Accounting Technology

34ACTN241 Financial Accounting I
This course emphasizes the use of accounting information by developing critical thinking skills and the basic knowledge needed to understand and analyze financial statements of publicly reported companies. BoK: QR. Credit Level: U. Credit Hrs: 3.00

34ACTN242 Financial Accounting II
Continued analysis of financial statements and interpretation of financial reports. This course emphasizes the use of accounting information by developing critical thinking skills and the basic knowledge needed to understand and analyze financial statements of publicly reported companies. Prereq: 34ACTN241. BoK: QR. Credit Level: U. Credit Hrs: 3.00

34ACTN243 Managerial Accounting I
Use of accounting data in planning and controlling business operations. The study of cost flows and cost behavior as used in decision making. Prereq: 34ACTN241. BoK: QR. Credit Level: U. Credit Hrs: 3.00

34ACTN244 Managerial Accounting II
Continuing study of the use of accounting data in planning and controlling business operations; including cost flows, cost behavior as used in decision making and capital budgeting decisions. Prereq: 34ACTN243. BoK: QR. Credit Level: U. Credit Hrs: 3.00

34ACTN251 Computerized Accounting I
Use of computerized general ledger, accounts payable, accounts receivable, payroll systems and accounting system security. Lecture and lab. Prereq: 34ACTN241. BoK: NA. Credit Level: U. Credit Hrs: 3.00

34ACTN272 Individual Taxation
Fundamentals of federal taxation; current regulations; economic implications; procedures for preparing tax returns for individuals; sole proprietorship; practical problems and methods. Prereq: 34ACTN241. BoK: QR. Credit Level: U. Credit Hrs: 3.00

34ACTN273 Tax Preparation Service Learning
This course provides a review of the basic tax rules learned in prior courses and allows students to use their knowledge to assist low-income and elderly taxpayers with the preparation of their individual tax returns through the Volunteer Income Tax Assistance (VITA) program sponsored by the IRS. Prereq: 34ACTN272. BoK: NA. Credit Level: U. Credit Hrs: 3.00

34ACTN277 Accounting for Non-Profit Organizations
Problems relating to control of funds and other assets, accounting classifications and relationships, performance measurement and reporting. Fundamentals of fund accounting for governmental units. Prereq: 34ACTN242. BoK: QR. Credit Level: U. Credit Hrs: 3.00

34ACTN281 Topics in Accounting
To introduce students to advanced topics in accounting such as Partnership Taxation, Corporate Taxation, and Auditing. Prereq: 34ACTN272. BoK: QR. Credit Level: U. Credit Hrs: 3.00

34ACTN291 Advanced Bookkeeping
This course is a higher-order analysis of the financial accounting topics presented in Financial Accounting I and II. Additionally this course emphasizes mastery of the skills and knowledge required to obtain an advanced bookkeeping certification. Prereq: 34ACTN242. BoK: NA. Credit Level: U. Credit Hrs: 3.00

34ACTN374 Fraud Examination
The course will cover the principles and methodology of fraud detection and deterrence within the accounting field. The course includes such topics as skimming, cash larceny, check tampering, register disbursement schemes, billing scheme, payroll and expense reimbursement schemes, non-cash misappropriations, corruption, accounting principles and fraud, fraudulent financial statements, and interviewing witnesses. Prereq: 34ACTN241. BoK: NA. Credit Level: U. Credit Hrs: 3.00

Addictions
34ADDC209 Alcoholism
This course presents a multidimensional approach to the "disease" of alcoholism. It provides an understanding of the sociological, psychological, moral and behavioral factors and effects associated with the disorder. In addition, students will receive a review of diagnostic and therapeutic tools currently in use. BoK: SS. Credit Level: U. Credit Hrs: 3.00

34ADDC221 Assessment and Diagnosis in Addiction
The purpose of this course is to introduce students to clinical assessment and diagnostic process in addictions. The student will learn key elements of making good assessments, use of various assessment tools, proper interviewing techniques and impediments to the assessment process. BoK: SS. Credit Level: U. Credit Hrs: 3.00

Applied Interdisciplinary Studies
34AIS301 Mid-Collegiate Experience/Bridging Module
Transitional course for students who have completed an associates degree in a tech/applied field & desire a tech baccalaureate degree. Focus will be on analyzing, comparing & defining concepts/methods that bring tech & liberal arts together. Course will model seminar format offered in 3 modules. BoK: NA. Credit Level: U. Credit Hrs: 3.00

34AIS310 Team Building and Project Facilitation
Facilitation skills, group roles, team performance assessment, stages of team development, dysfunctional teams, autonomous work teams. Class will function in teams to accomplish a project and numerous exercises/activities. BoK: NA. Credit Level: U. Credit Hrs: 3.00

34AIS315 Project Facilitation
This course provides focuses on how projects contribute to the strategic goals of the organization. The linkages for integration include the process of selecting projects that best support the strategy of a particular organization and that in turn can be supported by the technical and managerial processes made available by the organization to bring projects to completion. The goals for prospective project managers are to understand the role of a project in their organizations and to master the project management tools, techniques, and interpersonal skills necessary to orchestrate projects from start to finish. The role of projects in organizations is receiving increasing attention. Projects are the major tool for implementing and achieving the strategic goals of the organization. Project management has developed to the point where it is a professional discipline having its own body of...
A study of the role of the supervisor. Identification and use of hypothesis testing; analysis of variance; correlation techniques; and distributions; statistical inference including confidence intervals and measures of central tendency and dispersion; probability theory and quantitative data utilizing tabular and graphic presentation of data; Principles and techniques of collecting, analyzing and interpreting data; Exposing and orienting to the usage of computer technology in the process of managing projects. BoK: NA. Credit Level: U. Credit Hrs: 3.00

34AIS325
Information Systems in Organizations
Introduction to the core concepts and fundamental principles of Information Systems (IS) in the context of organizational decision making. It will explore how organizations leverage their business and streamline operations through the use of Decision Support Systems, Supply Chain Mgmt, Customer Relationship Mgmt, Electronic Commerce and Enterprise Resource Planning. Organizational strategies to protect information from threats and emerging trends in technology will be highlighted. The basics of computer hardware, software and networking will also be covered. BoK: NA. Credit Level: U. Credit Hrs: 3.00

34AIS336
Financial Information for Managers
Read and use financial statements; employ ratios/ performance measures to improve financial decision making. Emphasis on distinguishing relevant from irrelevant information; learning how to use principles of leverage & working capital management & the tools & techniques of financial decision making. BoK: NA. Credit Level: U. Credit Hrs: 3.00

34AIS341
Human Relations in Organizations
This course examines the nuances of individual and group behaviors within an organization. The foundational concepts in this course provide the framework for understanding the attitudes and actions of both individuals and groups as they interact within the organization and the basis for effective individual, group and process changes that will result in a more effective organization. The topics of organizational values, diversity, ethics, organization culture, motivation, conflict, stress, internal/external customer emotional control, individual/group decision-making and individual/organizational change are essential elements in the study of human relations in organizations. Students will engage in a variety of group case studies, self assessments and experiential learning exercises to foster a greater understanding of how to apply the course concepts. BoK: NA. Credit Level: U. Credit Hrs: 3.00

34AIS370
Applied Workplace Writing
This course covers practical strategies necessary to produce effective writing in professional environments. Students will explore the assumptions that govern writing in their fields and practice the writing skills and styles applicable to communicating effectively in the workplace. BoK: NA. Credit Level: U. Credit Hrs: 3.00

34AIS375
Applied Human Resource Practices
Application of HR fundamentals in a wide variety of organizational settings; development of critical HR competencies/knowledge for an effective manager. BoK: NA. Credit Level: U. Credit Hrs: 3.00

34AIS391
Applied Statistics
Principles and techniques of collecting, analyzing and interpreting quantitative data utilizing tabular and graphic presentation of data; measures of central tendency and dispersion; probability theory and distributions; statistical inference including confidence intervals and hypothesis testing; analysis of variance; correlation techniques; and regression analysis. Prereq: 34MATH132. BoK: NA. Credit Level: U. Credit Hrs: 3.00

34AIS445
Applied Employee Supervision
A study of the role of the supervisor. Identification and use of supervisory functions as applied to leading, planning, organizing,
Phlebotomy Technicians (ASPT) as a cardiology technician. Before examination and certification through the American Society of basic cardiac rhythms and the role of the cardiology technician. Lecture electrocardiograph operation and troubleshooting, cardiac diseases, skills. Topics include: anatomy and physiology of the heart, health, and diseases resulting from clinical deficiencies or excesses. This course prepares the student for entry level phlebotomy skills.

Fundamentals of Phlebotomy
This course prepares the student for entry level phlebotomy skills. Emphasis is on the basic clinical methods of phlebotomy, hematology, venipuncture and microcollection procedures. Also introduced are the expressions of reality or impressions through photography. BoK: FA.

Photography
Presentation of the basic principles of camera work at the introductory level. Emphasis on content and composition; properly exposed photographs; composition for impact; utilization of artificial light; self-expressions of reality or impressions through photography. BoK: FA.

Clermont College
Art History

34ARTH113 History of Art III: Seventeenth-Twentieth Centuries
Credit Level: U. Credit Hrs: 3.00

34ARTH172 Women in Art
This course will explore the roles women have played in art as subject and as artist. We will examine various art forms within their historical context. Emphasis will be placed on Western Civilization, including both early and modern periods. BoK: FA, DC. Credit Level: U.
Credit Hrs: 3.00

34ARTH282 Non-Western World Cultures in Art
A chronological survey of non-western art and architecture organized by geographical regions. Major works of art will be studied within the context of culture, religion, philosophy, social structure and historical events. Emphasis will be placed on the role of art from both antiquity to present time. Transfer Module. BoK: HU, DC. Credit Level: U.
Credit Hrs: 3.00

American Sign Language

34ASL101 Beginning American Sign Language (ASL) I
This is the first part of a three quarter sequence designed to teach American Sign Language. Students will begin the basics in this course. BoK: NA. Credit Level: U.
Credit Hrs: 3.00

34ASL102 Beginning American Sign Language (ASL) II
This is the second of three courses in Beginning ASL. In this course the student will increase ASL vocabulary and continue developing knowledge in cultural aspects, grammatical features and beginning conversational comprehensive and expressive skills. Students will use such skills on presenting stories in ASL for their peers. Prereq: 34ASL101. BoK: NA. Credit Level: U.
Credit Hrs: 3.00

34ASL103 Beginning American Sign Language (ASL) III
This is the third course in Beginning ASL. In this course the student will increase ASL vocabulary and continue developing knowledge in cultural aspects, grammatical features and beginning conversational comprehensive and expressive skills. Students will be introduced to and lead through concepts that will prepare them for the Intermediate ASL courses. Prereq: 34ASL102. BoK: NA. Credit Level: U.
Credit Hrs: 3.00

34ASL201 Intermediate American Sign Language (ASL) I
Intermediate ASL will advance the student’s manual communication skills as a second language. Course will look into the structure and grammar of ASL. Prereq: 34ASL103. BoK: NA. Credit Level: U.
Credit Hrs: 3.00

34ASL202 Intermediate American Sign Language (ASL) II
Intermediate ASL II will enhance communication skills in ASL. It will enable students to recognize uses of ASL as a first and as a second language. Course is designed to help students acquire a higher level of skill in some of the major grammatical features of ASL. Prereq: 34ASL201. BoK: NA. Credit Level: U.
Credit Hrs: 3.00

34ASL203 Intermediate American Sign Language (ASL) III
This course will help the student to acquire a higher level of skill in some of the major grammatical features of ASL. The same grammatical topics are covered in Intermediate ASL I, building on the spiralling curriculum. Prereq: 34ASL202. BoK: NA. Credit Level: U.
Credit Hrs: 3.00

Aviation Technology

34AVTN100 Introduction to Aviation Technology
Introduction to aviation technology and its curricula. An overview of the aviation industry, careers and opportunities in aviation. Topics include aircraft manufacturing, airline operations, general aviation, air freight, airport management and government service. BoK: NA. Credit Level: U.
Credit Hrs: 1.00

34AVTN201 Pilot Lectures I
A study of the subject areas and information needed to operate as a private pilot in the aviation environment. Covers approximately half of the aeronautical knowledge needed to qualify for the FAA private pilot written test. Prereq: 34AVTN201. BoK: NA. Credit Level: U.
Credit Hrs: 3.00

34AVTN202 Pilot Lectures II
A study of the subject areas and information needed to operate as a private pilot. Completion of the aeronautical knowledge needed to qualify for the FAA private pilot written exam. Prereq: 34AVTN201. BoK: NA. Credit Level: U.
Credit Hrs: 3.00

34AVTN203 Pilot Lectures III
An introduction to the subject areas and information needed to operate as an instrument-rated commercial pilot. Prereq: 34AVTN202. BoK: NA. Credit Level: U.
Credit Hrs: 3.00

34AVTN221 Pilot Flight I
Beginning the necessary dual flight instruction and solo flight time to qualify for the FAA private pilot certificate. Coreq: 34AVTN201. BoK: NA. Credit Level: U.
Credit Hrs: 2.00

34AVTN222 Pilot Flight II
In this course, the student will continue the necessary dual flight instruction and solo flight time to qualify for the FAA Private Pilot Certificate. Prereq: 34AVTN221. BoK: NA. Credit Level: U.
Credit Hrs: 2.00

34AVTN223 Pilot Flight III
Introduction to maneuvers required for the commercial pilot certificate. Basic radio navigation and intermediate cross country flight. Prereq: 34AVTN222. BoK: NA. Credit Level: U.
Credit Hrs: 2.00

34AVTN224 Cross Country Flight
Cross country flight time needed to meet FAA requirements for the commercial pilot certificate and instrument rating. Instrument holding and instrument approach procedures will be introduced. Prereq: 34AVTN223. BoK: NA. Credit Level: U.
Credit Hrs: 2.00

34AVTN271 Survey of Meteorology
Overview of the causes of weather and the physical processes which cause and accompany changes in weather. BoK: NS. Credit Level: U.
Credit Hrs: 3.00

34AVTN301 Instrument Flight Operations
A continuation of the subject areas and information needed to operate as a commercially certified and instrument rated pilot. Provides the aeronautical knowledge in preparation for the FAA instrument rating written exam. Prereq: 34AVTN203. BoK: NA. Credit Level: U.
Credit Hrs: 3.00

34AVTN302 Commercial Flight Operations and Theory
The completion of the subject areas and information needed to pass the FAA commercial pilot written exam. Prereq: 34AVTN301. BoK: NA. Credit Level: U.
Credit Hrs: 3.00

H=University Honors course.
Aviation Technology

34AVTN303
Comprehensive Aviation Training Theory
Discussion of the commercial flight techniques and procedures. Techniques of flight and ground instruction. Preparation for the FAA written exams for flight instructors. Prereq: 34AVTN302. BoK: NA. Credit Level: U. Credit Hrs: 3.00

34AVTN321
Pilot Flight IV
Review of instrument flight operations in preparation for the FAA instrument rating. Prereq: 34AVTN224. BoK: NA. Credit Level: U. Credit Hrs: 2.00

34AVTN322
Pilot Flight V
Introduction to high performance airplane flight operations. Continuation of solo flight time required for the commercial pilot certificate. Prereq: 34AVTN321. BoK: NA. Credit Level: U. Credit Hrs: 2.00

34AVTN323
Pilot Flight VI
Completion of the flight time requirements for the commercial pilot certificate and instrument rating. Prereq: 34AVTN322. BoK: NA. Credit Level: U. Credit Hrs: 2.00

34AVTN371
Management of Crew Resources
Familiarizes students with the operating principles and set up procedures for avionics equipment: auto pilots, flight director systems. Area Navigation (RNAV), Long Range Navigation (LORAN). Five weeks on flight deck management concepts. Prereq: 34AVTN203, 34PSYC101. BoK: NA. Credit Level: U. Credit Hrs: 3.00

34AVTN372
Aircraft Piston/Turbine Engines for Pilots
Section one will develop an understanding of piston engines used in general aviation aircraft. Engine operating principles, procedures, safety and detection of engine irregularities. Section two will provide a comprehensive overview of the gas turbine engine including types, applications, construction and related systems. BoK: NA. Credit Level: U. Credit Hrs: 3.00

Business Administration

34BA101
Leadership Development I
To prepare young leaders from the Clermont County area to play a future role in their community. To prepare the students for constructive leadership and responsible participation in the affairs of the county. BoK: NA. Credit Level: U. Credit Hrs: 1.00

34BA102
Leadership Development II
To prepare young leaders from the Clermont County area to play a future role in their community. To prepare the students for constructive leadership and responsible participation in the affairs of the county. BoK: NA. Credit Level: U. Credit Hrs: 1.00

34BA103
Leadership Development III
To prepare young leaders from the Clermont County area to play a future role in their community. To prepare the students for constructive leadership and responsible participation in the affairs of the county. BoK: NA. Credit Level: U. Credit Hrs: 1.00

34BA110
Community Leadership I
Sponsored course. Trains selected individuals to identify, recognize, and solve local community needs and problems. Teaches problem solving within the community, civic and governmental systems. BoK: NA. Credit Level: U. Credit Hrs: 2.00

34BA111
Community Leadership II
Sponsored course. Trains selected individuals to identify, recognize, and solve local community needs and problems. Teaches problem solving within the community, civic and governmental systems. BoK: NA. Credit Level: U. Credit Hrs: 2.00

34BA112
Community Leadership III
Sponsored course. Trains selected individuals to identify, recognize, and solve local community needs and problems. Teaches problem solving within the community, civic and governmental systems. BoK: NA. Credit Level: U. Credit Hrs: 3.00

34BA176
Business Ethics
Introduction to ethical reasoning; communication in business, employee -employer relations; corporate responsibility; acceptable risk, ethical issues in international business; codes of ethics of specific professions. Also, short case studies will be used to illustrate each group of topics. BoK: SE. Credit Level: U. Credit Hrs: 3.00

Biological Sciences

34BIOL101
Biology I
This course focuses on the major processes, concepts and theories of biology. Topics include the elements of chemistry important to biology; the structure and function of biological molecules; the principles of evolution; and cellular theory, organelles and processes. The application of these concepts to daily experiences and biological terms and their derivation are tied to the lecture topics. This course is primarily designed for science related programs. Completion of one year of high school biology, chemistry and algebra with a grade of C or better or completion of 34BIOL104 and 34BIOL114 is strongly recommended. Transfer Module. BoK: NS. Credit Level: U. Credit Hrs: 3.00

34BIOL102
Biology II
Topics include the study of the processes and functions of photosynthesis, mitosis and meiosis; the fundamentals of genetics and their ramifications; the elements of replication, transcription and translation; introduction to taxonomy and bacterial groups of special importance to humans. Prereq: 34BIOL101. Transfer Module. BoK: NS. Credit Level: U. Credit Hrs: 3.00

34BIOL103
Biology III
Topics include the study of the principles of plant and animal phylogeny; the structure of animal tissues and the anatomy and functioning of organ systems as exemplified in the human. Prereq: 34BIOL102. Transfer Module. BoK: NS. Credit Level: U. Credit Hrs: 3.00

34BIOL104
General Biology I
This course explores biological processes, concepts and theories, utilizing examples from everyday life. The historical basis for our knowledge, use of the scientific method, biological terms and their derivation, ethical and/or social responsibility issues and communicating in ways appropriate to the biological sciences are related to topics under discussion. Topics include the biochemicals, cells and life processes in living organisms as well as DNA, mitosis and meiosis. This course is primarily designed for the non-science related programs. BoK: NS. Credit Level: U. Credit Hrs: 3.00

General Biology Laboratory I
This course illustrates the processes, principles and concepts discussed in Biology I through investigative labs that emphasize examples from everyday life, the scientific method, keeping a lab notebook and analyzing data via computer. Topics include accuracy and precision of data, equipment skills, sugar in foods, fermentation, sterile technique, nomenclature and study of local organisms. Prereq: 34BIOL111. Coreq: 34BIOL112. Transfer Module. BoK: NA. Credit Level: U. Credit Hrs: 2.00

34BIOL112
Biology Laboratory II
The processes, principles and concepts discussed in Biology II through investigative labs that emphasize examples from everyday life, the scientific method, keeping a lab notebook and analyzing data via computer. Topics include photosynthesis, genetics, vitamin C and bacteria. Prereq: 34BIOL111, Coreq: 34BIOL102. Transfer Module. BoK: NA. Credit Level: U. Credit Hrs: 2.00

34BIOL106
General Biology III
This course explores biological processes, concepts and theories, utilizing examples from everyday life. The historical basis for our knowledge, use of the scientific method, biological terms and their derivation, ethical and/or social responsibility issues and communicating in ways appropriate to the biological sciences are related to topics under discussion. Topics include the study of Mendelian genetics and human anatomy and physiology. Prereq: 34BIOL104. BoK: NS. Credit Level: U. Credit Hrs: 3.00

34BIOL111
Biology Laboratory I
This course illustrates the processes, principles and concepts discussed in Biology I through investigative labs that emphasize examples from everyday life, the scientific method, keeping a lab notebook and analyzing data via computer. Topics include photosynthesis, genetics, vitamin C and bacteria. Prereq: 34BIOL111, Coreq: 34BIOL102. Transfer Module. BoK: NA. Credit Level: U. Credit Hrs: 2.00

34BIOL113
Biology Laboratory III
Topics include taxonomy, anatomy and physiology, numerous field hikes to study local organisms with special emphasis on wildflowers and independent research. Prereq: 34BIOL112. Coreq: 34BIOL103. Transfer Module. BoK: NA. Credit Level: U. Credit Hrs: 2.00

34BIOL114
General Biology Laboratory I
Illustrates the processes, concepts and principles discussed in General Biology I through hands-on activities which emphasize examples from everyday life, keeping a lab notebook, the scientific method and collecting and analyzing data via computer. Lab exercises include sugar in one's diet, emulsifying agents, enzymes, photosynthesis, fermentation, cell division and field hikes to study local organisms. This course is primarily designed for non-science related programs. Coreq: 34BIOL104. BoK: NA. Credit Level: U. Credit Hrs: 2.00

34BIOL115
General Biology Laboratory II
This course illustrates the processes, concepts and principles discussed in General Biology II through hands-on activities which emphasize examples from everyday life, keeping a lab notebook, the scientific method and collecting and analyzing data via computer. Lab exercises include genetics, vitamin C, histology, anatomy and physiology. Prereq: 34BIOL114. Coreq: 34BIOL105. BoK: NA. Credit Level: U. Credit Hrs: 2.00

34BIOL116
General Biology Laboratory III
This course illustrates the processes, concepts and principles discussed in General Biology III through hands-on activities which
### Biological Sciences

**34BIOL290**  
**Environmental Health and Disease**  
This course provides students with an overview of the key areas of environmental health and disease. Using the perspectives of the population and community, the course will cover factors associated with the development of environmental health problems. Prereq: 34CHEM101, 34BIOL102, 34BIOL111, 34BIOL112. BoK: NA. Credit Level: U. Credit Hrs: 3.00

**34BIOL299**  
**Independent Study in Biology**  
This individualized program in reading, studying and/or research is developed jointly by the student and the instructor, subject to instructor approval. BoK: NA. Credit Level: U. Credit Hrs: 1.00-3.00

**34BIOL301**  
**Cell Biology**  
This lecture-lab course focuses on the cell and its organelles including the microscopic and molecular structure and biochemical activities of the various organelles, the regulation and coordination of cellular processes and cytological nomenclature and its etymology. Prereq: 34BIOL103, 34BIOL113, 34CHEM103. BoK: NS. Credit Level: U. Credit Hrs: 4.00

**34BIOL302**  
**Genetics**  
This lecture-lab course explores the history of genetics; the application and power of Mendelian analysis; chromosomal inheritance and mapping; mutation induction and effects; recombination; DNA structure, replication, transcription and translation; gene regulation; modern genetics research techniques and the social implications of genetics. Prereq: 34BIOL103, 34BIOL113, 34CHEM103. BoK: NS. Credit Level: U. Credit Hrs: 4.00

**34BIOL303**  
**Ecology**  
This lecture-lab course covers basic principles of ecology including evolution, natural selection, ecosystem components, biomes, population biology and behavioral ecology. Current and historical research and etymology of terminology are discussed. Field work demonstrates ecological sampling techniques. Labs include water and soil analyses and use of computers for statistical analysis. Prereq: 34BIOL103, 34BIOL113, 34CHEM101. BoK: NS. Credit Level: U. Credit Hrs: 4.00

**Business Law**

**34BLAW271**  
**The Legal Environment of Business**  
Study of legal process, principles of law pertinent to business, and the legal consequences of managerial decisions. BoK: NA. Credit Level: U. Credit Hrs: 3.00

**Chemistry**

**34CHEM101**  
**First Year Chemistry I**  
Introduction to the science of chemistry. Completion of one year of high school chemistry and algebra with a grade of C or better or completion of 34CHEM104 and 34CHEM114 is strongly recommended. Transfer Module. BoK: NS, QR. Credit Level: U. Credit Hrs: 4.00

