



SINCLAIR
COMMUNITY COLLEGE

2015-2016

Academic Programs & Policies

Important Numbers

All numbers are area code 937 unless otherwise noted.

Information/Call Center • (937) 512-3000 • 1-800-315-3000

Enrollment Information

| | |
|---|----------|
| Emergency Closing Information (24 hours) | 512-2888 |
| Academic Advising | 512-3700 |
| Bursar/Cashier | 512-2606 |
| New Student Enrollment Center/ New Student Orientation | 512-3334 |
| Financial Aid & Scholarships | 512-3000 |
| Ombudsman (Help for Students) | 512-2205 |
| Registration & Student Records | 512-3000 |
| Testing Center | 512-3000 |

College Services

| | |
|---------------------------------|--------------------|
| Academic Advising | 512-3700 |
| Academic Resource Center (ARC) | 512-3495 |
| Alumni Affairs | 512-3330 |
| Bookstore | 512-2665 |
| Bursar/Cashier | 512-2606 |
| Campus Ministry | 512-2768 |
| Center for Student Success | 512-3032 |
| College for Lifelong Learning | 512-5184 |
| Computer Labs | |
| -CIL, Bldg 14, Room 14109 | 512-5079 |
| -Library IT Lab | 512-2002 |
| -Mac Lab, Bldg 13, Room 13223 | 512-5394 |
| Counseling Services | 512-3032 |
| Disability Services | 512-5113 |
| Food Service/Tartan Marketplace | 512-2501 |
| Help Desk | 512-4357 (HELP) |
| Human Resources | 512-2514 |
| International Education | 512-4606 |
| Library/Starbucks | 512-2855 |
| Multicultural Student Support | 512-3032 |
| Ombudsman/Student Advocate | 512-2205 |
| Parking Information | 512-2397 |
| College Credit Plus | 512-5266 |
| Student & Community Engagement | 512-2509 |
| Student Employment | 512-2781 |
| Student Affairs | 512-2291 |
| Student Support Services | 512-3550 |
| Tech Prep | 512-5146 |
| Testing Center | 512-3076 |
| Tutorial Services | 512-2792 |
| Veterans Services | 512-2586 |
| Workforce Development | 512-3061 |

Regional Centers

| | |
|-------------------------------|----------------|
| Courseview Campus Center | (513) 339-1212 |
| Englewood Learning Center | 836-8750 |
| Huber Heights Learning Center | 233-5550 |
| Preble County Learning Center | 456-5252 |

Academic Departments

| | |
|--|----------|
| Accounting | 512-2615 |
| Academic Foundations | 512-2701 |
| American Sign Language | 512-2722 |
| Architectural Technology | 512-2183 |
| Art | 512-5381 |
| Associate of Technical Study/ Associate of Individualized Study | 512-3198 |
| Astronomy | 512-3047 |
| Athletics & Sports Information | 512-2860 |
| Automation & Control Technology | 512-2242 |
| Automotive Technology | 512-3242 |
| Aviation Technology | 512-2242 |
| Biology | 512-2747 |
| Business Information Systems | 512-2168 |

| | |
|--|----------|
| Business & Public Services | 512-2917 |
| Chemistry | 512-2890 |
| Child & Family Education | 512-2722 |
| Civil Engineering Technology | 512-2183 |
| Clarion Newspaper | 512-2744 |
| Communication | 512-2271 |
| Computer Aided Manufacturing | 512-2570 |
| Computer Information Systems | 512-2892 |
| Criminal Justice | 512-2876 |
| Dance | 512-2542 |
| Dental Health Sciences | 512-2779 |
| Design | 512-4505 |
| Dietetics/Nutritional Management | 512-2756 |
| Distance/Online Learning | 512-2990 |
| Early Childhood Education | 512-2722 |
| Economics | 512-2615 |
| Electronics Engineering Technology | 512-2570 |
| Emergency Medical Services | 512-5338 |
| Engineering Technologies & Design | 512-2183 |
| English | 512-3078 |
| Entrepreneurship | 512-2615 |
| Environmental Technology | 512-2183 |
| Exercise, Nutrition & Sports Sciences | 512-2860 |
| Financial Management | 512-2615 |
| Fire Science Technology | 512-3242 |
| Geography | 512-2117 |
| Geology | 512-2890 |
| Government | 512-2844 |
| Health Information Management | 512-2973 |
| Health Instruction | 512-2973 |
| Health Sciences | 512-2919 |
| Heating, Ventilating, Air Conditioning & Refrigeration Technology | 512-2183 |
| Honors | 512-4331 |
| Hospitality Management/Tourism | 512-2014 |
| Humanities | 512-2844 |
| Law | 512-2616 |
| Liberal Arts, Communication & Social Sciences | 512-2881 |
| Management | 512-2615 |
| Marketing | 512-2566 |
| Mathematics | 512-2767 |
| Mechanical Engineering Technology | 512-2183 |
| Medical Assistant Technology | 512-2973 |
| Mental Health Technology | 512-2845 |
| Modern Language | 512-2844 |
| Music | 512-4580 |
| Nursing | 512-2848 |
| Occupational Therapy Assistant | 512-5177 |
| Online Learning | 512-2990 |
| Operations Technology | 512-2570 |
| Paralegal | 512-2616 |
| Phi Theta Kappa | 512-2517 |
| Physical Therapist Assistant | 512-5355 |
| Physics | 512-3047 |
| Political Science | 512-2844 |
| Psychology | 512-2889 |
| Radiologic Technology | 512-2268 |
| Real Estate | 512-2616 |
| Respiratory Care | 512-2268 |
| Science, Mathematics & Engineering | 512-2918 |
| Service Learning | 512-2040 |
| Sociology | 512-2944 |
| Social Work | 512-2944 |
| Surgical Technology | 512-2563 |
| Theatre | 512-2542 |
| Veterinary Technology | 512-2563 |

Sinclair Community College

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Accreditation

Sinclair is accredited by The Higher Learning Commission of the North Central Association of Colleges and Schools, 30 North LaSalle Street, Suite 2400, Chicago, IL 60602-2504, (800) 621-7440, (312) 263-0456, FAX (312) 263-7462. Sinclair is also a member of the Ohio Association of Community Colleges. Programs of study are approved by the Ohio Board of Regents. Sinclair is authorized to grant associate degrees in arts, sciences, applied science, and individualized and technical study.

To review a list of the associations, agencies, and/or governmental bodies that accredit, approve, or license the college's programs, check www.sinclair.edu/about/information/accreditation.

The official documents for the associations, agencies, and/or governmental bodies that accredit, approve, or license the school and its programs are housed in the office of the Provost, Building 7, Room 7330. In order to receive a copy for review, go to this office. For additional and specific details regarding program accreditations, approvals or licensures, see the individual program descriptions in this catalog. Sinclair Community College, 444 West Third Street, Dayton, Ohio 45402-1460

State Authorization

Online courses or students who reside in Ohio and wish to participate in internships/clinical Students who reside or are located outside Ohio and wish to enroll in online courses or students who wish to participate in internships/clinical placements/co-ops at a location or with an organization located outside Ohio must confirm that Sinclair Community College is permitted to offer those opportunities in that particular state. Sinclair Community College must comply with each state's requirements regarding legal authorization for participation in internships/clinical placements/ co-ops and the delivery of online degrees, programs and courses.

More information about authorized states and out of state grievance procedures available to students may be found at: www.sinclair.edu/online/stateauthorization and by contacting online@sinclair.edu or phone (937) 512-2990.

**Campus Close Dates
2015-2016**

Aug 21 Faculty Learning Day—All college operations are open for regularly scheduled hours

Sept 7 Labor Day holiday— all campuses closed

Nov 11 Veterans' Day holiday—all campuses closed

Nov 25 Thanksgiving holiday—all campuses close at 5 p.m.; classes beginning at 5 p.m. and later do not meet

Nov 26–27 Thanksgiving holiday—all campuses closed

Dec 21–25 Holiday Break— all campuses closed

Jan 18 Martin Luther King, Jr. holiday—all campuses closed

Mar 7–13 Student Spring Break—all campuses open regular hours

| Fall 2015 | FULL TERM Aug 24–Dec 13 | A TERM Aug 24–Oct 18 | 12-WEEK TERM Sept 21–Dec 13 | B TERM Oct 19–Dec 13 |
|---|----------------------------|-------------------------|--------------------------------|-------------------------|
| On-time registration begins April 20 | | | | |
| On-time registration ends | Aug 17 | Aug 17 | Sept 16 | Oct 14 |
| Payment due for on-time registration by 7 p.m. | Aug 17 | Aug 17 | Sept 16 | Oct 14 |
| Late registration | Aug 18–23 | Aug 18–23 | Sept 17–20 | Oct 15–18 |
| Golden Age and audit registration | Aug 18–21 | Aug 18–21 | Sept 17–18 | Oct 15–16 |
| Classes begin | Aug 24 | Aug 24 | Sept 21 | Oct 19 |
| Last day to withdraw with refund and without record | Aug 31 | Aug 28 | Sept 28 | Oct 23 |
| Last day to withdraw | Nov 20 | Oct 6 | Nov 26 | Dec 1 |
| Classes end | Dec 13 | Oct 18 | Dec 13 | Dec 13 |

| Spring 2016 | FULL TERM Jan 11–May 8 | A TERM Jan 11–March 6 | 12-WEEK TERM Feb 15–May 8 | B TERM March 14–May 8 |
|---|---------------------------|--------------------------|------------------------------|--------------------------|
| On-time registration begins November 2 | | | | |
| On-time registration ends | Jan 4 | Jan 4 | Feb 10 | Mar 9 |
| Payment due for on-time registration by 7 p.m. | Jan 4 | Jan 4 | Feb 10 | Mar 9 |
| Late registration | Jan 5–Jan 10 | Jan 5–Jan 10 | Feb 11–15 | Mar 10–13 |
| Golden Age and audit registration | Jan 5–Jan 8 | Jan 5–Jan 8 | Feb 11–12 | Mar 10–11 |
| Classes begin | Jan 11 | Jan 11 | Feb 15 | Mar 14 |
| Last day to withdraw with refund and without record | Jan 19 | Jan 15 | Feb 22 | Mar 18 |
| Last day to withdraw | Apr 8 | Feb 23 | Apr 21 | Apr 26 |
| Classes end | May 8 | March 6 | May 8 | May 8 |

| Summer 2016 | FULL TERM May 16–Aug 7 | B TERM June 13–Aug 7 |
|---|---------------------------|-------------------------|
| On-time registration begins March 28 | | |
| On-time registration ends | May 9 | June 8 |
| Payment due for on-time registration by 7 p.m. | May 9 | June 8 |
| Late registration | May 10–15 | June 9–12 |
| Golden Age and audit registration | May 10–13 | June 9–10 |
| Classes begin | May 16 | June 13 |
| Last day to withdraw with refund and without record | May 23 | June 17 |
| Last day to withdraw | July 22 | July 26 |
| Classes end | Aug 7 | Aug 7 |

NOTE: This schedule is subject to change.

