratory.

Course	Course Title	Credit
ELKG 1110	Electrocardiography Technician	4
PHLB 1110	Phlebotomy	2
PHLB 1210	Phlebotomy Directed Practice	2
PHLB 1250	Phlebotomy Seminar	1
Total Credit Hours		9

STATE TESTED NURSE ASSISTANT CERTIFICATE

Students who complete the program are eligible to be certified by the Ohio Board of Health as a State Tested Nurse Assistant (STNA). The STNA will assist the Licensed Practical and Registered Nurse in providing basic care to patients in all types of health facilities and home health.

Course	Course Title	Credit
STNA 1110	State Tested Nurse Assistant	3
STNA 1150	State Tested Nurse Assistant CPR/First Aid	1
STNA 1250	State Tested Nurse Assistant Clinical	2
Total Credit Hours		6

SURGICAL TECHNICIAN CERTIFICATE

Students who complete the program are eligible to be certified by the AST as a Surgical Technician. The program emphasized the role and responsibilities of the surgical technologist in effective communication, legal, ethical, and moral aspects of care, preparation of the patient for surgery, preparation of the OR for surgery, aseptic techniques, patient care procedures, environmental safety, and supply/equipment preparation and use.

Course	Course Title	Credit
SURG 1010	Surgical Technology Microbiology	4
SURG 1030	Fundamentals of Surgical Tech	12
SURG 1050	Surgical Tech Anatomy and Physiology	10
SURG 1070	Surgical Technology Procedures	16
Total Credit Hours		42

HUMAN SERVICES

ASSOCIATE OF APPLIED SCIENCE

HUMAN SERVICES CURRICULUM

For the most current curriculum, see www.ncstatecollege.edu/cms/degrees/human-services

Course	Course Title	Credit
Fall Semester I		
ENGL 1010	English Composition I	3
HMSV 1010	Introduction to Human Services	3
HMSV 1030	Human Service Assessments	3
PSYC 1010	Introduction to Psychology	3
STAT 1010	Probability and Statistics	3
Spring Semester I		
ENGL 1030	English Composition II	3
HMSV 1050	Introduction to Social Work	3
HMSV 1090	Group Work in Human Services	3
HMSV 1170	Practicum/Seminar I	3
PSYC 2010	Human Growth and Development	3
Fall Semester II		
	Basic Elective	3
BIOL 1050	Principles of Biology	3
	Intro to Human Anatomy & Physiology	
HMSV 2030	Introduction to Case Management	3
HMSV 2050	Social Problems	3
HMSV 2070	Practicum/Seminar II	4
Spring Semester II		
	Basic Elective	3
	Humanities Elective	3
HMSV 2090	Treatment Modalities/Crisis Intervention	3
HMSV 2110	Poverty and Social Welfare	3
HMSV 2270	Practicum/Seminar III	4
Total Credit Hours		62
Basic Electives		
CHWR 2710	Community Health Worker I	3
CRMJ 1070	Family Violence	3
CRMJ 1090	Juvenile Delinquency	3
CRMJ 2130	Community Based Corrections	3
HMSV 2120	Survey of Human Disabilities	3
HMSV 2150	Substance Abuse and Treatment	3
HMSV 2160	Substance Abuse Counseling: Core Functions	3
PSYC 1090	Death and Dying	3
PSYC 2050	Abnormal Psychology	3
SOCY 2010	Cultural Diversity and Racism	3

Please refer to the listing of Humanities and Social Sciences electives on page 60.

PROGRAM DESCRIPTION

The Associate degree human service professional is recognized as an important member of a team of professionals working to assist persons with a variety of disabilities or problems. Employment opportunities exist in various settings in both public and private sectors. Specific roles vary from agency to agency and are as broad as human needs are.

The successful student will be a caring individual who will acquire the skills necessary to provide services or opportunities to a variety of persons in many different situations. Work settings include: mental health centers, developmental disability agencies, drug and alcohol programs, public schools, domestic violence shelters, juvenile and adult correction facilities, nursing homes, social welfare agencies, and the like.

In addition to the technical courses in this program, the student will have opportunities to learn and apply the learned skills in actual situations through two scheduled practicums and a directed practice for a total of 578 hours of hands-on experiences. Graduates of the Human Services program qualify to apply to the Ohio Social Worker, Marriage and Family Therapists Board to become Social Worker Assistants.

An acceptable Bureau of Criminal Identification and Investigation (BCI&I) report is required in order to begin the practicum sequence. Various practicum sites have specific background check requirements. Individuals with a felony and/or domestic violence conviction may not be permitted to complete practicum experiences at some specific sites. There is no waiting list to enter into the program and enrollment is not limited to a particular number of students.

The Human Services Department publishes a student handbook which delineates specific department/program policies that are not explained in the general catalog. The specific policies as described in the department's student handbook take precedence over any general policy outlined in the College catalog. A copy of the handbook is available for review in the Admissions Office. A minimum grade of C- is required in all courses in order to receive a certificate of registration to practice as a Social Work Assistant. The Associate of Applied Science degree is awarded for the completion of this program.

PROGRAM LEARNING OUTCOMES

1. Graduates of the program will be proficient in the helping process at the micro, mezzo and macro levels with Human Services.
2. Graduates will demonstrate professional attitudes, behaviors and ethics.
3. Graduates will have effective written, verbal and nonverbal communication skills.

**INDUSTRIAL TECHNOLOGY
INTEGRATED ENGINEERING
ASSOCIATE OF APPLIED SCIENCE**

INTEGRATED ENGINEERING CURRICULUM

For the most current curriculum, see www.ncstatecollege.edu/cms/degrees/integrated-engineering

Course	Course Title	Credit
Fall Semester I		
ELET 1510	DC Electricity	3
ENGL 1010	English Composition I	3
ENGR 1010	Introduction to Engineering	2
MATH 1050	Technical Mathematics I	4
MECT 1150	Fundamentals of Engineering Design	2
Spring Semester I		
ELET 1520	AC Electricity	3
ENGL 1030	English Composition	3
MATH 1051	Technical Mathematics II	4
MECT 2330	Statics	3
PHYS 1110	General Physics I	4
Fall Semester II		
ELET 1530	Digital Principles	4
ENRD 2150	Computer Aided Design I	3
MECT 2230	Engineering Materials	3
MECT 2440	Strength of Materials	3
PHYS 1130	General Physics II	4
Spring Semester II		
CHEM 1030	Chemistry	3
ECON 1010	Introduction to Economics	3
ELET 2240	Programmable Logic Controllers	3
ELET 2450	Electronics	3
HIST 1010	American History I	3
or HIST 1030	American History II	
MECT 2910	Mechanical Design Project	1
Total Credit Hours		64

PROGRAM DESCRIPTION

The Industrial Technology Integrated Engineering program readies students to diagnose and repair industrial equipment problems using proper technical assessment skills as well as core mechanical and electrical skills. The program provides students with a base knowledge in advanced skills such as programmable logic controllers (PLC’s), mechanical drive systems, hydraulic/pneumatic systems, electronics and digital applications, robotics, and process control.

Students completing the Integrated Engineering program will be suited for jobs as maintenance repair technicians, electrical maintenance technicians, or mechanical maintenance technicians.

The individual that has an interest in knowing how things work, determining how to fix things and make them run better, and has an interest in problem-solving may find the Integrated Engineering program an approachable career choice. The individual should have an interest in and an aptitude for mathematics and science.

The Associate of Applied Science degree is awarded upon completion of this program.

PROGRAM LEARNING OUTCOMES

- Upon completion of the program, the student will be able to:
1. Demonstrate an ability to apply the knowledge, techniques, skills, and modern tools of integrated engineering to narrowly defined troubleshooting activities.
 2. Apply a knowledge of mathematics, science, engineering, and technology to problems that require limited application of principles but extensive practical knowledge.
 3. Interpret, edit, and troubleshoot automation hardware, systems and software.

INDUSTRIAL TECHNOLOGY
MANUFACTURING TECHNOLOGY OPERATIONS MANAGEMENT
ASSOCIATE OF APPLIED SCIENCE

MANUFACTURING TECHNOLOGY OPERATIONS MANAGEMENT CURRICULUM

For the most current curriculum, see www.ncstatecollege.edu/cms/degrees/manufacturing-technology

Course	Course Title	Credit
Fall and Spring Semester I		
Choose one of the following: (see page 101 for course sequence)		
	Advanced Manufacturing Certificate	32
	CNC Operations and Programming Certificate	30
	Electronic Maintenance Certificate	31
	Industrial Design Certificate	32
	Manufacturing Tool and Die Certificate	31
Fall Semester II		
BUSM 1010	Introduction to Business and Entrepreneurship	3
BUSM 1270	Quality	3
BUSM 2090	Logistics	3
ECON 1010	Introduction to Economics	3
ENGL 1010	English Composition I	3
ENGR 1010*	Introduction to Engineering*	2
Spring Semester II		
ACCT 1010	Financial Accounting	4
BUSM 1050	Management	3
CISS 1220	Microsoft Excel	2
ENGL 2150	Technical Writing	3
PHYS 1010	Introduction to Physics	3
Total Credit Hours		62-64

*ENGR 1010 is included in the Advanced Manufacturing Certificate

PROGRAM DESCRIPTION

A graduate of the Manufacturing Technology Operations Management program will be involved in the production and/or maintenance of various types of production dies. The technician may work in a job shop, maintenance shop, or directly on the production floor. Troubleshooting and problem-solving skills will be a requirement of this position due to the complex nature of the computerized machines used today.

Most graduates will find employment in both large and small manufacturing companies. They may also find work in government and military agencies, service organizations, or research and development. The individual that has an interest in knowing how things work, determining how to repair and improve processes and equipment, as well as an interest in problem-solving may find manufacturing technology an appropriate career choice. The individual should have an interest in and an aptitude for mathematics.

The student in the Manufacturing Technology Operations Management program will study machine technology, manufacturing AutoCAD, CAD/CAM/CNC programming and operations, super abrasive cutting and grinding, tool and die design, die mechanics, press technology, and applied die construction.

The Associate of Applied Science degree is awarded for the completion of this program.

PROGRAM LEARNING OUTCOMES

Graduates will:

1. Demonstrate effective oral communication and written communication skills.
2. Use computers in solving technical problems.
3. Demonstrate safe work habits along with care and maintenance of equipment.
4. Develop mathematical skills in algebra and trigonometry using analytical problem solving methods.
5. Demonstrate principles of technical physics.
6. Demonstrate the use of computer aided engineering design using 2D and 3D, drawings, sketching, solid modeling along with a basic understanding of machining processes used in manufacturing.
7. Apply basic computer numerical control programming and machining elements. Fundamental application of CNC code generated by PC software.
8. Problem based application dealing with press technology and metal stamping dies. Basic press set-up and presses used in the manufacturing industry.
9. Demonstration of correct die and applications needed.
10. Basic knowledge of course content and applied learning through lab trainers in: Electrical, Mechanical, Hydraulics, Pneumatics, and Program Logic Controllers.
11. Demonstrate ability in chemistry as it relates to atomic structure, compounds, solutions, acids, bases, salts, solvents, plastics and plating.
12. Demonstrate an understanding of fluid control concepts that are important to die construction.
13. Industrial skills required for manufacturing based operations in both methods and application of skill sets required to improve efficiency and effectiveness of area business.

INDUSTRIAL TECHNOLOGY

CERTIFICATES

ADVANCED MANUFACTURING CERTIFICATE

Course	Course Title	Credit
Fall Semester		
ENRD 2260	Solid Modeling	3
MATH 1070	Applied Geometry and Trigonometry	3
MECT 2230	Engineering Materials	3
MFGT 1010	Industrial Blueprint Reading	2
MFGT 1110	Manufacturing Processes	3
MFGT 2100	Quality Control and SPC	2
Spring Semester		
ELET 1710	Introduction to Robotics	2
ENRD 2150	Computer Aided Design I	3
MFGT 1120	Advanced Manufacturing	2
MFGT 1640	Computer Aided Manufacturing I	2
MFGT 2010	Jig and Fixture Design	3
MFGT 2220	Manufacturing and Prototypes	2
MFGT 2640	Computer Aided Manufacturing II	2
Total Credit Hours		32

CNC OPERATIONS AND PROGRAMMING CERTIFICATE

MasterCam offers a certification exam. NIMS certification opportunities are available in MFGT1120, MFGT1640 and MFGT2100.

Course	Course Title	Credit
Fall Semester		
ELET 1710	Introduction to Robotics	2
ENRD 2260	Solid Modeling	3
MATH 1070	Applied Geometry and Trigonometry	3
MFGT 1010	Industrial Blueprint Reading	2
MFGT 1110	Manufacturing Processes	3
MFGT 2100	Quality Control and SPC	2
Spring Semester		
ENRD 2150	Computer Aided Design I	3
MFGT 1120	Advanced Machining	2
MFGT 1550	CNC Setup and Operations	1
MFGT 1640	Computer Aided Manufacturing I	2
MFGT 2010	Jig and Fixture Design	3
MFGT 2220	Manufacturing and Prototypes	2
MFGT 2640	Computer Aided Manufacturing II	2
Total Credit Hours		30

ELECTRICAL MAINTENANCE CERTIFICATE

Course	Course Title	Credit
Fall Semester		
EMMT 1010	Industrial Electricity	3
EMMT 1020	Mechanical Systems	2
EMMT 1030	OSHA Safety Regulations	2
EMMT 1050	Fundamentals of Fluid Power Systems	3
EMMT 2300	The National Electric Code	2
MATH 1030	Variable Relationships: Algebra and Graphing	3
Spring Semester		
ELET 2100	DC/AC Drives	2
ELET 2150	Motor Controls	2
ELET 2240	Programmable Logic Controllers	3
EMMT 1100	Power Distributions	2
EMMT 1540	Ladder Diagrams	1
EMMT 2100	Advanced Fluid Power Systems	3
MFGT 1110	Manufacturing Processes	3
Total Credit Hours		31

INDUSTRIAL DESIGN CERTIFICATE

Student in the certificate curriculum will be eligible to take the Autodesk certification in specific Autodesk software at an Autodesk Certified Training Center. Mastercam offers a certification exam. NIMS certification opportunities available in MFGT 2100.

Course	Course Title	Credit
Fall Semester		
ENRD 2260	Solid Modeling	3
ENRD 2670	Introduction to 3D Architectural Design	3
MATH 1070	Applied Geometry and Trigonometry	3
MFGT 1010	Industrial Blueprint Reading	2
MFGT 1110	Manufacturing Processes	3
MFGT 2100	SPC, Measurement and Inspection	2
Spring Semester		
ARTS 1010	Drawing I	3
ENRD 2150	Computer Aided Design I	3
MFGT 2010	Jig and Fixture Design	3
MFGT 2220	Manufacturing and Prototypes	2
MFGT 2250	Stamping Operations and Die Design	3
MFGT 2640	Computer Aided Manufacturing II	2
Total Credit Hours		32

MANUFACTURING TOOL AND DIE CERTIFICATE

Course	Course Title	Credit
Fall Semester I		
MATH 1050	Technical Mathematics I	4
MECT 1150	Fundamentals of Engineering Design	3
MFGT 1110	Manufacturing Processes	3
Spring Semester I		
MFGT 1120	Advanced Manufacturing	2
MFGT 1300	Welding and Welding Equipment	2
MFGT 2010	Jig and Fixture Design	3
Fall Semester II		
MFGT 1640	Computer Aided Manufacturing	2
MECT 2230	Engineering Materials	3
Spring Semester II		
MECT 1750	Hydraulics and Pneumatics	3
MFGT 2250	Stamping Operations and Die Design	3
PHYS 1010	Introduction to Physics	3
Total Credit Hours		31

INFORMATION TECHNOLOGY
CYBER SECURITY
ASSOCIATE OF APPLIED BUSINESS

CYBER SECURITY CURRICULUM

For the most current curriculum, see www.ncstatecollege.edu/cms/degrees/it-cyber-security

Course	Course Title	Credit
Fall Semester I		
ENGL 1010	English Composition I	3
ITEC 1610	IT Essentials (A+)	3
ITEC 1620	Wireshark 101	2
ITEC 1635	Cisco CCENT	4
ITEC 1690	Network Security (Security+)	3
ITEC 1860	Introduction to Programming	3
Spring Semester I		
ENGL 1030	English Composition II	3
ITEC 1410	Cisco CCNA – Security	4
ITEC 1430	Certified Ethical Hacker (CEH)	3
ITEC 1650	Linux Fundamentals (Linux+)	3
ITEC 1870	Structured Query Language with SQL Server	3
Fall Semester II		
COMM 1010	Speech	3
ITEC 1810	Microsoft Office for IT Professionals	3
ITEC 2410	Intrusion Detection and Prevention Systems	3
ITEC 2430	Open Source Security Tools (OSST)	3
STAT 1010	Probability and Statistics	3
Spring Semester II		
_____	Humanities Elective	3
_____	Social Science Elective	3
BUSM 1260	Project Management	3
ITEC _____	Certification Technical Elective	1
ITEC 2450	Computer Hacking Forensic Investigator (CHFI)	3
ITEC 2500 or ITEC 2980 and ITEC 2990	Capstone for Cyber Security Professionals Cooperative Work Experience Seminar	2-3
Total Credit Hours		64-65

Certification Technical Electives		
ITEC 2701	Certification Preparation for A+	1
ITEC 2702	Certification Preparation for Security+	1
ITEC 2703	Certification Preparation for Linux+	1
ITEC 2704	Certification Preparation for CCENT	1
ITEC 2705	Certification Preparation for CCNA Routing and Switching	1
ITEC 2706	Certification Preparation for VMWare (VCA)	1
ITEC 2707	Certification Preparation for Windows Server Exam 70-410	1
ITEC 2708	Certification Preparation for Windows Server Exam 70-411	1
ITEC 2709	Certification Preparation for CCNA Wireless	1
ITEC 2710	Certification Preparation for CCNA Security	1
ITEC 2711	Certification Preparation for Certified Ethical Hacker (CEH)	1
ITEC 2712	Certification Preparation for Computer Hacking Forensic Investigator	1

Please refer to the listing of Humanities and Social Sciences electives on page 60.

PROGRAM DESCRIPTION

North Central State College’s Cyber Security degree is a great starting point for a successful and exciting career in Information Technology - Cyber Security. Students learn how to detect and defend against network infrastructure attacks by learning how to think like a hacker and how to use the tools hackers use to penetrate network defenses. Successful students can earn the following information technology and security certifications:

- EC-Council - Certified Ethical Hacker, Computer Hacking Forensic Investigator
- Cisco - CCENT, CCNA-Security
- CompTIA - A+, Linux+, Security+

Graduates of this program develop problem solving and communication skills necessary to function effectively with end-users and decision makers throughout all levels of the organization. Our graduates develop life-long learning skills -- the key to success in the exciting and dynamic field of Cyber Security.

NCSC graduates are employed as incident handlers, security auditors, security specialists, penetration testers, and other related positions within the information security realm. Graduates work in private, public, and government sectors for businesses and industries that require security practitioners to meet government regulations or to help safeguard company resources and data.

The Associate of Applied Business degree is awarded for the completion of this program.

PROGRAM LEARNING OUTCOMES

Students earning an IT Cyber Security degree from NCSC are prepared to:

1. Design, implement and administer small and midsize business (SMB) networks.
2. Install and administer IDS/IPS (Intrusion Detection/ Intrusion Prevention) systems.
3. Implement and administer SMB network security: identify and remediate threats and secure data and network communication confidentiality, integrity, and availability.
4. Troubleshoot and remediate SMB computer and network hardware, software, communication, and security issues.
5. Attain Cisco®, CompTIA®, EC-Council®, or VMware® certification.

INFORMATION TECHNOLOGY
NETWORKING
ASSOCIATE OF APPLIED BUSINESS

NETWORKING CURRICULUM

For the most current curriculum, see www.ncstatecollege.edu/cms/degrees/it-networking

Course	Course Title	Credit
Fall Semester I		
ENGL 1010	English Composition I	3
ITEC 1610	IT Essentials (A+)	3
ITEC 1620	Wireshark 101	2
ITEC 1635	Cisco CCENT	4
ITEC 1690	Network Security (Security+)	3
ITEC 1860	Introduction to Programming	3
Spring Semester I		
BUSM 1260	Project Management	3
ENGL 1030	English Composition II	3
ITEC 1650	Linux Fundamentals (Linux+)	3
ITEC 1660	Cisco CCNA – Routing and Switching	4
ITEC 2650	Data Center Virtualization (VMWare - VCA)	3
Fall Semester II		
COMM 1010	Speech	3
ITEC 1810	Microsoft Office for IT Professionals	3
ITEC 2610	Installing and Configuring Windows Server 2012	3
ITEC 2660	Cisco CCNA – Wireless	3
STAT 1010	Probability and Statistics	3
Spring Semester II		
_____	Humanities Elective	3
_____	Social Science Elective	3
BUSM 1110	Business Law	3
ITEC _____	Certification Technical Elective	1
ITEC 2670	Administering Windows Server 2012	3
ITEC 2700	Capstone Course for Networking	2-3
or ITEC 2980 & ITEC 2990	Cooperative Work Experience Seminar	
Total Credit Hours		64-65
Certification Technical Electives		
ITEC 2701	Certification Preparation for A+	1
ITEC 2702	Certification Preparation for Security+	1
ITEC 2703	Certification Preparation for Linux+	1
ITEC 2704	Certification Preparation for CCENT	1
ITEC 2705	Certification Preparation for CCNA Routing and Switching	1
ITEC 2706	Certification Preparation for VMWare (VCA)	1
ITEC 2707	Certification Preparation for Windows Server Exam 70-410	1
ITEC 2708	Certification Preparation for Windows Server Exam 70-411	1
ITEC 2709	Certification Preparation for CCNA Wireless	1
ITEC 2710	Certification Preparation for CCNA Security	1
ITEC 2711	Certification Preparation for Certified Ethical Hacker (CEH)	1
ITEC 2712	Certification Preparation for Computer Hacking Forensic Investigator	1

Please refer to the listing of Humanities and Social Sciences electives on page 60.

PROGRAM DESCRIPTION

North Central State College’s Networking degree prepares students for a successful career in Information Technology (IT). Students learn how to create, administer and secure servers and networking infrastructures while earning information technology certifications such as:

- Cisco - CCENT, CCNA - Routing and Switching
- Microsoft - Installing and Configuring Windows 2012 R2, Administering Windows Server 2012 R2
- VMware - VCA-DCV
- CompTIA - A+, Linux+, Security+

Graduates of this program develop problem solving and communication skills necessary to function and communicate effectively with end-users and decision makers throughout all levels of the organization. Our graduates develop life-long learning skills—the key to success in the exciting and dynamic information technology field.

Students earning a Networking degree are engaged as data communications and help desk support specialists, network and computer technicians, and Windows and Linux server administrators. Graduates are employed by local and regional businesses, government agencies, and educational institutions.

Information Technology (ITEC) students are expected to have a minimum competency in the computer environment upon entering the program, as evaluated by using the Computer Literacy assessment. Students who do not meet the minimum standards are required to take additional preparatory coursework. ITEC students must maintain a grade of C- or higher in their technical courses to continue in the program. Those not achieving the required grade must retake those courses and earn the minimum grade. The Associate of Applied Business degree is awarded for the completion of this program.

PROGRAM LEARNING OUTCOMES

Students earning a degree in IT Networking from NCSC are prepared to:

1. Design, implement, and administer small and midsize business (SMB) networks.
2. Install and administer SMB server and workstation operating systems (NOS/OS).
3. Implement and administer SMB network security: identify and remediate threats and secure data and network communication confidentiality, integrity, and availability.
4. Troubleshoot and remediate SMB computer and network hardware, software, and communications issues.
5. Attain Cisco®, CompTIA®, Microsoft®, and VMware® certifications.

INFORMATION TECHNOLOGY

CERTIFICATES

CYBER SECURITY NETWORK DEFENSE CERTIFICATE

Course	Course Title	Credit
Fall Semester I		
ITEC 1610	IT Essentials (A+)	3
ITEC 1620	Wireshark 101	2
ITEC 1635	Cisco CCENT	4
ITEC 1690	Network Security (Security+)	3
ITEC 1860	Introduction to Programming	3
Spring Semester I		
ITEC 1430	Certified Ethical Hacker (CEH)	3
ITEC 1650	Linux Fundamentals (Linux+)	3
Fall Semester II		
ITEC 2410	Intrusion Detection and Prevention Systems (IDS/IPS)	3
ITEC 2430	Open Source Security Tools (OSST)	3
Spring Semester II		
ITEC 1410	Cisco CCNA – Security	4
ITEC 2450	Computer Hacking Forensic Investigator (CHFI)	3
Total Credit Hours		34

HELP DESK/DESKTOP SUPPORT CERTIFICATE

Course	Course Title	Credit
ITEC 1610	IT Essentials (A+)	3
ITEC 1620	Wireshark 101	2
ITEC 1635	Cisco CCENT	4
ITEC 1690	Network Security (Security+)	3
ITEC 1810	Microsoft Office for IT Professionals	3
Total Credit Hours		15

MICROSOFT APPLICATIONS CERTIFICATE

Course	Course Title	Credit
CISS 1210	Microsoft Word	2
CISS 1220	Microsoft Excel	2
CISS 1230	Microsoft Access	2
CISS 1250	Microsoft PowerPoint	2
CISS 1270	Microsoft Word Advanced	2
CISS 1280	Microsoft Excel Advanced	2
Total Credit Hours		12

NETWORK ADMINISTRATION/MANAGEMENT CERTIFICATE

Course	Course Title	Credit
Fall Semester I		
ITEC 1610	IT Essentials (A+)	3
ITEC 1620	Wireshark 101	2
ITEC 1635	Cisco CCENT	4
ITEC 1690	Network Security (Security+)	3
Spring Semester I		
ITEC 1660	Cisco CCNA – Routing and Switching	4
ITEC 2650	Data Center Virtualization (VMware – VCA)	3
Fall Semester II		
ITEC 2610	Installing and Configuring Windows Server 2012	3
ITEC 2660	Cisco CCNA – Wireless	3
Spring Semester II		
ITEC 1650	Linux Fundamentals (Linux+)	3
ITEC 2670	Administering Windows Server 2012	3
Total Credit Hours		31

NETWORK SECURITY ADMINISTRATION CERTIFICATES

Course	Course Title	Credit
ITEC 1610	IT Essentials (A+)	3
ITEC 1620	Wireshark 101	2
ITEC 1635	Cisco CCENT	4
ITEC 1690	Network Security (Security+)	3
ITEC 1410	Cisco CCNA – Security	4
Total Credit Hours		16

NETWORK SECURITY ESSENTIALS CERTIFICATE

Course	Course Title	Credit
ITEC 1610	IT Essentials (A+)	3
ITEC 1620	Wireshark 101	2
ITEC 1635	Cisco CCENT	4
ITEC 1690	Network Security (Security+)	3
Total Credit Hours		12

NETWORK SUPPORT CERTIFICATE

Course	Course Title	Credit
ITEC 1610	IT Essentials (A+)	3
ITEC 1620	Wireshark 101	2
ITEC 1635	Cisco CCENT	4
ITEC 1660	Cisco CCNA – Routing and Switching	4
Total Credit Hours		13

SECURITY ESSENTIALS CERTIFICATE

Course	Course Title	Credit
ITEC 1610	IT Essentials (A+)	3
ITEC 1690	Network Security (Security+)	3
Total Credit Hours		6

WINDOWS SERVER ADMINISTRATION CERTIFICATE

Course	Course Title	Credit
ITEC 1610	IT Essentials (A+)	3
ITEC 1620	Wireshark 101	2
ITEC 1635	Cisco CCENT	4
ITEC 1690	Network Security (Security+)	3
ITEC 2610	Installing and Configuring Windows Server 2012	3
ITEC 2670	Administering Windows Server 2012	3
Total Credit Hours		18

WIRELESS NETWORK SUPPORT CERTIFICATE

Course	Course Title	Credit
ITEC 1610	IT Essentials (A+)	3
ITEC 1620	Wireshark 101	2
ITEC 1635	Cisco CCENT	4
ITEC 2660	Cisco CCNA – Wireless	3
Total Credit Hours		12

MECHANICAL ENGINEERING TECHNOLOGY

ASSOCIATE OF APPLIED SCIENCE

MECHANICAL ENGINEERING TECHNOLOGY CURRICULUM

For the most current curriculum, see www.ncstatecollege.edu/cms/degrees/mechanical-engineering-technology

Course	Course Title	Credit
Fall Semester I		
ENGL 1010	English Composition I	3
ENGR 1010	Introduction to Engineering	2
MATH 1050	Technical Mathematics I	4
MECT 1150	Fundamentals of Engineering Design	2
MFGT 1110	Manufacturing Processes	3
Spring Semester I		
ENGL 1030	English Composition II	3
ENRD 2150	Computer Aided Design I	3
MATH 1051	Technical Mathematics II	4
MECT 1750	Hydraulics and Pneumatics	3
MECT 2330	Statics	3
PHYS 1110	General Physics I	4
Fall Semester II		
	Humanities Elective	3
CHEM 1030	Chemistry	3
MECT 2230	Engineering Materials	3
MECT 2440	Strength of Materials	3
PHYS 1130	General Physics II	4
Spring Semester II		
	Social Sciences Elective	3
ELET 1710	Introduction to Robotics	2
ELET 2240	Programmable Logic Controllers	3
ENGR 1910	Engineering Programming	3
ENGR 2850	Engineering Economics and Organization	3
MECT 2910	Mechanical Design Project	1
Total Credit Hours		65

Please refer to the listing of Humanities and Social Sciences electives on page 60.

PROGRAM DESCRIPTION

The mechanical engineering technician may be involved with a variety of tasks on the job. These tasks might involve preparing design specifications, production analysis, and the installation, maintenance, and operation of machines, tools, products, and devices used in manufacturing, processing or power generation. Other job functions may include working as a laboratory assistant, designer, estimator, or technical sales.

Although most mechanical engineering technicians find jobs in manufacturing industries, they may also work for government agencies or in research and development activities. Jobs may be situated in the production shop, the design engineering offices, research laboratories, in the field traveling to on-site locations, or in technical sales.

The individual that has an interest in knowing how things work, determining how things may work better, and who has an interest in problem solving may find Mechanical Engineering Technology an appropriate career choice. The individual should also have an interest in and aptitude for mathematics and science.

The student in Mechanical Engineering Technology will study engineering drawing, mechanical design technology, machine design technology, and materials science. The student will also be introduced to computer-aided drafting, industrial electricity and electronics, alternative energy, and manufacturing processes. In addition, this program is transferable to several institutions in Ohio that have B.S. degrees in Engineering Technology.

The Associate of Applied Sciences degree is awarded upon completion of this program.

PROGRAM LEARNING OUTCOMES

Upon completion of this program, graduate will:

1. Demonstrate the use of computer aided engineering design, using 2D and 3D drawings, sketching and solid modeling.
2. Properly select materials based on their physical properties.
3. Properly select machine elements using analysis of stress and properties for structure, frames, beams, and columns.
4. Demonstrate an understanding of fluid mechanics.
5. Demonstrate basic understanding of industrial electricity applied to power, circuits and programming controllers.
6. Work in teams to apply critical thinking skills and engineering concepts to complete real world projects.
7. Apply computer programming that generates code to operate robotic equipment.

NURSING

ASSOCIATE DEGREE NURSING (REGISTERED NURSING)

ASSOCIATE OF APPLIED SCIENCE

ASSOCIATE DEGREE NURSING CURRICULUM

For the most current curriculum, see www.ncstatecollege.edu/cms/degrees/registered-nursing

Course	Course Title	Credit
Fall Semester I		
BIOL 2751	Human Anatomy and Physiology I	4
PSYC 1010	Introduction to Psychology	3
RNUR 1010	Basic Concepts in Nursing	6
RNUR 1030	Pharmacology	2
Spring Semester I		
BIOL 1101	Nutrition	2
BIOL 2752	Human Anatomy and Physiology II	4
PSYC 2010	Human Growth and Development	3
RNUR 1050	Intermediate Concepts in Nursing I	7
Summer Semester I		
ENGL 1010	English Composition I	3
RNUR 1070	Intermediate Concepts in Nursing II	5
STAT 1010	Probability and Statistics	3
Fall Semester II		
BIOL 1550	Microbiology	3
RNUR 2030 or RNUR 2050	Advanced Concepts in Nursing I Advanced Concepts in Nursing II	8
Spring Semester II		
CHEM 1030	Chemistry	3
RNUR 2030 or RNUR 2050	Advanced Concepts in Nursing I Advanced Concepts in Nursing II	8
RNUR 2070	Nursing Trends and Transitions	1
Total Credit Hours		65

PROGRAM DESCRIPTION

A registered nurse (RN) deals with people - sick, injured, and well. They are present at the most critical times in a person's life - at birth and death, and at times of joy and sorrow. They work in a variety of settings including hospitals, long-term care centers, home health agencies, hospices, group medical practices, and community-related programs. In addition to providing direct patient care, the RN often coordinates the healthcare team.

This career is suited to persons who are caring and sensitive to others' thoughts and feelings. Honesty, compassion, intelligence, and motivation are important qualities for the RN, as well as leadership, organization, and attention to detail. Students take courses in anatomy/physiology, psychology, social sciences, as well as gerontological, medical-surgical, psychiatric, pediatric, and obstetrical nursing. Upon completion of the program, the graduate is eligible to take the licensing exam for registered nurses (NCLEX). NC State graduates have an outstanding success rate of passing the licensing examination.

The Associate Degree Nursing program is a five-semester program that is approved by the Ohio Board of Nursing and the National League for Nursing. Specific information about the program accreditation may be obtained from the National League for Nursing Accrediting Commission (NLNAC), 3343 Peachtree Road NE, Suite 850, Atlanta, Georgia 30326.

LPN to Associate Degree RN: LPNs may articulate into the RN program to complete their Associate Degree in Nursing. Students who have successfully completed BIOL1101, BIOL2751, BIOL2752, PSYC1010, and PSYC2010, or who have received transfer credit, qualify to take

RNUR1125 - Transitional Concepts in Nursing. (CHEM1030 and PSYC1010 may be taken concurrently). Following successful completion of RNUR1125, students may enroll in second-level RNUR courses: RNUR2030, RNUR2050, and RNUR2070.

Enrollment in the Associate Degree Nursing program is limited. There is a special admission procedure. PNUR to RNUR articulation programs are also available. Please contact the Admissions Office for details. The Board of Nursing may, at its discretion, refuse to accept the application for licensure of any person who has been convicted or has charges pending against them for a felony or who has been convicted of a misdemeanor resulting from or related to the use of drugs or alcohol.

The Associate Degree Nursing department publishes a student handbook which delineates specific department/program policies which are not explained in the general catalog. The specific policies as described in the department's student handbook take precedence over any general policy outlined in the College catalog. A copy of the handbook is available for review in the Admissions Office. A minimum grade of 77% is required in all non-RNUR courses (BIOL1101, BIOL2751, BIOL2752, BIOL1550, ENGL1010, CHEM1030, PSYC1010, PSYC2010, and STAT1010) and all RNUR classes in order to meet prerequisite and graduation requirements.

The Associate Degree Nursing program contains a sequence of clinical classes that begin in the Fall Semester each year. Entrance into this clinical sequence is limited to students who have successfully completed the entrance requirements. Copies of the entrance requirements are available from the Admissions Office. An acceptable health physical and verification of immunizations/immunities are required. Students may begin non-RNUR courses any semester. An acceptable Bureau of Criminal Identification and Investigation (BCI&I) report/FBI background check and drug screening is required in order to enter the clinical sequence. The department also requires that students attend an NCLEX review course as a required component of the last nursing course and successfully complete a comprehensive exit examination. The Associate of Applied Science degree is awarded for the completion of this program.

PROGRAM LEARNING OUTCOMES

Upon completion of the program, graduates will be able to:

1. Demonstrates critical thinking in the role of provider of care, manager of care and member of the discipline of nursing.
2. Integrates the nursing process to meet basic human needs of individuals and of groups with common health issues in a variety of settings.
3. Safely performs technical procedures using judgment based on knowledge of biopsychosocial principles.
4. Establishes therapeutic relationships with clients and families as an integral part of nursing care.
5. Facilitates cooperative, interpersonal relationships with co-workers as a member of the health care team.
6. Assumes responsibility for self-direction in the ongoing process of learning.
7. Incorporates knowledge of ethical and legal responsibilities and individual limitations in nursing practice.

NURSING
NURSING ARTICULATION OPTION
ASSOCIATE OF APPLIED SCIENCE

NURSING ARTICULATION CURRICULUM

For the most current curriculum, see www.ncstatecollege.edu/cms/degreed/registered-nursing

Course	Course Title	Credit
The following courses must be completed prior to enrollment in RNUR 1125		
BIOL 1101	Nutrition	2
BIOL 2751	Human Anatomy and Physiology I	4
BIOL 2752	Human Anatomy and Physiology II	4
PSYC 1010	Introduction to Psychology	3
PSYC 2010	Human Growth and Development	3
RNUR 1030	Pharmacology	2
Summer Semester		
ENGL 1010	English Composition I	3
RNUR 1125	LPN to RN Articulation	7
STAT 1010	Probability and Statistics	3
Fall Semester		
BIOL 1550	Microbiology	3
RNUR 2030 or RNUR 2050	Advanced Concepts of Nursing I Advanced Concepts of Nursing II	8
Spring Semester		
CHEM 1030	Chemistry	3
RNUR 2030 or RNUR 2050	Advanced Concepts of Nursing I Advanced Concepts of Nursing II	8
RNUR 2070	Nursing Trends and Transition	1
Total Credit Hours		54

PROGRAM DESCRIPTION

The Practical Nursing Articulation Option of the Associate Degree Nursing program contains a sequence of clinical classes that begins in the Summer semester each year. Entrance into this clinical sequence is limited to students who have successfully completed the entrance requirements. Copies of the entrance requirements are available from the Admissions Office. An acceptable Bureau of Criminal Identification and Investigation (BCI&I) report/FBI background check and drug screening are required in order to enter the clinical sequence.

The Nursing Department publishes a Program Policy and Procedure Manual which delineates specific department/ program policies which are not explained in the general catalog. The specific policies as described in the department's Policy and Procedure Manual take precedence over any general policy outlined in the College catalog. A copy of the Policy and Procedure Manual is available in the Admissions Office.

Students may begin non-RNUR courses any semester. A minimum grade of 77% is required in all non-RNUR courses (BIOL1101, BIOL2751, BIOL2752, BIOL1550, ENGL1010, CHEM1030, PSYC1010, PSYC2010, and STAT1010) and all RNUR classes in order to meet prerequisite and graduation requirements.

The Associate of Applied Science degree is awarded for the completion of this program.

PROGRAM LEARNING OUTCOMES

- Upon completion of the program, graduates will be able to:
1. Demonstrates critical thinking in the role of provider of care, manager of care and member of the discipline of nursing.
 2. Integrates the nursing process to meet basic human needs of individuals and of groups with common health issues in a variety of settings.
 3. Safely performs technical procedures using judgment based on knowledge of biopsychosocial principles.
 4. Establishes therapeutic relationships with clients and families as an integral part of nursing care.
 5. Facilitates cooperative, interpersonal relationships with co-workers as a member of the health care team.
 6. Assumes responsibility for self-direction in the ongoing process of learning.
 7. Incorporates knowledge of ethical and legal responsibilities and individual limitations in nursing practice.

NURSING

PRACTICAL NURSING CERTIFICATE

PRACTICAL NURSING CURRICULUM

For the most current curriculum, see www.ncstatecollege.edu/cms/academics/degrees/certificate-programs/practical-nursing

Course	Course Title	Credit
Fall Semester		
BIOL 1730	Basic Anatomy and Physiology	4
PNUR 1010	Fundamentals of Practical Nursing	7
PNUR 1030	Pharmacology	2
Spring Semester		
BIOL 1101	Nutrition	2
BIOL 1550	Microbiology	3
PNUR 2010	Advanced Concepts of Practical Nursing I	8
Summer Semester		
ENGL 1010	English Composition I	3
PNUR 2030	Advanced Concepts of Practical Nursing II	7
PNUR 2050	Professionalism and Trends in Practical Nursing	1
Total Credit Hours		37

PROGRAM LEARNING OUTCOMES

Upon completion of the program, graduates will be able to:

1. Function as a health team member under appropriate supervision.
2. Utilizes the nursing process when assisting the patient/client to reach optimal state of wellness throughout the life span.
3. Safely performs technical procedures based on knowledge of scientific and humanistic principles.
4. Utilizes various communication methods in maintaining relationships with patients, families, and coworkers.
5. Adjusts to changes occurring in society in relation to health care needs.

PROGRAM DESCRIPTION

Practical Nurses are prepared to give skillful, bedside care that may include procedures such as assisting individuals with hygiene needs, nutrition and elimination needs, assessing vital functions, administering medications, and performing wound care. The Licensed Practical Nurse (LPN) functions under the supervision of the registered nurse, physician, dentist, podiatrist, or optometrist. There are employment opportunities that provide satisfying and rewarding work in hospitals, extended care facilities, nursing homes, rehabilitation units, medical offices, and private or home nursing.

Practical nursing is best suited to individuals who are interested in people and enjoy assisting others. In addition to having a caring manner, the nurse must develop technical skills that require manual dexterity. The curriculum of the Practical Nursing program is designed to include a blend of classroom activities and clinical experiences to provide the graduate with the knowledge and skills needed to assist individuals with health care needs. Experiences are provided in various health care agencies in the community. The program is approved by the Ohio Board of Nursing and by the Ohio Board of Regents. Upon completion, the graduate is eligible to take the licensing examination for practical nurses (NCLEX). The Board of Nursing may, at its discretion, refuse to accept the application for licensure of any person who has been convicted or has charges pending against them for a felony or who has been convicted of a misdemeanor resulting from or related to the use of drugs or alcohol. Enrollment in the Practical Nursing program is limited. There is a special admission procedure. Please contact the Admissions Office for details.

The Practical Nursing department publishes a student handbook which delineates specific department/program policies that are not explained in the general catalog. The specific policies as described in the department's student handbook take precedence over any general policy outlined in the College catalog. A copy of the handbook is available for review in the Admissions Office. An acceptable health physical and verification of immunizations/immunities is required. An acceptable Bureau of Criminal Identification and Investigation (BCI&I) report/FBI background check and drug screening is required in order to enter the clinical sequence. A minimum grade of C is required in all non-PNUR courses (BIOL1101, BIOL1730, BIOL1550, and ENGL1010) and all PNUR courses in order to meet prerequisite and graduation requirements. The Practical Nursing Certificate requires a 2.3 or better cumulative grade point average either in the required courses or the overall GPA.

The Practical Nursing program contains a sequence of clinical classes that begin in the Fall Semester each year. Entrance into this clinical sequence is limited to students who have successfully completed the entrance requirements. Copies of the entrance requirements are available from the Admissions Office. Students may begin non-PNUR courses any semester. Students who plan to articulate into the Associate Degree Nursing program may wish to substitute the Human Anatomy and Physiology courses (BIOL2751 and BIOL 2752) for the Basic Anatomy and Physiology courses. BIOL2752 must be completed prior to entrance into PNUR2010.

OCCUPATIONAL THERAPY ASSISTANT

ASSOCIATE OF APPLIED SCIENCE

OCCUPATIONAL THERAPY ASSISTANT CURRICULUM

For the current curriculum, see www.ncstatecollege.edu/cms/dearees/occupational-therapy-assistant

Course	Course Title	Credit
Fall Semester I		
BIOL 2751	Human Anatomy and Physiology I	4
ENGL 1010	English Composition I	3
OTAP 1015	Introduction to OTA	1
OTAP 1020	Foundations I: Activity Analysis	2
OTAP 1021	Foundations II: Therapeutic Relationships	2
PSYC 1010	Introduction to Psychology	3
Spring Semester I		
BIOL 2752	Human Anatomy and Physiology II	4
OTAP 1022	OTA Kinesiology	3
OTAP 1030	Process I: Developmental	3
OTAP 1031	Practice I: Developmental	2
PSYC 2010	Human Growth and Development	3
Summer Semester I		
COMM 1010	Speech	3
HLTH 1150	Medical Terminology	2
OTAP 2040	Process II: Adult Physical Dysfunction	3
OTAP 2041	Practice II: Adult Physical Dysfunction	2
PSYC 2050	Abnormal Psychology	3
Fall Semester II		
OTAP 2050	Process III: Community and Aging	4
OTAP 2051	Practice III: Community and Aging	2
OTAP 2065	Current Practice Trends	2
PHIL 1110	Ethics	3
STAT 1010	Statistics	3
Spring Semester II		
OTAP 2080	Directed Practice: FWIIA	3
OTAP 2081	Directed Practice: FWIIB	3
OTAP 2085	Seminar: FW II	1
Total Credit Hours		64

PROGRAM DESCRIPTION

Occupational Therapy is a well-recognized health profession that assists people of all ages to gain the skills needed to complete meaningful daily activities known as occupations, such as eating, dressing, completing homecare, working, playing, and participating in school, leisure or social activities. When an individual's life is disrupted because of a developmental or learning disability, a physical injury or illness, aging and/or social and psychological challenges, an occupational therapy professional may help by teaching new skills, adapting or resolving barriers to independent functioning.

An occupational therapy assistant works under the supervision of an occupational therapist to assist in the evaluation process and they may collaborate with the occupational therapist and other health care professionals such as doctors, nurses, physical therapy professionals and social workers to develop a treatment plan. The occupational therapy assistant then implements the treatment plan as outlined by the occupational therapist.

The Occupational Therapy Assistant program is part of the Health Science Division with limited yearly enrollment. Applications must be completed by January of each year for admission to the program for the following Fall semester. You must contact the office of Health Science to schedule and attend an OTA program selection information session (OTAP SIS). Students may begin non-OTAP courses any semester. Students in the Occupational Therapy Assistant program must maintain a 2.0 cumulative grade point average while in the OTAP program. A minimum grade of 77% is required in BIOL 2751, BIOL 2752, HLTH 1150, PSYC 1010, PSYC 2010, PSYC 2050, and all OTAP courses in order to meet prerequisite requirements.

The NCSC Occupational Therapy Assistant program is accredited by the Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association (AOTA), located at 4720 Montgomery Lane, Bethesda, MD 20814-3449. ACOTE's telephone number c/o AOTA is (301) 652-AOTA. Graduates of the program will be 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, the individual will be a Certified Occupational Therapy Assistant (COTA). In addition, most states require licensure in order to practice; however, state licenses are usually based on the results of the NBCOT Certification Examination. Note that a felony conviction may affect a graduate's ability to sit for the NBCOT certification examination or attain state licensure.

The Occupational Therapy Assistant program publishes a student handbook that outlines specific program policies that are not explained in the general catalog. The specific policies as described in the handbook take precedence over any general policy outlined in the college catalog. A copy of the handbook is available for review in the OTA program director's office. An acceptable health physical and verification of immunization are required. Some fieldwork sites may require an acceptable Bureau of Criminal Identification and Investigation (BCI&I) report and drug screening. The Associate of Applied Science is awarded upon completion of this program.

PROGRAM LEARNING OUTCOMES

Upon completion of the program, graduates will:

1. Have acquired an educational foundation in liberal arts and science, including a focus on issues related to diversity.
2. Be educated as a generalist with a broad exposure to the delivery models and systems used in settings where occupational therapy is currently practiced and where it is emerging as a service.
3. Have achieved entry-level competence through a combination of academic and fieldwork education.
4. Be prepared to articulate and apply occupational therapy principles and intervention tools to achieve expected outcomes as related to occupation.
5. Be prepared to articulate and apply therapeutic use of occupations with individuals or groups for the purpose of participation in roles and situations in home, school, workplace, community, and other settings.
6. Be able to apply occupational therapy interventions to address the physical, cognitive, psychosocial, sensory, and other aspects of performance in a variety of contexts and environments to support engagement in everyday life activities that affect health, well-being and quality of life.
7. Be prepared to be a lifelong learner and keep current with best practice.
8. Demonstrate an understanding and abide by the code of ethics established for state licensure and those established by the American Occupational Therapy Association during academic and fieldwork education.
9. Understand the distinct roles and responsibilities of the occupational therapist and occupational therapy assistant in the supervisory process.
10. Be prepared to effectively communicate and work inter-professionally with those who provide care for individuals and/or populations in order to clarify each member's responsibility in executing components of an intervention plan.
11. Be prepared to advocate as a professional for the occupational therapy services offered and for the recipients of those services.