**34CHEM102**  
**First Year Chemistry II**  
Continued study of the science of chemistry. Prereq: 34CHEM101. Transfer Module. BoK: NS, QR. Credit Level: U. Credit Hrs: 4.00

**34CHEM103**  
**First Year Chemistry III**  
Advanced study of the science of chemistry. Prereq: 34CHEM102. Transfer Module. BoK: NS, QR. Credit Level: U. Credit Hrs: 4.00

**34CHEM104**  
**General Chemistry I**  
An introduction to inorganic, organic, and biochemistry. Prereq: 34MATH132. Transfer Module. BoK: NS. Credit Level: U. Credit Hrs: 3.00

**34CHEM105**  
**General Chemistry II**  
Continued study of inorganic, organic and biochemistry. Prereq: 34CHEM104. Transfer Module. BoK: NS. Credit Level: U. Credit Hrs: 3.00

**34CHEM106**  
**General Chemistry III**  

**34CHEM111**  
**First year Chemistry Laboratory I**  
Experimental work including qualitative analysis. Coreq: 34CHEM101. Transfer Module. BoK: NA. Credit Level: U. Credit Hrs: 1.00

**34CHEM112**  
**First Year Chemistry Laboratory II**  
Continued experimental work including qualitative analysis. Prereq: 34CHEM111. Coreq: 34CHEM102. Transfer Module. BoK: NA. Credit Level: U. Credit Hrs: 1.00

**34CHEM113**  
**First Year Chemistry Laboratory III**  
Advanced study in topics in chemistry. Prereq: 34CHEM112. Coreq: 34CHEM103. Transfer Module. BoK: NA. Credit Level: U. Credit Hrs: 1.00

**34CHEM114**  
**General Chemistry Laboratory I**  
Experimental work supplementary to 34CHEM104. Coreq: 34CHEM104. Transfer Module. BoK: NA. Credit Level: U. Credit Hrs: 1.00

**34CHEM115**  
**General Chemistry Laboratory II**  
Continued experimental work supplementary to 34CHEM105. Prereq: 34CHEM114. Coreq: 34CHEM105. Transfer Module. BoK: NA. Credit Level: U. Credit Hrs: 1.00

**34CHEM116**  
**General Chemistry Laboratory III**  
Advanced experimental work supplementary to 34CHEM106. Prereq: 34CHEM115. Transfer Module. BoK: NA. Credit Level: U. Credit Hrs: 1.00

**34CHEM117**  
**Chemistry and Life**  
A continuation of General Chemistry I. Topics covered include solution concentrations and drug dosages, acids and bases, introduction to organic chemistry, structure and function of biological molecules, metabolism and nutrition. Prereq: 34CHEM104. BoK: NA. Credit Level: U. Credit Hrs: 4.00

**34CHEM201**  
**Organic Chemistry I**  
The principles of bonding, structure, stereochemistry, synthesis, and reaction mechanisms of organic compounds. Prereq: 34CHEM103, 34CHEM113. Coreq: 34CHEM211. BoK: NS. Credit Level: U. Credit Hrs: 4.00

**34CHEM202**  
**Organic Chemistry II**  
Continued work with topics in organic chemistry. Prereq: 34CHEM201. Coreq: 34CHEM212. BoK: NS. Credit Level: U. Credit Hrs: 4.00

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H=University Honors course.  
Extended Basic Chinese 1
This is the first course in a six-course sequence of basic Chinese language and culture. Students learn basic speaking, listening, reading and writing at a more relaxed pace than in the intensive Basic Chinese sequence. Attention is also paid to communicative, contextualized learning in the classroom. BoK: HU, DC. Credit Level: U. Credit Hrs: 3.00

Extended Basic Chinese 2
This is a second course in a six-course sequence of basic Chinese language and culture. Students learn basic speaking, listening, reading and writing at a more relaxed pace than in the intensive Basic Chinese sequence. Attention is also paid to communicative, contextualized learning in the classroom. Prereq: 34CHIN111. BoK: HU, DC. Credit Level: U. Credit Hrs: 3.00

Extended Basic Chinese 3
This is a third course in a six-course sequence of basic Chinese language and culture. Students learn basic speaking, listening, reading and writing at a more relaxed pace than in the intensive Basic Chinese sequence. Attention is also paid to communicative, contextualized learning in the classroom. Prereq: 34CHIN112. BoK: HU, DC. Credit Level: U. Credit Hrs: 3.00

Extended Basic Chinese 4
This is a fourth course in a six-course sequence of basic Chinese language and culture. Students learn basic speaking, listening, reading and writing at a more relaxed pace than in the intensive Basic Chinese sequence. Attention is also paid to communicative, contextualized learning in the classroom. Prereq: 34CHIN113. BoK: HU, DC. Credit Level: U. Credit Hrs: 3.00

Extended Basic Chinese 5
This is a fifth course in a six-course sequence of basic Chinese language and culture. Students learn basic speaking, listening, reading and writing at a more relaxed pace than in the intensive Basic Chinese sequence. Attention is also paid to communicative, contextualized learning in the classroom. Prereq: 34CHIN114. BoK: HU, DC. Credit Level: U. Credit Hrs: 3.00

Extended Basic Chinese 6
This is a sixth course in a six-course sequence of basic Chinese language and culture. Students learn basic speaking, listening, reading and writing at a more relaxed pace than in the intensive Basic Chinese sequence. Attention is also paid to communicative, contextualized learning in the classroom. Prereq: 34CHIN115. BoK: HU, DC. Credit Level: U. Credit Hrs: 3.00

Chinese Languages and Cultures
Computer Information Systems

34CIS185  
First Year Experience for Computer Majors  
transitions associated with college life. The development of specific success skills such as time management, note-taking and study strategies, career and academic guidance activities will be included in this class. This class will help students make connections between courses, experiences and student life. BoK: NA. Credit Level: U. Credit Hrs: 3.00

34CIS187  
Internet Applications and Resources  
Described to acquaint students with the Internet, its use and history, and the wide variety of tools and applications for effectively accessing the information found on the Internet. Prereq: 34CIS177. BoK: NA. Credit Level: U. Credit Hrs: 3.00

34CIS191  
Introduction to Simulation and Gaming  
This course introduces students to the rigorous field of interactive simulation and gaming. Students learn about the major components of modern simulations and games from both a design perspective and a technical perspective. User interface design, human-computer interaction, input/output paradigms and an overview of simulation/gaming. Coreq: 34CIS178. BoK: NA. Credit Level: U. Credit Hrs: 3.00

34CIS201  
Web Publishing  
This course covers basic web technology and Web site XHTML, XML and cascading style sheets. Web site design is covered in depth. Students will complete a personal homepage on a UC network and a major Web site design project. Prereq: 34CIS177. BoK: NA. Credit Level: U. Credit Hrs: 3.00

34CIS202  
Client Side Web Development  
Development of dynamic websites using current scripting languages for client-side development. The course involves understanding the difference between client-side and server-side web programming. Hands-on active learning required. Prereq: 34CIS177, 34CIS201. BoK: NA. Credit Level: U. Credit Hrs: 3.00

34CIS203  
Web Administration  
This course will cover web setup maintenance and management of web servers. Issues addressed will include user management, security and web site automation. Focus will be on the Internet information server and Apache web server software with some coverage of Java Script servers. Prereq: 34CIS177, 34CIS201, 34CIS202. BoK: NA. Credit Level: U. Credit Hrs: 3.00

34CIS223  
Server Side Web Development I  
Development of advanced Websites and Web-based applications. Includes database back-ends. Web services, Advanced XML, Web security, etc. This course focuses on using Open Source technologies. Hands-on active learning required. Prereq: 34CIS175, 34CIS177, 34CIS260, 34CIS261, 34CIS262. BoK: NA. Credit Level: U. Credit Hrs: 3.00

34CIS224  
Server-Side Web Development II  
Development of advanced Websites and Web-based applications. Includes database backends. Web services, Advanced XML, Web security etc. This course focuses on using commercial technologies. Hands-on active learning required. Prereq: 34CIS223. BoK: NA. Credit Level: U. Credit Hrs: 3.00

34CIS241  
Object-Oriented Programming I  
An introduction to object-oriented programming. Building, compiling, and running programs using forms, buttons and text boxes. The object-oriented programming environment is examined as well as the

34CIS242  
Object-Oriented Programming II  
Advanced topics in object oriented programming. Prereq: 34CIS241. BoK: NA. Credit Level: U. Credit Hrs: 3.00

34CIS260  
Computer Programming I  
This is the first programming course for students with no prior programming experience. It intends to provide an introduction to the fundamental concepts of composing and running a program using a current high-level programming language. Hands on active learning required. Coreq: 34CIS175, 34CIS177. BoK: NA. Credit Level: U. Credit Hrs: 3.00

34CIS261  
Computer Programming II  
This course is a continuation of Computer Programming I. Students will learn to write programmer defined functions, work with data structures, read and write files to and from disk, and construct programmer defined class as well as import pre-defined classes to use in their programs using a current high-level programmable language. Hands-on active learning required. Prereq: 34CIS175, 34CIS177, 34CIS260. BoK: NA. Credit Level: U. Credit Hrs: 3.00

34CIS262  
Computer Programming III  
This course is a continuation of Computer Programming II. Students will learn to work with pointers and/or reference variables and implement abstract data types. Additional libraries of classes will be included for discussion and usage in programs. Other object oriented programming concepts such as function/operator overloading, inheritance, overrides, polymorphism and class templates will be discussed. Hands-on active learning required. Prereq: 34CIS175, 34CIS177, 34CIS260, 34CIS261. BoK: NA. Credit Level: U. Credit Hrs: 3.00

34CIS270  
Principles of Information Systems  
Focuses on the support and improvement of business processes through the use of information technology. Hands-on problem solving experiences with case studies is emphasized. Prereq: 34CIS177. BoK: NA. Credit Level: U. Credit Hrs: 3.00

34CIS271  
Systems Analysis and Design  
This course is an overview of the system development life cycle. Emphasis on current system documentation through the use of both classical and structured tools/techniques for describing process flows, data flows, data structures and file specifications. Discussion of the information gathering and reporting activities and of the transition from analysis to design. Prereq: 34CIS174, 34CIS175, 34CIS177, 34CIS274. BoK: NA. Credit Level: U. Credit Hrs: 3.00

34CIS274  
Database Management II  
This course is a continuation of Database Management I. Database design using popular advanced database packages. Students will learn to work with more advanced features of DBMS such as advanced query formulation, triggers, stored procedures, databases and Web development and building applications that automate database functions. Hands-on active learning required. Prereq: 34CIS174. BoK: NA. Credit Level: U. Credit Hrs: 3.00

34CIS277  
Simulation and Game Development I  
This course builds on the knowledge gained in Introduction to Simulation and Gaming. The students would use game engine software to develop simulations and games with particular emphasis on

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Computer Information Systems

34CIS284 Operating Systems Administration
Hrs: 3.00

34CIS285 CIS Capstone Course
Provides opportunity for students to use the knowledge gained in previous course work in implementing a comprehensive system project. Prereq: 34CIS223, 34CIS242, 34CIS262, 34CIS271, 34CIS274. BoK: NA. Credit Level: U. Credit Hrs: 3.00

34CIS286 PC Software Support
This course will teach students how to find problems with current software installations and repair any problems and support the user in how to use the software to best fit their needs. Prereq: 34ACTN172, 34CSST131, 34CIS174, 34CIS283. BoK: NA. Credit Level: U. Credit Hrs: 3.00

34CIS298 Implications of Computer Technology on Our Society
This course focuses on the impact brought upon our society by computers and related technologies. Issues related to privacy, ethics, law, encryption, copyright, crimes, etc., will be critically examined. BoK: SE. Credit Level: U. Credit Hrs: 3.00

Computer Information Systems: Multimedia

34CIS280 Intranet
The object of this course is to provide students with an awareness and understanding of how the Internet and Intranet are employed in today's networks. Upon completion of this course, students will appreciate the value of both the Internet and Intranet as a part of business applications solution, understand how to access the Intranet, and will have an awareness of the security and performance issues surrounding these technologies. Prereq: 34CIS283, 34CIS284. BoK: NA. Credit Level: U. Credit Hrs: 3.00

34CIS281 Help Desk Support
This course is designed to give the student an outlook and overview of what is involved in Help Desk Support. Prereq: 34ACTN172, 34CSST131, 34CIS174, 34CIS241. BoK: NA. Credit Level: U. Credit Hrs: 3.00

34CIS283 LAN Administration
The study of the theory of computer networking through networking concepts, applications, operating systems, software, and hardware components. Prereq: 34CIS177. BoK: NA. Credit Level: U. Credit Hrs: 3.00

34CIS284 Operating Systems Administration
The course will teach the student to perform the system administrative duties of a client/server site using a common network operating system. The tasks taught include setting up a workstation, setting up workgroups, creating directories (folders) and subdirectories, managing access to shared directories and files, customizing tools, setting up security via password tables and levels of privileges, managing the printer resources, scheduling tasks, installing software, and managing E-mail. Prereq: 34CIS177, 34CIS283. BoK: NA. Credit Level: U. Credit
producing a short script for an audio and/or video project. Prereq: 34CISM210. BoK: NA. Credit Level: U. Credit Hrs: 3.00

34CISM211 Multimedia Authoring II
Students will be introduced to all phases of the multimedia authoring software application using professional authoring software and tools. Instruction, demonstration and analysis of this software tool will prepare students for formulating projects. Prereq: 34CISM210. BoK: NA. Credit Level: U. Credit Hrs: 3.00

34CISM250 Survey of Modern Media
This course traces the history of modern media beginning with the printing press, and progressing through radio, television, and computer-related media. Students will also examine the current state of media and what is likely to happen in the future. Prereq: 34CIS178. BoK: NA. Credit Level: U. Credit Hrs: 3.00

34CISM271 Multimedia Project Planning
This core technology course focuses student education in three areas of time or project management. These three areas include personal time management, group management/interaction and project management. Understanding of these concepts will help students become more organized as an individual, plus give practical communication skills for interacting with others in a project grouping system. Prereq: 34CISM171. BoK: NA. Credit Level: U. Credit Hrs: 3.00

34CISM273 Video Production
The basic principles of digital video are presented. Course covers the standards and methods for recording/editing and the interconnection of digital video. Concepts of digital conversion, video coding and processing, and digital audio with video are presented. Students will learn proper use and maintenance of digital video cameras and accessory equipment. Prereq: 34CIS178. BoK: NA. Credit Level: U. Credit Hrs: 3.00

34CISM275 2D/3D Technical Illustration
This course presents students with content and application for the vector graphic areas in multimedia. It will also provide students with an overview of how to model, render, light and animate in 3D environments. Topics covered include environment navigation, primitive geometry construction, basic lighting, modifier based editing, parametric editing, texture creation, basic texture mapping, basic lighting, particle systems, and basic keyframe animation. Web design and 2D editing tools are also integrated into the course material. Prereq: 34CISM271. BoK: NA. Credit Level: U. Credit Hrs: 3.00

34CISM276 Digital Photography
Image input, storage and retrieval are the focus of this course. Each electronic photograph must be handled from digitization, through augmentation and final storage or utilization phases. Raster image software will enable students to manipulate images for laboratory augmentation and final storage or utilization phases. Raster image software application using professional authoring software and tools. Instruction, demonstration and analysis of this software tool will prepare students for formulating projects. Prereq: 34CISM210. BoK: NA. Credit Level: U. Credit Hrs: 3.00

34CISM277 Multimedia Scriptwriting
Introduction to development of different styles of scriptwriting. Structure, format, dialogue and theory are the main topics to be explored. The course will include critiques of scripts from selected audio and video projects, and will culminate with each student producing a short script for an audio and/or video project. Prereq:

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Criminal Justice Technology

34CJTN141
Basic Incident Command System
The student will be introduced to the basic principles of the National Incident Command System (NICS) and how this system should function in conjunction with the Emergency Operations Center (EOC). The student will learn the purpose and functions of the various components of the NICS and how they inter-relate to form an efficient and effective whole. Prereq: 34CJTN170. BoK: SE. Credit Level: U. Credit Hrs: 3.00

34CJTN170
Intro to Homeland Security
The student will be introduced to the basic Organization of the US Department of Homeland Security as well as the history of its genesis and subsequent organizational development. The student will learn the roles and functions of the various components of Homeland Security and their relationships to state and local agencies. BoK: SE. Credit Level: U. Credit Hrs: 3.00

34CJTN171
Police Operations
Introduction to the requirements of working within a law enforcement agency. Police agency decorum and protocol. Emphasis is placed on police canons and ethics. Coreq: 34CJTN181. BoK: HP, SE. Credit Level: U. Credit Hrs: 3.00

34CJTN172
Patrol Techniques
Introduction to the basic techniques of police patrol, with emphasis on a proactive model to prevent crime and apprehend violators. Powers of observation, field interrogations, as well as arrest techniques and prisoner procedures. Coreq: 34CJTN181. BoK: NA. Credit Level: U. Credit Hrs: 3.00

34CJTN173
Interviewing, Interrogating and Testifying
Development of skills in interviewing, interrogating, and testifying. Contrasts these three distinct verbal skills. Includes role playing to practice and reinforce techniques. Coreq: 34CJTN181. BoK: SS. Credit Level: U. Credit Hrs: 3.00

34CJTN174
Traffic Enforcement
Introduction to the enforcement of Ohio Uniform Traffic Tag, and traffic accident investigation and reporting. Includes simulated traffic enforcement activities. Coreq: 34CJTN181. BoK: NA. Credit Level: U. Credit Hrs: 3.00

34CJTN175
Introduction to Forensic Sciences
The student will be introduced to the methods and means utilized in applying scientific technology and principles to the investigation of criminal offenses. Various scientific disciplines will be discussed in regard to how their scope of knowledge is useful in detection and apprehending criminals. Coreq: 34CJTN181. BoK: NA. Credit Level: U. Credit Hrs: 3.00

34CJTN176
Forensic Identification Technology
The student will be introduced to the application of scientific instruments and technology as it applies to the gathering of evidence at a crime scene and in a laboratory setting. Coreq: 34CJTN181. BoK: NA. Credit Level: U. Credit Hrs: 3.00

34CJTN181
Introduction to Criminal Justice
An introduction to the American criminal justice system, comprised of police, court, and correctional subsystems. An overview of how these subsystems operate and interrelate. BoK: SS., SE. Credit Level: U. Credit Hrs: 3.00

34CJTN183
American Criminal Justice System
The student will be introduced to an advanced examination of the various components of the American Criminal Justice System and how they function and interrelate especially in the post-conviction phases of the system. Prereq: 34CJTN181. BoK: SE. Credit Level: U. Credit Hrs: 3.00

34CJTN185
Probation and Parole
Introduces student to the basic skills required of the probation/parole officer, including ACA standards for these officers and a model system for managing client caseload. Prereq: 34CJTN181. BoK: SS. SE. Credit Level: U. Credit Hrs: 3.00

34CJTN186
Juvenile Corrections
Introduces student to the basic skills required for working in the field of juvenile corrections. Details the history and role of the Juvenile Court, the problems involved in juvenile caseload and national standards for treatment. Prereq: 34CJTN181. BoK: SS. SE. Credit Level: U. Credit Hrs: 3.00

34CJTN187
Pedestrian and Bicycle Accident Investigation
The student will be introduced to the nature of accidents involving pedestrians and/or bicycles and the specific differences in reaction of interactions between them and motor vehicles. Prereq: 34CJTN128. BoK: NA. Credit Level: U. Credit Hrs: 3.00

34CJTN188
Commercial Vehicle Accident Investigation
The student will be introduced to the nature of accidents involving commercial vehicles of various sizes and types including the hazardous material considerations of scene management and protection. Prereq: 34CJTN129. BoK: NA. Credit Level: U. Credit Hrs: 3.00

34CJTN189
Grade Crossing Collision Investigation
The student will be introduced to the unique environment and nature of crashes involving trains. Prereq: 34CJTN128. BoK: NA. Credit Level: U. Credit Hrs: 3.00

34CJTN195
Fire, Arson and Explosives
The student will be introduced to the application of scientific methods and means of investigating the use of incendiary and/or explosive devices in the commission of crime. The collection and preservation of evidence will be discussed and demonstrated. Coreq: 34CJTN181. BoK: NA. Credit Level: U. Credit Hrs: 3.00

34CJTN196
Forensic Pathology and Anthropology
The student will be introduced to the application of scientific methods and means of identifying and investigating human remains as it relates to commission of crime. Coreq: 34CJTN181. BoK: NA. Credit Level: U. Credit Hrs: 3.00

34CJTN197
Firearms and Ballistics
The student will be introduced to the application of scientific methods and means of investigating the use of firearms in the commission of crime. Firearms identification as well as the collection and preservation of evidence will be discussed and demonstrated. Coreq: 34CJTN181. BoK: NA. Credit Level: U. Credit Hrs: 3.00

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34CJTN212
Criminal Procedure II
Continues the analysis of constitutional guarantees, with emphasis on the protection from a warrantless arrest. Details the laws of arrest, the police power of arrest, how arrest information is obtained and the arrest process. Also covers false arrest suits. Prereq: 34CJTN211. BoK: SS, SE. Credit Level: U. Credit Hrs: 3.00

34CJTN213
Criminal Law
Examines the basic principles of criminal law, plus a detailed analysis of the specific elements of the most common criminal offenses, as defined by the Ohio Criminal Code. Prereq: 34CJTN212. BoK: SS, SE. Credit Level: U. Credit Hrs: 3.00

34CJTN215
Directed Study/Justice
Independent study, under the supervision of a program faculty member, and the writing of a research paper in an area of special interest. BoK: SE. Credit Level: U. Credit Hrs: 1.00-9.00

34CJTN237
Traffic Accident Reconstruction I
The student will be introduced to an advanced understanding of traffic accident causes and investigation involving concepts of linear momentum, Newtonian Law, advanced analysis of evidence and damage, skid and slide marks, precise technical measurement of the scene and witness/participant interviews. Prereq: 34CJTN129. BoK: NA. Credit Level: U. Credit Hrs: 3.00

34CJTN238
Traffic Accident Reconstruction II
The student will continue to study traffic accident causes and investigation involving concepts of linear momentum, Newtonian Law, advanced analysis of evidence and damage, skid and slide marks, precise technical measurement of the scene and witness/participant interviews. Prereq: 34CJTN237. BoK: NA. Credit Level: U. Credit Hrs: 3.00

34CJTN239
Traffic Accident Reconstruction III
Students continue to study traffic accident causes and investigation involving concepts of linear momentum, Newtonian Law, advanced analysis of evidence and damage, skid and slide marks, precise technical measurement of the scene and witness/participant interviews. Prereq: 34CJTN238. BoK: NA. Credit Level: U. Credit Hrs: 3.00

34CJTN241
Criminal Investigation I
Introduction to accepted criminal investigation practices and procedures. Lectures cover history, classifications within and methods/techniques of forensic sciences. Other topics: Homicide, arson investigation, auto theft, reporting and court preparation. Coreq: 34CJTN181. BoK: SS. Credit Level: U. Credit Hrs: 3.00

34CJTN242
Criminal Investigation II
Introduction to use of various audio/visual methods to be employed in criminal investigation, evidence collection, crime scene preservation and case preparation. Also includes practical experience in crime scene assessment and evidence handling. Means and methods for overt and covert surveillance of suspects, crime scenes, special events and civil disorders. Prereq: 34CJTN241. BoK: SS. Credit Level: U. Credit Hrs: 3.00

34CJTN243
Crime Scene Photography
Digital and 35mm camera operation and techniques specifically as they relate to forensic photography at crime and accident scenes. Prereq: 34CJTN242. BoK: NA. Credit Level: U. Credit Hrs: 3.00

34CJTN245
Forensic Toxicology and Serology
The student will be introduced to the application of scientific investigation of poisons, blood and body fluids as they relate to the investigation of criminal offenses. Methods and means of on-site collection, transport and preservation of evidence samples will be discussed and demonstrated. Coreq: 34CJTN181. BoK: NA. Credit Level: U. Credit Hrs: 3.00

34CJTN261
Basic Police Academy I
First half of the training program prescribed by Ohio Peace Officer Training Academy (OPOTA) required by the State of Ohio to become a sworn law enforcement officer. Intense, detailed instruction by certified OPOTA instructors for 350 of the hours necessary to secure certification to perform law enforcement duties. BoK: SS. Credit Level: U. Credit Hrs: 15.00

34CJTN262
Basic Police Academy II
The second 390 hours of instruction toward the OPOTA certificate required by the State of Ohio to become a sworn law enforcement officer. Prereq: 34CJTN261. BoK: SS. Credit Level: U. Credit Hrs: 15.00

34CJTN265
Forensic Mapping
The student will be introduced to the use of advanced and highly specialized devices and techniques used in mapping and investigating crash scenes. Prereq: 34CJTN129. BoK: NA. Credit Level: U. Credit Hrs: 3.00

34CJTN270
Special Field Problems
Analysis of special field problems police officers encounter. Emphasis placed on psychological implications. Correct police techniques and community resources available to assist in certain circumstances. Includes sex offenders and offenses; mentally ill persons; alcoholism and drug addiction, gambling and vice; liquor law violations; homeless persons. Coreq: 34CJTN181. BoK: SE. Credit Level: U. Credit Hrs: 3.00

34CJTN273
Domestic Violence

34CJTN274
Managing Conflict and Assaultive Behavior
Adapts and applies crisis intervention theory to the development and practice of negotiation techniques for specific incidents of impending potential aggression and/or violence. Coreq: 34CJTN181. BoK: SS, SE. Credit Level: U. Credit Hrs: 3.00

34CJTN275
Community Oriented Policing
Introduction to the principles of human behavior and the psychology of community-oriented policing. Study of the role of a law enforcement officer as a community and civil leader. Prereq: 34CJTN181. BoK: NA. Credit Level: U. Credit Hrs: 3.00

34CJTN278
Career/Life Stress Management
Examination of the stress syndromes in the work and life environments with emphasis on identification of stressors, emotional, and physical responses, and intervention strategies. BoK: SS. Credit Level: U. Credit Hrs: 3.00

34CJTN280
Adult Detention Facilities
Introduces students to the basic skills required to be a corrections officer in an adult facility. Designed to meet ACA standards.