Dayton Campus

444 West Third Street
 Dayton, Ohio 45402-1460
 (937) 512-3000

**Courseview Campus
 in Mason**

5386 Courseview Drive
 Mason, Ohio 45040
 (513) 339-1212

Englewood Learning Center

1150 West National Road
 Clayton, Ohio 45322
 (937) 836-8750

Huber Heights Learning Center

7301 Shull Road
 Huber Heights, Ohio 45424
 (937) 233-5550

**Preble County Learning Center
 in Eaton**

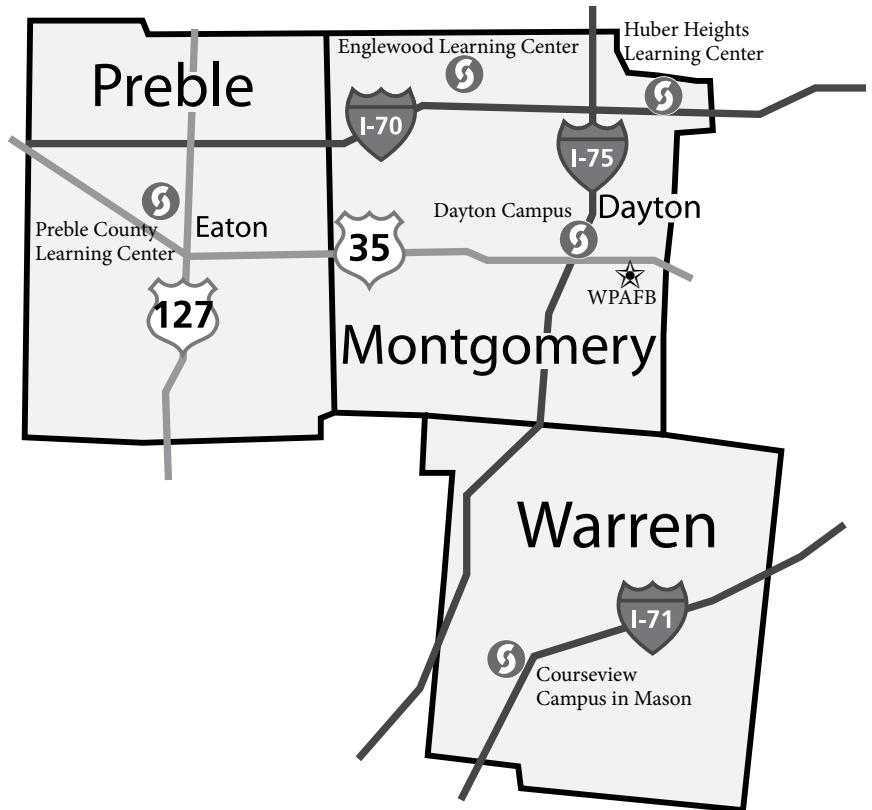
450E Washington-Jackson Road
 Eaton, Ohio 45320
 (937) 456-5252

**Sinclair at Wright-Patterson
 Air Force Base**

2130 Fifth Street
 Building 50, Area B
 WPAFB, OH 45433
 (937) 781-9800

SinclairOnline

online@sinclair.edu
 www.sinclair.edu/online
 (937) 512-2990
 1-888-226-2457 (toll-free)



Campus Security Report (Campus Security Act of 1990)

The federal Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act requires Sinclair Community College annual security report to include statistics for the previous three years concerning reported crimes that occurred on campus; in certain off-campus buildings owned or controlled by Sinclair Community College; and on public property within, or immediately adjacent to and accessible from the campus. The report also includes institutional policies concerning campus security, such as policies concerning alcohol and drug use, crime prevention, emergency response and evacuation procedures, the reporting of crimes, sexual assault, a statement of the enforcement authority of campus security personnel, and other matters. The public may obtain a copy of the report by contacting the Sinclair Department of Public Safety at (937) 512-2700 or www.sinclair.edu/police. You may also review the report (and reports for previous years) at www.sinclair.edu/about/offices/police/jcai/CampusPoliceAnnualReports/

Federal Education Rights & Privacy Act (FERPA)

The Family Education Rights & Privacy Act (FERPA) grants four specific rights to current or former students with respect to their educational records at Sinclair. Those rights are a) the right to inspect and review all the information about them held by Sinclair; b) the right to seek amendment of incorrect records; c) the right to some control over disclosure of the students' education records; and d) the right to file a complaint with the U.S. Department of Education's FERPA office in Washington, D.C. For more information about students' rights under FERPA, review the Sinclair Student Records Policy, available in the Registration & Student Records office or at: www.sinclair.edu/services/registration/policies. Problems or questions concerning the Sinclair Student Records Policy may be brought to the FERPA coordinator, director of Registration & Student Records.

Non-Discriminatory Practices

Sinclair Community College is strongly committed to a policy of equal opportunity in its employment practices, educational programs and activities, and the many services it offers to the community. The college does not discriminate against applicants, employees or students on the basis of race, color, creed, religion, age, sex, sexual orientation, gender identity, marital status, veteran status, national origin, ancestry, citizenship or disability.

Inquiries and complaints concerning this policy should be referred to the Equal Opportunity Officer who coordinates Title VI (discrimination claims on the basis of race, color, or national origin); Title IX (discrimination on the basis of sex/gender); ADA (as amended) and Section 504 (discrimination on the basis of disability) and ADEA (discrimination on the basis of age).

Contact:

Janet Jones, Equal Opportunity Officer, Office of Human Resources, Sinclair Community College, 444 West Third Street, Room 7340, Dayton, Ohio 45402-1460

Chief Diversity Officer, Title IX Student Coordinator, Sinclair Community College, 444 West Third Street, Room 7342, Dayton, Ohio 45402-1460

Degree/Certificate Seeking Students

Ready to get started at Sinclair? Follow the steps below to find out how to begin your degree or certificate.

All steps can be completed at any Sinclair location! For more information, visit:
sinclair.edu/getstarted

- APPLY>** Apply for admission. Complete the paper application or online at: sinclair.edu/applynow
- Apply for financial aid at: fafsa.ed.gov
- Use Sinclair code: 003119
 - Complete your FAFSA as early as possible to ensure your financial aid is processed in time to pay for your classes.

- CHECK>** Verify your username and set your password at: my.sinclair.edu
- It is important to begin checking your Sinclair email for important registration and financial aid updates.

- TAKE>** Take the ACCUPLACER placement test.
- College-level ACT, SAT or Compass scores within the last two years may also be used for placement.
 - If you have transfer credit from another institution, have your official transcript(s) sent directly to: Registration & Student Records, Sinclair Community College, 444 W. Third Street, Dayton, Ohio 45402-1460.

- ATTEND>** Attend New Student Orientation in person or online.
- Go to sinclair.edu/orientation for more information.

- MEET>** Meet with an academic advisor to develop your My Academic Plan (MAP).

- REGISTER & Payment>** Register for classes and pay tuition.
- Both can be completed in person or online at: my.sinclair.edu

- VISIT>** Visit a Sinclair Campus to get your student ID and purchase your books.
- Student ID (Tartan Card) - Bring a photo ID and copy of your class schedule.
 - Buy your books at the bookstore or online at: bookstore.sinclair.edu

- GO>** Go to your first day of classes!

Questions? Contact us at (937) 512-3000 or newstudentenrollment@sinclair.edu

Non-Degree Seeking Student

Ready to take classes at Sinclair? Follow the steps below to find out how to register for classes for the first time.

All steps can be completed at any Sinclair location! For more information, visit:
sinclair.edu/getstarted

APPLY>

- Apply for admission. Complete the paper application or online at: sinclair.edu/applynow

CHECK>

- Verify your username and set your password at: my.sinclair.edu
 - It is important to begin checking your Sinclair email for important registration and financial aid updates.

SELECT>

- Use the online Course Schedule Planner at sinclair.edu/schedule to select your courses. If the Sinclair course(s) has prerequisites:
 - Send a copy of your unofficial transcript from your current or former college or university to newstudentenrollment@sinclair.edu; please include your Sinclair course selection.
 - Take the ACCUPLACER placement test. College-level ACT, SAT or Compass scores within the last two years may also be used for placement.

REGISTER & Payment>

- Register for classes and pay tuition.
 - Both can be completed in person or online at: my.sinclair.edu

VISIT>

- Visit a Sinclair Campus to get your student ID and purchase your books.
 - Student ID (Tartan Card) - Bring a photo ID and copy of your class schedule.
 - Buy your books at the bookstore or online at: bookstore.sinclair.edu

GO>

- Go to your first day of classes!

Questions? Contact us at (937) 512-3000 or newstudentenrollment@sinclair.edu

Sinclair Online Courses & Programs

Sinclair Online offers a variety of courses and programs. Course content is the same as in-person courses and meets all program and transfer requirements. For more information about Sinclair Online courses, certificate programs and degree programs, visit: www.sinclair.edu/online, or contact us at: online@sinclair.edu, (937) 512-2990 or toll free 1-888-226-2457.

Sinclair Online Registration Policies

Students must complete the free tutorial, *How to Succeed Online*, before they may register for a Sinclair Online course. Visit: www.sinclair.edu/online/benefits/success

Current or returning Sinclair students must have a 2.0 cumulative grade point average to enroll in a Sinclair Online course. New Sinclair students may register for a Sinclair Online course if they have met all course prerequisites.

Students may register for a Sinclair Online course up to midnight of the second day of the term.

Sinclair Online Testing Information & Academic Integrity

Sinclair Online works to provide students with a fully online experience. The Sinclair Community College Honor Code requires all students to uphold the values of social responsibility, citizenship, and personal accountability. To support implementation of the Honor Code and to protect the integrity of students' work, some proctored (supervised) testing may be required. Students may be responsible for testing fees.

Students who live fewer than 60 miles from Sinclair's Dayton campus must take their placement test and proctored, online course tests at a Sinclair Testing Center. A list of the online courses that require proctored testing may be found on the Sinclair Online testing website:

www.sinclair.edu/online/testing

Students who live 60 miles or more from Sinclair's Dayton campus have the option of using a proctor (exam supervisor) to have their placement test, proficiency tests and proctored online course tests administered closer to home. Students are responsible for obtaining a suitable proctor.

More proctor information and a link to the Proctor Agreement Form may be found on the website: www.sinclair.edu/online/testing/proctor. Information about the Honor Code may be found at: www.sinclair.edu/about/learning/gened/hc

Accelerate IT Courses & Programs

Accelerate IT allows students to work at their own pace to complete online courses, as well as entire certificate and degree programs in Computer Information Systems. Accelerate IT offers students a faster path to graduation with online, competency-based, flex-paced courses.

Note: Non-CIS students may also have the opportunity to take Accelerate IT courses.

- Enrollment dates are flexible.
- Students may earn credit and finish courses at their own pace.

For more information and a list of current Accelerate IT courses and programs, visit:

www.sinclair.edu/accelerate or contact at accelerate@sinclair.edu

Double Degree Program Between Sinclair Community College and Wright State University

The Double Degree Program formalizes links between Wright State University and Sinclair Community College to provide seamless student transfer between the institutions. The objective is to facilitate student entry or reentry into a bachelor degree program at Wright State University.