PHYSICAL THERAPIST ASSISTANT

ASSOCIATE OF APPLIED SCIENCE

PHYSICAL THERAPIST ASSISTANT CURRICULUM

For the most current curriculum, see www.ncstatecollege.edu/cms/degrees/physical-therapist-assistant

Course	Course Title	Credit
Fall Semester I		
BIOL 2751	Human Anatomy and Physiology I	4
PHTA 1010	Introduction to Physical Therapy	1
PHTA 1040	Physical Agents	4
PHTA 1070	Functional Anatomy	3
PHYS 1010	Introduction to Physics	3
Spring Semester I		
BIOL 2752	Human Anatomy and Physiology II	4
ENGL 1010	English Composition I	3
PHTA 1090	Therapeutic Exercise	4
PHTA 1110	Neuro Rehabilitation	4
Summer Semester I		
COMM 1010	Speech	3
HLTH 1150	Medical Terminology	2
PHTA 2110	Practicum I	1.5
PHTA 2115	Seminar I	1
PSYC 1010	Introduction to Psychology	3
STAT 1010	Statistics and Probability	3
Fall Semester II		
	Humanities Elective	3
PHTA 2070	Pathophysiology	3
PHTA 2090	Orthopedic Conditions	3
PHTA 2170	Research	2
PSYC 2010	Human Growth and Development	3
Spring Semester II		
PHTA 2130	Practicum II	2
PHTA 2135	Seminar II	1
PHTA 2150	Directed Practice	3.5
PHTA 2155	Seminar III	1
Total Credit Hours		65

Please refer to the listing of Humanities electives on page 60.

PROGRAM LEARNING OUTCOMES

Upon completion of this program, graduates will:

1. Competently perform interventions under the supervision of the Physical Therapist in an ethical, legal, safe and effective manner.
2. Accurately utilize data collection skills to assist the Physical Therapist.
3. Effectively communicate with the patient, patient's family, caregivers and members of the health care team.
4. Correctly document patient interventions.
5. Educate health care providers, the community and government as it relates to physical therapy as required by the given situation.
6. Consistently support patients with regard for individual, cultural and economic differences.
7. Routinely display self-direction for career development and the ongoing process of learning.
8. Recognize the importance of research as it relates to physical therapy.

PROGRAM DESCRIPTION

As a physical therapist assistant, you will provide the hands-on treatment for individuals that have experienced a traumatic illness or injury, under the direction of a physical therapist. This treatment may take place in numerous health care settings including hospitals, outpatient clinics, sports medicine clinics, private offices, individual homes, nursing homes, or school systems. This career path will provide knowledge in the use of modern technology and specialized techniques including exercise to improve muscle strength, balance, flexibility and coordination, gait training with devices, and application of heat, cold, water, or electricity thus motivating the individual towards physical independence. This career choice may be a steppingstone to further professional development in medicine.

The Physical Therapist Assistant program has achieved the highest standard in accreditation from the Commission on Accreditation in Physical Therapy Education (1111 N. Fairfax Street, Alexandria, Virginia 22314, 800-999-2782) since November 2, 1994. North Central State College re-confirms the position of total support through human resources and fiscal measures towards the accreditation process.

Enrollment in the Physical Therapist Assistant program is limited. There is a special admission procedure. Please contact the Admissions Office for details. The program is a five-semester sequence that starts every Fall Semester. Students must successfully complete the entrance requirements and have been selected through a selective point system. Pre-Physical Therapist Assistant status does not guarantee admission into the Physical Therapist Assistant courses or program. Students may begin non-PHTA courses any semester.

The Physical Therapist Assistant program publishes a student handbook delineating specific program policies that are not explained in the general catalog. The specific policies as described in the program handbook take precedence over any general policy outlined in the College catalog. A copy of the handbook is available for review in the PTA Program Director's Office and the Admissions Office. An acceptable health physical and verification of immunizations are required. Bureau of Criminal Identification and Investigation (BCI&I) report/FBI background check and drug screening are required. A minimum grade of 77% is required in BIOL2751, BIOL2752, STAT1010, HLTH1150 and all PHTA courses in order to meet prerequisite and graduation requirements.

The Associate of Applied Science degree is awarded for the completion of this program.

RADIOLOGICAL SCIENCES

ASSOCIATE OF APPLIED SCIENCE

RADIOLOGICAL SCIENCES CURRICULUM

For the most current curriculum, see www.ncstatecollege.edu/cms/degrees/radiological-sciences

Course	Course Title	Credit
Fall Semester I		
BIOL 2751	Human Anatomy and Physiology I	4
HLTH 1150	Medical Terminology	2
MATH 1030	Variable Relationships: Algebra and Graphing	3
RADS 1120	Clinical Practicum	1
RADS 1140	Radiologic Procedures/Seminar 1	3
RADS 1160	Imaging Science 1	3
Spring Semester I		
BIOL 2752	Human Anatomy and Physiology II	4
ENGL 1010	English Composition I	3
HLTH 1010	Legal Aspects of Healthcare	2
RADS 1220	Clinical Practicum	1
RADS 1240	Radiologic Procedures/Seminar 2	3
RADS 1260	Imaging Science 2	3
Summer Semester I		
	Humanities Elective	3
ENGL 1030	English Composition II	3
RADS 2321	Clinical Practicum 3	1
RADS 2340	Radiologic Procedures/Seminar 3	1.5
RADS 2360	Imaging Science 3	1.5
Fall Semester II		
COMM 1010	Speech	3
RADS 2420	Clinical Practicum	2
RADS 2440	Radiologic Procedures/Seminar 4	3
RADS 2460	Imaging Science 4	3
SOCY 1010	Introduction to Sociology	3
Spring Semester II		
RADS 2520	Clinical Practicum	3
RADS 2540	Radiologic Procedures/Seminar 5	3
RADS 2560	Imaging Science 5	3
Total Credit Hours		65

Please refer to the listing of Humanities electives on page 60.

PROGRAM DESCRIPTION

The mission of the Radiological Sciences program is to produce competent entry-level radiographers. Our graduates will demonstrate compassion and empathy toward patients, possess critical thinking and problem-solving skills, and demonstrate professionalism.

A radiographer uses learned skills to produce images of the body using ionizing radiation. During the course of a day, a radiographer could be involved in general radiographic exams (hands, chest, feet, abdomen), trauma exams (car accidents, falls), or specialized exams (involving the use of contrast agents). Radiographers need to be adaptable, creative, and personable. There is a high degree of patient involvement. The radiographer needs to be courteous and outgoing to help patients through their exams. Employment opportunities exist in hospitals, clinics, private offices, or with mobile services.

The goal of the Radiological Sciences program is to provide a well-balanced, educational and clinical experience. The program further provides the students with the theory and labs to

augment their practical/clinical experience. During the five semester clinical sequence, students receive instruction in diagnostic imaging and are given short rotations in CT, MRI, Nuclear Medicine, Ultrasound and Radiation Oncology, Angiography and Heart Cauterization Lab. Some evenings are included as part of clinical education for additional trauma experience. Students also rotate, on a limited basis, to other clinical sites. Courses include Radiographic Procedures, Patient Care, Anatomy and Physiology, Radiation Biology, Radiographic Exposure, Pathology, Special Procedures, Digital Imaging, and Image Analysis.

The program is accredited by the Ohio Department of Health and The Joint Review Committee on Education in Radiologic Technology (JRCERT, 20 North Wacker Drive, Suite 2850, Chicago, Illinois 60606-2901, 312-704-5300). The JRCERT is recognized by the U.S. Department of Education as an accreditation agency and evaluates programs using standards endorsed by the American Society of Radiographic Technologists. North Central State College re-confirms the position of total support through human resources and fiscal measures towards the accreditation process.

The Radiological Sciences department publishes a student Policy and Procedure Manual which delineates specific department/program policies which are not explained in the general catalog. The specific policies as described in the department's student Policy and Procedure Manual take precedence over any general policy outlined in the College catalog. A copy of the Policy and Procedure Manual is available for review in the Admissions Office. An acceptable health physical and verification of immunizations/immunities are required. A Bureau of Criminal Identification and Investigation (BCI&I) report/FBI background check and drug screening are required in order to enter the clinical sequence.

The Radiological Sciences program contains a sequence of clinical and radiology classes that begin in the Fall Semester each year. Entrance into this program is limited to students who have successfully completed the entrance requirements and have been selected through the program's admission process. The entrance and admission policies can be found at www.ncstatecollege.edu/cms/media/PDF/admissions-procedures/RD-admin-proc.pdf and copies are available in Room 201 of the Health Sciences Building and in the Admissions Office. Students may begin non-RADS courses any semester. A minimum grade of C is required in all non-RADS courses (BIOL2751, BIOL2752, ENGL1010, ENGL1030, COMM1010, HUMA elective, SOCY1010, MATH1030, HLTH1010, HLTH1150) and all RADS courses in order to meet prerequisite and graduation requirements.

The Associate of Applied Science degree is awarded for successful completion of the program.

PROGRAM LEARNING OUTCOMES

1. Students will demonstrate clinical competency.
2. Students will demonstrate critical thinking and problem solving skills.
3. Students will demonstrate effective communication skills.
4. Students will demonstrate professional attitude, behaviors and ethics.

RESPIRATORY CARE

ASSOCIATE OF APPLIED SCIENCE

RESPIRATORY CARE CURRICULUM

For the most current curriculum, see www.ncstatecollege.edu/cms/degrees/respiratory-care

Course	Course Title	Credit
Fall Semester I		
BIOL 1730	Basic Anatomy and Physiology I	4
CHEM 1030	Chemistry	3
RESP 1110	Respiratory Care Equip/Procedure I	5
RESP 1140	Pharmacology	2
RESP 1190	Practicum I	0.5
Spring Semester I		
ENGL 1010	English Composition I	3
RESP 1220	Respiratory Care Equip/Procedure II	5
RESP 1250	Cardiopulmonary Anatomy and Physiology	4
RESP 1270	Physician's Seminar I	2
RESP 1290	Practicum II	2.5
Summer Semester I		
RESP 2310	Respiratory Care Equip/Procedure III	2
RESP 2330	Advanced Life Support Procedures	1
RESP 2390	Practicum III	2.5
STAT 1010	Probability and Statistics	3
Fall Semester II		
BIOL 1550	Microbiology	3
COMM 1010	Speech	3
RESP 2410	Respiratory Care Equip/Procedure IV	3
RESP 2470	Physician's Seminar II	2
RESP 2490	Practicum IV	2.5
Spring Semester II		
	Humanities Elective	3
	Social Science Elective	3
RESP 2570	Respiratory Care Administration	2
RESP 2590	Practicum V	2.5
RESP 2599	Respiratory Therapy Review	1.5
Total Credit Hours		65

Please refer to the listing of Humanities and Social Sciences electives on page 60.

PROGRAM DESCRIPTION

According to the American Association for Respiratory Care (AARC), Respiratory Care is: "a healthcare specialty under medical direction in the assessment, treatment, management, diagnostic evaluation, and care of patients with deficiencies and abnormalities of the cardiopulmonary system." There are more than 185,000 respiratory care practitioners in the United States. Respiratory Therapists are members of the allied healthcare team.

In a recent study conducted by the AARC, seventy-five percent of respiratory care practitioners work in hospitals side-by-side with physicians and nurses as a vital part of the health care team. They work in intensive care, the emergency department, medical-surgical floors, and labor and delivery. The additional twenty-five percent of practicing therapists work in laboratories, home care settings, skilled nursing facilities, physician offices, in sales, education and research. Respiratory therapists are highly motivated individuals. They are intelligent, caring, able to employ critical thinking skills, and are willing to grow with the profession. You may learn

more about the Respiratory Care profession by contacting the AARC at www.aarc.org or the Ohio Society for Respiratory Care at www.osrc.org.

The Respiratory Care program of North Central State College provides the student with a strong background in the use of respiratory equipment, patient assessment, cardiopulmonary anatomy and physiology, and pathophysiology. The student receives direct hands-on patient care experience in various hospitals and facilities throughout their clinical education.

The Respiratory Care program is accredited by the Committee on Accreditation for Respiratory Care (CoARC), 1248 Harwood Road, Bedford, Texas 76021-2835, 817-283-2835. Graduates are eligible and well-prepared to begin the National Board for Respiratory Care (NBRC) examination process to become a Registered Respiratory Therapist and to attain the Respiratory Care license in the state of Ohio. North Central State College re-confirms the position of total support through human resources and fiscal measures towards the accreditation process.

Enrollment in the Respiratory Care program is limited. There is a special admission procedure. Please contact the Admissions Office at 419-755-4761 or Kelly Robinette, Program Director, at 419-755-4825 for details.

The Respiratory Care department publishes a student handbook which delineates specific department/program policies which are not explained in the general catalog. The specific policies as described in the department's student handbook take precedence over any general policy outlined in the College catalog. A copy of the handbook is available for review in the Admissions Office. An acceptable health physical and verification of immunizations/immunities are required. A Bureau of Criminal Identification and Investigation (BCI&I) report/FBI background check and drug screening are required in order to enter the technical (RESP) clinical sequence.

The Respiratory Care program contains a sequence of technical (RESP) classes that begin in the Fall Semester each year. Entrance into this sequence is limited to students who have successfully completed the entrance requirements. Copies of the entrance requirements are available from the Admissions Office. Persons who are currently Certified Respiratory Therapy Technicians by the National Board for Respiratory Care may apply for advanced standing in the program. A minimum grade of 77% is required in BIOL1730, BIOL1550, CHEM1030, ENGL1010, STAT1010, and all RESP classes in order to meet prerequisite and graduation requirements.

The Associate of Applied Science degree is awarded for successful completion of this program.

PROGRAM LEARNING OUTCOMES

1. Upon completion of the program, students will comprehend, apply, and evaluate clinical information relevant to their roles as advanced-level respiratory care therapists.
2. Upon completion of the program, students will demonstrate technical proficiency in all the skills necessary to fulfill their roles as an advanced-level respiratory care therapist.
3. Upon completion of the program, students will demonstrate professional behavior consistent with employer expectations as an advanced respiratory care therapist.

VISUAL COMMUNICATIONS MEDIA AND TECHNOLOGY

GRAPHIC DESIGN

ASSOCIATE OF APPLIED BUSINESS

GRAPHIC DESIGN CURRICULUM

For the most current curriculum, see www.ncstatecollege.edu/cms/degreed/graphic-design

Course	Course Title	Credit
Fall Semester I		
ARTS 1010	Drawing I	3
ARTS 1070	Digital Photography	3
ENGL 1010	English Composition I	3
VCMT 1050	Imaging I	3
VCMT 1085	Visual Communication I	3
Spring Semester I		
ENGL 1030 or ENGL 2150 or ENGL 2110	English Composition II Technical Writing Creative Writing	3
MATH 1010	Business Math (or higher)	3
VCMT 1190	Video Production I	3
VCMT 1280	Visual Communications II and Typography	3
VCMT 1550	Imaging II	3
Fall Semester II		
BUSM 2110	Promotion and Advertising	3
HUMA 1010	Introduction to Humanities	3
ITEC 1810 or ARTS 1770 or MFGT 2220 or ENRD 2260	Microsoft Office for IT Professionals Digital Photography II Manufacturing and Prototypes Solid Modeling	2-3
VCMT 2070	Web Design I	3
VCMT 2280	Editing and Publishing	3
VCMT 2550	Imaging III	3
Spring Semester II		
COMM 1010 or COMM 2010 or COMM 2030	Speech Group Communications Interpersonal Communications	3
PHYS 1050 or PHYS 1010	Physics for Artists Introductory Physics	3
PSYC 1010	Introduction to Psychology	3
VCMT 2060	Printing Technology	3
VCMT 2700	Capstone	2
VCMT 2800	Cooperative Work Experience	1
VCMT 2850	Seminar	1
Total Credit Hours		63-64

PROGRAM DESCRIPTION

The Graphic Design Major of Visual Communications Media and Technology focuses on graphic design and print skills but includes multimedia, video production and web design. The Graphic Design track has a balance of design theory, practice, and production. Class work focuses on typography, digital image manipulation, and printing. Students will gain experience utilizing a variety of software applications, design techniques, as well as learning about the creative process. Classes will cover design skills, technical training, problem solving and critical thinking skills. Students must have a mastery of computer operational skills.

Students graduating with skills in Graphic Design may seek careers in the traditional advertising and printing fields, and web design. Traditional print media careers include graphic designer, desktop publisher and image specialist, photo retoucher, prepress technician, and print production.

In order to graduate all VCMT and ARTS courses must be completed with a C- or better. The Associate of Applied Business degree is awarded for the completion of this program.

PROGRAM LEARNING OUTCOMES

1. Students are able to use multimedia technology to assemble graphics, text, sound, and video into a meaningful production.
2. Students will demonstrate software skills using multimedia software currently used in industry.
3. Students will follow the graphics design process and be able to produce original, complex digital graphics.
4. Graduates will have a strong sampling of a variety of graphic arts skills in their technical area in their portfolio.
5. Graduates will be able to perform effectively in a job interview.
6. Students will develop oral and written skills to communicate effectively.
7. Visual Communications Media and Technology majors will demonstrate knowledge, skills, professionalism, and creativity in graphic design.

CERTIFICATE

VISUAL COMMUNICATIONS MEDIA AND TECHNOLOGY CERTIFICATE

Course	Course Title	Credit
ARTS 1010	Drawing I	3
ARTS 1070	Photography	3
BUSM 2110	Promotion and Advertising	3
VCMT 1050	Imaging I	3
VCMT 1085	Visual Communication Design	3
VCMT 1190	Video Production	3
VCMT 1280	Visual Communication II and Typography	3
VCMT 1550	Imaging II	3
VCMT 2070	Web Design	3
VCMT 2060 or VCMT 2550 or ENRD 2260	Printing Technology Imaging III Solid Modeling	3
Total Credit Hours		30

COURSE DESCRIPTIONS

These course descriptions are included in the catalog in order to provide general information about courses. The information contained in each course description is the most accurate available at the time of publication. For the most current course descriptions, see www.ncstatecollege.edu/cms/academics/classes/course-descriptions.html. Modifications in course content may be made based upon unique needs and/or abilities of students enrolled in a class. Courses are in alphabetical order by prefix.

The North Central State College catalog is neither a contract nor an offer to contract. North Central State College reserves the right to make changes in any material contained herein as deemed necessary without notice.

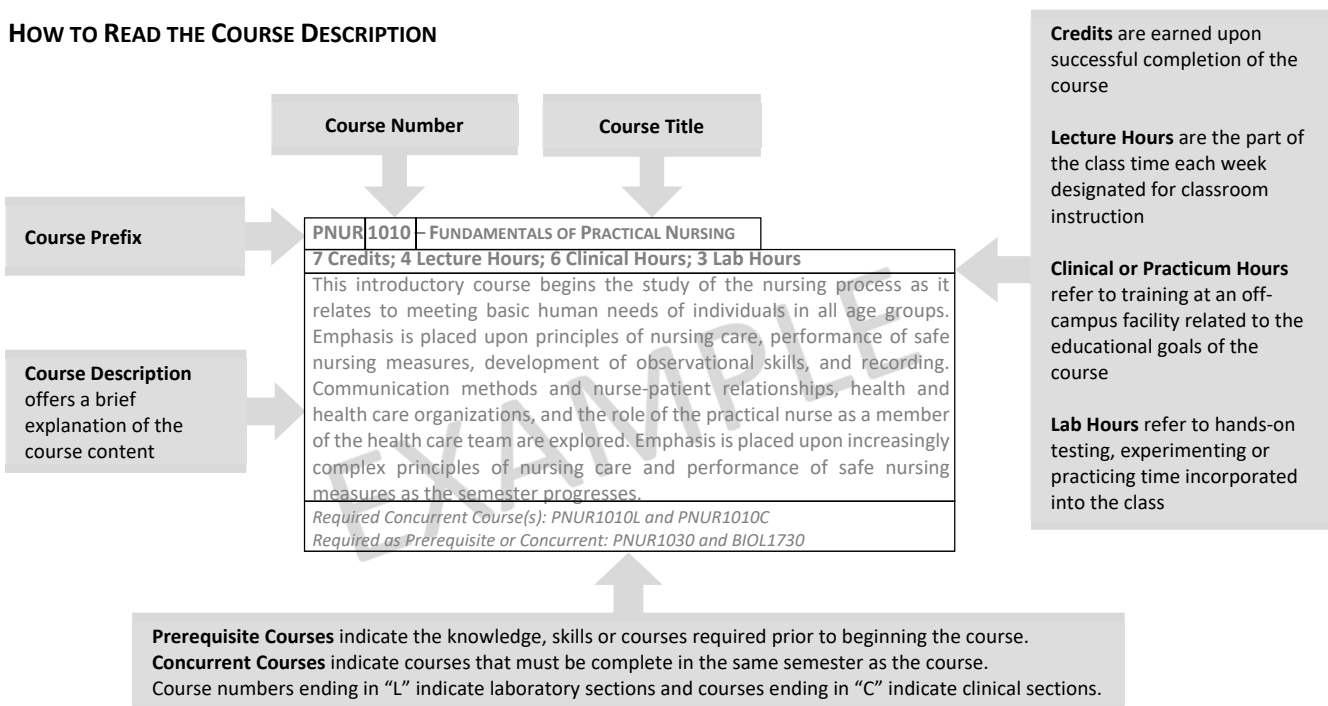
TRANSFER ASSURANCE GUIDES (TAGs)

Courses marked as a TAG course are guaranteed to transfer and apply directly to the major at any state college or university in the state of Ohio.

COURSE PREFIXES

ACCT	Accounting	ENGR	Engineering	PHRM	Pharmacy Technician Training
AGRI	Agriculture	ENRD	Engineering Design	PHTA	Physical Therapist Assistant
ARTS	Art	ESOL	English for Speakers of Other Languages	PHYS	Physics
ASCI	Associate of Science	FYEX	First Year Experience	PLGL	Paralegal Studies
BIOL	Biology	GEOL	Geology	PNUR	Practical Nursing
BIOS	Bioscience	HIST	History	POLT	Political Science
BUSM	Business Management	HITP	Health Information Technology	PSCI	Physical Science
CHEM	Chemistry	HLST	Health Services Technology	PSYC	Psychology
CHIN	Chinese	HLTH	Health	RADS	Radiological Sciences
CHWR	Community Health Worker	HMSV	Human Services	READ	Reading
CISS	Computer Information Systems	HUMA	Humanities	RESP	Respiratory Care
COMM	Communication	ITEC	Information Technology	RNUR	Registered Nursing
CRMJ	Criminal Justice	LART	Liberal Arts	SOCY	Sociology
CSCI	Computer Science	MATH	Mathematics	SPAN	Spanish
DENT	Dental Assisting	MECT	Mechanical Engineering Technology	STAT	Statistics
ECED	Early Childhood Education	MFGT	Manufacturing Technology	STNA	State Tested Nurse Assistant
ECON	Economics	MSCI	Mortuary Science	SURG	Surgical Technology
EDUT	Education	MUSC	Music	THEA	Theatre
ELET	Electronic Engineering Technology	OTAP	Occupational Therapy Assistant	VCMT	Visual Communications Media and Technology
ELKG	EKG Technician	PHIL	Philosophy	WRIT	Writing
EMMT	Electrical Maintenance	PHLB	Phlebotomy		
EMTP	EMT/Paramedic				
ENGL	English				

HOW TO READ THE COURSE DESCRIPTION



ACCT**ACCOUNTING**

For the most current course descriptions, see
www.ncstatecollege.edu/cms/academics/classes/course-descriptions.html

ACCT 1000 - PERSONAL FINANCE**3 Credits; 3 Lecture Hours**

This course is an overview of personal and family financial planning with an emphasis on financial record keeping, planning your spending, tax planning, consumer credit, making purchase/lease decisions, purchasing insurance, selecting investments, and retirement and estate planning.

ACCT 1010 - FINANCIAL ACCOUNTING**4 Credits; 4 Lecture Hours**

This is an introductory course of study in financial accounting and financial reporting for business entities. (TAG# OBU010)

ACCT 1030 - MANAGERIAL ACCOUNTING**4 Credits; 4 Lecture Hours**

This course provides information for assisting the management of a business entity in making decisions and for evaluating the effectiveness of those decisions by developing a student's understanding of managerial accounting principles. (TAG# OBU002)

Required Prerequisite(s): Take ACCT-1010

ACCT 1052 - COMPUTERIZED ACCOUNTING**2 Credits; 2 Lecture Hours**

A comprehensive approach to teaching accounting concepts in a software environment utilizing data files designed to simulate real-world businesses so that students gain "hands-on" experience with performing accounting activities, producing financial statements, and analyzing company performance.

Required Prerequisite(s): Take ACCT-1010

ACCT 1070 - PAYROLL ACCOUNTING**2 Credits; 2 Lecture Hours**

This course covers federal and state laws pertaining to wages, payroll taxes, payroll tax forms, and journal and general ledger transactions. Emphasis is placed on computing wages; calculating social security, income, and unemployment taxes; preparing appropriate payroll tax forms; and journalizing/posting transactions. Upon completion, students should be able to analyze data, make appropriate computations, complete forms, and prepare accounting entries using appropriate technology.

Required as Prerequisite or Concurrent: Take ACCT-1052

ACCT 1090 - CERTIFIED BOOKKEEPER PREP**2 Credits; 2 Lecture Hours**

This review course is designed to prepare students to sit for the Certified Bookkeeper exam administered by American Institute of Professional Bookkeepers.

Required Prerequisite(s): Take ACCT-1010, ACCT-2012, CISS-1220

Required as Prerequisite or Concurrent: Take ACCT-1070

ACCT 2012 – TAXATION**3 Credits; 3 Lecture Hours**

Income tax concepts will be stressed in the course, such as income, exclusions, deductions, adjusted gross income, capital gains and losses, exemptions, tax credits, and determination of income from business, trade, or profession. Attention is given to the reasoning behind major tax regulations and their effects upon the business firm and the impact of tax regulations upon managerial decision-making.

ACCT 2030 - INTERMEDIATE ACCOUNTING I**3 Credits; 3 Lecture Hours**

An analysis of current accounting treatments of financial statement items. Emphasis is given to an evaluation of the theory underlying modern accounting practices, as well as to the comprehensive study of the accounting techniques involved.

Required Prerequisite(s): Take ACCT-1010

ACCT 2031 - INTERMEDIATE ACCOUNTING II**3 Credits; 3 Lecture Hours**

An analysis of current accounting treatments of financial statement items. Emphasis is given to an evaluation of the theory underlying modern accounting practices, as well as to the comprehensive study of the accounting techniques involved.

Required Prerequisite(s): Take ACCT-2030

ACCT 2050 - GOVERNMENTAL ACCOUNTING**3 Credits; 3 Lecture Hours**

The topics in this course include the principles and operation of fund accounting including financial reporting and budgetary control for state and local governments.

Required Prerequisite(s): Take ACCT-1010

ACCT 2060 - PRINCIPLES OF FINANCE**3 Credits; 3 Lecture Hours**

An introduction to the basics of finance with an emphasis on the structure of financial statements, taxes, cash flows, ratio analysis, time-value-of-money, annuities, bond valuation, stock valuation, and capital budgeting.

Required Prerequisite(s): Take ACCT-1010

ACCT 2070 – AUDITING**3 Credits; 3 Lecture Hours**

This course helps students develop an understanding of auditing theory and procedures and practices of independent examinations of financial records. Lectures and hypothetical cases provide experience in preparation of various auditing work papers, including evaluations of internal control systems.

Required Prerequisite(s): Take ACCT-2030

ACCT 2092 - ACCOUNTING CAPSTONE**2 Credits; 2 Lecture Hours**

Students will demonstrate their accounting knowledge through various class projects. Students will complete a portfolio and a presentation analyzing a major company.

Required Prerequisite(s): Take ACCT-2030, ENGL-1010

Required as Prerequisite or Concurrent: Take ACCT-2070, ACCT-2060

ACCT 2095 - COOPERATIVE WORK EXPERIENCE**1 Credit; 1 Hour**

The cooperative work experience is an opportunity for students to obtain practical work experience in the Accounting field while earning college credit. This on or off campus employment experience can be paid or unpaid. The work experience is coordinated by a faculty member who visits the job site for a conference with the student and the supervisor at least once per semester. Students must complete 150 hours of work experience. This class is Pass/No Pass (P/NP).

Required Prerequisite(s): Must be concurrent with ACCT-2096 Seminar. Student must have completed 20 semester credit hours of ACCT classes with a C- or better. Students should have a 2.0 GPA. All forms required for the Cooperative Work Experience must be submitted upon registering for this class. Students are required to attend an orientation class the first week of the semester. Students must get permission of the instructor in order to enroll in this class.

Required Concurrent Course(s): Take ACCT-2096

ACCT 2096 – SEMINAR

1 Credit; 1 Seminar Hour

This course is taken concurrently with ACCT-2095 Cooperative Work Experience. Students will discuss their work place experiences that occur during their Co-op Work Experience. Students must get permission of the instructor in order to enroll in this class. This class is Pass/No Pass (P/NP).

Required Concurrent Course(s): Take ACCT-2095

AGRI

AGRICULTURE

For the most current course descriptions, see www.ncstatecollege.edu/cms/academics/classes/course-descriptions.html

AGRI 1010 - AGRICULTURE PRODUCTION, PROCESSING & NUTRITION

4 Credits; 4 Lecture Hours

An introductory course of how American Agriculturalist produces the food we use in our daily lives. This course examines the production food from farm, the processes that are required to make it to table and influences of consumer choice. This course will include units on food nutrition, quality of food, milk industry, meat industry, poultry production, aquaculture, grain production, vegetable and fruit production, beverage industry, food packaging and preservation.

AGRI 1030 - SOIL, CROP AND GREENHOUSE MANAGEMENT

4 Credits; 4 Lecture Hours

This course will cover a variety of different topics dealing with our natural environment and how humans have affected that environment. This course will cover soil erosion, soil drainage, sustainability, manure management, conservation practices, crop propagation, weed control, fertilizer, disease, organic crops, environmental control, invasive species, Integrated Pest Management, hydroponics, greenhouse operations and landscaping.

AGRI 1050 - ANIMAL SCIENCE MANAGEMENT

3 Credits; 3 Lecture Hours

This course introduces students to various species of domestic livestock to develop a deeper appreciation of the animal agriculture industry and animal management. This course will cover animal products, reproduction, breeding and genetics, nutrition, animals and the environment, animal health, animal behavior, issues in animal agriculture and careers in animal agriculture.

AGRI 1210 - AGRICULTURE MANAGEMENT

3 Credits; 3 Lecture Hours

This course is designed to introduce students to Agricultural Management principles in relation to the evolution of agriculture, technology, recording keeping, agricultural laws, urban agriculture, and social issues. Students will create and present a business plan and budget relating to their field of agriculture.

AGRI 2110 - AGRICULTURE PRACTICUM

2 Credits; 14 Practicum Hours

This course involves placement of the student in an actual work environment that will integrate the student's knowledge and skills in the agricultural industry. The student will complete 175 hours of practicum experience at the placement site over 15 weeks. This course is designed to provide the student with hands-on experience within the industry. As part of this course, the student will return to campus and attend a seminar offered concurrently with the fieldwork learning. The purpose of the seminar is to critique the experiences of the student in the site. This class is Pass/No Pass (P/NP).

Required Concurrent Course(s): Take AGRI-2111

AGRI 2111 - AGRICULTURE SEMINAR

1 Credit; 1 Lecture Hour

The purpose of the seminar is to critique the experiences of the student in the industry. Specifically, the seminar will focus on self-understanding, understanding of the work setting, and the acquisition of knowledge and skills related to being an effective agricultural manager. This course must be taken concurrently with AGRI 2110. Students must get permission from the instructor in order to enroll in this class.

Required Concurrent Course(s): Take AGRI-2110

AGRI 2130 - CAPSTONE BUSINESS PLAN

1 Credit; 1 Lecture Hour

This course will allow students to develop a foundational plan that will allow them to strategically lead the development of a business. This course will address all aspects of a business from establishment including daily decision making to expansion, diversification, and evaluation of the business.

Required Prerequisite(s): Take BUSM-2050, BUSM-2210

ARTS

ART

For the most current course descriptions, see www.ncstatecollege.edu/cms/academics/classes/course-descriptions.html

ARTS 1010 - DRAWING I

3 Credits; 2 Lecture Hours; 2 Lab Hours

This course presents drawing concepts that can serve as a foundation for drawing itself and benefit other visual arts disciplines. The basic fundamentals of drawing, line form, gesture, and spatial illusion, perspective, composition, and use of light & shadow to describe space and volume. Studio practice will emphasize observational drawing to provide concrete and measurable examples of pictorial space. (TAG# OAH001)

ARTS 1030 - ART APPRECIATION

3 Credits; 3 Lecture Hours

This course is designed to introduce students to the magnificent works of art created in the western world during the last thirty thousand years. They will learn to analyze a work of art in terms of the appropriate formal elements and to understand the religious, political, social and aesthetic influences that helped to shape it and to give it meaning. This will allow them to recognize the stylistic differences which mark the art of a specific time and place. As students acquire a background of appreciation for the painting, sculpture and architecture of the past, they will develop the ability to understand and appreciate the art they will encounter throughout their lives. A field trip to the Cleveland Museum of Art will help to make this transition from the classroom to the real world.

ARTS 1070 - DIGITAL PHOTOGRAPHY

3 Credits; 2 Lecture Hours; 2 Lab Hours

This hands-on course presents an introduction to the design issues, historical and contemporary approaches, of digital photography as they are applied to print, web, and video production. This course will provide theory and practical aspects of the parts of the camera as well as taking well-composed photographs that visually communicate a message. Other elements such as exposure, lighting, portraiture, print tonal qualities, and style will be introduced. Students must provide a digital camera with manual focus/aperture/shutter capability preferred. (TAG# OAH002)

ARTS 1770 - DIGITAL PHOTOGRAPHY II

3 Credits; 2 Lecture Hours; 3 Lab Hours

This hands on course builds on the principles learned in ARTS1070 Digital Photography and applies the retouching and color correction principles learned in VCMT1050 Imaging I. Students will develop their skills in different kinds of lighting including the use of natural lighting, continuous lighting, speed lights, and strobe lights for products and portraiture. Posing, working with subjects and equipment, planning for photo sessions, and working with clients will be covered. Post processing of photos will be addressed using Adobe Lightroom. Organizing, customizing, retouching, controlling color, using special effects and ordering prints will be covered. Students will be required to build a photography portfolio of prints from a photo processing lab. Many out-of-class photography projects will be assigned, some of which will require recruiting models and time outside class in the Kehoe photo studio. A digital SLR camera is required.

Required Prerequisite(s): Take ARTS-1070 and VCMT-1050 with a minimum grade C-

ARTS 1999 - ARTS ELECTIVE

1 Lecture Hour

This course is used for transfer purposes only. may be used more than once.

ASCI**ASSOCIATE OF SCIENCE**

*For the most current course descriptions, see
www.ncstatecollege.edu/cms/academics/classes/course-descriptions.html*

ASCI 2900 - ASSOCIATE OF SCIENCE CAPSTONE**1 Credit; 1 Lecture Hour**

This course will assist students transitioning from the community college experience to a four-year educational institution. Students will integrate the knowledge and skills acquired in their general education experiences with those developed in their program specific courses to engage in projects that require them to: think critically about their prior education, explore future academic and career-related paths, and develop skills to enhance their success. Such projects may include research papers, presentations, and/or portfolio development

Required Prerequisite(s): Must have completed 45 credit hours.

BIOL**BIOLOGY**

*For the most current course descriptions, see
www.ncstatecollege.edu/cms/academics/classes/course-descriptions.html*

BIOL 1050 - PRINCIPLES OF BIOLOGY**3 Credits; 2 Lecture Hours; 2 Lab Hours**

This course is designed as an introduction to biology for non-majors. The course will provide the fundamentals of biology for students as an introduction to further college biology courses. The course will introduce students to the diversity, structure, and interdependence of living organisms with one another and the environment. Students will meet two lecture hours and two lab hours per week.

Required Concurrent Course(s): Take BIOL-1050L

BIOL 1070 - LIFETIME WELLNESS**3 Credits; 3 Lecture Hours**

This course examines the application of the components that contribute to the concepts of total body wellness, physical fitness, cardiovascular disease, cancer, disease prevention, addictive behaviors, and sexually transmitted infections. The course provides a comprehensive review of variables that affect our health and explores topics faced daily from fad diets to environmental health to relationships. The student will have an understanding of processes that move toward optimal health and vitality. The course emphasizes individual responsibility for well-being through the practice of self-assessment of the cardio-respiratory system, weight control, physical fitness, personal stress, and the adoption of health-promotion of lifestyle behaviors.

BIOL 1101 – NUTRITION**2 Credits; 2 Lecture Hours**

BIOL 1101 is an introductory course to the principles of nutrition and its relationship to health. Included are practical applications in daily life as well as nutritional assessments of individuals. Emphasis is on essential nutrients, their supply and function, as related to an individual's well-being. Health promotion and chronic disease are explored in relation to today's society. (TAG# OHL016)

BIOL 1230 - BIOLOGY I**4 Credits; 3 Lecture Hours; 3 Lab Hours**

This course is an introduction to biology for bioscience majors and students planning to transfer to four year institutions. The course will introduce fundamental concepts of biology including the scientific method, structure and chemical properties of cells. The course will introduce students to biochemical pathways, bioenergetics, and basic concepts of genetics, heredity and homeostasis. Historical contributions and application of biological principles to biotechnology will be discussed. Students will meet three lecture hours and three lab hours per week.

Required Prerequisite(s): Compass reading score of 80 & writing of 81; or successful completion of READ0080 & WRIT0090. MATH0074 minimum grade of C required or Compass score of 61 or higher & an Algebra score 31 or higher.

BIOL 1231 - BIOLOGY II**4 Credits; 3 Lecture Hours; 3 Lab Hours**

This course is continuation of BIOL 1230 Biology I. The course will introduce fundamental concepts of biology including evolution, classification, ecosystems, similarities and differences, among plants, animals and microorganisms in form and function. Historical contributions and application of biological principles to biotechnology will be discussed. Students will meet three lecture hours and three lab hours per week.

Required Prerequisite(s): Take BIOL-1230

BIOL 1550 – MICROBIOLOGY**3 Credits; 2 Lecture Hours; 2 Lab Hours**

This course is designed for allied health and nursing majors. It explores the major groups of microorganisms and the role they play in the environment and in disease. The host-parasite relationship, human immunity to disease, epidemiology, and the control of microorganisms are also addressed. Laboratory exercises provide the student with the basic techniques of microbial identification, microscopy, sterile technique, and basic infection control.

Required Concurrent Course(s): Take BIOL-1550L

BIOL 1710 - INTRODUCTION TO ANATOMY AND PHYSIOLOGY**3 Credits; 2 Lecture Hours; 2 Lab Hours**

This course is an introductory study of life processes and biological principles. Special reference to the human organism is used in describing the nature of life-sustaining functions. Cellular function and the structure and function of the integumentary, skeletal, muscular, nervous, endocrine, cardiovascular, lymphatic, respiratory, digestive, urinary, and reproductive systems are introduced. Laboratory experiences are designed to supplement the lecture topics and include microscopy, the study of models, specimen dissection, cadaver study and physiological experiments. (OTM approved course in Natural Sciences TMNS)

BIOL 1730 - BASIC ANATOMY AND PHYSIOLOGY**4 Credits; 3 Lecture Hours; 3 Lab Hours**

This course presents the basic terms and concepts that deal with the structure and processes of the human body. It involves examination of the body as a whole, the cell, and tissues. The basic structure and physiology of the integumentary, skeletal, muscular, nervous, cardiovascular, lymphatic, respiratory, digestive, urinary, reproductive, and endocrine systems are presented. Laboratory exercises enhance and support the lecture topics and include microscopy, the study of models, specimen dissection, cadaver study, and physiological experiments.

Required Prerequisite(s): Successful completion of all required remedial coursework in reading (READ0080 or minimum COMPASS Reading score of 80), writing (WRIT0090 or a minimum ACT English sub-score of 18 or minimum COMPASS Writing score of 69 and a minimum eWrite score of 6).

Required Concurrent Course(s): Take BIOL-1730L

BIOL 2751 - HUMAN ANATOMY AND PHYSIOLOGY I**4 Credits; 3 Lecture Hours; 3 Lab Hours**

This course is an in-depth study of the principles of human anatomy and physiology. It includes the study of structure and function of the body as a whole and study of cell biology, histology, the integumentary, skeletal, muscular, endocrine, and nervous systems plus the special senses. Laboratory exercises are designed to supplement lecture topics and include microscopy, the study of models, cat and specimen dissection, cadaver study, and physiological experiments. (OTM approved course in Natural Sciences TMNS)

Required Prerequisite(s): High school chemistry with minimum C minus (C-) grade or CHEM1010 with minimum C minus (C-) grade; and successful completion of all required remedial coursework in reading (READ0080 or minimum COMPASS Reading score of 80), writing (WRIT0090 or a minimum ACT English sub-score of 18 or minimum COMPASS Writing score of 69 and a minimum eWrite score of 6), and math (MATH0074 or a minimum ACT Math sub-score of 21 or minimum COMPASS Algebra score of 31) If the student has completed BIO121 and BIO122 OR BIOL1730 with a minimum C grade then the student is not required to have high school Chemistry or CHEM 1010.

Required Concurrent Course(s): Take BIOL-2751L

BIOL 2752 - HUMAN ANATOMY AND PHYSIOLOGY II

4 Credits; 3 Lecture Hours; 3 Lab Hours

This course is a continuation of BIOL 2751. It includes the study of structure and function of blood and the cardiovascular, lymphatic/immunity, digestive, respiratory, urinary, and reproductive systems. Laboratory exercises are designed to supplement lecture topics and include microscopy, the study of models, cat and specimen dissection, cadaver study, and physiological experiments. (OTM approved course in Natural Sciences TMNS)

Required Prerequisite(s): Take BIOL-2751; Minimum Grade C-

Required Concurrent Course(s): Take BIOL-2752L

BIOS

BIOSCIENCE

For the most current course descriptions, see

www.ncstatecollege.edu/cms/academics/classes/course-descriptions.html

BIOS 1010 - INTRODUCTION TO BIOSCIENCE LAB TECHNIQUES

4 Credits; 2 Lecture Hours; 4 Lab Hours

Introduction to Bioscience Lab Techniques is designed to give students an introduction to the scientific concepts and laboratory research techniques currently used in the field of biotechnology. Students develop basic laboratory skills by the examination of the various instruments and methods of analysis used in the laboratory today. It will begin with general safety procedures utilized in every lab, and cover more specific issues relating to certain analytical protocol. Critical thinking and communication skills currently used in the biotechnology industry will begin in this course and continue throughout the program. Through reading assignments, laboratory work, and workplace experiences, students will explore and evaluate career opportunities in the field of biotechnology.

Required Concurrent Course(s): Take BIOS-1010L

Required as Prerequisite or Concurrent: Take BIOS-1030, BIOL-1230, MATH-1110

Required Prerequisite(s): Take WRIT-0090, MATH-0074

BIOS 1030 - ENVIRONMENTAL SCIENCE

4 Credits; 3 Lecture Hours; 3 Lab Hours

Environmental Biotechnology is designed to give students an introduction to the scientific concepts and laboratory research techniques currently used in the field of environmental biotechnology. Students develop laboratory skills, critical thinking, and communication skills currently used in the industry. Topics covered will include environmental pollution monitoring, sewage treatment including domestic, agricultural, and industrial waste, bioremediation, biofuels, other clean biotechnology techniques, laboratory work, and workplace experiences via off-site tours.

Required Concurrent Course(s): Take BIOS-1030L

Required as Prerequisite or Concurrent: Take BIOL-1230, BIOS-1010

BIOS 1210 – HISTOLOGY

4 Credits; 2 Lecture Hours; 4 Lab Hours

This course is designed for students who are interested in medicine and human or animal biology. The goal of this course is to introduce students to tissues that make up organs and the basic design of each of the major organs. Students will identify tissues using photographs, microscope slides, photographic slides, videotapes, and the internet (histology sites). In addition, fundamental histological techniques important to the preparation of microscope slides will be included in this course. Students will learn how to prepare tissues, embed tissues, use a microtome, and stain differentially as an aid to the identification of tissues. Finally, students will prepare slides of various tissues.

Required Prerequisite(s): Take BIOS-1010

BIOS 2410 - ADVANCE BIOSCIENCE TECHNIQUES

4 Credits; 2 Lecture Hours; 4 Lab Hours

This course will focus on Molecular Biology and will examine the advanced instruments and methods of analysis used in the laboratory today. The course will include a comprehensive review of advanced bioscience laboratory techniques utilized in the field today to include indications, process, advantages, disadvantages, analytical protocols, and performing specific laboratory techniques. Students will complete a semester long research project using a model organism which will encompass some of the major molecular biology techniques. Students will then write up results in the form of a scientific publication.

Required Prerequisite(s): Take BIOS-1010, CHEM-1210

Required Concurrent Course(s): Take BIOS-2440

BIOS 2440 - INTRODUCTION TO AGRICULTURAL SCIENCE

4 Credits; 2 Lecture Hours; 4 Lab Hours

This course is required for all students in the Bioscience Program. The course will provide an overview of methods and applications of modern agricultural biotechnology. Molecular techniques specific to genetic-engineering and their analysis will be discussed in this course. It is based on lectures, research and lab. This course contains five parts: the basic science of gene and gene manipulation; valuable genes for agricultural biology, applications of molecular technologies to plant, animal and nutritional scientific research. We will address the ethical, legal and social implications of advances in biotechnology. We will discuss governmental regulation of food, drugs, and biotechnology itself. Biotechnology has been used in food production for thousands of years (e.g. brewing, yogurt, pickling, etc.). The new biotechnology has a high potential in food production and processing. This course will cover the applications of new biotechnology in food production or processing.

Required Prerequisite(s): Take BIOL-1231, BIOS-1010, CHEM-1210

Required as Prerequisite or Concurrent: Take BIOS-2410

BIOS 2510 - FORENSIC BIOSCIENCE

4 Credits; 2 Lecture Hours; 4 Lab Hours

This course contains three major parts: forensic DNA, extraction techniques and various techniques that apply to the forensic bioscience field. This course examines the way bioscience interacts with and influences forensics.

Required Prerequisite(s): Take BIOS-2410, BIOS-2430

Required Concurrent Course(s): Take BIOS-2510L

BIOS 2530 – GENETICS

4 Credits; 3 Lecture Hours; 3 Lab Hours

During this course we will discuss the principles of genetics with application to the study of biological function at the level of molecules, cells, and multicellular organisms, including humans. The topics include: structure and function of genes, chromosomes and genomes, biological variation resulting from recombination, mutation, and selection, population genetics, use of genetic methods to analyze protein function, gene regulation and inherited disease.

Required Prerequisite(s): Take BIOS-2410

Required as Prerequisite or Concurrent: Take BIOS-2590

BIOS 2550 - PHARMACEUTICAL & TOXICOLOGY BIOSCIENCE

4 Credits; 2 Lecture Hours; 4 Lab Hours

This course is intended to give students an overview of basic Pharmaceutical and Toxicology concepts and methods. The overall organization of the course is grouped into three sections: Part I (Introduction), Part II (Methodologies), and Part III (Analysis). Parts I and II comprise approximately one-half the course and Part III the remaining half. This course is based on lectures, labs, and project assignments, and is to help the student (1) understand the various techniques in biotechnology, their applications in the manufacturing of biopharmaceuticals, and biomedical research; (2) gain knowledge in some of the physicochemical properties, pharmacology and the formulation of commonly used biopharmaceuticals; and (3) understand the principles of the mechanism of some biotechnologically derived diagnostic aids/tests.

Required Prerequisite(s): Take BIOS-2410, CHEM-1210

Required Concurrent Course(s): Take BIOS-2530

BIOS 2590 - BIOSCIENCE INTERNSHIP/SEMINAR

2 Credits; 1 Seminar Hour; 7 Practicum Hours

This course is designed to provide the student with hands-on experience within the bioscience field. This course involves placement of the student in an actual work environment that will integrate the student's knowledge and laboratory skills acquired within the core coursework of the bioscience program. The student will complete 105 hours of practicum experience at the placement site for 12 weeks. This work experience provides the foundation for developing the student into a competent bioscience laboratory technician. As part of this course the student will return to campus and attend a seminar offered concurrently with the practicum learning. The purpose of the seminar is to critique the experiences of the student in the facility. Specifically, the seminar will focus on professionalism, understanding of the work setting, and the acquisition of knowledge and skills related to obtaining a position as a bio-technician.