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Criminal Justice Technology

34CJTN280
Adult Detention Facilities
requirements of Ohio Bar of Adult Detention Facilities, jail standards, behavioral principles and techniques required in a detention setting. Prereq: 34CJTN181. BoK: SS, SE. Credit Level: U. Credit Hrs: 3.00

34CJTN283
Corrections Alternatives
Details the formal alternatives supported and utilized by the Criminal Justice system in the corrections area. Designed to familiarize students with and promote understanding of these alternatives and their role. Prereq: 34CJTN181. BoK: HP, SS. Credit Level: U. Credit Hrs: 3.00

34CJTN284
Legal Issues in Corrections
Detail relevant law and recent court cases regarding the area of corrections. Provides an understanding of both the rights of prisoners as well as the rights and liabilities of correctional personnel. Prereq: 34CJTN181. BoK: SS, SE. Credit Level: U. Credit Hrs: 3.00

34CJTN289
Traffic Planning and Management
To acquaint students with the techniques and problems associated with enforcing traffic regulations, planning traffic flow and designing traffic plans on private property. Prereq: 34CJTN181. BoK: NA. Credit Level: U. Credit Hrs: 3.00

34CJTN298
Approved Field Placement
Work in an approved agency to help integrate classroom learning with real world field experience. BoK: NA. Credit Level: U. Credit Hrs: 1.00-6.00

Communication

34COMM101
Introduction to Theatre
Study of the theatre as an art form. How it functions in society and how the various creators of theatre approach their crafts. BoK: HU. Credit Level: U. Credit Hrs: 3.00

34COMM171
Effective Public Speaking
Refining and developing basic oral communication and human relations skills required in business and industry. Effective presentations featuring speech organization and idea development designed to inform, impress, entertain, and persuade. BoK: HU. Credit Level: U. Credit Hrs: 3.00

34COMM176
Introduction to Interpersonal Communication
The study of interpersonal communication in face-to-face, spontaneous interactions. Emphasis on human relationships and improved communication capabilities through the study of theories and principles and application to practical life experiences. BoK: HU. Credit Level: U. Credit Hrs: 3.00

34COMM202
Persuasive Speaking
Practice in speaking within various areas of student interest with emphasis on techniques and personal development. Emphasis on persuasive presentations with logical proof, formal presentations, informative and special occasion speeches. Prereq: 34COMM171. BoK: HU. Credit Level: U. Credit Hrs: 3.00

34COMM231
Theatre History I
An introduction to the history of the theatre, with an emphasis on the most notable periods ranging from ancient Greece to the Italian Renaissance. Focus on the integrated contribution of the playwright, the performer, and the designers to the theatrical event and on the interests and perspectives of their audiences. BoK: FA., HP. Credit Level: U. Credit Hrs: 3.00

Communication

34COMM222
Theatre History II
An introduction to the history of the theatre, with an emphasis on the most notable periods ranging from Elizabethan England to the early 19th century. Focus on the integrated contributions of the playwright, the performer, and the designers to the theatrical event and on the interests and perspectives of their audiences. BoK: FA., HP. Credit Level: U. Credit Hrs: 3.00

34COMM233
Theatre History III
An introduction to the history of the theatre, with an emphasis on the most notable periods ranging from the mid-19th century to the present. Focus on the integrated contributions of the playwright, the performer, and the designers to the theatrical event and on the interests and perspectives of their audiences. BoK: FA., HP. Credit Level: U. Credit Hrs: 3.00

34COMM271
Special Topics in Communication
An examination of theory and research surrounding a topic of interest within the communication discipline. BoK: SS. Credit Level: U. Credit Hrs: 3.00

Computer Systems Support

34CSST130
PC Hardware
Introduction to PC hardware concepts. Install, configure and operate PC devices, e.g., processor, motherboard, memory, video card, disk drive, CDROM, sound card, printers. Prereq: 34CIS177. BoK: NA. Credit Level: U. Credit Hrs: 4.00

34CSST131
PC Operating Systems
Introduction to operating systems concepts. Install, configure and use various PC operating systems, e.g., DOS, Windows 95, Windows 98, Windows NT and Linux. Prereq: 34CSST130. BoK: NA. Credit Level: U. Credit Hrs: 4.00

34CSST133
Basic Network Techniques
Study of PC network concepts and user issues. Install, configure, service and administer network operating systems. Prereq: 34CSST130. BoK: NA. Credit Level: U. Credit Hrs: 4.00

34CSST232
CSST Work Experience and Seminar II
Work experience and seminar for eligible students in Computer Systems Support. Prereq: 34PD171, 34CSST130. BoK: NA. Credit Level: U. Credit Hrs: 3.00

34CSST233
CSST Work Experience and Seminar III
Work experience and seminar for eligible students in Computer Systems Support. Prereq: 34PD171, 34CSST130. BoK: NA. Credit Level: U. Credit Hrs: 3.00

34CSST234
CSST Work Experience and Seminar IV
Work experience and seminar for eligible students in Computer Systems Support. Prereq: 34PD171, 34CSST130. BoK: NA. Credit Level: U. Credit Hrs: 3.00

34CSST294
Sophomore Project
This course will provide students with practical hands-on experience in building a network including loading operating systems and connecting hardware. The course will be a culmination of all prior classes taken in a degree program. It will include classroom and laboratory experience in computer and networking technology basics. Coverage also includes important major components of networks, fundamentals of network operation and development process. Prereq: 34CSST133. BoK: NA. Credit Level: U. Credit Hrs: 4.00

H=University Honors course.
Economics

34ECON101 Principles of Economics I: Microeconomics
An analysis of the economics of the business firm including such topics as: supply and demand, price determination under different competitive situations, and resource use rules for individual firms. Transfer Module. BoK: SS, QR. Credit Level: U. Credit Hrs: 3.00

34ECON102 Principles of Economics II: Macroeconomics
An analysis of aggregate economics including such topics as: growth, national income, fiscal and monetary policies, and the banking system. Transfer Module. BoK: SS. Credit Level: U. Credit Hrs: 3.00

Educational Foundations

34EDFN200 Introductory Field Experience
Interactions in schools with young people appropriate to the grade level license; reflective seminar to discuss these experiences. BoK: NA. Credit Level: U. Credit Hrs: 1.00

34EDFN201 Schooling and Teaching in America
A critical analysis of the development and structure of schooling in the United States, exploring political decisions and conflict, cultural interactions and collisions, and economic changes. BoK: HP, DC.

34EDFN201 Schooling and Teaching in America
Credit Level: U. Credit Hrs: 4.00

34EDFN231 Human Diversity and Schooling in American Society
An introduction to effective classroom practices concerning issues of race, religion, gender, socioeconomic status, political beliefs or exceptional. Prereq: 34EDFN131. BoK: DC, SE. Credit Level: U. Credit Hrs: 3.00

34EDFN233 Classroom Management and Learning
This course is an introduction to the foundations, theories and practices of classroom management and learning. It is intended to help teachers develop the classroom as a caring democratic learning community that enhances the dignity competence of all students. Prereq: 34EDFN201, 34EDFN231. BoK: SE. Credit Level: U. Credit Hrs: 3.00

34EDFN234 Educational Assessment
Theory and educational issues related to the psychological view of the person, social and personality psychology, learning theory, tests, measurement, and evaluation. Prereq: 34EDFN233, 34PSYC102. BoK: NA. Credit Level: U. Credit Hrs: 3.00

34EDFN235 Education Capstone
Designed to teach pre-service teachers how to integrate technology in instruction. This course encompasses effectively identifying, locating, evaluating, designing, preparing and efficiently using educational technology as an instructional resource in the classroom as related to principles of learning and teaching. Students will develop increased classroom communication abilities through lectures, discussions, modeling, laboratory experiences and completion of a comprehensive project. BoK: NA. Credit Level: U. Credit Hrs: 4.00

34EDFN247 Computer Tools for Teachers
An introduction to effective classroom practices concerning issues of race, religion, gender, socioeconomic status, political beliefs or exceptional. Prereq: 34EDFN131. BoK: DC, SE. Credit Level: U. Credit Hrs: 3.00

34EDFN270 Educational Psychology I
Students engaging in the Educational Psychology course will examine, discuss, and report on major theories of human development as they relate to teaching and learning. The role of factors in the students’ environment that influence students’ learning and development are considered. Prereq: 34PSYC101. BoK: NA. Credit Level: U. Credit Hrs: 3.00

34EDFN275 Educational Psychology
This course examines the major theories of human development and learning, motivation, instructional strategies, assessment, and examines similarities and differences in learners. The role of factors in the students’ learning and development are considered. This course familiarizes students with the integrative aspects of human lifespan important to educational psychology with emphasis on stages of development (e.g. birth through eight). Students will become knowledgeable about the educational theories and practices that shape teaching and learning in schools, communities and centers. Prereq: 34PSYC101. BoK: SS. Credit Level: U. Credit Hrs: 4.00
Educational Foundations

34EDFN299
Independent Study in Education
Individualized program in reading, studying and/or research developed jointly by the student and instructor in the appropriate area of Education. BoK: NA. Credit Level: U. Credit Hrs: 1.00-3.00

Engineering Graphics Technology

34EGTN101
Freshman Year Experience for CAD, CNS and CSST
Skills and strategies necessary for success in the classroom. Topics include time management, test taking tips, reducing test anxiety, computer literacy, active listening, problem-solving, learner responsibilities, and college resources. BoK: NA. Credit Level: U. Credit Hrs: 1.00

34EGTN110
Engineering Drawing I
Lettering, geometric construction, sketching, orthographic projection, dimensioning, and auxiliary views. BoK: NA. Credit Level: U. Credit Hrs: 2.00

34EGTN177
CAD for Non-Majors
Introduction to computer-aided drafting and design software used with personal computers. Topics include basic concepts and terminology associated with computer systems (hardware and software) and CAD. Basic commands and concepts such as drawing and editing commands, geometric construction, and basic 2-D drawings. BoK: NA. Credit Level: U. Credit Hrs: 3.00

34EGTN181
CAD I
Introduction to computer-aided design and drafting (CADD) software used with personal computers. Topics include basic commands and concepts, such as drawing commands, editing commands, and isometric drawings; creation of 3-dimensional geometric drawings, orthogonal projection, sectioning, auxiliary views, dimensioning, ANSI standards and creation of charts and graphs. BoK: NA. Credit Level: U. Credit Hrs: 3.00

34EGTN182
CAD II
Topics include: tolerance dimensioning and geometric tolerancing, assembly and detailed drawings, and 3-dimensional constructions; selection of fits and tolerances, weldments, casting, screws and threads, working shop drawings, assembly drawings and bill of materials. Solid Modeling introduced. Prereq: 34EGTN181. BoK: NA. Credit Level: U. Credit Hrs: 3.00

34EGTN185
Introduction to Solid Modeling
An introduction to parametric 3D solid modeling. Students will build parametric solid models using primitives, sketches and features. Part creation and assembly design will be the focus of the course. Prereq: 34EGTN182. BoK: NA. Credit Level: U. Credit Hrs: 3.00

34EGTN200
Tool Design I
Theory, principles and drawing techniques for the design of jigs and fixtures. CAD based. Prereq: 34EGTN182. BoK: NA. Credit Level: U. Credit Hrs: 3.00

34EGTN201
Tool Design II
Theory, principles and drawing techniques for die, gage and mold design and construction. CAD based. Prereq: 34EGTN200. BoK: NA. Credit Level: U. Credit Hrs: 3.00

34EGTN221
Computer Aided Design Work Experience and Seminar I
Work experience and seminar for sophomore engineering graphics students. BoK: NA. Credit Level: U. Credit Hrs: 3.00

34EGTN222
Computer Aided Design Work Experience and Seminar II
Continued work experience and seminar for engineering graphics students. BoK: NA. Credit Level: U. Credit Hrs: 3.00

34EGTN223
Computer Aided Design Work Experience and Seminar III
Advanced work experience and seminar for engineering graphics students. BoK: NA. Credit Level: U. Credit Hrs: 3.00

34EGTN224
Computer Aided Design Work Experience and Seminar IV
Completion of work experience and seminar for engineering graphics students. BoK: NA. Credit Level: U. Credit Hrs: 3.00

34EGTN231
CAM I
Basics of CAM systems - surfacing, complex geometry generation, basic tool path generation 2 and 3 axis machining. Prereq: 34EGTN182. BoK: NA. Credit Level: U. Credit Hrs: 3.00

34EGTN232
CAM II
Continuation of CAM I contoured swept surfaces, complex surface generation, tool avoidance, 4 axis-5 axis machining, EDM programming. Prereq: 34EGTN231. BoK: NA. Credit Level: U. Credit Hrs: 3.00

34EGTN252
Elements of Machine Design
Problem solving and analysis of simple mechanisms. Selecting or designing appropriate components for mechanical devices. CAD based. Prereq: 34EGTN200. BoK: NA. Credit Level: U. Credit Hrs: 3.00

34EGTN273
Architectural Design
Architectural design and construction. Development and use of elevation, plan, detail, and perspective drawings in planning and designing residential, business and industrial structures. Prereq: 34EGTN182. BoK: NA. Credit Level: U. Credit Hrs: 3.00

34EGTN275
Welding Design
The objective of the course is to introduce students to the design process used in welding design CAD drawings. The course covers basic material science, hardness, stress-strain, and joining (welding) processes. Welding types covered include MIG-welding, TIG-welding, gas welding, soldering, spot welding and riveting. Students will design welded parts assemblies and use symbols related to welding. Prereq: 34EGTN182. BoK: NA. Credit Level: U. Credit Hrs: 3.00

34EGTN281
Advanced CAD I
Advanced CAD techniques using software as a tool to model manufacturing parts, set up for NC tooling, generate tool paths and animate tool paths. Prereq: 34EGTN185. BoK: NA. Credit Level: U. Credit Hrs: 3.00

34EGTN282
Advanced CAD II
Continuation of Advanced CAD I using software to create production mechanical drawings and concept design. Prereq: 34EGTN281. BoK: NA. Credit Level: U. Credit Hrs: 3.00

34EGTN283
Special Topics in Computer Aided Design
This course is utilized to teach sophomore level students software and equipment updates that are too detailed for inclusion in regular courses. The course will concentrate on software and equipment that is in high demand or newly released. Prereq: 34EGTN185. BoK: NA. Credit Level: U. Credit Hrs: 3.00-4.00


Engineering Graphics Technology

34EGTN294  Sophomore Project
Capstone project course for student to utilize all CAD design knowledge learned throughout the program. Prereq: 34EGTN201. BoK: NA. Credit Level: U. Credit Hrs: 3.00

34EGTN295  Rendering and Animation
Rendering and animation techniques for presenting conceptual projects in mechanical and architectural fields. Use of Autodesk's 3D Studio software allows students to assign textures and light to animations and 3D models. Prereq: 34EGTN182. BoK: NA. Credit Level: U. Credit Hrs: 3.00

Electronic Technology

34ELTN102  Elements of Electrical and Computer Engineering Technology
Survey of electrical and computer engineering technology. An introduction to circuit theory, and computer simulation and computer systems concepts. Coreq: 34ELTN112, 34MATH133. BoK: QR. Credit Level: U. Credit Hrs: 3.00

34ELTN112  Elements of Electrical Computer Engineering Technology Laboratory
Laboratory exercises emphasizing the practical aspects of CAD, computer simulation and laboratory testing of simple DC circuits. Coreq: 34ELTN102. BoK: NA. Credit Level: U. Credit Hrs: 1.00

34ELTN121  Computer Network Systems I
This course will provide students with classroom and laboratory experience in computer and networking technology basics. Coverage also includes important major components of networks, fundamentals of network operation and the CCNA process. BoK: NA. Credit Level: U. Credit Hrs: 4.00

34ELTN122  Computer Network Systems II
This course is a continuation of Computer Network Systems I. The course has been designed to increase competencies in the areas of routers and routing basics. Prereq: 34ELTN121. BoK: NA. Credit Level: U. Credit Hrs: 4.00

34ELTN123  Computer Network Systems III
This course is a continuation of Computer Network Systems II. This course is designed to provide instruction about switching and intermediate routing and WAN technology basics. Prereq: 34ELTN122. BoK: NA. Credit Level: U. Credit Hrs: 4.00

34ELTN170  Voice & Data Communications
This course will teach students the relationship between digital systems and computer technology. It will expand to include voice and data communications across the internet and other information technologies. Prereq: 34ELTN102, 34ELTN112. BoK: NA. Credit Level: U. Credit Hrs: 3.00

34ELTN171  Electronics for PC Technicians
The relationship between electronic technologies and computer technology will be demonstrated. The electronic function of computer boards and other information technologies will be investigated. Prereq: 34ELTN102, 34ELTN112. BoK: NA. Credit Level: U. Credit Hrs: 4.00

34ELTN221  CCNA Security
This course covers CCNP 1: Advanced Routing (the first of four courses leading to the Cisco Certified Network Professional (CCNP) designation). The course introduces Cisco Networking Academy Program students to scaling IP networks. Students learn to use VLSM, private addressing, and NAT optimize IP address utilization. The majority of the course content related to learning how to implement the RIPv2, EIGRP, OSPF, IS-IS, and BGP routing protocols. In addition, the course details the important techniques used for route filtering and route redistribution. Extensive lab exercises are included. Prereq: 34ELTN121. BoK: NA. Credit Level: U. Credit Hrs: 5.00

34ELTN222  Advanced Computer Network Systems I
This course covers CCNP 2: Remote Access (the second of four courses leading to the Cisco Certified Network Professional (CCNP) designation). CCNP 2 introduces students to the implementation of Cisco routers in WAN applications. The course focuses on the selection and implementation of the appropriate Cisco IOS services required to build intranet remote access links. Students will develop skills with the specific WAN technologies of analog dialup, ISDN BRI and PRI, Frame Relay, broadband, and VPN. This hands-on, lab-oriented course stresses the design, implementation, operation, and level 1 troubleshooting of common WAN connectivity options. Extensive lab exercises are included. Prereq: 34ELTN221. BoK: NA. Credit Level: U. Credit Hrs: 5.00

34ELTN223  Advanced Computer Network Systems II
This course covers CCNP 3: Multilayer Switching (third of four courses leading to the Cisco Certified Network Professional (CCNP) designation). CCNP 3 introduces students about the deployment of the state-of-the-art campus LANs. The course focuses on the selection and implementation of the appropriate Cisco IOS services to build reliable scalable multilayer-switched LANs. Students will develop skills with VLANs, VTP, STP, inter-VLAN routing, multilayer switching, redundancy, Cisco AVVID solutions, QoS issues, campus LAN security, and emerging transparent LAN services. This hands-on, lab-oriented course stresses the design, implementation, operation and troubleshooting of switched and routed environments. Extensive lab exercises are included. Prereq: 34ELTN222. BoK: NA. Credit Level: U. Credit Hrs: 5.00

34ELTN224  Advanced Computer Network Systems III
This course covers CCNP 4: Network Troubleshooting (last of four courses leading to the Cisco Certified Network Professional (CCNP) certification). CCNP 4 teaches students about the troubleshooting network problems. The course focuses on the documenting and baselining a network, troubleshooting methodologies and tools, and Layers 1 to 7 troubleshooting. Extensive lab exercises are included. Prereq: 34ELTN223. BoK: NA. Credit Level: U. Credit Hrs: 5.00

34ELTN225  Advanced Computer Network Systems Certification Review
This is a network review course to prepare students to take the CCNP, Cisco Certified Network Associate, certification exam series. This course will include all important topics covered in the Advanced Computer Network Systems I, II and III courses. Lab sessions will be scheduled as necessary to demonstrate and clarify important topics. Coreq: 34ELTN223. BoK: NA. Credit Level: U. Credit Hrs: 1.00

34ELTN231  EET Work Experience and Seminar I
Work experience and seminar in electronic technology. BoK: NA. Credit Level: U. Credit Hrs: 3.00-5.00

34ELTN299  Independent Study in Electrical Engineering
Further inquiry into the specifics of engineering jointly by the student and the instructor, subject to instructor approval. BoK: NA. Credit Level: U. Credit Hrs: 1.00-3.00

H=University Honors course.
Preparatory Reading and Writing II
An integrated course to help students develop proficiency in reading and writing. The writing component stresses sentence, paragraph and essay level skills. The reading component stresses the comprehension skills of understanding literal facts and concepts, main and supporting ideas. Does affect grade point average, but does not satisfy degree requirements. BoK: NA. Credit Level: U. Credit Hrs: 3.00

Preparatory Composition
Instruction in the basic literacy skills generally required of college writers. Students will practice these literacy skills by writing short assignments as well as summarizing and responding to texts. Does not satisfy degree requirements. BoK: NA. Credit Level: U. Credit Hrs: 3.00

English Composition I
A composition course emphasizing critical reading, writing and analysis of texts. Students are introduced to research methods. Students must attain a C- or better before moving to the next course in the first year composition sequence. Transfer Module. BoK: NA. Credit Level: U. Credit Hrs: 3.00

Honors English Composition I
The first of a three quarter composition sequence. Upon completion of this three quarter sequence, students will have the ability to read and write critically and independently, avoiding basic errors in grammar, punctuation and mechanics. Emphasis in 101 is on developing a workable writing process, writing personal and persuasive essays and reading short non-fiction selections, with an introduction to using library and electronic resources. This course shall also involve students writing about an experiential and/or service-learning component to this course, e.g., attendance at UC's Ropes Lecture Series or participation in a Habitat for Humanity event, as defined by the instructor in the syllabus for this course. In order for a student to enroll in E101H, he/she must have been formally invited to q the CC honors program in a letter from the CC Dean, CC Associate Dean of Academic Affairs, and/or CC Honors Coordinator. Prereq: 34ENGL099. Transfer Module. BoK: NA. Credit Level: U. Credit Hrs: 3.00

English Composition II
A composition course emphasizing critical reading, writing and analysis of texts with particular attention to research methods and writing. Students must attain a C- or better to pass the course. Completes the second course in the first- year composition sequence. Prereq: 34ENGL101. Transfer Module. BoK: NA. Credit Level: U. Credit Hrs: 3.00

Honors English Composition II
A continuation of the three-quarter composition sequence, focusing on writing more advanced assignments in persuasive and analytical writing, on critical reading of various genres and on using, evaluating and documenting library and electronic resources. Prereq: 34ENGL101H. Transfer Module. BoK: NA. Credit Level: U. Credit Hrs: 3.00

Advanced English Grammar
The development of ideas in well-organized expository essays written in standard, edited English. Introduction to the fundamentals of library research. Transfer Module. BoK: NA. Credit Level: U. Credit Hrs: 3.00

Student Newspaper Workshop I
Class produces student newspaper. Limited to 12 students with interest in writing or journalism. BoK: NA. Credit Level: U. Credit Hrs: 1.00-3.00

Intermediate Poetry
Writing of poetry; examination and discussion in class of each student's work. Prereq: 34ENGL121. BoK: NA. Credit Level: U. Credit Hrs: 3.00

Creative Writing: Fiction
This course introduces students to principles of fiction writing, with secondary attention to writing poetry. Using a workshop approach, students will produce fiction and analyze others' work. Assigned readings will introduce model stories and modern theory of writing fiction. Prereq: 34ENGL102. BoK: FA. Credit Level: U. Credit Hrs: 3.00

Intermediate Fiction Writing
Writing a short story; examination and discussion in class of student's work; assigned readings for history, theory of the short story, and critical analysis. Prereq: 34ENGL211. BoK: FA. Credit Level: U. Credit Hrs: 3.00

Advanced English Grammar
This course takes as its core the study of English syntax. As a discourse community, the class will systematically examine the functions and interrelations of sentence components - words, phrases, and clauses. We will work inductively to form grammatical rules and apply those rules in creating prose writings that are correct in syntax, usage, and punctuation. Upon completing this course, students will be able to conduct syntactical analyses of almost any sentence presented to them, generate a variety of syntactical structures, understand rhetorical implications of grammatical choices, and improve writing and proofreading skills. Prereq: 34ENGL102. BoK: NA. Credit Level: U. Credit Hrs: 3.00