Goals of the Double Degree Program include:

- Eliminating barriers for students in attaining their educational goals
- Promoting student success and baccalaureate degree attainment
- Expanding Sinclair Community College options for student housing
- Improving academic program articulation
- Using resources at both institutions efficiently and effectively

For more information, visit www.sinclair.edu/wrightstate or contact Peter Bolmida at: peter.bolmida@sinclair.edu or (937) 512-3028.

MAP—My Academic Plan

My Academic Plan (MAP) is a prescriptive plan of courses, created with the input of an academic advisor that assists students in meeting their academic goals. The *MAP* uses the curriculum of a student's active academic program and creates a personalized schedule of that curriculum that takes into consideration the student's academic and non-academic life.

In order to have a *MAP* created, students should meet with their assigned academic advisor. Once the *MAP* is created and agreed upon by the advisor and the student, it will be made active. In order to ensure students are staying *On Plan* with their *MAP*, students can access their *MAP* electronically in a number of ways:

- Log into **my.sinclair.edu** either from a computer or smart phone and click on the *My Academic Plan (MAP)* icon.
- Ask the academic advisor to email them a copy of their *MAP*.

A student with an active *MAP* will have the extra benefit of an easier time scheduling each term. By logging into the Course Schedule Planner available via the **my.sinclair** portal, students will be presented with the courses for which they and their advisor agreed they should register for that term. This serves as a reminder and eliminates the need to search through the entire Sinclair catalog for their courses. Further, if a student has inadvertently registered for the wrong course or failed to register for agreed upon courses, they will receive notification that they are *Off Plan* and should contact their advisor to modify their plan or make corrections. All of these features assist a student in meeting their academic goals in a timely and personalized fashion.

My Schedule

My Schedule provides students with their course schedule for a specific term that can be viewed in weekly or daily format. *My Booklist* provides students with a list of books required or recommended for their course section as well as the ISBNs and prices for each book. This book list can be printed for use in the bookstore, but also provides a direct link to add books to the electronic bookstore shopping cart. To use these tools, log in to **my.sinclair.edu** and select the option for Course Schedule on the left side of the page.

Students can also access their schedule by logging in to **my.sinclair.edu** from either a computer or smart phone and selecting the options for Schedule and Books List in the central, *My Courses* box.

Students are encouraged to compare their *MAP* with their Program Evaluation in WebAdvisor to ensure that they are making appropriate progress toward completion of their desired degree or certificate.

Tuition and Fees (per credit hour)*

Fees current as of Summer 2015. For current tuition rates see www.sinclair.edu/services/bursar or call (937) 512-3000.

| Per Credit Hour Fees | Montgomery County Residents | Other Ohio Residents | Out-of State and International Students |
|-------------------------|-----------------------------|----------------------|---|
| Instructional Fee | \$84.78 | \$84.78 | \$84.78 |
| General Fee | \$14.25 | \$14.25 | \$14.25 |
| Out-of-County Surcharge | --- | \$47.25 | --- |
| Out-of-State Surcharge | --- | --- | \$183.37 |
| Total Tuition and Fees | | | |
| Per Credit Hour | \$99.03 | \$146.28 | \$282.40 |

Other Fees:

| | |
|---|------------------------|
| Registration Fee for first time registrants | \$20.00 |
| Auxiliary Fee (per term) | \$50.00 |
| Late Registration Fee (nonrefundable) | \$30.00 |
| Online Classes (extra fee beyond tuition) | \$7.50 per credit hour |
| Returned Check | \$25.00 |
| Tartan Card deposits (credit/check) | \$10.00 minimum |
| Transcripts (each) | \$5.00 |
| Transcripts (same day service) | \$10.00 |

Laboratory fees determined for individual classes.

*The college reserves the right to change without notice statements concerning rules, policies, fees, curricula, courses or other matters.

Cost of Attendance or Budget

The cost of attendance or budget is the average amount a student pays to attend a college or university varies. This amount includes direct expenses such as tuition, fees and books and indirect expenses such as supplies, transportation and personal expenses. Please keep in mind that a student attending Sinclair is only required to pay the direct expenses on his or her student accounts. Below is an example based on the 2015-2016 tuition and surcharge amounts.

| | | |
|---------------------------------------|---|-----------------|
| BUDGET A/Off-Campus with Parent(s) | Montgomery County/ Two Semesters (9 months) | |
| Tuition, Fees and Lab Fees | | \$2,476 |
| Books and Supplies | | \$1,080 |
| Transportation | | \$810 |
| Room and Board | | \$2,700 |
| Personal and Other | | \$1,350 |
| TOTAL | | \$8,416 |
| BUDGET B/Off-Campus without Parent(s) | Montgomery County/Two Semesters (9 months) | |
| Tuition, Fees and Lab Fees | | \$2,476 |
| Books and Supplies | | \$1,080 |
| Transportation | | \$810 |
| Room and Board | | \$5,742 |
| Personal and Other | | \$1,350 |
| TOTAL | | \$11,458 |

Out of county surcharge for 9 months \$1,134 • Out of state surcharge for 9 months \$4,401

Apply for Financial Aid

Complete the Free Application for Federal Student Aid (FAFSA) each year. The need for any financial aid will be determined by the information provided in the FAFSA application. If students are selected for verification, they will receive an email asking them to make corrections online to their FAFSA or provide verification documents. Sinclair will not be able to award any aid until all the requested corrections are completed or all documentation has been verified. See Verification Process section for more details.

To complete the FAFSA, students will need the following documents:

- Student's Federal Income Tax Return
- Parent's Federal Income Tax Return (dependent students only)
- Student's W2s
- Parent's W2s (dependent students only)
- Parent's social security number, birth date, marital status and date of marriage (dependent students only)
- Amounts of any additional income received in an entire year, such as child support, social security, welfare benefits, etc.

Students submitting FAFSAs to Sinclair will receive two separate replies after submitting this application.

- From Department of Education, the students will receive a Student Aid Report (SAR).
- From Sinclair, students will receive an email to their **my.sinclair** account explaining the next steps. Please keep in mind that the complete financial aid process may require additional paperwork and/or actions by the student in order to offer the best financial aid package possible. Additional reminders may be sent from Sinclair to obtain required documentation or prompt students to make corrections to their FAFSA.

When should I apply? Apply as early as possible each year. The FAFSA is available for completion by January 1 each year. **May 1** is the annual priority date established by Sinclair. Guarantee dates for each term will be posted in the class schedules. If students miss a guarantee date, they can still apply for financial aid but may be required to pay up front for tuition and books. If students receive a financial aid award after they have paid tuition, Sinclair can arrange for students to be reimbursed up to the amount of the award.

Some scholarships will require additional applications, available online or from the financial aid office.

The complete financial aid process could take as little as four to six weeks from start to finish or longer than ten to twelve weeks, depending on individual circumstances and the student's response to Sinclair's request for corrections or verification documents. Please plan accordingly.

Results of Financial Aid Application

Within four to six weeks of receipt of the student's FAFSA, the Financial Aid & Scholarships office will notify the student of eligibility via his or her **my.sinclair.edu** email. Students will be instructed to review their awards on Web Advisor. The following awards must be accepted on Web Advisor before funds will be available:

- Federal Loans
- Federal Work Study

Students interested in taking out federal loans are required to complete additional steps such as online Entrance Counseling and the completion of a Master Promissory Note prior to the disbursement of the loans.

Both can be found at: <https://studentloans.gov/myDirectLoan/index.action>

Payment of Aid: Students' financial aid will first be credited toward payment of tuition and fees, and then for books. Look for the amount of aid on your fee bill after you have registered for classes each term.

First time borrowers are subject to a 30 day waiting period after the start of the semester, before their loans will be disbursed. Disbursements of additional loans may require a student to attend a loan counseling session. Information regarding the frequency of disbursements, including dates, is available online at: www.sinclair.edu/services/finaid

Federal Financial Aid

| Name of Aid | Type of Aid | College Expenses Covered | Annual Limits | Special Requirements |
|--|-------------|--|---|---|
| Federal Pell Grant | Grant | Tuition; fees; books; educational expenses | \$5,775; award amount based on need and determined by EFC | Student may not have a bachelor's or advanced degree *Subject to lifetime limits |
| Federal Supplemental Educational Opportunity Grant (FSEOG) | Grant | Tuition; fees; books; educational expenses | Limits based on availability of funds | Student may not have a bachelor's or advanced degree Have exceptional need Must qualify for the Federal Pell Grant |
| Federal Work Study | Work | Educational expenses | \$7,500; award amount based on need and determined by Sinclair Financial Aid after reviewing other aid student received | Enroll in at least 6 credit hours Have unmet financial need |
| Federal Direct Subsidized and Unsubsidized Loans | Loan | Tuition; fees; books; educational expenses | Dependent: \$5,500 - No more than \$3,500 may be in subsidized loans; 2nd year dependent limit \$6,500 with no more than \$4,500 in subsidized Independent: \$9,500 - No more than \$3,500 may be in subsidized loans; 2nd year independent limit \$10,500 with no more than \$4,500 in subsidized Actual award amounts based on Cost of Attendance and subsidized portions determined by EFC | Enroll in at least 6 credit hours Complete online entrance counseling Complete online master promissory note **Subject to lifetime limits Students interested in borrowing the full amount are required to attend a loan counseling session All loans MUST be repaid |
| ***Federal Parent PLUS Loan (Dependent Students Only) | Loan | Tuition; fees; books; educational expenses | Parents may borrow up to the Cost of Attendance less any other aid and EFC | Enroll in at least 6 credit hours Complete parent loan application Complete online master promissory note All loans MUST be repaid |

* A student can receive the Pell Grant only up to 12 full time semesters or the equivalent.

** Lifetime Direct Loan Limits: Dependent - \$31,000 with no more than \$23,000 in subsidized; Independent - \$57,500 with no more than \$23,000 in subsidized.

*** Dependent students whose parents are unable to obtain a PLUS Loan may be eligible for additional Stafford Loan amounts. Special loan counseling is required for qualifying PLUS loan applicants who have adverse credit history as defined by the regulations.

Educational expenses include books, supplies, equipment, dependent child care expenses, transportation and computer rental/purchase.

All students using federal aid are subject to federal aid guidelines. The most up to date policies are available at www.sinclair.edu/services/finaid

All federal loans must be repaid. Repayment begins six (6) months after a student's enrollment drops below six (6) credit hours, including students attending part-time, graduating, and withdrawing. Additional information

regarding loan repayment and required exit counseling is available at:
www.sinclair.edu/services/finaid

Contact the financial aid office with any questions regarding federal aid. Students who are first time borrowers on or after July 1, 2013, may not receive Direct Subsidized Loans for more than 150% of the published length of their program. Additional information on the 150% Rule for first time borrowers is available at:
www.sinclair.edu/services/finaid

Important Note: Aid received at another institution may affect the amount of aid a student is eligible for at Sinclair and it is the responsibility of the student to only accept aid for which he or she is eligible with regard to annual limits. Students should contact the Financial Aid & Scholarships office with any questions concerning aid amounts and eligibility.