Required Prerequisite(s): Take BIOS-2410

Required as Prerequisite or Concurrent: Take BIOS-2530

BUSM

BUSINESS MANAGEMENT

For the most current course descriptions, see

www.ncstatecollege.edu/cms/academics/classes/course-descriptions.html

BUSM 1010 - INTRODUCTION TO BUSINESS AND ENTREPRENEURSHIP

3 Credits; 3 Lecture Hours

The student will be given a broad view of business while introducing the importance of entrepreneurship. This view will include determining the interactions that businesses and entrepreneurs have with the business environment (global and local). Additionally, the course introduces the key functions of business to include management, operations and quality, human resources, marketing, finance, accounting, and risk management.

Required Prerequisite(s): Take READ-0080 or COMPASS reading score of 80 or ACT score of 18.

BUSM 1015 - INTRODUCTION TO MANAGING HEALTHCARE

ORGANIZATIONS

3 Credits; 3 Lecture Hours

This course provides a conceptual understanding of the skills, duties, and responsibilities required of modern healthcare organization (HCO) managers. Both the concepts and the student exercises are presented from a perspective of excellence in healthcare management. Instructors guide students in such topics as: ownership, roles, functions, spectrum of care and related management issues, leadership, our tradition of physician lead healthcare, nursing, clinical support and more.

BUSM 1030 – SUPERVISION

3 Credits; 3 Lecture Hours

This course is an introduction to the supervisor's role in management. Challenges for supervisors include: planning and problem solving; organizing, staffing, training; leading; and working with individuals and teams along with controlling costs and improving results. Supervision provides a basic understanding of the new role requirements in business organizations. A strong focus of this class is application of sound supervisory principals through role-plays and hands-on practice with real-world scenarios.

Required Prerequisite(s): Take READ-0080 or COMPASS reading score of 80 or ACT reading score of 18.

BUSM 1050 – MANAGEMENT

3 Credits; 3 Lecture Hours

A study of the principles and practices relating to the successful management of modern business. Topics include planning, organizing, designing, and decision making. Ethics and organizational change are also covered. Cases are used to provide practice in the application of management concepts.

Required Prerequisite(s): Take BUSM-1010 or BUSM-1015 or completion of 22 semester credit hours.

BUSM 1110 - BUSINESS LAW

3 Credits; 3 Lecture Hours

This course involves an examination of the law as it relates to the operation of business in the United States. Topics covered include, but are not necessarily limited to the objectives of the law, the four sources of the law, the federal and state court systems, civil litigation, criminal law, tort law, contract law, the statute of frauds, agency law, employment law, labor law, the law of sole proprietorships, partnership law, corporate law, and international law.

BUSM 1130 - PRINCIPLES OF SELLING

3 Credits; 3 Lecture Hours

This course provides a conceptual understanding of the skills, duties, and responsibilities required of modern professional salespeople. Both the concepts and the applicatory student exercises are presented and practiced from within an organizational business-to-business context. Students apply the creative selling process by role-playing prospecting through to follow-up after the final sales call.

Required Prerequisite(s): Take READ-0080 or COMPASS reading score of 80 or ACT score of 18.

BUSM 1135 - CRITICAL ISSUES IN HEALTH CARE

3 Credits; 3 Lecture Hours

This course begins with critical issues for the healthcare professional and moves to critical issues for the field of health care. On the individual level topics include, skill areas, career development, impact of baby boomers, cultural competence, professionalism and work relationships including teams. At the macro-level of healthcare covered issues include, cost, scientific advances, health care financing, and reform.

BUSM 1150 – MARKETING

3 Credits; 3 Lecture Hours

Marketing activities, analysis, strategies, and decision making in the context of other business functions. Topics include: integration of product, price, promotion, and distribution activities; research and analysis of markets, environments, competition, and customers; market segmentation and selection of target markets; and emphasis on behavior and perspectives of consumers and organizational customers. Planning and decision making for products and services in profit and nonprofit, domestic and global settings. (TAG# OBU006)

Required Prerequisite(s): Take ECON-1510

BUSM 1230 - E-COMMERCE

3 Credits; 3 Lecture Hours

This course surveys the opportunities and challenges faced in an increasingly digital world. More and more product information and selling strategies are linked to the World Wide Web. Topics include the buying and selling processes supported by electronic means. The exchange process via the Internet has become more customer controlled. Practical exercises will focus on the push/pull market strategies needed to increase sales and complete the exchange process.

BUSM 1250 - CUSTOMER SERVICE

3 Credits; 3 Lecture Hours

Customer service is about keeping the customers you have and attracting new ones. Providing a level of service to accomplish this mission does not just happen; it's the result of effective strategy. This hands-on course provides practical lessons on how customer service will increase the organization's bottom line.

BUSM 1260 - PROJECT MANAGEMENT

3 Credits; 3 Lecture Hours

In this course, students will learn ways to manage all aspects of a project. Project Management concepts enable projects to be planned, managed, and delivered on time, on budget, and with high quality. This course covers nine major sub-disciplines of Project Management based on the Project Management Institute's Book of Knowledge (PMBOK). This course satisfies the education requirement for the Project Management Professional Certification (PMP) or Certified Associate in Project Management (CAPM) test. Certification testing is governed by the Project Management Institute. PMI Certification is internationally recognized and highly portable to a number of industries and businesses.

BUSM 1270 – QUALITY

3 Credits; 3 Lecture Hours

Quality improvement is recognized as an essential function in any successful organization. Leading corporations have demonstrated that improved quality raises profits, reduces costs, and provides competitive advantage. This course will explore the foundations of quality, tools and methods for analytic study, and administrative systems for quality management.

BUSM 1999 - BUSINESS ADMINISTRATION ELECTIVE

1 Lecture Hour

Used for transfer credit purposes only.

BUSM 2015 - HEALTHCARE FINANCIAL MANAGEMENT

4 Credits; 4 Lecture Hours

This course provides information to the student regarding critical financial management topics necessary for survival in the health care sector. The course is intended for students planning for employment in the health care management area or persons in health care moving into management roles. Topics include strategic financial planning, Medicare/Medicaid, managed care, audited financials, bad debt, year-end reporting and much more.

Required Prerequisite(s): Take BUSM-1015, ACCT-1010, ECON-1510

BUSM 2030 - HUMAN RESOURCE MANAGEMENT

3 Credits; 3 Lecture Hours

Human resource management investigates a variety of functions considered essential to the personnel function of institutions, including legal compliance, job analysis, recruiting, selection, motivation, training, evaluation, compensation, and employee relations/labor relations. A key component of the course is the practical application of HR concepts to a small/medium sized business scenario.

Required Prerequisite(s): Take READ-0080 or COMPASS reading score of 80 or ACT score of 18.

BUSM 2050 - ENTREPRENEURSHIP AND SMALL BUSINESS

3 Credits; 3 Lecture Hours

This course is designed to expand and enhance the student's entrepreneurial knowledge and small-business leadership skills. The 'big-picture' view of the role of the entrepreneur in our economic and social environment is explained and discussed in depth. In-class and personalized student exercises and assistance is a component of this class in which numerous challenges of a start-up business are explored. Each student is assigned the task of exploring entrepreneurship and/or small-business as a career choice. The gamut of essential elements of running a small business is covered in this course. Students will gain practice in the art of decision-making under conditions of uncertainty and incomplete data.

BUSM 2090 – LOGISTICS

3 Credits; 3 Lecture Hours

This course explores the essential nature and strategic role of logistical operations for the American business enterprise. Included will be the design and control of the flow of goods, services and personnel to its destination and management of the flow with the supply chain. Focus will include inventory, warehousing, packaging, environmental concerns, and transportation modes. Special attention will be given to the global and web-based context for logistical decision-making.

BUSM 2110 - PROMOTION AND ADVERTISING

3 Credits; 3 Lecture Hours

The purpose of this course is to examine advertising as both a science and an art. We will attempt to blend the basic skills as detailed in the textbook with a variety of practical experiences that will culminate in group ad presentations. Topics covered will include the structure of the advertising business, knowing the consumer, selecting appropriate media, the uses of research, the preparation of "ad" copy and design layouts, and the future of advertising. Special attention will be directed to the goals of local advertising. (TAG# OCM012)

Required Prerequisite(s): Take READ-0080 or COMPASS reading score of 80 or ACT score of 18.

BUSM 2210 - STRATEGIC BUSINESS START-UP

3 Credits; 3 Lecture Hours

This course is designed as a hands-on and problem-based course. Students shall take an existing business plan (e.g. an outcome of BUS 226 or a personally-produced business plan for a business start-up) through an entrepreneurial critical-thinking process in a collaborative environment of analysis and constructive criticism. The student will input the result of this collaborative process into state-of-the-art, step-by-step business plan software designed to guide and model a 'bankable' presentation quality document. This course sequence as well as the student's ownership of the software tool is designed to provide the foundation for an ongoing continuous-improvement process that allows the entrepreneur to modify the business plan with a changing economy.

Required Prerequisite(s): Take READ-0080 or COMPASS reading score of 80 or ACT reading score of 18.

BUSM 2230 - BUSINESS ETHICS

3 Credits; 3 Lecture Hours

This course will challenge the student to consider personal, managerial, and organizational ethics as prerequisites for sound decision making. A strong focus, when possible, will be applied to identifying ethically correct and socially responsible decisions. Current and classical examples, from the macro and microenvironments of the business enterprise, will be thoroughly discussed.

Required Prerequisite(s): Take ENGL-1010

BUSM 2240 - REAL ESTATE I

4 Credits; 4 Lecture Hours

This course is a study of principles and practices pertinent to real estate salespersons and brokers. It provides students with a basic working vocabulary of real estate terms and concepts to function in an environment in which real estate brokers and salespersons work. In addition, it explores the financial aspects of real estate with primary consideration given to the fundamentals of mortgage banking, sources of funds for mortgage lending, loan applications procedures and processing, inspection and appraisal of collateral, attracting new business, investing and the effects of governmental monetary policy.

BUSM 2250 - REAL ESTATE II

4 Credits; 4 Lecture Hours

This course is a study of law and appraisal pertinent to real estate salespersons and brokers. Emphasis is on Ohio's license law: the canons of ethics, fair housing, contracts, and agency, wills and estates, forms of ownership, deeds, civil rights, landlord-tenant relationships, condominiums, legal aspects of real estate financing, closing the sale and evidence of title, and appraisal: definitions and terminology of real estate appraising and market analysis, including the sales comparison approach, the cost approach to value, and the income capitalization approach to value.

BUSM 2272 - CASE STUDIES IN BUSINESS

2 Credits; 2 Lecture Hours

An application course in which some of the methods of identifying and solving business problems are applied to case studies. Emphasis is given to qualitative analysis and the application of the material and concepts taught in previous courses.

Required Prerequisite(s): Take BUSM-1050 or BUSM-2050 and BUSM-1150, ENGL-1030, ACCT-1010. A minimum of 45 credit hours must be completed.

BUSM 2280 - COOPERATIVE WORK EXPERIENCE

1 Credit; 1 Hour

The cooperative work experience is an opportunity for students to obtain practical work experience in the Business field while earning college credit. This on or off campus employment experience can be paid or unpaid. The work experience is coordinated by a faculty member who visits the job site for a conference with the student and the supervisor at least once per semester. Students must complete 150 hours of work experience. This class is Pass/No Pass (P/NP).

Required Concurrent Course(s): Take BUSM-2285

Required as Prerequisite or Concurrent: Must be concurrent with BUSM-2285 Seminar.

Student must have completed 20 semester credit hours of BUSM classes with a C- or better. Students should have a 2.0 GPA. All forms required for the Cooperative Work Experience must be submitted upon registering for this class. Students are required to attend an orientation class the first week of the semester. Students must get permission of the instructor in order to enroll in this class.

BUSM 2285 – SEMINAR

1 Credit; 1 Seminar Hour

This course is taken concurrently with BUSM-2280 Cooperative Work Experience. Students will discuss their work place experiences that occur during their Co-op Work Experience. Students must get permission of the instructor in order to enroll in this class. This class is Pass/No Pass (P/NP).

Required Concurrent Course(s): Take BUSM-2280

BUSM 2900 - BUSINESS TRANSFER CAPSTONE

1 Credit; 1 Lecture Hour

This course will assist students transitioning from the community college experience to a four-year educational institution. Students will integrate the knowledge and skills acquired in their general education experiences with those developed in their program specific courses to engage in projects that require them to: think critically about their prior education, explore future academic and career-related paths, and develop skills to enhance their success. Such projects may include research papers, presentations, and/or portfolio development

Required Prerequisite(s): Must have completed 45 credit hours.

BUSM 2999 - SPECIAL TOPICS: BUSINESS ADMINISTRATION

3 Credits; 3 Lecture Hours

This course enables faculty members in the Business department to present various topics of current interest to students throughout the college on a limited basis. The course may be offered twice before it must be discontinued or added to the curriculum via the required Curriculum Committee process.

CHEM

CHEMISTRY

For the most current course descriptions, see www.ncstatecollege.edu/cms/academics/classes/course-descriptions.html

CHEM 1010 - INTRODUCTION TO CHEMISTRY

3 Credits; 2 Lecture Hours; 2 Lab Hours

This course is designed as an introductory course in chemistry for those students who have no previous chemistry background. The factor-unit method of problem solving, mathematical operations used in solving chemistry problems, chemical terminology, and basic laws of chemistry are covered. Chemistry applications to allied medicine will be emphasized. Laboratory exercises will enhance and reinforce lecture topics.

Required Prerequisite(s): Take MATH-0074

Required Concurrent Course(s): Take CHEM-1010L

CHEM 1030 – CHEMISTRY

3 Credits; 2 Lecture Hours; 3 Lab Hours

The course is to give the Allied Health and Nursing student an appreciation and understanding of general inorganic chemistry. Includes atomic and molecular structure, molecular forces, properties and states of matter, naming of chemical compounds, types and behaviors of solutions, types of reactions, acid base chemistry, carefully chosen organic topics with their applications to specific health problems. Laboratory exercises will enhance and reinforce lecture topics. (OTM approved course in Natural Sciences TMNS)

Required Prerequisite(s): Take CHEM-1010 or high school chemistry with a minimum grade of C-

Required Concurrent Course(s): Take CHEM-1030L

CHEM 1210 - CHEMISTRY I

5 Credits; 4 Lecture Hours; 3 Lab Hours

This is the first semester of chemistry for science majors or pre-professional students. A quantitative introduction to dimensional analysis with significant figures, atomic structure, the molecule, principles of ionic bonding, stoichiometry, chemical solutions, thermochemistry, classification of elements including periodicity, electron configuration, gases, liquids, and solids. Student will be exposed to applications of chemistry in society. (TAG# OSC008; If combined with CHEM1220 TAG# OSC023)

Required Prerequisite(s): High School Chemistry or CHEM-1010 with a minimum grade of C- AND either MATH-1110 with a minimum grade of C- or COMPASS Math scores of 61 or better or ACT Math score of 22 or higher.

CHEM 1220 - CHEMISTRY II

5 Credits; 4 Lecture Hours; 3 Lab Hours

This is the second semester of chemistry for science majors or pre-professional students. A quantitative introduction to intermolecular forces, phase changes, colligative properties, chemical kinetics, chemical equilibrium, acid-base equilibria, thermodynamic, electrochemistry, organic chemistry and nuclear chemistry. Student will be exposed to applications of chemistry in society. (TAG# OSC009; If combined with CHEM1210 TAG# OSC023)

Required Prerequisite(s): Take CHEM-1210

CHEM 1999 - CHEMISTRY ELECTIVE

1 Lecture Hours

This course is used for transfer purposes only. May be used more than once.

CHIN

CHINESE

For the most current course descriptions, see www.ncstatecollege.edu/cms/academics/classes/course-descriptions.html

CHIN 1011 - BEGINNING CHINESE I

4 Credits; 4 Lecture Hours

This introductory course is designed to develop basic Chinese language skills, including speaking, listening, reading and writing. It also provides opportunities to explore, understand, and appreciate Chinese culture. The goal of this course is to develop basic communicative competence in Chinese. While linguistic aspects of the Chinese language are the primary focus, introduction to the cultural background of the language is also an important part of the course.

CHIN 1031 - BEGINNING CHINESE II

4 Credits; 4 Lecture Hours

This course develops basic Chinese listening, reading and writing skills. It provides opportunities to explore, understand, and appreciate Chinese culture. The goal of this course is to enhance communicative competence in Chinese. After completing this course, students will be able to use Chinese to communicate using the material learned, create sentences, ask and answer basic questions, initiate and respond to simple statements, and maintain conversations about a variety of topics. Students will be able to meet practical writing needs by creating statements or questions that are within the grammatical and vocabulary parameters of the course materials.

Required Prerequisite(s): Take CHIN-1011

CHIN 2010 - INTERMEDIATE CHINESE I

4 Credits; 4 Lecture Hours

This course develops advanced Chinese listening, speaking, reading and writing skills. It provides opportunities to explore, understand, and appreciate Chinese culture. The goal of this course is to enhance communicative competence in Chinese. After completing this course, students will be able to use Chinese to communicate using the material learned, create sentences, ask and answer basic questions, initiate and respond to simple statements, and maintain conversations about a variety of topics. Students will be able to meet practical writing needs by creating statements or questions that are within the grammatical and vocabulary parameters of the course materials.

Required Prerequisite(s): Take CHIN-1031

CHWR

COMMUNITY HEALTH WORKER

For the most current course descriptions, see www.ncstatecollege.edu/cms/academics/classes/course-descriptions.html

CHWR 2710 - COMMUNITY HEALTH WORKER I

3 Credits; 3 Lecture Hours

This course presents an overview of the roles and responsibilities of a community health worker. The hybrid course includes a study of six major competency areas - health care, social services, communication skills, individual & community advocacy, health education, and skills and responsibilities presented in modules. The course curriculum meets requirements by the Ohio Board of Nursing to apply for professional certification as a community health worker. This course is a flex course and may not follow the regular College calendar. The scheduled dates and times vary throughout the year.

Required as Prerequisite or Concurrent: Take CHWR-2730, CHWR-2750

CHWR 2730 - HEALTH CARE ACROSS THE LIFESPAN

3 Credits; 3 Lecture Hours

This course is designed to assist students in their study of life cycles from conception to old age. The course integrates health promotion, health maintenance, and restorative care in the new healthcare delivery system. Healthcare workers are expected to provide care to individuals in a variety of settings throughout their life span. The course presents these new concepts to students and demonstrates how the complete process of growth and development affects people across their life span. Students will gain an appreciation for individuals in their struggle to maintain, promote, and restore health and apply these principles and concepts to their clinical practice.

Required as Prerequisite or Concurrent: Take CHWR-2710, CHWR-2750

CHWR 2750 - CHWR DIRECTED PRACTICE/SEMINAR

3 Credits; 1 Lecture Hour; 14 Practicum Hours

The directed practice is designed to broaden student's knowledge and experiences in the community health worker profession through direct work in an agency. With placement in an actual work environment, the student will complete 220 hours of work experience. This course must be taken concurrently with CHWR 2710 and CHWR 2730. The course content meets curriculum requirements by the Ohio Board of Nursing to apply for professional certification as a community health worker. This course is a flex course and may not follow the regular College calendar. The scheduled dates and times vary throughout the year.

Required as Prerequisite or Concurrent: Take CHWR-2710, CHWR-2730

CISS

COMPUTER INFORMATION SYSTEMS

For the most current course descriptions, see www.ncstatecollege.edu/cms/academics/classes/course-descriptions.html

CISS 1020 - INTRODUCTION TO COMPUTERS

3 Credits; 2 Lecture Hours; 2 Lab Hours

Introduction to Computers is a course designed to present the basic computer concepts and the Microsoft Office Suite applicable to today's business world. Areas of concentration include Computer Concepts, Windows, Internet Explorer, E-mail, Word, Excel, Access, and PowerPoint. Upon completion, students should be able to demonstrate competency by interfacing with the Windows operating system and the internet, and to produce electronic presentations, written business documents, electronic spreadsheets, relational databases, and electronic mail. TAG course:OBU003 CTAG course:CTIT001

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CISS 1210 - MICROSOFT WORD

2 Credits; 1 Lecture Hour; 2 Lab Hours

This course is an introductory course in word processing using Microsoft Word for Windows. Through a series of hands-on exercises, the student will create, edit, format, and print documents. Topics include: creating, saving, retrieving, formatting, editing, printing, inserting graphic elements, merging, maintaining file organization, and using the help system.

Required Prerequisite(s): Take CISS-1020

CISS 1220 - MICROSOFT EXCEL

2 Credits; 1 Lecture Hour; 2 Lab Hours

This course is an introductory course in spreadsheets using Microsoft Excel for Windows. Through a series of hands-on exercises, the student will create, edit, format, and print worksheets. Topics include: creating, saving, retrieving, formatting, editing, printing, creating formulas, using functions, naming cells and ranges, creating tables, creating charts, defining range names, validating data, sorting and filtering data, maintaining file organization, and using templates.

Required Prerequisite(s): Take CISS-1020

CISS 1230 - MICROSOFT ACCESS

2 Credits; 1 Lecture Hour; 2 Lab Hours

This course is an introductory course in databases using Microsoft Access for Windows. Through a series of hands-on exercises, the student will create and manage databases. Topics include: creating, saving, formatting, and editing tables; designing reports; creating formulas; working with records; creating forms; writing queries; and establishing table relations.

Required Prerequisite(s): Take CISS-1020

CISS 1250 - MICROSOFT POWERPOINT

2 Credits; 1 Lecture Hour; 2 Lab Hours

This course is an introductory course in presentation software using Microsoft PowerPoint for Windows. Through a series of hands-on exercises, the student will create, edit, format, and print presentations. Topics include: creating, saving, retrieving, formatting, editing, printing, and running presentations; inserting graphic elements; applying transitions and animation effects; linking and embedding; and using the Help system.

Required Prerequisite(s): Take CISS-1020

CISS 1270 - MICROSOFT WORD ADVANCED

2 Credits; 1 Lecture Hour; 2 Lab Hours

This second level course covers advanced Word features including formatting with special features, enhancing the visual display and clarity of documents, working with multiple documents, creating and merging main documents with data source documents, creating forms, linking and embedding objects, using macros, and modifying the document layout.

Required Prerequisite(s): Take CISS-1210

CISS 1280 - MICROSOFT EXCEL ADVANCED

2 Credits; 1 Lecture Hour; 2 Lab Hours

This second level course covers expert Excel features, including formatting with advanced techniques, working with templates and workbooks, working with lists, using analysis tools, managing and auditing worksheets, collaborating with workgroups, and using advanced format functions.

Required Prerequisite(s): Take CISS-1220

CISS 1999 - COMPUTER ELECTIVE

1 Lecture Hour

This course is used for transfer credit purposes only.

CISS 2015 - MANAGING HEALTH CARE INFORMATION SYSTEMS

3 Credits; 3 Lecture Hours

This course is designed to meet the needs of students and professionals interested in mastering practical healthcare IT basics in order to help them be better managers within various healthcare settings.

Required Prerequisite(s): Take BUSM-1015, ACCT-1010, ECON-1510

CISS 2200 - MICROSOFT OFFICE II

2 Credits; 1 Lecture Hour; 2 Lab Hours

This second-level course covers expert features of Microsoft Office, including desktop publishing; formatting with advanced techniques; using what-if analysis for decision making; collaborating with workgroups; creating webpages, forms and macros.

Required Prerequisite(s): Take CISS-1200; Minimum Grade C-

CISS 2410 - SYSTEMS ANALYSIS

3 Credits; 2 Lecture Hours; 2 Lab Hours

Provides a methodical approach to developing computer systems using the elements of the system development life cycle. Emphasis is on the strategies and techniques of systems analysis and design for producing logical methodologies for dealing with complexity in the development of information systems. The course approaches the development of information systems from a problem-solving perspective, including the feasibility study, requirements definition, design and development documentation, prototyping, data modeling, and user involvement.

Required Prerequisite(s): Take CISS-2310, CISS-2530; Minimum Grade C-

CISS 2902 - CERTIFICATION PREPARATION FOR NETWORK+

1 Credit; 1 Lecture Hour

Prepares the student to take the CompTIA Network+ exam, code N10-004.

Required as Prerequisite or Concurrent: Take CISS-2510

COMM

COMMUNICATION

For the most current course descriptions, see www.ncstatecollege.edu/cms/academics/classes/course-descriptions.html

COMM 1010 – SPEECH

3 Credits; 3 Lecture Hours

This course involves instruction and experience in giving a presentation. Students are taught the principles of speech content and delivery so that they can effectively participate in a variety of practical speaking situations. Presentations will include the informative speech, persuasive speech, visual aid/demonstration speech, impromptu speech, and group presentation. (OTM for Oral Communication TMCOM and TAG# OCM004)

COMM 1999 - COMMUNICATIONS ELECTIVE

1 Lecture Hour

This course is used for transfer purposes only, may be used more than once.

COMM 2010 - GROUP COMMUNICATION

3 Credits; 3 Lecture Hours

Group Communication explores the many facets of working and communicating in small groups. Emphasis is placed on learning the basic terms, principles, and theories of small group communication thus enabling participants to understand various types of group participation: leadership, roles, goal setting and achieving, conflict management, decision making, and problem solving. Students will analyze, adjust, and improve their own communication behaviors in groups. (This course may NOT be substituted for COMM 1010: Speech)

COMM 2030 - INTERPERSONAL COMMUNICATION

3 Credits; 3 Lecture Hours

Interpersonal Communication explores the development, maintenance, and termination of interpersonal (one-on-one) relationships within one's workplace, family, friendships, and love relationships. Emphasis is placed on understanding one's concept of self, perception of others, active listening, handling conflict, learning verbal and nonverbal cues, understanding power and influence, and valuing diversity. Students will analyze, adjust, and improve their communication behaviors by critically applying interpersonal theories in a variety of communication contexts. (This course may NOT be substituted for COMM 1010: Speech) TAG# OCM002

COMM 2050 - INTRODUCTION TO COMMUNICATION THEORY

3 Credits; 3 Lecture Hours

This course introduces students to the theories of human communication. Students will learn about major theorists in the field of communication, study the different types of communication in which humans engage, and learn about the various contexts in which human communication takes place. (This course may NOT be substituted for COMM 1010: Speech)

COMM 2070 - INTERCULTURAL COMMUNICATION

3 Credits; 3 Lecture Hours

Course explores the dynamic role intercultural communication plays in today's ever complex and changing world. Intercultural communication will be viewed through the lenses of individual, interpersonal, organizational, and societal/cultural perspectives to help students understand the context of both their own behavior and the behavior of others. (This course may NOT be substituted for COMM1010 Speech).

COMM 2250 – INTERVIEWING

3 Credits; 3 Lecture Hours

This course will explore the theory and practice of interviewing; interview structures, questioning techniques and formats, cover letters, resumes, and the different types of interviews. Specific practice in Selection and Workplace interviewing will be emphasized. (This course may NOT be substituted for COMM 1010: Speech)

COMM 2900 - COMMUNICATION CAPSTONE

1 Credit; 1 Lecture Hour

This course will assist students transitioning from the community college experience to a four-year educational institution. Students will integrate the knowledge and skills acquired in their general education experiences with those developed in their program specific courses to engage in projects that require them to: think critically about their prior education, explore future academic and career-related paths, and develop skills to enhance their success. Such projects may include research papers, presentations, and/or portfolio development

Required Prerequisite(s): Must have completed 45 credit hours.

COMM 2999 - SPECIAL TOPICS IN COMMUNICATION

3 Credits; 3 Lecture Hours

A particular topic or combination of topics will be covered when there is sufficient student interest. Students will be expected to contribute to discussions on the basis of readings in the selected areas. Course may be repeated on different topic. A specific course may be offered twice before it must be discontinued or added to the curriculum via the required Curriculum Committee process.

CRMJ

CRIMINAL JUSTICE

For the most current course descriptions, see www.ncstatecollege.edu/cms/academics/classes/course-descriptions.html

CRMJ 1010 - INTRODUCTION TO CRIMINAL JUSTICE & US JUDICIAL SYSTEMS

3 Credits; 3 Lecture Hours

This course introduces the student to the American System of Criminal Justice including growth and historical development. Emphasis will be placed on the criminal justice subsystems of law enforcement, corrections, courts, the Ohio court structure, and the juvenile justice system. In addition, this course will examine the ethical, professional, and legal issues confronting the criminal justice professional.

CRMJ 1030 – PHOTOGRAPHY

2 Credits; 1 Lecture Hour; 2 Lab Hours

This course will be directed towards small evidence photography, crime scene photography, surveillance photography, accident investigation, and legal aspects. All equipment is furnished by the CJ Department.

CRMJ 1050 - CRIMINAL AND CONSTITUTIONAL LAW

4 Credits; 4 Lecture Hours

This course will examine past and current legal cases and court decisions. Emphasis will be placed on the Bill of Rights and specific amendments that pertain to the criminal justice field. The basic concepts of criminal law will also be examined concerning criminal statutes and elements for selected offenses for the State of Ohio.

CRMJ 1070 - FAMILY VIOLENCE

3 Credits; 3 Lecture Hours

This course examines the characteristics of the growing number of families "on the fault line" of present day society in the United States. The causes and solutions that have been proposed to understand, control, and re-address problems of at-risk families are discussed during this course. Topics of discussion include the characteristics of social intervention, domestic violence, sexual violence, child abuse, exploitation and neglect, crimes against the elderly, and victim rights/issues. This course further examines the professional and criminal justice response to these issues.

CRMJ 1090 - JUVENILE DELINQUENCY

4 Credits; 4 Lecture Hours

This course provides an overview of the current theoretical and methodological issues concerning juvenile delinquency. This course examines the nature, extent, and causes of juvenile delinquency. The course is structured to focus on the social construction of delinquency, the development of the juvenile justice system, theoretical explanations of delinquency, and the current research on juvenile delinquency in the United States. The primary objectives of this course are to foster critical thinking about how we define, address, research, punish, and treat delinquency in America.

CRMJ 1110 - CRIMINAL INVESTIGATION I

3 Credits; 2 Lecture Hours; 3 Lab Hours

This course introduces the student to the study of investigative procedures beginning with the preliminary investigation through the follow-up phase. Additional topics covered within this course include documenting the crime scene, death investigations, interviewing techniques, evidence recognition, identification and collection. The laboratory experience will provide actual investigation situations to enhance student learning.

CRMJ 1130 - INTRODUCTION TO CORRECTIONS

3 Credits; 3 Lecture Hours

This course provides students with an overview of the field of corrections including courts, detention, sentencing, adult institutions, and staffing and personnel issues. This course provides the student with a basic working knowledge of the many diverse aspects of the correctional process with emphasis given to the history and development of corrections, the various types of institutions, the correctional process, correctional treatment, and the role of corrections within the field of criminal justice. This course specifically examines the Ohio Correctional System.

CRMJ 1150 - SUCCESS SKILLS FOR CRIMINAL JUSTICE PROFESSIONALS

3 Credits; 3 Lecture Hours

This course provides students with an introduction to personal vision, leadership, and management concepts. This course further introduces to the student, their role and responsibilities in the field of criminal justice and how to balance this with the demands of their personal life. Topics include interpersonal leadership, empathic communication, creative cooperation, self-renewal, and situational leadership concepts that law enforcement professionals and agencies encounter within the criminal justice field.

CRMJ 1999 - CRIMINAL JUSTICE ELECTIVE

1 Lecture Hour

This course is used for transfer purposes only, may be used more than once.

CRMJ 2010 – CRIMINOLOGY

3 Credits; 3 Lecture Hours

The purpose of this course is to study crime and criminality in modern society with an emphasis on the underlying assumptions, propositions, and supporting evidence of crime theories. This course examines the multi-disciplinary science of law-making, law-breaking, and law-enforcing. A major emphasis will be placed on the evolution of criminological theories and review of data that assists in predicting where, when, by whom and against whom crimes happen.

CRMJ 2032 - GANGS, CULTS AND TERRORISM

3 Credits; 3 Lecture Hours

This course is designed to familiarize the student with the structure, organization, and psychology of gangs. Investigation techniques concerning gang recognition by tattoos, graffiti, and symbols will be included for street, prison and motorcycle gangs. This course will also familiarize the student of the various cult organizations. This course will also examine the structure, and current trends of domestic and international terrorist organizations.

CRMJ 2036 - REPORT WRITING FOR CRIMINAL JUSTICE PROFESSIONALS

3 Credits; 3 Lecture Hours

This course will examine and explore the various types of reports utilized in the Criminal Justice System/Field. This course will enable the student to develop report writing skills that are essential to the Criminal Justice Field and Criminal Justice Professionals.

CRMJ 2050 - DRUG RECOGNITION

3 Credits; 3 Lecture Hours

This course studies the social and physical implications of legal and illegal drugs and substances. Drug and substance usage and its psychological and physiological impacts are also discussed for each of the various categories of substances that are seen in society today.

CRMJ 2090 - DEFENSIVE TACTICS

2 Credits; 1 Lecture Hour; 2 Lab Hours

This course provides the student with the basic principles and tactics of unarmed self-defense, and how to defend against physical attack, control aggressive behavior, and how to arrest/subdue an individual using the minimum amount of force. The course is graded pass (P) or no pass (NP). This is course 1 of 5 to meet CTAG articulation# CTBPO

CRMJ 2110 - PRIVATE SECURITY I

3 Credits; 3 Lecture Hours

This course examines the historical, philosophical, and legal framework of the private security field. Security organization, policies, personnel roles, contract and proprietary security concepts are examined within this course. An emphasis of this course is placed on creating security awareness and relationships with other organizations, discovering security's place/role in the criminal justice system, and examining the practice of privatization in security.

CRMJ 2115 - CRIMINAL INVESTIGATIONS II

3 Credits; 2 Lecture Hours; 3 Lab Hours

This course requires the student to apply his/her knowledge and training in practical situations relating to criminal investigations/cases. The student will prepare case and lab reports concerning their conclusions and findings of crime specific cases/offenses. The laboratory experience will provide actual investigative learning.

CRMJ 2120 - PRIVATE SECURITY II

3 Credits; 3 Lecture Hours

This course focuses on the management of private investigation, sources of information, investigative technology, and ethical and public policy considerations related to the field of private security. An overview of school and campus security, hospital security, contract security, proprietary security, retail security, and corporate security will be presented. Students will also receive certification for basic first aid and CPR.

CRMJ 2130 - COMMUNITY BASED CORRECTIONS

3 Credits; 3 Lecture Hours

This course examines programs for convicted offenders that are used both as alternatives to incarceration and post-incarceration situations. Topics include the types of offenders, diversion, house arrest, restitution, community service, probation and parole, including both public and private participation, and other related topics. This course examines the various programs available as alternatives to incarceration from the perspective of the criminal justice professional, the offender, and the community

CRMJ 2150 - FORENSIC SCIENCE/CRIMINALISTICS I

3 Credits; 2 Lecture Hours; 3 Lab Hours

This is an introductory course to criminalistics which explores the history and scope of forensic science. Criminalistics is the application of science to those criminal and civil laws that are enforced by police agencies in a criminal justice system. The scope of this course includes discovery at a crime scene, the most important location of evidence; physical evidence; analytical techniques for organic and inorganic materials, fingerprints, unique tool marks, trace evidence and various impressions (e.g., shoe prints, tire prints, etc.)

CRMJ 2152 - FORENSIC SCIENCE/CRIMINALISTICS II

3 Credits; 2 Lecture Hours; 3 Lab Hours

This is an introductory course to criminalistics which explores the scope of forensic science. The scope of this course includes procedures and practices of; Forensic Serology, Toxicology, Presumptive Drug Testing, Paint Analysis, Blood Spatter, and Ballistics. The laboratory experience will provide actual lab situations and scenarios to enhance student learning.

CRMJ 2154 - FORENSIC SCIENCE/CRIMINALISTICS III

3 Credits; 2 Lecture Hours; 3 Lab Hours

This is an introductory course to criminalistics which explores the scope of forensic science. The scope of this course includes; procedures and practices of questioned documents, handwriting analysis, type-writing analysis, anthropology, and odontology. The laboratory experience will provide actual lab situations and scenarios to enhance student learning.

CRMJ 2160 - COMPUTER FORENSICS

3 Credits; 2 Lecture Hours; 3 Lab Hours

This course introduces the student to the technology that is used to investigate and establish facts of interest, involving the preservation, identification, extraction and documentation of computer evidence. The course focuses on how to perform an autopsy of a computer hard drive, utilizing the specialized software tools and techniques required to analyze the various levels at which computers store data.

CRMJ 2170 - TERRORISM AND HOMELAND SECURITY

3 Credits; 3 Lecture Hours

This course will examine the history, structure, and current trends of domestic and international terrorist organizations along with the development and structure of Homeland Security. This is course 2 of 5 to meet CTAG articulation# CTBPO

CRMJ 2174 - CURRENT ISSUES IN THE CRIMINAL JUSTICE PROFESSION

1 Credit; 1 Lecture Hour

This course introduces the student to the diverse ethical, professional, cultural, and legal issues and dilemmas confronting the field of the criminal justice profession. The course requires the student to create action plans to address the issues.

CRMJ 2190 - PRACTICUM AND SEMINAR

3 Credits; 1 Lecture Hour; 14 Practicum Hours

This course involves placement of the student into an actual work environment within a setting in the Criminal Justice field. The work experience includes job tasks and assignments providing exposure of the functions of the various Criminal Justice fields. The student will complete 210 hours of work experience at the placement site. This work experience provides the foundation for developing the student into a competent criminal justice worker. This course further involves discussions of the operations, issues and events of the placement of the student in a Criminal Justice work environment. This course is graded as a Pass/No Pass course.

CRMJ 2210 - INTRODUCTION TO POLICE OPERATIONS AND REPORT

WRITING

3 Credits; 3 Lecture Hours

This course is designed to acquaint the student with the history of policing, police operations and community policing. This course will also acquaint the student with current technology, reporting systems, report writing and various divisions within police organizational structure. This is a TAG course (OSS034).

CRMJ 2230 - POLICE SKILLS I

4 Credits; 2 Lecture Hours; 4 Lab Hours

This course is presented to students in three parts. Part one of this course meets OPOTC requirements for the certification of CPR and basic first aid. Part two of this course introduces the student to community diversity issues as well as the OPOTC requirements for the following topics; domestic violence, child abuse and investigations, crisis intervention, the juvenile justice system, and victims' rights. Part three of this course meets OPOTC requirements for laws of arrest, search & seizure, legal aspects of interview & interrogations, civil liability & use of force, testifying in court, criminal statutes in Title 29 of the ORC, and rules of evidence. All practical exercises related to certification are graded as P/NP. Students must pass all certification exams and practical exercises to successfully pass this course. This is course 3 of 5 to meet CTAG articulation# CTBPO

CRMJ 2240 - POLICE SKILLS II

4 Credits; 2 Lecture Hours; 6 Lab Hours

This course is presented to the student in three parts. Part one of this course meets OPOTC requirements for traffic enforcement technologies and SFST certification. This course also examines the fundamental concepts of traffic accident investigation; protection of the scene, recording of information, collection of evidence, and the analysis of traffic accidents. Part two of this course introduces the student to the knowledge and skills required for OPOTC requirements of defensive driving, pursuit driving, and stops and approaches. Part three of this course meets OPOTC requirements for the needs, purpose and importance of physical conditioning. All practical exercises related to certification are graded as P/NP. Students must pass all certification exams and practical exercises to successfully pass this course. This is course 4 of 5 to meet CTAG articulation# CTBPO

CRMJ 2250 - PEACE OFFICER ACADEMY FIREARMS

4 Credits; 2 Lecture Hours; 4 Lab Hours

This course will introduce the student to the historical perspective of firearms, the lawful and unlawful use of weapons under current legal controls, and the restrictions concerning firearms. Thorough training is provided on precision pistol shooting and police combat shooting. All firearm discharges will be conducted in lab sessions at the state approved range site. All students will be required to successfully pass the state qualification standards in order to receive a Pass (P) for this course. This course is graded as pass (P) or no pass (NP). This is course 5 of 5 to meet CTAG articulation# CTBPO

CRMJ 2900 - CRIMINAL JUSTICE CAPSTONE

1 Credit; 1 Lecture Hour

This course will assist students transitioning from the community college experience to a four-year educational institution. Students will integrate the knowledge and skills acquired in their general education experiences with those developed in their program specific courses to engage in projects that require them to: think critically about their prior education, explore future academic and career-related paths, and develop skills to enhance their success. Such projects may include research papers, presentations, and/or portfolio development

Required Prerequisite(s): Take 45 credits

CRMJ 2999 - SPECIAL TOPICS IN CRIMINAL JUSTICE

3 Credits; 3 Lecture Hours

This course enables faculty members in the criminal justice department to present various topics of current interest to students throughout the college on a limited basis. The course may be offered twice before it must be discontinued or added to the curriculum via the required Curriculum Committee process.

CSCI

COMPUTER SCIENCE

For the most current course descriptions, see www.ncstatecollege.edu/cms/academics/classes/course-descriptions.html

CSCI 1010 - PROGRAMMING I

3 Credits; 2 Lecture Hours; 2 Lab Hours

The fundamentals of structured computer programming using a modern high-level language including basic language translation, declarations, data types, functions, pointers, arrays, linked lists, and recursion.

Required as Prerequisite or Concurrent: Take MATH-1110

CSCI 1030 - PROGRAMMING II

3 Credits; 3 Lecture Hours

The fundamentals of structured computer programming using a modern high-level language including basic language translation, declarations, data types, functions, pointers, arrays, linked lists, and recursion.

Required Prerequisite(s): Take CSCI-1010; Minimum Grade C-

CSCI 2010 - COMPUTER ARCHITECTURE AND ORGANIZATION

3 Credits; 2 Lecture Hours; 2 Lab Hours

Principles of Von Neumann computer architecture including the organization of digital computer hardware, combinational and sequential circuits, data representation and computer arithmetic, memory hierarchy, CPU structure and instruction sets, ALU and control unit design, assembly language programming to illustrate computer architecture concepts, performance considerations, and alternative computer architectures.

Required Prerequisite(s): Take CSCI-1030 Minimum Grade C-

CSCI 2030 - DATA STRUCTURES AND ALGORITHMS

3 Credits; 3 Lecture Hours

Review of sequential and linked storage representations including strings, lists, stacks, queues, and tables, trees, and graphs. Analysis of algorithms including recursion, sorting, searching, processing complexity, and parallel algorithms. Problem assessment, algorithm design techniques and implementation considerations. Use of object-oriented principles in the selection and analysis of various ADT implementations.

Required Prerequisite(s): Take CSCI-1030 Minimum Grade C-

CSCI 2050 - INFORMATION MANAGEMENT

3 Credits; 3 Lecture Hours

An introduction to technologies of current importance in information management application development including database management systems, search strategies, and hypermedia concepts.

Required Prerequisite(s): Take CSCI-1030; Minimum Grade C-

CSCI 2900 - COMPUTER SCIENCE CAPSTONE

1 Credit; 1 Lecture Hour

This course will assist students transitioning from the community college experience to a four-year educational institution. Students will integrate the knowledge and skills acquired in their general education experiences with those developed in their program specific courses to engage in projects that require them to: think critically about their prior education, explore future academic and career-related paths, and develop skills to enhance their success. Such projects may include research papers, presentations, and/or portfolio development.

Required Prerequisite(s): Take 45 credits

DENT

DENTAL ASSISTING

For the most current course descriptions, see www.ncstatecollege.edu/cms/academics/classes/course-descriptions.html

DENT 1010 - INTRODUCTION TO DENTAL ASSISTING

8 Credits; 6 Lecture Hours; 6 Lab Hours

This is the first of three courses that when successfully completed will comply with all Ohio Dental Board requirements allowing the student to test for the Dental Radiographer License in Ohio and the certification test for Ohio Dental Assistant. This is a multi-facade course that covers introduction to the profession of dental assisting, dental anatomy, infection control, health history of patient, emergency procedures in the dental clinic, and preventive dental assisting procedures.

Required Prerequisite(s): Compass reading score of 80 & writing of 81; or successful completion of READ0080 & WRIT0090. MATH0074 minimum grade of C- required or Compass score of 61 or higher & an Algebra score 31 or higher.

DENT 1030 - DENTAL ASSISTING PROCEDURES I

8 Credits; 6 Lecture Hours; 6 Lab Hours

This is the second of three courses that when successfully completed will comply with all Ohio Dental Board requirements allowing the student to test for the Dental Radiographer License in Ohio and the certification test for Ohio Dental Assistant. This is a multi-facade course that covers dentist chair side assistance, dental specialties, and dental laboratory procedures.

Required Prerequisite(s): Take DENT-1010

DENT 1050 - DENTAL ASSISTING PROCEDURES II

8 Credits; 6 Lecture Hours; 3 Lab Hours; 7 Practicum Hours

This is the third of three courses that when successfully completed will comply with all Ohio Dental Board requirements allowing the student to test for the Dental Radiographer License in Ohio and the certification test for Ohio Dental Assistant. This is a multi-facade course that covers dental business office, radiographic, communication, and professionalism procedures. There will be a practicum and practicum seminar completed with dentist to apply the competencies learned throughout the program.

Required Prerequisite(s): Take DENT-1030

ECED

EARLY CHILDHOOD EDUCATION

For the most current course descriptions, see www.ncstatecollege.edu/cms/academics/classes/course-descriptions.html

ECED 1030 – HEALTH, SAFETY AND NUTRITION

3 Credits; 3 Lecture Hours

This course will support candidates understanding of the interrelationships among nutrition, health, and safety for young children; candidates will also gain hands-on application experience and be able to share knowledge gained with children and their families. Candidates will gain a comprehensive understanding of the nutrition, health, and safety needs of young children from birth to school age in diverse populations. Candidates will receive state mandated trainings in communicable disease recognition, prevention and child abuse recognition, first aid, and CPR.

ECED 1040 - MUSIC & MOVEMENT

3 Credits; 2 Lecture Hours; 2 Lab Hours

The course includes the development of movement and musical abilities in the young child and the importance of physical well-being. Techniques for teaching music and movement to young children will be included. Students will learn to use the ukulele and to use music and movement as an instructional classroom management tool.

ECED 1050 - EARLY CHILDHOOD PLAY AND CURRICULUM

3 Credits; 2 Lecture Hours; 2 Lab Hours

In this course candidates will realize how children's learning through play is profoundly affected by the social and physical environment they are in. Candidates will discover ways to assist children in meeting outcomes (set forth by the Ohio Department of Education Office of Early Learning and School Readiness) primarily through play. Candidates will also intentionally design environments that provide children with materials, tools, and challenges that allow children's development to flourish as candidates devise appropriate plans to scaffold children's learning. In doing so, candidates identify their role as a facilitator, the children's role, and the environment's role as the third teacher.

ECED 1090 - MATH AND SCIENCE FOR YOUNG CHILDREN

3 Credits; 3 Lecture Hours

This course is designed to help teachers create age appropriate active learning environments to support the mathematical development of young children and capitalize on children's natural inquisitiveness to learn the processes and facts about science as they come to appreciate themselves as competent problem-solvers. The Early Learning Content Standards for Mathematics and Science established by the Ohio Department of Education Office of Early Learning and School Readiness (Pre K - grade 3) provides the framework for developing the mathematics and science curriculum.

Required Prerequisite(s): Take ECED-1050, EDUT-1070

ECED 1210 - LANGUAGE & LITERACY

3 Credits; 3 Lecture Hours

This course is designed to give candidates hands on activities that will promote language and literacy skills. Focus will be on theories, the sequence of speech, language development (including differentiating between typical and atypical speech), the teacher as the facilitator of communication development, planning and implementing appropriate language activities, using literature to enhance language development and on providing emotional support and stimulating interest in books. Also, included is the different genres available for use with emerging literacy and how play based curriculum promotes reading readiness.

Required as Prerequisite or Concurrent: Take EDUT-1070

ECED 1330 - PRESCHOOL PRACTICUM

1 Credit; 7 Practicum Hours

The practicum experience is a "hands-on" experience providing "on the job" opportunities to apply principles acquired in EDUT1070 and ECED1050. Candidates plan and implement activities with individuals and small groups of children in the curriculum areas using ODE/ODJFS Early Learning and Development Standards, and NAEYC Professional Preparation Standards. This practicum takes place in a licensed child care facility or a pre-kindergarten program. Candidates work a minimum of 7 hours per week for a total of at least 75 hours.