Introduction to Poetry
Writing of poetry; examination and discussion in class of each student's work, and the work of a wide range of published poets. Prereq: 34ENGL212. BoK: FA. Credit Level: U. Credit Hrs: 3.00

Intermediate Poetry
Writing of poetry; examination and discussion in class of each student's work. Prereq: 34ENGL217. BoK: FA. Credit Level: U. Credit Hrs: 3.00

Diversity in Literature: World Literature before 1500
First of a two-part series exploring multicultural literature about nature,
Developing plots, assessing the market, targeting age groups and understanding of people of many cultural backgrounds. Students develop critical as well as creative thinking, writing and communication strategies and skills as they examine the literary treatment of human relations in a multicultural society. Part I focuses on analysis of world literature before 1500. Prereq: 34ENGL102. BoK: LT, DC. Credit Level: U. Credit Hrs: 3.00

Diversity in Literature: World Literature After 1500
Second of a two-part series exploring multicultural literature about nature, ethnicity, gender, culture, family and identity. The selections offer diverse perspectives in history, culture, class, geography, age, gender and sexual orientation. Literature of various genres (short story, novel, poetry, autobiography, testimony, nonfiction) guides students to a better understanding of people of many cultural backgrounds. Students develop critical as well as creative thinking, writing and communication strategies and skills as they examine the literary treatment of human relations in a multicultural society. Part II focuses on analysis of world literature after 1500. Prereq: 34ENGL102. BoK: LT, DC. Credit Level: U. Credit Hrs: 3.00

Literary History of Drama
This course provides an overview of the history of western drama from ancient Greek stage to the 20th century and covers works primarily in the English language. Prereq: 34ENGL102. BoK: LT. Credit Level: U. Credit Hrs: 3.00

Literature and Gender
This course examines attitudes about gender reflected in literary texts, the lives of authors and the social and historical milieu surrounding those texts. Prereq: 34ENGL102. BoK: LT, DC. Credit Level: U. Credit Hrs: 3.00

Ethnic and Minority Literatures of the United States
Using fiction, non-fiction, drama, poetry and when helpful for context, film, music, history and art, this course will seek to explore our diverse literary heritage and equally diverse culture through the lens of authors who, by nature of their racial, ethnic, religious, and sexual identification, have operated from a unique and often marginalized and hyphenated position in American culture and society. Prereq: 34ENGL102. BoK: LT, DC. Credit Level: U. Credit Hrs: 3.00

Major British Writers I
Social and historical survey from Beowulf to the 16th century centering on the theme of emerging national consciousness. Prereq: 34ENGL102. BoK: LT. Credit Level: U. Credit Hrs: 3.00

Major British Writers II
Social and historical survey from the 16th century to the mid 19th century with attention to England's rise to international prominence. Prereq: 34ENGL102. BoK: LT. Credit Level: U. Credit Hrs: 3.00

Major British Writers III
Social and historical survey from the mid 19th century to the present with attention to England's fall from international dominance. Prereq: 34ENGL102. BoK: LT. Credit Level: U. Credit Hrs: 3.00

Writing for Children and Teens
The art, craft and business of writing children's stories and books, developing plots, assessing the market, targeting age groups and offering diverse perspectives in history, culture, class, geography, age, gender and sexual orientation. Literature of various genres (short story, novel, poetry, autobiography, testimony, nonfiction) guides students to a better understanding of people of many cultural backgrounds. Students develop critical as well as creative thinking, writing and communication strategies and skills as they examine the literary treatment of human relations in a multicultural society. Part II focuses on analysis of world literature after 1500. Prereq: 34ENGL102. BoK: LT, DC. Credit Level: U. Credit Hrs: 3.00

Introduction to Literature
An introduction to the distinctive character of the major literary genres (drama, poetry, prose) with close attention to the techniques of interpretation and the fundamentals of literary theory. Prereq: 34ENGL102. BoK: LT. Credit Level: U. Credit Hrs: 3.00

Survey of Old Testament Literature
A study of selected books of the Old Testament; analysis of the literary and philosophical importance of these books; written essays to document the students' understanding of the literature. Prereq: 34ENGL102. BoK: LT. Credit Level: U. Credit Hrs: 3.00

The New Testament as Literature
A survey of the literature of the New Testament, with particular attention to literary genres and general attention to comparative ancient and modern literature. The significance of historical, political, sociological, and religious influences on writing and interpreting literature will be examined. Some attention to applicability of New Testament literature to contemporary issues. Prereq: 34ENGL102. BoK: LT. Credit Level: U. Credit Hrs: 3.00

Contemporary Short Story
Selected readings in short fiction from American, English and Continental authors from 1945 to the present. Prereq: 34ENGL102. Transfer Module. BoK: LT, DC. Credit Level: U. Credit Hrs: 3.00

Contemporary Novel
Selected twentieth century novels and novellas in cultural and literary contexts, both English and American. Prereq: 34ENGL102. Transfer Module. BoK: LT, DC. Credit Level: U. Credit Hrs: 3.00

Contemporary Poetry
Schools and major poets from 1915 to the present, both English and American. Prereq: 34ENGL102. Transfer Module. BoK: LT, DC. Credit Level: U. Credit Hrs: 3.00

Popular Fiction
This course introduces, varying each quarter, one of the diverse sub-genres of narrative fiction, such as gothic fiction, science fiction, cyberpunk, romance, folklore, hypertext fiction, travel narratives, and detective stories. It not only studies the primary texts that epitomize the sub-genre but also explores the artistic and socio-cultural processes that shaped the production, appreciation and interpretation of the texts. Prereq: 34ENGL102. Transfer Module. BoK: LT, DC. Credit Level: U. Credit Hrs: 3.00

Intermediate Composition
Using specific themes drawn from broad disciplinary fields, this course builds upon and enhances the writing and reading skills developed in English Composition. This General Education course emphasizes critical reading and writing, more advanced research and argumentative skills and rhetorical understanding of discourse as it is used in different disciplines and discourse communities. Students must have earned 45 credit hours to register for the course. Prereq: 34ENGL102. Transfer Module. BoK: NA. Credit Level: U. Credit Hrs: 3.00

H=University Honors course.
English

34ENGL289
Intermediate Composition
Using specific themes drawn from broad disciplinary fields, this course builds upon and enhances the writing and reading skills developed in English Composition. This General Education course emphasizes critical reading and writing, more advanced research and argumentative skills and rhetorical understanding of discourse as it is used in different disciplines and discourse communities. Students must have earned 45 credit hours to register for the course. Prereq: 34ENGL102. Transfer Module. BoK: NA. Credit Level: U. Credit Hrs: 3.00

34ENGL289H
Honors Intermediate Composition
Using specific themes drawn from broad disciplinary fields, this intermediate level, general education course builds upon and enhances the writing and reading skills developed in first-year writing courses. The course emphasizes critical reading and writing, more advanced research and argumentative skills and rhetorical understanding of discourse as it is used in different disciplines and discourse communities. This course bridges students’ learning about writing from the first-year sequence to more advanced writing in their chosen disciplines in upper-level courses. This course is one of the requirements for students enrolled in the Clermont College Honors-Scholars Program (CCHSP) and shall include an experiential and/or service learning component(s). In order for a student to enroll in this course, he/she must have been formally invited to the CCHSP in a letter from the Clermont College Dean, Associate Dean of Academic Affairs, and/or Honors Coordinator. Prereq: 34ENGL102H. BoK: SE. Credit Level: U. Credit Hrs: 3.00

34ENGL291
Special Topics
This course designation allows special courses to be introduced suited to faculty interests and student needs. Prereq: 34ENGL102. BoK: HU. Credit Level: U. Credit Hrs: 3.00

34ENGL299
Independent Study in English
An individualized program in reading and/or research developed jointly by the student and the instructor, subject to instructor approval. BoK: NA. Credit Level: U. Credit Hrs: 1.00-3.00

34ENGL324
Journalism
A survey of the history and current practice of journalism in America, covering legal and ethical concepts, range and types and analysis of writing styles from excellent models; case studies. Prereq: 34ENGL102. BoK: NA. Credit Level: U. Credit Hrs: 3.00

34ENGL329
Reading and Writing Autobiography
Readings in the development of autobiography as a literary mode in British and American culture and writing in this mode throughout the quarter, as personal disciplined narrative. Prereq: 34ENGL102. BoK: NA. Credit Level: U. Credit Hrs: 3.00

34ENGL371
Technical Writing
Survey and practice in producing writing in business settings, technical fields, and scientific disciplines. This course is not a grammar/style review and does not replace English 101, 102, 103 or 099. Memo proposal, summary, and letters commonly needed in business/professions are covered. Prereq: 34ENGL102. BoK: NA. Credit Level: U. Credit Hrs: 3.00

34ENGL375
Professional Writing and Publication
Students will learn to develop audiences for their writing, geared to either business or professional/creative goals. A portfolio will be developed along with suitable markets to showcase student’s polished work, along with a realistic marketing plan or development goals. The student uses the writing course to complete certificate studies and develop toward publishing. Prereq: 34ENGL102. BoK: NA. Credit Level:

English

34ENGL375
Professional Writing and Publication
U. Credit Hrs: 3.00

Fine Arts - Art

34FAA101
Drawing I
Students will learn the basic elements of observational drawing using line and value to develop three dimensional forms. Students will learn basic drawing techniques, including blocking and sighting for accuracy. Emphasis will be placed on drawing from nature and the human figure using charcoal, pencil, pastels and ink. BoK: FA. Credit Level: U. Credit Hrs: 3.00

34FAA102
Drawing II
Students will continue to build upon observational techniques learned in Drawing I with a series of projects designed to strengthen the students’ understanding of form. Students will have one or two self-directed projects which explore conceptual issues. New artist papers and artistic mediums will be introduced. Prereq: 34FAA101. BoK: FA. Credit Level: U. Credit Hrs: 3.00

34FAA103
Drawing III
Students will continue to build upon observational techniques learned in Drawing I and II with a series of self-designed drawings which explore conceptual themes and new media. Students will meet with the instructor every week to monitor progress and evaluate technique. Emphasis will be placed on developing a creative vision and peer critique. Prereq: 34FAA102. BoK: FA. Credit Level: U. Credit Hrs: 3.00

34FAA107
Ceramics I
This course is an introduction to hand building techniques in clay including coil and slab formation, surface texture and various sculptural processes. Students will learn basic techniques for glazing. BoK: FA. Credit Level: U. Credit Hrs: 3.00

34FAA108
Ceramics II
This course is a continuation and expansion of hand building techniques in clay learned in Ceramics I including coil and slab formation, surface texture and various sculptural processes. Students will be encouraged to develop an independent creative direction in their work as they further explore the medium. Prereq: 34FAA107. BoK: FA. Credit Level: U. Credit Hrs: 3.00

34FAA109
Ceramics III
Using hand building techniques learned in Ceramics I and II, students will be further experimenting and exploring an independent creative direction in their work. With guidance from the instructor, students will be expected to create a self-directed body of work. Prereq: 34FAA108. BoK: FA. Credit Level: U. Credit Hrs: 3.00

34FAA121
Fundamental Concepts of Art
This course teaches the basic principles of art and design. It is especially developed as a course for those students not majoring in an art field, yet finding themselves working on business projects with visual designers. This course will teach them the art vocabulary and the concepts of art to effectively communicate with visual designers. BoK: FA. Credit Level: U. Credit Hrs: 3.00

34FAA122
2-Dimensional Design
An introduction to the basic concepts of two dimensional design using a digital format including: line, shape, space, size, hue, value, and texture. Use of various software in a variety of problem-solving projects leading toward an awareness of the principles of visual organization. Class will be a combination of lectures, class lab time,

H=University Honors course.
Fine Arts - Art

34FAA122
2-Dimensional Design
discussions and critiques. BoK: FA. Credit Level: U. Credit Hrs: 3.00

34FAA123
Color Composition
This course examines the theory and artistic application of basic color principles through digital media, digital student projects and lecture. Such topics as color relationships, interaction and organization are presented. Both Adobe Photoshop and Illustrator will be used in a variety of problem-solving projects that lead toward a general awareness of the properties of color. Prereq: 34FAA121. BoK: FA. Credit Level: U. Credit Hrs: 3.00

34FAA130
Graphic Design I
This course is a further exploration of concepts learned in 34FAA121. Students will be introduced to the field of graphic design and basic digital applications used in the industry. Projects will reinforce the Principles and Elements of Design as they relate to graphic design. Prereq: 34FAA121. BoK: NA. Credit Level: U. Credit Hrs: 3.00

34FAA141
Graphic Design and Typography II
This course will build upon course material learned in FAA 121 and FAA 130 by introducing students to the field of Graphic Design and Typography. The principles and elements of design will be explored through digital projects using software used in the Graphic Design industry, and completion of digital projects which will stress thematic development and problem solving ability relating to real world design assignments. Prereq: 34FAA121, 34FAA130. BoK: FA. Credit Level: U. Credit Hrs: 3.00

34FAA147
2-Dimensional Design
This course is a further exploration of concepts learned in 34FAA121. Students will deepen their technical and conceptual skills by working on a series of self-directed projects. Topics in this course rotate each quarter and may include weaving, sculpture, paper making, book making or printmaking. Prereq: 34FAA207. BoK: FA. Credit Level: U. Credit Hrs: 3.00

34FAA216
Painting II
A continuation of 34FAA215, designed to expand upon painting techniques within the framework of different genres in art. Acrylic paint is primary medium, with some watercolor. Students will utilize both observation and interpretation to create a variety of intermediate-level painting assignments. Prereq: 34FAA215. BoK: FA. Credit Level: U. Credit Hrs: 3.00

34FAA218
Painting III
An advanced approach to painting practice that utilizes painting techniques acquired in 34FAA216 with individual attention to concept and interpretation. Acrylic paint is primary medium. Students will develop a singular body of painted artworks throughout the quarter. Prereq: 34FAA216. BoK: FA. Credit Level: U. Credit Hrs: 3.00

Fine Arts - Music

34FAM181
History of the Music of Western Civilization
Listen to and discuss selections from the history of western music: Gregorian Chant to the 20th Century, with emphasis upon the Baroque, Classical, and Romantic periods. Music theory will be woven in as student ability and interest demand. BoK: FA. Credit Level: U. Credit Hrs: 3.00

34FAM271
Special Topics in Music
Content varies according to the interests of students and faculty. Credit hours for this course will vary depending on course content. Students should see postings at the originating campus. BoK: FA. Credit Level: U. Credit Hrs: 1.00-3.00

Finance

34FIN171
Stock Market and Investments
Investment vehicles, market characteristics, investment philosophies. Financial planning. Setting, achieving personal investment objectives. BoK: QR. Credit Level: U. Credit Hrs: 3.00

34FIN271
Business Finance
Introduction to financial markets and investor behavior. Discussion of various financial analysis techniques; analysis of capital investment projects. Prereq: 34ACTN102. BoK: QR. Credit Level: U. Credit Hrs: 3.00

34FIN281
Personal Finance
Planning and management of personal financial problems; personal finance plans, budgets. Credit and savings institutions in family financing; insurance, real estate, securities investments and estate planning. BoK: NA. Credit Level: U. Credit Hrs: 3.00

French

34FREN101
Basic French I
An intensive course for beginning students: emphasis on listening,
This course will examine French culture with regard to popular cultural and social identities in the contemporary era. This course is taught in English. BoK: HU., DC. Credit Level: U. Credit Hrs: 3.00

This course will examine French culture with regard to educational, political and social identities in the contemporary era. This course is taught in English. BoK: HU., DC. Credit Level: U. Credit Hrs: 3.00

Continuation of 34FREN104, an intensive course for beginning students: further emphasis on listening, speaking, writing, grammar and culture. Prereq: 34FREN104. BoK: HU, DC. Credit Level: U. Credit Hrs: 5.00

Continuation of 34FREN104. A conclusion of the intensive course for beginning students: emphasis on listening, speaking, writing, grammar and culture. Prereq: 34FREN105. BoK: HU, DC. Credit Level: U. Credit Hrs: 3.00

Continuation of 34FREN111, 112, 113. Emphasis on listening, speaking, reading, writing, grammar and culture. Prereq: 34FREN111. BoK: HU, DC. Credit Level: U. Credit Hrs: 3.00

Continuation of 34FREN111, 112, 113. Emphasis on speaking, listening, grammar and culture. The first offering of a three-part course sequence. Prereq: 34FREN112. BoK: HU, DC. Credit Level: U. Credit Hrs: 3.00

Continuation of 34FREN111, 112, 113. Emphasis on speaking, listening, grammar and culture. The second offering of a three-part course sequence. Prereq: 34FREN114. BoK: HU, DC. Credit Level: U. Credit Hrs: 3.00

Continuation of 34FREN111, 112, 113. Emphasis on speaking, listening, grammar and culture. The third offering of a three-part course sequence. Prereq: 34FREN115. BoK: HU, DC. Credit Level: U. Credit Hrs: 3.00

World Cultures: French Speaking I
This course will examine French culture with regard to educational, political and social identities in the contemporary era. This course is taught in English. BoK: HU, DC. Credit Level: U. Credit Hrs: 3.00

World Cultures: French Speaking II
This course will examine French culture with regard to popular cultural and entertainment media and culinary culture in the contemporary era. This course is taught in English. BoK: HU, DC. Credit Level: U. Credit Hrs: 3.00

Composition and Conversation II
The second offering of a three-course sequence. This course uses a content-based cultural approach to the review of grammar and further development of reading, writing, speaking and listening skills. Materials introduce students to a variety of literary genres, contexts, functions and speech acts. Classroom focus is on small group activities, cooperative learning, discussion, debate and oral presentations. Students discuss, research and reflect upon daily living patterns, historical phenomena, political and economic situations and values. Readings include excerpts of works by contemporary and classical French and francophone writers. A process-approach to writing helps students improve their writing skills. Prereq: 34FREN251. BoK: HU, DC. Credit Level: U. Credit Hrs: 3.00

Composition and Conversation III
The third offering of a three-course sequence. This course uses a content-based cultural approach to the review of grammar and further development of reading, writing, speaking and listening skills. Materials introduce students to a variety of literary genres, contexts, functions and speech acts. Classroom focus is on small group activities, cooperative learning, discussion, debate and oral presentations. Students discuss, research and reflect upon daily living patterns, historical phenomena, political and economic situations and values. Readings include excerpts of works by contemporary and classical French and francophone writers. A process-approach to writing helps students improve their writing skills. Prereq: 34FREN252. BoK: HU, DC. Credit Level: U. Credit Hrs: 3.00

Physical Geography I
This natural science course examines the fundamentals of atmospheric processes, weather, and world climate classification. Current topics, such as global climate change, ozone depletion and natural weather hazards are addressed. BoK: NS. Credit Level: U. Credit Hrs: 3.00

Physical Geography II
This natural science course focuses on the fundamentals of geology with emphasis on geomorphology and the genesis of landforms. Topics range from plate tectonics to landslide hazards. BoK: NS. Credit Level: U. Credit Hrs: 3.00

Physical Geography III
This natural science course covers world biomes with emphasis on soils and vegetation. The technique and application of remote sensing are introduced. Issues addressed are tropical deforestation, soil erosion, and biodiversity. BoK: NS. Credit Level: U. Credit Hrs: 3.00

People and the Environment I
Introduction to the study of the environment. World population dynamics, ecosystems and the energy of life, the physical environment are discussed; overview of environmental problems, resource
Examination of human activities and their impacts on the environment and the earth’s physical processes. Topics include political and historical geography of the 20th century to understand economic development, the geography of language, core regions, and underdevelopment. BoK: SS., DC. Credit Level: U. Credit Hrs: 3.00

Physical Geography Laboratory I
This lab accompanies the lecture and gives hands-on experience in weather instrumentation, map reading, earth-sun relationships, and application of atmospheric calculations. Coreq: 34GEOG101. BoK: NA. Credit Level: U. Credit Hrs: 2.00

Physical Geography Laboratory II
This lab provides students with examples of the landforms discussed in lecture through the study of aerial photos, satellite images, topographic maps, and local field trips. Field trips include local fossil hunting, rock outcrop exploration, and a survey of landslides. Coreq: 34GEOG102. BoK: NA. Credit Level: U. Credit Hrs: 2.00

Physical Geography Laboratory III
This lab session introduces students to the use of the Soil Survey, basic soil analysis, vegetation surveys and slope profiling. The interpretation of aerial photos and satellite images will accompany the introduction to remote sensing in the lecture course. Coreq: 34GEOG103. BoK: NA. Credit Level: U. Credit Hrs: 2.00

World Regional Geography I: The Americas
This course examines the Americas (North, Central, and South) from the physical setting to the cultural landscapes. Reading and discussion will emphasize population trends, issues of development and underdevelopment, the physical landscape and its effects on the settlement and growth of regions, the Latin legacy, NAFTA, migration, and ethnic diversity. Map reading skills and general geographic literacy are stressed. BoK: SS., DC. Credit Level: U. Credit Hrs: 3.00

World Regional Geography II: Europe
This course explores Europe (east and west) from a geographical perspective. The course will focus on map reading, and preparation of simple thematic maps, population trends, current dynamics of change, economic development, the geography of language, core regions, and current issues. BoK: SS., DC. Credit Level: U. Credit Hrs: 3.00

World Regional Geography III: Africa
Overview of landscapes and societies of the second largest continent. Political and historical geography of the 20th century to understand regional patterns. Problems of modernization of traditional societies and economics. BoK: SS., DC. Credit Level: U. Credit Hrs: 3.00

Human Geography I
A geographic examination of phenomena that produce distinctive human patterns of movement and of the interdependencies between human populations and the earth’s physical processes. Topics include examination of human activities and their impacts on the environment and the physical setting to the cultural landscapes. Reading and discussion will accompany the introduction to remote sensing in the lecture course. Coreq: 34GEOG101. BoK: NA. Credit Level: U. Credit Hrs: 2.00

Geography Laboratory I
Laboratory and field work with maps, rocks, minerals, and fossils. This is the first offering of a three-course sequence. Coreq: 34GEOG101. BoK: NA. Credit Level: U. Credit Hrs: 2.00
Elementary Intensive German II
34GRMN105
Continuation of 34GRMN104. An intensive course for beginning students: emphasis on listening, speaking, reading, writing, grammar and culture. Prereq: 34GRMN104. BoK: HU, DC. Credit Level: U. Credit Hrs: 5.00

Elementary Intensive German III
34GRMN106
Elementary Intensive German III
Continuation of 34GRMN105. An intensive course for beginning students: emphasis on listening, speaking, reading, writing, grammar and culture. Prereq: 34GRMN105. BoK: HU, DC. Credit Level: U. Credit Hrs: 5.00

Extended Basic German 1
34GRMN111
Extended Basic German 1
First course in the six-quarter Extended German sequence: completion of the 111 through 116 sequence fulfills various college language requirements. Students should confirm the language requirement with their home college. Classroom time includes direct content based (cultural) and language instruct. Prereq: 34GRMN111. BoK: HU, DC. Credit Level: U. Credit Hrs: 3.00

Extended Basic German 2
34GRMN112
Extended Basic German 2
Second course in the six-quarter Extended German sequence: completion of the 111 through 116 sequence fulfills various college language requirements. Students should confirm the language requirement with their home college. Classroom time includes direct content based (cultural) and language instruct. Prereq: 34GRMN112. BoK: HU, DC. Credit Level: U. Credit Hrs: 3.00

Extended Basic German 3
34GRMN113
Extended Basic German 3
Third course in the six-quarter Extended German sequence: completion of the 111 through 116 sequence fulfills various college language requirements. Students should confirm the language requirement with their home college. Classroom time includes direct content based (cultural) and language instruct. Prereq: 34GRMN113. BoK: HU, DC. Credit Level: U. Credit Hrs: 3.00

Extended Basic German 4
34GRMN114
Extended Basic German 4
Fourth course in the six-quarter Extended German sequence: completion of the 111 through 116 sequence fulfills various college language requirements. Students should confirm the language requirement with their home college. Classroom time includes direct content based (cultural) and language instruct. Prereq: 34GRMN114. BoK: HU, DC. Credit Level: U. Credit Hrs: 3.00

Extended Basic German 5
34GRMN115
Extended Basic German 5
Fifth course in the six-quarter Extended German sequence: completion of the 111 through 116 sequence fulfills various college language requirements. Students should confirm the language requirement with their home college. Classroom time includes direct content based (cultural) and language instruct. Prereq: 34GRMN115. BoK: HU, DC. Credit Level: U. Credit Hrs: 3.00

Extended Basic German 6
34GRMN116
Extended Basic German 6
Sixth course in the six-quarter Extended German sequence: completion of the 111 through 116 sequence fulfills various college language requirements. Students should confirm the language requirement with their home college. Classroom time includes direct content based (cultural) and language instruct. Prereq: 34GRMN116. BoK: HU, DC. Credit Level: U. Credit Hrs: 3.00

Survey of German Culture I
34GRMN171
Survey of German Culture I
First of three courses in German culture that will familiarize students with the oft-misunderstood German culture and its realization in politics, the economy, language and daily interaction, with special emphasis on regionalism/political fragmentation and dialects; personal interaction on the public and private levels; and 20th century history and its impact on 21st century German customs. All texts, assignments and discussion will be in English. These courses may be taken in any order and can be used to fulfill the Humanities requirement. BoK: HU, DC. Credit Level: U. Credit Hrs: 3.00