Financial Aid Student Attendance Policy

- To be eligible for federal financial aid federal regulations require that students receiving financial aid establish attendance/participation in coursework each term.
- Except in the cases where the student provides documentation of the extenuating circumstances listed below, class instructors are required to verify attendance through the 14th day of the following sections:
 - Full-term;
 - A Term;
 - B Term, and
 - Late Start Term
- Instructors will verify attendance for flex sections which are defined as all other sections that are not full-term, A term, B term or “Late Start” term. Attendance verification for these sections will be established by the receipt of the student’s final grade for the course other than a Z grade.
- Instructors may provide an academic attendance policy for each course that they teach. A course academic attendance policy is different from the Financial Aid Student Attendance Policy.
- Students who have not established attendance in a course or all courses through the first 14 days of the class, or in accordance with the provision for extenuating circumstances, may have their Financial Aid eligibility adjusted. The student will remain on the enrollment roster for the course and may incur a balance owed to Sinclair if they do not officially withdraw from the course during the drop/add period.
- Documented Extenuating Circumstances:
 - Students may establish attendance beyond the first 14 days of a section under certain circumstances if they provide documentation of those circumstances to the Financial Aid & Scholarships office.
 - Extenuating circumstances, as determined by the use of professional judgment by a financial aid staff member, may be documented to allow students to establish attendance beyond the first 14 days of the course. Examples include but are not limited to:
 - ❖The student had a severe illness that prevented him or her from attending all classes during the first 14 days of the course and he or she provided documentation from a medical doctor or hospital, and a financial aid staff member agrees that attendance in the first 14 days of the course was not possible;
 - ❖The student suffered the death of a close family member and provides a copy of the death certificate;
 - ❖A campus closure (inclement weather or an act of God) cause the student to miss classes, and in addition, the student can document extenuating circumstances that prevented him or her from establishing attendance during the remainder of the 14 day period;

- ❖ The student attended the wrong section of the course but did establish attendance during the first 14 days of the course in that section as evidenced by the instructor for that course, even though the student was not registered in that course at the time attendance was verified;
 - ❖ The instructor ceased teaching the course or is no longer available to submit the attendance appeal form (for example: due to death, medical illness or disability, relocating out of state) and the student has been regularly attending the courses;
or
 - ❖ Any other unforeseen circumstance that a financial aid staff member determines to be extenuating through the use of professional judgment and the student can document that circumstance.
- Academically related activities **include** but are not limited to:
 - physically attending a class where there is an opportunity for direct interaction between the instructor and students;
 - submitting an academic assignment;
 - taking an exam, an interactive tutorial or computer-assisted instruction;
 - attending a study group that is assigned by the school;
 - participating in an online discussion about academic matters; or
 - initiating contact with a faculty member to ask a question about the academic subject studied in the course.
 - Academically related activities **do not include** activities where a student may be present but not academically engaged, such as:
 - living in institutional housing;
 - participating in the school's meal plan;
 - logging into an online class without active participation; or
 - participating in academic counseling or advisement.
 - Students may review the Academic Attendance Policy at www.sinclair.edu/academics/lhs/departments/nsg/sinfo/progppl/Attendance/ and the Attendance Policy for Online at www.sinclair.edu/academics/lhs/departments/nsg/sinfo/progppl/Attendance/
 - If a student has been reported as not establishing attendance in a class due to an attendance reporting error, the student may request that their instructor submit an electronic attendance appeal to the Financial Aid & Scholarships office. The student is responsible for requesting the appeal from the instructor who reported their non-attendance. The instructor is responsible for submitting the attendance appeal form if he or she believes an error in reporting was made. In a case where the student attending the wrong section of a class, the instructor with whom the student established attendance may submit the attendance appeal form. Appeal decisions can take up to 10 business days. The student will be notified through their Sinclair email account when a decision is made regarding the appeal. All appeal decisions are final. An attendance appeal must be submitted within 30 days after the start of the following term in which the course was taken.

The electronic appeal form is available to instructors through FormsCentral. The Financial Aid & Scholarships office will no longer accept the hard copy appeal form. Please see a Financial Aid officer if you have any questions concerning the **Financial Aid Student Attendance Policy**.

Financial Aid Repeat Coursework Policy

Students may receive federal financial aid funding for one (1) repetition of a course successfully completed. The repeated class may be counted towards a student's enrollment status and the student may be awarded Title IV aid for the enrollment status based on the inclusion of the class.

Grades of A, B, C, D, Y, P and S are considered course credit hours successfully completed.

Grades of W, F, U, I, IP, N and Z are considered course credit hours not successfully completed.

Students should be aware that for *Satisfactory Academic Progress*, all coursework attempted counts toward GPA, PACE of completion and maximum timeframe hours used to determine eligibility for federal financial aid. To see the Satisfactory Academic Policy Statement you may visit:

www.sinclair.edu/services/finaid/sourcesandtypesoffinancialaid/federalfinancialaid/sap/

Students taking repeated courses should consult with the Financial Aid & Scholarships office prior to registration to ensure repeated courses are counted appropriately for financial aid eligibility. In addition, a student may need to provide documentation from the department chairperson of their valid active program regarding the need to repeat courses.

A possible exception exists for coursework with the same department name, course number and title but whose content varies by term and is required to complete the student's current active program. All exceptions will require the student to complete and submit a *Repeat Coursework Appeal*. Please see a financial aid officer for the *Repeat Coursework Appeal* form and a list of department chair office locations.

Examples of repeated coursework that may or may not be counted for federal financial aid eligibility:

- A. A student is enrolled in 12 credit hours which includes a 3 credit hour course that the student passed and is repeating. The student withdraws from the course before the last day to withdraw with a full refund (withdrawals without record). The next term, the student is again registered for 12 credit hours and repeats the same 3 credit course. Twelve credits will count for financial aid eligibility.
- B. A student is enrolled in 15 credit hours which includes a 3 credit hour course that the student is previously passed and is repeating. The student is enrolled in a minimum of 12 credit hours which are not repeats, therefore, student's financial aid eligibility will not be impacted by the repeated course.
- C. A student is enrolled in 15 credit hours which includes 3 credits repeating a course not yet passed. Since the student has never passed the course, the student's financial aid eligibility is not impacted by the repeat.
- D. A student is registered for 12 credit hours which includes a 3 credit hour course that have been previously taken two times with grades of D and F respectively. Since the student has already taken the course one time since it was passed, he cannot receive Title IV aid for the second repeat of the course even though an F was earned. Only 9 credits will count for financial aid eligibility.

Financial Aid Add/Drop Census Date Policy— Dropping, Adding, or Withdrawing from Courses

Typically, the initial calculation of federal Pell Grant awards are prepared based on anticipated full-time enrollment each term. Sinclair recalculates federal Pell Grant awards based on attendance and/or schedule adjustments up to the student census date. After the student census date, a student's federal Pell Grant will not be adjusted for drops or adds even if the student has been attending class. However, if the student fails to complete all of his or her scheduled courses in the term, a Return of Title IV Funds calculation is required, and an adjustment may be made by Sinclair.

Pell Grant awards will be based on the number of credit hours for which a student is enrolled as of the student census date. If a student withdraws from or drops all of his or her courses on the same date, then the student census date will be the latest census date for the course(s) they dropped with record. Students are strongly encouraged to finalize their course schedule no later than the start of the term.

For information about federal student loans and work study, please review the *Federal Loan Process* and *Student Employment* websites.

| Definitions | | |
|---------------------|---|--------------|
| Add | A course added by the student to his or her schedule. | |
| Drop | A course dropped by the student from his or her schedule on or before the course census date. No grade will be issued for the dropped course. The course will not be part of the student's academic record (a drop without record). | |
| Withdrawal | A course dropped by the student from his or her schedule after the course census date. A grade of W (withdrawal) will be issued for the course. The course will be part of the student's academic record (a drop with record). | |
| Purged | The process used by the school to remove courses from a student's schedule for non-payment of tuition and fees. | |
| Cancelled | A course removed by the school due to cancellation (e.g.—due to low course enrollment) | |
| Course Census Date | The last date to add a course or drop a course with the possibility of a refund and without record. See the <i>Sinclair Community College Registration Calendar</i> for specific dates for a given academic year. | |
| Student Census Date | The latest course census date for all of the student's registered courses for a specific term. For example, in the Fall term a student has a full-term course (census date is Aug. 25), an A term course (census date is Aug. 22), and a B term course (census date is October 24 which is the latest starting course). The student census date is October 24. All adds or drops that occur on or before October 24, will be considered when determining the student's enrollment level and the amount of federal financial aid the student will receive. | |
| Enrollment Levels | Level | Credit Hours |
| | Full Time | 12 or more |
| | Three-Quarter Time | 9 – 11 |
| | Half-Time | 6 – 8 |
| | Less Than Half-Time | 1 – 5 |

| Credit Hours Included or Not Included in Determining Enrollment Levels for Federal Financial Aid | | | | | |
|--|---|--|--|---|--|
| | Pell Grant | | | Federal Loans | |
| Student Enrollment Activity | Before Course Census Date | After Course Census Date but Before Student Census | After Student Census Date | Before Loan Disbursed to Student Account | After Loan Disbursed to Student Account |
| Add | Included | Included | Not included | Disbursement allowed if at least 6 credit hours | NA – if the activity occurred after the federal loan was disbursed, no adjustment is made. |
| Drop without record (Drop) | Not included | NA – cannot drop without record after the course census date | NA – cannot drop without record after the course census date | Disbursement not allowed if less than 6 credit hours after excluding the dropped hours. | NA – if the activity occurred after the federal loan was disbursed, no adjustment is made. |
| Drop with record (Withdrawal) | NA -cannot drop with record before the course census date | Not included | Included | Disbursement not allowed if less than 6 credit hours after excluding the dropped hours. | NA – if the activity occurred after the federal loan was disbursed, no adjustment is made. |
| Purged | Not included | Not included | Included | Disbursement not allowed if less than 6 credit hours after excluding the purged hours. | NA – if the activity occurred after the federal loan was disbursed, no adjustment is made. |

Communication with Financial Aid & Scholarships Office

The Financial Aid & Scholarships office at Sinclair helps students meet their educational expenses. Sinclair will make every effort to help students meet the difference between college costs and the amount the family is able to pay. All awards are made on a non-discriminatory basis.

- Questions—For information, call, write, or personally visit the office:
 - Call Sinclair’s Call Center: (937) 512-3000, or 1-800-315-3000
 - Email finaid@sinclair.edu. In order to receive a response, all email messages sent to finaid@sinclair.edu must be sent from a student’s **my.sinclair** email account.
 - Send a letter to: Financial Aid & Scholarships, Sinclair Community College, 444 West Third Street, Dayton, Ohio 45402-1460.
 - Visit the Dayton Campus office, Building 10, Room 10324 to speak with a financial aid representative (Monday-Thursday, 8:00 a.m.-7:00 p.m. and Friday, 8:00 a.m.-5:00 p.m.).
- The Financial Aid & Scholarships office will communicate with students about the status of their application through their **my.sinclair.edu** email account. When the student’s financial aid award package has been determined, an award notification will be sent via email. Students should check their **my.sinclair.edu** email account regularly.