Required Concurrent Course(s): Take ECED-1331

Required as Prerequisite or Concurrent: Take ECED-1050, EDUT-1070

ECED 1331 - PRESCHOOL SEMINAR

2 Credits; 2 Seminar Hours

The practicum seminar is offered concurrently with the practicum itself. The purpose of the seminar is to reflect on the experiences of the candidate in the facility. Specifically, the seminar will focus on self-understanding, lesson planning with awareness of how ODE Early Learning Content Standards influences accountability, assessing, and compliance with the Ohio Child Care Rating System.

Required Concurrent Course(s): Take ECED-1330

Required as Prerequisite or Concurrent: Take ECED-1050, EDUT-1070

ECED 1350 - LITERACY PRACTICUM

1 Credit; 7 Practicum Hours

This practicum is designed to help candidates implement effective strategies in working with young children by providing positive language and literacy experiences that interconnects speaking, listening, reading and writing concepts. Candidates will thoughtfully and purposefully interact with children to cultivate opportunities in exploring emergent literacy. Candidates will work a minimum of seven (7) hours per week in a licensed child care facility, preschool, or prekindergarten program.

Required Prerequisite(s): Take EDUT-1070, ECED-1050, ECED-1330

Required Concurrent Course(s): Take ECED-1351

ECED 1351 - LITERACY SEMINAR

2 Credits; 2 Seminar Hours

This seminar is designed to help candidates develop strategies for providing experiences for young children that helps make young children competent and confident readers and writers. Candidates will identify key components, according to ODE, of an effective early literacy program that includes vocabulary and oral language development; phonological awareness; awareness and knowledge of print; letters and words; comprehension; awareness and knowledge of books, and other texts; and beginning awareness and understanding of the process, composition and conventions of writing. Candidates will thoughtfully and purposefully plan experiences for interaction with children in planned and spontaneous moments to cultivate opportunities in exploring emergent literacy. This seminar is offered concurrently with the practicum itself. The purpose of the seminar is to reflect on the experiences of the candidate in the facility.

Required Prerequisite(s): Take ECED-1050, ECED-1331, EDUT-1070

Required Concurrent Course(s): Take ECED-1350

ECED 1999 - EARLY CHILDHOOD ED ELECTIVE

1 Lecture Hour

This course is used for transfer purposes only, may be used more than once.

ECED 2013 - ADMINISTRATION & PROFESSIONALISM

3 Credits; 3 Lecture Hours

This course is designed to familiarize the student with the basic administrative issues related to the operation of a licensed preschool and/or child care facility. The student will become familiar with legal requirements, financial operations, enrollment patterns, and staffing considerations. The student will become familiar with current trends that affect the childcare field and the importance of being an advocate for the rights of all children. The candidates will be registered on the OPDN registry and will become familiar with Ohio's Child Care Rating System. Students will be required to have 30 hours of service learning (16 hours will be as volunteers at the OAEYC conference).

Required Prerequisite(s): Take ECED-1050, EDUT-1070

ECED 2030 - UNIQUENESS OF INFANTS & TODDLERS

3 Credits; 3 Lecture Hours

This course will provide candidates a comprehensive understanding of the uniqueness of infant and toddler development and care with special emphasis on developmentally appropriate practices for adults who work with children ages birth to three. Field/class observations will cover major developmental milestones in infant and toddler growth. Coverage of the indicators of high-quality care and education for infants and toddlers, domains, principles, and components of development as they relate to Piaget's stages of cognitive development and Maslow's hierarchy of needs will be provided. The course will cover Ohio Departments' of Education and Job and Family Services standards and guidelines for infants and toddlers.

ECED 2050 - SOCIAL DEVELOPMENT GUIDANCE AND MANAGEMENT

3 Credits; 3 Lecture Hours

This course will help candidates construct developmentally appropriate approaches to guiding children. The candidates will gain knowledge on major theoretical perspectives relating to views of guidance, compare strategies for supporting children's social and emotional learning, analyze children's cognitive developmental processes of perception and memory in understand their views of other people, interpret different parts of children's development and milestones, apply knowledge about theories apply practical methods for observing children in order to make guidance decisions.

Required Prerequisite(s): Take EDUT-1070

ECED 2110 - STUDENT TEACHING EXPERIENCE

2 Credits; 10 Practicum Hours

During this directed practice experience the student will function as a staff member of the cooperating agency and will assume major responsibility for planning and implementing the pre-kindergarten program. Students are expected to comply with agency policies and conduct themselves in a professional manner. Students must receive a letter grade of "B" or higher and pass the current Ohio Educator Assessment in order to apply for state licensure. Classroom activities meet current Ohio Departments' of Education and Job and Family Services standards and guidelines. Candidates work an average of 10 hours per week totaling at least 150 hours by the end of the semester.

Required Prerequisite(s): Take ECED-1350, ECED 2050

Required Concurrent Course(s): Take ECED-2111

ECED 2111 - STUDENT TEACHING SEMINAR

2 Credits; 2 Seminar Hours

This seminar will meet at least two hours each week to allow students to discuss, evaluate and reinforce their student teaching experience. Expectations of being a professional, current trends and issues in early childhood will also be discussed. Anti-bias education will be examined, including self-understanding and facilitating an anti-bias curriculum. Students must receive letter grade of "B" or higher and pass the current Ohio Educator Assessment in order to apply for state licensure.

Required Prerequisite(s): Take ECED-1351, ECED-2050

Required Concurrent Course(s): Take ECED-2110

ECED 2999 - SPECIAL TOPICS IN EARLY CHILDHOOD EDUCATION

3 Credits; 3 Lecture Hours

This course enables faculty members in the early childhood education department to present various topics of current interest to students throughout the college on a limited basis. The course may be offered twice before it must be discontinued or added to the curriculum via the required Curriculum Committee process.

ECON

ECONOMICS

For the most current course descriptions, see www.ncstatecollege.edu/cms/academics/classes/course-descriptions.html

ECON 1010 - INTRODUCTION TO ECONOMICS

3 Credits; 3 Lecture Hours

This course covers four topic areas: a) basic economic terms in microeconomics, b) basic economic terms in macroeconomics, c) a historical overview of major economic ideas and d) an exploration of a variety of economic issues. This course is recommended for students who desire a one term survey course in economics. In this course students shall be challenged to think critically and to formulate independent and well-considered conclusions about a variety of economic issues and policies at a personal level as well as at the national level. Upon completion of this course students shall be better equipped to rationally participate in current economic policy debates by understanding the historical evolution of economic system, institutions and ideologies. (OTM for Social and Behavioral Sciences TMSBS)

ECON 1510 – MICROECONOMICS

3 Credits; 3 Lecture Hours

This course of study focuses upon how the condition of scarcity affects the decisions of individuals, households, and business firms in their roles as producers and consumers. In particular, the price mechanism is addressed at length and explained by the conceptual and graphical representations of supply and demand. Applications of such concepts as elasticity of demand, as well as marginal cost and revenue calculations are used by the student to determine optimum pricing, profit, and revenue strategies for the firm. The advantages and disadvantages of relative economies of scale in both the long-run and short-run are explored. The market conditions of monopoly, oligopoly as well as perfect competition are analyzed with the goal of giving the student an understanding and appreciation of their socio-economic implications.

Required Prerequisite(s): Take MATH-0074 or Minimum Compass Algebra score of 31 or minimum ACT Math score of 21.

ECON 2510 – MACROECONOMICS

3 Credits; 3 Lecture Hours

This course will prepare the student to understand, critique, and predict how the various schools of macro-economic thought would diagnose and attempt to solve questions of national economic interest. Extensive investigation of the underlying principles of Keynesian, Neo-Keynesian, Monetarist, supply-side and Austrian perspectives is accomplished using both an analytical as well as a socio-economic/historical approach. Understanding these perspectives will enable the student to both understand and successfully participate in rational discussion regarding such issues as fiscal policy, monetary policy, trade policy, taxation, taxation theory and economic growth. (TAG# OSS005)

Required Prerequisite(s): Take MATH-0074 or Minimum Compass Algebra score of 31 or minimum ACT Math score of 21.

EDUT

EDUCATION

For the most current course descriptions, see www.ncstatecollege.edu/cms/academics/classes/course-descriptions.html

EDUT 1010 - INTRODUCTION TO EDUCATION

3 Credits; 3 Lecture Hours

This course is designed to help the candidate understand that teaching is a profession from infancy through school age, the need for professionalism, the historical philosophical contexts, the governmental and economic contexts, challenges of meeting students diverse educational needs, curriculum models and instruction, and the major legal issues facing the education community. This course meets the Ohio Transfer Articulation Guidelines.

EDUT 1070 - INTRODUCTION TO CHILD DEVELOPMENT

3 Credits; 3 Lecture Hours

This course addresses both typical and atypical child development from birth through age eight. The course provides an overview of early childhood theorists. Studying early childhood development is essential to becoming an effective teacher of young children. The importance of understanding the interrelationship of the physical, cognitive, social, emotional, language, and aesthetic domains will also be addressed. Developmental domains are presented with examples drawn from diverse cultures. The course also highlights the diversity of child development, preparing professionals to meet the unique needs of children from a wide variety of backgrounds. This multicultural perspective prepares adults to meet the distinct needs of every child. (TAG# OED005)

EDUT 1370 - EDUCATIONAL TECHNOLOGY

3 Credits; 3 Lecture Hours

This course is designed to effectively identify, locate, evaluate, design, prepare, and efficiently use educational technology as an instructional resource in the classroom as related to principles of learning and teaching. Candidates will develop increased abilities in knowledge, skills, and dispositions necessary to utilize technology effectively in the classroom. This course meets the INTASC, OELCS, OSTP, ISTE, NETS standards, and the Ohio Assessment for Teacher.

EDUT 1999 - EDUCATION ELECTIVE

1 Lecture Hour

This course is used for transfer purposes only, may be used more than once.

EDUT 2070 - INDIVIDUALS WITH EXCEPTIONALITIES PRACTICUM

1 Credit; 7 Practicum Hours

This practicum provides hands-on activities and experience working with young children with a documented disability. The student will assume responsibility for planning and adapting classroom activities to meet the needs of individual children within a least restrictive environment.

Required Prerequisite(s): Take ECED-1350, EDUT-1070

Required Concurrent Course(s): Take EDUT-2071

EDUT 2071 - INDIVIDUALS WITH EXCEPTIONALITIES SEMINAR

3 Credits; 3 Seminar Hours

This course is designed to cover the identification, developmental characteristics and intervention strategies for exceptional children and youth. An overview of handicapping conditions in young children, issues of normalization, and least restrictive environment, individualization of learning programs, working with ancillary services (P.T., O.T., SLP) and experiences in segregated and integrated settings, as well as family and community needs will be addressed. The seminar will also focus on self-understanding, understanding the work setting, and being an effective teacher. (TAG# OED004)

Required Prerequisite(s): Take ECED-1351, EDUT-1070

Required Concurrent Course(s): Take EDUT-2070

EDUT 2090 – FAMILIES, COMMUNITIES & SCHOOLS

3 Credits; 3 Lecture Hours

The course emphasizes the importance of effective communication between parents and program staff. Stress is a factor affecting the home/school relationship and the role of the school or center in establishing a strong working relationship. Emphasis is placed on encouraging active parent participation in the early childhood programs both private and public. The course includes history of education and the impact on families both past and present, the examination of models of the healthy families, diverse families, and the effect of drugs, alcohol, and disabilities on the family unit. The course includes creating written communications with families and any requirements designated by the state and/or school system. (TAG# OED006)

Required Prerequisite(s): Take EDUT-1070

EDUT 2150 - EDUCATIONAL PSYCHOLOGY

3 Credits; 3 Lecture Hours

Educational psychology examines theories of development, learning, and motivation, and similarities and differences in learners and learner populations. Effective instructional strategies and assessment techniques will be examined.

Required Prerequisite(s): Take PSYC-1010 or PSY-110

EDUT 2900 - EDUCATION CAPSTONE

1 Credit; 1 Lecture Hour

This course will assist students transitioning from the community college experience to a four-year educational institution. Students will integrate the knowledge and skills acquired in their general education experiences with those developed in their program specific courses to engage in projects that require them to: think critically about their prior education, explore future academic and career-related paths, and develop skills to enhance their success. Such projects may include research papers, presentations, and/or portfolio development

Required Prerequisite(s): Must have completed 45 credit hours.

ELET

ELECTRONIC ENGINEERING TECHNOLOGY

For the most current course descriptions, see www.ncstatecollege.edu/cms/academics/classes/course-descriptions.html

ELET 1510 - DC ELECTRICITY

3 Credits; 2 Lecture Hours; 2 Lab Hours

Elements of DC Circuits is an introductory course in direct current circuit theory that includes the basic concepts of voltage, current, resistance and power. (CTAG = CTEET001 and TAG = OET01)

Required as Prerequisite or Concurrent: Take MATH-1050

ELET 1520 - AC ELECTRICITY

3 Credits; 2 Lecture Hours; 2 Lab Hours

A course covering alternating circuit theory including basic concepts of voltage, current, resistance, impedance, inductance, capacitance, phase angle, and their relationships to each other in an AC circuit. Transformers, resonance and use of AC instruments is also included. OET 003

Required Prerequisite(s): Take ELET-1510

ELET 1530 - DIGITAL PRINCIPLES

4 Credits; 3 Lecture Hours; 2 Lab Hours

A study of the binary number system, Boolean algebra, Logic and Logic circuits, flip flops, registers, counters, and their interconnection in small systems. This curriculum has been previously approved under the Ohio Board of Regents Career Technical Credit Transfer guide (CTAG) and the Transfer Agreement Guide (TAG) as CTEET002 and OET002 respectively. No changes have been made to the outcomes based on these requirements.

ELET 1710 - INTRODUCTION TO ROBOTICS

2 Credits; 1 Lecture Hour; 2 Lab Hours

This course covers the basic programming, operation, interfacing, troubleshooting and OSHA safety standards for industrial robots and workcell systems. The primary focus is on the use of automatic parts-handling equipment, contour applications and interfacing with emphasis on design for manufacturing. Topics include the use of conveyors, parts feeders, positioning equipment and safety systems. Hands-on laboratory experiences include operation of robots using the teach pendant.

ELET 2100 - DC/AC DRIVES

2 Credits; 1 Lecture Hour; 2 Lab Hours

This course covers an overview of DC and AC motors used in motion control and electronic devices and circuits used in DC and AC drives. Fixed output and phased controlled DC supplies needed for DC motor speed control and pulse width modulated (PWM) and variable frequency drive (VFD) inverters that provide AC motor speed control are also covered.

ELET 2150 - MOTOR CONTROLS

2 Credits; 1 Lecture Hour; 2 Lab Hours

A study of the methods and devices used to control and protect DC and AC motors on industrial machinery. The student will understand, develop, interpret, and troubleshooting ladder diagram circuits. The student will gain experience of DC Series, Shunt and Compound motors, single-phase motors, 3- ϕ motors, Stepper motors, Servos, and universal motors. The student will learn about OSHA safety regulations regarding Lockout/Tagout procedures and safe shut down procedures. The student will also wire control circuits that utilize soft-start techniques and dynamic braking techniques.

ELET 2240 - PROGRAMMABLE LOGIC CONTROLLERS

3 Credits; 2 Lecture Hours; 2 Lab Hours

This course will cover the basic principles behind the operation of programmable controllers, the relationship between PC's and relay ladder logic, programming of PC's, and troubleshooting of programmable controller circuits. CTAG: CTEET003

ELET 2450 – ELECTRONICS

3 Credits; 2 Lecture Hours; 2 Lab Hours

This course explores the use of diode applications, bipolar and unipolar transistors, Field Effect Transistors, oscillators, feedback, thyristors and the 555 timer. Topics will include power supplies, multi-stage amplifiers, inverting and non-inverting op-amps, filters, SCRs and Triacs. OET 005

Required Prerequisite(s): Take ELET-1520

ELET 2570 – MICROCONTROLLERS

4 Credits; 3 Lecture Hours; 2 Lab Hours

This course is an exploration of the fascinating world of microcontrollers. The student will learn to program and interface the microcontroller using a variety of real-world applications. These applications will include discrete I/O operations, motor and machine control, environmental sensing and analog measurements. Other projects will involve interfacing to LCD displays, extending I/O, generating sounds and controlling AC appliances. The student will complete the course by designing, building, testing, and troubleshooting a microcontroller consumer application.

Required Prerequisite(s): Take ELET-1530

ELET 2760 - INSTRUMENTATION AND PROCESS CONTROL

3 Credits; 2 Lecture Hours; 2 Lab Hours

This course deals with complex instruments and instrumentation systems. Topics covered include instrumentation buses, waveform generation, waveform analysis, transducers, signal conditioning, analog multiplexors, sample and hold circuits, A/D-D/A convertors, micro-computer controlled data acquisition systems and process control theory. Students will also examine industrial automated process control systems using Data acquisition devices. Emphasis will be on programming, signal conditioning, and data transfer.

Required Prerequisite(s): Take ELET-1530

ELET 2930 - ELECTRICAL CAPSTONE PROJECT

2 Credits; 2 Lecture Hours

A capstone course that challenges the student to put to use previous knowledge gained from other course to research, plan, develop, test and troubleshoot an electrical apparatus, a manufacturing process, a robotic workcell or other industrial application.

Required Prerequisite(s): Take ELET-2450, ELET-2570, ELET-2240

ELET 2999 - SPECIAL TOPICS IN ELECTRONIC ENGINEERING TECH

3 Credits; 3 Lecture Hours

The course presents a specific topic in Electronic Engineering Technology that is not normally covered in the current ELET curriculum. Credit hours and topics will be pre-approved by the academic administration

ELKG

EKG TECHNICIAN

*For the most current course descriptions, see
www.ncstatecollege.edu/cms/academics/classes/course-descriptions.html*

ELKG 1110 - ELECTROCARDIOGRAPHIC (EKG) TECHNICIAN

4 Credits; 2 Lecture Hours; 4 Lab Hours

This course provides students with the basic knowledge and skills to perform an electrocardiogram (EKG). It also introduces basic cardiac arrhythmias and medications used to treat them. After completion of the course, students are eligible to take a national certification exam.

Required Concurrent Course(s): Take PHLB-1110, PHLB-1210, PHLB-1250

EMMT

ELECTRICAL MAINTENANCE

*For the most current course descriptions, see
www.ncstatecollege.edu/cms/academics/classes/course-descriptions.html*

EMMT 1010 - INDUSTRIAL ELECTRICITY

3 Credits; 2 Lecture Hours; 2 Lab Hours

In this course the student will learn to apply the basic concepts of electricity and its use in industry. The student will study DC and AC sources and how circuit components react when under power. Topics will include Ohm's law, Kirchoff's Laws, circuit analysis, electrical measurements, current, voltage, resistance, power, power factor, inductors, capacitors and transformers.

EMMT 1020 - MECHANICAL SYSTEMS

2 Credits; 1 Lecture Hour; 2 Lab Hours

Fundamentals of mechanical systems includes: introduction to mechanical fasteners, measuring instruments, motors, power transmissions systems. Other topics include: introduction to mechanical fasteners, sensors, and applications of sensors, and piping and piping installation. The laboratory experience consists of hands-on experiments designed to reinforce concepts presented. Contains demonstrations, lab projects and simulations.

EMMT 1030 - OSHA SAFETY REGULATIONS

2 Credits; 2 Lecture Hours

Students will be taught the approved Occupational Safety and Health Administration (OSHA) curriculum for the 30-hour Voluntary Protection Program course on general industry standards. Subjects covered will include: hazard communications, lockout/tagout, machine guarding, electrical standards, hazardous and voluntary protection program compliance.

EMMT 1050 - FUNDAMENTALS OF FLUID POWER SYSTEMS

3 Credits; 2 Lecture Hours; 2 Lab Hours

An introductory course in fluid power fundamentals, providing a study of system components including pumps, cylinders, valves, and various fluid circuits. Included is an introduction to hydraulic and pneumatic circuit analysis including symbols. Laboratory experience with components is also provided.

EMMT 1100 - POWER DISTRIBUTION

2 Credits; 1 Lecture Hour; 2 Lab Hours

This course covers plant single-phase and three-phase power distribution networks from the service substation, through the branch circuits to the loads. Topics include fault interruption, overcurrent devices, overvoltage protection, conduit types, conduit bending and pipefitting.

Required Prerequisite(s): Take EMMT-1010

EMMT 1540 - LADDER DIAGRAMS

1 Credit; 3 Lab Hours

A study of the practical knowledge required to maintain and troubleshoot industrial control equipment properly by locating and properly identifying the nature and magnitude of a fault or error. This involves the understanding of electrical components, their symbols, and their relationships. Emphasis is placed on reading and understanding elementary ladder logic circuit diagrams based upon electrical standards, and above all else, promoting safety.

Required Prerequisite(s): Take EMMT-1010

EMMT 2100 - ADVANCED FLUID POWER SYSTEMS

3 Credits; 2 Lecture Hours; 2 Lab Hours

Essentials of hydraulics includes: hydraulic power, basic circuits, symbols and principles of pressure and flow, electro-fluid power, hydraulic troubleshooting, piping and piping installation. The laboratory experience consists of hands-on experiments designed to reinforce concepts presented. Contains demonstrations, lab projects and simulations.

Required Prerequisite(s): Take EMMT-1050 or AIM-104

EMMT 2250 - ADVANCED PLCS

2 Credits; 1 Lecture Hour; 2 Lab Hours

This class will introduce the student to one of the most advanced programmable logic controllers and a powerful ladder-logic programming and communication software. The student will learn to configure, install, operate, maintain and troubleshoot state-of-the-art hardware. Communication using a variety of network connections will be practiced. Lecture will be closely followed by hands-on lab work stressing both human and equipment safety. Additional topics will include: program editing and documentation, instruction functionality, software tools (searching, trends, forcing, etc.) memory usage and memory mapping, tags, arrays and aliases.

Required Prerequisite(s): Take ELET-2240, ELE-224, or ELM-224

EMMT 2300 - THE NATIONAL ELECTRIC CODE

2 Credits; 2 Lecture Hours

A study of industrial and commercial code specification. Students will learn selected electrical installation requirements along with some hands-on experience. Chapter 1-4 and Chapter 9 of the NEC, with voltage below 600 volts, will be the main focus of this course. This is an entry level course. Upon completion the student should work only under the direction of a qualified electrician

EMMT 2400 - CONTROL PROCESSES

3 Credits; 2 Lecture Hours; 3 Lab Hours

This course studies the control devices, sensors, transducers, instrumentation and control loop strategies and structures that control applications such as, boilers, chillers, rotating machinery, cooling towers, HVAC, heat exchangers, batch reactors and distillation processes used in industry by chemical plants, oil refineries, steel mills, water treatment plants, drink producers, and waste treatment plants.

Required as Prerequisite or Concurrent: Take EMMT-2250, EMMT-2300

EMMT 2500 - INDUSTRIAL NETWORKS

3 Credits; 3 Lecture Hours

This class will introduce students to various types of networking systems used in industry today. Emphasis will be placed on DeviceNet, ControlNet, Data Highway, and Ethernet with hands on labs and troubleshooting. Students will assemble and test a ControlNet cable segment, practice the configuration and troubleshooting of a ControlNet network by a workstation located at any node using the RS Network software. In addition to learning some of the background concepts and specifications of DeviceNet the participant will identify physical media and devices, connect and commission different devices to the network and learn how to determine if the DeviceNet network is functioning properly. Troubleshooting will involve the use of RSNetwork, interpretation of scanner diagnostics codes and module status indicators, the application of networking concepts and the use of the DeviceNet Troubleshooting Guide.

Required as Prerequisite or Concurrent: Take EMMT-2250

EMMT 2710 - ROBOT CONTROL SYSTEMS

3 Credits; 2 Lecture Hours; 2 Lab Hours

This course covers the systems and tools that determine and control the motion of robotic tooling a robotic workcell. Topics include: negative feedback, servo control, open and closed loop control, servomotors, stepper motors, path control, sensors, motion types, programming, maintenance, world-coordinates, work-coordinates, relative-coordinates, and fixed-coordinates.

Required Prerequisite(s): Take EMMT-2100, ELE-210, or ELM-210

Required as Prerequisite or Concurrent: Take EMMT-2250

EMTP

EMT/PARAMEDIC

For the most current course descriptions, see www.ncstatecollege.edu/cms/academics/classes/course-descriptions.html

EMTP 1010 - EMERGENCY MEDICAL TECHNICIAN – BASIC

6 Credits; 4 Lecture Hours; 6 Lab Hours

This class is designed to serve as the initial basic emergency care training program which directly follows the National Standard Curriculum and concludes with Ohio State Certification as an Emergency Medical Technician (EMT). Emphasis is on accurate observations, evaluation of emergency situations, effective communications with the medical network, and high skill proficiency. This class also serves as a required building block to the Paramedic classes. This course is a flex course and may not follow the regular College calendar. The scheduled dates and times vary throughout the year. The course is taught off campus.

EMTP 2030 - EMT PARAMEDIC

6 Credits; 3 Lecture Hours; 6 Lab Hours; 7 Practicum Hours

This course provides theory and skills at the EMT-Paramedic level for managing medical emergencies including patient assessment, medico-legal issues, airway management, fluid therapy and pharmacology, geriatric care and management of respiratory emergencies, assessment and management of cardiac emergencies including rhythm interpretation and dysrhythmia treatment modalities as well as assessment and advanced management of trauma. Also included is management of obstetrical, neonatal and pediatric emergencies. In-hospital training and field internship are included. Successful completion of this course includes certification in Advanced Cardiac Life Support. This course is designed to prepare the student for National Registry Testing. The Paramedic Program is broken into three Phases: Didactic, Clinical, and Field Internship. This course is a flex course and may not follow the regular College calendar. The scheduled dates and times vary throughout the year. The course is taught off campus.

Required Prerequisite(s): Take EMTP-1010, BIOL-1730 and have current Health Care Provider CPR Certification.

EMTP 2031 - EMT PARAMEDIC

6 Credits; 3 Lecture Hours; 3 Lab Hours; 14 Practicum Hours

This course is a continuation of EMTP 2030 and provides theory and skills at the EMT-Paramedic level for managing medical emergencies including patient assessment, medico-legal issues, airway management, fluid therapy and pharmacology, geriatric care and management of respiratory emergencies, assessment and management of cardiac emergencies including rhythm interpretation and dysrhythmia treatment modalities as well as assessment and advanced management of trauma. Also included is management of obstetrical, neonatal and pediatric emergencies. In-hospital training and field internship are included. Successful completion of this course includes certification in Advanced Cardiac Life Support. This course is designed to prepare the student for National Registry Testing. The Paramedic Program is broken into three Phases: Didactic, Clinical, and Field Internship. This course is a flex course and may not follow the regular College calendar. The scheduled dates and times vary throughout the year. The course is taught off campus.

Required Prerequisite(s): Take EMTP-1010, EMTP-2030

EMTP 2032 - EMT PARAMEDIC

6 Credits; 3 Lecture Hours; 6 Lab Hours; 7 Practicum Hours

This course is a continuation of EMTP 2031 and provides theory and skills at the EMT-Paramedic level for managing medical emergencies including patient assessment, medico-legal issues, airway management, fluid therapy and pharmacology, geriatric care and management of respiratory emergencies, assessment and management of cardiac emergencies including rhythm interpretation and dysrhythmia treatment modalities as well as assessment and advanced management of trauma. Also included is management of obstetrical, neonatal and pediatric emergencies. In-hospital training and field internship are included. Successful completion of this course includes certification in Advanced Cardiac Life Support. This course is designed to prepare the student for National Registry Testing. The Paramedic Program is broken into three Phases: Didactic, Clinical, and Field Internship. This course is a flex course and may not follow the regular College calendar. The scheduled dates and times vary throughout the year. The course is taught off campus.

Required Prerequisite(s): Take EMTP-2031

EMTP 2033 - EMT PARAMEDIC

3 Credits; 3 Lecture Hours

This class is designed to demonstrate to the student all the aspects and components of a typical Emergency medical Service (EMS) system. This class will include the legislative aspects and laws affecting the EMS practice, medical control and accountability affecting the practice of EMS systems, communications and technology involved with the practice of EMS systems, and an overall description of numerous functioning EMS Systems.

Required Prerequisite(s): Take EMTP-2032

ENGL

ENGLISH

For the most current course descriptions, see www.ncstatecollege.edu/cms/academics/classes/course-descriptions.html

ENGL 0010 - COLLEGE COMPOSITION LAB

1 Credit; 2 Lab Hours

This supplementary lab is aimed at providing additional practice and consultation in writing effective, clearly organized essays. The lab provides a review of expository writing skills: paragraph and essay structure; sentence structure; and grammar, spelling, and mechanics to support the sophisticated patterns and variations in paragraphing, planning/writing/revision techniques that are emphasized in ENGL0010.

Required Prerequisite(s): Successful completion of WRIT0090/WRT116 or ACCUPLACER Sentence Skills score of 74-87 OR ACT score of 17, AND ACCUPLACER Reading score of 80 and above OR ACT Reading score of 21 and above or Successful completion of READ0080/RDG116.

Required Concurrent Course(s): Take ENGL-1010

ENGL 1010 - ENGLISH COMPOSITION I

3 Credits; 3 Lecture Hours

This is a basic course in expository writing and critical reading. Students read a variety of nonfiction works and write summaries, analysis, essays, and a researched argument in response to their reading. Students learn to read actively and accurately and to organize, develop, and revise coherent papers appropriate for a college-educated audience. (OTM for First Writing Course TME001)

Required Prerequisite(s): WRIT0090 with a minimum grade of C or ACCUPLACER Sentence Skills score of 88 or above OR ACT English minimum score of 18 OR COMPAS e-Write minimum score of 8; AND READ0080 with a minimum grade of C OR ACCUPLACER Reading minimum score of 80 OR ACT Reading minimum score of 21 OR COMPASS Reading minimum score of 80.

ENGL 1030 - ENGLISH COMPOSITION II

3 Credits; 3 Lecture Hours

This is a course in argument and research writing. Students read issue-based works and write summaries, responses, and an argument and research paper. Students learn to organize research projects, find and evaluate sources, incorporate ideas and quotations from sources, document their sources in MLA and APA style, analyze and use argumentative strategies and persuasive appeals, and prepare and revise effective, coherent papers. (OTM for Second Writing Course TME002)

Required Prerequisite(s): Take ENGL-1010 with a minimum grade of C- or better.

ENGL 1999 - ENGLISH ELECTIVE

1 Lecture Hour

This course is used for transfer purposes only, may be used more than once.

ENGL 2050 - AMERICAN LITERATURE I

3 Credits; 3 Lecture Hours

American Literature I is a survey course that examines the development of American literature in English from the early colonies through the Civil War. Through the use of selected texts, students will become familiar with key authors and works that represent American literature in English and the multiple voices within it. As a survey course, American Literature I is designed to provide students with a foundational understanding of the historical and cultural conditions that influenced the development and formation of American literature. This course will provide the necessary background for a more in-depth understanding of and appreciation for American literature not covered in the course, and it will prepare students for more advanced study of literature in general. (TAG# OAH053)

Required Prerequisite(s): Take ENGL-1030; Minimum Grade C-

ENGL 2070 - AMERICAN LITERATURE II

3 Credits; 3 Lecture Hours

American Literature II is a survey course that examines the development of American literature in English from the mid-nineteenth century to the present. Through the use of selected texts, students will become familiar with key authors and works that represent American literature in English and the multiple voices within it. As a survey course, American Literature II is designed to provide students with a foundational understanding of the historical and cultural conditions that influenced the development and formation of American literature. This course will provide the necessary background for a more in-depth understanding of and appreciation for American literature not covered in the course, and it will prepare students for more advanced study of literature in general.

Required Prerequisite(s): Take ENGL-1030; Minimum Grade C-

ENGL 2075 - CHILDREN'S LITERATURE

3 Credits; 3 Lecture Hours

This is a survey course in which students study the historical and contemporary elements of literature intended for children, including: picture books, traditional tales, novels of realism and fantasy, nonfiction and poetry. Attention is also paid to content and issues in multicultural and international books for children.

Required Prerequisite(s): Take ENGL-1030 with a minimum Grade of C-

ENGL 2090 - INTRODUCTION TO FICTION

3 Credits; 3 Lecture Hours

Introduction to Fiction is a survey course that introduces students to fiction, both the short story and the novel. Students will study the various modes of storytelling, from the historical context to the elements of fiction, through works by major authors from America and around the world. This course will allow students to gain a greater understanding of fiction than available in multi-genre literature courses through the study of the novel and investigation of major authors through readings in the texts. Students will also be introduced to a variety of critical approaches as lenses through which they can view works of fiction.

Required Prerequisite(s): Take ENGL-1010 with a minimum grade of C-

ENGL 2110 - CREATIVE WRITING

3 Credits; 3 Lecture Hours

Creative Writing is an introduction to the craft of writing in one or more genres (for example, fiction, poetry, non-fiction, etc.). Students will analyze the elements of literature in published works and use those elements in their own work through a variety of in-class and out-of-class assignments and exercises. Students' work will be presented and discussed in class-wide peer workshop format, and based on the responses of the instructor and their peers, students will provide revisions of some of their work by the end of the course.

Required Prerequisite(s): Take ENGL-1010 with a minimum grade of C- or better.

ENGL 2130 - INTRODUCTION TO FILM

3 Credits; 3 Lecture Hours

Introduction to Film is a beginning course designed to provide students with the tools to critically analyze films. The course will cover the history of film, the principles of film form, and the different types and genres of movies. Students will evaluate films viewed together as a class and apply the elements of their studies to these films and others viewed outside of class. Course content will consist of written responses to films, discussion of films and related topics, analytical essays, and exams.

Required Prerequisite(s): Take ENGL-1010 with a minimum grade of C- or better.

ENGL 2150 - TECHNICAL WRITING

3 Credits; 3 Lecture Hours

Technical Writing is designed to develop design skills in the following written document types: brochures, proposals, research and analytical reports, and workplace correspondence. Skill development may also include summarizing and abstracting information, conducting primary research through interviews, surveys and questionnaires, as well as technical editing. Students will write a resume and cover letter, create a definition newsletter, write instructions, and create a technical marketing brochure. Students will participate in collaborative writing and produce a group oral presentation.

Required Prerequisite(s): Take ENGL-1010; Minimum Grade C-

ENGL 2180 - BRITISH LITERATURE I

3 Credits; 3 Lecture Hours

British Literature I is a survey course that examines the development of British literature from the Middle Ages through the early modern period, with emphasis on the development of British literature in the English Language as it evolved through historical periods. Students will study selected works of prose, poetry, drama and fiction in relation to their historical, cultural and linguistic contexts, in order to become familiar with key authors and works that represent this period of British literature and the multiple voices and diverse perspectives and traditions within it. Students will also be introduced to critical perspectives of British literature. As a survey course, British Literature I is designed to provide students with a foundational understanding of the historical and cultural conditions that influenced the development and formation of British literature from the Middle Ages on. Upon completion, students should be able to interpret, analyze, and respond to literary works in their historical and cultural contexts. This course will provide the necessary background for a more in-depth understanding of and appreciation for British literature not covered in the course, and it will prepare students for more advanced study of literature in general.

Required Prerequisite(s): Take ENGL-1030 with a minimum grade of C-

ENGL 2190 - BRITISH LITERATURE II

3 Credits; 3 Lecture Hours

British Literature II is a survey course that examines the development of British literature from the Romantic period to the present with emphasis on major writers and periods. Students will study selected works of prose, poetry, drama and fiction in relation to their historical and cultural contexts, in order to become familiar with key authors and works that represent this period of British literature and the multiple voices and diverse perspectives and traditions within it. Students will also be introduced to a variety of critical approaches as lenses through which they can view literature. As a survey course, British Literature II is designed to provide students with a foundational understanding of the historical and cultural conditions that influenced the development and formation of British literature from the Romantic period on. Upon completion, students should be able to interpret, analyze, and respond to literary works in their historical and cultural contexts. This course will provide the necessary background for a more in-depth understanding of and appreciation for British literature not covered in the course, and it will prepare students for more advanced study of literature in general.

Required Prerequisite(s): Take ENGL-1030 with a minimum grade of C-

ENGL 2900 - ENGLISH CAPSTONE

1 Credit; 1 Lecture Hour

This course will assist students transitioning from the community college experience to a four-year educational institution. Students will integrate the knowledge and skills acquired in their general education experiences with those developed in their program specific courses to engage in projects that require them to: think critically about their prior education, explore future academic and career-related paths, and develop skills to enhance their success. Such projects may include research papers, presentations, and/or portfolio development

Required Prerequisite(s): Must have completed 45 credit hours.

ENGL 9910 - PAIRED COURSE WRIT0090 & ENGL1010

6 Credits; 6 Lecture Hours

This combination of WRIT0090 Basic Writing and ENGL1010 College Composition I is designed to provide individualized instruction in a small supportive cohort for students who place in WRIT0090 and who want to simultaneously earn credit for the college-level ENGL1010 course. Students will attend two separate courses' WRIT0090 Basic Writing (3 credit hours) and ENGL1010 (3 lecture hours).

Required Prerequisite(s): COMPASS writing score of 50-68, or eWrite of 3-4, OR ACT 15-18 AND COMPASS Reading score of 80-99 or successful completion of READ0080.

ENGL 9920 - COMBINED ENGL1010 & ENGL0010

4 Credits; 3 Lecture Hours; 2 Lab Hours

This combination of ENGL 1010 College Composition I and ENGL 0010 Lab is designed to provide a supplementary instruction lab for students who do not qualify completely for placement in ENGL 1010 College Composition I. Students will attend two separate courses' ENGL 0010 (2 lab hours) and ENGL 1010 (3 lecture hours).

Required Prerequisite(s): Successful completion of WRIT0090/WRT116 or COMPASS writing score of 69 and above plus an eWrite score of 5 and above OR ACT 18-21 and above plus an eWrite score of 5 AND COMPASS Reading score of 80-99 or Successful completion of READ0080/RDG116.

ENGR

ENGINEERING

For the most current course descriptions, see www.ncstatecollege.edu/cms/academics/classes/course-descriptions.html

ENGR 1010 - INTRODUCTION TO ENGINEERING

2 Credits; 1 Lecture Hour; 2 Lab Hours

This is an introductory course for engineering technology students. Students will develop a deeper understanding and appreciation of engineering, the problems engineers encounter and the contributions made by engineers in various disciplines. The ethics and responsibilities of the engineer will be discussed. Lab experience includes the following PC applications: operating systems and hardware, word processors, spreadsheets, and engineering graphing. An introduction to basic language programming is included at the end. Emphasis will be placed on using a PC to solve engineering problems and produce results. TAG: OES001 - INTRODUCTION TO ENGINEERING

ENGR 1200 - FUNDAMENTALS OF ALTERNATIVE ENERGY

3 Credits; 2 Lecture Hours; 2 Lab Hours

This course is an introductory course in alternative energy. Students will develop an understanding of traditional energy generation along with their pending environmental and economic consequences, and then be introduced to the concepts of sustainability as the basis for the consideration of alternative energy systems. An overview of wind and solar energy, biomass and biofuels, geothermal, tidal and wave energy technologies will be explored. The basic science of fuel cells and their operation will also be presented. The course concludes with a general review of how to integrate these technologies into a system providing a continuous uninterrupted power stream for the nation.

ENGR 1220 - SOLAR POWER - THERMAL ENERGY

2 Credits; 1 Lecture Hour

This course teaches the background, essential theory, principles and future of 'Solar Thermal Systems'. Topics covered are: solar fundamentals, solar water heating systems and components, systems installation, check-out and commissioning procedures, troubleshooting and repair, solar pool heating systems, and code and safety issues.

Required Prerequisite(s): Take ELET-2240, EMMT-1050

ENGR 1240 - SOLAR POWER - PHOTOVOLTAIC ENERGY

3 Credits; 2 Lecture Hours; 2 Lab Hours

This course teaches how photovoltaic (PV) systems operate, how to determine the size of a PV system needed for a certain application, how to install and connect the PV system to the electrical grid.

Required Prerequisite(s): Take EMMT-2300

ENGR 1910 - ENGINEERING PROGRAMMING

3 Credits; 2 Lecture Hours; 2 Lab Hours

This course is designed to help students with very little or no computing background learn the basics of building simple interactive applications. The primary method for learning the course material will be to work through multiple "mini-projects". The student will create technical and simple game programs, debug and test programs, and describe and implement the data structures available. The student will also design a simple algorithm using pseudocode and create programs that implement a variety of common algorithms.

Required Prerequisite(s): Take ENGR-1010, MATH-1050

ENGR 1999 - ENGINEERING ELECTIVE

1 Lecture Hour

Used for transfer credit purposes only.

ENGR 2850 - ENGINEERING ECONOMICS & ORGANIZATION

3 Credits; 3 Lecture Hours

A practical introduction to the economic analysis of capital investment. The economic portion of the course covers interest factors for present, annual, and future worth; rates of return; increment and sunk costs; and economic order quantity. The course also covers a broad overview of the operations of an industrial organization, emphasizing the relationship of basic functions and principles essential to efficient and profitable operation of industrial enterprises. Content covers such topics as organizational structure, production planning and control, purchasing, sales, personnel administration, ownership and financing, business ethics and compensation. (TAG# OES005)

Required Prerequisite(s): Take MATH-1050

ENGR 2930 - ENGINEERING RELATED STUDIES I

1 Credit; 1 Lecture Hour

This credit is awarded for educational activities directly related to specific engineering technology and maintenance careers and generally classified in an approved area of concentration. Repeatable for a maximum of 10 credits.

ENGR 2999 - SPECIAL TOPICS IN ENGINEERING TECHNOLOGY

3 Credits; 3 Lecture Hours

The course presents a specific topic in Engineering Technology that is not normally covered in the current ENGR curriculum. Credit hours and topics will be pre-approved by the academic administration.

ENRD

ENGINEERING DESIGN

For the most current course descriptions, see www.ncstatecollege.edu/cms/academics/classes/course-descriptions.html

ENRD 2150 - COMPUTER AIDED DESIGN I

3 Credits; 2 Lecture Hours; 2 Lab Hours

This course is designed to introduce the student to fundamentals of Computer Aided Drafting and 3D Modeling. The student will create single-view, multi-view, sectional, and auxiliary view drawings with dimensions and tolerances. The student will also draw a multiple sheet/multiple part assembly drawing complete with a bill of materials. TAG: OET012CAD - CTAG: CTMET005

ENRD 2160 - INTRODUCTION TO ARCHITECTURAL DRAFTING

2 Credits; 1 Lecture Hour; 2 Lab Hours

This is an introductory level course which uses architectural design exercises beginning with the floor plan, then using step-by-step tutorial lessons, the project is followed through to create Furniture, Fixture & Equipment (FF&E) plans, interior elevations, schedules, and details. Throughout the project, new commands and design concepts are covered at the appropriate time. Focus is placed on the most essential parts of the design concept rather than an exhaustive review of every sub-feature of a particular concept.

ENRD 2170 - COMPUTER AIDED DESIGN II

2 Credits; 1 Lecture Hour; 2 Lab Hours

This course is designed to introduce the student to fundamentals of Computer Aided 3D Modeling. Topics include solid modeling, surface modeling, analyzing 3D objects, creating 2D drawings from 3D models, creating 3D assemblies and motion studies.

Required Prerequisite(s): Take ENRD-2150

ENRD 2260 - SOLID MODELING

3 Credits; 3 Lecture Hours

The student will use current parametric modeling software to create 3D models and produce various drawing views such as orthographic, isometric, sectional and auxiliary views from these models and generate a bill of materials as well as demonstrate the ability to bi-directionally associate between the model and the drawing. The student will also determine the basic physical properties of the model such as area, mass and volume. The student will also apply rigid body animation techniques to a solid model.

ENRD 2350 - GEOMETRIC DIMENSIONING AND TOLERANCING

2 Credits; 2 Lecture Hours

The study of geometric dimensioning and tolerancing techniques, principles, practices and symbols. Students will develop working drawings using geometric dimensioning and tolerancing practices. This is a good course for anyone who designs, drafts, engineers, purchases, manufactures, estimates or inspects parts and assemblies, particularly those who are responsible for specifying, interpreting and analyzing prints.

Required Prerequisite(s): Take ENRD-2150 or ENRD-2260 or MECT-1150.

ENRD 2670 - INTRO TO 3 D ARCHITECTURAL DESIGN

3 Credits; 2 Lecture Hours; 2 Lab Hours

This is a course in Architectural Design using 3D parametric software. The student will create 3D buildings from basic 2D sketches using parametric dimensioning and constraints. Elevation views and cross sections will be created from the 3D building. Lights and furniture will be placed. The student will also create realistic presentation view and plot the finished results.

ENRD 2680 - 3D DESIGN PRESENTATION

3 Credits; 3 Lecture Hours

Students will create realistic designs and animations by applying materials, adding lights and shadows to objects they have created or imported. Students will also create animation by using controllers, inverse kinematics, and reactors. The result will be life-like animations that seem to be affected by gravity, magnetism, and the elements of weather, lights and shadows.

ENRD 2710 - ELECTRO-MECHANICAL DRAFTING

2 Credits; 2 Lecture Hours

This course begins with an introduction to the CAD software and then the student will use this software to draw wiring diagrams, schematics, and printed circuits. A study of symbols and an introduction to chassis and panel layout and design is included.

Required as Prerequisite or Concurrent: Take ENRD-2150 or ELET-1510

ENRD 2800 - COMPUTER ANIMATION

3 Credits; 2 Lecture Hours; 2 Lab Hours

This course provides an introduction to the concepts, techniques and processes utilized in the production of 3D animation with digital tools. Techniques including thumbnails, storyboarding, and key-frame animation will be introduced. Students will also explore model creation and manipulation, scene construction, and camera and lighting application. Each student will produce a project suitable for portfolio inclusion for either the Engineering Design or the Visual Communications program.

ENRD 2820 - CAPSTONE PRESENTATION

2 Credits; 1 Lecture Hour; 2 Lab Hours

The students will use this opportunity to showcase what they have learned by creating their own project. The design can be mechanical, architectural, and electrical or a combination of all, but it must original. The proposal will be treated as though it were an engineering design proposal with cost and time estimates as well as a bill of materials. Students will apply accepted Principles of Project Management from inception to completion of the project.

Required Prerequisite(s): Must have completed 12 semester hours of ENRD courses.

ESOL ENGLISH FOR SPEAKERS OF OTHER LANGUAGES

*For the most current course descriptions, see
www.ncstatecollege.edu/cms/academics/classes/course-descriptions.html*

ESOL 0010 - ELEMENTARY LISTENING/SPEAKING

3 Credits; 3 Lecture Hours

This course helps students to build oral and aural comprehension skills through intensive practice in speaking and understanding American English. Students learn to identify significant aspects of academic lectures and respond appropriately in academic discussions. Particular attention is given to vocabulary, fluency, and pronunciation.

ESOL 0020 - ELEMENTARY READING/Writing

3 Credits; 3 Lecture Hours

This course helps students develop reading and writing skills needed for success in American college classes. Students learn to write varied and correct sentences and to connect sentences into well-formed paragraphs. Students also learn effective reading techniques and vocabulary to increase speed and comprehension beyond the elementary level.

ESOL 0030 - ELEMENTARY GRAMMAR

3 Credits; 3 Lecture Hours

This course helps students develop accuracy in using standard American English. Particular attention is devoted to common grammar problem areas for beginning ESOL speakers and writers. Oral and written practice in using appropriate language structures is provided.

ESOL 0040 - ELEMENTARY TOPICS IN CULTURE

4 Credits; 3 Lecture Hours

This course introduces the relationship of American culture and language. Students will learn to understand and use American idioms and will explore interesting aspects of American culture through browsing news articles, taking weekly field trips to local places of interest (for example, shopping mall, Amish farm, theater, museum, farmers' market) and reporting on discoveries, and discussing observations from daily life.

ESOL 0110 - LOW INTERMEDIATE LISTENING/SPEAKING

3 Credits; 3 Lecture Hours

This course helps students to build low-intermediate listening and speaking skills important for their success in American college classes. Through intensive practice, students learn to develop better listening and note-taking skills and participate effectively in class discussions. Students also practice correct pronunciation and build their vocabulary skills to aid in listening comprehension and speaking fluency.