H=University Honors course.
34GRMN172
Survey of German Culture II
Second of three courses in German culture and its realization in politics, the economy, language and daily interaction, special emphasis on business, education and life planning. All texts, assignments and discussion will be in English. These courses may be taken in any order and can be used to fulfill the Humanities requirement. BoK: HU., DC. Credit Level: U. Credit Hrs: 3.00

34GRMN173
Survey of German Culture III
Third of three courses in German culture and its realization in politics, the economy, language and daily interaction, special emphasis on "German" identity in Austria and Switzerland; 21st century pressures from outside; and Germans and their impact on American life. All texts, assignments and discussion will be in English. These courses may be taken in any order and can be used to fulfill the Humanities requirement. BoK: HU., DC. Credit Level: U. Credit Hrs: 3.00

34GRMN299
Independent Study in German
This course is designed for students who like to study aspects of German beyond the elementary sequence. BoK: NA. Credit Level: U. Credit Hrs: 1.00-3.00

Health Care Management

34HCMT181
Introduction to Health Care Systems
Topics covered will include history and orientation to the U.S. health care delivery system clinics, hospitals, nursing homes and related health care facilities including health care planning, regulation, quality and politics; comparative health systems and other major issues. Prereq: 34HCMT171. BoK: NA. Credit Level: U. Credit Hrs: 3.00

34HCMT271
Medical Ethics and Legal Issues
Discussion and case review of ethical and legal issues in the medical business environment. Prereq: 34HCMT171. BoK: SE. Credit Level: U. Credit Hrs: 3.00

Health, Fitness and Leisure Studies

34HFL153
Physical Conditioning
Basic skills for improving cardiovascular fitness, strength and flexibility. BoK: NA. Credit Level: U. Credit Hrs: 1.00

History

34HIST101
History of Western Civilization I
Survey of Western civilizations and institutions from pre-historic times; political and economic developments; arts, sciences, and religion. BoK: HP. Credit Level: U. Credit Hrs: 3.00

34HIST102
History of Western Civilization II
Survey of Western Civilization and institutions from the end of the Middle Ages to the Napoleonic Wars. Political and economic developments; arts, sciences, and religion. BoK: HP. Credit Level: U. Credit Hrs: 3.00

34HIST103
History of Western Civilization III
Study of the period from the Industrial Revolution to the present. Emphasizes the 19th and 20th centuries and the changes in economic, political and social spheres. BoK: HP. Credit Level: U. Credit Hrs: 3.00

34HIST110
American History to 1820
American History to 1820. The major social, political and economic development of the United States to 1820. BoK: HP. Credit Level: U. Credit Hrs: 3.00

34HIST111
American History 1820 - 1920
American History 1820-1920. The major social, political and economic development of the United States from 1820 to 1920. BoK: HP. Credit Level: U. Credit Hrs: 3.00

34HIST112
American History Since 1920
American History from 1920-Present. The major social, political and economic development of the United States since 1920. BoK: HP. Credit Level: U. Credit Hrs: 3.00

34HIST113
European Civilization 1000-1500
Transition from Medieval Europe in 1000 to the Early Modern period in 1500. Topics are the common people, Black Death, Church, Renaissance, and formation of European states. BoK: HP. Credit Level: U. Credit Hrs: 3.00

34HIST114
European Civilization 1500-1800
Transition from Early Modern Period to the Modern Period. Topics are the Reformation, State Building, Scientific Revolution, Enlightenment, and the Industrial Revolution. BoK: HP. Credit Level: U. Credit Hrs: 3.00

34HIST115
European Civilization 1800 to Present
The modern period from 1800. Topics are Reform, Revolution, rationalism in 1800s, World War I, depression, rise of totalitarian governments, World War II, and the Cold War. BoK: HP. Credit Level: U. Credit Hrs: 3.00

34HIST121
World History: World Forming
A survey of world history from the development of separate civilizations to the postclassical era. BoK: HP., DC. Credit Level: U. Credit Hrs: 3.00

34HIST122
World History: Worlds Connecting
A survey of world history from 1450 - 1750. BoK: HP., DC. Credit Level: U. Credit Hrs: 3.00

34HIST123
World History: Worlds Interacting
A survey of world history from 1750 - present. BoK: HP., DC. Credit Level: U. Credit Hrs: 3.00

34HIST191
Survey of the History of Science
Survey some of the highlights in the evolution of Western science from Greeks to present. Emphasis placed on scientific philosophies, discoveries, and influences of Aristotle, Copernicus, Galileo, Descartes, Newton and Harvey. Readings in the physical and biological science will be primarily philosophical rather than technical or mathematical. BoK: HU. Credit Level: U. Credit Hrs: 3.00

34HIST201
Africa: From Antiquity to 1400
African History: From Antiquity to 1400 is designed to introduce students to the earliest history of the continent of Africa, its diversity, some of its social, political, and economic developments. BoK: HP., DC. Credit Level: U. Credit Hrs: 3.00

34HIST202
Africa: From 1400 to 1935
African History: From 1400 to 1935 is the second sequence in a three part course. It is designed to introduce students to the history of the continent of Africa beginning immediately prior to the period in European history known as the Age of Discovery. This is the period in which Africa south of the Sahara for the first time came into contact with Europe, culminating in the colonization of the entire continent. BoK: HP., DC. Credit Level: U. Credit Hrs: 3.00

H-University Honors course.
History

34HIST203
Africa: From 1935 to Present
African History: From 1935 to Present is the third sequence in a three part course in African History. It is designed to introduce students to the history of the continent of Africa from the eve of World War I to the present. A major part of this course deals with the process of decolonization and the challenges of post-independence Africa. BoK: HP., DC. Credit Level: U. Credit Hrs: 3.00

34HIST270
Royal Divorces and Burnings
The time period when England changes from a medieval kingdom to a modern nation. Exploration and later colonies in North America. Topics include wives of Henry VIII, executions of Mary, and the stability and cult of Elizabeth I. BoK: HP., SE. Credit Level: U. Credit Hrs: 3.00

34HIST271
Plagues and Witches
Social history of lowest levels of medieval society and how they lived and survived under control of the nobility and church. Devastation of the Black Death and the social upheaval of the witch hunts. BoK: HP., SE. Credit Level: U. Credit Hrs: 3.00

34HIST272
Saints and Sinners
Outline of Christianity up to 1400’s and causes of the Protestant Reformations of the early 1500’s and the Catholic Reformation at mid-century. BoK: HP., SE. Credit Level: U. Credit Hrs: 3.00

34HIST273
American History, 1960 to the Present
This course examines the peaks and valleys of American History from 1960 to the present, including Vietnam, the civil rights movement, Watergate and the Great Society. BoK: HP. Credit Level: U. Credit Hrs: 3.00

34HIST274
The American Civil War
This course will examine the causes of the Civil War, the battles and campaigns, the era’s major personalities, the role of the common soldier, major political events and the role of the African American soldier. The course will contain many examples from Southwest Ohio. BoK: HP., DC. Credit Level: U. Credit Hrs: 3.00

34HIST275
Terrorism: History and Philosophy I
The student will be introduced to an advanced understanding of terrorism, particularly the historical beginnings and underpinnings of current terrorist groups and philosophies. We will study the ways in which terrorist groups evolve, sometimes from legitimate dissident organizations, and how individuals find their way into violence as a solution to political problems. BoK: HP. Credit Level: U. Credit Hrs: 3.00

34HIST276
Terrorism: History and Philosophy II
The student will be introduced to an advanced understanding of terrorism, its workings and those who perpetrate the terrorist acts. We will explore major threat groups (Islamic radical fundamentalists, American right-wing paramilitaries, etc.) and how they have and will affect our way of life. In addition, we will discover the weapons and means the modern terrorist uses. Prereq: 34HIST275. BoK: HP. Credit Level: U. Credit Hrs: 3.00

34HIST281
Hollywood Goes To War
A course designed to examine the second World War through films of that period, juxtaposed with examinations of that epoch by contemporary filmmakers. BoK: HP., SE. Credit Level: U. Credit Hrs: 3.00

34HIST282
Surviving Revolutions
Identify and study tensions that build to active revolution when a triggering event occurs. Then tracing the changing phases-some
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34HSST144
Introduction to Horticulture Therapy
An introduction to the use of horticulture as a therapeutic tool to improve the quality of life of persons with physical or psychological challenges and others with special needs. BoK: NA. Credit Level: U. Credit Hrs: 3.00

34HSST145
Horticulture Therapy Programming
Students will learn the characteristics of specific dexterity and how to plan and implement appropriate horticulture therapy programming. BoK: NA. Credit Level: U. Credit Hrs: 3.00

34HSST146
Herbs for Culinary and Healing Uses
This course addresses the history and use of herbs in the following areas: culinary, health/healing and aromatherapy. BoK: NA. Credit Level: U. Credit Hrs: 3.00

34HSST172
Group Theories for Human/Social Services
Designed to provide students with knowledge and skills of small group dynamics, types of groups, stages of group development, and leadership strategies. BoK: NA. Credit Level: U. Credit Hrs: 3.00

34HSST174
Activities Therapy
Designed to provide students with skills to develop activity programs - art, music, recreation and socialization modalities for a variety of differing populations. BoK: NA. Credit Level: U. Credit Hrs: 3.00

34HSST175
Social Work with the Aging
This course makes use of specialized knowledge about aging; issues of social policy and practice relating to the elderly in American society. Social services studies are: treatment, adjustment, protective and family issues. BoK: NA. Credit Level: U. Credit Hrs: 3.00

34HSST176
Resources for Human/Social Services
Designed to provide the student with knowledge of the resources within the clients' environment. Focus on assessment of needs, use of existing resources, and development and networking of new resources. BoK: NA. Credit Level: U. Credit Hrs: 3.00

34HSST177
Introduction to Social Services/Helping Profession
Introduction to the helping profession, including human services and social work. History of the helping professions, roles of workers, overview of the training process. BoK: DC, SE. Credit Level: U. Credit Hrs: 3.00

34HSST204
Human/Social Services Seminar I
Designed to accompany Human/Social Services Practicum I and offer opportunity to discuss practicum experience. Discussion of agency structure and processes, and issues in helping and application of skills. Prereq: 34HSST177, 34HSST241. Coreq: 34HSST214. BoK: NA. Credit Level: U. Credit Hrs: 2.00

34HSST205
Human/Social Services Seminar II
Designed to accompany Human/Social Services Practicum II and offer an opportunity to discuss practicum experiences. Discussion of developing personal values and attitudes as a helper, as well as expanded skill application processes. Coreq: 34HSST215. BoK: NA. Credit Level: U. Credit Hrs: 2.00

34HSST206
Human/Social Services Seminar III
Designed to accompany Human/Social Services Practicum III and offer an opportunity to discuss practicum experiences. Focus on contemporary ethical and legal issues, as well as expanded skill application processes. Coreq: 34HSST216. BoK: NA. Credit Level: U. Credit Hrs: 2.00

34HSST207
Human/Social Services Seminar IV
Designed to accompany Human/Social Services Practicum IV and offer an opportunity to discuss practicum experiences. Discussion of issues in specific helping areas, as well as expanded skill application processes. Prereq: 34HSST206. Coreq: 34HSST217. BoK: NA. Credit Level: U. Credit Hrs: 2.00

34HSST214
Human/Social Services Practicum I
Designed to provide student with introductory experience to human service agency workers and practices. Opportunity to become acquainted with agency settings, procedures. Beginning application of helping skills under supervision. Students are expected to be in the field for 140 hours during the quarter. Prereq: 34HSST177, 34HSST241. Coreq: 34HSST204. BoK: NA. Credit Level: U. Credit Hrs: 2.00

34HSST215
Human/Social Services Practicum II
Designed to provide students with a field experience in which to apply individual and group helping skills. Opportunity to expand skills to differing populations in supervised situations. Students are expected to be in the field for 140 hours during the quarter. Coreq: 34HSST205. BoK: NA. Credit Level: U. Credit Hrs: 2.00

34HSST216
Human/Social Services Practicum III
Designed to provide students with a field experience in which to apply group and community helping skills. Opportunity to expand skills to differing populations in supervised situations. Students are expected to be in the field for 140 hours during the quarter. Coreq: 34HSST206. BoK: NA. Credit Level: U. Credit Hrs: 2.00

34HSST217
Human/Social Services Practicum IV
Designed to provide students with a field experience in a preferred career area. Opportunity to expand all skills in a supervised setting. Students are expected to be in the field for 140 hours during the quarter. Prereq: 34HSST207. BoK: NA. Credit Level: U. Credit Hrs: 2.00

34HSST241
Communication for Profession Services I
Strategies and techniques for social and psychological intervention, basic helping skills, and development of interviewing skills. BoK: DC. Credit Level: U. Credit Hrs: 3.00

34HSST242
Communication for Profession Services II
Strategies and techniques for social and psychological intervention, including a survey of human development, family assessment, and a review of other counseling techniques at beginning level. Prereq: 34HSST241. BoK: DC. Credit Level: U. Credit Hrs: 3.00

34HSST244
Horticulture Therapy Outdoor Techniques
An introduction to the knowledge and skills of using an outdoor environment in a Horticulture Therapy program. Prereq: 34HSST144. BoK: NA. Credit Level: U. Credit Hrs: 3.00

34HSST245
Horticulture Therapy Indoor Techniques
An introduction to the knowledge and skills of using a greenhouse or indoor environment in a Horticulture Therapy program. Prereq: 34HSST144. BoK: NA. Credit Level: U. Credit Hrs: 3.00

34HSST271
Crisis Intervention
Designed to provide student with skills intervening in physical, emotional, or intellectual crises, including such areas as suicide.
Mathematics

34MATH099
Arithmetic Review
Individualized study in a formal setting. Review of whole numbers, fractions, decimals, percents, ratios. Coreq: 34MATH132. BoK: NA. Credit Level: U. Credit Hrs: 1.00

34MATH104
Preparatory Mathematics
A review of the arithmetic operations involving whole numbers, fractions, decimals, percents and signed numbers; Measurement problems are included. Problem solving is emphasized. BoK: NA. Credit Level: U. Credit Hrs: 3.00

34MATH114
Applied Business Mathematics
Review of fractions, decimals, percents, retail mathematics and finance mathematics. BoK: NA. Credit Level: U. Credit Hrs: 3.00

34MATH132
Introductory Algebra I
A review of high school algebra. Topics include signed numbers, factoring, graphing, exponents, radicals, simplifying algebraic

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34HSST271
Crisis Intervention
domestic violence, substance abuse, community disaster, medical emergencies, death/loss. BoK: SE. Credit Level: U. Credit Hrs: 3.00

34HSST272
Health and Aging
Course examines psychological, biological, and social factors affecting health/mental health of aging. BoK: DC. Credit Level: U. Credit Hrs: 3.00

34HSST273
Community Mental Health
Designed to provide the student with basic skills for the prevention of mental illness and the promotion of mental health. Focus on development of community education programs, and group presentations and workshops. BoK: NA. Credit Level: U. Credit Hrs: 3.00

34HSST275
Contemporary Issues for Human/Social Services
Focus on evaluation of competence, career development, and contemporary and legal issues for human service workers. BoK: SE. Credit Level: U. Credit Hrs: 3.00

34HSST276
Chemical Dependency and the Family
Course focuses on chemical dependency effects on the family system. BoK: SE. Credit Level: U. Credit Hrs: 3.00

34HSST284
Case Management
Course is designed for students planning to work with clients requiring case management services. BoK: SE. Credit Level: U. Credit Hrs: 3.00

34HSST286
Assessment and Treatment Planning for Families
This course is designed to increase the student's knowledge of home-based and family-centered strategies. Through lectures, role plays, and in-home assignments students will learn family assessment techniques, family intervention strategies, and methods for teaching families new skills. Prereq: 34HSST241. BoK: NA. Credit Level: U. Credit Hrs: 3.00

34HSST299
Independent Study in Social Services
Individualized program in reading, studying, and/or research developed jointly by the student and instructor. BoK: NA. Credit Level: U. Credit Hrs: 1.00-3.00

Latin

34LATN104
Intensive Elementary Latin I
This course is an intensive introduction to Latin grammar and the reading of simple prose. In addition, Roman mythology will be discussed. This is the first offering in a three-part course sequence. BoK: HU,. DC. Credit Level: U. Credit Hrs: 5.00

34LATN105
Intensive Elementary Latin II
This course is an intensive introduction to Latin grammar and the reading of simple prose. In addition, Roman government and politics will be discussed. This is the second offering in a three-part course sequence. Prereq: 34LATN104. BoK: HU, DC. Credit Level: U. Credit Hrs: 5.00

34LATN106
Intensive Elementary Latin III
An intensive review of basic Latin, combined with advance grammar. In addition, Roman contact outside Italy will be discussed. This is the third offering in a three-part course sequence. Prereq: 34LATN105. BoK: HU, DC. Credit Level: U. Credit Hrs: 5.00

Medical Assisting

34MA141
Administrative Fundamentals for the Medical Assistant
This course provides professional and administrative principles and procedures for the Medical Assistant. Topics include professional and legal aspects of the Medical Assistant, an overview of the medical record, procedural and diagnostic insurance coding application, application of basic finance procedures, and basic finance procedures, and basic patient interactions and procedures in the medical office. Prereq: 34ALH171. Coreq: 34MA151. BoK: NA. Credit Level: U. Credit Hrs: 6.00

34MA142
Clinical Fundamentals for the Medical Assistant
This course will provide the clinical principles and procedures for the Medical Assistant. Topics include patient care skills, diagnostic testing, specimen collection and the practice of standard precautions. Prereq: 34MA141. Coreq: 34MA152. BoK: NA. Credit Level: U. Credit Hrs: 6.00

34MA151
Medical Assistant Externship I
This course provides opportunity for the Medical Assistant student to practice administrative medical office skills. Students will be placed in a medical office with appropriate supervision. Prereq: 34ALH171. Coreq: 34MA141. BoK: NA. Credit Level: U. Credit Hrs: 2.00

34MA152
Medical Assistant Externship II
This course provides opportunity for the Medical Assistant student to practice clinical skills in a medical office. Students will be placed in a medical office with appropriate supervision. Prereq: 34ALH175. Coreq: 34MA142. BoK: NA. Credit Level: U. Credit Hrs: 2.00

34MA153
Medical Assisting Practicum
The student will complete a total of 200 hours at their practicum site (an ambulatory care facility in which they are placed) throughout the quarter. Coreq: 34MA154. BoK: NA. Credit Level: U. Credit Hrs: 4.00

34MA154
Medical Assisting Seminar
This course is to be taken concurrently with the Medical Assisting Practicum. The primary purpose of this course is to help students to better integrate into their practicum and into the medical assisting workforce by providing opportunities for the students to share their practicum experience with each other and to discuss the differences between textbook and "real world" practices of medical assisting. Additionally, students will begin to prepare for the national certifying exam offered by the American Association of Medical Assistants. Coreq: 34MA153. BoK: NA. Credit Level: U. Credit Hrs: 2.00
Mathematics

34MATH132 Introductory Algebra I
expressions and linear equations. BoK: NA. Credit Level: U. Credit Hrs: 3.00

34MATH133 Introductory Algebra II
Further topics from high school algebra, including systems of equations, quadratic equations and word problems. Prereq: 34MATH132. BoK: NA. Credit Level: U. Credit Hrs: 3.00

34MATH134 Intermediate Algebra
Properties of real numbers, fractional exponents, radicals, complex numbers, relations, functions, logarithms, right triangle trigonometry and applications. Prereq: 34MATH132, 34MATH133. BoK: NA. Credit Level: U. Credit Hrs: 3.00

34MATH136 Math for the Behavioral Sciences and Computers I
Set theory, Venn diagrams, logic, truth tables, Boolean algebra, number theory and matrices. Prereq: 34MATH132. BoK: QR. Credit Level: U. Credit Hrs: 3.00

34MATH137 Math for the Behavioral Sciences and Computers II
Counting theory, probability and applications statistics and applications. Prereq: 34MATH132. BoK: QR. Credit Level: U. Credit Hrs: 3.00

34MATH138 Math for the Behavioral Sciences and Computers III
Systems of inequalities, linear programming, simplex method, variations and applications. Prereq: 34MATH137. BoK: QR. Credit Level: U. Credit Hrs: 3.00

34MATH144 Math for Allied Health Professionals
An applied mathematics course for allied health professions. Topics include a review of fractions, decimals, and percentages; metric system; ratios; proportions; unit conversions; algebraic manipulation of formulas; graphing; and introduction to statistics. Prereq: 34MATH104. BoK: NA. Credit Level: U. Credit Hrs: 3.00

34MATH173 College Algebra I
Real number system, exponents, polynomials, rational expressions, equations, formulas, inequalities, graphs of functions and variation. Prereq: 34MATH134. BoK: QR. Credit Level: U. Credit Hrs: 3.00

34MATH174 College Algebra II
Polynomial functions and their graphs, rational functions, conic sections, exponential and logarithmic functions, systems of equations and inequalities. Prereq: 34MATH173. BoK: QR. Credit Level: U. Credit Hrs: 3.00

34MATH181 Trigonometry
Angles, measurement, functions, inverses, graphs, identities, formulas, trigonometric equations, laws of sines and cosines and vectors. Prereq: 34MATH174, 34MATH176. BoK: QR. Credit Level: U. Credit Hrs: 3.00

34MATH225 Finite Math
Matrices, linear programming, simplex method, set theory and probability. Prereq: 34MATH174. Transfer Module. BoK: QR. Credit Level: U. Credit Hrs: 3.00

34MATH226 Applied Calculus I
Limits and continuity, functions, definition of the derivative, differentiation techniques, applications of the derivative (optimization problems), exponent and logarithmic functions and derivatives. Prereq: 34MATH174. Transfer Module. BoK: QR. Credit Level: U. Credit Hrs: 3.00

34MATH227 Applied Calculus II
Integration techniques and applications, functions of several variables, implicit differentiation, differential equations. Prereq: 34MATH226. Transfer Module. BoK: QR. Credit Level: U. Credit Hrs: 3.00

34MATH261 Calculus and Analytic Geometry I
Functions, limits and continuity; derivatives; applications of the derivative; and the integral. Prereq: 34MATH181. Transfer Module. BoK: QR. Credit Level: U. Credit Hrs: 5.00

34MATH262 Calculus and Analytic Geometry II
The integral and applications of the integral; exponential and logarithmic functions, inverse functions; techniques of integration; polar coordinates and conic sections. Prereq: 34MATH261. Transfer Module. BoK: QR. Credit Level: U. Credit Hrs: 5.00

34MATH263 Calculus and Analytic Geometry III
Taylor's formula, improper integrals, sequences and series; vectors, lines, planes and vector-valued functions. Prereq: 34MATH262. Transfer Module. BoK: QR. Credit Level: U. Credit Hrs: 5.00

34MATH264 Calculus and Analytic Geometry IV
Partial derivatives; multiple integrals; and calculus of vector fields. Prereq: 34MATH263. BoK: QR. Credit Level: U. Credit Hrs: 5.00

Manufacturing Engineering Technology

34MFTN132 Principles of Machining
The objective of the course is to give the student the ability to choose and apply appropriate machining principles. The course discusses material characteristics related to machinability, tool materials and machining parameter calculations, covering methods, such as turning, milling, drilling, broaching, grinding, honing and lapping. The course additionally gives an overview of machining economy, automation and nontraditional machining methods. Coreq: 32MFTN142. BoK: NA. Credit Level: U. Credit Hrs: 2.00

34MFTN133 Principles of Casting and Forming
The objective of the course is to give the student the ability to select and apply appropriate manufacturing methods for parts having modest accuracy requirements. The course reinforces material science associated with solidifying and heat treatment. Various state of the art casting, forging, forming, stamping, piercing and bending, methods are analyzed both from a manufacturing and from a design perspective. Coreq: 32MFTN143. BoK: NA. Credit Level: U. Credit Hrs: 2.00

34MFTN142 Principles of Machining Laboratory
The objective of the course is to make students familiar with elementary machining on a hands on level. The project assignments include turning, milling, tapping, grinding, alignment, and basic metrology. Coreq: 34MFTN132. BoK: NA. Credit Level: U. Credit Hrs: 1.00

34MFTN143 CAM Applications Laboratory
The objective of the course is to make the student familiar with the hands on use of computer aided manufacturing tools in the machining of various three dimensional shapes. The projects give an introduction to commercial state of the art CAM-packages, and gives an ability to
Manufacturing Engineering Technology

34MFTN143
CAM-Applications Laboratory
revise programs based on ISO standardized G and M codes. Additionally, the course demonstrates the application of CAM in the manufacture of elementary castings. Coreq: 34MFTN133. BoK: NA. Credit Level: U. Credit Hrs: 1.00

34MFTN171
Introduction to Computer Integrated Manufacturing
As an introduction to CIM, course work covers components needed to facilitate manufacturing processes controlled by computers. Overview of production processes needed, equipment required, control functions, management and applications. Including subjects such as robotics, CAD, CAM, CNC, quality control, management, plant layout and integration. BoK: NA. Credit Level: U. Credit Hrs: 3.00