Note: No information regarding student's financial aid records will be provided to anyone but the student without the student's written permission. See a financial aid representative at any campus location to complete the Authorization for the Release of Student Information (FERPA Release).

Satisfactory Academic Progress (SAP) Policy

The Sinclair Community College (Sinclair) Satisfactory Academic Progress (SAP) Policy changed effective August 15, 2013 and was most recently updated on March 2, 2015. The following summary of policy provisions is provided.

There are no changes to the minimum requirements of SAP. They are:

- Maintain at least a 2.0 cumulative GPA;
- Maintain at least a 66.67% cumulative pace of completion (i.e., credit hours successfully completed relative to credit hours attempted); and
- Complete program before attempted credit hours equals or exceeds 150% of the credit hours required for program completion.

The major changes include:

- Students may no longer be enrolled in multiple programs of study unless granted an exception.
- GPA for Financial Aid: Credit hours for developmental and English as a Second Language that earned a grade of S, P, N, or U are included in the calculation of cumulative GPA. The grades have been assigned a grade level of 2.0 for an S and P, and zero for N and U.
- Pace of Completion: Transfer credits are included in the calculation of cumulative pace of completion. They are treated as both attempted and successfully completed.
- Maximum Time Frame: Uses a new "Alert Process" that will notify a student at the end of a term when he/she is within 24 credit hours of reaching the end of his/her aid eligibility (no lengthy monitoring process).
- Alerts will also be sent to students whose GPA drops below a 2.5 and whose pace of completion drops below 75% to alert them that their federal student aid may be suspended if the minimum standards are not met.

Measuring Satisfactory Academic Progress

Federal regulations require students receiving federal student financial aid to maintain satisfactory academic progress toward the completion of a federal aid eligible program. A student that registers for a term for which the school has received a federally processed Free Application for Federal Student Aid (FAFSA) for the corresponding award year will have his/her academic record evaluated at the end of the term. SAP measures three requirements:

Minimum Cumulative Grade Point Average (GPA—2.0 cumulative GPA (qualitative measure)) A cumulative grade point average (GPA) of at least 2.0 must be maintained for aid eligibility. It is computed by dividing the total grade value (given the successfully completed credit hours) by the total attempted credit hours at Sinclair, including credit hours from developmental and English as a Second Language (ESL) courses. Transfer credits accepted from other institutions have no grade value. They are excluded from the GPA calculation.

The Financial Aid Satisfactory Academic Progress (SAP) policy differs from the Sinclair Academic Policy in its calculation of GPA and definition of maximum time frame. Sinclair's Academic Policy calculates cumulative GPA excluding the credit hours graded with a colon, which designates a Fresh Start course. In addition, there is no grade value for S, P, U, and N in the Sinclair grade scheme. However, they are assigned a grade value for Financial Aid SAP, because the grades for remedial courses for which a student received federal aid must be included in the qualitative SAP measure. For SAP purposes, all credit hours graded for developmental and English as a Second Language courses are included in the cumulative GPA calculation.

Minimum Cumulative Pace of Completion—66.67% successfully completed credit hours (quantitative measure) A cumulative pace of completion of at least 66.67% must be maintained for aid eligibility. It is computed as a percentage of the total successfully completed credit hours relative to total attempted credit hours. Sinclair credit hours for college level, developmental, and English as a Second Language (ESL) courses, are counted in attempted and, if appropriate, completed hours. In addition, transfer credits accepted from other institutions are counted in both attempted and completed credit hours.

Maximum Time Frame—150% of credit hours required for program completion (quantitative measure) The maximum time frame of federal aid eligibility toward the completion of a program is 150 percent of its published length in credit hours. It is computed as a percentage of credit hours attempted relative to 150% of the number of credit hours required for program completion. Sinclair credit hours for college level courses and transfer credits are counted in attempted credits.

A student must be able to complete mathematically the program of study within the maximum time frame.

The Financial Aid Satisfactory Academic Progress (SAP) policy differs from the Sinclair Academic Policy in its definition of maximum time frame to complete a program. Sinclair's Academic Policy allows six years for the completion of an associate degree program. Students will not receive federal financial aid for any courses taken that equal or exceed 100% of the financial aid maximum time frame calculation, which is a measure of attempted credit hours divided by 150% of the credit hours required to complete the program of study, unless approved through the SAP appeal process.

Categories of Satisfactory Academic Progress (SAP) Statuses

A student will be assigned a SAP status in one of the following categories: Financial Aid Satisfactory, Financial Aid Warning, Financial Aid Unsatisfactory, Financial Aid Maximum Time Frame or Financial Aid Probation.

See the table on the following page for a summary of how each status is treated:

Categories of Satisfactory Academic Progress Statuses

| If a student's SAP status is Financial Aid one of these categories: | Financial Aid Satisfactory | Financial Aid Warning | Financial Aid Unsatisfactory | Financial Aid Probation | Maximum Time Frame |
|---|--|---|---|---|---|
| Is the student eligible for federal financial aid? | Yes | Yes | No | Yes | No |
| | Meets all three SAP requirements: <ul style="list-style-type: none"> Cumulative GPA is at least 2.0 Cumulative Pace of Completion is at least 66.67% Maximum Time Frame is less than 100%. That is, total attempted credit hours are less than 150% of the credit hours required for program completion. Appeal is not necessary. | Fails one or both of requirements for cumulative GPA and cumulative Pace of Completion. Prior term's SAP status must have been a Financial Aid Satisfactory status. | Fails one or both of requirements for cumulative GPA and cumulative Pace of Completion. Prior term's SAP status must have been a Financial Aid Warning, Financial Aid Unsatisfactory, Financial Aid Probation for One Term, or Financial Aid Probation with an Academic Plan. | Successfully files an appeal after being assigned to a Financial Aid Unsatisfactory or Financial Aid Maximum Time Frame status. | Fails to complete program of study before total attempted credit hours is equal to or exceeds 150% of the credit hours required for program completion. |
| Does the student need to appeal to reinstate financial aid eligibility? | | Appeal is not necessary. Warning Period is ONLY one semester. | Yes, if there are extenuating circumstances, a student may appeal. | Appeal was filed and approved, and the student remains eligible. There are two probation statuses: <ul style="list-style-type: none"> One term probation; or Academic plan probation. | Yes, if there are extenuating circumstances. |

Multiple Academic Programs

A student may not be enrolled in multiple academic programs concurrently unless he or she is granted an exception. If the student was granted an exception to this policy and has more than one active program of study, the active, highest-credential program with the most recent start date will be evaluated for satisfactory academic progress. The SAP standards will include all credits and grades of institutional and transfer credits.

Timing of SAP Evaluations

SAP is performed at the end of each term, i.e., Fall, Spring and Summer.

Note: An intersession is combined with the term that follows and credit hours attempted are evaluated at the end of that term, i.e., Fall, Spring or Summer.

SAP requirements are calculated on cumulative data and whether or not a student received financial aid for the attempted hours.

If there is a change in the student's status or a loss of aid eligibility, the student is notified via email at his or her **my.sinclair.edu** address within 5 business days of the SAP evaluation that occurs at the end term.

Filing a SAP Appeal

A student may appeal the suspension of financial aid eligibility based on extenuating circumstances affecting enrollment and academic progress.

Timeframe for Appeal and Decision: A SAP Appeal may be filed at any time, but only once after each SAP evaluation period. Appeals will be reviewed by the Financial Aid Appeals Committee that meets at least twice per month.

A student will be notified by email via their **my.sinclair.edu** email address within 10 business days of the Appeals Committee's decision. The decision is final. If denied, a student may file another appeal if there are additional documented circumstances that were not included in any previous appeal.

If an appeal is approved, it is effective for the current term, if registered, or the next term in which a student is registered, and for which Sinclair received a federally processed Free Application for Federal Student Aid (FAFSA) application. If registered in the current term, a student may be reimbursed up to the amount of the accepted awards, if any, for the cost of tuition, fees, and book expenses incurred for the term. Any credit balance of aid awarded will be issued no later than 14 calendar days from the date it occurs.

Note: A student is responsible for any tuition, fees, and book expenses incurred if enrolling in a term prior to a SAP appeal decision on aid eligibility. If an appeal is denied, no aid will be awarded. The College offers the FACTS payment plan as a payment option.

Appeal Form and Documentation of Extenuating Circumstances

The written SAP appeal must include:

- Satisfactory Academic Progress (SAP) Appeal Form, which is available online under 2014 -2015 Financial Aid Forms found at: **www.sinclair.edu/services/finaid/faf/index.cfm**
- Written statements that address: (Note: These questions are included on the Appeal form.)
 - The circumstances that occurred that contributed to the student's failure to meet the minimum standards of academic progress, and
 - What has changed in his or her circumstances to allow the student to achieve satisfactory academic progress within a reasonable period of time.
- Written explanation and documentation of the extenuating circumstances.
 - Extenuating circumstances include illness, accident, grievous personal loss, employment change or relocation, or other circumstances beyond the student's control. Extenuating circumstances does not include a dislike of an instructor or mode of instruction.

(Note: Additional documents may be requested by the Appeals Committee to evaluate the appeal.)

Appeals Committee Decision

Each appeal is reviewed on a case-by-case basis. The Financial Aid Appeals Committee will determine the merit of the appeal by considering: the extenuating circumstance(s) and its resolution; the thoroughness of documentation; GPA; pace of completion; number of credit hours and length of time to completion of program; and prior appeals submitted. If the appeal

includes extending maximum time frame, the Committee will consider: the student's reason(s) for changing a program of study or pursuing a second or subsequent degree; prior satisfactory academic progress performance; and credits hours remaining to complete program of study.

Submission of an appeal does not guarantee reinstatement of financial aid eligibility. If approved, a student is placed on Financial Aid Probation status with aid eligibility, and the student is notified within 10 business days of the decision. Based on the time needed to achieve a Financial Aid Satisfactory status or complete the program of study, there are two Financial Aid Probation statuses: (See details under Categories of Satisfactory Academic Progress (SAP) Statuses—Financial Aid Probation).

- One-term probation: Probationary period is one term to achieve minimum SAP standards. If SAP appeal was for maximum time frame, the program of study must be completed.
- Academic plan probation: Probationary period is defined by the academic plan, which is developed by an Academic Advisor and agreed to by the student. A student's progress is reviewed at the end of each term and evaluated on the basis of the requirements of the academic plan. A change in academic program prior to successfully completing the academic plan will result in suspension of aid eligibility with no recourse for appeal.

If an appeal is denied, a student is notified of the loss of aid eligibility within 10 business days of the decision.