ESOL 0120 - LOW INTERMEDIATE READING/Writing

3 Credits; 3 Lecture Hours

This course helps students develop reading and writing skills needed for success in American college classes. Students learn to write well developed and accurate paragraphs of various types. Students also learn effective reading techniques and vocabulary to increase speed and comprehension at a low-intermediate level.

ESOL 0130 - LOW INTERMEDIATE GRAMMAR

3 Credits; 3 Lecture Hours

This course helps students develop accuracy in using standard American English at a low-intermediate level. Particular attention is devoted to common grammar problem areas for low intermediate ESOL speakers and writers. Oral and written practice in using appropriate language structures is provided.

ESOL 0140 - LOW INTERMEDIATE TOPICS IN CULTURE

4 Credits; 3 Lecture Hours; 2 Lab Hours

This course develops the student's understanding of the relationship of American culture and language. Students learn to use American idioms related to particular aspects of American life such as business, politics, shopping, and amusement, explore interesting aspects of American culture through browsing news articles, taking weekly field trips to local places of interest (such as a car dealership, a factory, a hospital, a park), reporting on discoveries, and discussing observations from daily life.

ESOL 0210 - HIGH INTERMEDIATE LISTENING/SPEAKING

3 Credits; 3 Lecture Hours

This course helps students to build high-intermediate listening and speaking skills important for their success in American college classes. Students practice listening, note-taking and discussion techniques related to subjects that they are likely to study in college; business, media, science, psychology, and art and design. Students also practice pronunciation and build their vocabulary skills to aid in listening comprehension and speaking fluency.

ESOL 0220 - HIGH INTERMEDIATE READING/Writing

3 Credits; 3 Lecture Hours

This course helps students develop reading and essay writing skills needed for success in American college classes. Students learn to write well organized, well developed and accurate essays of various types (description, comparison-contrast, cause-effect, and classification). Students practice effective reading techniques and expand their vocabulary to increase speed and comprehension at a high-intermediate level.

ESOL 0230 - HIGH INTERMEDIATE GRAMMAR

3 Credits; 3 Lecture Hours

This course helps students develop accuracy in using standard American English at a high intermediate level. Particular attention is devoted to common grammar problem areas for high intermediate ESOL speakers and writers. Oral and written practice in using appropriate language structures is provided.

ESOL 0240 - HIGH INTERMEDIATE TOPICS IN CULTURE

4 Credits; 3 Lecture Hours; 2 Lab Hours

This course introduces aspects of North American culture that contribute to academic success, helping students to obtain the personal success strategies and practical skills necessary to reach their educational objectives. Students will explore topics related to academic success: personal responsibility, self-motivation, self-management, interdependence, self-awareness, emotional intelligence, college expectations, time utilization, test-taking, communication skills, study techniques, listening skills, library use, and use of College resources. They will also discuss cultural factors affecting academic achievement through reading, doing Internet research, role playing, lunching with faculty and other students, taking weekly field trips to places related to academic practices and values being examined) and reporting on discoveries.

ESOL 0310 - ADVANCED LISTENING AND SPEAKING

3 Credits; 3 Lecture Hours

This course helps students to build advanced listening and speaking skills important for their success in American college classes. Students practice listening, note-taking and discussion techniques related to human behavior topics. Students also practice correct pronunciation and build their vocabulary skills to aid in listening comprehension and speaking fluency.

Required Prerequisite(s): Take ESOL-0210; Minimum grade C-

ESOL 0320 - ADVANCED READING/WRITING

3 Credits; 3 Lecture Hours

This course helps students develop reading and essay writing skills needed for success in American college classes. Students learn to write well organized, well developed and accurate essays of various types (description, comparison-contrast, cause-effect, and classification, Students practice effective reading techniques and expand their vocabulary to increase speed and comprehension at a high-intermediate level.

Required Prerequisite(s): Take ESOL-0220; Minimum Grade C-

ESOL 0330 - ADVANCED GRAMMAR

3 Credits; 3 Lecture Hours

This course helps students develop accuracy in using standard American English at an advanced level. Particular attention is devoted to common grammar problem areas for advanced ESOL speakers and writers. Oral and written practice in using appropriate language structures is provided. This course prepares students to perform well in college level classes.

Required Prerequisite(s): Take ESOL-0230; Minimum Grade C-

ESOL 0340 - ADVANCED TOPICS IN CULTURE

4 Credits; 3 Lecture Hours; 2 Lab Hours

This course explores American culture through film, literature, and fieldtrips. Students are introduced to aspects of American culture through assigned readings and class viewing of selected movies and weekly fieldtrips to places related to specific values or behaviors being discussed. The course provides an opportunity for students to understand the cultural background of the United States while learning idiomatic expressions and vocabulary and practicing writing, reading, and speaking skills.

Required Prerequisite(s): Take ESOL-0240; Minimum Grade C-

ESOL 1999 - ESOL ELECTIVE

1 Lecture Hour

This course is used for transfer purposes only, may be used more than once.

FYEX

FIRST YEAR EXPERIENCE

For the most current course descriptions, see www.ncstatecollege.edu/cms/academics/classes/course-descriptions.html

FYEX 0050 - SUCCESS!

1 Credit; 1 Lecture Hour

Students will examine the soft skills necessary for success in college and in life as well as study skills that can make them more effective and efficient in their studies. Students will also examine the culture of college and ways they can adapt successfully to life as a college student. This course is required of all students who are NEW to North Central State College to help them adjust to the rigors of college and North Central State campus in particular. Placement into this course is dependent on the students score on the ACT Engage.

FYEX 0060 - NAVIGATING COLLEGE

2 Credits; 2 Lecture Hours

The goal of FYEX 0060 is to build on the skills introduced in FYEX 0050 SUCCESS! and to increase the student's ability to stay on course in college by assisting the student in obtaining the personal success strategies and practical skills necessary to reach his/her educational and life objectives. Topics in the course include personal responsibility, self-motivation, self-management, interdependence, self-awareness, emotional intelligence, college expectations, time utilization, test-taking, communication skills, study techniques, listening skills, library use, and use of College resources. This course is mandatory for any student whose reading, writing, and math placement scores warrant it (placement into two or more developmental courses) and is available to any student who can benefit from it. Those students who are required to take this course must pass it with a 70% (C-) or better.

Required Prerequisite(s): Take FYEX-0050

FYEX 1999 - FYEX ELECTIVE

1 Lecture Hour

This course is used for transfer purposes only, may be used more than once.

GEOL

GEOLOGY

For the most current course descriptions, see www.ncstatecollege.edu/cms/academics/classes/course-descriptions.html

GEOL 1010 - PHYSICAL GEOLOGY

4 Credits; 3 Lecture Hours; 2 Lab Hours

Physical Geology is an introductory course describing the fundamental concepts of Geology for Non-Science majors. It contains 28 lessons grouped in 7 modules. Module I(Geology, Earth Science, and the Scientific Method) is an introduction to the science of Geology and its many branches; this module also discusses the steps in the scientific method, and describes the systems approach to geology. Module II (Origin and Evolution of Earth) discusses the formation of the universe and the solar system, and introduces Earth's neighbors in the solar system. Module III (Plate Tectonics and the Dynamic Earth) discusses Earth's internal structure and introduces the theory of plate tectonics, a unifying idea that explains Earth's surface processes and features. Module IV (Earth Materials: Minerals and Rocks)discusses the materials from which Earth is made, as well as their structure and classification. Module V (Structural Geology) describes how Earth's internal and external processes interact to produce earthquakes and mountains. Module VI (Energy Resources) describes the energy resources that the Earth provides us and how they are produced and used. Module VII (Hydrology and Stream Geomorphology) discusses how water shapes the surface of our planet and helps create a multitude of erosional and depositional landforms.

HIST

HISTORY

For the most current course descriptions, see www.ncstatecollege.edu/cms/academics/classes/course-descriptions.html

HIST 1010 - AMERICAN HISTORY I

3 Credits; 3 Lecture Hours

This American Studies course is an introductory survey course covering the development of American politics, law, religion, philosophy, art and literature from 1600 to 1877. The goal of the course is to help students understand the cultural development of the United States especially in relation to its religion, art, philosophy, law, and political system. (TAG# OHS043 or if combined with HIST1030 OHS010. This course also meets the requirements for the OTM Arts and Humanities - TMAH)

HIST 1030 - AMERICAN HISTORY II

3 Credits; 3 Lecture Hours

This American Studies course is an introductory survey course covering the development of American politics, law, religion, philosophy, art and literature from 1877 to the present. The goal of the course is to help students understand the cultural maturity of the United States especially in relation to its religion, art, philosophy, law, and political system. (TAG# OHS044 or if combined with HIST1030 OHS010. This course also meets the requirements for the OTM Arts and Humanities - TMAH)

HIST 1050 - WESTERN CIVILIZATION I

3 Credits; 3 Lecture Hours

This course presents an overview of European civilization from antiquity to about the year 1600, stressing the chief political, social, cultural, and religious developments within this span of time. This class will help students gain a better understanding of the historical narrative of European civilization, particularly as it relates to political institutions and structures and social and cultural developments; develop improved textual interpretation skills through the careful reading and discussion of ancient and medieval texts; and refine their ability to express ideas and produce convincing arguments through writing essays and short paper.

HIST 1070 - WESTERN CIVILIZATION II

3 Credits; 3 Lecture Hours

This course presents an overview of European civilization from around 1500 to the present, stressing the chief political, social, cultural, and religious developments within this span of time. This class will help students gain a better knowledge of the historical narrative of European civilization, particularly as it relates to political institutions and structures and social and cultural developments; develop improved textual interpretation skills through the careful reading and discussion of historical texts; and refine their ability to express ideas and produce convincing arguments through writing essays and a short paper.

HIST 1999 - HISTORY ELECTIVE

1 Lecture Hour

This course is used for transfer purposes only, may be used more than once.

HITP

HEALTH INFORMATION TECHNOLOGY

For the most current course descriptions, see www.ncstatecollege.edu/cms/academics/classes/course-descriptions.html

HITP 1010 - CODING & BILLING

7 Credits; 7 Lecture Hours

This course is designed as a comprehensive course for the student requiring advanced information in ICD-Coding and CPT-4 coding. The student is introduced to the use of the medical record as a source document. The course continues with coding in all applicable health care areas emphasizing the application of the related skills with accuracy and completeness. This course introduces history and development of clinical vocabularies and classification systems. Principles and guidelines for using the International Classification of Diseases (ICD-10-CM/PCS) to code diagnoses and procedures in a variety of settings are introduced. Disease and procedure coding is presented for selected body system conditions. Examples of patient records and exercises using coding manuals and software tools provide practice in coding and sequencing diagnoses and procedures. Application of coding principles to electronic record systems is explored. Practice using the encoder and reference software is a required component of this course. Hands-on practice using encoder software serves to reinforce coding skills and familiarizes students with a type of tool typically encountered in job settings. This course also is designed as a comprehensive course for the student requiring advanced information in CPT-4 Coding. The student is introduced to the current purposes and uses of CPT-4, applying the basic coding guidelines in evaluation and management services along with surgical and ancillary coding and is completed with practical experience coding from case studies. Students will also be exposed to the coding requirements for Medicare billing and other insurance carriers in the reimbursement process. Students will be introduced to the value of the quality coded data within a data quality improvement plan and for the prevention of fraud and abuse.

HITP 1030 - ADVANCED CODING & BILLING

3 Credits; 3 Lecture Hours

This course provides the student with advanced knowledge and coding practice in clinical classification systems; in-depth prospective payment system; data quality, fraud and abuse in coding; advanced case studies. This course builds upon concepts learned in ICD-9-CM and CPT coding course. It focuses upon the management of coded data in clinical databases, for use in reimbursement and decision-support in various healthcare settings. SNOMED and additional classification systems are also introduced. The student will also be introduced to the revenue cycle, data presentation and report generation as well as coding quality and coding compliance.

Required Prerequisite(s): Take HITP-1010

HLST

HEALTH SERVICES TECHNOLOGY

For the most current course descriptions, see www.ncstatecollege.edu/cms/academics/classes/course-descriptions.html

HLST 1010 - CPR/FIRST AID

1 Credit; 1 Lecture Hour

A practical course in the care and handling of victims of common emergencies; i.e., transportation and household accidents, climate related emergencies. Areas include basic life support, victim assessment, shock, bleeding, bandaging, splinting, burns, poisoning, medical emergencies, rescue and moving victims, triage. Students will receive both Basic Life Support for Health Care Provider (CPR & AED) and Heart saver First Aid (Adult First Aid/Environmental Emergencies) cards from the American Heart Association.

HLTH

HEALTH

For the most current course descriptions, see www.ncstatecollege.edu/cms/academics/classes/course-descriptions.html

HLTH 1010 - LEGAL & ETHICAL ASPECTS OF HEALTH CARE

2 Credits; 2 Lecture Hours

This course introduces concepts of ethics and along with the structure and function of the American legal system. Students will explore a variety of legal and ethical issues that arise in health care settings. Emphasis is placed on providing quality patient care, reducing liability risks and maintaining confidentiality of patient information. The course meets the outcomes required for OHL021- Legal Aspects (Healthcare Privacy, Confidentiality, Legal and Ethical Issues) and the requirements for CTHIM002.

HLTH 1150 - MEDICAL TERMINOLOGY

2 Credits; 2 Lecture Hours

This course will introduce medical terminology; including common medical root words, prefixes, suffixes, and combining forms. It will include common medical abbreviations, pronunciation, spelling, and definitions of medical terminology related to the human body systems. Students who are pursuing an allied health or nursing degree, or working in health care professions will enhance their knowledge of medical terminology in this course. (TAG# OHL020 and CTAG# CTMT001)

HLTH 2900 - NATURAL SCIENCE TRANSFER CAPSTONE

1 Credit; 1 Lecture Hour

This course provides the capstone experience for the synthesis of theoretical and practical knowledge acquired in the student's natural science education experience. It emphasizes critical thinking, ethical decision-making, problem solving, career and professional planning, and preparation for transfer into a baccalaureate or to an associate nursing or allied health program.

Required Prerequisite(s): Must have completed 45 semester credit hours of Associate of Science Pre Health Professional Focus.

HMSV

HUMAN SERVICES

For the most current course descriptions, see
www.ncstatecollege.edu/cms/academics/classes/course-descriptions.html

HMSV 1010 - INTRODUCTION TO HUMAN SERVICES

3 Credits; 3 Lecture Hours

This course provides an overview of the Human Services profession, exploring the historical context and the current structure of the Human Services field. The student will examine the broad range of services and functions of the Human Service generalist, the special populations served, legal issues and ethics and diversity. Strategies and interventions will be examined.

HMSV 1030 - HUMAN SERVICES ASSESSMENTS

3 Credits; 2 Lecture Hours; 2 Lab Hours

This course provides an overview of the various types of assessing completed in Human Services work. This course presents principles, types, phases, and the recording of interviews used with various types of clients including the Intake and Psychosocial Interview. In addition, various forms of assessments and documentation will be explored.

HMSV 1050 - INTRODUCTION TO SOCIAL WORK

3 Credits; 3 Lecture Hours

This course introduces the learner to the field of social work with emphasis on the "person-in-environment" and attention to a range of practice approaches to understanding and assisting of the human condition. This course is an overview of the history, values, and ethics of the profession as well as various fields of practice in which social workers are employed.

Required Prerequisite(s): Take HMSV-1010, HMSV-1030
Required as Prerequisite or Concurrent: Take HMSV-1170

HMSV 1090 - GROUP WORK IN HUMAN SERVICES

3 Credits; 2 Lecture Hours; 2 Lab Hours

This course places importance on understanding how groups work effectively and ineffectively and in understanding how groups can be used as a change or growth opportunity. Not only is the focus on group process, but the students' ability to increase their interpersonal effectiveness while working with human services clients.

Required Prerequisite(s): Take HMSV-1010, HMSV-1030
Required as Prerequisite or Concurrent: Take HMSV-1170

HMSV 1170 - DIRECTED PRACTICE/SEMINAR

3 Credits; 3 Lecture Hours

This course will introduce the student to the components of professionalism and the challenges facing those who are in the profession of Human Services. This course also provides a practicum orientation to prepare students for the Human Services Program. Students will also complete seventy five (75) hours of directed practice.

Required Prerequisite(s): Take HMSV-1010, HMSV-1030
Required as Prerequisite or Concurrent: Take HMSV-1090 ENGL-1010

HMSV 1999 - HUMAN SERVICES ELECTIVE

1 Lecture Hour

This course is used for transfer purposes only, may be used more than once.

HMSV 2030 - INTRODUCTION TO CASE MANAGEMENT

3 Credits; 3 Lecture Hours

This course introduces the basic theory and practice of Case Management. It outlines case management as it specifically relates to the fields of developmental disabilities, mental health, and vocational rehabilitation. Topics covered include the roles and functions of a case manager; skills needed to effectively administer and service caseload activity; utilization of community services, and the maintenance of a client-centered approach to case management.

Required Prerequisite(s): Take HMSV-1050, HMSV-1170

HMSV 2050 - SOCIAL PROBLEMS

3 Credits; 3 Lecture Hours

This course will present an overview of generally recognized social problems by sociological measurement. Definitions of social problems and an understanding of their impact on the quality of life and the social work field will be implemented.

Required Prerequisite(s): Take HMSV-1050, HMSV-1170

HMSV 2070 - PRACTICUM/SEMINAR II

4 Credits; 2 Lecture Hours; 14 Practicum Hours

This course provides students with hands-on experience within the Human Services field. This course involves placement of the student into an actual work environment. The student will complete 240 hours of work experience at the placement site. This experience provides the foundation for developing the student into a competent human services worker. In addition, the course provides opportunities for students to further develop their skills and to share their knowledge and viewpoints through a presentation, leadership, and report writing format.

Required Prerequisite(s): Take HMSV-1050, HMSV-1170
Required as Prerequisite or Concurrent: Take ENGL-1030

HMSV 2090 - TREATMENT MODALITIES/CRISIS INTERVENTION

3 Credits; 3 Lecture Hours

This course provides an overview of the typical maturational and situational crises confronting the human service worker. Special emphasis on characteristics and dynamics of a crisis, the assessment process, intervention strategies, the referral process, and available community resources and services for the client in crisis.

Required Prerequisite(s): Take HMSV-2030, HMSV-2050, HMSV-2070

HMSV 2110 - POVERTY AND SOCIAL WELFARE

3 Credits; 3 Lecture Hours

Poverty and Social Welfare is a course providing students with an understanding of the relationship between poverty, discrimination, and economics. Students will gain a perspective of the institutional forces that impact the vulnerable population of society.

Required Prerequisite(s): Take HMSV-2030, HMSV-2050, HMSV-2070

HMSV 2120 - HUMAN DISABILITIES

3 Credits; 3 Lecture Hours

This course will explore causes of disability and behavioral health issues, characteristics, economic implications, social and emotional impact on the individual. How society deals with difference and the impact on society will also be explored.

HMSV 2150 - SUBSTANCE ABUSE & TREATMENT

3 Credits; 3 Lecture Hours

This course examines the biological, psychological, and societal forces that encourage the use, misuse, abuse and addiction to drugs. Specific drug classifications and the effect of these drugs on the individual will be explored. Theories and models of addiction and treatment will be explored as will DSM5 criteria. Assessments used in the field will be introduced. The need for generalist training in the field of Human Services will be emphasized.

HMSV 2160 - SUBSTANCE ABUSE COUNSELING: CORE FUNCTIONS

3 Credits; 3 Lecture Hours

This course will demonstrate the base of knowledge and skills necessary for addictions counseling. Students will develop and demonstrate knowledge of the 12 core functions of a substance abuse counselor. It will prepare students for further education in the specialized field of addictions counseling.

Required Prerequisite(s): Take HMSV-2150

HMSV 2270 - PRACTICUM/SEMINAR III

4 Credits; 2 Lecture Hours; 21 Practicum Hours

This is the Human Services Capstone Course. This course is designed to provide the student with hands-on experience within the Human Services field. This course involves placement of the student in an actual work environment. This work experience provides the student with the foundation to be a competent human services worker. The student will complete a minimum of 240 physical hours on site. The student will also attend a weekly seminar providing an opportunity to share their experiences and learned skills with others.

Required Prerequisite(s): Take HMSV-2030, HMSV-2050, HMSV-2070

HMSV 2900 - SOCIAL WORK CAPSTONE

1 Credit; 1 Lecture Hour

This course will assist students transitioning from the community college experience to a four-year educational institution. Students will integrate the knowledge and skills acquired in their general education experiences with those developed in their program specific courses to engage in projects that require them to: think critically about their prior education, explore future academic and career-related paths, and develop skills to enhance their success. Such projects may include research papers, presentations, and/or portfolio development

Required Prerequisite(s): Must have completed 45 credit hours.

HMSV 2999 - SPECIAL TOPICS IN HUMAN SERVICES

3 Credits; 3 Lecture Hours

This course enables faculty members in the human services department to present various topics of current interest to students throughout the college on a limited basis. The course may be offered twice before it must be discontinued or added to the curriculum via the required Curriculum Committee process.

HUMA

HUMANITIES

For the most current course descriptions, see www.ncstatecollege.edu/cms/academics/classes/course-descriptions.html

HUMA 1010 - INTRODUCTION TO THE HUMANITIES

3 Credits; 3 Lecture Hours

This course is a genre-based introduction to the humanities and the fine arts. The student will explore the six major means of artistic expression within the fine arts: painting, literature, drama, film, photography, and sculpture. The course focuses on an understanding of the genre itself as well as the various critical theories that apply to the fine arts, including but not necessarily limited to mimesis, formalism, didacticism, and postmodernism. Field trips are required in the course. This course meets the requirements for OTM in Arts and Humanities TMAH.

Required Prerequisite(s): Placement in WRIT0090 or higher; students placed in READ0080 cannot enroll in HUMA1010 until they have completed their reading course.

HUMA 1030 - LEADERSHIP AND THE CLASSICS

3 Credits; 3 Lecture Hours

This course is designed to provide learners with a fundamental awareness of leadership qualities and to help identify their personal leadership philosophies. The course is an interdisciplinary study that explores the relationships that exist among philosophy, history, meta-history, literature, drama, film, and visual art as they reveal examples of and standards for leadership.

HUMA 1999 - ELECTIVE HUMANITIES

1 Lecture Hour

This course is used for transfer purposes only, may be used more than once.

HUMA 2999 - SPECIAL TOPICS HUMANITIES

3 Credits; 3 Lecture Hours

This course enables faculty members in Humanities to present various topics of current interest to students throughout the college on a limited basis. The course may involve participation in required field trips. Course may be repeated on different topic. The course may be offered twice before it must be discontinued or added to the curriculum via the required Curriculum Committee process. The course meets the humanities elective requirements in most NC State's degree programs.

ITEC

INFORMATION TECHNOLOGY

For the most current course descriptions, see www.ncstatecollege.edu/cms/academics/classes/course-descriptions.html

ITEC 1410 - CISCO CCNA – SECURITY

4 Credits; 3 Lecture Hours; 3 Lab Hours

This Cisco Academy-based curriculum prepares the student to design, implement, and support a security infrastructure; recognize threats and vulnerabilities to networks; and mitigate security threats. Cisco CCNA Security courseware is recognized by the U.S. National Security Agency (NSA) and the Committee on National Security Systems (CNSS) to meet the CNSS 4011 training standard. This is an instructor led class supplemented with anytime access to online expert content. As you progress through the course you will practice on both real and simulated equipment using Cisco's Packet Tracer network simulator. Course benefits: immediate feedback on your work through built-in interactive course materials, quizzes, and tests; prepares you for the security workplace with collaborative projects and presentations; introduces you to the global Cisco Networking Academy community. This course, together with ITEC1635 prepares students for Cisco's CCNA - Security certification. Exam: IINS 210-260.

Required Prerequisite(s): Take ITEC-1635 with a minimum grade of C-

ITEC 1430 - CERTIFIED ETHICAL HACKER (CEH)

3 Credits; 2 Lecture Hours; 2 Lab Hours

This ethical hacking and countermeasures course prepares students for EC-Council's Certified Ethical Hacker (CEH) exam. The course focuses on hacking techniques and technology from an offensive perspective. The student will learn to scan, test, hack and secure systems. Students will learn the five phases of ethical hacking: reconnaissance; gaining access; enumeration; maintaining access; and covering their tracks. Throughout the course students will be immersed in a hacker's mindset, evaluating not just logical, but physical security-exploring every possible point of entry to find the weakest link in an organization.

Required Prerequisite(s): Take ITEC-1635 and ITEC-1690 with a Minimum Grade C-

ITEC 1610 - IT ESSENTIALS (A+)

3 Credits; 2 Lecture Hours; 2 Lab Hours

This course covers the fundamentals of computer hardware and software as well as more advanced concepts such as security, networking, and the responsibilities of an information and communications technology (ICT) professional. The curriculum helps students prepare for entry-level ICT career opportunities and the CompTIA A+ certification. C-Tags: CTIT003, CTIT004, CTIT005

ITEC 1620 - WIRESHARK 101

2 Credits; 1 Lecture Hour; 2 Lab Hours

This course provides a starting point for analyzing network traffic, troubleshooting network performance, and detecting network security related incidents. Students will capture, filter, and analyze network traffic based on network protocols, applications, and data origin.

ITEC 1635 - Cisco CCENT

4 Credits; 3 Lecture Hours; 3 Lab Hours

This Cisco Academy-based curriculum covers networking fundamentals, WAN technologies, basic security, wireless concepts, routing and switching fundamentals, and configuring simple networks. Successful students will have the knowledge and skills to install, operate, and troubleshoot a small enterprise branch network, including basic network security. This course prepares students for Cisco's Cisco Certified Entry Networking Technician (CCENT) certification exam.

ITEC 1650 - LINUX FUNDAMENTALS (LINUX+)

3 Credits; 2 Lecture Hours; 2 Lab Hours

This course covers the fundamentals of the Linux operating system. Students who successfully complete this course will understand Linux system architecture, Linux installation and packages, Linux command line interface, device basics, and Linux file systems. The course employs a "practice as you read" approach to learning. Each learner has hands-on access to Linux virtual machines to practice, explore, and trial Linux command line concepts. The learner is also provided with prescriptive step-by-step labs. These labs provide a learning environment where students interact with the Linux operating system and build on their skills and knowledge as they progress through the course. The course focuses on the basic Linux skills needed in preparation for the Linux Professional Institute LPIC-1 Exam 101 or CompTIA Linux+ powered by LPI certification.

ITEC 1660 - Cisco CCNA - ROUTING AND SWITCHING

4 Credits; 3 Lecture Hours; 3 Lab Hours

This course describes the architecture, components, and operations of routers and switches in complex networks. Students develop the knowledge and skills required to configure router and switch advanced functionality and to implement SMB networks. This course, together with ITEC1635 prepares students for Cisco's CCNA certification exam, ICND2 (200-101).

Required Prerequisite(s): Take ITEC-1635 with a minimum grade of C- OR Take ITEC-1630 and ITEC-1670 with a minimum grade of C- in each class.

ITEC 1690 - NETWORK SECURITY (SECURITY+)

3 Credits; 2 Lecture Hours; 2 Lab Hours

This course helps students acquire the knowledge and skills required to identify risk and to employ risk mitigation activities that ensure infrastructure and operational security with respect to network and data confidentiality, integrity, and availability. Students will use a variety of tools to capture, analyze, and generate network traffic. Students will also gain an awareness of applicable security policies, laws, and regulations. This course prepares students for the CompTIA Security+ certification exam.

ITEC 1810 - MICROSOFT OFFICE FOR IT PROFESSIONAL

3 Credits; 2 Lecture Hours; 2 Lab Hours

This course prepares students to use the advanced features of Microsoft Office in a business environment. The skills learned in this course will prepare students to support business users, use the integrated tools within Microsoft Office, and apply advanced skills for analysis, reporting and presentations. Students are expected to be familiar with the fundamentals of Microsoft Windows, Word, Excel, Access, and PowerPoint. Upon completion, students should be able to demonstrate competency by producing integrated presentations, documents, spreadsheets, and relational databases.

Required Prerequisite(s): Take CISS-1020 or CISS1010 or appropriate score on the Computer Literacy Assessment.

ITEC 1820 - HTML AND CSS

3 Credits; 2 Lecture Hours; 2 Lab Hours

This course provides practice writing Web pages using HTML, DHTML, and XML, including elements and their attributes, formatting, links, images, tables, lists, forms; and Cascading Style Sheets styles and Web page structures. Direct coding of elements is emphasized over the use of Web design applications.

Required as Prerequisite or Concurrent: Take MATH-1030

ITEC 1830 - MOBILE APPLICATION DEVELOPMENT

3 Credits; 2 Lecture Hours; 2 Lab Hours

In this course, students use a visual language to create mobile applications. As groups, students create entertaining and socially useful apps, and explore computational thinking from the perspective of mobile computing. Students demonstrate knowledge of basic app development concepts; identify and apply the steps involved in developing apps for mobile devices; and demonstrate and share the apps created with classmates.

Required as Prerequisite or Concurrent: Take MATH-1010 or MATH-1030

ITEC 1850 - DATABASE DESIGN AND MANAGEMENT

3 Credits; 2 Lecture Hours; 2 Lab Hours

Introduces the principles of relational database design. Students will apply the fundamentals learned in lab exercises to design entity-relationship diagrams that show the information relationships in simple databases. Students will also demonstrate their understanding of the concepts learned in the course by designing and creating a database for an existing business using a database engine to create, populate and drop tables, views, and synonyms; query and update their database; and perform access control.

Required Prerequisite(s): Take MATH-1030 with a minimum grade of C- Required Concurrent Course(s): Take ITEC-1870

ITEC 1860 - INTRODUCTION TO PROGRAMMING

3 Credits; 2 Lecture Hours; 2 Lab Hours

Python is a user-friendly, object-oriented programming language. This course provides a clear, accessible, and skill-focused approach to programming with Python using Python 3. The course offers students a thorough overview of multiple applied areas, including image processing, cryptography, astronomy, the Internet, and bioinformatics. Problem sets are based on real-world examples and problem-solving rather than language features. This course offers students a solid platform of key problem-solving skills that translate easily across programming languages.

ITEC 1870 - STRUCTURED QUERY LANGUAGE WITH SQL SERVER

3 Credits; 2 Lecture Hours; 2 Lab Hours

Introduces the principles of managing relational databases using SQL (Structured Query Language). Students will demonstrate their understanding of the concepts learned in the course by creating a database using Transact SQL to create, populate and drop tables, views, and synonyms; query and update the database; and perform access control.

ITEC 1890 - JAVASCRIPT PROGRAMMING

3 Credits; 2 Lecture Hours; 2 Lab Hours

A course on JavaScript programming, including variables, functions, objects, events, data types and operators, decision making with JavaScript control structure and statements, dynamic html, cookies, and Ajax concepts.

Required Prerequisite(s):

ITEC 1999 - TRANSFER CREDIT IN INFORMATION TECHNOLOGY

1 Lecture Hour

This course enables general credit associated with Information Technology curricula to be transferred to the college from other institutions of higher learning.

ITEC 2410 - INTRUSION DETECTION & PREVENTION SYSTEMS

3 Credits; 2 Lecture Hours; 2 Lab Hours

This course presents an overview to Intrusion Detection Systems (IDS) and Intrusion Prevention Systems (IPS) and an introduction to the security tools used to implement these technologies. Deploying an IDS/IPS on a network and tuning the platform to work in conjunction with network traffic flow will be demonstrated. Students will learn the role of an IDS/IPS in the network and how to deploy these technologies to operate effectively.

Required Prerequisite(s): Take ITEC-1430, ITEC-1650; Minimum Grade C-

ITEC 2430 - OPEN SOURCE SECURITY TOOLS (OSST)

3 Credits; 2 Lecture Hours; 2 Lab Hours

One way to achieve sound defensive security is through an offensive mindset. This course introduces open source security tools with a focus on Kali Linux. Students will learn about open source security tools and how to exploit these technologies effectively-both offensively and defensively. A variety of open source tools will be demonstrated covering topics such as: Vulnerability Analysis, Wireless Attacks, Forensic Tools, Stress Testing, Sniffing & Spoofing, Hardware Hacking, and more. Through a series of progressively more difficult labs, students will utilize open source security tools to defend and attack both simulated and actual networks.

Required Prerequisite or Concurrent: Take ITEC-2410; Minimum Grade C-

ITEC 2450 - COMPUTER HACKING FORENSIC INVESTIGATOR (CHFI)

3 Credits; 2 Lecture Hours; 2 Lab Hours

This course is based on EC-Council's Computer Hacking Forensic Investigator course and presents a detailed methodological approach to computer forensics and evidence analysis. This is a comprehensive course covering major forensic investigation scenarios. The course enables students to acquire necessary hands-on experience on various forensic investigation techniques and standard forensic tools necessary to successfully carry out a computer forensic investigation leading to prosecution.

Required Prerequisite(s): Take ITEC-2430; Minimum Grade C-

ITEC 2500 - CAPSTONE FOR CYBER SECURITY PROFESSIONAL

3 Credits; 2 Lecture Hours; 2 Lab Hours

This course requires students to work in teams to analyze, design, implement, and manage solutions for a comprehensive project. Teams document and present their work in formal settings throughout the course. Final presentations are reviewed by one or more information technology professionals.

Required Prerequisite(s): Take COMM-1010, ENGL-1030, MATH-1030, and also take ITEC-2410 and ITEC-2430 with a minimum grade C- in those courses.

ITEC 2610 - INSTALLING AND CONFIGURING WINDOWS SERVER 2012

3 Credits; 2 Lecture Hours; 2 Lab Hours

This course provides students with the knowledge and skills necessary to complete administrative tasks in Windows domains. Upon successful completion of the course, students will be able to implement and configure Windows Server 2012 core services in an enterprise environment. This course prepares students for Microsoft's certification exam 70-410: Installing and Configuring Windows Server 2012.

Required Prerequisite(s): Take ITEC-1610 with a minimum grade of C-

ITEC 2650 - DATA CENTER VIRTUALIZATION (VMWARE-VCA)

3 Credits; 2 Lecture Hours; 2 Lab Hours

This course helps students to identify technical requirements for data center virtualization and then align those requirements with technical products and solutions that best meet those needs. Successful students will acquire a basic understanding of VMware's vSphere and related products and technologies, as well as how those technologies drive specific business virtualization solutions. This course prepares students for VMware's VMware Certified Associate - Data Center Virtualization certification exam.

ITEC 2660 - CISCO CCNA – WIRELESS

3 Credits; 2 Lecture Hours; 2 Lab Hours

This course covers the installation and management of Cisco wireless platforms and solutions and involves installing, configuring, operating, and troubleshooting wireless networks. The course follows a logical organization of the CCNA Wireless exam objectives. Material is presented in a concise manner focusing on increasing the student's retention and recall of exam topics. This course, together with ITEC1635 prepares students for Cisco's CCNA - Wireless certification. Exam: 200-355 WIFUND

Required Prerequisite(s): Take ITEC-1635 with a minimum grade of C-

ITEC 2670 - ADMINISTERING WINDOWS SERVER 2012

3 Credits; 2 Lecture Hours; 2 Lab Hours

This course provides students with the knowledge and skills necessary to administer Windows servers in an enterprise environment. Successful completion of this course validates the student's ability to administer the tasks required to maintain a Windows Server 2012 infrastructure. This course prepares students for Microsoft's Exam 70-411: Administering Windows Server 2012.

Required Prerequisite(s): Take ITEC-2610 with a minimum grade of C-

ITEC 2700 - CAPSTONE FOR NETWORKING PROFESSIONALS

3 Credits; 2 Lecture Hours; 2 Lab Hours

Working as a team, this course requires students to analyze, design, implement, and manage solutions for a comprehensive project. Teams document and present their work in formal settings throughout the course. Final presentations are reviewed by one or more information technology professionals.

Required Prerequisite(s): Take COMM-1010, ENGL-1030, MATH-1030, and also take ITEC-1635, ITEC-1650, ITEC-1690, and ITEC-2610 with a minimum grade C- in those courses.

ITEC 2701 - CERTIFICATION PREP FOR A+

1 Credit; 1 Lecture Hour

This course, together with ITEC 1610, prepares the student to take the CompTIA A+ certification exams. Exam codes 220-901 and 220-902.

ITEC 2702 - CERTIFICATION PREPARATION FOR SECURITY+

1 Credit; 1 Lecture Hour

This course, together with ITEC 1690, prepares the student to take the CompTIA Security+ exam, SY0-401.

ITEC 2703 - CERTIFICATION PREP FOR LINUX+

1 Credit; 1 Lecture Hour

This course, together with ITEC 1650, prepares the student to take the CompTIA Linux+ exam, LX0-101.

ITEC 2704 - CERTIFICATION PREP FOR CCENT

1 Credit; 1 Lecture Hour

This course, together with ITEC 1635, prepares the student to take the Cisco Certification Exam ICND1 (100-101).

ITEC 2705 - CERTIFICATION PREPARATION FOR CCNA

1 Credit; 1 Lecture Hour

This course, together with ITEC 1660, prepares the student to take the Cisco Certification Exam ICND2 (200-101).

ITEC 2706 - CERTIFICATION PREPARATION FOR VMWARE (VCA)

1 Credit; 1 Lecture Hour

This course, together with ITEC 2650, prepares the student to take the VMware Certification Exam VCA-Data Center Virtualization.

ITEC 2707 - CERTIFICATION PREPARATION FOR MICROSOFT WINDOWS SERVER EXAM 70-410

1 Credit; 1 Lecture Hour

This course, together with ITEC 2610, prepares the student to take Microsoft Exam 70-410 Installing and Configuring Windows Server 2012.

ITEC 2708 - CERTIFICATION PREPARATION FOR MICROSOFT WINDOWS SERVER EXAM 70-411

1 Credit; 1 Lecture Hour

This course, together with ITEC 2670, prepares the student to take Microsoft Exam 70-411 Administering Windows Server 2012.

ITEC 2709 - CERTIFICATION PREPARATION FOR CCNA WIRELESS

1 Credit; 1 Lecture Hour

This course, together with ITEC 2660, prepares the student to take the Cisco CCNA Wireless Certification Exam WIFUND 200-355.

ITEC 2710 - CERTIFICATION PREPARATION FOR CCNA SECURITY

1 Credit; 1 Lecture Hour

This course, together with ITEC 1410, prepares the student to take the Cisco CCNA Security Certification Exam IINS 210-260.

ITEC 2711 - CERTIFICATION PREPARATON FOR CERTIFIED ETHICAL HACKER (CEH)

1 Credit; 1 Lecture Hour

This course, together with ITEC 1430, prepares the student to take EC-Council's Certified Ethical Hacker exam (EC-CEH).

ITEC 2712 - CERTIFICATION PREPARATION FOR COMUTER HACKING FORENSIC INVESTIGATOR (CHFI)

1 Credit; 1 Lecture Hour

This course, together with ITEC 2450, prepares the student to take EC Council's Computer Hacking Forensic Investigator exam (EC-CHFI).

ITEC 2750 - CERTIFICATION PREPARATION FOR CCNA

1 Credit; 1 Lecture Hour

Prepares the student to take the Cisco Certification Exam ICND2 (200-101)

ITEC 2810 - VISUAL BASIC.NET PROGRAMMING

3 Credits; 2 Lecture Hours; 2 Lab Hours

This course describes the fundamental techniques for creating and modifying Visual Basic .NET programs, including the Visual Basic IDE, controls and their events, variables, input and output mechanisms, procedures, decisions and repetition structures, arrays, strings, interfacing with databases, and relevant object-oriented programming concepts.

Required Prerequisite(s): Take MATH-1030 with a minimum grade of C-

ITEC 2830 - OPEN SOURCE WEB APPLICATIONS

3 Credits; 2 Lecture Hours; 2 Lab Hours

This course covers the implementation of a web-based database using search software with a relational database, and a programming language to tie the two together. Emphasis is on using software that is freely available. Current software includes Apache Server, MySQL, and PHP.

Required Prerequisite(s): Take ITEC-1850, ITEC-1870, ITEC-1890 and MATH-1030 with a minimum grade of C- in each class.

ITEC 2850 - ASP.NET WEB APPLICATIONS

3 Credits; 2 Lecture Hours; 2 Lab Hours

This course emphasizes using the .NET Framework class library (FCL) and the programming models embodied in the FCL, including Windows Forms, Web Forms, and XML Web services to create Web-based applications.

Required Prerequisite(s): Take MATH-1030 with a minimum grade of C-

ITEC 2870 - JAVA PROGRAMMING

3 Credits; 2 Lecture Hours; 2 Lab Hours

This course teaches the fundamentals of the Java programming language, including data types; methods, classes, and objects; decision and looping constructs; characters, strings, and the StringBuilder; arrays; inheritance; exception handling; file input and output; and Swing user interface components.

Required Prerequisite(s): Take MATH-1030 with a minimum grade of C-

ITEC 2900 - CAPSTONE COURSE FOR SOFTWARE DEVELOPERS

3 Credits; 2 Lecture Hours; 2 Lab Hours

Requires students to analyze, design, manage, and present a project that creates a solution for a comprehensive project. As team members, students use their programming and data communication skills to prototype a solution for the assigned project. Teams document their work in a professional written report submitted at the conclusion of the course. In addition, each team makes several oral presentations of its project and the solution developed by the team to a panel of IT professionals.

Required Prerequisite(s): Take COMM-1010, ENGL-1030. Also take ITEC-2830 and MATH-1030 with a minimum grade C- in those classes.

ITEC 2901 - CERTIFICATION PREPARATION FOR CIW JAVA SCRIPT SPECIALIST EXAM

1 Credit; 1 Lecture Hour

Prepares the student to take the CIW JavaScript Specialist Exam (Exam 1DO-635).

Required Prerequisite(s): Take ITEC-1890 with minimum grade of C-

ITEC 2902 - CERTIFICATION PREPARATION FOR CIW PERL SPECIALIST EXAM

1 Credit; 1 Lecture Hour

Prepares the student to take the CIW JavaScript Specialist Exam (Exam 1DO-635).

ITEC 2903 - CERTIFICATION PREPARATION FOR CIW DATABASE DESIGN SPECIALIST EXAM

1 Credit; 1 Lecture Hour

Prepares the student to take the CIW JavaScript Specialist Exam (Exam 1DO-635).

Required Prerequisite(s): Take ITEC-1850 with a minimum grade of C-

ITEC 2904 - CERTIFICATION PREPARATION FOR MICROSOFT EXAM 70-486 EXAM: DEVELOPING ASP.NET MVC 4 WEB

1 Credit; 1 Lecture Hour

Prepares the student to take the CIW JavaScript Specialist Exam (Exam 1DO-635).

Required Prerequisite(s): Take ITEC-1850 with a minimum grade of C-

ITEC 2905 - CERTIFICATION PREPARATION FOR MICROSOFT EXAM 70-480: PROGRAMMING IN HTML5 WITH JAVASCRIPT

1 Credit; 1 Lecture Hour

Prepares the student to take the CIW JavaScript Specialist Exam (Exam 1DO-635).

Required Prerequisite(s): Take ITEC-1850 with a minimum grade of C-

ITEC 2906 - CERTIFICATION PREPARATION FOR MICROSOFT EXAM 70-487: DEVELOPING WINDOWS AZURE AND WEB SERVICES

1 Credit; 1 Lecture Hour

Prepares the student to take the CIW JavaScript Specialist Exam (Exam 1DO-635).

Required Prerequisite(s): Take ITEC-1850 with a minimum grade of C-

ITEC 2980 - COOPERATIVE WORK EXPERIENCE

1 Credit; 10 Hours

A cooperative work experience provides an opportunity for students to obtain practical work experience in the Information Technology field while earning college credit. This on or off campus employment experience can be paid or unpaid. The work experience is coordinated by a faculty member who visits the job site for a conference with the student and the supervisor at least once per semester. Students must complete 150 hours of work experience for each hour of credit. This class is Pass/No Pass (P/NP).

Required Prerequisite(s): Students must have completed 18 semester hours of ITEC classes with a C- or better grade in each course.

Required Concurrent Course(s): Take ITEC-2990

ITEC 2990 – SEMINAR

1 Credit; 1 Seminar Hour

This course is taken concurrently with ITEC2980 Cooperative Work Experience. Students will discuss their work place experiences, identify the skills required, assess their performance, and present their learning experience and how it prepared them for a career in Information Technology. Students must obtain permission from the instructor to enroll in this class. This class is Pass/No Pass (P/NP).

Required Concurrent Course(s): Take ITEC-2980

ITEC 2999 - SPECIAL TOPICS IN INFORMATION TECHNOLOGY

3 Credits; 3 Lecture Hours

This course enables faculty members in the Information Technology department to present a specific topic or project in Information Technology, on a limited basis, which is not normally covered in the current Information Technology curriculum. The course may be offered twice before it must be discontinued or added to the curriculum via the required Curriculum Committee process.

LART

LIBERAL ARTS

For the most current course descriptions, see www.ncstatecollege.edu/cms/academics/classes/course-descriptions.html

LART 2900 - LIBERAL ARTS CAPSTONE

1 Credit; 1 Lecture Hour

This course will assist students transitioning from the community college experience to a four-year educational institution. Students will integrate the knowledge and skills acquired in their general education experiences with those developed in their program specific courses to engage in projects that require them to: think critically about their prior education, explore future academic and career-related paths, and develop skills to enhance their success. Such projects may include research papers, presentations, and/or portfolio development

Required Prerequisite(s): Must have completed 45 credit hours.

MATH

MATHEMATICS

For the most current course descriptions, see www.ncstatecollege.edu/cms/academics/classes/course-descriptions.html

MATH 0020 - BASIC MATHEMATICS AND PRE-ALGEBRA LAB

1 Credit; 2 Lab Hours

This supplementary lab is designed to provide additional practice and consultation in basic operations involving whole numbers, integers, decimals and fractions; solving basic equations; ratio and proportion; percentage; simplifying polynomials; measurement including the metric system; perimeters, areas, and volumes of geometric figures; square root; and descriptive statistics. MATH 0020 is graded pass (P) or no pass (NP). The course is required for students who receive an Accuplacer Arithmetic score of 34 or below, a COMPASS Pre-Algebra score of 25 or below or an ACT Math Score of 10 or below.

Required Concurrent Course(s): Take MATH-0073

MATH 0072 - PRE-ALGEBRA

2 Credits; 2 Lecture Hours

A transition course designed to bridge the gap between basic mathematics and algebra. The course consists of addition, subtraction, multiplication, and division of signed whole numbers, fractions, and decimals, as well as solving basic equations and simplifying polynomials. Credit does not apply to any Associate Degree Program. The course is required for students who receive an Accuplacer Arithmetic score between 57-120 or COMPASS Pre- Algebra score between 41-60 or ACT Math score of 18 or higher.

Required Prerequisite(s): COMPASS Pre-Algebra score between 41-60 or ACT Math of 18 or higher or ACCUPLACER Arithmetic score between 57-120

MATH 0073 - BASIC MATHEMATICS AND PRE-ALGEBRA

4 Credits; 4 Lecture Hours

A course designed to provide a review of mathematical skills and to provide preparation for algebra. The course consists of the following: basic operations involving whole numbers, integers, decimals and fractions; solving basic equations; ratio and proportion; percentage; simplifying polynomials; measurement including the metric system; perimeters, areas, and volumes of geometric figures; square root; and descriptive statistics. Credit does not apply to any Associate Degree program. The course is required for students who receive an Accuplacer Arithmetic score of 56 or below, a COMPASS Pre-Algebra score of 40 or below or an ACT Math score of 17 or below.

MATH 0074 - BEGINNING ALGEBRA

5 Credits; 5 Lecture Hours

A course for students who need some basic mathematics development in the fundamentals of algebra before taking MATH 1010 (Business Mathematics), MATH 1050 (Technical Mathematics I) or CHEM 1010 (Introduction to Chemistry). The course consists of a brief review of arithmetic concepts, signed numbers, equations and inequalities, polynomials, factoring, rational expressions and equations, coordinate graphing, systems of equations, and simplification of radicals. Credit does not apply to any Associate Degree program. Successful completion of MATH 0072 or MATH 0073 with a grade of C- or better or an ACCUPLACER Elementary Algebra score of 45-57 or a COMPASS Pre-Algebra score of 61 or higher and Algebra score of 30 or below or ACT Math score of 19-20 required.