34MFTN173
Metrology and Inspection
This course familiarizes the student with instruments used to measure. Inspections processes and techniques are demonstrated and taught. The student uses common as well as specialized items of metrology to verify part correctness. Tolerances and their applications for accuracy are realized as students use state of the art equipment to do real world inspecting. Topics include National Standards, Accuracy fundamentals, Coordinate measuring machines (CMM) and the cost of production without inspection. BoK: NA. Credit Level: U. Credit Hrs: 3.00

34MFTN174
Fluid and Air Power
Students will experience hands on learning coupled with theory to investigate the world of hydraulics and pneumatics. The student will utilize trainers for the particular power they are assigned. The course includes projects and research in application of fluid and air power sources. Topics include flow meters, manual, solenoid, air piloted, and flow control valves for air, manual direction control, check, needle, and flow control valves for hydraulics. also hydraulic and pneumatic symbols and schematics, resistance in pipes, vacuums and venturies, contamination and filters. BoK: NA. Credit Level: U. Credit Hrs: 3.00

34MFTN175
Industrial Electronics I
An investigation of industrial electronics topics such as DC and AC motors, feedback systems, servomechanisms, motor control systems, transducers and telemetry. Prereq: 34ELTN102. Coreq: 34MATH173. BoK: NA. Credit Level: U. Credit Hrs: 4.00

34MFTN176
Industrial Electronics II
An investigation of industrial electronics topics such as Final Correcting Devices and Amplifiers, Wound-Rotor Dc Motors, Nontraditional Dc Motors, Closed-Loop Industrial Systems, Motor Speed-Control Systems, and Closed-Loop Control with a Real-Time Microcomputer. BoK: NA. Credit Level: U. Credit Hrs: 4.00

34MFTN179
Introduction to Lean Manufacturing
Students will be introduced to the principles related to Lean Manufacturing, including examining the current state of a business, systems of “Lean,” tools and best practices, and acquiring the data needed for the Components of Lean: Value Stream Mapping, Workplace Organization, Predictability & Consistency, Set-up Reduction, TPM, Visual Factory, Support Processes and Continuous Improvement. Coreq: 34MATH147. BoK: NA. Credit Level: U. Credit Hrs: 3.00

34MFTN241
Materials Science I
Properties of engineering materials, atomic bonding, thermal stress, metal alloys, deformation of metals, cold working annealing, polymers and ceramic materials. BoK: NA. Credit Level: U. Credit Hrs: 4.00

Manufacturing Engineering Technology

34MFTN271
Advanced Computer Integrated Manufacturing
Coursework includes in depth continuation of CIM I. Covers applications of processes and procedures, designing of CIM systems, problem solving and plant layout. Special projects are assigned that require the student to integrate electrical, mechanical, computers and manufacturing processes to improve production and reduce costs. Topics include rapid prototyping, metrology, nanotechnology, controls and human elements. Prereq: 34MFTN171. BoK: NA. Credit Level: U. Credit Hrs: 3.00

34MFTN273
Rapid Prototyping
This course is part of the summation of the students experience in CAD/CAM and CIM, allowing them to design a part and then to make a prototype of it. The student will encounter the various methodology used to make prototypes and understand the processes and techniques required. Industry uses rapid prototyping methods to get products to the manufacturing line as quickly as possible. Students will experience real world scenarios introduced as problems. Prereq: 34EGTN181, 34EGTN182. BoK: NA. Credit Level: U. Credit Hrs: 3.00

34MFTN274
Robotics in Industry
In this cutting edge technology course, students learn the applications of robots today, not only in manufacturing but also in medical and science applications. They are exposed to the latest methods of programming robots and the process of designing them. Students are presented various project problems and will solve them. Coursework includes work on real robots and safety measures needed when using robots. BoK: NA. Credit Level: U. Credit Hrs: 3.00

34MFTN276
Plant Layout
Course introduces students to considerations for plant layout. Students will design various types of plants to accommodate production. Practical plant layout is used in developing CIM systems. Topics include locations selections, machine footprint, lighting, floor structure, beam considerations, crane function and location, and parking. Prereq: 34EGTN182. BoK: NA. Credit Level: U. Credit Hrs: 3.00

34MFTN279
Concurrent Engineering
Coursework covers methodology used in cooperatively engaging various engineering disciplines to produce products. Students will be exposed to several ways of accomplishing teamwork in product design on multi-component assemblies. The student will also study the effects Concurrent Engineering has on production. Problem solving skills are developed using hands on methods to simulate real engineering scenarios. Prereq: 34EGTN182, 34MFTN132, 34MFTN142, 34MFTN171, Coreq: 34EGTN231. BoK: NA. Credit Level: U. Credit Hrs: 3.00

Management

34MGMT261
Quality Management Theory and Structure
An introduction to the philosophical foundations of quality management and the organizational structure and design necessary for implementation. BoK: NA. Credit Level: U. Credit Hrs: 3.00

34MGMT262
Management Team Tools
Presentation and application of the group tools used by teams in quality management problem-solving process. BoK: NA. Credit Level: U. Credit Hrs: 3.00

34MGMT264
Management Numerical Tools
Presentation and application of the numerical tools used by teams in the quality problem solving process. BoK: QR. Credit Level: U. Credit Hrs: 3.00
### Management

**34MGMT266**
**Management Creativity Tools**
A working knowledge of the management (creativity) quality tools in total quality management problem solving teams. BoK: NA. Credit Level: U. Credit Hrs: 3.00

**34MGMT271**
**Principles of Management**
An introduction to theories and techniques of management. An overview of managerial functions, communication and group theories. BoK: NA. Credit Level: U. Credit Hrs: 3.00

**34MGMT272**
**Human Resources Management**
An introduction to personnel concepts, issues and functions. Functions include, recruitment selection and EEO/Affirmative Action. BoK: NA. Credit Level: U. Credit Hrs: 3.00

**34MGMT273**
**Human Resource Management II**
An introduction to human resource management concepts, issues and functions. Specifically, the concepts and functions of performance appraisals, reward systems, employee benefits, unions, collective bargaining and employee relations. BoK: NA. Credit Level: U. Credit Hrs: 3.00

**34MGMT274**
**Quality Teams and Facilitation**
An introduction to the role and functioning of problem-solving and self-directed work teams and the behavioral and function of the facilitation role in team process. BoK: NA. Credit Level: U. Credit Hrs: 3.00

**34MGMT275**
**Human Relations in Management**
Working with people to reach organizational goals, analysis of reactions and interactions within the work environment, and motivations and influences on goal-oriented behavior. BoK: NA. Credit Level: U. Credit Hrs: 3.00

**34MGMT276**
**Leadership**
This course will examine leadership and its impacts on organizations and society. We will explore the role of leadership, the practice of leadership and the skills of leadership. In addition, we will investigate the leadership literature to explore the research available on different types of leadership. BoK: NA. Credit Level: U. Credit Hrs: 3.00

**34MGMT281**
**Small Business Management**
An overview of critical issues faced by an entrepreneur starting a new small business including exploration of the variety of resources available to small businesses and considerations for day-to-day operations; key concepts will be used in writing a creative and effective business plan. BoK: NA. Credit Level: U. Credit Hrs: 3.00

### Marketing

**34MKTG242**
**Principles of Marketing II**
A continuation of Principles of Marketing I. Topics include international marketing, market channels, wholesaling, retailing, distribution, promotion, advertising and selling; market planning and control. Prereq: 34MKTG241, 34ECON101. BoK: NA. Credit Level: U. Credit Hrs: 3.00

**34MKTG245**
**Principles of Advertising and Promotion**
A broad overview of consumer advertising and promotion and their function as dynamic elements of integrated marketing communications and the marketing process. BoK: NA. Credit Level: U. Credit Hrs: 3.00

**34MKTG271**
**Advertising Copywriting**
Development of the advertisement from conceptualization to final copy and production. Prereq: 34MKTG246. BoK: NA. Credit Level: U. Credit Hrs: 3.00

**34MKTG281**
**Principles of Retailing**
In-depth study of retailing principles including customer needs, types of retail operations, selling channels, customer buying behavior, development of retail marketing strategy, merchandise assortments, basic sales forecasting and general retail store management. Prereq: 34MKTG242. BoK: NA. Credit Level: U. Credit Hrs: 3.00

**34MKTG282**
**Service Management**
The management of marketing variables within service oriented organizations is emphasized. Specific attention will be given to supply chain and brand management. The globalization of services will also be addressed. Prereq: 34MKTG242, 34MKTG245. BoK: NA. Credit Level: U. Credit Hrs: 3.00

### Multidisciplinary

**34MLTI110**
**Consortium**
This course allows students to take classes at other Colleges and Universities through the Greater Cincinnati Consortium of Colleges and Universities. BoK: NA. Credit Level: U. Credit Hrs: 0.00-24.00

**34MLTI111**
**Student Readiness and Success**
The Student Readiness and Success unit is designed to support incoming students' growth and success in all facets of learning through academic preparedness and knowledge of resources. BoK: NA. Credit Level: U. Credit Hrs: 3.00

**34MLTI111**
**Learning Community Link**
This course serves to indicate a student's involvement in a Learning Community cohort in a particular quarter. It can be taken multiple times to indicate the different quarters during which a student is part of a Learning Community. BoK: NA. Credit Level: U. Credit Hrs: 0.00

**34MLTI171**
**Student Success Skills**
This class is designed to support incoming first year students' growth and success in all facets of the learning process. The course will focus on academic preparedness, personal strengths, college resources and academic skills. BoK: NA. Credit Level: U. Credit Hrs: 1.00

**34MLTI172**
**Student Success Campus Resources**
This course is designed as a one credit hour course. The Student Success - College Resources unit is an orientation focusing on information to assist incoming first year students to successfully transition to college life. BoK: NA. Credit Level: U. Credit Hrs: 1.00

**34MLTI173**
**Student Success Major and Career Discovery**
For students to become aware of major and career options through self

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H=University Honors course.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>BoK</th>
<th>Credit Level</th>
<th>Credit Hrs</th>
</tr>
</thead>
<tbody>
<tr>
<td>34OATN155</td>
<td>Advanced theory and practice of ICD-9-CM, CPT and HCPCS Level II</td>
<td>NA</td>
<td>U</td>
<td>3.00</td>
</tr>
<tr>
<td>34OATN143</td>
<td>Medical vocabulary applied to the language of medicine</td>
<td>NA</td>
<td>U</td>
<td>3.00</td>
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<tr>
<td>34OATN105</td>
<td>Keyboarding speed and accuracy.</td>
<td>NA</td>
<td>U</td>
<td>3.00</td>
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<tr>
<td>34OATN107</td>
<td>Document Formatting</td>
<td>NA</td>
<td>U</td>
<td>3.00</td>
</tr>
<tr>
<td>34OATN108</td>
<td>Document Processing</td>
<td>NA</td>
<td>U</td>
<td>3.00</td>
</tr>
<tr>
<td>34OATN143</td>
<td>Medical Terminology I</td>
<td>NA</td>
<td>U</td>
<td>3.00</td>
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<tr>
<td>34OATN154</td>
<td>ICD Medical Office Coding</td>
<td>NA</td>
<td>U</td>
<td>3.00</td>
</tr>
<tr>
<td>34OATN155</td>
<td>CPT Medical Office Coding</td>
<td>NA</td>
<td>U</td>
<td>3.00</td>
</tr>
<tr>
<td>34OATN156</td>
<td>Intermediate ICD Medical Coding</td>
<td>NA</td>
<td>U</td>
<td>3.00</td>
</tr>
<tr>
<td>34OATN157</td>
<td>Reimbursement in Health Care</td>
<td>NA</td>
<td>U</td>
<td>3.00</td>
</tr>
<tr>
<td>34OATN160</td>
<td>Medical Office Procedures</td>
<td>NA</td>
<td>U</td>
<td>3.00</td>
</tr>
<tr>
<td>34OATN166</td>
<td>Spreadsheets I</td>
<td>NA</td>
<td>U</td>
<td>3.00</td>
</tr>
<tr>
<td>34OATN167</td>
<td>Spreadsheets II</td>
<td>NA</td>
<td>U</td>
<td>3.00</td>
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<tr>
<td>34OATN170</td>
<td>Keyboarding for Information Processing</td>
<td>NA</td>
<td>U</td>
<td>3.00</td>
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<tr>
<td>34OATN172</td>
<td>Outlook</td>
<td>NA</td>
<td>U</td>
<td>2.00</td>
</tr>
<tr>
<td>34OATN173</td>
<td>Business Writing Skills</td>
<td>NA</td>
<td>U</td>
<td>3.00</td>
</tr>
<tr>
<td>34OATN175</td>
<td>Customer Service</td>
<td>NA</td>
<td>U</td>
<td>3.00</td>
</tr>
<tr>
<td>34OATN178</td>
<td>Word Processing I</td>
<td>NA</td>
<td>U</td>
<td>3.00</td>
</tr>
</tbody>
</table>

**Multidisciplinary**

**34MLT173**

**Student Success Major and Career Discovery**

assessment and exploration. BoK: NA. Credit Level: U. Credit Hrs: 2.00

**Military Science**

**34MS112**

**Marksmanship and Leadership**

Introduction to safe use of a rifle and marksman-ship training. Basic fundamentals of small group leadership is stressed. Practical experience at leading and decision making is provided to students. Each student faces personal challenges and learns to overcome them through initiative, sound judgement and accurate problem analysis. Students begin to develop a functional base of practical management and leadership skills which can be applied to future challenging situations. BoK: NA. Credit Level: U. Credit Hrs: 2.00

**Office Administration Technology**

**34OATN099**

**Office Skills Development**

Keyboarding speed and accuracy. BoK: NA. Credit Level: U. Credit Hrs: 3.00

**34OATN107**

**Document Formatting**

Review of keyboarding and techniques; intensified drills for improvement of speed and accuracy; computerized production of business letter forms, reports, tables, etc. Exit speed of 45 wpm required. Prerequisite: Pass the keyboard placement test or 34 OATN 171. BoK: NA. Credit Level: U. Credit Hrs: 3.00

**34OATN108**

**Document Processing**

Course is designed to qualify the student for a high-level position of responsibility in an office. Students continue to develop keyboarding skills by practicing on-the-job activities related to business offices. Speed and accuracy on straight copy and production are emphasized. Prerequisite: 34OATN107. BoK: NA. Credit Level: U. Credit Hrs: 3.00

**34OATN143**

**Medical Terminology I**

Medical vocabulary applied to the language of medicine. BoK: NA. Credit Level: U. Credit Hrs: 3.00

**34OATN154**

**ICD Medical Office Coding**

Basic rules, regulations and principles for assigning ICD-9-CM codes to patient encounters for billing physician services. BoK: NA. Credit Level: U. Credit Hrs: 3.00

**34OATN155**

**CPT Medical Office Coding**

Basic rules, regulations and principles for assigning CPT codes to patient encounters for billing physician services. BoK: NA. Credit Level: U. Credit Hrs: 3.00

**34OATN156**

**Intermediate ICD Medical Coding**

Advanced theory and practice of ICD-9-CM, CPT and HCPCS Level II coding for the medical office environment. BoK: NA. Credit Level: U. Credit Hrs: 3.00
Office Administration Technology

34OATN179 Presentation Skills
Introduction to using a microcomputer graphics program and various presentation media to create effective business presentations. Prereq: 34CIS177. BoK: NA. Credit Level: U. Credit Hrs: 3.00

34OATN180 Coding Skills Practicum
Medical Coding/Billing students participate in a learning experience while completing other program requirements. Students practice in a medical records department. This experience provides an opportunity to apply knowledge and skills acquired in classes. Prereq: 34OATN155, 34OATN156, 34OATN157. Coreq: 34OATN165. BoK: NA. Credit Level: U. Credit Hrs: 3.00

34OATN187 Medical Billing Procedures
A course on methods for completing and processing of electronic and paper health care claims. Prereq: 34OATN160. BoK: NA. Credit Level: U. Credit Hrs: 3.00

34OATN207 Word Processing II
Advanced word processing techniques including file management, terminology and advanced functions such as macros, outlines, tables/math, merge/sort/select, etc. Prereq: 34OATN178. BoK: NA. Credit Level: U. Credit Hrs: 3.00

34OATN226 Software Applications Integration
A hands-on course that provides a basic knowledge of integration of business software utilizing decision making, creativity, and problem solving. Prereq: 34CIS174, 34OATN166, 34OATN179, 34OATN207. BoK: NA. Credit Level: U. Credit Hrs: 3.00

34OATN272 Windows
An introductory, hands-on course which covers customizing the desktop, managing files, exploring the system programs, using the Internet, using Windows Mail and working with multimedia files. Prereq: 34CIS177. BoK: NA. Credit Level: U. Credit Hrs: 3.00

34OATN273 Business Communications
Techniques in oral and written business communications. Business letters, memoranda and reports. BoK: NA. Credit Level: U. Credit Hrs: 3.00

34OATN279 Office Management
Administrative management and organization of office departments; methods used in selection and training of office personnel, office planning and layout, cost controls, types and uses of office equipment, office forms, and analysis of office procedures. BoK: NA. Credit Level: U. Credit Hrs: 3.00

34OATN280 Project Management
Introduction of software packages for time management and task management. Basic skills and competencies such as managing tasks, time management, management of resources, handling multiple projects, and customizing will be covered. Prereq: 34CIS177, 34OATN296. BoK: NA. Credit Level: U. Credit Hrs: 3.00

34OATN281 Desktop Publishing I
Computerized Desktop publishing methods used in preparing reports, newsletters and advertising copy. Prereq: 34CIS177. BoK: NA. Credit Level: U. Credit Hrs: 3.00

34OATN282 Desktop Publishing II
A continuation of desktop publishing techniques including custom wraps, scanners, tabs and indents, styles, graphics, and templates.

Office Administration Technology

34OATN282 Desktop Publishing II
Prereq: 34OATN281. BoK: NA. Credit Level: U. Credit Hrs: 3.00

34OATN288 E-Commerce
Introduction to the concepts, vocabulary, and procedures associated with e-commerce and the Internet. Topics include development of the Internet and e-commerce, prospects for business-to-business and business-to-consumer e-commerce, options available for doing business on the Internet, marketing issues related to e-commerce, tools used to build an e-commerce Web site, payment options, and customer service. Prereq: 34CIS177. BoK: NA. Credit Level: U. Credit Hrs: 3.00

34OATN295 Legal Transcription
Techniques of machine transcription with emphasis on mailable copy. Legal terminology, subject matter and forms are utilized. Prereq: 34OATN274, 34OATN107. BoK: NA. Credit Level: U. Credit Hrs: 3.00

34OATN296 Workplace Technologies
A hands-on introduction to the latest tools utilized in an office such as pocket PC’s, digital cameras, scanners, voice applications, graphics tablets, conferencing applications and other emerging technologies. Topics will change as necessary. Prereq: 34CIS177. BoK: NA. Credit Level: U. Credit Hrs: 3.00

34OATN298 Office Simulation
Coordination of career skills and knowledge including research, seminar and simulation. Prereq: 34OATN226. BoK: NA. Credit Level: U. Credit Hrs: 3.00

Orientation

34ORNT183 Freshman Year Experience: Your Personal Edge
Discussion of personal change and how change impacts one’s life and career choices. Topics will include experiential learning, current events, career choices, goal setting, conflict management, and interpersonal communication. BoK: NA. Credit Level: U. Credit Hrs: 1.00

34ORNT184 Freshman Year Experience: Your Cutting Edge
Reading, writing, math skills, and communication skills required in various courses and careers will be discussed. Project incorporating academic skills and decision-making skills. BoK: NA. Credit Level: U. Credit Hrs: 1.00

Paralegal Studies

34PARA180 Introduction to Paralegal Profession
Overview of legal assisting profession. Examines legal and paralegal ethics and unauthorized practice of law problems related to the practice of law; interviewing and oral advocacy and law office computer applications. BoK: NA. Credit Level: U. Credit Hrs: 3.00

34PARA181 Law Office Technology
This course explores the importance of technology in the practice of law. Students will use a variety of computer tools available to assist the legal professionals in the performance of daily tasks. Hands-on instruction in our computer classroom allows the student to explore many of the software packages commonly used in the legal community. Strong emphasis is also placed on case management software, scanning and optical character recognition and the Internet as a tool for legal professionals. Prereq: 34CIS177. BoK: NA. Credit Level: U. Credit Hrs: 3.00

34PARA241 Estates and Probate I
An introduction to basic wills and trusts concepts and an examination of the law and procedure of preparing wills, administration of estates and
Paralegal Studies

34PARA241  Estates and Probate I
general probate procedure. The drafting of wills and trusts, preparation of probate documents, filing procedures, accounting and closing procedures will be examined. Prereq: 34LGTN260. BoK: NA. Credit Level: U. Credit Hrs: 3.00

34PARA251  Family Law
A survey course on family law and the paralegal's role in the practice of family law. Topics to be covered will include separation, marriage, settlement agreements, dissolution of marriage, child custody, spousal support, parental rights, surrogate birth, domestic violence, etc. The student will learn the process of handling a dissolution case from start to finish including drafting of various documents. Prereq: 34LGTN181. BoK: NA. Credit Level: U. Credit Hrs: 3.00

34PARA252  Contract Law
Contracts and Uniform Commercial Code. Law of negotiated obligations with emphasis on legal, economic, and social reasons for contract rules. BoK: NA. Credit Level: U. Credit Hrs: 3.00

34PARA256  Litigation I: Civil Procedures I
Federal and Ohio rules of civil procedures. Process of a civil suit from the initial pleadings through its completion. Prereq: 34LGTN260. BoK: NA. Credit Level: U. Credit Hrs: 3.00

34PARA257  Litigation II: Civil Procedures II
This course has the students learning the various components of the civil trial process, and the paralegal's role in that process, in a hands-on, skills-based approach. Students will apply Ohio's Rules of Evidence, in a series of exercises and projects; topics will include identifying and preparing exhibits; preparing evidence and subpoenas. The students will learn how to prepare a trial notebook, digest deposition transcripts, and help prepare witnesses to testify. Prereq: 34LGTN256. BoK: NA. Credit Level: U. Credit Hrs: 3.00

34PARA260  Basic Legal Principles
Processes of legal reasoning through studying four substantive areas of law affecting business: criminal law, contracts, real property and torts. Uses the case analysis approach to learning the law. BoK: NA. Credit Level: U. Credit Hrs: 3.00

34PARA261  Legal Research I
Provides the student with an understanding of the law library as well as the use, organization, and interrelationships of the various legal research tools. Skill in researching various legal problems is provided. Prereq: 34LGTN260. BoK: NA. Credit Level: U. Credit Hrs: 3.00

34PARA262  Legal Research II
Clear, concise legal writing style is developed. Students apply basic research skills learned in Legal Research I. Drafting of legal memorandums and legal briefs is emphasized. Students also will learn to draft letters, opinions, and study computer-aided research. Prereq: 34LGTN261. BoK: NA. Credit Level: U. Credit Hrs: 3.00

34PARA263  Torts: Personal Injury Law
This course is an overview of tort law, designed to introduce the student to the fundamental concepts and principles of personal injury law. There is considerable discussion on the role of the paralegal in this area of law. Prereq: 34LGTN181. BoK: NA. Credit Level: U. Credit Hrs: 3.00

34PARA270  Tax Law for Paralegals
Theory and practice of local, state, and federal income taxation, does not include corporate income tax. Prereq: 34LGTN260. BoK: NA. Credit Level: U. Credit Hrs: 3.00

H=University Honors course.
**Paralegal Studies**

**34PARA285**
Study Abroad Mexico: Culture and Legal System of Mexico
meetings with Lawyers, Paralegals, Court Representative and Corrections Representatives in Queretaro, Qro., Mexico. No previous Spanish is required as the classes will be tailored to individual needs. The objectives of the course are to allow the students the opportunity to truly engage in the culture of living in the Mexican community as well as see the intricacies of Legal System in Mexico. The home-stay gives a perspective that cannot be duplicated with classroom instruction. The Spanish language classes will provide words, phrases and writing skills that are necessary to transact business with Lawyers in Mexico. BoK: DC. Credit Level: U. Credit Hrs: 3.00

**34PARA290**
Paralegal Practicum
The student will gain practical supervised experiences as a paralegal prior to seeking employment in law or law-related office. Students must meet with the program director six weeks before the beginning of the quarter in which they intend to take the practicum course and provide a resume. Prereq: 34PARA257, 34PARA262. BoK: NA. Credit Level: U. Credit Hrs: 3.00

**Professional Development**

**34PD0171**
Professional Development
Career decision-making, including self-assessment techniques, value clarification, examining life and employment goals, exploring the work environment. Includes learning skills relevant to the job search process as well as those needed to succeed and progress in their career. BoK: NA. Credit Level: U. Credit Hrs: 2.00

**Philosophy**

**34PHIL121**
Critical Thinking
Introduction to the techniques of clear and careful reasoning. BoK: HU. Credit Level: U. Credit Hrs: 3.00