Reinstatement of Financial Aid Based on Change in SAP Status

A student that is ineligible to receive aid as a result of not meeting the minimum SAP requirements, and did not file a successful appeal, will be included in the SAP evaluation at the end of a subsequent term of enrollment if Sinclair has received a federally processed Free Application for Federal Student Aid (FAFSA) application for the corresponding award year. If the minimum SAP requirements are met, the student's financial aid eligibility will be reinstated. It is the student's responsibility to contact the Financial Aid office and request a SAP evaluation, if not updated timely. The student will be notified within five (5) business days via letter and/or email (via their my.sinclair.edu email address) of the SAP evaluation if the SAP status is Financial Aid Satisfactory and the student is aid eligible. Financial aid awards cannot be paid retroactively for the term(s) during which a student was ineligible to receive financial aid.

Please see a Sinclair Financial Aid officer for additional information or for a copy of the complete details of the Financial Aid Satisfactory Academic Progress (SAP) policy.

Scholarships

Sinclair Community College offers a variety of scholarship opportunities for students. Sinclair's Institutional scholarships include need-based and merit-based awards to new and currently enrolled students ranging from \$100—\$5,000 per year. Typically, students must have at least a 2.0 cumulative GPA; for the first semester, the GPA requirement is waived for new students. Students may be eligible for more than one institutional scholarship per academic year.

Competitive scholarships are also available to students on a departmental basis. Students should contact their department to determine if scholarships are offered for their department.

High School Merit Scholarships—These scholarships are offered each year to high school seniors planning to enroll at Sinclair in the Fall semester after graduation. They range in amount from \$2,000-\$3,000 per year and include the following awards for Montgomery County residents: Presidential Scholarship (3.5 minimum high school GPA required) and the Virginia McNeal Scholarship (3.0 minimum high school GPA required). A Regional Scholarship is offered to non-Montgomery County residents (3.0 minimum high school GPA required). Further information regarding those scholarships can be found at www.sinclair.edu/scholarships.

Foundation Scholarships—The Sinclair Foundation annually funds scholarships through endowment earnings and cash gifts to the college. Scholarships are available to currently enrolled Sinclair students, graduating high school seniors, and adults entering college for the first time. Students with enough Pell and other grants to cover tuition, books and fees are typically not considered for these scholarships. Other criteria such as program of study, academics and community service may also be considered. Online applications can be submitted at www.sinclair.edu/scholarships.

External Scholarships—Several scholarships are awarded by agencies and clubs and organizations outside of Sinclair. Students are encouraged to periodically check the *External Scholarship Resources* link on the web at www.sinclair.edu/scholarships.

Athletic Scholarships—The Exercise, Wellness & Sport Sciences department controls all athletic scholarship awards. Decisions and scholarship offers are made by individual coaches and endorsed by the athletic director. The Financial Aid & Scholarships office is notified to credit an award to the student's account. Any changes made to athletic awards must be received, in writing, from the athletic director. All athletic scholarships are awarded as part of Sinclair's Institutional Scholarships.

State Scholarships —A variety of state scholarships are also available.

Visit www.sinclair.edu/services/finaid for more information.

Visit www.sinclair.edu/scholarships for additional scholarship information including application and selection details.

Student Private Loans

Sinclair provides information about private lenders who qualify to provide private loans to community college students who do not qualify for federal loan programs or who need additional financial assistance to meet educational expenses.

These are student loans offered by private companies. They are not guaranteed by the Federal Government. Private loans are meant to help students cover education costs not met by other forms of financial aid. It is recommended that students take full advantage of all government loans available to them before considering a supplemental private loan.

Verification Process for Applicants Filing the FAFSA

Federal verification is a process whereby institutions are required by the U.S. Department of Education (ED) to verify the accuracy of information provided on a student's FAFSA in an effort to assure federal aid is awarded to those who are eligible. Approximately 30% of FAFSA applications are selected by the federal processor for verification each year. Sinclair may also select any application for federal financial assistance for verification that the College believes is incorrect or has conflicting information.

For the 2015-2016 award year the FAFSA information selected by ED that an institution, applicant and, if appropriate, the applicant's parent(s) or spouse may be required to verify are:

- Adjusted Gross Income
- U.S. Income Tax Paid
- Untaxed Portions of Individual Retirement Account (IRA) Distributions
- Untaxed Portions of Pensions
- IRA Deductions and Payments
- Tax Exempt Interest Income
- Other Untaxed Income
 - Payments to tax-deferred pension and savings

- Child support received
- Housing, food and other living allowances paid to members of the military, clergy and others
- Veterans non-education benefits
- Other untaxed income
- Money received or paid on the applicant's behalf
- Education Credits
- Income Earned from Work
- Number of Household Members
- Number of Household Members in College
- Supplemental Nutrition Assistance Program (SNAP-Food Stamps)
- Child Support Paid
- High School Completion Status
- Identity/Statement of Education Purpose

Please note that Sinclair may select FAFSA items for verification beyond the items required by ED. Students will receive notification that they have been selected for verification via their **my.sinclair.edu** email account. The email will specify the actions required by the applicant and the documents (if any) required for verification that must be submitted to Sinclair to complete the verification process. The applicant also receives a FAFSA processing email notification from ED. This email states that their FAFSA was processed and a Student Aid Report (SAR) was generated that indicates their eligibility status and notifies them if they were selected for verification.

If the ED or Sinclair selects an applicant for verification under this policy, the applicant must complete the required actions specified or provide the requested documents or information. Applicants are advised to complete the required actions or submit copies of the requested documents within 14 days of the request made by the Financial Aid & Scholarships office. However, the Federal deadline for submitting verification documents is the earlier of 120 days from the applicant's last date of attendance or the federal deadline of September 27, 2014. This includes making any necessary corrections, submitting those corrections to the Central Processing System, and submitting the new corrected Student Aid Report (SAR) to Sinclair.

The following consequences occur for applicants who fail to complete verification in a timely manner:

- Applicants who do not complete verification within the required deadlines will not qualify for federal financial aid.
- No federal grant or loan funds will be disbursed.
- No federal financial aid loan will be originated.
- If a loan was originated prior to the notice of verification, any undisbursed monies will be returned to the ED.
- Student employment in a Federal Work Study job will be terminated.
- If federal grant funds were disbursed prior to being selected for verification and there was an overpayment, the monies must be returned to the appropriate federal grant programs.
- Federal financial aid will not be disbursed, and refunds, if any, will not be available until verification is completed and corrections (if necessary) have been processed and received by Sinclair from the ED.

The Financial Aid & Scholarships office is required to review each applicant's student information reported to the school from the completed FAFSA for conflicting information. This review ensures that any conflicting information affecting a financial aid applicant's eligibility are identified and resolved. Federal financial aid will not be awarded or disbursed if there are unresolved discrepancies.

Federal financial aid awards are based on the information provided on the applicant's FAFSA. Federal Programs such as the Federal Pell Grant, Federal SEOG Grant, and the Federal Subsidized Stafford Loan Program have strict eligibility requirements. If the data reported on verification

documents differs from the information reported on the applicant's FAFSA, the applicant's eligibility for funding from these programs may be affected.

If any credible information indicates that the applicant engaged in fraud or other criminal misconduct in connection with their application for federal student aid, Sinclair will report applicants to the Office of the Inspector General of the U.S. Department of Education after review.

To obtain a copy of a Tax Return Transcript, go to www.irs.gov and click on "Get Transcript for Your Tax Records." Then click on the button to either "Get Transcript ONLINE" or "Get Transcript by MAIL." Once the applicant creates an account, they may order their transcript online for immediate review or via U.S. mail services. The applicant may also call the IRS Transcript Order line at 800-908-9946 or submit a Form 4506-T. This form is available at the Financial Aid & Scholarships office. The IRS Tax Return Transcript—not the IRS Tax Account Transcript—should be requested when ordering via the telephone or by Form 4506-T.

Withdrawal & Return of Title IV Funds

Students earn federal financial aid by attending class (i.e. completing all scheduled days). Any unearned portion must be returned to the appropriate Title IV program. Federal law specifies how Sinclair must determine the amount of Title IV program assistance that you earn if you withdraw from school. The Title IV programs offered by Sinclair that are covered by this law are: Federal Pell Grants, Federal Supplemental Educational Opportunity Grants (FSEOG), Federal Iraq and Afghanistan Service Grants, Federal Direct Loans, and Federal PLUS Loans.

Calculating a Return of Title IV Funds When a Student Withdraws

When you withdraw during your payment period or period of enrollment, the amount of Title IV program assistance that you have earned up to that point is determined by a specific formula. If you received (or if Sinclair or your parent received on your behalf) less assistance than the amount that you earned, you may be able to receive those additional funds. If you received more assistance than you earned, the excess funds must be returned by Sinclair and/or you to the U. S. Department of Education (ED). You will be responsible for repayment of the funds to Sinclair that it paid to the ED on your behalf.

The amount of assistance that you have earned is determined on a prorated basis. For example, if you completed 30% of your payment period or period of enrollment, you earned 30% of the assistance you were originally scheduled to receive. Once you have completed more than 60% of the payment period or period of enrollment, you earn 100% of the assistance that you were scheduled to receive for that period. That is, there are no unearned funds.

Withdrawing from a Course or all Classes Will Affect a Student's Financial Aid

Students receiving financial aid who withdraw or stop attending, in most cases, will be required to return a portion of financial aid received. A student should submit an official withdrawal from classes form to the Registration & Student Records office (RSR). Before withdrawing or stopping attendance in classes, the student should be aware of the proper procedure for withdrawing from classes and the consequences of withdrawing or stopping attendance. Official withdraw is the responsibility of the student. The Sinclair Official Withdrawal Policy is available online at: [http://catalog.sinclair.edu/#/policies/Academic/Official Withdrawal from College Policy](http://catalog.sinclair.edu/#/policies/Academic/Official%20Withdrawal%20from%20College%20Policy)

Questions on Return of Title IV Funds may be addressed to the Financial Aid & Scholarships office. Questions on withdrawal should be addressed with an Academic Advisor.

The Withdrawal Date

The withdrawal date used in the Return of Title IV calculation is the actual date the official drop form is received by the Registration and Student Records office. If a student stops attending classes without notifying Sinclair, the withdrawal date will be the midpoint of the semester or the last date of recorded attendance at an academically related activity in a course for which attendance was established during the attendance verification period.

Post Withdrawal Disbursements

If you did not receive all of the funds that you earned, you may be due a post-withdrawal disbursement. Sinclair will notify the student within 30 days of the date of determination of withdrawal concerning the post withdrawal disbursement. If your post-withdrawal disbursement includes loan funds, Sinclair must get your permission (or your parent's permission for a Direct PLUS Loan) before it can disburse the funds. You (or your parent for a Direct PLUS Loan) may choose to decline some or all of the loan funds so that you do not incur additional debt. The student (or parent if a PLUS loan) must respond within 14 days of the date the post-withdrawal disbursement notification was sent.

Sinclair may automatically use all or a portion of your post-withdrawal disbursement of grant funds for tuition and fees and will apply those funds to your student account within 45 days of the date of determination of your withdrawal from Sinclair. Sinclair needs your permission to use the post-withdrawal grant disbursement for all other school charges. If you do not give your permission (Sinclair may ask for this when you enroll or register), you will be offered the funds. However, it may be in your best interest to allow Sinclair to keep the funds to reduce your debt at the school.