Required Prerequisite(s): Successful completion of MATH 0072 or MATH 0073 with a grade of C- or better a COMPASS Pre-Algebra score of 61 and Algebra score of 30 or below or an ACCUPLACER Elementary Algebra score of 45-57 or ACT Math score of 19-20 required.

MATH 0086 - INTERMEDIATE ALGEBRA

4 Credits; 4 Lecture Hours

This course provides for development in algebra topics above those presented in beginning algebra and below those in college algebra. Course topics include: equation solving; operations on various type of expressions; functions, including linear, quadratic, exponential, and logarithmic functions; exponents and polynomials (includes factoring and rational expressions); radicals and complex numbers; and sequences, series, and the Binomial Theorem. Successful completion of MATH 0074 with a grade of C- or better or an ACCUPLACER Elementary Algebra score of 58-120 or a COMPASS Pre-Algebra score of 61 or higher and Algebra score of 31-51 or ACT Math score of 21 or higher required.

Required Prerequisite(s): Successful completion of MATH0074 with a minimum grade of C-, or COMPASS Pre-Algebra score of 61 or higher and Algebra score of 31-54 or ACCUPLACER Elementary Algebra score of 58-120, or ACT score of 21 or higher required.

MATH 1010 - BUSINESS MATHEMATICS

3 Credits; 3 Lecture Hours

This course begins with basic algebra in solving typical business word problems. Other major topics include the calculation of trade discounts, markup and markdown of perishable merchandise, simple and compound interest, future and present value, discounting promissory notes, calculating annuities, depreciation, inventory and overhead and business statistics. The course ends with arithmetic and geometric mean applications, business applications for elementary statistics, and internal rate of return. Successful completion of MATH 0074 or COMPASS Algebra score of 31 or higher or ACT Math score of 21 or higher required or ACCUPLACER Elementary Algebra score of 58 or higher and ACCUPLACER College Level Math score of 20 or higher.

Required Prerequisite(s): Successful completion of MATH 0074 with a grade of C- or better or COMPASS Algebra score of 31 or higher or ACT Math score of 21 or higher required or ACCUPLACER Elementary Algebra score of 58 or higher AND ACCUPLACER College Level Math score of 20 or higher.

MATH 1030 - VARIABLE RELATIONSHIPS; ALGEBRA AND GRAPHING

3 Credits; 3 Lecture Hours

This course primarily presents variable relationships, both algebraically as well as graphically. A short presentation of descriptive statistics is included. Topics include dimensional analysis, algebra skills, functions, equation solving, ratio and proportion, variation, working with formulas, and additional emphasis on applied problems.

Required Prerequisite(s): Successful completion of MATH0074 with a grade of C- or better or COMPASS Algebra score of 31 or better or ACT Math score of 21 or higher or ACCUPLACER Elementary Algebra score of 58 or higher AND ACCUPLACER College Level math score of 20 or higher required.

MATH 1050 - TECHNICAL MATHEMATICS I

4 Credits; 4 Lecture Hours

A study of 1) Basic computational techniques assisted by the use of hand-held calculators including significant digits, unit conversions, roots, and radicals; 2) Basic algebra operations, equation solving, formula manipulation, applied problems, graphical solutions of equations, solving simultaneous linear equations by algebra, graphing, and Cramer's Rule; 3) Geometry definitions, facts and formulas; 4) Graphing, including linear and non-linear functions and interpolation, 5) Algebra, including factoring and rational expressions and quadratic equations, 6) Basic trigonometric functions and their applications to right triangles 7) Measures of central tendency and dispersion, and 8) Ratios, rates, proportions and variation.

Required Prerequisite(s): Successful completion of MATH0074 with a grade of C- or better or COMPASS Algebra score of 31 or higher or ACT Math score of 21 or higher or ACCUPLACER Elementary Algebra score of 58 or higher AND ACCUPLACER College Level Math score of 20 or higher required.

MATH 1051 - TECHNICAL MATHEMATICS II

4 Credits; 4 Lecture Hours

This course includes: 1) Trigonometric equations of any angle and applications; 2) Radians and applications; 3) Solutions of triangles including the Laws of Sines and Cosines; 4) Vectors, operations and applications; 5) Fractional exponents, radicals and operations; 6) Complex numbers, operations, equations, and applications (including DeMoivre's Theorem and alternating current applications); 7) exponential and logarithmic functions, equations, and applications; 8) Binomial Theorem; 9) Derivatives, differentials, and applications; and 10) Integration and applications. Successful completion of MATH 1050 Technical Mathematics I with a grade of C- or better or a COMPASS College Algebra score of 46 or higher or ACT Math score of 26 or higher required.

Required Prerequisite(s): Successful completion of MATH 1050 Technical Mathematics I with a grade of C- or better or COMPASS College Algebra score of 46 or higher or ACT Math score of 26 or higher or ACCUPLACER College Level Math score of 55 or higher required.

MATH 1070 - APPLIED GEOMETRY & TRIGONOMETRY

3 Credits; 3 Lecture Hours

This course is a study of basic algebra, basic geometry, and an introduction to trigonometry. The class will review signed numbers and their operations, exponents, scientific notations, logarithms and systems of measurements. This class will also cover algebraic expressions and solving equations with one variable using shop problems and shop formulas and also will use shop problems for statements of comparison and mixture proportions. The basic geometry will cover points, planes, lines, polygons, triangles, circles and the application of these concepts. We will use key definitions in trigonometry to solve sides and angles of a triangle.

Required Prerequisite(s): MATH0074 (Grade of C- or higher)-OR- COMPASS Algebra score of 31 or higher -OR ACT Math score of 21 or higher -OR- ACCUPLACER Elementary Algebra score of 58 or higher AND ACCUPLACER College Level Math score of 20 or higher

MATH 1110 - COLLEGE ALGEBRA

4 Credits; 4 Lecture Hours

A study of: 1) polynomial operations, rational expressions, exponents, radicals; 2) linear and quadratic equations, inequalities, absolute value applications and their graphs; 3) graphs of elementary functions and non-functions including inverse functions, combining functions, and translating and transforming functions; 4) study of polynomial functions including the Fundamental Theorem of Algebra, zeroes of polynomials, rational functions, partial fractions; 5) exponential and logarithmic functions including graphs and applications; 6) Gauss-Jordan elimination and Cramer's Rule. This course meets the requirements for OTM College Algebra TMM001.

Required Prerequisite(s): Successful completion of MATH-0086 or higher or a Compass Algebra score of 52 or higher or ACT Math score of 22 or higher or ACCUPLACER College Level Math score of 30 or higher required.

MATH 1130 – TRIGONOMETRY

4 Credits; 4 Lecture Hours

This course includes the study of trigonometric functions and inverse trigonometric functions and their graphs; solutions of right and oblique triangles and their applications; solutions of trigonometric equations and inequalities; the use of identities, vectors, and complex numbers; and solutions of polar equations and parametric equations. Students must supply a graphing calculator. Prerequisite MATH1110 (minimum grade of C- required) or COMPASS College Algebra score of 46 or higher or ACT math score of 26 or higher or ACCUPLACER College Level Math Score of 55 or higher. This course meets the requirements for OTM Trigonometry TMM003.

Required Prerequisite(s): Successful completion of MATH1110 with a grade of C- or better or COMPASS College Algebra score of 46 or higher or ACT Math score of 26 or higher or ACCUPLACER College Level Math score of 55 or higher required.

MATH 1150 - CALCULUS I

5 Credits; 5 Lecture Hours

A study of analytic geometry, limits, continuity, the derivative, basic differentiation rules, rates of change, the product and quotient rules, higher-order derivatives, the chain rule, implicit differentiation, related rates, extrema on an interval, Rolle's Theorem and the Mean Value Theorem. Function analysis includes increasing and decreasing functions and the first derivative test, concavity and the second derivative test, limits at infinity and curve sketching. Concluding topics include anti-derivatives, indefinite and definite integrals, the Fundamental Theorem of Calculus, and integration by substitution. Applications include optimization problems, Newton's method, differentials, and areas of planar regions. This course meets the requirements for OTM Calculus I TMM005. If combined with MATH 1151, it meets the requirements for OTM Calculus I & II sequence TMM017.

Required Prerequisite(s): Successful completion of MATH1130 with a grade of C- or better or COMPASS Trigonometry score of 46 or better or ACT Math score of 28 or higher or ACCUPLACER College Level MATH score of 71 or higher required.

MATH 1151 - CALCULUS II

5 Credits; 5 Lecture Hours

This course is a continuation of MATH1150 Calculus I. Topics include integration and applications, calculus of exponential and logarithmic functions, hyperbolic functions, methods of integration, integration by parts, indeterminate forms and L'Hôpital's Rule, moments and centers of mass, fluid pressure and force, integration techniques, series including Taylor and Maclaurin, calculus of conics, calculus of parametric equations, and polar forms of conic sections including Kepler's Laws. This course meets the requirements for OTM Calculus II TMM006. If combined with MATH 1150, it meets the requirements for OTM Calculus I & II sequence TMM017.

Required Prerequisite(s): Successful completion of MATH1150 with a grade of C- or better required.

MATH 1999 - MATHEMATICS ELECTIVE

1 Lecture Hour

This course is used for transfer purposes only, may be used more than once.

MATH 2000 - DISCRETE MATHEMATICS

3 Credits; 3 Lecture Hours

This course presents topics in sets, logic, proofs, functions/sequences/relations, algorithms, counting methods, recurrence relations, graph theory, and trees. Emphasis is placed on proper notation and terminology as well as problem solving and proofs. Prerequisite MATH1110 (minimum grade of C- required) or COMPASS College Algebra score of 46 or higher or ACT math score of 26 or higher or ACCUPLACER College Level Math Score of 55 or higher.

Required Prerequisite(s): Successful completion of MATH1110 with a grade of C- or better or COMPASS College Algebra score of 46 or higher or ACT Math score of 26 or higher or ACCUPLACER College Level Math score of 55 or higher required.

MATH 2010 - CALCULUS III

4 Credits; 4 Lecture Hours

This is the third of three courses in the basic calculus sequence. Topics include vector functions, functions of two or more variables, gradients, tangent planes and normal lines, LaGrange multipliers, partial derivatives (including applications), arc length and curvature, multiple integration, implicit and parametric calculus, spherical and cylindrical coordinates, Jacobians to change variables, and vector calculus including Green's Theorem, and Stoke's Theorem. This course meets the requirements for OTM Calculus III TMM018 and also TAG# OMT018.

Required Prerequisite(s): Successful completion of MATH1151 with a grade of C- or better required.

MATH 2030 - DIFFERENTIAL EQUATIONS

5 Credits; 5 Lecture Hours

Includes study of differential equations of first and higher order, simultaneous, linear and homogenous differential equations, solution by power series, Laplace transformations, applications, and systems of differential equations. This course meets the requirements for OTM Elementary Differential Equations TMM020 and also TAG# OMT020.

Required Prerequisite(s): Successful completion of MATH2010 with a grade of C- or better required

MATH 2900 - MATHEMATICS CAPSTONE

1 Credit; 1 Lecture Hour

This course will assist students transitioning from the community college experience to a four-year educational institution. Students will integrate the knowledge and skills acquired in their general education experiences with those developed in their program specific courses to engage in projects that require them to: think critically about their prior education, explore future academic and career-related paths, and develop skills to enhance their success. Such projects may include research papers, presentations, and/or portfolio development

Required Prerequisite(s): Must have completed 45 credit hours.

MATH 2999 - SPECIAL TOPICS IN MATHEMATICS

3 Credits; 3 Lecture Hours

This course allow for mathematics courses to be offered which are not normally offered. Topics and credit hours vary

MECT

MECHANICAL ENGINEERING TECHNOLOGY

For the most current course descriptions, see www.ncstatecollege.edu/cms/academics/classes/course-descriptions.html

MECT 1150 - FUNDAMENTALS OF ENGINEERING DESIGN

2 Credits; 1 Lecture Hour; 3 Lab Hours

An introductory course to acquaint the student with the tools used to convey design concepts and product information in the engineering arena. 3D visualization, using sketching, drawing, solid modeling and computer aided drafting will be used. The course will also introduce the main concepts in developing an engineering design project.

MECT 1750 - HYDRAULICS AND PNEUMATICS

3 Credits; 2 Lecture Hours; 2 Lab Hours

This course will be based on learning today's Fluid Control Concepts that are important in die construction in the manufacturing area. In addition to system design and layout, the student will gain experience through labs using construction and operating systems. (TAG# OET009)

MECT 2230 - ENGINEERING MATERIALS

3 Credits; 2 Lecture Hours; 2 Lab Hours; 2 Lab Hours

Physical metallurgy emphasizing commercial alloys, heat treatment, and surface treatment of the iron, steel, aluminum, copper, and aerospace metals. The laboratory covers basic metallographic techniques of specimen polishing, etching, and examination. (TAG# OET013)

MECT 2330 – STATICS

3 Credits; 2 Lecture Hours; 2 Lab Hours

A problem course dealing with bodies at rest; it lays the necessary groundwork for further study in the design and analysis of structures and machines. Emphasis is placed upon the importance of the ability to draw free body diagrams used in solving problems. (TAG# OET007)

Required Prerequisite(s): Take MATH-1050

Required as Prerequisite or Concurrent: Take PHYS-1110

MECT 2440 - STRENGTH OF MATERIALS

3 Credits; 2 Lecture Hours; 2 Lab Hours

A study of the effects of load on structures, frames, beams, columns, and mechanisms; including stress and strain in tension, compression, shear, and torsion; column buckling; torsion, axial and lateral deflections; thermal stresses and strains, and properties of materials. (TAG# OET008)

Required Prerequisite(s): Take MECT-2330

MECT 2910 - MECHANICAL DESIGN PROJECT

1 Credit; 3 Lab Hours

This is a capstone course that brings together most of the course work and learning experiences from the mechanical engineering technology program. Students will participate in a mechanical design project to be completed following the procedures presented.

Required Prerequisite(s): Take MECT-2440

MFGT

MANUFACTURING TECHNOLOGY

For the most current course descriptions, see www.ncstatecollege.edu/cms/academics/classes/course-descriptions.html

MFGT 1010 - INDUSTRIAL BLUEPRINT READING

2 Credits; 1 Lecture Hour; 2 Lab Hours

Blueprint interpretation is a core skill for Engineers and Apprentices. Students will learn the fundamentals of orthographic projection, arrangement of views, application of dimensions and tolerances, machining and finishing processes, and more. Materials presented conform to the latest ANSI standards and ISO specifications. Sample prints in both standard and metric format.

MFGT 1110 - MANUFACTURING PROCESSES

3 Credits; 2 Lecture Hours; 2 Lab Hours

This course offers an introduction to manufacturing methods and basic machine tool operation. Students will be provided the background needed to read and interpret technical drawings and proper use of a variety of inspection and measuring tools. Students will also develop and use shop documents such as job plans and blueprints. Lab activities include Soldering, Electroplating, CNC Engraving, Mold making, Polymer Resin and Sheet Metal fabrication. Diligent attention is given to safety in the modern manufacturing environment. OET010 Manufacturing Processes

MFGT 1120 - ADVANCED MACHINING

2 Credits; 1 Lecture Hour; 2 Lab Hours

This course builds on the basic skills presented in MFGT1110. Students who complete this course will focus on the NIMS certification exams available for Vertical Milling, Drill Press, Grinding, and Turning Operations including chucking and between centers. Focus will be on safety throughout the course. *Required Prerequisite(s): Take MFGT-1110 AND either MECT-1150 or ENRD-2260.*

MFGT 1300 - WELDING AND WELDING EQUIPMENT

2 Credits; 1 Lecture Hour; 2 Lab Hours

This course covers the equipment and techniques associated with the welding and cutting processes most widely used in industry today. Topics include Oxy-fuel, SMAW, GTAW, Robotics applications, Laser welding, and others. Print reading and weld testing methods are also included. Diligent attention is given to personal and fire safety during lab activities.

MFGT 1550 - CNC SETUP AND OPERATIONS

1 Credit; 3 Lab Hours

An introduction to computer numerical control (CNC) practices, equipment, setup and operation. This course will concentrate on both mills and lathes. Students will build and qualify tooling, set up jobs, load programs, and fab parts. A series of lab projects are included.

MFGT 1640 - COMPUTER AIDED MANUFACTURING I

2 Credits; 1 Lecture Hour; 2 Lab Hours

Students will use simulation software to verify programs written in G and M codes. HAAS mill and lathe trainers will be used in conjunction with a HAAS CNC Mill for select lab exercises. Students will complete supporting documents such as lettered prints, tool drawings, set up sheets and code. *Required Prerequisite(s): Take MFGT-1110*

Required Prerequisite(s): Take MFGT-1110

MFGT 2010 - JIG AND FIXTURE DESIGN

3 Credits; 2 Lecture Hours; 2 Lab Hours

Tool design is the process of designing and developing the tools, methods, and techniques necessary to improve manufacturing efficiency and productivity. Students use Solid Modeling software to design tools used in fabricating, welding, and inspection applications. Tool design is an ever-changing, growing process of creative problem solving which addresses quality and economy to produce a competitive product to solve manufacturing situations. *Required Prerequisite(s): Take MFGT-1110 and either MECT-1150 or ENRD-2260.*

Required Prerequisite(s): Take MFGT-1110 and either MECT-1150 or ENRD-2260.

MFGT 2100 - QUALITY CONTROL AND SPC

2 Credits; 2 Lecture Hours

This course covers basic manufacturing concepts of Quality Control, SPC (Statistical Process Control), Lean Manufacturing, and other principles, objectives and influencing factors of production control. Students learn about planning and scheduling applications as well as interpretation and application of GDT to prints and inspection settings. Students may take NIMS (National Institute for Metalworking Skills) certification exam in Materials, Measurement and Safety.

MFGT 2200 - POLYMERS & INDUSTRIAL PLASTICS

2 Credits; 1 Lecture Hour; 2 Lab Hours

This course covers basic applications of plastics in products and industry. Learn how different plastics are processed, and common and unusual plastic components and products how they are manufactured. Green applications are also introduced. Design applications are created using solid modeling programs such as Autodesk Inventor, and the prototype design process.

MFGT 2220 - MANUFACTURING AND PROTOTYPES

2 Credits; 1 Lecture Hour; 2 Lab Hours

Students will design and produce prototypes at the Kehoe FABLAB. Students will use Subtractive, Powder, and 3D Printers, CO2 Laser, Optical Laser Scanner, large format Digital Printer, and a variety of small shop and hand tools. Students will develop shop documents such as job plans, production schedules, and blueprints. Diligent attention is given to safety and prototype design, following the Form, Fit and Function Industrial design standard.

MFGT 2250 - STAMPING OPERATIONS AND DIE DESIGN

3 Credits; 2 Lecture Hours; 2 Lab Hours

This course is designed to give students knowledge of press operations. An overview of standard frame structures and press accessories including stock feeders and de-coilers, as well as new press technology and current developments in the stamping industry will be presented. The second part of the course covers material strips, sheet metal models, die design, and tonnage calculations. Students will use solid modeling software to develop and troubleshoot die designs. *Required Prerequisite(s): Take MFGT-1110 AND either MECT-1150 or ENRD-2260.*

Required Prerequisite(s): Take MFGT-1110 AND either MECT-1150 or ENRD-2260.

MFGT 2510 - FUNDAMENTALS OF LIGHT & LASERS

2 Credits; 1 Lecture Hour; 2 Lab Hours

Light plays a central role in our daily lives. Laser applications including CD players, digital cameras, bar code scanners, solar power and fiber-optics are introduced in this course. A growing and developing area of technology, Photonics applications are expanding in modern manufacturing. Fundamental information is covered in this course.

MFGT 2520 - ELEMENTS OF PHOTONICS WITH NANO

2 Credits; 1 Lecture Hour; 2 Lab Hours

This course covers the operational characteristics of lasers. Lasers are very useful in areas such as material processing, measurement, laser sensing and imaging, medicine, military apps, entertainment and holography. Solid state technology and applications of NANO technology is also introduced in this course. *Required Prerequisite(s): Take MFGT-2510*

Required Prerequisite(s): Take MFGT-2510

MFGT 2640 - COMPUTER AIDED MANUFACTURING II

2 Credits; 1 Lecture Hour; 2 Lab Hours

Students will build on fundamental programming skills and knowledge of machine tools to write programs using MASTERCAM X5 for milling and turning machines. CAD/CAM/CNC combines CAD skills to create geometry with CAM software to generate G and M codes for fabrication of parts on CNC machine tools. Students will have the option to test for NIMS certifications in CNC disciplines.

MFGT 2910 - MANUFACTURING TECHNOLOGY PROJECT

2 Credits; 1 Lecture Hour; 2 Lab Hours

This course brings together the course work and learning experiences from the Advanced Manufacturing Engineering Technology program. Each student will select and develop a manufacturing design project, with instructor approval, to be completed following the procedures presented. Students will apply accepted Principles of Project Management from inception to completion of the project. *Required Prerequisite(s): Completed 12 semester hours for MFGT courses.*

Required Prerequisite(s): Completed 12 semester hours for MFGT courses.

MFGT 2999 - SPECIAL TOPICS IN MANUFACTURING

3 Credits; 3 Lecture Hours

This course presents a specific topic in Manufacturing Engineering Technology that is normally not covered in the current Tool & Die Technology. Credit hours (1-3) and topics will be pre-approved by the academic administration.

MSCI

MORTUARY SCIENCE

*For the most current course descriptions, see
www.ncstatecollege.edu/cms/academics/classes/course-descriptions.html*

MSCI 1010 - THANATOLOGY I: DYING AND END-OF-LIFE DECISION

MAKING

1 Credit; 1 Lecture Hour

This course focuses on two key aspects of thanatology: dying and end-of-life decision making. The subjects are explored through the lenses of culture, socialization, religion, spirituality, and historical and contemporary perspectives. Life span issues and integration of family, larger systems, ethical and legal issues are also explored.

MSCI 1030 - THANATOLOGY II: LOSS, GRIEF AND MOURNING AND ASSESSMENT AND INTERVENTION

1 Credit; 1 Lecture Hour

This course focuses on two key aspects of thanatology: loss, grief, and mourning and assessment and intervention. The subjects are explored through the lenses of culture, socialization, religion, spirituality, and historical and contemporary perspectives. Life span issues and integration of family, larger systems, ethical and legal issues are also explored. This course will also explore bereavement interventions and compare and contrast the interventions with regard to efficacy and approaches.

Required Prerequisite(s): Take MSCI-1010

MSCI 1050 - THANATOLOGY III: TRAUMATIC DEATH AND DEATH EDUCATION

1 Credit; 1 Lecture Hour

This course focuses on two key aspects of thanatology: traumatic death and death education. The subjects are explored through the lenses of culture, socialization, religion, spirituality, and historical and contemporary perspectives. Life span issues and integration of family, larger systems, ethical and legal issues are also explored.

Required Prerequisite(s): Take MSCI-1030

MSCI 1070 – THANATOLOGY

3 Credits; 3 Lecture Hours

This course focuses key aspects of thanatology: dying, end-of-life decision making, loss, grief, and mourning, assessment and intervention, traumatic death and death education. The subjects are explored through the lenses of culture, socialization, religion, spirituality, and historical and contemporary perspectives. Life span issues and integration of family, larger systems, ethical and legal issues are also explored.

MSCI 2900 - MORTUARY SCIENCE CAPSTONE

1 Credit; 1 Lecture Hour

This course will assist students transitioning from the community college experience to a four-year educational institution. Students will integrate the knowledge and skills acquired in their general education experiences with those developed in their program specific courses to engage in projects that require them to: think critically about their prior education, explore future academic and career-related paths, and develop skills to enhance their success. Such projects may include research papers, presentations, and/or portfolio development

Required Prerequisite(s): Must have completed 45 credit hours.

MUSC

MUSIC

For the most current course descriptions, see www.ncstatecollege.edu/cms/academics/classes/course-descriptions.html

MUSC 1010 - MUSIC APPRECIATION

3 Credits; 3 Lecture Hours

Develop listening skills used for understanding elements of musical style in a historical perspective and the significance of music as fine art.

MUSC 1999 - MUSIC ELECTIVE

1 Lecture Hour

This course is used for transfer purposes only, may be used more than once.

OTAP

OCCUPATIONAL THERAPY ASSISTANT

For the most current course descriptions, see www.ncstatecollege.edu/cms/academics/classes/course-descriptions.html

OTAP 1015 - INTRODUCTION TO OTA

1 Credit; 1 Lecture Hour

This course will examine the profession of occupational therapy and its role in educational systems, health care and the community. Topics include the history of the profession, the development and utilization of occupational therapy assistants, philosophical principles of the profession, the Occupational Therapy Framework: Domain and Process, Standards of Practice, Code of Ethics, roles of the occupational therapist and occupational therapy assistant, and national and state credentialing requirements. Students will be exposed to the relevant theories prevalent within the occupational Therapy profession. There will also be discussion about professional relationships, along with exploration of cultural, ethical and legal issues in occupational therapy practice.

Required Concurrent Course(s): Take OTAP-1020, OTAP-1021

OTAP 1020 - FOUNDATIONS I: ACTIVITY ANALYSIS

2 Credits; 1 Lecture Hour; 3 Lab Hours

The student will be introduced to the analysis and performance of occupation in work, self-care, play and leisure throughout the lifespan, including adaptation to achieve a therapeutic goal. This course will focus on the development of observation skills, assessment and teaching, adapting and grading occupations. The proper care, storage and maintenance of equipment and supplies will also be discussed.

Required Concurrent Course(s): Take OTAP-1015, OTAP-1021 and OTAP-1020L

OTAP 1021 - FOUNDATIONS II: THERAPEUTIC RELATIONSHIPS

2 Credits; 1 Lecture Hour; 3 Lab Hours

This course provides an overview of the origins of psychiatric occupational therapy and the theoretical foundation of mental health practice. How the occupational therapy process is applied within the context of mental health practice is discussed. In addition, interpersonal relationships, therapeutic use of self and group roles and development are discussed. Students continue to build observation skills, interaction skills and practice leading and working within groups.

Required Concurrent Course(s): Take OTAP-1015, OTAP-1020, OTAP-1021L

Required as Prerequisite or Concurrent: Take PSY-110 or PSYC-1010

OTAP 1022 - OTA KINESIOLOGY

3 Credits; 2 Lecture Hours; 3 Lab Hours

Kinesiology incorporates the study of many areas including anatomy, physiology, physics and biomechanics. Students will learn about qualitative and quantitative methods to gather information about client's movements. Students are introduced to range of motion and manual muscle testing and learn to apply them within activity analysis. They will work on developing a greater understanding of how to use this information to develop effective interventions to effect change within their clients.

Required Prerequisite(s): Take BIOL-2751, OTAP-1015, OTAP-1020, OTAP-1021

Required Concurrent Course(s): Take OTAP-1022L

OTAP 1030 - PROCESS I: DEVELOPMENTAL

3 Credits; 2 Lecture Hours; 8 Clinical Hours; 3 Lab Hours

A review of human development from birth to adolescence in relation to occupational performance will be provided. Issues that may impact occupational performance and thus require adaptation will be discussed. Topics will include theory, evidence based practice, frames of reference, the occupational therapy process and the roles of OTA and OT in practice settings for this population will be discussed.

Required Prerequisite(s): Take BIOL-2751, OTAP-1015, OTAP-1020, OTAP-1021

Required Concurrent Course(s): Take OTAP-1031, OTAP-1030L

Required as Prerequisite or Concurrent: Take PSYC-2010

OTAP 1031 - PRACTICE I: DEVELOPMENTAL

2 Credits; 1 Lecture Hour; 5 Practicum Hours

This course provides observation and experience opportunities for individuals to learn more about the client population (children to adolescents) and to begin to develop professional insights. The course provides lecture and discussion to complement topics and experiences in directed fieldwork practice sites. Directed fieldwork practice hours may be supervised by clinical educators or faculty at approved health care, educational or community setting. Students are responsible for transportation.

Required Concurrent Course(s): Take OTAP-1030

OTAP 2040 - PROCESS II ADULT PHYSICAL DYSFUNCTION

3 Credits; 2 Lecture Hours; 3 Lab Hours

A review of human development from adolescence to adulthood in relation to occupational performance will be provided. The impact of traumatic injury and illnesses on occupational performance will be explored. Issues that may impact occupational performance and thus require adaptation will be discussed. Topics will include theory, evidence based practice, frames of reference, the occupational therapy process and the roles of OTA and OT in practice settings for this population will be discussed.

Required Prerequisite(s): Take BIOL-2752, OTAP-1030

Required Concurrent Course(s): Take OTAP-2041, OTAP-2040L

OTAP 2041 - PRACTICE II ADULT PHYSICAL DYSFUNCTION

2 Credits; 1 Lecture Hour; 5 Practicum Hours

This course provides observation and experience opportunities for individuals to learn more about the client population (adolescence to adulthood) and to begin to develop professional insights. The course provides lecture and discussion to complement topics and experiences in directed fieldwork practice sites. Directed fieldwork practice hours may be supervised by clinical educators or faculty at approved health care, educational or community setting. Students are responsible for transportation.

Required as Prerequisite or Concurrent: Take OTAP-2040

OTAP 2050 - PROCESS III: COMMUNITY AND AGING

4 Credits; 3 Lecture Hours; 3 Lab Hours

A review of human development from adulthood to geriatrics in relation to occupational performance will be provided. Mental health diagnosis seen within the community will be reviewed. The impact of aging on occupational performance with an emphasis on aging in society will be explored. Issues that may impact occupational performance and thus require adaptation will be discussed. Topics will include theory, evidence based practice, frames of reference, the occupational therapy process and the roles of OTA and OT in practice settings for this population will be discussed.

Required Prerequisite(s): Take OTAP-2040

Required Concurrent Course(s): Take OTAP-2051, OTAP-2050L, OTAP-2065

OTAP 2051 - PRACTICE III COMMUNITY AND AGING

2 Credits; 1 Lecture Hour; 5 Practicum Hours

This course provides observation and experiential opportunities for individuals to focus on the psychological and social factors that influence engagement in occupation within the adult and geriatric client population and to begin to develop professional insights. The course provides lecture and discussion to complement topics and experiences in directed practice (Level I fieldwork) sites. Directed practice (Level I fieldwork) hours may be supervised by clinical educators or faculty at approved healthcare, educational or community setting. Students are responsible for transportation.

Required Concurrent Course(s): Take OTAP-2050

OTAP 2065 - CURRENT PRACTICE TRENDS

2 Credits; 2 Lecture Hours

Current practice trends in the local region and emerging theories and techniques in the field of Occupational Therapy will be explored. The role of occupational therapy assistants in management will also be explored in addition to preparation for professional practice.

Required Prerequisite(s): Take OTAP-2040, OTAP-2041

Required Concurrent Course(s): Take OTAP-2050, OTAP-2051

OTAP 2080 - DIRECTED PRACTICE: FWIIA

3 Credits; 18 Practicum Hours

Having completed three varied directed practice (Fieldwork I experiences), the student will be prepared to enter directed practice (Fieldwork Level II), a 35 hr/week experience. Students will function as staff members of cooperating facilities and use the occupational therapy process while practicing as an entry level OTA. Students are expected to comply with agency policies and to conduct themselves in a professional manner. Students may be assigned to work with individuals with developmental, physical or emotional challenges. Students are responsible for transportation, room and board. This course is graded Pass (P) or No Pass (NP).

Required Prerequisite(s): Take OTAP-2050, OTAP-2051, OTAP-2065

Required Concurrent Course(s): Take OTAP-2081, OTAP-2085

OTAP 2081 - DIRECTED PRACTICE: FWIIB

3 Credits; 18 Practicum Hours

Having completed OTAP2080 Directed Practice: FWIIA, the student is prepared to complete the second directed practice (Fieldwork Level II), a 35 hr/week experience. Students will function as staff members of cooperating facilities and use the occupational therapy process while practicing as an entry level OTA. Students are expected to comply with agency policies and to conduct themselves in a professional manner. Students may be assigned to work with individuals with developmental, physical or emotional challenges. Students are responsible for transportation, room and board. This course is graded Pass (P) or No Pass (NP).

Required Prerequisite(s): Take OTAP-2050, OTAP-2051, OTAP-2065

Required Concurrent Course(s): Take OTAP-2080, OTAP-2085

OTAP 2085 - SEMINAR: FWII

1 Credit; 1 Seminar Hour

This seminar course is designed to provide directed practice students with online support through their experiences. Students will also attend either evening or weekend "workshop seminars" arranged by the coordinating faculty to support professional development through this experience and to help prepare the student for the NBCOT examination and professional practice. This course is graded Pass (P) or No Pass (NP).

Required Prerequisite(s): Take OTAP-2050, OTAP-2051, OTAP-2065

Required Concurrent Course(s): Take OTAP-2080, OTAP-2081

PHIL

PHILOSOPHY

*For the most current course descriptions, see
www.ncstatecollege.edu/cms/academics/classes/course-descriptions.html*

PHIL 1010 - WESTERN PHILOSOPHY

3 Credits; 3 Lecture Hours

This course involves an examination of the great philosophical ideas that have shaped the development of Western Civilization. These ideas include those promoted during the ancient Greek period of Western development, the early Christian era, the Protestant Reformation, the Enlightenment, the Nineteenth Century, the Modern Age, the Age of Existentialism, the Postmodern era, and the Age of Recovery. The philosophers covered include Socrates, Plato, Aristotle, St. Paul, Augustine, Occam, Aquinas, Erasmus, Luther, Descartes, Hobbes, Rousseau, Kant, Hegel, Feuerbach, Marx, Emerson, Nietzsche, Kierkegaard, Bergson, Dewey, Heidegger, Sartre, Camus, Teilhard, Habermas, Pera, Guardini, Zizek, and Ratzinger. This course meets the requirements for OTM Arts and Humanities TMAH and also TAG# OAH405.

PHIL 1030 - PHILOSOPHY OF RELIGION

3 Credits; 3 Lecture Hours

The Philosophy of Religion focuses on a study of the philosophical questions that have emerged from humanity's centuries old experience with religion. These questions include the arguments for and against the existence of God, the questions surrounding the attributes of God, the problems posed by the existence of evil in the world, the relationship between science and religion, the problems posed by the diversity of theological doctrines, and the nature of religious ethics. The philosophers covered include Thomas Aquinas, Alvin Plantinga, Paul Davies, Boethius, C. S. Lewis, Saint Augustine, Henri Bergson, Gabriel Marcel, Pierre Teilhard, Slavoj Zizek, Romano Guardini, George Weigel, Reinhold Niebuhr, Richard Niebuhr, and Joseph Ratzinger.

PHIL 1050 - AMERICAN PHILOSOPHY

3 Credits; 3 Lecture Hours

This course involves an examination of the great philosophical ideas that have shaped the development of American Culture. These ideas include those promoted by the Puritans, the Unitarians, the Universalists, the Federalists and the Anti-Federalists, the Transcendentalists, the Abolitionists, the Pragmatists, the Modernists, the Lost Generation, the Existentialists, the New Critics, and the Postmodernists. The philosophers covered include Winthrop, Bradford, Mather, Edwards, Franklin, Madison, Jefferson, Emerson, Thoreau, Alcott, Fuller, Hawthorne, Melville, Whitman, James, Dewey, Wilson, Fitzgerald, Lewis, Ransom, O'Conner, Updike, and Weigel.

PHIL 1070 – SCIENCE, ART AND LITERATURE

3 Credits; 3 Lecture Hours

This course is an interdisciplinary course that explores the relationships that exist among science, literature and art. The course examines the literary, cinematic, poetic, and artistic image of the scientist in the nineteenth and twentieth centuries. It then invites the students to compare this image to the actual operation of science in the real world. Finally, it asks students determine which image they feel is most accurate and challenges them to express that view in a literary or artistic way.

PHIL 1090 - THE HISTORY OF THE FUTURE

3 Credits; 3 Lecture Hours

This course involves an examination of a variety of present trends which may lead to the development of alternate futures, as well as a study of those alternate futures. The course begins with an examination of the basic problems of the present and then examines the technique of psychohistory as a way for metahistorians to predict the direction of those trends in terms of probabilities. The course then explores the basic elements of a psychohistorian solution [the initial conditions and the theories of international behavior] and challenges the students to devise their own picture of the next one hundred years.

PHIL 1110 – ETHICS

3 Credits; 3 Lecture Hours

This course involves an examination of several ethical theories, including ethical relativism, utilitarianism, virtue ethics, social contract ethics, theological ethics, and rational ethics. Subjects covered may include the ethics of nuclear war, the ethics of suicide, ethical issues in abortion, the ethics of euthanasia, ethical issues in genetic engineering, sexual ethics, racism and sexism, capital punishment, ethics and the environment and so on. This course meets the requirements for OTM Arts and Humanities TMAH and also TAG# OAH046.

PHIL 1130 - PHILOSOPHY AND SCIENCE

3 Credits; 3 Lecture Hours

This course involves an examination of the interaction between philosophy and science. The course revolves around an examination of the major scientific theories of the modern age: the Big Bang Theory of the origin of the universe; the Theory of Evolution and the Origin of Life, the Theory of Relativity and the Theory of Quantum Physics, Chaos Theory, and the Theory of Complexity. Students are introduced to the basic principles and scientific laws of each theory and are then challenged to unravel the philosophical impact of those theories on ethics, art, and the meaning of life.

PHIL 1170 - EASTERN PHILOSOPHY

3 Credits; 3 Lecture Hours

Eastern Philosophy examines the development of Eastern philosophy from a historical perspective. The course begins with ancient Eastern philosophy and focuses on a study of Buddhism, Confucianism, Taoism, and Judaism. It then moves on to medieval developments in Eastern philosophy including those related to Islam, Neo-Confucianism, Zen Buddhism, and Kabbalah. The course ends with a look at modern Eastern philosophy including especially developments in Japanese philosophy and its assimilation and synthesis of the Western ideas of Kant, Hegel, and Heidegger with those of several modern Japan philosophers.

PHIL 1999 - PHILOSOPHY ELECTIVE

1 Lecture Hour

This course is used for transfer purposes only, may be used more than once.

PHIL 2900 - PHILOSOPHY CAPSTONE

1 Credit; 1 Lecture Hour

This course will assist students transitioning from the community college experience to a four-year educational institution. Students will integrate the knowledge and skills acquired in their general education experiences with those developed in their program specific courses to engage in projects that require them to: think critically about their prior education, explore future academic and career-related paths, and develop skills to enhance their success. Such projects may include research papers, presentations, and/or portfolio development

Required Prerequisite(s): Must have completed 45 credit hours.

PHIL 2999 - SPECIAL TOPICS IN PHILOSOPHY

3 Credits; 3 Lecture Hours

This course enables faculty members in philosophy to present various topics of current interest to students throughout the college on a limited basis. The course may involve participation in required field trips. Course may be repeated on different topic. The course may be offered twice before it must be discontinued or added to the curriculum via the required Curriculum Committee process. The course meets the humanities elective requirements in most NC State's degree programs.

PHLB

PHLEBOTOMY

For the most current course descriptions, see www.ncstatecollege.edu/cms/academics/classes/course-descriptions.html

PHLB 1110 – PHLEBOTOMY

2 Credits; 1 Lecture Hour; 3 Lab Hours

This course introduces students to the theory and practice of phlebotomy using a variety of blood collection techniques. Laboratory procedures include venipuncture and skin puncture techniques. Students will correlate particular laboratory tests with specific color-coding for collection tubes. The course will specialize in the issues and trends in health care, including ethics and law, government regulations, professional development, employment opportunities, interviewing techniques, resume writing and job seeking skills. The course includes discussion of practicum experiences. This course is a flex course and may not follow the regular College calendar. The scheduled dates and times vary throughout the year. The course is taught off campus.

Required Concurrent Course(s): Take PHLB-1210, ELKG-1110

PHLB 1210 - PHLEBOTOMY DIRECTED PRACTICE

2 Credits; 12 Practicum Hours

This course specializes in the practice of phlebotomy procedures as performed by students in the clinical laboratory or associated facilities, with practical application of phlebotomy techniques learned in PHLB 1110- Phlebotomy. This course is a flex course and may not follow the regular College calendar. The scheduled dates and times vary throughout the year. The course is taught off campus.

PHLB 1250 - PHLEBOTOMY SEMINAR

1 Credit; 1 Lecture Hour

This seminar course specializes in the issues and trends in health care, including ethics and law, government regulations, professional development, employment opportunities, interviewing techniques, resume writing, and job seeking skills. This course is concurrent with PHLB 1210 Directed Practice The course includes discussion of practicum experiences. This course is a flex course and may not follow the regular College calendar. The scheduled dates and times vary throughout the year. The course is taught off campus.

Required Concurrent Course(s): Take PHLB-1110, PHLB-1210

PHRM**PHARMACY TECHNICIAN TRAINING**

*For the most current course descriptions, see
www.ncstatecollege.edu/cms/academics/classes/course-descriptions.html*

PHRM 2100 - PHARMACY TECH TRAINING PART A**8 Credits; 8 Lecture Hours**

This is an on-line program of study. This program consists of two courses PHRM2100 and PHRM2200. The student entering this program will be prepared to obtain the skills necessary to be a certified pharmacy technician. Upon completion of the program (PHM2100 and PHM2200), the student will be eligible to take the Pharmacy Technician Certification Examination, (PTCE) provided by the Pharmacy Technician Certification Board. (PTCB). PHRM2100 course content will focus on medical terminology, central and peripheral nervous system, blood and blood formation, and hormones, medication classifications to include cardiovascular drugs, renal drugs, anti-infective agents, cancer drugs, chemotherapy drugs, and vitamins. The student will learn of the regulations governing the pharmacy industry in Ohio and at the Federal level. The student will learn aseptic techniques of medication preparation. The course will cover areas pertaining to pharmaceutical to include: definitions, methods of drug preparations and dispensing, syringes, techniques of sterile compounding, solutions, parenteral anti-neoplastic agents, and stability considerations for parenteral products.

*Required Prerequisite(s): COMPASS reading score of 80 & writing score of 81; or successful completion of READ0080 & WRIT0090, completion of MTH (MATH0074) with minimum C- or Math Compass Score of 61 and an Algebra score of 31, CHEM1010
Required Concurrent Course(s): Take PHRM-2200*

PHRM 2200 - PHARMACY TECH TRAINING PART B**7 Credits; 6 Lecture Hours; 7 Practicum Hours**

The PHRM2200 course is designed to complete the didactic portion of the Pharmacy Technician program course of study and includes a 20 hour non-paid practicum at a local pharmacy. The major focus of the course is drug calculations to include the metric system of measurements, abbreviations, apothecary systems of notation, drug calculations, IV flow rates, dosage regimens, powders volumes and pricing. A secondary focus is on pharmacy operations to focus on basic fact in pharmacy, assisting the pharmacist, general prescriptions duties, medication distribution/inventory control, and third party reimbursement. The student will be given a mock pharmacy technician certification examination designed to mimic the Pharmacy Technician Certification Board's examination.

Required Concurrent Course(s): Take PHRM-2100

PHTA**PHYSICAL THERAPIST ASSISTANT**

*For the most current course descriptions, see
www.ncstatecollege.edu/cms/academics/classes/course-descriptions.html*

PHTA 1010 - INTRODUCTION TO PHYSICAL THERAPY**1 Credit; 1 Lecture Hour**

In this course the field of physical therapy and the roles of physical therapists, physical therapists assistants, and other healthcare personnel and organizations are explored. Laws, rules, ethics, organization, and accreditation in physical therapy and healthcare are reviewed also. Management of patient rights and the legal, ethical, and moral issues involved in the patient treatment, medical and physical therapy documentation, functional outcome reporting, and SOAP note writing is introduced as well.

Required Concurrent Course(s): Take PHTA-1040, PHTA-1070

PHTA 1040 - PHYSICAL AGENTS THEORY AND PRACTICE**4 Credits; 2 Lecture Hours; 5 Lab Hours**

The course will cover the clinical application of physical agents to be administered by the physical therapist assistant. Included are the presentation of basic physiology and theory of vital signs, patient positioning, body mechanics, transfers, sterile procedures, massage, wound care, heat, cold, hydrotherapy, pneumatic compression, ultrasound, light, and motorized traction electrical safety as well as physiology, theory, and application of ultrasound, various forms of therapeutic electrical stimulation, transcutaneous electrical nerve stimulation, and biofeedback. Bed traction and patient instruction will also be included.

Required Concurrent Course(s): Take PHTA-1010, PHTA-1070, PHTA-1040L, PHTA-1040T

PHTA 1070 - FUNCTIONAL ANATOMY**3 Credits; 2 Lecture Hours; 3 Lab Hours**

A course involving a study of human movement, principles of mechanics, musculoskeletal anatomy and neuromuscular physiology as it relates to the development of physical therapy exercise and those forces creating human activity. The time, space and mass aspects of human motion are also presented. Laboratory activities including location and palpation of muscles.

Required Concurrent Course(s): Take PHTA-1010, PHTA-1040, PHTA-1070L

PHTA 1090 - THERAPEUTIC EXERCISE**4 Credits; 2 Lecture Hours; 5 Lab Hours**

This course is beginning course work in therapeutic exercise including goniometry, range of motion, manual muscle testing, strengthening, stretching, joint mobilization, manual therapy, abnormal posture and gait training as well as wheelchair mobility, aquatic therapy and women's care

Required Prerequisite(s): Take PHTA-1010, PHTA-1040, PHTA-1070

Required Concurrent Course(s): Take PHTA-1110

PHTA 1110 - NEUROMUSCULAR REHABILITATION**4 Credits; 2 Lecture Hours; 5 Lab Hours**

This is a continuation of didactic and technical instruction for clinical practice. This course covers normal and abnormal motor development, pediatric conditions affecting motor development, and interventions to address infant and pediatric conditions leading to motor delays and adult neurological disorders affecting motor function and interventions to address the motor deficits of individuals with neurological motor dysfunction. Wheelchair prescription and use as well as various transfers for pediatric and neurologically impaired individuals will also be covered.

Required Prerequisite(s): Take PHTA-1010, PHTA-1040, PHTA-1070

Required Concurrent Course(s): Take PHTA-1090, PHTA-1110T, PHTA-1110L

PHTA 2050 - NEUROMUSCULAR INTERVENTIONS II**3 Credits; 1 Lecture Hour; 4 Lab Hours**

This is a continuation of didactic and technical instruction for clinical practice and of PHTA2030. This course covers adult neurological disorders affecting motor function and interventions to address the motor deficits of individuals with neurological motor dysfunction. Wheelchair prescriptions and use will also be covered in this course.

Required Concurrent Course(s): Take PHTA-2030, PHTA-2070, PHTA-2090

PHTA 2070 - PATHOPHYSIOLOGY AND INTERVENTIONS**3 Credits; 2 Lecture Hours; 3 Lab Hours**

This course examines diagnoses encountered by the physical therapist assistant during practice and will be presented in terms of their relationship to physical therapy. Topics will include but not be limited to cardiovascular conditions, respiratory diseases, infectious diseases, and geriatric disorders.

Required Prerequisite(s): Take PHTA-2110, PHTA-2115

Required as Prerequisite or Concurrent: Take PHTA-2090, PHTA-2170

PHTA 2090 - ORTHOPEDIC CONDITIONS AND INTERVENTIONS**3 Credits; 2 Lecture Hours; 3 Lab Hours**

This course is designed to provide more in-depth detail and knowledge involving clinical conditions and interventions related to orthopedic diagnoses. This more advanced subject matter will allow the physical therapist assistant student to integrate previous knowledge into more situations with greater understanding of the orthopedic client.

Required Prerequisite(s): Take PHTA-2110, PHTA-2115

Required as Prerequisite or Concurrent: Take PHTA-2070, PHTA-2170

PHTA 2110 - PRACTICUM I

1.5 Credits; 12 Practicum Hours

The practicum experience is a "hands-on" reality experience providing on-the-job opportunities to acquire further knowledge, learning and opportunities for practicing skills. The practicum will take place in a facility that can provide learning experiences consistent with the student's interest and learning desires and meets approval of the instructor. Students will be supervised by a licensed physical therapist or physical therapist assistant. This practicum experience is a full-time rotation for 5 weeks with a minimum of 35 hours per week with an online seminar during the 5 weeks.