**34PHIL171**
Introduction to Philosophy
This course introduces students to the practice of philosophical questioning in three major areas of Being, Knowledge and Value. Students will analyze classic answers to these questions and will wrestle with these questions themselves both individually and in groups. Questions include: Is the universe basically material, mental, spiritual? Is there meaning in life and where is this meaning found? What sources of knowledge are reliable? Is there truth for all? How is beauty determined? How should we organize society? What should ethics be based upon? To what degree are humans really free? BoK: HU., SE. Credit Level: U. Credit Hrs: 3.00

**34PHIL182**
Contemporary Moral Issues
Philosophical and ethical issues underlying major controversies of the day: rights, freedom, and punishment; sex; euthanasia, abortion, and others. Transfer Module. BoK: HU, SE. Credit Level: U. Credit Hrs: 3.00

**34PHIL211**
World Religions I
History and the philosophy of: Hinduism, Taoism, Buddhism, Zen Buddhism, and Zoroastrianism. Emphasis placed on examining human diversity as it is revealed through the teachings, ethics, rituals and organization. BoK: HP., DC. Credit Level: U. Credit Hrs: 3.00

**34PHIL221**
World Religions II
History and philosophy of Judaism, Christianity, and Islam. Emphasis placed on human diversity as it reveals itself through the teachings, ethics, rituals, organization, and the role of women within these religious traditions. BoK: HP., DC. Credit Level: U. Credit Hrs: 3.00

**34PHIL271**
Women and Philosophy
This course examines the role women have played in the development of Western Philosophy from Greece and Rome through the Middle Ages, Renaissance, Enlightenment and the Contemporary period. A survey of women's perspectives in all areas of philosophy will include theories of being, knowledge and value. Special attention will be given to the social impact of gender; the class will also focus more specifically on one female philosopher of the professor's choice. BoK: HP., SE. Credit Level: U. Credit Hrs: 3.00

**34PHIL272**
Philosophy and Sexuality
This course examines philosophical analyses of sexuality from differing historical and cultural perspectives. Issues include sexual ethics, the role of genetics and environment in gender roles, courtship and marriage, the nature of love, reproduction, celibacy, alternative lifestyles, sex and power, sex and spirituality, and the definition of consent. BoK: HU., SE. Credit Level: U. Credit Hrs: 3.00

**34PHIL299**
Independent Study in Philosophy
Individualized program in reading, studying and/or research developed jointly by the student and instructor. BoK: SE. Credit Level: U. Credit Hrs: 1.00-3.00

**34PHIL346**
Philosophy of Religion
This course examines classic issues in the philosophy of religion such as concepts of the sacred, the attributes of God, arguments for and against the existence of God, the problem of evil, religious experience, religious organization, ritual, and religious pluralism. Perspectives from around the world will be considered. BoK: HU. Credit Level: U. Credit Hrs: 3.00

**Physics**

**34PHYS101**
College Physics I
A survey of physics without calculus. Topics include kinematics, Newton's laws of motion, equilibrium, energy, momentum and rotational motion. Prereq: 34MATH181. BoK: NS, QR. Credit Level: U. Credit Hrs: 4.00

**34PHYS102**
College Physics II
A survey of physics without calculus. Topics include waves, electricity and magnetism. Prereq: 34PHYS101. BoK: NS, QR. Credit Level: U. Credit Hrs: 4.00

**34PHYS103**
College Physics III
A survey of physics without calculus. Topics include thermodynamics, optics and quantum physics. Prereq: 34PHYS102. BoK: NS, QR. Credit Level: U. Credit Hrs: 4.00

**34PHYS104**
Introductory Physics I
An introduction to the fundamentals of physics, supplemented by demonstrations. Prereq: 34MATH134. BoK: NS. Credit Level: U. Credit Hrs: 3.00

**34PHYS105**
Introductory Physics II
An introduction to the fundamentals of physics, supplemented by demonstrations. Prereq: 34MATH134. BoK: NS. Credit Level: U. Credit Hrs: 3.00

**34PHYS106**
Introductory Physics III
An introduction to the fundamentals of physics, supplemented by demonstrations. Prereq: 34MATH134. BoK: NS. Credit Level: U. Credit Hrs: 3.00

H=University Honors course.
Physics

34PHYS111  
College Physics Laboratory I  
Lab to accompany 34PHYS101. Coreq: 34PHYS101. BoK: NA. Credit Level: U. Credit Hrs: 1.00

34PHYS112  
College Physics Laboratory II  
Lab to accompany 34PHYS102. Coreq: BoK: NA. Credit Level: U. Credit Hrs: 1.00

34PHYS113  
College Physics Laboratory III  
Lab to accompany 34PHYS103. Coreq: 34PHYS103. BoK: NA. Credit Level: U. Credit Hrs: 1.00

34PHYS120  
Astronomy: The Solar System  
The study of the solar system. Topics include: motions of the planets, the history of astronomy. Comparative planetology, comets, and other celestial objects. Prereq: 34MATH132. BoK: NS. Credit Level: U. Credit Hrs: 3.00

34PHYS121  
Astronomy: Stars and Galaxies  
The study of stars and galaxies. Topics include: properties of stars, variable stars, star charts, and coordinate systems. Stellar death, supernova, black holes. The Milky Way, other galaxies, and cosmology. Prereq: 34PHYS120. BoK: NA. Credit Level: U. Credit Hrs: 3.00

34PHYS137  
Energy in the 21st Century  

34PHYS201  
General Physics I  
A survey of physics with calculus. Topics include: mechanics, motion and kinematics, work and energy, impulse and momentum and rotational motion. Prereq: 34PHYS201. Coreq: 34MATH261. Transfer Module. BoK: NS, QR. Credit Level: U. Credit Hrs: 4.00

34PHYS202  
General Physics II  

34PHYS203  
General Physics III  

Hrs: 4.00

34PHYS211  
General Physics Lab I  
Lab to accompany General Physics. Coreq: 34PHYS201. Transfer Module. BoK: NA. Credit Level: U. Credit Hrs: 1.00

34PHYS212  
General Physics Lab II  
Lab to accompany General Physics. Coreq: 34PHYS202. Transfer Module. BoK: NA. Credit Level: U. Credit Hrs: 1.00

34PHYS213  
General Physics Lab III  
Lab to accompany General Physics. Coreq: 34PHYS203. Transfer Module. BoK: NA. Credit Level: U. Credit Hrs: 1.00

34PHYS299  
Independent Study in Physics  
An individualized physics experience developed jointly by the student and the instructor, subject to instructor approval. BoK: NA. Credit Level: U. Credit Hrs: 1.00-3.00

Political Science

34POL110  
American Government I  
Foundations and constitutional development of American political system; voting behavior, elections, public opinion, and political parties. Transfer Module. BoK: SS. Credit Level: U. Credit Hrs: 3.00

34POL111  
American Government II  
Development of public policy, legislative, executive, and judicial branches, bureaucracy. Transfer Module. BoK: SS. Credit Level: U. Credit Hrs: 3.00

34POL112  
American Government III  
Civil rights and liberties, state and local government. Transfer Module. BoK: SS. Credit Level: U. Credit Hrs: 3.00

34POL180  
Comparative Government and Politics  
Fundamentals of comparative government institutions and political processes. Transfer Module. BoK: SS. Credit Level: U. Credit Hrs: 3.00

34POL190  
International Relations  
The basic concepts, frameworks and policies associated with the study of international relations, historical examples and contemporary issues and problems. Transfer Module. BoK: SS. Credit Level: U. Credit Hrs: 3.00

34POL277  
The American Presidency  
An examination of the institution of American Presidency from humble origins to contemporary dominance; fluctuations in power balance. Transfer Module. BoK: HP, SS. Credit Level: U. Credit Hrs: 3.00

Paramedic Education

34PRED101  
Paramedic Education I  
Emphasis on patient assessment and initial emergency management, circulation and respiratory emergencies, general pharmacology and intravenous therapy. BoK: NA. Credit Level: U. Credit Hrs: 10.00
Emergency Medical Technician-Basic Course II
34PRED142
Continuation of 34PRED141 with emphasis on cardiovascular emergencies, and pharmacological intervention, advanced cardiac life support (ACLS) techniques, and interpretation and management of electrocardiographic rhythm problems. Prereq: 34PRED141. BoK: NA. Credit Level: U. Credit Hrs: 3.00

Paramedic Education

34PRED102
Emergency Medical Technician-Basic
Satisfactory completion of this course allows the student to sit for the Ohio EMT-Basic (EMT-B) certification exam. This course is a prerequisite to paramedic education. BoK: NA. Credit Hrs: 6.00

34PRED181
First Emergency Responder
This course introduces the fundamentals of providing emergency care to the sick and injured until more highly trained personnel arrive. Students must be at least 18 years old and hold a high school diploma or GED. Satisfactory completion of this course allows the student to sit for the Ohio First Responder certification exam. BoK: NA. Credit Level: U. Credit Hrs: 3.00

Psychology

34PSYC101
Introduction to Psychology I
Major concepts of psychology as a behavioral science: methods and tools of psychology; personality; mental health; attention and perception; learning; intelligence and creativity; remembering and forgetting. Transfer Module. BoK: SS. Credit Level: U. Credit Hrs: 3.00

34PSYC102
Introduction to Psychology II
The major concepts of psychology as a behavioral science continued. Transfer Module. BoK: SS. Credit Level: U. Credit Hrs: 3.00

34PSYC103
Introduction to Psychology III
The major concepts of psychology as a behavioral science continued. Transfer Module. BoK: SS. Credit Level: U. Credit Hrs: 3.00

34PSYC180
The Psychophysiology of Emotional Management
This course is designed to give the student the inside story on the physiology of emotions. Students will get basic neuroscience information on how different parts of your brain function and work together, how emotional memories affect their behavior, how their emotions and nervous systems are related and how their heart and brain communicate with each other. This knowledge will help students overcome high stakes math anxiety, general test anxiety and improve their academic performance. BoK: SS. Credit Level: U. Credit Hrs: 3.00

34PSYC205
Child Development
Social, psychological, and physical forces in the development of the human organism from conception through early childhood. A study of developmental principles. Prereq: 34PSYC102. Transfer Module. BoK: SS. Credit Level: U. Credit Hrs: 3.00

34PSYC206
Adolescent Development
Continued study of human development. Social, psychological, and physical forces in the development of the human organism from late childhood through adolescence. Prereq: 34PSYC102. Transfer Module. BoK: SS. Credit Level: U. Credit Hrs: 3.00

34PSYC207
Adult Development
Continued study of human development. Social, psychological and physical forces in the development of the human organism from early adulthood through old age. Prereq: 34PSYC102. Transfer Module. BoK: SS. Credit Level: U. Credit Hrs: 3.00

34PSYC210
Human Sexuality
A presentation of biological and psychological principles to foster a better understanding of human sexual behavior. Includes an analysis of sexual attitudes. BoK: SS. Credit Level: U. Credit Hrs: 3.00
Psychology

34PSYC215 Social Psychology
Analysis of factors affecting human social interaction including aggression, developing relationships, determining the causes of behavior, and ways of influencing others. Prereq: 34PSYC102. BoK: SS, DC. Credit Level: U. Credit Hrs: 3.00

34PSYC220 Cognition and Learning
This course will explore theoretical and empirical research related to learning, memory, attention, problem solving, concept formation and language. Prereq: 34PSYC101. BoK: SS. Credit Level: U. Credit Hrs: 3.00

34PSYC230 Sensation and Perception
This course will serve as an introduction to the study of how sensory information is registered and transformed into useful interpretations of the external world. Each of the major sensory systems will be discussed from a variety of perspectives including: anatomical, physiological, neuropsychological, behavioral, cognitive and/or ecological. A significant amount of the course will be devoted to vision and audition. The cutaneous (i.e. touch, pain) and chemical (e.g. taste, smell) senses will also be covered. By the end of the course, you should have a basic understanding of how the major perceptual systems operate, and the methods and challenges facing researchers who study sensation and perception. Prereq: 34PSYC101. BoK: NS. Credit Level: U. Credit Hrs: 3.00

34PSYC242 Psychology of Interpersonal Relations
Study of human interaction including values, socialization, roles, psychological games, conflict, parenting and small group dynamics. Emphasis on increased self-awareness and interpersonal skills. BoK: SS. Credit Level: U. Credit Hrs: 3.00

34PSYC251 Abnormal Psychology
Behavior disorders, personality disturbances; bases and diagnosis; therapies. Prereq: 34PSYC102. Transfer Module. BoK: SS, DC. Credit Level: U. Credit Hrs: 3.00

34PSYC252 History and Systems of Psychology
Overview of the development of scientific psychology from its foundations in Western intellectual culture. Specifically, the history of psychology will be traced from its origins in the ideas of pre-Socratic philosophers to the systems of contemporary psychological thought. Prereq: 34PSYC101. BoK: HP. Credit Level: U. Credit Hrs: 3.00

34PSYC253 Psychology of Personality
This course is a survey of Personality Psychology. Each section of the course will cover a specific personality theorist and his or her conceptualization of personality. It is designed to give students an appreciation for the various theories of personality that have been put forth over the last 120 years. The course examines topics such as personality development, the elements of personality, research methods and personality assessments. Students should complete this course with a good understanding of the major theories of personality. Prereq: 34PSYC102. BoK: SS. Credit Level: U. Credit Hrs: 3.00

34PSYC270 Psychobiology
Psychobiology is a course that is designed to familiarize you with biological explanations of behavior. During the first segment of the course we will explore how the brain and nervous system operate. Later we will discuss biological explanations of various behaviors that we all engage in (i.e. eating and sleeping) as well as disorders that can arise when there are problems with the nervous system. Prereq: 34PSYC101. BoK: NS. Credit Level: U. Credit Hrs: 3.00

Psychology

34PSYC274 Introduction to Statistical Methods
Required of psychology majors. Statistical methods used in psychology. Descriptive statistics, introduction to probability and sampling distributions. Prereq: 34MATH133. BoK: QR. Credit Level: U. Credit Hrs: 3.00

34PSYC275 Intermediate Psychological Statistics
Required of Psychology majors. Co-relational methods, analysis of variance and non-parametric statistics. Prereq: 34PSYC274. BoK: QR. Credit Level: U. Credit Hrs: 3.00

34PSYC280 Research Methods in Psychology (Lecture)
This course provides information and practice in understanding research methods and statistics used in psychological studies. Students read and critique studies from scholarly journals in psychology. This course is designed to prepare psychology students for the research methods and statistics sequence for the baccalaureate degree in psychology. Prereq: 34PSYC102. BoK: SS. Credit Level: U. Credit Hrs: 3.00

34PSYC281 Research Methods in Psychology (Lab)
This course is designed to give students an overview of research methods in psychology. The research methods in psychology lab course is presented as an interactive practicum to give the student hands-on experience in conducting an empirical study, presenting its findings and completing its research paper using APA method for professional research writing. The course and individual/group research projects will cover a variety of topics. This course is to be taken in conjunction with Research Methods Lecture course. Prereq: 34PSYC275. Coreq: 34PSYC280. BoK: SS, QR. Credit Level: U. Credit Hrs: 3.00

34PSYC285 Special Topics in Psychology
Students will gain insight into current issues in Psychology. Prereq: 34PSYC102. BoK: SS. Credit Level: U. Credit Hrs: 3.00

34PSYC299 Independent Study in Psychology
Individualized program in reading, studying and/or research developed jointly by the student and instructor. BoK: NA. Credit Level: U. Credit Hrs: 1.00-3.00

34PSYC311 Health Psychology
Health Psychology is concerned with the interaction between behavior, health and illness. It entails the psychological study of the relationship between health and lifestyle, stress and coping, and health compromising behavior. This course will attempt to encourage discourse about selected topics within Health Psychology through the use of topic thought papers and an article review assignment (ARA). Prereq: 34PSYC101. BoK: NA. Credit Level: U. Credit Hrs: 3.00

34PSYC335 Theories of Clinical Intervention
Theory and research on models of clinical intervention/psychotherapy. Prereq: 34PSYC251, 34PSYC102. BoK: NA. Credit Level: U. Credit Hrs: 3.00

34PSYC373 Psychological Mechanisms of Prejudice and Racism
This course introduces students to psychological mechanisms that sustain stereotyping, prejudice and racism. Discussion will focus on research, which now exist on racial attitudes, stereotypes, inter-group relations and how to reduce prejudice. Prereq: 34PSYC101. BoK: NA. Credit Level: U. Credit Hrs: 3.00

H=University Honors course.
Physical Therapist Assistant

**34PTA101 Regional Surface Palpation**
This course is designed to provide the freshman PTA student with a foundation in basic surface anatomy. In order to allow the student to develop a sound working knowledge of surface musculature and bony landmarks, laboratory experiences will be utilized throughout the course. Prereq: 34ALH187. BoK: NA. Credit Level: U. Credit Hrs: 3.00

**34PTA173 Fundamentals of Physical Therapy**
This course provides the student with a foundation in the basic skills and procedures needed by the Physical Therapy Assistant. Students will also discuss professional and psychosocial issues related to working in today's health care environment. In order to become comfortable with the hands-on skills, laboratory experiences will be utilized throughout this course. Prereq: 34PTA101. BoK: NA. Credit Level: U. Credit Hrs: 3.00

**34PTA175 Clinical Medicine**
This course will focus on the disease processes of the various systems of the body. PTA students will be introduced to various diseases of the human body, including their etiologies, pathologies, symptoms, treatments and relationships to physical therapy. Prereq: 34PTA101. BoK: NA. Credit Level: U. Credit Hrs: 3.00

**34PTA187 Health Care Orientation**
This course gives a foundation in medical terminology and appropriate documentation for a medical record. It also provides a brief description of the modern health care system and especially the role of a PTA in this system. Legal and ethical issues are also addressed. BoK: NA. Credit Level: U. Credit Hrs: 3.00

**34PTA194 Human Behavior in Health for the PTA**
This course will discuss the various aspects of human behavior in response to illness for the PTA student. Emphasis will be on understanding normal versus abnormal reactions to illness, and therefore being able to apply the most effective therapy regimen. The course will consist of lectures, case studies, and observation of psychiatric evaluations. Prereq: 34PTA101. BoK: NA. Credit Level: U. Credit Hrs: 3.00

**34PTA201 Physical Therapy Modalities for the PT Assistant**
The purpose of this course is to instruct the student in the principles of selected superficial agents, ultrasound, diathermy and electrotherapy. Indications, contraindications, physiological effects and clinical applications will be discussed and emphasized. Prereq: 34PTA173. BoK: NA. Credit Level: U. Credit Hrs: 2.00

**34PTA202 PTA Soft Tissue Techniques**
This course is designed for the students in the technical core year of the PTA program. The goal of the course is to orient the entry level PTA to the theories and application of posture, manual traction, mechanical traction, intermittent pneumatic compression, ace wrapping, myofascial release and massage. Prereq: 34PTA101. BoK: NA. Credit Level: U. Credit Hrs: 2.00

**34PTA203 Introduction to Clinical Skills for the PTA and Directed Practice**
This course is divided into two parts. Classroom learning and Clinical experience. Classroom learning provides the student physical therapist assistant an introduction to and hands-on experience in preparation for future clinical experiences. Topics include: infection control, performing and analyzing clinical research, writing abstracts and case studies, approaches to patient education, hydrotherapy, wounds, burns, therapeutic exercise and aquatics. Classroom work will be immediately followed by a practical exam to assess readiness to participate in a clinical experience. Clinical Experience: this is a full time clinical internship in which the student will provide physical therapy treatments.

H—University Honors course.
PTA Problems and Applications
During this course the student will be assigned by the Physical Therapist Assistant Program to a full time clinical internship. Under the supervision of a licensed physical therapist, the student will take an active role in providing various aspects of a rehabilitation program for patients in a clinical setting, utilizing an online supplemental model. Prereq: 34PTA287. BoK: NA. Credit Level: U. Credit Hrs: 3.00

PTA Problems - Modalities
During this course the student will be assigned by the Physical Therapist Assistant Program to a full time clinical internship. The student will take an active role in performing and completing, and critically analyzing according to Evidence Based Outcomes, selected modality treatments under the direction and supervision of licensed physical therapist, utilizing an online supplemental model. Prereq: 34PTA289. BoK: NA. Credit Level: U. Credit Hrs: 3.00

PTA Problems in Therapeutic Exercise
This course occurs simultaneously with the full time clinical practicum, PTA 298 Clinical Internship. Under the direction and supervision of a licensed physical therapist, the student will take an active role in developing and critically analyzing and then completing therapeutic exercise programs with patients in a clinical setting. A supplemental model of online instruction will be utilized in this course. Prereq: 34PTA205, 34PTA289. BoK: NA. Credit Level: U. Credit Hrs: 3.00

Cardiopulmonary Physical Therapy
The cardiopulmonary function course is designed for students in the technical core year of the PTA program. The goal of the course is to orient the entry level PTA to the theories and practices associated with cardiac rehab and respiratory care. BoK: NA. Credit Level: U. Credit Hrs: 3.00

Physical Rehabilitation
This course will cover rehabilitation concepts and the special needs of the rehabilitation patient. Collaboration with other health care professionals using a team approach is emphasized. The rehabilitation of patients with a total joint replacement, amputation, stroke, brain injury and spinal cord injury will be included. Specific treatment approaches will be offered. Lab time and patient interaction will be provided. BoK: NA. Credit Level: U. Credit Hrs: 3.00

Clinical Integration
This course combines knowledge of the various aspects of human movement and the injuries or diseases that limit normal function. It will be patient oriented, with discussion, documentation and role-play of common neuromuscular, muscular and skeletal dysfunctions, common diseases and syndromes. Additionally, it will include combining treatment options to form an appreciation of the needs of individual patients. Prereq: 34PTA203. BoK: NA. Credit Level: U. Credit Hrs: 3.00

PTA Clinical Internships
Full time clinical internships, assigned by the Physical Therapist Assisting Program, occurring during the sophomore year, Spring Quarter. The student will provide physical therapy treatments to assigned patients under the guidance of a clinical instructor who is a licensed Physical Therapist or licensed Physical Therapist Assistant. Prereq: 34PTA289. BoK: NA. Credit Level: U. Credit Hrs: 6.00

Quantitative Analysis

Business Statistics I
Tabular and graphic presentation of data; measures of central tendency and dispersion; probability theory and distributions; statistical inference including confidence intervals and hypothesis testing; analysis of variance; correlation techniques; and regression analysis. Prereq: 34MATH174, 34MATH176. BoK: QR. Credit Level: U. Credit Hrs: 3.00

Business Statistics II
Statistical topics of analysis of variance; correlation techniques; and regression analysis. Prereq: 34STAT241. BoK: QR. Credit Level: U. Credit Hrs: 3.00

Survey of Statistics
Principles and techniques of collecting, analyzing, and interpreting quantitative data. Topics include: central tendency; dispersion; correlation, hypothesis testing, confidence intervals, regression and analysis of variance. Prereq: 34MATH132. BoK: QR. Credit Level: U. Credit Hrs: 3.00

Survey of Statistics
A survey of real estate marketing, economics and general administrative principles and practices in the State of Ohio. Topics include license law, contracts and legal instruments, agency relationships, ethics, financing and mortgages, appraisal and valuation, and current industry trends. Required for Ohio Real Estate examinations. BoK: NA. Credit Level: U. Credit Hrs: 4.00

Real Estate Law
A survey of real estate law, principles and practices in the State of Ohio. Topics include types of estates in land, co-ownership, mortgages, deeds, contracts, fair housing, Ohio license law and landlord-tenant law. Required for Ohio Real Estate examinations. BoK: NA. Credit Level: U. Credit Hrs: 4.00

Real Estate Finance
A survey of the principles and practice of real estate finance including mortgage markets, types of financing, government activities and laws, real estate cycles, processing, closing, defaults, qualifying buyers, sources of funds, and real estate finance instruments, and seller financing. BoK: NA. Credit Level: U. Credit Hrs: 2.00

Real Estate Appraisal
An in-depth exploration of essential theories and methodologies used in real estate appraisal and valuation. Topics include classical approaches to determining value and value influences, property inspection and analysis, reconciliation of values, reporting appraisal opinions and current trends affecting real estate appraisal in the State of Ohio. Required for Ohio Real Estate examinations. BoK: NA. Credit Level: U. Credit Hrs: 2.00

Reading

Business Statistics I
Respiratory Therapy

34RT101 Introduction to Respiratory Care
This course is designed to introduce the field of respiratory care to students admitted into the program, and prepares the students to begin clinical practice of respiratory care within a hospital setting. Laboratory exercises will be used to allow student hands on practice with procedures and operation of monitoring and therapeutic equipment. Discussion, simulation and role-play will allow development to patient approach. Student must be enrolled in the respiratory therapy program. Prereq: 34RT101, 34CHEM104, Coreq: 34BIOL121. BoK: NA. Credit Level: U. Credit Hrs: 3.00

34RT102 Respiratory Treatment Modalities I
This course introduces the student to the clinical setting, patient assessment and treatment. Areas include safety, care planning, monitoring techniques, fluid and electrolyte balances and nutrition of the respiratory patient. Student must be enrolled in the Respiratory Therapy program. Prereq: 34RT101. BoK: NA. Credit Level: U. Credit Hrs: 4.00