There may be some Title IV funds that you were scheduled to receive that cannot be disbursed to you once you withdraw because of other eligibility requirements. For example, if you are a first-time, first-year undergraduate student and you did not complete the first 30 days of your program before you withdrew, you will not receive any Direct Loan funds that you would have received had you remained enrolled past the 30th day.

Returning Unearned Federal Funds

If you receive (or if Sinclair or your parents receive on your behalf) excess Title IV program funds that must be returned, Sinclair must return a portion of the excess equal to the lesser of:

1. Your institutional charges multiplied by the unearned percentage of your funds, or
2. The entire amount of excess funds.

Sinclair will return Title IV funds in the following order:

1. Unsubsidized Direct Loan
2. Subsidized Direct Loan
3. Direct PLUS Loan
4. Federal Pell Grant
5. FSEOG
6. Iraq and Afghanistan Service Grant

The required return of Title IV funds will be made to the Title IV programs within 45 calendar days of the date of determination of withdrawal.

In addition to returning unearned loan and grant funds due from the school to the Title IV program, Sinclair will return those excess unearned grant funds due from you to the Title IV program. You will be required to repay Sinclair for the student portion of the funds returned to the Title IV programs.

Any loan funds that you (or your parent for a Direct PLUS Loan) must return, you repay in accordance with the terms of the promissory note. That is, you make scheduled payments to the holder of the loan over a period of time agreed upon by you (or your parent for a Direct PLUS loan).

Any amount of unearned grant funds that you must return is called an overpayment. The maximum amount of a grant overpayment that you must repay is half of the grant funds you received or were scheduled to receive. You do not have to repay a grant overpayment if the original amount of the overpayment is \$50 or less. ***You must make arrangements with Sinclair to repay the Sinclair the amount of the unearned grant funds paid on your behalf by the college.***

The requirements for refunds and repayments of Title IV program funds when you withdraw are separate and different from any Sinclair refund policy. The institutional refund policy determines the amount of tuition and other charges owed the College and has no impact on the Return of Title IV funds calculation. Therefore, you may still owe funds to Sinclair to cover unpaid institutional charges. Sinclair may also charge you for any Title IV program funds that the school was required to return. Students are encouraged to review Sinclair's refund policy which can be found online at: www.sinclair.edu/services/bursar/refunds/ or you may ask Sinclair for a copy of its refund policy.

Sinclair can also provide you with a copy of the requirements and procedures for an official academic withdrawal from courses or an administrative withdrawal or you can review it online at: [http://catalog.sinclair.edu/#/policies/Academic/Official Withdrawal from College Policy](http://catalog.sinclair.edu/#/policies/Academic/Official%20Withdrawal%20from%20College%20Policy)

If you have questions about your Title IV program funds, you can call the Federal Student Aid Information Center at 1-800-4-FEDAID (1-800-433-3243). TTY users may call 1-800-730-8913. Information is also available on Student Aid on the Web at: www.studentaid.ed.gov

All information contained in the Withdrawal and Return of Title IV Funds Policy is subject to change based on changes to federal law, regulation, or Sinclair's policy and procedure. If changes are made, students must abide by the new policy.

Note: In many instances, the student will owe a balance to Sinclair based on the returns made by Sinclair to the U.S. Department of Education. Please see a Sinclair Financial Aid officer for additional information.

Students who meet the VA eligibility criteria may be certified to receive educational benefits by registering with Sinclair's Veteran Services office.

Information regarding the criteria for receiving benefits and current payment rates may be found at: www.gibill.va.gov

Once a student has been deemed eligible to receive VA education benefits, the student will submit eligibility and enrollment information to the Sinclair Veteran Services office. It is recommended that students submit their information as soon as registration is complete in order to allow ample processing time at the VA. Registration information must be reported for each term in which a student wishes to use VA education benefits. It is also the responsibility of the student to provide an updated schedule to the Veteran Services office when any schedule changes are made. Students can find updated information and forms to process VA education benefits at: www.sinclair.edu/veterans

For questions about using VA education benefits at Sinclair, please contact: Veteran Services, Building 10, Room 10323, Dayton Campus, (937) 512-2586.

Repayment of Benefits

Under certain circumstances, repayment of benefits to the VA could occur. Please see the following list of possible repayment situations.

1. Dropping from courses
2. Non- attendance of courses
3. Punitive grades for courses (Z, F, U grades)

To best avoid these situations, report any schedule changes immediately to Veteran Services. If a student has questions or is concerned about these situations, it is best to speak with Veteran Services to discuss impact to their education benefits.

Courses and Programs of Study

Students with prior credits who attended previous college(s) or served in the military must request official transcripts. Transcripts will be evaluated by the office of Registration & Student Records. Once the credits have been evaluated, the school will send the student a letter informing them of the number of credits accepted.

Make an appointment with an academic advisor and request a signed degree audit to be sent to the office of Veteran Services. A degree audit is required before Veteran Services will certify any VA education benefits. Sinclair's Developmental Studies courses are approved for all chapters as long as students have tested into the courses through placement testing.

Two-year associate degree programs qualify for VA educational benefits. One-year and short term certificate programs do not qualify.

The following is a listing of courses that are not approved for VA benefits:

1. All certificate programs
2. Any course that cannot be credited toward graduation in the degree program
3. A third attempt at a failed (F) course
4. Any developmental course (DEV) taken in an online format
5. Real estate courses through Dayton Board of Realtors for students not enrolled in Real Estate degree program

Remember: Assistance may be received in course selection, but the final course selection is the student's responsibility. Students should follow the course outline as contained in the college catalog and see the academic advisor.

Articulation and Transfer Policies for Degree-Seeking Students

Begin a four-year degree by taking advantage of Sinclair's small class size, caring faculty, supportive staff and low tuition.

Students can:

- Complete many freshman and sophomore level courses before transferring to a four-year institution.
- Earn a Sinclair associate degree and apply many of those credits toward a bachelor's degree.
- Complete most of the general education requirements by taking courses from the Transfer Module before transferring to a four-year institution.

Transfer to and from Sinclair follows a few easy steps. Be sure to check with a Sinclair academic advisor and the transfer institution.

Transfer of Credit to Sinclair

To make sure that credits from another institution transfer efficiently to Sinclair, follow these steps:

1. Request Official Transcripts

Contact all previously attended colleges/universities and request that official transcripts be sent to: Sinclair Community College, Registration & Student Records, 444 West Third Street, Dayton, Ohio 45402-1460

Upon receipt of a student's transcript, Sinclair will notify the student with a post card via U.S. mail. Within 15 business days the Student Records department will equate the transferred courses to Sinclair courses and a full report of these equivalencies will be sent to the student in the mail. Sinclair accepts credits from colleges and universities accredited by regional accrediting associations.

2. Meet with an Academic Advisor

Advisors will work with students to determine which courses to take for their degree programs. If all transcripts have not been received by Sinclair prior to meeting with advisors, students are encouraged to bring an unofficial transcript from previously attended college(s) to the advising session.

3. Register For Classes

Transfer of Credits from Sinclair

To make sure that Sinclair credits transfer efficiently to another institution (referred to here as "transfer institution"), follow these steps:

1. Meet with the appropriate Sinclair academic/faculty advisor and speak with a representative at the transfer institution early and often during an academic career. This will help ensure that the student is selecting the appropriate courses.
2. Follow the transfer admissions procedures for that institution.
3. Have official Sinclair transcripts sent to the transfer institution and follow up to ensure that they have received and evaluated the transfer credits.
 - For additional information, go to: www.sinclair.edu/services/registration/records/transcripts

Remember:

- **Speak with an academic/faculty advisor** early in your academic career. It is the student's responsibility to keep the advisor aware of the intended academic program and/or transfer institution.
- **Contact the transfer institution** as soon as possible. Ask for specific recommendations from

the transfer institution to help with structuring a degree program at Sinclair as closely as possible around their requirements. Also, speaking to advisors from both institutions helps ensure that students receive timely, accurate transfer information.

- **Always confirm course choices with the transfer institution.** Because Sinclair is accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools and is a member of the association as well as the Ohio Board of Regents, most credits will transfer to other colleges and universities. University Parallel courses usually transfer more easily than technical courses. Due to the highly specialized nature of courses in career programs, many are not designed for transfer to a four-year institution. The exception to this is any course in an approved articulation agreement with a four-year college or university. An academic advisor can provide information about which programs offer this option.

Institutional Transfer

The Ohio Board of Regents in 1990, following a directive of the 119th Ohio General Assembly, developed the Ohio Articulation and Transfer Policy to facilitate students' ability to transfer credits from one Ohio public college or university to another in order to avoid duplication of course requirements. A subsequent policy review and recommendations produced by the Articulation and Transfer Advisory Council in 2004, together with mandates from the 125th Ohio General Assembly in the form of Amended Substitute House Bill 95, have prompted improvements of the original policy.

While all state assisted colleges and universities are required to follow the Ohio Articulation and Transfer Policy, independent colleges and universities in Ohio may or may not participate in the transfer policy. Therefore, students interested in transferring to independent institutions are encouraged to check with the college or university of their choice regarding transfer agreements. In support of improved articulation and transfer processes, the Ohio Board of Regents will establish a transfer clearinghouse to receive, annotate and convey transcripts among state assisted colleges and universities. This system is designed to provide standardized information and help colleges and universities reduce undesirable variability in the transfer credit evaluation process.

Ohio Transfer Module (OTM)

The Ohio Board of Regents' Transfer and Articulation Policy established the Transfer Module, which is a subset or entire set of a college or university's general education curriculum in Associate of Arts (AA), Associate of Science (AS) and baccalaureate degree programs. Students in Associate of Applied Science (AAS) degree programs may complete some individual transfer module courses within their degree program or continue beyond the degree program to complete the entire transfer module. The Transfer Module consists of 36 - 40 semester hours of courses in the following areas:

1. English
2. Mathematics
3. Arts and humanities
4. Social and behavioral science
5. Natural and physical sciences
6. Interdisciplinary study

A Transfer Module completed at one Ohio public college or university will automatically meet the requirements of the Transfer Module at another Ohio public college or university once a student is accepted. Students may be required, however, to meet additional general education requirements at the institution to which they transfer that are not included in the Transfer Module. Additional information and a complete list of approved transfer module courses can be viewed at <http://ohiohighered.org/transfer/reportingsystem>

Transfer Assurance Guidelines (TAGs)

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

TAGs empower students to make informed course selection decisions and plans for their future transfer. Advisors at the institution to which a student wishes to transfer should also be consulted during the transfer process. Students may elect to complete the full TAG or any subset of courses from the TAG. Because of specific major requirements, early identification of a student's intended major is encouraged. Additional information and a complete list of approved TAG courses can be viewed at: <http://regents.ohio.gov.transfer/tags/index.php>

Conditions for Transfer Admission

1. Ohio residents with associate degrees from state assisted institutions and a completed, approved Transfer Module shall be admitted to a state institution of higher education in Ohio, provided their cumulative grade point average is at least 2.0 for all previous college level courses. Further, these students shall have admission priority over out-of-state associate degree graduates and transfer students.
2. When students have earned associate degrees but have not completed a Transfer Module, they will be eligible for preferential consideration for admission as transfer students if they have grade point averages of at least a 2.0 for all previous college level courses.
3. In order to encourage completion of the baccalaureate degree, students who are not enrolled in an AA or AS degree program but have earned 60 semester or 90 quarter hours or more of credit toward a baccalaureate degree with a grade point average of at least a 2.0 for all previous college level courses will be eligible for preferential consideration for admission as transfer students.
4. Students who have not earned an AA or AS degree or who have not earned 60 semester hours or 90 quarter hours of credit with a grade point average of at least a 2.0 for all previous college level courses are eligible for admission as transfer students on a competitive basis.
5. Incoming transfer students admitted to a college or university shall compete for admission to selective programs, majors, and units on an equal basis with students native to the receiving institution.