Required Prerequisite(s): Take PHTA-1090, PHTA-1110

Required as Prerequisite or Concurrent: Take PHTA-2115

PHTA 2115 - SEMINAR I

1 Credit; 1 Seminar Hour

This course discusses issues relevant to the physical therapy profession and patient populations. The course also discusses time and stress management as well as styles of management and communication, utilization review, and utilization management. The course relates patient outcomes to documentation and reimbursement in the healthcare field. Introduction into research as it relates to physical therapy, along with data collection and the different methods of collecting data for research.

Required Prerequisite(s): Take PHTA-1090, PHTA-1110

Required Concurrent Course(s): Take PHTA-2110

PHTA 2130 - PRACTICUM II

2 Credits; 15 Practicum Hours

This is the second of three clinical rotations completed in a facility affiliated with the program. The practicum experience is a "hands-on" reality experience providing on-the-job opportunities to acquire further knowledge, learning and opportunities for practicing skills. The practicum will take place in a facility that can provide learning experiences consistent with the student's interest and learning desires and meets approval of the instructor. Students will be supervised by a licensed physical therapist or physical therapist assistant. This practicum experience is a full-time rotation for 6 weeks for a minimum of 38 hours per week.

Required Prerequisite(s): Take PHTA-2070, PHTA-2090, PHTA-2170

Required as Prerequisite or Concurrent: Take PHTA-2135, PHTA-2150, PHTA-2155

PHTA 2135 - SEMINAR II

1 Credit; 1 Seminar Hour

This course is designed to review material discussed in previous physical therapy assistant courses. The review is designed to assist students in preparation for the Ohio licensing exam and the National Physical Therapist Assistant Examination. As well as to cover topics such as professional development and evidence-based practice. This course is graded Pass (P) or No-Pass (NP).

Required Prerequisite(s): Take PHTA-2070, PHTA-2090, PHTA-2170

Required Concurrent Course(s): Take PHTA-2130, PHTA-2150, PHTA-2155

PHTA 2150 - DIRECTED PRACTICE

3.5 Credits; 17.5 Practicum Hours

This is the final clinical rotation completed in a facility affiliated with the Physical Therapy Assistant program. The Directed practicum experience is a "hands-on" reality experience providing on-the-job opportunities to acquire further knowledge, learning and opportunities for practicing skills. The Directed practicum will take place in a facility that can provide learning experiences consistent with the student's interest and learning desires and meets approval of the instructor. Students will be supervised by a licensed physical therapist or physical therapist assistant. This practicum experience is a full-time rotation for 7 weeks for a minimum of 40 hours per week.

Required Prerequisite(s): Take PHTA-2070, PHTA-2090, PHTA-2170

Required as Prerequisite or Concurrent: Take PHTA-2130, PHTA-2135, PHTA-2155

PHTA 2155 - SEMINAR III

1 Credit; 1 Lecture Hour

This course discusses issues relevant to the physical therapy profession and patient populations. The course reviews the Ohio laws and rules for jurisprudence exam and the Integrity and Practice Campaign designed by the APTA. The course will have discussions online about patient caseload and different diagnoses that the students are encountering.

Required Prerequisite(s): Take PHTA-2070, PHTA-2090, PHTA-2170

Required Concurrent Course(s): Take PHTA-2130, PHTA-2135, PHTA-2150

PHTA 2170 - PROFESSIONAL RESEARCH

2 Credits; 2 Lecture Hours

This is a research course which will allow the PTA student to learn to perform evidence-based research to gain further understanding in a particular area as well as to complete a research project and present the material to classmates.

This class is graded Pass (P) or No-Pass (NP).

Required Prerequisite(s): Take PHTA-2110, PHTA-2115

Required as Prerequisite or Concurrent: Take PHTA-2070, PHTA-2090

PHTA 2190 - PROFESSIONAL TOPICS III

1 Credit; 1 Lecture Hour

This course is designed to review material discussed in previous physical therapy assistant courses. The review is designed to assist students in preparation for the Ohio licensing exam and the National Physical Therapist Assistant Examination. This course is graded Pass (P) or No-Pass (NP).

Required Prerequisite(s): Take PHTA-2070, PHTA-2090, PHTA-2130

Required as Prerequisite or Concurrent: Take PHTA-2050, PHTA-2150, PHTA2170

PHYS

PHYSICS

For the most current course descriptions, see www.ncstatecollege.edu/cms/academics/classes/course-descriptions.html

PHYS 1010 - INTRODUCTORY PHYSICS

3 Credits; 2 Lecture Hours; 3 Lab Hours

This course will provide students with a general understanding, knowledge, and awareness of the physical world around them. Topics will introduce the concepts of mechanical, electrical and atomic physics with discussions, lectures, and laboratory experiences related to the principles of mechanics, heat, light, sound, electricity, magnetism, and atomic structure. This course meets the requirements for OTM in Natural Sciences TMNS.

Required Prerequisite(s): Take MATH-0074 or higher with a minimum grade of C-

PHYS 1050 - PHYSICS FOR ARTISTS

3 Credits; 2 Lecture Hours; 3 Lab Hours

This course will provide students with a general understanding, knowledge, and awareness of the physical world around them. Topics will introduce the concepts of mechanical, electrical, sound, and light physics with related lectures, discussions, demonstrations, and laboratory experiences.

Required Prerequisite(s): Take MATH-1050 or MATH-0074; Minimum Grade C-

PHYS 1110 - GENERAL PHYSICS I

4 Credits; 3 Lecture Hours; 3 Lab Hours

A study of Classical Newtonian Mechanics including measurement systems, dimensional analysis, vectors, scalars, linear, circular and rotational motion, forces in equilibrium, acceleration, work, and energy. A study of material properties including density, and hydraulic principles (both static and kinetic). Also a study of waves, and sound including simple harmonic motion, vibrations, reflection, transmission, interference, and resonance for waves, and intensity, sources, interference, and Doppler Effect for sound. This course meets the requirements for TAG# OSC014. If combined with PHYS1130, TAG# OSC021 is met.

Required as Prerequisite or Concurrent: Take MATH-1051 or Higher

PHYS 1130 - GENERAL PHYSICS II

4 Credits; 3 Lecture Hours; 3 Lab Hours

A study of heat to include calorimetry, expansion, heat capacity, conductivity, phase change, kinetic theory and gas laws. A study of light including its nature, and geometric optics. Also a study of electricity and magnetism including electric charges at rest, potentials, capacitance and dielectrics, current, resistance, and voltage, alternating circuits theory of frequency, reactance, impedance, power and resonance, magnetic field definition and effects on moving charges and conductors. This course meets the requirements for TAG# OSC015. If combined with PHYS1100, TAG# OSC021 is met.

Required Prerequisite(s): Take PHYS-1110, MATH-1051

PHYS 2010 - COLLEGE PHYSICS I

4 Credits; 3 Lecture Hours; 3 Lab Hours

This is a calculus based physics course that has a study of Classical Newtonian Mechanics including measurement systems, dimensional analysis, vectors, scalars, linear, circular and rotational motion, forces in equilibrium, acceleration, work, and energy. A study of material properties including density, and hydraulic principles (both static and kinetic). Also a study of waves, and sound including simple harmonic motion, vibrations, reflection, transmission, interference and resonance for waves, intensity, sources, interference, and Doppler Effect for sound.

Required as Prerequisite or Concurrent: Take MATH-1151

PHYS 2030 - COLLEGE PHYSICS II

4 Credits; 3 Lecture Hours; 3 Lab Hours

This is a calculus based physics course that has a study of heat to include calorimetry, expansion, heat capacity, conductivity, phase change, kinetic theory and gas laws. A study of light including its nature, and geometric optics. Also a study of electricity and magnetism including electric charges at rest, potentials, capacitance and dielectrics, current, resistance, and voltage, alternating circuits theory of frequency, reactance, impedance, power and resonance, magnetic field definition and effects on moving charges and conductors.

Required Prerequisite(s): Take PHYS-2010; Minimum Grade C

PLGL

PARALEGAL

For the most current course descriptions, see www.ncstatecollege.edu/cms/academics/classes/course-descriptions.html

PLGL 1010 - INTRODUCTION TO PARALEGAL STUDIES

3 Credits; 3 Lecture Hours

This course presents the history, development, and use of paralegals in today's legal world. The course provides an overview of the legal system and its use of paralegals. Interviewing skills are also emphasized.

PLGL 1030 - LEGAL ETHICS & PROFESSIONAL RESPONSIBILITY

3 Credits; 3 Lecture Hours

This course consists of an overview of the ethical and professional responsibilities which exist today for a paralegal practicing in the legal profession. Students will learn the significant areas where problems may occur, including specialized fields such as domestic relations and criminal law. Emphasis will be on the rules and ethical considerations of topics including confidentiality, conflict of interest and unauthorized practice of law.

PLGL 1040 - CONTRACT LAW

3 Credits; 3 Lecture Hours

This course will introduce the statutory laws that govern oral and written agreements in regards to the transaction of goods and services, money and property.

PLGL 1050 - LEGAL RESEARCH

4 Credits; 4 Lecture Hours

Emphasis is placed upon thorough and efficient research and upon preparing briefs based on research. Computerized legal research is utilized. The primary and secondary sources of law are presented as well as step-by-step approach to their use.

Required Prerequisite(s): Take PLGL-1010

PLGL 1051 - LEGAL RESEARCH AND WRITING I

3 Credits; 3 Lecture Hours

This course will focus on effective writing skills with a review of grammar and punctuation used in the legal profession. The students will learn legal outlining structure and organization in the preparation of legal writing documents based upon an introduction to legal research.

PLGL 1052 - LEGAL RESEARCH AND WRITING II

3 Credits; 3 Lecture Hours

A continuation of the precepts of PLGL 1051. An emphasis is placed on thorough and efficient legal research as well as the preparation of legal briefs and memoranda. Computerized legal research will be utilized in this course.

Required Prerequisite(s): Take PLGL-1051

PLGL 1999 - PARALEGAL ELECTIVE

1 Lecture Hour

This course is used for transfer purposes only, may be used more than once.

PLGL 2010 - PROBATE ADMINISTRATION

3 Credits; 3 Lecture Hours

This course presents the law and terminology of wills, estates, estate administration and taxation. The laws of descent and distribution and guardianship. Proper estate planning is emphasized throughout the course.

Required Prerequisite(s): Take PLGL-1052

PLGL 2030 - FAMILY LAW

3 Credits; 3 Lecture Hours

This course presents the body of law concerning domestic relations, divorce, legal separation, parental rights and responsibilities, and child support.

Required Prerequisite(s): Take PLGL-1052

PLGL 2040 - TORT LAW

3 Credits; 3 Lecture Hours

This course will provide an understanding of the sources and the use of tort law. There is an emphasis on defenses and remedies in which oral arguments, case studies, and legal briefs will be utilized.

PLGL 2050 - DEBTOR-CREDITOR RELATIONS

3 Credits; 3 Lecture Hours

This course examines debtor-creditor laws including liens and various forms of bankruptcy. The representation of typical clients is stressed along with the paralegals role in gathering evidence and client research. Students will prepare a Chapter 7 and Chapter 13 bankruptcy petition.

Required Prerequisite(s): Take PLGL-1052

PLGL 2090 - LITIGATION

3 Credits; 3 Lecture Hours

This course centers around the paralegal's role in discovery procedure and trial practice as it relates to civil litigation. It examines the role of the attorney in the trial process including case preparation and organization of materials. Students will be involved in preparing materials for a hypothetical trial.

Required Prerequisite(s): Take PLGL-1052

PLGL 2110 - REAL ESTATE TRANSACTIONS

3 Credits; 3 Lecture Hours

This course presents the basic laws and terminology governing real estate. Real estate documents and their proper filings are emphasized.

Required Prerequisite(s): Take PLGL-1052

PLGL 2130 - WORKERS' COMPENSATION/SOCIAL SECURITY DISABILITY

4 Credits; 4 Lecture Hours

This course examines workers' compensation and social security disability laws. Emphasis is placed upon drafting of forms required for filing claims.

Required Prerequisite(s): Take PLGL-1050

PLGL 2150 - PARALEGAL SEMINAR/PRACTICUM

4 Credits; 2 Lecture Hour; 14 Practicum Hours

Students will be presented with the functions and procedures of a law office. Practicum experiences will be used as a basis for discussion.

Required Prerequisite(s): Take PLGL-1010

PLGL 2151 - PARALEGAL SEMINAR/PRACTICUM

3 Credits; 1 Seminar Hour; 14 Practicum Hours

This course will provide preparation for job seeking and placement into the paralegal field. Students will be presented with the functions and procedures of a law office. Practicum experiences will be used as a basis for discussion.

Required Prerequisite(s): Take PLGL-1052

PLGL 2900 - PARALEGAL STUDIES CAPSTONE

1 Credit; 1 Lecture Hour

This course will assist students transitioning from the community college experience to a four-year educational institution. Students will integrate the knowledge and skills acquired in their general education experiences with those developed in their program specific courses to engage in projects that require them to: think critically about their prior education, explore future academic and career-related paths, and develop skills to enhance their success. Such projects may include research papers, presentations, and/or portfolio development

Required Prerequisite(s): Must have completed 45 credit hours.

PLGL 2999 - SPECIAL TOPICS IN PARALEGAL

3 Credits; 3 Lecture Hours

This course enables faculty members in the Paralegal department to present various topics of current interest to students throughout the college on a limited basis. The course may be offered twice before it must be discontinued or added to the curriculum via the required Curriculum Committee process.

PNUR

PRACTICAL NURSING

For the most current course descriptions, see www.ncstatecollege.edu/cms/academics/classes/course-descriptions.html

PNUR 1010 - FUNDAMENTALS OF PRACTICAL NURSING

7 Credits; 4 Lecture Hours; 3 Lab Hours; 6 Clinical Hours

This introductory course begins the study of the nursing process as it relates to meeting basic human needs of individuals in all age groups. Emphasis is placed upon principles of nursing care, performance of safe nursing measures, development of observational skills, and recording. Communication methods and nurse-patient relationships, health and health care organizations, and the role of the practical nurse as a member of the health care team are explored. Emphasis is placed upon increasingly complex principles of nursing care and performance of safe nursing measures as the semester progresses.

Required Concurrent Course(s): Take PNUR-1010L, PNUR-1010C

Required as Prerequisite or Concurrent: Take PNUR-1030, BIOL-1730

PNUR 1030 – PHARMACOLOGY

2 Credits; 2 Lecture Hours

Pharmacology PNUR 1030/RNUR 1030 provides an introduction to the study of drugs. Content also includes classifications of drugs, dosage calculations, legal aspects of drug administration, and preparation and administration of drugs. Uses, actions and side effects of selected drugs will be studied as well as associated nursing care and implications.

Required as Prerequisite or Concurrent: Take ENGL-1010, PNUR-1010, BIOL-1730

PNUR 2010 - ADVANCED CONCEPTS OF PRACTICAL NURSING I

8 Credits; 4 Lecture Hours; 2 Lab Hours; 9 Clinical Hours

This course builds on the basic nursing knowledge gained in PNUR1010 and PNUR1030. Emphasis is placed upon content relating to interferences with meeting basic human needs of safety and protection, nutrition and elimination, sensory perception, and oxygenation throughout the life cycle. Focus will be upon utilization of the nursing process. Content includes presentation and study of drug categories that are related to common health problems. The role of the practical nurse in drug administration is emphasized. Principles of therapeutic nutrition are integrated throughout the course. Practical application of this information is achieved through clinical experience at in-patient facilities and various community health venues.

Required Prerequisite(s): Take PNUR-1010, PNUR-1030, BIOL-1730

Required Concurrent Course(s): Take PNUR-2010L, PNUR-2010C

Required as Prerequisite or Concurrent: Take BIOL-1550, BIOL-1101

PNUR 2030 - ADVANCED CONCEPTS PRACTICAL NURSING II

7 Credits; 4 Lecture Hours; 9 Clinical Hours

This course is a continuation of content begun in PNUR1010, PNUR1030, and PNUR2010. Content is designed to prepare a student to care for individuals of all ages. Emphasis is placed upon content relating to interferences with meeting basic human needs of safety and protection, nutrition and elimination, sexuality, and oxygenation throughout the life cycle. Focus will be upon utilization of the nursing process. Content includes presentation and study of drug categories that are related to common health problems. The role of the practical nurse in drug administration is emphasized. Principles of therapeutic nutrition are integrated. The clinical component of the course includes caring for patients in a long-term care facility and experience with gynecological and obstetrical patients. A capstone preceptorship experience at the end of the semester.

Required Prerequisite(s): Take PNUR-2010, BIOL-1550, BIOL-1101

Required Concurrent Course(s): Take PNUR-2030C

Required as Prerequisite or Concurrent: Take PNUR-2050, ENGL-1010

PNUR 2050 - PROFESSIONALISM & TRENDS IN PRACTICAL NURSING

1 Credit; 1 Lecture Hour

This course is designed to prepare the student for the role transition from student to graduate/practicing nurse. Topics include a study of the history and future of nursing; legal, ethical, and political responsibilities and issues; the role of the Board of Nursing; nursing organizations; and job seeking skills. Strategies for coping with conflict and stress as a new graduate will be explored. Roles and responsibilities of the practical nurse are discussed. Students will prepare for the licensure exam by completing the required paperwork and taking a practice examination.

Required Prerequisite(s): Take PNUR-2010

Required as Prerequisite or Concurrent: Take PNUR-2030, ENGL-1010

POLT

POLITICAL SCIENCE

For the most current course descriptions, see www.ncstatecollege.edu/cms/academics/classes/course-descriptions.html

POLT 1010 - AMERICAN NATIONAL GOVERNMENT

3 Credits; 3 Lecture Hours

This course involves an examination of the people, values, institutions, processes, and policies associated with American government. Special emphasis is given to the way in which all of the variables interact to form the dynamic that is American politics. This course meets the requirements for OTM in Social and Behavioral Science TMSBS

POLT 1999 - POLITICAL SCIENCE ELECTIVE

1 Lecture Hour

This course is used for transfer purposes only, may be used more than once.

POLT 2999 - SPECIAL TOPICS IN POLITICAL PHILOSOPHY

3 Credits; 3 Lecture Hours

This course enables faculty members in political philosophy to present various topics of current interest to students throughout the college on a limited basis. The course may involve participation in required field trips. Course may be repeated on different topic. The course may be offered twice before it must be discontinued or added to the curriculum via the required Curriculum Committee process.

PSCI

PHYSICAL SCIENCE

For the most current course descriptions, see www.ncstatecollege.edu/cms/academics/classes/course-descriptions.html

PSCI 1010 - WEATHER STUDIES: INTRODUCTION TO METEOROLOGY

3 Credits; 2 Lecture Hours; 2 Lab Hours

An introductory science course designed to familiarize students with the basic facts, theories, and methods relating to the study of meteorology. This course will focus on the principles of the natural world and the causes of weather. Students will apply these principles by analyzing and interpreting the effects of the atmosphere on our natural and human ecosystems using real-time data from the National Weather Service. This course will also analyze the effects of various human activities upon weather and the global system.

PSCI 1030 - OCEAN STUDIES: INTRODUCTION TO OCEANOGRAPHY

3 Credits; 2 Lecture Hours; 2 Lab Hours

An introductory science course designed to examine the world's oceans from an earth science perspective. Students will use real-world ocean information to explore the physical, chemical, biological, and geographical properties of oceans and investigate the interactions between the oceans and the hydrosphere, atmosphere, lithosphere, and biosphere.

PSCI 1050 - CLIMATE STUDIES: INTRODUCTION TO CLIMATOLOGY

3 Credits; 2 Lecture Hours; 2 Lab Hours

An introductory science course designed to familiarize students with the basic facts, theories, and methods relating to the study of climatology. This course will focus on the principles of the natural world and the causes of weather. Students will apply these principles by analyzing and interpreting the effects of the atmosphere on our natural and human ecosystems using real-time data from the National Weather Service. This course will also analyze the effects of various human activities upon weather and the global system.

PSYC

PSYCHOLOGY

For the most current course descriptions, see www.ncstatecollege.edu/cms/academics/classes/course-descriptions.html

PSYC 1010 - INTRODUCTION TO PSYCHOLOGY

3 Credits; 3 Lecture Hours

Introduction to Psychology is an introductory level course and is a study of the basic human behavior. Topics include the history of psychology, scientific methods, biological processes, cognitive processes, sensation and perception, consciousness, learning, intelligence, human development, personality theory, psychopathology and treatment, stress and health, and social psychology. Please note outcomes are written to OBR standards using OBR language. Ohio Articulation Number OSS015. This course meets the requirements for OTM in Social and Behavioral Science TMSBS

PSYC 1070 - INTRODUCTION TO WOMEN'S STUDIES

3 Credits; 3 Lecture Hours

This course is an introductory course to familiarize learners with some of the major questions, themes, and issues in the study of women. This course will focus on the scientific study of female behavior, including personality, biological, psychological and cultural determinants of women's role in society. It will also discuss historical perspectives that have shaped and continue to shape women's lives as well as how women have resisted and continue to resist these very institutions, practices and representations. Topics discussed will include sexuality, gender development, sexism, women's multiple roles and relationships and violence against women. This course meets the requirements for OTM in Social and Behavioral Science TMSBS

PSYC 1090 - DEATH AND DYING

3 Credits; 3 Lecture Hours

This course will focus on why and how people experience loss, death and grief. We will investigate the ideas of Kubler-Ross and others and expand our exploration to include the Eastern and Judeo-Christian perspectives. In addition, we will consider a variety of sources of grief (death, divorce, alcoholism, birth of a handicapped child, life-threatening illnesses, etc.) and how people react to such events.

PSYC 1999 - PSYCHOLOGY ELECTIVE

1 Lecture Hour

This course is used for transfer purposes only, may be used more than once.

PSYC 2010 - HUMAN GROWTH AND DEVELOPMENT

3 Credits; 3 Lecture Hours

This course presents an overview of the total life span of human growth and development from conception through old age. It begins with a study of the major theories of human development and includes an examination of the dynamics of human growth in five areas: physical, intellectual, personality, social and moral. The developmental tasks and behavioral characteristics of eight stages of human growth are examined, ending with a brief treatment of death and dying. Please note outcomes are written to OBR standards using OBR language. Ohio Articulation Number OSS048. This course meets the requirements for OTM in Social and Behavioral Science TMSBS

Required Prerequisite(s): Take PSYC-1010

PSYC 2030 - CHILD PSYCHOLOGY

3 Credits; 3 Lecture Hours

Child psychology is a study of the biological, social, affective, and cognitive aspects of the development of children from conception to adolescence. The implications of this development for present and future behaviors are presented. The research, principles, concepts, and theories of child psychology are emphasized.

Required Prerequisite(s): Take PSYC-1010

PSYC 2050 - ABNORMAL PSYCHOLOGY

3 Credits; 3 Lecture Hours

This course will examine the definition, classification, origin, and treatment of abnormal behavior. Categories of disorders discussed will include personality, anxiety, mood, somatoform, dissociative, sexual, psychotic, developmental-related and addictive disorders. Research methodology in abnormal psychology, historical perspective, the assessment process, ethical issues and use of the DSM will also be emphasized. Please note outcomes are written to OBR standards using OBR language. Ohio Articulation Number OSS017. This course meets the requirements for OTM in Social and Behavioral Science TMSBS

Required Prerequisite(s): Take PSYC-1010

PSYC 2070 - HUMAN SEXUALITY

3 Credits; 3 Lecture Hours

Human Sexuality is a survey course of the current thinking in the field of human sexual behavior and includes an examination of the development of contemporary attitudes about, as well as the biological, psychological, and sociological aspects of human sexuality. Topics are addressed from various perspectives (cognitive-behavioral, social, cultural and biological) and include homosexuality, pornography, sexually transmitted disease, early sexual learning, adult sexual lifestyles, sexual dysfunction and disorders, and treatment.

Required Prerequisite(s): Take PSYC-1010

PSYC 2090 - SOCIAL PSYCHOLOGY

3 Credits; 3 Lecture Hours

Social psychology addresses the interactions of individuals within social environments, as well as cultural components which impact behavior, thoughts, motives, and emotions. The following topics shall also be examined: attitudes, attributions, social identity, social perception, social cognition, prejudice and discrimination, obedience to authority, conformity, aggression, prosocial behavior, interpersonal attraction and behavior in groups. An overview of the background and research components related to this specialization will also be covered.

Required Prerequisite(s): Take PSYC-1010

PSYC 2100 - PERSONALITY THEORY

3 Credits; 3 Lecture Hours

This course presents a brief historical and methodology study of personality. A number perspectives on personality will be introduced and include a discussion of several of the major schools of thought within the field of personality theory: psychoanalytic/Freudian, neo-Freudian, biological, humanistic, cognitive, trait, and behavioral. Discussion of theories includes historical context, research viability, clinical pathology and therapy, and personality assessments developed from the theory.

Required Prerequisite(s): Take PSYC-1010

PSYC 2150 - EDUCATIONAL PSYCHOLOGY

3 Credits; 3 Lecture Hours

Educational psychology examines theories of development, learning, and motivation, and similarities and differences in learners and learner populations. Effective instructional strategies and assessment techniques will be examined.

Required Prerequisite(s): Take PSYC-1010

PSYC 2170 - FORENSIC PSYCHOLOGY

3 Credits; 3 Lecture Hours

This course will examine the relationship between psychology and different components of the criminal justice system. An introduction to the field of forensic psychology will be provided and examination of some different types of criminal behavior will occur. Applications of psychological principles to the resolution of problems within the criminal justice field will also be explored.

Required Prerequisite(s): Take PSYC-1010

PSYC 2900 - PSYCHOLOGY CAPSTONE

1 Credit; 1 Lecture Hour

This course will assist students transitioning from the community college experience to a four-year educational institution. Students will integrate the knowledge and skills acquired in their general education experiences with those developed in their program specific courses to engage in projects that require them to: think critically about their prior education, explore future academic and career-related paths, and develop skills to enhance their success. Such projects may include research papers, presentations, and/or portfolio development.

Required Prerequisite(s): Must have completed 45 credit hours.

PSYC 2999 - SPECIAL TOPICS IN PSYCHOLOGY

3 Credits; 3 Lecture Hours

Special Topics in Psychology - A particular topic or combination of topics will be covered when there is sufficient student interest. Students will be expected to contribute to discussions on the basis of readings in the selected areas. Course offered based on student interest. Course may be repeated on different topic. A specific course may be offered twice before it must be discontinued or added to the curriculum via the required Curriculum Committee process.

RADS

RADIOLOGICAL SCIENCES

For the most current course descriptions, see www.ncstatecollege.edu/cms/academics/classes/course-descriptions.html

RADS 1120 - CLINICAL PRACTICUM I

1 Credit; 7 Practicum Hours

Clinical Practicum is designed to provide students with practical application of material learned in didactic courses. Following a clinical orientation, students will be assigned to an affiliated clinical facility. An orientation to patient transport and to the radiology desk for order entry will be assigned. The students will learn to manipulate the radiographic equipment and perform radiographic procedures under the appropriate level of supervision of qualified radiographers. Students complete clinical objectives and competencies.

Required Concurrent Course(s): Take RADS-1160

RADS 1140 - RADIOLOGIC PROCEDURES/SEMINAR I

3 Credits; 1 Lecture Hour; 1 Seminar Hour; 3 Lab Hours

This course will provide an introduction to the basic steps in completion of a radiographic examination from the beginning of the procedure to the end of the procedure. Radiographic procedures of the chest, abdomen, and appendicular skeleton will be presented. Mobile X-ray procedures and surgical X-ray procedures will be introduced. The students will develop an understanding of how to use age-appropriate communication in the clinical setting. Laboratory exercises in an energized lab provide the student with practical application of the classroom material. Radiation protection is emphasized. Medical terminology is correlated with the content of the course. Radiographic images will be evaluated. A one hour seminar will cover various clinical topics.

Required Concurrent Course(s): Take RADS-1120, RADS-1140L

RADS 1160 - IMAGING SCIENCE 1

3 Credits; 2 Lecture Hours; 3 Lab Hours

This course is designed to provide an overview of the radiographer's role in the healthcare delivery system. The course introduces concepts related to the profession, patient care assessments, radiation protection, basic radiographic equipment and image analysis standards. The lab setting will permit application of these skills.

Required Concurrent Course(s): Take RADS-1120 RADS-1140, RADS-1160L

Required as Prerequisite or Concurrent: Take BIOL-2751, MATH-1030, HLTH-1150

RADS 1220 - CLINICAL PRACTICUM 2

1 Credit; 7 Practicum Hours

Clinical Practicum is designed to provide students with practical application of material learned in didactic courses. In this course students will continue to perform radiographic procedures under the appropriate level of supervision of qualified radiographers. Student will rotate to mobile radiography and surgical radiography. Clinical rotations to facilities may vary this semester as students rotate to facilities with digital imaging systems and computed imaging systems to help learn the comparisons of both types of systems encountered in the field. Students complete clinical objectives and competencies.

Required Prerequisite(s): Take RADS-1160

Required Concurrent Course(s): Take RADS-1260

RADS 1240 - RADIOLOGIC PROCEDURES/SEMINAR 2

3 Credits; 1 Lecture Hour; 1 Seminar Hour; 3 Lab Hours

Radiographic procedures of the pelvic girdle, shoulder girdle, bony thorax and spine will be presented. Laboratory exercises in an energized lab provide the student with practical application of the classroom material. Radiation protection is emphasized. There will be a continuation of instruction on mobile radiographic procedures. Special imaging procedures of the joints (Arthrography) and of the spine (Myelography) will be introduced. The students will be given an overview of the basic concepts and terminology related to the study of radiographic pathology. Radiographic pathology of the skeletal system will be presented. Students will correlate knowledge of skeletal pathology and radiographic positioning with the evaluation of medical images. Medical terminology is correlated with the content of the course. A one hour seminar will cover various clinical topics.

Required Prerequisite(s): Take HLTH-1150, RADS-1120

Required Concurrent Course(s): Take RADS-1220, RADS-1240L

RADS 1260 - IMAGING SCIENCE 2

3 Credits; 2 Lecture Hours; 3 Lab Hours

This course is designed to establish a foundation in the principles that govern the image production process. Content establishes a knowledge base of factors that control and influence the production and recording of radiographic images. Electronic and film imaging with associated accessories are included. Image analysis is included with the importance of optimal imaging standards. The lab setting will permit application of these skills.

Required Prerequisite(s): Take RADS-1140

Required Concurrent Course(s): Take RADS-1240, RADS-1260L

RADS 2320 - CLINICAL PRACTICUM 3

0.5 Credit; 3.5 Practicum Hours

Clinical Practicum is designed to provide students with practical application of material learned in didactic courses. In this course students will continue to perform radiographic procedures under the appropriate level of supervision of qualified radiographers. Students will learn how to operate fluoroscopy equipment and perform contrasted exams of the GI tract. Student will continue rotations through mobile and surgical radiography. Students will begin orthopaedic rotations to learn various modifications of radiographic positioning and procedures. Students complete clinical objectives and competencies.

Required Prerequisite(s): Take RADS-1260

Required Concurrent Course(s): Take RADS-2360

RADS 2321 - CLINICAL PRACTICUM 3

1 Credit; 7 Practicum Hours

Clinical Practicum is designed to provide students with practical application of material learned in didactic courses. In this course students will continue to perform radiographic procedures under the appropriate level of supervision of qualified radiographers. Students will learn how to operate fluoroscopy equipment and perform contrasted exams of the GI tract. Student will continue rotations through mobile and surgical radiography. Students will begin orthopedic rotations to learn various modifications of radiographic positioning and procedures. Students complete clinical objectives and competencies

Required Prerequisite(s): Take RADS-1260

Required Concurrent Course(s): Take RADS-2360, RADS-2340

RADS 2340 - RADIOLOGIC PROCEDURES/SEMINAR 3

1.5 Credits; 0.5 Seminar Hour; 2 Lab Hours

Radiographic procedures of the neck, digestive and biliary systems will be presented. Students will learn to work with barium sulfate, gastrografin, and carbon dioxide as contrast medium for the digestive system. Laboratory exercises in an energized lab provide the student with practical application of the classroom material. Radiation protection is emphasized. Radiographic pathology of the digestive and hepatobiliary systems will be presented. Students will learn to recognize pathology of the digestive and hepatobiliary system on medical images and be able to identify imaging procedures appropriate for each body system. A one hour seminar will cover various clinical topics.

Required Prerequisite(s): Take RADS-1220

Required Concurrent Course(s): Take RADS-2321, RADS-2360, RADS-2340L

RADS 2360 - IMAGING SCIENCE 3

1.5 Credits; 0.5 Lecture Hour; 2 Lab Hours

This course provides basic concepts of pharmacology, EKG, venipuncture and administration of diagnostic contrast agents and intravenous medications. The appropriate delivery of patient care during these procedures is emphasized. Students also continue to evaluate radiographic images for diagnostic efficacy.

Required Prerequisite(s): Take BIOL-2752, RADS-1240

Required Concurrent Course(s): Take RADS-2340, RADS-2360L

RADS 2420 - CLINICAL PRACTICUM 4

2 Credits; 14 Practicum Hours

Clinical Practicum is designed to provide students with practical application of material learned in didactic courses. In this course students will continue to perform radiographic procedures under the appropriate level of supervision of qualified radiographers. Introductory clinical rotations will be schedule in the modalities of CT and MRI to help students gain an understanding of cross-sectional anatomy and the role these special imaging modalities play in the diagnosis of diseases. Student will rotate to a pediatric hospital to gain experience imaging pediatric patients. Students complete clinical objectives and competencies.

Required Prerequisite(s): Take RADS-2360

Required Concurrent Course(s): Take RADS-2460

RADS 2440 - RADIOLOGIC PROCEDURES/SEMINAR 4

3 Credits; 1 Lecture Hour; 1 Seminar Hour; 2 Lab Hours

Radiographic procedures of the skull, sinuses and facial bones will be introduced. Methods for imaging pediatric patients will be explored. Students will learn to modify positioning protocols for trauma patients and recognize trauma pathology on radiographs. Laboratory exercises in an energized lab provide the student with practical application of the classroom material. Radiation protection is emphasized. Medical terminology is correlated with the content of the course. Radiographic pathology of the respiratory, cardiovascular and central nervous system will be included. Students will complete a written research assignment on a topic central to the field of radiologic technology. A one hour seminar will cover various clinical topics.

Required Prerequisite(s): Take RADS-2320

Required Concurrent Course(s): Take RADS-2420, RADS2440L

RADS 2460 - IMAGING SCIENCE 4

3 Credits; 2 Lecture Hours; 3 Lab Hours

This course is designed to establish a knowledge base of radiographic and fluoroscopic equipment design. The nature and characteristics of radiation, x-ray production, and photon interaction with matter are also included. Image analysis is included with the importance of optimal imaging standards. The lab setting will permit application of these skills.

Required Prerequisite(s): Take RADS-2340

Required Concurrent Course(s): RADS-2440, RADS-2460L

RADS 2520 - CLINICAL PRACTICUM 5

3 Credits; 21 Practicum Hours

Clinical Practicum is designed to provide students with practical application of material learned in didactic courses. In this course students will continue to perform radiographic procedures under the appropriate level of supervision of qualified radiographers. Students will be completing all required mandatory and elective competencies and objectives prior to completion of the program. In addition, students will be gathering medical images and reports (following HIPAA requirements) to complete their capstone case study. Introductory clinical rotations will be scheduled in the modalities of angiography, cardiac catheterization lab, echocardiography, EKG, ultrasound and radiation therapy to help students gain an understanding of the role these special imaging modalities play in the diagnosis of diseases.

Required Prerequisite(s): Take RADS-2460

Required Concurrent Course(s): Take RADS-2560

RADS 2540 - RADIOLOGIC PROCEDURES/SEMINAR 5

3 Credits; 1 Lecture Hour; 1 Seminar Hour; 3 Lab Hours

This course is a capstone to all previous radiographic procedure courses. Students will be creating a radiographic case study and presenting the case to their peers. In addition, students will be required to complete final lab simulations to assess entry-level positioning skills. Some new information will continue to be presented such as radiographic procedures of the urinary and reproductive system. Pathology of the urinary and reproductive system will also be included to help students correlate the use of specific radiographic projections and their influence on the diagnosis of diseases. Laboratory exercises in an energized lab provide the student with practical application of the classroom material. Radiation biology will be discussed and its influence on radiation protection protocols. Medical terminology is correlated with the content of the course. ARRT certification exam review will be conducted. A one hour seminar will cover various clinical topics.

Required Prerequisite(s): Take RADS-2420

Required Concurrent Course(s): Take RADS-2520, RADS-2540L

RADS 2560 - IMAGING SCIENCE 5

3 Credits; 2 Lecture Hours; 2 Lab Hours

This course is designed to incorporate learned radiologic concepts and clinical practices. Focus areas in radiology will be reviewed in preparation for graduation. This course includes evaluations for final competencies in clinical and didactic studies. The course will also present information in resume writing, interview techniques, professional development including certification and licensure requirements, ethical /legal responsibilities and transition from student to radiographer. The lab setting will permit application of these skills.

Required Prerequisite(s): Take RADS-2440

Required Concurrent Course(s): Take RADS-2540, RADS-2560L

READ

READING

For the most current course descriptions, see

www.ncstatecollege.edu/cms/academics/classes/course-descriptions.html

READ 0080 - COLLEGE READING

3 Credits; 3 Lecture Hours

College Reading introduces students to the reading skills and strategies necessary for college success. The course will focus on helping students develop college-level literacy skills, including the ability to read at the literal, inferential, and critical levels. Students will learn strategies to improve their comprehension and retention of a wide range of college-level textbook materials. Vocabulary development will also be stressed. READ0080 must be completed with a C- or better in order to fulfill the mandatory placement requirement. However, a grade of C- will place the student into ENGL9920, a combination of ENGL1010 and ENGL0010 Lab.

READ 1999 - READING ELECTIVE

1 Lecture Hour

This course is used for transfer purposes only, may be used more than once.

RESP

RESPIRATORY CARE

For the most current course descriptions, see

www.ncstatecollege.edu/cms/academics/classes/course-descriptions.html

RESP 1110 - RESPIRATORY CARE EQUIPMENT AND PROCEDURES I

5 Credits; 4 Lecture Hours; 3 Lab Hours

In this course students will learn techniques and procedures for providing basic respiratory care: assessment, communication, body mechanics, medical gas supply systems, oxygen therapy, special gas therapy, humidity and aerosol therapy, oxygen analysis, pulse oximetry, blenders, lung expansion therapy, bronchopulmonary hygiene (including coughing techniques), sterilization/infection control procedures, manual resuscitators, use of chest tubes, and basic pulmonary function testing.

Required Concurrent Course(s): Take RESP-1130, RESP-1110L, RESP-1190

Required as Prerequisite or Concurrent: Take BIOL-1730

RESP 1140 – PHARMACOLOGY

2 Credits; 2 Lecture Hours

This course is a study of those drugs directly and indirectly affecting therapeutic management of cardiopulmonary patients and includes pharmacologic principles, administration of drugs, drug mixing calculations, and major cardiopulmonary drug therapy used by the respiratory therapy technician and therapist. Additional systemically administered drugs are discussed in reference to their effect on the cardiopulmonary system. In order to successfully complete the course the student will be required to pass a written examination (Drug Proficiency Exam) on Respiratory Care pharmacologic agents with a 77%.

Required as Prerequisite or Concurrent: Take RESP-1110, CHEM-1030

RESP 1190 - PRACTICUM I

0.5 Credits; .25 Lecture Hours; 3.5 Practicum Hours

This is a clinical course. The student will be assigned to a hospital 8 hours per week for eight weeks (64 total hours) to work under the direct supervision of a clinical instructor. This is an introductory clinical experience for the student to the practice respiratory care skills the student obtained in RESP 1110. The student will perform direct patient care by evaluating patients' medical records, assessing patients' oxygen therapy needs, practice administration/assessment of medical gas therapy, humidity/aerosol therapy, perform oxygen analysis, perform sterilization/infection control procedures, perform hyperinflation therapy, and bronchopulmonary hygiene techniques on patients. The student may be involved in emergency medical procedures include cardiopulmonary resuscitation and the use of manual resuscitators.

Required Concurrent Course(s): Take RESP-1110

RESP 1220 - RESPIRATORY CARE EQUIPMENT & PROCEDURES II

5 Credits; 4 Lecture Hours; 3 Lab Hours

In this course students will learn techniques and procedures for providing advanced respiratory care: airway management (to include oral/nasal airways, intubation, tracheostomy tubes, cuff inflation, and suctioning), noninvasive positive pressure ventilation, capnography, arterial blood gas analysis, and adult mechanical ventilation (to include indications, hazards, initial set-up, modes, monitoring, troubleshooting, and weaning.) An introduction to patient death, dying, and quality of life issues is included.

Required Prerequisite(s): Take RESP-1110, RESP-1190

Required Concurrent Course(s): Take RESP-1270, RESP-1290, RESP-1220L

RESP 1250 - CARDIOPULMONARY ANATOMY & PHYSIOLOGY

4 Credits; 4 Lecture Hours

This course is a study of the physiologic principles as they apply to cardiopulmonary physiology, anatomy of the lungs and heart, the mechanics of ventilation and pulmonary circulation, airway resistance, hemodynamics, lung compliance, and the non-uniform distribution of ventilation and perfusion. Gas Laws and other mathematical equations will be studied and applied to the cardiopulmonary system. Oxygen transport and Carbon Dioxide transport are also covered in detail.

Required Prerequisite(s): Take BIOL-1730, RESP-1110, RESP-1130, RESP-1190

Required Concurrent Course(s): Take RESP-1210, RESP-1270

RESP 1270 - PHYSICIAN'S SEMINAR I

2 Credits; 2 Lecture Hours

This course is a discussion course focused on problem based learning of patient care. The course aides the student by relating previous and current laboratory, classroom, and clinical experiences into a more meaningful perspective of total patient care. Physician, faculty, and students present real patient cases to the class from their own clinical experience. Class discussion focuses on patient assessment, diagnostic laboratory testing, and analysis to rule out a diagnosis and develop a treatment plan with follow up assessment of therapy for effectiveness. Physician led discussion of medical topics such as: taking a patient history, past medical history, social history, assessing chief complaint, physical examination, evaluation of chest and upper airways, radiologic interpretation, special procedures, mechanical ventilation, differential diagnostic procedures, ethical-legal issues, pathology, pharmacologic intervention, and other related material are presented during the term. In this course, disease processes are explored in depth as to etiology, pathophysiology, clinical manifestations, diagnosis, therapeutics, prognosis, and respiratory involvement.

Required Prerequisite(s): Take RESP-1110, RESP-1130, RESP-1190

Required Concurrent Course(s): Take RESP-1290

Required as Prerequisite or Concurrent: Take RESP-1210, RESP-1250

RESP 1290 - PRACTICUM II

2.5 Credits; 1 Lecture Hour; 12 Practicum Hours

This is a practicum course. The student will be assigned to a hospital 12 hours per week for 13 weeks (156 total hours) to work under the direct supervision of a practicum instructor. This is a continuation of RESP1190. This course provides practicum experience for the student to the practice respiratory care skills the student obtained in RESP1110. The student will perform direct patient care by evaluating patients' medical records, assessing patients' oxygen therapy needs, practice administration/assessment of medical gas therapy, humidity/aerosol therapy, perform oxygen analysis, perform sterilization/ infection control procedures, perform hyperinflation therapy, bronchopulmonary hygiene techniques on patients, airway management, bronchopulmonary hygiene, lung expansion therapy, intermittent aerosolize therapy via different modalities, dispensing respiratory pharmacologic agents, arterial blood gas punctures and analysis, and airway management techniques. The student may be involved in emergency medical procedures include cardiopulmonary resuscitation and the use of manual resuscitators. Seminar time is provided at campus.

Required Prerequisite(s): Take RESP-1110, RESP-1190

Required as Prerequisite or Concurrent: Take RESP-1210, RESP-1250, RESP-1270

RESP 2310 - RESPIRATORY CARE EQUIPMENT & PROCEDURES III

2 Credits; 1 Lecture Hour; 3 Lab Hours

This course is a continuation of RESP 1210 and has instruction and laboratory application in adult critical care procedures such as: advance assessment in respiration of oxygen and carbon dioxide, hemodynamic monitoring, high frequency ventilation, and nitric oxide administration. The course transitions the student from the adult critical care experience to the neonatal and pediatric clinical settings focusing on infant and pediatric mechanical ventilation, ventilation techniques, CPAP, Bi-Level ventilation, Nitric oxide therapy, therapeutic procedures, and equipment specific to the neonatal and pediatric setting. The course will cover neonatal and pediatric pathologies such as HMD, BPD, CHD, Asthma, Meconium Aspiration, SIDS, and CF.

Required Prerequisite(s): Take RESP-1210

Required Concurrent Course(s): Take RESP-2310L

Required as Prerequisite or Concurrent: Take RESP-2330, RESP-2390

RESP 2330 - ADVANCED LIFE SUPPORT PROCEDURES

1 Credit; 3 Lab Hours

This course consists of the American Heart Association's Advance Cardiac Life Support (ACLS), Pediatric Advance Life Support (PALS), and Neonatal Resuscitation Program (NRP). When the student successfully completes this course they will be issued certification cards for each discipline from the American Heart Association. The course is taught by certified AHA instructors. The laboratory hours are arranged. The course will be offered during the term as three separate modules, each two days (approximately 16 hours) dates and times to be announced.

RESP 2390 - PRACTICUM III

2.5 Credits; 10 Practicum Hours; 1 Lecture Hour

This is a practicum course. The student will be assigned to a hospital 16 hours per week for 10 week (160 total hours) to work under the direct supervision of a practicum instructor. This is a continuation of RESP1290. This course provides practicum experience for the student to the practice respiratory care skills the student obtained in RESP1210. The student will perform direct patient care in an ICU setting evaluating patients' medical records, assessing patients' oxygen therapy needs, practice administration/assessment of medical gas therapy, humidity/aerosol therapy, perform oxygen analysis, perform sterilization/infection control procedures, perform hyperinflation therapy, bronchopulmonary hygiene techniques on patients, airway management, bronchopulmonary hygiene, lung expansion therapy, intermittent aerosolize therapy via different modalities, dispensing respiratory pharmacologic agents, arterial blood gas punctures and analysis, mechanical ventilation, and airway management techniques including extubation. The student may be involved in emergency medical procedures include cardiopulmonary resuscitation and the use of manual resuscitators. Seminar time is provided at campus.

Required Prerequisite(s): Take RESP-1210, RESP-1290

Required as Prerequisite or Concurrent: Take RESP-2310, RESP-2330

RESP 2410 - RESPIRATORY CARE EQUIPMENT & PROCEDURES IV

3 Credits; 2 Lecture Hours; 3 Lab Hours

In this course, students will learn about advanced pulmonary function testing techniques and equipment, electrocardiograms, breathing exercises, pulmonary and cardiac exercise testing, bronchoscopy, polysomnography, indirect calorimetry, pulmonary rehabilitation, and home care.

Required Concurrent Course(s): Take RESP-2410L

Required as Prerequisite or Concurrent: Take RESP-2470, RESP-2490

RESP 2450 – PATHOLOGY

3 Credits; 3 Lecture Hours

In this course, respiratory disorders are explored as to etiology, pathophysiology, clinical manifestations, diagnosis, therapeutics, prognosis, and respiratory therapy involvement.

Required as Prerequisite or Concurrent: Take RESP-2410, RESP-2470, RESP-2490

RESP 2470 - PHYSICIAN'S SEMINAR II

2 Credits; 2 Lecture Hours

This course is a discussion course focused on problem based learning of patient care. The course aides the student by relating previous and current laboratory, classroom, and clinical experiences into a more meaningful perspective of total patient care. Physician, faculty, and students present real patient cases to the class from their own clinical experience. Class discussion focuses on patient assessment, diagnostic laboratory testing, and analysis to rule out a diagnosis and develop a treatment plan with follow up assessment of therapy for effectiveness. Physician led discussion of medical topics such as: taking a patient history, past medical history, social history, assessing chief complaint, physical examination, evaluation of chest and upper airways, radiologic interpretation, special procedures, mechanical ventilation, differential diagnostic procedures, ethical-legal issues, pathology, pharmacologic intervention, and other related material are presented during the term. In this course, disease processes are explored in depth as to etiology, pathophysiology, clinical manifestations, diagnosis, therapeutics, prognosis, and respiratory involvement.