34RT103 Respiratory Treatment Modalities II
Theory, application, equipment and skill development of procedures required for clinical practice in suctioning, airway management, ventilatory support, bronchopulmonary hygiene, and arterial puncture. Prereq: 34RT102. BoK: NA. Credit Level: U. Credit Hrs: 4.00

34RT112 Respiratory Clinical Practice I
An introduction to respiratory care in the hospital setting. Topics include: practical application of oxygen delivery systems, aerosol therapy, incentive spirometry, patient positioning and patient assessment. Prereq: 34RT101, 34RT172. Coreq: 34RT102. BoK: NA. Credit Level: U. Credit Hrs: 1.00

34RT113 Respiratory Clinical Practice II
Clinical practice in a hospital setting. Topics include: practical application of IPPB, humidity aerosol therapy, chest physiotherapy and incentive spirometry. Prereq: 34RT112, 34RT102, 34RT173. Coreq: 34RT103. BoK: NA. Credit Level: U. Credit Hrs: 1.00

34RT172 Cardiopulmonary Anatomy and Physiology
Detailed anatomy and physiology of the respiratory and circulatory systems. Topics covered include normal control of ventilation, principles of gas diffusion, oxygen, acid base balance, and carbon dioxide transport. Student must be enrolled in the Respiratory Therapy program. Prereq: 34RT103. BoK: NA. Credit Level: U. Credit Hrs: 4.00

34RT173 Cardiopulmonary Disease I
Diseases and disorders affecting the cardiopulmonary systems emphasizing diagnosis, selection and implementation of therapeutic modalities, and the role of the respiratory care practitioner in treatment. Student must be enrolled in the Respiratory Therapy program. Prereq: 34RT172. BoK: NA. Credit Level: U. Credit Hrs: 3.00

34RT174 Cardiopulmonary Disease II
Patient assessment skills are enhanced to allow students to interpret patient data including: hemodynamic monitoring data, physical examination, pulmonary function reports, radiographic imaging and mechanical ventilation data. Cardiopulmonary diseases are reviewed with an emphasis on pathophysiological manifestation that can be assessed. Student must be enrolled in the Respiratory Therapy program. Prereq: 34RT173. BoK: NA. Credit Level: U. Credit Hrs: 3.00

34RT201 Introduction to Mechanical Ventilation
Respiratory care of the critically ill patient including the assessment, equipment, monitoring and care of the mechanically ventilated patient. Prereq: 34RT103, 34RT113, 34RT174, Coreq: 34RT211. BoK: NA. Credit Level: U. Credit Hrs: 4.00

34RT202 Pediatrics and Neonatology
Care of the pediatric patient with cardiopulmonary disease. Development of the fetus, anticipation of high-risk pregnancies and evaluation and care of the newborn infant emphasizing neonatal and pediatric pulmonary physiology and disease are covered. Student must be enrolled in the respiratory therapy program. Prereq: 34RT241. BoK: NA. Credit Level: U. Credit Hrs: 3.00

34RT203 Advanced Respiratory Critical Care
Advanced respiratory care of the critically ill patients focusing on medical and surgical conditions that require intensive cardiopulmonary monitoring and therapeutic care. Student must be enrolled in the respiratory therapy program. Prereq: 34RT241. BoK: NA. Credit Level: U. Credit Hrs: 3.00

34RT204 Specialties in Respiratory Care
This course includes an in-depth study of different specialized areas of respiratory care, including pulmonary rehab, home care ventilators, care of the burn patient, metabolic and exercise testing, sleep apnea, neonatal assessment, respiratory care management, and emerging roles of the respiratory therapist. Prereq: 34RT212, 34RT203. Coreq: 34RT213. BoK: NA. Credit Level: U. Credit Hrs: 2.00

34RT211 Respiratory Clinical Practice III
Respiratory Care clinical practice in a hospital setting. Topics include: airway management, sterilizing equipment, introduction to ventilator care and the operating room. Prereq: 34RT103, 34RT113, 34RT174. Coreq: 34RT201. BoK: NA. Credit Level: U. Credit Hrs: 3.00

34RT212 Respiratory Clinical Practice IV
Respiratory clinical practice in a hospital setting. Topics include: care of patients requiring mechanical ventilation and special rotations in pulmonary functions, equipment and pediatrics. Prereq: 34RT211, 34RT201, 34RT174. BoK: NA. Credit Level: U. Credit Hrs: 3.00

34RT213 Respiratory Clinical Practice V
Students will perform advanced respiratory care techniques using computerized clinical simulations and for patients in a critical care setting. Prereq: 34RT212. BoK: NA. Credit Level: U. Credit Hrs: 3.00

34RT214 Respiratory Clinical Practice VI
Students will perform advanced respiratory care techniques using computerized clinical simulations and for patients in a critical care setting. Prereq: 34RT213. BoK: NA. Credit Level: U. Credit Hrs: 3.00

34RT220 Respiratory Care Seminar
Course content includes a discussion of special issues pertaining to the field of Respiratory Care, including ACLS certification, starting IV’s and drawing venous blood, and preparation for the national credentialing exams. A final evaluation of clinical skills is also done as part of this course. Prereq: 34RT204, 34RT213. Coreq: 34RT214. BoK: NA. Credit Level: U. Credit Hrs: 3.00
**Respiratory Therapy**

34RT220  
Respiratory Care Seminar  
Course content includes a discussion of special issues pertaining to the field of Respiratory Care, including ACLS certification, starting IV's and drawing venous blood, and preparation for the national credentialing exams. A final evaluation of clinical skills is also done as part of this course. Prereq: 34RT204, 34RT213. Coreq: 34RT214. BoK: NA. Credit Level: U. Credit Hrs: 3.00

34SOC141  
Introduction to Sociology I  
An introduction to sociological principles and perspectives for the analysis of the social character of human activities, particularly in contemporary society. Transfer Module. BoK: SS. Credit Level: U. Credit Hrs: 3.00

34SOC142  
Introduction to Sociology II  
An examination of social structure, with emphasis on the organization of major social institutions, the relationship of humans to their environments, and social change. Prereq: 34SOC141. Transfer Module. BoK: SS. Credit Level: U. Credit Hrs: 3.00

34SOC143  
Contemporary Social Issues  
Discussion of selected social issues and problems of current concern in society. Prereq: 34SOC141. Transfer Module. BoK: SS, SE. Credit Level: U. Credit Hrs: 3.00

34SOC210  
Social Inequality: Race, Class, Gender  
Analysis of the way social inequality, life experience and life chances are affected by race, class and gender. Special focus on how social inequality gets reproduced through ideology and social institutions. Prereq: 34SOC141. BoK: DC, SE. Credit Level: U. Credit Hrs: 3.00

34SOC273  
Substance Abuse in Contemporary American Society  
An examination of substance abuse in our society. An interdisciplinary view drawing from the sociological, psychological and biological perspectives. BoK: SS. Credit Level: U. Credit Hrs: 3.00

34SOC275  
Sociology of the Family  
Analysis of contemporary patterns of marriage and family life, including examination of courtship, marriage and marital adjustment, childrearing, divorce and alternatives to traditional family roles. Transfer Module. BoK: SS. Credit Level: U. Credit Hrs: 3.00

34SOC289  
The Global Community: Cultural Diversity and Social Interaction  
Develops awareness of and sensitivity to cultural diversity in today's world. Topics include an examination of how people from different cultures interact and how cultures influence people's interaction processes and patterns. BoK: SS, DC. Credit Level: U. Credit Hrs: 3.00

34SOC299  
Independent Study in Sociology  
Individualized program in reading, studying and/or research developed jointly by the student and instructor. BoK: NA. Credit Level: U. Credit Hrs: 1.00-3.00

34SOC325  
Deviance  
Sociological perspectives on deviance and control, including examination of social causes and social reactions to deviance. Prereq: 34SOC141. BoK: SS. Credit Level: U. Credit Hrs: 3.00

34SOC372  
Special Topics In Sociology  
In-depth examination of theory and research surrounding a topic of Sociology

34SOC372  
Special Topics In Sociology  
current interest to the discipline. Prereq: 34SOC141. BoK: NA. Credit Level: U. Credit Hrs: 3.00

34SOC373  
Race in Modern Society  
A sociological analysis of race and ethnicity. Special Attention given to racial and ethnic prejudice, discrimination and social inequality. Prereq: 34SOC141. BoK: NA. Credit Level: U. Credit Hrs: 3.00

**Social Science**

34SOSC171  
Introduction to Women's Studies  
Provides an interdisciplinary approach to the analysis of women's social, economic, and political status in the U.S. today. Transfer Module. BoK: SS, DC. Credit Level: U. Credit Hrs: 3.00

34SOSC172  
Women in Art  
Exploration of the role women have played in the visual arts will be explored. Painted and sculptured images of women in the history of art will be reviewed. Women as artists will be high-lighted with a special unit of women of color -- Native Americans, Latin American, Asia, and African-American women artists. BoK: HP, DC. Credit Level: U. Credit Hrs: 3.00

34SOSC204  
Women and Society I: Women and Work  
An interdisciplinary study of female work (paid and unpaid) before and after the Industrial Revolution in North America. Includes farm, slave, domestic, childrearing, industrial, service and professional work with an emphasis on domestic labor and 20th century secretarial and health care jobs. BoK: HP, DC. Credit Level: U. Credit Hrs: 3.00

34SOSC205  
Women and Society II: Sexuality and Reproduction  
History of women's sexual and reproductive roles since 1800. Topics include courtship and marriage, violence against women, childbearing, birth control and abortion. BoK: HP, DC. Credit Level: U. Credit Hrs: 3.00

34SOSC206  
Women and Society III: Culture and Politics  
A study of the roles of black and white women in North American culture and activist efforts to change them. Deals with women and religion, reform, labor, civil rights, and political movements. Particular emphasis on historical and contemporary women's movements. BoK: HP, DC. Credit Level: U. Credit Hrs: 3.00

34SOSC371  
Society, Ethics and Technology  
A multidisciplinary course designed to provide an insight into the fundamental, historical, and contemporary ideas of the nature of technology as an area of human knowledge. Attention is given to the positive and negative aspects of technology and how they affect society. BoK: SS, SE. Credit Level: U. Credit Hrs: 3.00

**Spanish**

34SPAN101  
Basic Spanish I  
An intensive course; topics include reading, writing, speaking, listening, grammar and culture. BoK: HU, DC. Credit Level: U. Credit Hrs: 5.00

34SPAN102  
Basic Spanish II  
An intensive course; topics include reading, writing, speaking, listening, grammar and culture. BoK: HU, DC. Credit Level: U. Credit Hrs: 5.00

34SPAN103  
Basic Spanish III  
An intensive course; topics include reading, writing, speaking, listening, grammar and culture. BoK: HU, DC. Credit Level: U. Credit Hrs: 5.00

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H=University Honors course.  
Spanish

34SPAN103
Basic Spanish III
An intensive course; topics include reading, writing, speaking, listening, grammar and culture. BoK: HU, DC. Credit Level: U. Credit Hrs: 3.00

34SPAN104
Elementary Intensive Spanish I
An intensive course; topics include reading, writing, speaking, listening, grammar and culture. BoK: HU, DC. Credit Level: U. Credit Hrs: 3.00

34SPAN105
Elementary Intensive Spanish II
Continued intensive study in listening, speaking, reading, writing, grammar and culture. Prereq: 34SPAN104. BoK: HU, DC. Credit Level: U. Credit Hrs: 5.00

34SPAN106
Elementary Intensive Spanish III
Advanced study in Spanish; listening, speaking, reading, writing, grammar and culture. Prereq: 34SPAN105. BoK: HU, DC. Credit Level: U. Credit Hrs: 5.00

34SPAN111
Extended Basic Spanish 1
For beginning students: Emphasis on speaking, listening, reading, writing and culture. The first course in a three part sequence. BoK: HU, DC. Credit Level: U. Credit Hrs: 3.00

34SPAN112
Extended Basic Spanish 2
For beginning students: Emphasis on speaking, listening, reading, writing and culture. The second course in a three part sequence. Prereq: 34SPAN111. BoK: HU, DC. Credit Level: U. Credit Hrs: 3.00

34SPAN113
Extended Basic Spanish 3
For beginning students: Emphasis on speaking, listening, reading, writing and culture. The third course in a three part sequence. Prereq: 34SPAN112. BoK: HU, DC. Credit Level: U. Credit Hrs: 3.00

34SPAN114
Extended Basic Spanish 4
Continuation of first year Spanish. Emphasis on speaking, listening, reading, writing and culture. The first course in a three part sequence. Prereq: 34SPAN113. BoK: HU, DC. Credit Level: U. Credit Hrs: 3.00

34SPAN115
Extended Basic Spanish 5
Continuation of first year Spanish. Emphasis on speaking, listening, reading, writing and culture. The second course in a three part sequence. Prereq: 34SPAN114. BoK: HU, DC. Credit Level: U. Credit Hrs: 3.00

34SPAN116
Extended Basic Spanish 6
Continuation of first year Spanish. Emphasis on speaking, listening, reading, writing and culture. The third course in a three part sequence. Prereq: 34SPAN115. BoK: HU, DC. Credit Level: U. Credit Hrs: 3.00

34SPAN171
Spanish for Health Care Professionals
A study of Spanish related to health care professions. Students will be introduced to basic written and oral vocabulary for communicating with Spanish-speaking patients in a variety of settings. This course is designed not only to help students to communicate in Spanish but also to help them understand the cultural issues related to effective interaction with Spanish-speaking individuals who live in the United States. Course material includes interactive grammar, topic related exercises and cultural assignments. Prereq: 34SPAN171. BoK: NA. Credit Level: U. Credit Hrs: 3.00

34SPAN172
Spanish for Legal and Law Enforcement Personnel
This course is designed to enable officers who know little or no Spanish to communicate with the Spanish speaking public in the conduct of their duties. This course will provide the necessary language and vocabulary to facilitate better communication between such professionals and the growing speaking community in Cincinnati. Through information gathered in this course, the student will also examine cross-cultural issues pertinent to relationships between non-Hispanic law enforcement officers and Hispanic community members. BoK: NA. Credit Level: U. Credit Hrs: 3.00

34SPAN180
World Cultures: Hispanic I
A study of culture of Latin America, including such subjects as family, education, dance, art, folklore, religion and customs of daily life. This course is taught in English. BoK: HU, DC. Credit Level: U. Credit Hrs: 3.00

34SPAN181
World Cultures: Hispanic II
A study of culture of Spain, including such subjects as family, education, dance, art, folklore, religion and customs of daily life. This course is taught in English. BoK: HU, DC. Credit Level: U. Credit Hrs: 3.00

34SPAN182
World Cultures: Hispanic III
Students in this course study the historical background and present contributions or concerns of the major Latino groups in the United States. We will use a variety of resources, including movies, music, biography, history, literature and guest speakers, to create a broad portrait of the Hispanic world. This course is taught in English. BoK: HU, DC. Credit Level: U. Credit Hrs: 3.00

34SPAN183
Study Abroad in Latin America
This course is an on site experience of Latin American culture and history with a focus on a specific country or region, allowing students to expand their knowledge of themes discussed in the Latin American Culture course. BoK: HU, DC. Credit Level: U. Credit Hrs: 3.00

34SPAN251
Spanish Composition and Conversation I
The purpose of this course is to develop students' communicative competence and proficiency in the Spanish language. The students will understand and use oral and written in a given discourse setting. Students' pronunciation of Spanish will also be refined. This is the first of a three-quarter sequence. Prereq: 34SPAN251. BoK: HU, DC. Credit Level: U. Credit Hrs: 3.00

34SPAN252
Spanish Composition and Conversation II
The purpose of this course is to develop students' communicative competence and proficiency in the Spanish language. The students will understand and use oral and written in a given discourse setting. Students' pronunciation of Spanish will also be refined. This is the second of a three-quarter sequence. Prereq: 34SPAN251. BoK: HU, DC. Credit Level: U. Credit Hrs: 3.00

H=University Honors course.
Spanish

34SPAN253  
**Spanish Composition and Conversation III**

The purpose of this course is to develop students' communicative competence and proficiency in the Spanish language. The students will understand and use oral and written in a given discourse setting. Students' pronunciation of Spanish will also be refined. This is the third of a three-quarter sequence. Prereq: 34SPAN252. BoK: HU, DC. Credit Level: U. Credit Hrs: 3.00

34SPAN299  
**Independent Study in Spanish**

Individualized program in reading, studying, and/or research developed jointly by the student and instructor. BoK: NA. Credit Level: U. Credit Hrs: 1.00-3.00

Surgical Technician

34ST101  
**Fundamentals of Surgery I**

This course introduces the foundation of the practice of Surgical Technology to the students. Use of the classroom and laboratory setting to prepare the students with beginning level surgical technology knowledge and skills. Topics include: the role of the surgical technologist; roles of the operating room personnel; basic principles of asepsis technique; the Patient's Bill of Rights; infection control; the surgical scrub; operating room attire; gowning and gloving; patient confidentiality and legal, and ethical issues; the surgical conscious and operating room safety. BoK: NA. Credit Level: U. Credit Hrs: 3.00

34ST102  
**Fundamentals of Surgery II**

This course prepares the students with entry-level skills, knowledge and behaviors needed in the operating room setting. Depth and expansion of knowledge will be emphasized when covering the fundamental topics of surgical technology such as: Instrumentation, sterile supplies, operating room equipment, infection control, the surgical scrub, and the set up of sterile fields. Other topics include: sterilization and disinfection; the role of anesthesia, operating room preparation; patient positioning; patient care in the OR; surgical medications; incisions in relation to general surgery; introduction to wound closure and healing; hemostasis; safety and emergency practices in the operating room. Use of the classroom and laboratory setting. Prereq: 34ST101. BoK: NA. Credit Level: U. Credit Hrs: 4.00

34ST103  
**Surgical Practice**

Introduction of basic general surgeries with the following topics: operating room preparation, instrumentation, equipment and supplies. Lecture, lab and clinical. Prereq: 34ST102, 34BICOL203, 34ALH271, 34ALH170. BoK: NA. Credit Level: U. Credit Hrs: 4.00

34ST201  
**Surgical Specialties I**

This course introduces the surgical tech student to the following surgical specialties: general, gastrointestinal, gynecological and plastic/ reconstructive. The student will learn the course material/skills in lecture and lab. Prereq: 34ST103. Coreq: 34ST211. BoK: NA. Credit Level: U. Credit Hrs: 2.00

34ST202  
**Surgical Specialties II**

This course introduces the surgical tech student to the following surgical specialties: orthopedic and genitourinary. The student will learn the course material/skills in lecture and lab. Prereq: 34ST103, 34ST201, 34ST211. Coreq: 34ST212. BoK: NA. Credit Level: U. Credit Hrs: 2.00

34ST203  
**Surgical Specialties III**

This course introduces the surgical tech student to the following surgical specialties: neurosurgery, ophthalmic, ear-nose-throat, dental/ oral and maxillofacial. The student will learn the course material/skills in lecture and lab. Prereq: 34ST103, 34ST203, 34ST212. Coreq: 34ST213. BoK: NA. Credit Level: U. Credit Hrs: 2.00

34ST204  
**Surgical Specialties IV**

This course introduces the surgical tech student to the following surgical specialties:vascular, thoracic, cardiovascular, transplantation, obstetrics and pediatrics. The student will learn the course material/skills in lecture and lab. Prereq: 34ST103, 34ST203, 34ST213. Coreq: 34ST214. BoK: NA. Credit Level: U. Credit Hrs: 2.00

34ST211  
**Surgical Specialties I Clinical**

This course allows the surgical tech student to experience the following surgical specialties: general, gastrointestinal, gynecological and plastic/reconstructive in the clinical setting. The clinical experience will occur in a functioning operating room in an affiliated hospital, surgical center, or office setting with a licensed professional mentoring the student. Prereq: 34ST103. Coreq: 34ST201. BoK: NA. Credit Level: U. Credit Hrs: 3.00

34ST212  
**Surgical Specialties II Clinical**

This course allows the surgical tech student to experience the following surgical specialties: orthopedics and genitourinary in the clinical setting. The clinical experience will occur in a functioning operating room in an affiliated hospital, surgical center, or office setting with a licensed professional mentoring the student. Prereq: 34ST103, 34ST201, 34ST211. BoK: NA. Credit Level: U. Credit Hrs: 3.00

34ST213  
**Surgical Specialties III Clinical**

This course allows the surgical tech student to experience the following surgical specialties: neurosurgery, ophthalmic, ear-nose-throat, dental/oral and maxillofacial in the clinical setting. The clinical experience will occur in a functioning operating room in an affiliated hospital, surgical center, or office setting with a licensed professional mentoring the student. Prereq: 34ST103, 34ST203, 34ST212. Coreq: 34ST203. BoK: NA. Credit Level: U. Credit Hrs: 3.00

34ST214  
**Surgical Specialties IV Clinical**

This course allows the surgical tech student to experience the following surgical specialties: vascular, thoracic, cardiovascular, transplantation, obstetrics and pediatrics in the clinical setting. The clinical experience will occur in a functioning operating room in an affiliated hospital, surgical center, or office setting with a licensed professional mentoring the student. Prereq: 34ST103, 34ST203, 34ST213. BoK: NA. Credit Level: U. Credit Hrs: 3.00

34ST205  
**Surgical Externship**

This course begins the role transition of the student to actual practice. The student will begin preparation for the certification exam. The student will start to demonstrate clinical proficiency to an employment-
Surgical Technician

34ST285
Surgical Externship
acceptable level. The student will synthesize the course material/skills of Surgical Specialties I, II, III, IV in lecture/lab; as evidenced by application and naturalization of those skills in the clinical setting. Prereq: 34ST204. Coreq: 34ST295. BoK: NA. Credit Level: U. Credit Hrs: 6.00

34ST295
Surgical Technology Capstone
The Surgical Technology program culminates with required participation in the capstone experience, designed to assess the student's cognitive and affective skills. The student will present a research project and a complete professional portfolio, in addition to the cumulative preference cards. Prereq: 34ST204. Coreq: 34ST285. BoK: NA. Credit Level: U. Credit Hrs: 3.00

34ST301
The Perioperative Role Transition
This course offers the introduction of fundamental operating room nursing activities. Topics include: Aseptic technique, planning, implementing and evaluating perioperative patient care, operative documentation, operating room preparation, instrumentation, equipment, supplies, and post operative roles. Utilization of classroom and laboratory settings reinforce the students cognitive, psychomotor, and affective skills commonly utilized during the perioperative experience. Introduction to the clinical learning sites, with applications of prior fundamental knowledge, skills and behaviors. BoK: NA. Credit Level: U. Credit Hrs: 3.00

34ST302
Principles of Surgical Assisting
This course is designed to explore the role of the surgical assistant. Instructions for proper patient positioning, skin preparation and marking, procedures for assisting with exposure, tissue handling, hemostasis, suctioning, appropriate suturing techniques, selection and applications of drapes and dressings in the surgical and office settings will be taught. Lecture and lab will be utilized for instruction, demonstration, practice and return demonstration of competency skills. BoK: NA. Credit Level: U. Credit Hrs: 2.00

34ST303
Applied Surgical Assisting Concepts
This course is designed to explore the role of the surgical assistant. Patient care concepts including catheterization, diagnostic testing, laboratory results, EKG, phlebotomy, advanced pharmacology concepts, wound healing, patient care skills for the critically ill as well as algorithms for handling operative emergencies will be taught in preoperative, intraoperative and postoperative applications. Lecture and lab will be utilized for instruction, demonstration, practice and return demonstration of competency skills. Prereq: 34ST302. BoK: NA. Credit Level: U. Credit Hrs: 2.00

34ST304
Special Topics in Surgical Assisting
This course is designed to explore the topics impacting the role of the surgical assistant. Topics include medical-legal practice issues, introduction to billing and coding, and legislative topics pertinent to the practice. BoK: NA. Credit Level: U. Credit Hrs: 1.00

34ST305
Surgical Assisting Lecture Series I
This course will present focused case studies to develop skills in the following surgical specialties: General surgery, Orthopedic, and Endoscopy. Infection control will be discussed with emphasis on epidemiology, bacterial microorganisms of perioperative importance, indicators, treatments and control of surgical sight infections. Prereq: 34ST303. Coreq: 34ST315. BoK: NA. Credit Level: U. Credit Hrs: 2.00

34ST306
Surgical Assisting Lecture Series II
This course will present focused case studies to develop skills in the following surgical specialties: Cardiac, Vascular, EENT, OB/GYN,
Statistics

34STAT148
Elementary Probability and Statistics II
Understanding Inference: Sampling distribution probability, sample proportions and means, binomial distribution, confidence intervals, inference for means, comparing two means, inference for population spread. Prereq: 34MATH147. BoK: QR. Credit Level: U. Credit Hrs: 3.00

34STAT149
Elementary Probability and Statistics III
Topics in Inference: Inference for proportions, two-sample inference, two-way tables and chi-square, analysis of variance, inference for regression. Prereq: 34MATH148. BoK: QR. Credit Level: U. Credit Hrs: 3.00