Required Concurrent Course(s): Take RESP-2490

Required as Prerequisite or Concurrent: Take RESP-2410

RESP 2490 - PRACTICUM IV

2.5 Credits; 12 Practicum Hours; 1 Lecture Hour

This is a practicum course and is a continuation of RESP2390. The student will be assigned to a hospital 12 hours per week for 13 weeks (156 total hours) to work under the supervision of a practicum instructor. Six weeks will be spent in adult critical care and seven weeks will be spent in neonatal and pediatrics setting. This course provides a more intense look at adult mechanical ventilation focusing on the understanding of pathophysiology of the critical care patient as it applies to mechanical ventilation and critical care procedures. The student will learn to assess and troubleshoot mechanical ventilators, assess patient outcomes, analyze and apply mechanical ventilator techniques to adapt to the patient's pathophysiological needs. As a part of this practicum experience the student will perform an intubation rotation in a surgical environment under the supervision of an anesthesiologist. The course covers practical application in a pediatric hospital performing practicum procedures as they relate to the neonatal/pediatric patient including assessment, oxygen therapy, humidity/aerosol therapy, aerosolized medication delivery methods, airway management and suctioning, oximetry, apnea monitoring, conventional mechanical ventilation, CPAP, High Frequency Oscillation, and weaning procedures. The student may be involved in emergency medical procedures include cardiopulmonary resuscitation and the use of manual resuscitators. Seminar time is provided at campus.

Required as Prerequisite or Concurrent: Take RESP-2410, RESP-2470

RESP 2570 - RESPIRATORY CARE ADMINISTRATION

2 Credits; 2 Lecture Hours

This course is a study of the responsibilities of the respiratory therapy supervisor/administrator to include staffing, scheduling, maintenance of equipment and supplies, policy and procedure, budget preparation, meetings, department reports, department planning and organization, quality assurance monitoring of patient care, JCAHO accreditation regulations, emergency preparedness, motivational theory, ethical and legal implications of practice, contemporary issues affecting health care, preparing a resume, and review of the Ohio Respiratory Care law: HB 4761.

Required as Prerequisite or Concurrent: Take RESP-2599

RESP 2590 - PRACTICUM V

2.5 Credits; 12 Practicum Hours; 0.5 Lecture Hours

This is a practicum experience course and is a continuation of RESP 2490, Practicum IV. This rotation is 36 hours per week for 5 weeks (180 total hours). A faculty advisor is assigned to the student and they work together to set up the student's practicum experience. The student will be assigned to a health care facility to work under the supervision of a licensed respiratory care professional. The student may be assigned to various areas of respiratory care which may focus on therapeutics, critical care, emergency medicine, diagnostic, and rehabilitation. The faculty advisor will regularly visit and collaborate with the student's employer supervisor to provide feedback and evaluations to the student.

Required Prerequisite(s): Take RESP-2410, RESP-2490

Required as Prerequisite or Concurrent: Take RESP-2599

RESP 2599 - RESPIRATORY CARE REVIEW

1.5 Credits; 1.5 Lecture Hours

This course is a review of respiratory care in preparation for the National Board for Respiratory Care Entry Level Examination, Written Registry Examination, and the Clinical Simulation Examination. The student will become familiar with the NBRC Examination Matrix and testing format for each of the national examinations. In order to successfully complete the course requirements, the student will be required to successfully complete, (based upon the minimum passing limit, MPL), and Entry Level Staff Assessment Examination produced by the NBRC.

Required as Prerequisite or Concurrent: Take RESP-2590

RNUR

REGISTERED NURSING

*For the most current course descriptions, see
www.ncstatecollege.edu/cms/academics/classes/course-descriptions.html*

RNUR 1010 - BASIC CONCEPTS IN NURSING

6 Credits; 3 Lecture Hours; 3 Lab Hours; 6 Clinical Hours

An introduction to fundamental nursing skills, interpersonal communication and relationships, safety in practice, ethical/legal issues of nursing practice including nursing roles and boundaries, awareness of developmental levels, medication administration guidelines/techniques/calculations, IV assessment and calculations, OR protocols and procedures pre-, intra- and post-operative care, pain assessment & management, teaching and learning, and cognitive development with a focus on critical thinking. Emphasis is placed on interviewing and physical assessment skills; safe, hygienic client care; skills performance; emotional, spiritual, and cultural concerns; infection control, surgical wound healing, medical and surgical asepsis and excretory stressors. Stress adaptation/wellness, documentation, computer research, and community nursing resources are all integral aspects of the course. Utilization of all aspects of the nursing process is emphasized in classroom, clinical and laboratory experiences. Extended care facilities and acute care units in the hospital setting are utilized for clinical rotation to integrate gerontological and beginning medical-surgical nursing theory with practice.

Required Concurrent Course(s): Take RNUR-1010L, RNUR-1010C

Required as Prerequisite or Concurrent: Take PSYC-1010, RNUR-1030, BIOL-2751

RNUR 1030 – PHARMACOLOGY

2 Credits; 2 Lecture Hours

Pharmacology PNUR 1030/RNUR 1030 provides an introduction to the study of drugs. Content also includes classifications of drugs, dosage calculations, legal aspects of drug administration, and preparation and administration of drugs. Uses, actions and side effects of selected drugs will be studied as well as associated nursing care and implications.

Required as Prerequisite or Concurrent: Take RNUR-1010, PSYC-1010, BIOL-2751

RNUR 1050 - INTERMEDIATE CONCEPTS IN NURSING I

7 Credits; 3 Lecture Hours; 3 Lab Hours; 9 Clinical Hours

This course focuses on the response of clients to respiratory, urinary, gastrointestinal, orthopedic, endocrine (diabetes, thyroid, and parathyroid), fluid balance, and vascular stressors. Extensive emphasis is placed on meeting basic human needs, restoration of wellness, health maintenance, and promotion. Critical thinking, therapeutic communication, client teaching, developmental level tasks, cultural influences, and ethical/legal issues of nursing practice are also integrated throughout the course. Acute care units in the hospital setting are utilized for clinical rotation to integrate intermediate medical-surgical theory with practice.

Required Prerequisite(s): Take RNUR-1010, RNUR-1030, PSYC-1010, BIOL-2751

Required Concurrent Course(s): Take RNUR-1050L, RNUR-1050C

Required as Prerequisite or Concurrent: Take PSYC-2010, BIOL-1101, BIOL-2752

RNUR 1070 - INTERMEDIATE CONCEPTS IN NURSING II

5 Credits; 2 Lecture Hours; 9 Clinical Hours

This intermediate course utilizes and builds on basic skills and knowledge of RNUR 1010 and 1050. The focus of study is on the utilization of the nursing process emphasized in classroom and clinical experiences as it relates to meeting basic human needs. Acute care units in the hospital setting are utilized for clinical rotation to integrate intermediate medical-surgical theory with practice.

Required Prerequisite(s): Take RNUR-1050

Required Concurrent Course(s): Take RNUR-1070C

Required as Prerequisite or Concurrent: Take ENGL-1010

RNUR 1090 - PROFESSIONALISM IN NURSING

1 Credit; 1 Lecture Hour

Explores the development of professional nursing. Students are introduced to selected core nursing values, concepts, themes and theories which will be used as a foundation. The concepts of health and illness as influenced by psychological, social, cultural, ethical, and legal issues are examined. Nursing theories, the ANA Nursing Scope and Standards of Practice, Code of Ethics for Nurses, and Ohio Board of Nursing are explored.

Required Prerequisite(s): Take RNUR-1010, RNUR-1030, RNUR-1050

RNUR 1125 - TRANSITION CONCEPTS IN NURSING

7 Credits; 5 Lecture Hours; 3 Lab Hours; 3 Clinical Hours

This course recognizes and builds on the previous education and work experience of the L.P.N. Emphasis of study is upon utilization of the nursing process to maintain and/or restore optimal level health for individuals with common recurring health problems. Theoretical content and clinical experiences focus on the stress adaptation process as it relates to the basic human needs of oxygenation, nutrition and elimination, activity and rest, safety and security, mental health and behavioral adjustment, and sexual role satisfaction. Theory regarding stress adaptation, therapeutic communication, nutrition, developmental levels/tasks, pharmacology, culture, community resources, and ethical/legal boundaries is integrated into the course. Laboratory and clinical experiences are planned to review and enrich knowledge of technical skills and nursing care. Some evening experiences may be scheduled during the semester. It is designed to assist the student who is a Licensed Practical Nurse (L.P.N.) to make the transition into the advanced level RNUR courses.

Required Prerequisite(s): Take RNUR-1030 PSYC-1010 PSYC-2010, BIOL-1101, BIOL-2752

Required Concurrent Course(s): Take RNUR-1125L, RNUR-1125C

Required as Prerequisite or Concurrent: Take ENGL-1010

RNUR 2030 - ADVANCED CONCEPTS IN NURSING I

8 Credits; 3 Lecture Hours; 3 Lab Hours; 12 Clinical Hours

This course is designed to assist the student to integrate and build on concepts and skills learned in previous nursing courses. Emphasis of study is upon utilization of the nursing process to maintain and/or restore optimal level health for individuals who present immediate and complex nursing needs. Critical thinking will be utilized in the exploration of theoretical content and clinical experiences. The focus of study is on the stress-adaptation process as it relates to the basic human needs of nutrition and elimination, safety and security, oxygenation, activity and rest, and mental health and behavioral adjustments. Health promotion in growth and development is a strong component of the course. Skills of self-evaluation, organization, discharge planning and referral will be developed. Knowledge regarding therapeutic communication, diet therapy, pharmacology, developmental levels/tasks, community health and resources, culture, and ethical/legal boundaries are integrated into the course. Clinical experiences are planned to work with children, adolescents, young adults and child-bearing clients. Clinical experiences are planned in community agencies with preceptors. Some evening clinical experiences may be scheduled during the quarter. Group leaders are expected to make clinical assignments the day prior to clinical experience.

Required Prerequisite(s): Take RNUR-1070 or RNUR-1125

Required Concurrent Course(s): Take RNUR-2030C, RNUR-2030L

Required as Prerequisite or Concurrent: Take CHEM-1030, BIOL-1550

RNUR 2050 - ADVANCED CONCEPTS IN NURSING II

8 Credits; 3 Lecture Hours; 3 Lab Hours; 12 Clinical Hours

This course is designed to assist the student in integrating and expanding concepts and skills learned in previous nursing courses. Critical thinking will be utilized in implementing the nursing process to maintain and/or restore optimal level health and behavioral adjustment for individuals with complex nursing needs. Theoretical content and clinical experiences will focus on the stress-adaptation process as it relates to the basic human needs of mental health and behavioral adjustment, oxygenation, nutrition and elimination, and safety and security. Skills of self-evaluation and work organization will be developed. Knowledge regarding basic and therapeutic communication concepts, diet therapy, pharmacology, developmental levels/tasks, community health and resources, culture, and ethical/legal boundaries are integrated in the course. Clinical experiences are planned which allow the student to meet the course objectives in different settings (acute care hospitals, psychiatric hospitals and community agencies) and may include different shift times.

Required Prerequisite(s): Take RNUR-1070 or RNUR-1125

Required Concurrent Course(s): Take RNUR-2050C, RNUR-2050L

Required as Prerequisite or Concurrent: Take CHEM-1030, BIOL-1550

RNUR 2070 - NURSING TRENDS AND TRANSITIONS

1 Credit; 1 Lecture Hour

A study of the complex processes that occur and influence the student's transition into nursing practice. Reality shock, the changing healthcare delivery system, as well as legal and ethical responsibilities and issues are included. The role of health care organizations as they relate to the practice of nursing is covered. The nurse's role in the political arena is explored. Delegation as an integral part of nursing care delivery is examined. Requirements for initial and continued licensure and employee expectations are included.

Required Prerequisite(s): Take RNUR-1070 or RNUR-1125

SOCY

SOCIOLOGY

For the most current course descriptions, see www.ncstatecollege.edu/cms/academics/classes/course-descriptions.html

SOCY 1010 - INTRODUCTION TO SOCIOLOGY

3 Credits; 3 Lecture Hours

A study of various aspects of our social system which affect individuals and organizations. Emphasis is placed on a process of value clarification whereby the student can better understand his or her relationship to this society and the specific types of organizations that comprise it. Please note outcomes are written to OBR standards using OBR language. Ohio Articulation Number OSS021. This course meets the requirements for OTM in Social and Behavioral Science TMSBS.

SOCY 1090 - DEATH AND DYING

3 Credits; 3 Lecture Hours

This course will focus on why and how people experience loss, death and grief. We will investigate the ideas of Kubler-Ross and others and expand our exploration to include the Eastern and Judeo-Christian perspectives. In addition, we will consider a variety of sources of grief (death, divorce, alcoholism, birth of a handicapped child, life-threatening illnesses, etc.) and how people react to such events.

SOCY 1999 - SOCIOLOGY ELECTIVE

1 Lecture Hour

This course is used for transfer purposes only, may be used more than once.

SOCY 2010 - CULTURAL DIVERSITY AND RACISM

3 Credits; 3 Lecture Hours

An overview of the development of the beliefs and practices which constitute the conflicts between the white majority and the several minority groups of which our society is comprised. Specifically examined are the relationships between the white majority and Native-Americans, Black-Americans, Hispanics, and Asian-Americans. The period covered is from 1590 to the present. Please note outcomes are written to OBR standards using OBR language. Ohio Articulation Number OSS024. This course meets the requirements for OTM in Social and Behavioral Science TMSBS.

SOCY 2030 - MARRIAGE AND FAMILY

3 Credits; 3 Lecture Hours

Sociology of Marriage and Family examines numerous components that impact the family, including: marriage, love, work, race and ethnicity, parenthood, divorce, remarriage/stepfamilies, and family violence. Theoretical perspectives related to families will also be examined. Social and governmental influences that relate to and impact families will be addressed.

SOCY 2050 - SOCIAL PROBLEMS

3 Credits; 3 Lecture Hours

This course will present an overview of generally recognized social problems by sociological measurement. Definitions of social problems and an understanding of their impact on the quality of life and the social work field will be implemented.

Required Prerequisite(s): Take HMSV-1050, HMSV-1170

SOCY 2070 - HUMAN SEXUALITY

3 Credits; 3 Lecture Hours

Human Sexuality is a survey course of the current thinking in the field of human sexual behavior and includes an examination of the development of contemporary attitudes about, as well as the biological, psychological, and sociological aspects of human sexuality. Topics are addressed from various perspectives (cognitive-behavioral, social, cultural and biological) and include homosexuality, pornography, sexually transmitted disease, early sexual learning, adult sexual lifestyles, sexual dysfunction and disorders, and treatment.

SOCY 2900 - SOCIOLOGY CAPSTONE

1 Credit; 1 Lecture Hour

This course will assist students transitioning from the community college experience to a four-year educational institution. Students will integrate the knowledge and skills acquired in their general education experiences with those developed in their program specific courses to engage in projects that require them to: think critically about their prior education, explore future academic and career-related paths, and develop skills to enhance their success. Such projects may include research papers, presentations, and/or portfolio development.

Required Prerequisite(s): Must have completed 45 credit hours.

SOCY 2999 - SPECIAL TOPICS IN SOCIOLOGY

3 Credits; 3 Lecture Hours

Special Topics in Sociology - A particular topic or combination of topics will be covered when there is sufficient student interest. Students will be expected to contribute to discussions on the basis of readings in the selected areas. Course may be repeated on different topic. A specific course may be offered twice before it must be discontinued or added to the curriculum via the required Curriculum Committee process. Course offered based on student interest.

SPAN

SPANISH

For the most current course descriptions, see www.ncstatecollege.edu/cms/academics/classes/course-descriptions.html

SPAN 1010 - BEGINNING SPANISH

3 Credits; 3 Lecture Hours

This course develops basic speaking, listening, writing and reading skills. The goal is for students to achieve a Novice-Mid level of proficiency across all the aforementioned skills. At this level, students will be able to provide and understand information about themselves and their immediate surroundings using words, phrases and memorized expressions while speaking and listening, reproduce from memory a modest number of words and phrases in context while writing, and identify a number of highly contextualized words and phrases including cognates and borrowed words while reading. Also, students will have an introduction to Hispanic Cultures by examining a variety of topics. This course is not intended for native speakers of Spanish.

SPAN 1020 - INTERMEDIATE SPANISH

3 Credits; 3 Lecture Hours

SPAN1020 is a continuation of SPAN1010 with more advanced practice in listening, reading, speaking, and writing with an emphasis on practical Spanish. Course includes introduction to Hispanic culture on selected topics. Prerequisite: Two years of high school Spanish or SPAN1010 (C or above). This course is not intended for native speakers of Spanish.

Required Prerequisite(s): Take SPAN-1010; Minimum Grade C

SPAN 1999 - SPANISH ELECTIVE

1 Lecture Hour

This course is used for transfer purposes only, may be used more than once.

STAT

STATISTICS

For the most current course descriptions, see www.ncstatecollege.edu/cms/academics/classes/course-descriptions.html

STAT 0086 - ALGEBRA FOR PROBABILITY & STATISTICS

2 Credits; 2 Lecture Hours

This course is designed to teach students the algebraic methods and procedures that will be needed in a probability and statistics course. The topics will include demonstrations in using the calculator, scientific notation, order of operations, converting decimals to percents, inequalities, and exponents, radicals, solving equations, graphing lines using slope and y-intercept, solving equations using the quadratic formula, sequences and variation.

Required Prerequisite(s): Take MATH-0072 or MATH-0073 with a minimum grade of C- OR COMPASS Algebra score of 1-30 OR ACT Math score of 19 or higher OR ACCUPLACER Elementary Algebra score of 45 or higher.

STAT 1010 - PROBABILITY AND STATISTICS

3 Credits; 3 Lecture Hours

This course provides the student with an overview of probability and statistics. Probability terminology, concepts and rules are emphasized in solving probability problems. Descriptive statistics, including measures of central tendency and dispersion, charts, tables and diagrams are used to summarize data. The student is introduced to the binomial, Poisson, hyper-geometric, normal and t-distributions. Confidence intervals, hypothesis testing, correlation, and linear regression are used to make conclusions concerning population parameters from sample data. This course meets the requirements for OTM Introductory Statistics TMM010.

Required as Prerequisite or Concurrent: MATH-0086 or higher with a grade of C- or better or COMPASS Algebra score of 52 or higher or ACT Math score of 22 or higher or ACCUPLACER College Level Math score of 30 or higher required or concurrently with STAT-0086 or departmental permission.

STAT 1030 - STATISTICAL ANALYSIS

3 Credits; 3 Lecture Hours

Students in this course learn analysis techniques including hypothesis testing and confidence intervals for standard deviations for one and two populations, contingency tables (chi-squared), analysis of variance (ANOVA), least squares method, multiple regression models, and non-parametric hypothesis tests. Students will design, develop, and present a statistical analysis project. Successful completion of STAT1010 with a grade of C- or better required.

Required Prerequisite(s): Successful completion of STAT1010 with a grade of C- or better required.

STAT 1050 - STATISTICAL METHODS IN BUSINESS

3 Credits; 3 Lecture Hours

This course presents a study of basic concepts and practices of statistics as they relate to business. The course includes descriptive statistics, probability, statistical distributions, sampling, estimation, and hypothesis testing. Other topics include correlation, regression, process improvement using control charts, index numbers, and time series analysis. Successful completion of MATH1010, MATH1050, or MATH1110 with a grade of C- or better or a COMPASS Algebra score of 65 or higher or ACT Math score of 22 or higher required.

Required Prerequisite(s): MATH-0086 or higher with a grade of C- or better or COMPASS Algebra score of 52 or higher or ACT Math score of 22 or higher or ACCUPLACER College Level Math score of 30 or higher required.

STAT 1999 - STATISTICS ELECTIVE

1 Lecture Hour

This course is used for transfer purposes only, may be used more than once.

STNA

STATE TESTED NURSE ASSISTANT

For the most current course descriptions, see www.ncstatecollege.edu/cms/academics/classes/course-descriptions.html

STNA 1110 - STATE TESTED NURSE ASSISTANT

3 Credits; 2 Lecture Hours; 3 Lab Hours

The course is the classroom and laboratory portion of state-mandated testing for Nurse Aides in Ohio. The course is designed to prepare the students to successfully pass the state-mandated testing for Nurse Aides in Ohio. Students will satisfactorily complete the didactic and laboratory portion of the Ohio Department of Health's, Nurse Aide Training and Competency Evaluation Program, (NATCEP). This course will consist of 80 class lecture hours and skills development. This course is a flex course and may not follow the regular College calendar. The scheduled dates and times vary throughout the year. The course is taught off campus.

Required Concurrent Course(s): Take STNA-1250

STNA 1150 - STATE TESTED NURSE ASSISTANT CPR/FIRST AID

1 Credit; 1 Lecture Hour

A practical course in the care and handling of victims of common emergencies; i.e., transportation and household accidents, climate related emergencies. Areas include basic life support, victim assessment, shock, bleeding, bandaging, splinting, burns, poisoning, medical emergencies, rescue and moving victims, triage. Students who meet the examination requirements will receive both a Community First Aid and Safety card from the American Red Cross and Basic Life Support for Health Care Provider Professional's card from the American Heart Association. This course is a flex course and may not follow the regular College calendar. The scheduled dates and times vary throughout the year. The course is taught off campus.

STNA 1250 - STATE TESTED NURSE ASSISTANT DIRECTED PRACTICE

2 Credits; 1 Lecture Hour; 12 Practicum Hours

The course is the directed practice training associated with STNA1110 and STNA 1150 of the state-mandated testing for Nurse Aides in Ohio. The course is designed to prepare the students clinically to demonstrate the skills learned in the STNA 1110 and STNA1150 courses. Students will satisfactorily complete the laboratory portion of the Ohio Department of Health's, Nurse Aide Training and Competency Evaluation Program, (NATCEP). This course consists of 12 directed practice hours/week of skills development. This course is a flex course and may not follow the regular College calendar. The scheduled dates and times vary throughout the year. The course is taught off campus.

Required Concurrent Course(s): Take STNA-1110

SURG

SURGICAL TECHNOLOGY

For the most current course descriptions, see www.ncstatecollege.edu/cms/academics/classes/course-descriptions.html

SURG 1010 - SURGICAL TECHNOLOGY MICROBIOLOGY

4 Credits; 3 Lecture Hours; 2 Lab Hours

This course is designed to provide knowledge of the structure and function of selected pathogenic organisms, infectious disease cycle, and body's defenses to infection including the immune system. This course is for surgical technologist only and will not meet the needs for any other allied health or nursing program.

Required Prerequisite(s): COMPASS reading score of 80 & writing score of 81; or successful completion of READ0080 & WRIT0090, completion of MTH (MATH0074) with minimum C- or Math Compass Score of 61 and an Algebra score of 31
Required Concurrent Course(s): Take SURG-1030

SURG 1030 - FUNDAMENTALS OF SURGICAL TECHNOLOGY

12 Credits; 6 Lecture Hours; 10 Lab Hours; 8 Practicum Hours

This course teaches the role and responsibility of the surgical technologist in effective communication, legal, ethical, and moral aspects of care, preparation of the patient for surgery, preparation of the OR for surgery, aseptic techniques, patient care procedures, environmental safety, and supply/equipment preparation and use. This course is for surgical technologist only and will not meet the needs for any other allied health or nursing program.

Required Concurrent Course(s): Take SURG-1010

SURG 1050 - SURGICAL TECH ANATOMY & PHYSIOLOGY

10 Credits; 9 Lecture Hours; 2 Lab Hours

This course covers the essentials of pharmacology and math, structure and function of the integumentary, gastro intestinal, endocrine, reproduction and the urinary systems, the essentials of structure and function of your special senses, the musculoskeletal, circulatory, lymphatic, nervous, and respiratory systems, the organization of the body into cells, tissues, organs, systems, and wound healing are also described. This course is for surgical technologist only and will not meet the needs for any other allied health or nursing program.

Required Prerequisite(s): Take SURG-1010, SURG-1030
Required Concurrent Course(s): Take SURG-1070

SURG 1070 - SURGICAL TECHNOLOGY PROCEDURES

16 Credits; 11 Lecture Hours; 3 Lab Hours; Practicum Hours

This course covers selected commonly performed surgical procedures, pathology leading to surgical intervention, purposes of surgery, problems that may arise, and techniques/instruments specific to general & minimal access as applied to GI, urology, male reproductive, OB & GYN surgeries, Vascular, Thoracic, Neurology, Ophthalmic, ENT, Plastics, Orthopedics, and Dental. The course practicum component allows demonstration of both psychomotor skill competency and practicum judgment. This course is for surgical technologist only and will not meet the needs for any other allied health or nursing program.

Required Prerequisite(s): Take SURG-1010, SURG-1030
Required Concurrent Course(s): Take SURG-1050

THEA

THEATRE

For the most current course descriptions, see www.ncstatecollege.edu/cms/academics/classes/course-descriptions.html

THEA 1010 - INTRODUCTION TO THEATRE

3 Credits; 3 Lecture Hours

Course is an overview of theatre as an art form. Includes historical and production points of view. Students will effectively view and critique plays and musicals. This is NOT a performance based course, but a theory and analysis based class.

THEA 1999 - THEATRE ELECTIVE

1 Lecture Hour

This course is used for transfer purposes only, may be used more than once.

VCMT VISUAL COMMUNICATION MEDIA AND TECHNOLOGY

For the most current course descriptions, see www.ncstatecollege.edu/cms/academics/classes/course-descriptions.html

VCMT 1050 - IMAGING I

3 Credits; 2 Lecture Hours; 2 Lab Hours

Course work includes an introduction to the vocabulary and production processes necessary to create images for printing, web design, and video, including desktop scanning and resolution. Using the leading computer software applications, students will explore raster and create vector based imagery, illustration, photo restoration, color correction and image compositing.

VCMT 1085 - VISUAL COMMUNICATIONS I

3 Credits; 2 Lecture Hours; 2 Lab Hours

This beginning course provides an overview of the MAC computer platform, and the Visual Communication Media and Technology industry. Students will explore different careers in the VCMT field. This course provides an overview of visual communication, graphic design principles, layout design, and typography. The leading computer software applications will be used to explore the processes of design and layout of different types of documents and media.

Required as Prerequisite or Concurrent: Take VCMT-1050

VCMT 1190 - VIDEO PRODUCTION I

3 Credits; 2 Lecture Hours; 2 Lab Hours

This course explores the basic concepts, principles, terminology, skills, design techniques, styles and production processes utilized in planning, writing, lighting, performing, shooting, editing, and graphic generation for producing video. Producing quality audio for video is also explored. Single camera style, creative team work and storytelling will also be employed.

Required Prerequisite(s): Take ARTS-1070 and VCMT-1050 with a minimum grade of C-

VCMT 1280 - VISUAL COMMUNICATION II & TYPOGRAPHY

3 Credits; 2 Lecture Hours; 2 Lab Hours

Expanding on student's knowledge of graphic design elements and principles covered in VCMT 1080, students will further explore page design. Emphasis will be on typography. History of typography, graphic design, and printing processes will be studied. Projects may include advertisements, letter shapes, logos, brochures, tables, form documents, grid layouts and mass media communication.

Required Prerequisite(s): Take VCMT-1085 with a minimum grade of C-

VCMT 1550 - IMAGING II

3 Credits; 2 Lecture Hours; 2 Lab Hours

This course will expand on the vocabulary and production processes learned in VCMT 1050 Imaging I. Emphasis will be on raster based images produced from the leading graphic software applications. Digital photography, developing images for the Internet, and more complex compositing techniques will be covered.

Required Prerequisite(s): Take ARTS-1010, VCMT-1050 with a minimum grade of C-

VCMT 1999 - TRANSFER CREDIT IN VCMT

1 Lecture Hour

This course enables general credit associated with Visual Communication Media & Technology curricula to be transferred to the college from other institutions of higher learning.

VCMT 2060 - PRINCIPLES OF PRINTING TECHNOLOGY

3 Credits; 2 Lecture Hours; 2 Lab Hours

An overview of printing processes including individual hands-on experience with the major printing processes including offset lithography, large format inkjet, digital printing and silk screen printing. Printing materials and finishing techniques will be included. Hands-on experience printing in the lab will be required.

Required Prerequisite(s): Take VCMT-1280, VCMT-1550

VCMT 2070 - WEB DESIGN I

3 Credits; 2 Lecture Hours; 3 Lab Hours

This class will cover current web design workflow, best practices for web design including responsive design and user interface design, software and languages for building web sites, web site analytics, usability, and social media. Students will build at least one responsive web site using CSS and Adobe Dreamweaver and another web site with CMS (Content Management Software) like Wordpress. Web sites will contain images, text, navigation and multimedia. Basic scripting using HTML5 and CSS also will be covered. Students should be comfortable with image editing software.

Required Prerequisite(s): Take VCMT-1050 with a minimum grade of C-

VCMT 2280 - EDITING & PUBLISHING FOR VISUAL

3 Credits; 1 Lecture Hour; 4 Lab Hours

This course blends both copy and design to further develop skills in writing for publications, designing, and producing publications. Students will get experience in two related areas 1) writing and editing documents for publication, and 2) using design publication software to produce multiple page documents like books, newsletters, magazines, ebooks, and interactive publications. Students will produce copy for their publishing projects prior to placing it in their layout, will edit copy for technical correction, and will copy fit text to complete their projects. The use of grids, master pages, style sheets, tables, forms, and variable data, for print and electronic publication will be covered. This course will be team taught with the English department.

Required Prerequisite(s): Take VCMT-1280, ENGL-1030 with a minimum grade of C- in both classes.

VCMT 2390 - VIDEO PRODUCTION II

3 Credits; 2 Lecture Hours; 2 Lab Hours

This course builds on the skills learned in the Introduction to Video I course. Students will have an opportunity to explore more in depth concepts, principles, techniques and processes of producing, writing and directing as well as lighting, shooting, and editing audio and video. Students will have an opportunity to acquire skills in producing corporate/industrial style videos using both field and studio approaches.

Required Prerequisite(s): Take VCMT-1190 with a minimum grade of C-

VCMT 2400 - MOTION GRAPHICS

3 Credits; 1 Lecture Hour; 4 Lab Hours

This course is intended to build upon the skills received in previous VCMT imaging and video courses. The focus is on temporal and dynamic graphic communication incorporating video, stills, illustration, music and animation within a motion graphics software application. By the end of this course the student will be able to create a dynamic logo, program opening as well as an animated lower third and an info graphic for a video program.

Required as Prerequisite or Concurrent: Take VCMT-1190, VCMT-1550

VCMT 2550 - IMAGING III

3 Credits; 1 Lecture Hour; 4 Lab Hours

This course will cover advanced vector & raster imaging techniques. Vector imaging techniques will cover information graphics, cartography, package design, 3 D gradient mesh, and technical illustration. Students will produce samples for their portfolio that demonstrate their skills in image manipulation, including advanced color correction, advanced photo retouching techniques, and photo montage.

Required Prerequisite(s): Take VCMT-1550 with a minimum grade of C-

VCMT 2590 - VIDEO PRODUCTION III

3 Credits; 1 Lecture Hour; 4 Lab Hours

This course will allow students to gain a more critical and in-depth perspective of organizational video production. Students will have opportunities to gain real world experience by producing organizational videos. Advanced techniques in directing, videography, audio and video editing, and lighting will be employed. This course will allow students to build confidence in their producing skills as well as add to their portfolios.

Required Prerequisite(s): Take VCMT-2390 with a minimum grade of C-

VCMT 2700 - CAPSTONE MULTIMEDIA PORTFOLIO

2 Credits; 1 Lecture Hour; 2 Lab Hours

This course is designed to take a project idea from pre-production to finished product. Students will be expected to utilize all skills acquired in their VCMT program to assemble an electronic portfolio which can be used for employment interviews. All VCMT classes completed or concurrently enrolled. This class should be taken within 20 credit hours of graduation.

Required Prerequisite(s): Take 24 credit hours from VCMT classes with a C- or better and a GPA of 2.00.

VCMT 2800 - COOPERATIVE WORK EXPERIENCE

1 Credit; 1 Lecture Hour

The cooperative work experience is an opportunity for students to obtain practical work experience in the Visual Communications Field, while earning college credit. This on or off campus employment experience can be paid or unpaid. The work experience is coordinated by a faculty member who visits the job site for a conference with the student and the supervisor at least once per semester. Students must complete 150 hrs of work experience. This class is pass/fail.

Required Prerequisite(s): Must be concurrent with VCMT 2850 Seminar. Student must have completed 24 semester credit hours of VCMT classes with a C- or better. Students should have a 2.0 GPA. All forms required for the Cooperative Work Experience must be submitted upon registering for this class. Students are required to attend an orientation class the first week of the semester. Students must get permission of the instructor in order to enroll in this class.

Required Concurrent Course(s): Take VCMT-2850

VCMT 2850 – SEMINAR

1 Credit; 1 Lecture Hour

This course is taken concurrently with VCMT 2800 Cooperative Work Experience. Students will discuss their work place experiences that occur during their Cooperative Work Experience. Students must get permission of the instructor in order to enroll in this class.

Required Concurrent Course(s): Take VCMT-2800

VCMT 2999 - SPECIAL TOPICS IN VISUAL COMMUNICATION MEDIA & TECHNOLOGY

3 Credits; 3 Lecture Hours

This course enables faculty members in the Visual Communications Media & Technology department to present a specific topic or project in Visual Communications, on a limited basis, that is not normally covered in the current VCMT curriculum. The course may be offered twice before it must be discontinued or added to the curriculum via the required Curriculum Committee process.

WRIT

WRITING

For the most current course descriptions, see www.ncstatecollege.edu/cms/academics/classes/course-descriptions.html

WRIT 0010 - BASIC WRITING LAB

1 Credit; 2 Lab Hours

This supplementary lab is designed to provide additional practice and consultation in basic writing skills: paragraph and essay structure; sentence structure; grammar, spelling, and mechanics. WRIT0010 is graded pass (P) or no pass (NP).

Required Concurrent Course(s): Take WRIT-0090

WRIT 0090 - BASIC WRITING

3 Credits; 3 Lecture Hours

WRIT0090 Basic Writing is designed to help students build a strong foundation for basic college composition. The course will focus on helping students develop their basic expository writing skills: paragraph and essay structure; sentence structure; grammar, spelling, and mechanics. WRIT0090 must be completed with a grade of C- or better to fulfill the mandatory placement requirement. However, a grade of C- will place the student into ENGL9920, a combination of ENGL1010 and ENGL0010 Lab.

Required Prerequisite(s): Score of 0-68 on COMPASS writing placement test -OR- Score of 69-80 on COMPASS writing placement test with eWrite score of 4 or lower -OR- Instructor approval.

WRIT 1999 - WRITING ELECTIVE

1 Lecture Hour

This course is used for transfer purposes only, may be used more than once.

WRIT 9910 - COMBINED WRIT0090 & WRIT0010

4 Credits; 3 Lecture Hours; 2 Lab Hours

This combination of WRIT0090 Basic Writing and WRIT0010 Lab is designed to provide a supplementary instruction lab for students who will benefit from additional practice and individualized instruction and consultation in basic writing skills: paragraph and essay structure; sentence structure; grammar, spelling, and mechanics. Students will attend two separate courses; WRIT0010 (2 lab hours) and WRIT0090 (3 lecture hours).

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Dr. RONALD E. ABRAMS, 1997 - 2008

Mr. DONALD L. PLOTTS, 2008-2013

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BENJAMIN JAMES, Custodian
DUSTIN JOHNSON, Custodian
TOM McNEELY, Facilities Utility Worker
KAREN MINNEAR, Custodian
VERONICA MULLET, Facilities Utility Worker
MICHAEL NIESE, Grounds Coordinator
BRETT PERDUE, Custodian
LINDA PERRY, Facilities Utility Worker
JAMES SCHERPENISSE, Facilities Utility Worker
JOYCE SESCO, Facilities Utility Worker
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BECKY STALLARD, Mailroom/Receiving Clerk
WILLIAM SWEENEY, Custodian
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The quality of North Central State's programs is attributable in part to the dedicated persons who serve as adjunct faculty and complement full-time personnel. The following individuals are regular, adjunct faculty:

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 NATHAN ALTIZER, Mathematics, Statistics
 CHRISTOPHER BAKER, Respiratory Care
 LEANNE BAUERDICK, Mathematics, Statistics
 CHERYL BECKER, Bioscience
 MICHAEL BEEBE, Health Services Technology
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 SHANE ROSS, Business
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 HEIDEN SECRIST-EICHORN, Early Childhood Education
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 THOMAS SHIELDS, English, First Year Experience
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 DAVID SMITH, Chemistry
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 ALICE SOCKWELL, Nursing
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Karrie Starr, Ohio Heartland Head Start
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Laura Burrer, Shelby Public Health Department

Katie Danielson, North Central State College
Paul Hasenauer, Catalyst Life Services
Laura Longwell, Third Street Family Health Services
Steve McNutt, Third Street Family Health Services
Marilyn McQuillen, Richland Public Health Department
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Jarod Brown, Wayne County Adult Probation Department
Lance Combs, Shelby Police Department
Amy Ivy, Ohio State Highway Patrol
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Dave Leitenberger, Richland County Court Services/Adult Probation,
Chief
David Mack, Shelby Police Department
Joe Masi, Richland County Sheriff, Major
Mark Maxwell, EMA, Knox County, Director
Carl Richert II, Ashland County Sheriff, Chief Deputy
Steve Sheldon, Richland County Sheriff
Eric Winbigler, Pioneer Career and Technology Center

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Thomas Close, Ashland County West Holmes Career Center
Brad Cyrus, Gorman Rupp
Martin Dzugan, Pioneer Career and Technology Center
Jeff Gray, Guild International
Lanny Hawkins
Lee Heilman, Superb Industries, Inc.
Neil Hergatt, Hergatt Machine, Inc.
Mark Hess, Hess Industries
Sam Hillman, Hillman Precision, Inc.
Jason Hoffman, Buckeye Educational Systems
David McGough, Knox County Career Center
Carl Neutzling, IBEW
Kimberly Spencer, Anheuser-Busch, Inc.
Brandy Straub, Hi-Stat Manufacturing
Eric Swain, Covert Manufacturing
Eric Wilhelm, MTD Products
Ben Williams, CSI Controls

HEALTH SERVICES TECHNOLOGY

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Janet Ballard, EHOVE Adult Education
Martin Dzugan, Pioneer Career and Technology Center
Deborah Ferguson, OhioHealth Mansfield Hospital
Velma Messenger, Madison Adult Education
Sonja Pluck, Madison Adult Education
Dan Simmons, The Good Shepherd

HUMAN SERVICES

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Jennifer Henderson*, HR Choices, Inc.
Lillie Kirsch*, Marion Technical College
Mary Lacy, Harmony House
Brenda Nelson, Dewald Community Center and The Leaning Zone
Cindy Russell*, Richland Newhope Ind. Inc.
Vivian Winters*, Center for Individual and Family Services
Angela Woodward, Ashland County Career Assoc.

**denotes NC State graduate*

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Glenn Baker, RR Donnelly and Sons
Curt Bannworth, RR Donnelly and Sons
Dan Cannon, MT Business Technologies, Inc.
Mark Coe, Ohio Mutual Insurance Group
Bill Danuloff, Retired, Gorman Rupp Company
Keith Dawson, Century Link
Scott Drozda, Partec Systems
Tina Eldridge, OhioHealth
Aaron Francis, Optum
Chris Gaverick, EHOVE Career Center
Patty Green, City of Ashland
Rob Heyde, Heyde Enterprises, Inc.
Gary Lauderbaugh, Gorman Rupp Company
Steve Lawhorn, Mobile Tek Services
Mick Leach, Nationwide
John Luedy, MT Business Technologies, Inc.
Scott Moats, MT Business Technologies, Inc.
Kyle Newmyer, OhioHealth
Michael Pfeifer, MT Business Technologies, Inc.
Major Price, North Central State College
Jim Rathburn, Catholic Diocese of Columbus
Chris Risner, City of Mansfield
Denao Ruttino, Advance Computer Connections
Brian Schmidt, Schmidt Security
Charles Smith, Eagle Mark 4 Equipment
James Weiner, Heating and Cooling Products
D. Patrick Wischmeier, Gorman Rupp Company
Shawn Zerby, Guidewire

NURSING, PRACTICAL

Danyelle Brammer, RN, Visiting Nurse Association
Barb Bull, Country Pointe
Connie Domka, RN, OhioHealth Mansfield Hospitals
Kathy Durflinger, Avita Health System
Kevin Hawks, LPN, Brethren Care Nursing Home
Cheryl Kinney, RN, Kingston of Ashland
Helen Sauder, RN, The Good Shepherd

NURSING, REGISTERED

Katie Chieda, RN, Fisher-Titus Medical Center
Joia Crago, RN, Avita Health System
Kelly Dials, RN, OhioHealth Mansfield Hospital
Keith Evans, Richland Public Health
Sonna Harding, RN, Knox Community Hospital
Karin Schwan, RN, Samaritan Hospital
Dann Simmons, Brethren Care
Dawn Sparr, RN, Samaritan Hospital
Margie Wechter, RN, Shelby Public Health League
Mary Wirth, Winchester Nursing Home

OCCUPATIONAL THERAPY ASSISTANT

Jessica Boucher-Weir, OTR/L, Wyandot Memorial Hospital
Jessica Cavello, OTR/L, Mercy Hospital of Willard
William Frederick, COTA/L, Millcreek Nursing Home
Amy Herringhaus, OTR/L, CHT, Self Employed
Amy Jarvis, COTA/L, Ashland City Schools
Dan McCool, North Central State College
Amanda Miller, Ohio Health Mansfield Hospital
Susan Monastra, Richland Newhope

Kim Perret, OTR/L, Richland Newhope
Vicky Smith, COTA/L, Premier Therapy
Nicola Stone, COTA/L, OhioHealth Mansfield Hospital
Linda Williams OTR/L, Ashland City Schools

PHYSICAL THERAPIST ASSISTANT

Laurie Brackett, PT, Richland Newhope
Paula Hodge, PTA, Trilogy Rehab
Allie Hoffman, PT, Richland Newhope
Lori Hunt, PTA, Executive Care Home Health and Rehabilitation
Esther Moore, PTA, The Laurels of Mount Vernon
Truly Moore, PT, The Laurels of Mount Vernon
Jeff Music, PTA, Oak Grove Manor

RADIOLOGICAL SCIENCES

Roger Bevelhymmer, RT (R), Avita Health System
Christina Briggs, RT (R) (CT), OhioHealth Mansfield Hospitals
Tonya Drum, RT (R), University Hospitals
Kelly Gouge, RT (R) (CT) (MR) (M), Avita Health System
Dave Harrison, RT (R), Wooster Community Hospital
Lori Holzworth, RT (R) (CT), OhioHealth Mansfield Hospital
Kevin Linstedt, RT (R) (MR), OhioHealth Mansfield Hospital
Karla Meisner, RT (R) (MR), Alumnus
Jack Smith, RT (R), University Hospitals
Jaime Sours, Wooster Community Hospital
Martin Stets, RT (R) (MR), OhioHealth Mansfield Hospitals
Student Representative

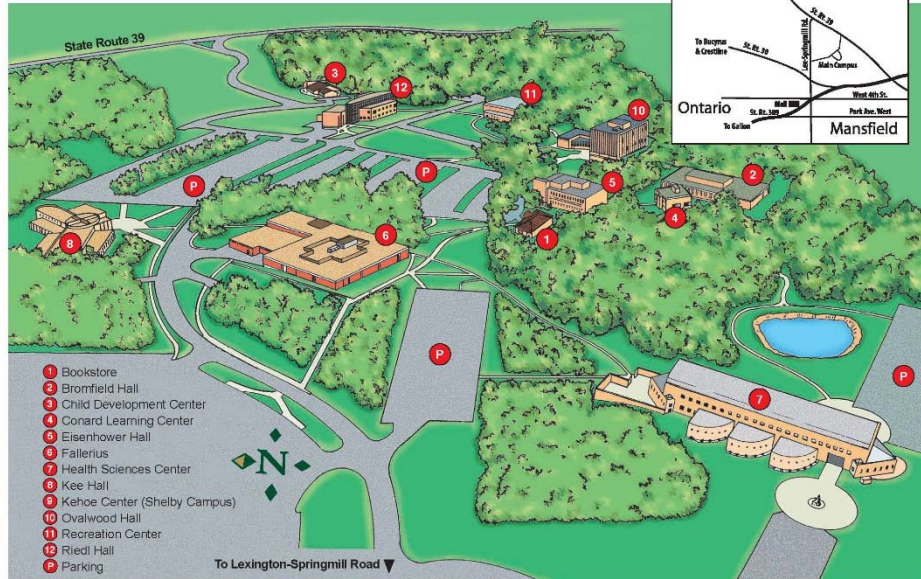
RESPIRATORY CARE

Kim Bailey, RRT/RCP, Fisher Titus Medical Center
Chris Baker, RRT/RCP, Wooster Community Hospital
Sharon Conley, RRT/RCP, OhioHealth Mansfield Hospital
Pam Couch, RRT/RCP, University Hospitals
Laura Evans, RRT/RCP, Nationwide Children's Hospital
Larry Hamon, Knox Community Hospital
Henry Heinzmann, M.D., Program Medical Director
Lynn Long, RRT/RCP, Marion General Hospital
JoAnne Trees, Grant Medical Center

VISUAL COMMUNICATIONS MEDIA AND TECHNOLOGY

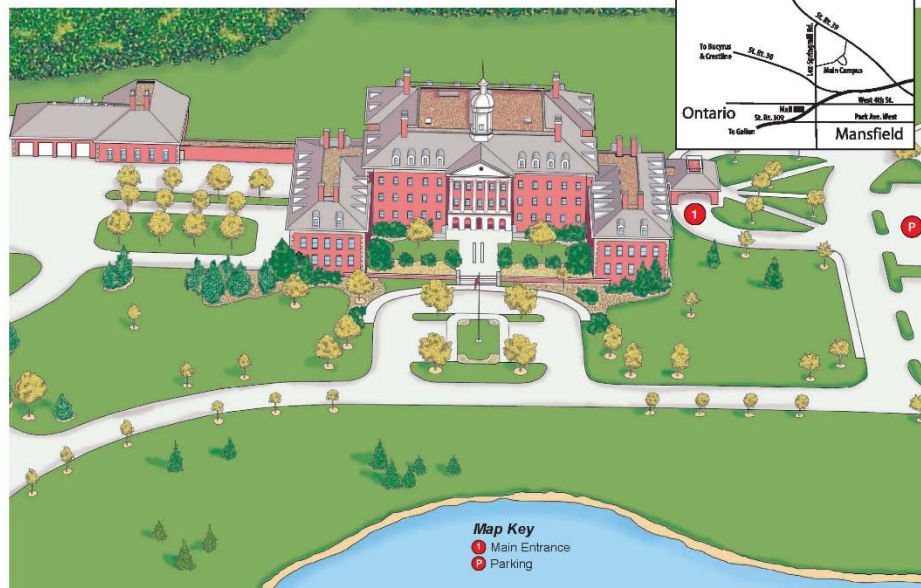
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NC North Central State College **Main Campus**



MAIN CAMPUS MAP
2441 Kenwood Circle
Mansfield, OH 44906

NC North Central State College **Kehoe Center**



KEHOE CENTER MAP
175 Mansfield Avenue
Shelby, Ohio 44875

ASHLAND OUTREACH CENTER
1783 State Route 60
Ashland, Ohio 44805

CRAWFORD SUCCESS CENTER
130 North Walnut
Bucyrus, Ohio 44820

MANSFIELD URBAN CENTER
134 North Main Street
Mansfield, Ohio 44901

NOTICE



**IT IS ILLEGAL TO CARRY
A FIREARM, DEADLY WEAPON, OR
DANGEROUS ORDNANCE ANYWHERE
ON THESE PREMISES**

Unless otherwise authorized by law, no person shall knowingly possess, have under the person's control, convey, or attempt to convey a deadly weapon or dangerous ordnance onto these premises.

Posted Pursuant to the Ohio Revised Code

Law enforcement officers authorized to carry concealed weapons or dangerous ordnance and acting within the scope of their duties must do the following:

- Prior to the start of class, a student shall present a letter from their commanding officer to the Registrar indicating they are required to carry a weapon, even when not on duty, as part of their overall duties as a peace officer.
- Prior to employment, an employee shall present a letter from their commanding officer to the Director of Human Resources indicating they are required to carry a weapon, even when not on duty, as part of their overall duties as a peace officer.
- Notify their instructor, supervisor, etc. that they are peace officers required to carry a weapon.