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

Acceptance of Transfer Credit

To recognize courses appropriately and provide equity in the treatment of incoming transfer students and students native to the receiving institution, transfer credit will be accepted for all successfully completed college level courses completed in and after fall 2005 from Ohio state-assisted institutions of higher education. Students who successfully completed AA or AS degrees prior to fall 2005 with a 2.0 or better overall grade point average would also receive credit for all college level courses they have passed. While this reflects the baseline policy requirement, individual institutions may set equitable institutional policies that are more accepting. Pass/fail courses, credit by examination courses, experiential learning courses and other non-traditional credit courses that meet these conditions will also be accepted and posted to the student record.

Responsibilities of Students

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

Appeals Process

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

Articulation Agreements

Articulation agreements are formal agreements between organizations detailing the recognition of college credit between those organizations. Sinclair uses articulation agreements as a means to avoid duplication of resources and to encourage and enhance students' interest in post-secondary education and transfer from one institution to another. The college has developed articulation agreements with secondary schools, hospitals, professional organizations, and colleges and universities.

Articulation agreements can be categorized in two ways:

- Incoming agreements with secondary schools, hospitals and professional organizations indicate how credits will be recognized at Sinclair Community College. Known as articulated credit, information regarding this option can be requested from a Prior Learning Assessment advisor by calling (937) 512-2800.
- Outgoing agreements with other colleges and universities indicate how Sinclair Community College programs and courses will transfer to those institutions. Information regarding current agreements can be viewed at: www.sinclair.edu/about/administrative/vpi/trs/articulationagreements/outgoingarticulationagreements/index.cfm

Advanced Placement Credit Award

The State of Ohio, working through the University System of Ohio, has initiated policies to facilitate the ease of transition from high school to college, as well as between and among Ohio's public colleges and universities.

Beginning fall 2009:

1. Students obtaining an Advanced Placement (AP) exam score of 3 (three) or above will be awarded the aligned course(s) and credits for the AP exam area(s) successfully completed.
2. General Education courses and credits received will be applied toward graduation and will satisfy a general education requirement if the course(s) to which the AP area is equivalent fulfill a requirement.
3. If an equivalent course is not available for the AP exam area completed, elective or area credit will be awarded in the appropriate academic discipline and will be applied toward graduation where such elective credit options exist within the academic major.
4. Additional courses or credits may be available when a score of 4 (four) or 5 (five) is obtained. Award of credit for higher score values varies depending on the institution and academic discipline.
5. In academic disciplines containing highly dependent sequences (Science, Technology, Engineering and Mathematics–STEM) students are strongly advised to confer with the college/university advising staff to ensure they have the appropriate foundation to be successful in advanced course work within the sequence.

A complete list of approved AP courses equivalencies can be viewed at:

<http://ohiohighered.org/transfer/reportingsystem>

Transferology™ (formerly u.select)

Students who have completed courses in higher education and want to know which colleges and universities will accept those courses and apply them to a degree should visit:

www.transferology.com

Transferology will provide quick answers from hundreds of institutions in a streamlined and dynamic interface.

General Education

Sinclair Community College believes every educated person should possess a set of basic, common knowledge, skills and attitudes. Through Sinclair's courses and programs of study, a student acquires breadth of knowledge and gains competence to achieve independent intellectual inquiry. Upon completion of the associate degree at Sinclair, the student will be able to demonstrate the following six general education outcomes:

1. **Oral Communication:** the creation of common understanding through the use of verbal and nonverbal messages in a variety of contexts.
2. **Written Communication:** the creation of understanding through composition and synthesis of the written word.
3. **Information Literacy:** the ability to effectively locate, evaluate, and use information.
4. **Critical Thinking:** the application of higher order analytical and creative cognitive processes.
5. **Computer Literacy:** the ethical and appropriate use of computers, terminology, computer hardware, and computer software to complete tasks appropriate for the degree field at a level considered satisfactory to industry standards.
6. **Cultural Diversity and Global Citizenship:** apply knowledge of cultural diversity to real world context by acknowledging, understanding, and engaging constructively within the contemporary world.

Appalachian Outreach/Think College

Building 7, Room L07E • (937) 512-2126 • www.sinclair.edu/appalachian

This department provides the Appalachian community with programs and services to eliminate barriers, ensure access to the learning process and champions the benefits of post-secondary education and life-skills training.

College for Lifelong Learning

(937) 512-2372 • www.sinclair.edu/lifelong

Adults of any age may enroll in non-credit seminars and workshops. Classes meet on campuses and at various sites across the community. Topics range from Introduction to Personal Computers, and Managing Money to Dayton History and more. Some classes carry a modest fee to cover instructional costs, while others are free. A schedule of classes is available on the College for Lifelong Learning web page.

College Readiness Centers

Library, Room 7L001 • (937) 512-3495 • www.sinclair.edu/support/readiness

At Resource Centers located on Sinclair campuses as well as select area high schools, prospective students have an opportunity to improve their skills in math, reading, and writing prior to enrolling in college.

Fast Forward Center

Job Center, Edwin C. Moses Blvd. • Dayton, Ohio • (937) 512-FAST (3278) • www.sinclair.edu/centers/ffc

This award-winning center serves youth who have previously dropped out of high school by returning them to high school and securing a positive placement upon graduation (employment, military or post-secondary education).

International Education

Building 10, Room 10231 • (937) 512-4606 • www.sinclair.edu/international

International Education actively promotes international and intercultural understanding. Our staff members are committed to the enrichment of Sinclair and strive to provide the best services and support to international students and various college departments and offices.

School & Community Partnerships

Building 12, Room 12223 • (937) 512-5226 • www.sinclair.edu/scp

Offers programs designed to expose and prepare youth for higher education including Appalachian Outreach, College Credit Plus, Educational Talent Search, Upward Bound, and Young Scholars.

Workforce Development

Building 12, Room 12101 • Dayton Campus • (937) 252-9787 • workforce.sinclair.edu

Sinclair Workforce Development partners with the region's industry leaders to provide professional development training opportunities and resources that are relevant to the demands of today's competitive job market. Offering a wide array of innovative programs and services in organizational and professional development, emerging markets, leadership, information technology, advanced manufacturing, industry credentials, online learning and more, Sinclair Workforce Development is a first-stop solution for employers and individuals looking to take their skills to the next level.

Student Services & Support

www.sinclair.edu/services

Sinclair provides access to academic support services, programs and resources that proactively and collaboratively guide, assist, and help students achieve their personal learning goals.

Visit www.sinclair.edu/services for details on the offices listed below. Direct numbers are provided on the inside front cover of the catalog or call (937) 512-3000 to be connected directly.

Academic Advising
Academic Resource Center
Bursar/College Cashier
Campus Ministry
Center for Student Success
Childcare
Counseling Services
Disability Services
English as a Second Language
Financial Aid & Scholarships
Multicultural Student Support
New Student Enrollment Center/New Student Orientation
Ombudsman
Registration & Student Records
Student Support Services
Student & Community Engagement
Tartan Card (Student I.D.)
Testing Center
Tutorial Services
Veteran Services



There are three types of degree programs offered at Sinclair:

University parallel programs are associate of arts or associate of science degree programs designed specifically for transfer to a four-year institution.

Career programs are associate of applied science degree programs designed to prepare for a particular job or vocational area or transfer to a four-year school.

Individualized degrees are associate of individualized study or associate of technical study degree programs designed for specialized interest, often combining multiple degree programs.

Associate of Arts (AA) and Associate of Science (AS)

Associate of Arts and Associate of Science degrees are designed for students wishing to complete the first two years of a bachelor's degree, as well as those desiring two years of a liberal arts education.

Associate of Applied Science (AAS)

Associate of Applied Science degrees are awarded in recognition of successful completion of career technical education programs and prepare student for immediate employment upon graduation. The curricula for applied associate degree programs are described in terms of technical and non-technical studies. Non-technical studies include general education and courses that serve as a base for the technical field.

Associate of Technical Study (ATS)

Associate of Technical Study degrees are awarded for successful completion of a planned program of study designed to respond to the need for specialized technical education. The program must have an area of concentration which is equivalent to at least 30 semester credit hours in technical studies and a clearly identifiable career objective. The area of concentration can either be formed by: a) a coherent combination of technical courses selectively drawn from two or more technical programs currently offered by the college to serve a career objective that would not be adequately addressed by one of the existing programs alone; or b) courses completed or training received by a student at other institutions of higher education, career centers, or other educational enterprises judged by the institution to be of college level and for which the institution awards degree credit.

Associate of Individualized Study (AIS)

Associate of Individualized Study degrees are awarded for the satisfactory completion of an individually planned program designed to serve an educational objective that could not be served through another degree program of the institution. The program, planned by the student and advisor must contain an area of concentration consisting of a minimum of 20 semester credit hours which is formed according to one of the following models: a) an interdisciplinary, but coherent combination of courses drawn from a minimum of two and a maximum of four instructional areas; b) up to forty semester credit hours awarded by the institution for documentable educational experiences or courses completed at other institutions of higher education or educational enterprises judged by the institution to be of college level; or c) an unusual by academically coherent combination of technical and general studies courses.

Some degree programs contain embedded certificates. These are certificate programs that contain all of the same courses required for a degree program. When a student completes these requirements while they are pursuing their selected degree program, the certificate(s) will be automatically awarded. If a student does not want to automatically receive embedded certificates, they must come to the Registration & Student Records office on the Dayton Campus, Building 10, Second Floor or the front desk at any Regional Center to fill out the required form to prevent the embedded certificate(s) from being awarded. The form must be completed and submitted during the first term the degree program is declared.

***Please see your Academic Advisor for information on Ohio Transfer Module and other electives.**

University Parallel Programs (AA & AS)

| | |
|--|----|
| Art (ART.S.AA) | 47 |
| Associate of Arts (LA.S.AA) | 48 |
| Associate of Science (LA.S.AS) | 57 |
| Biology (BIOE.S.AS) | 57 |
| Business Administration (BUS.S.AS) | 58 |
| Chemistry (CHEE.S.AS) | 58 |
| Communication Studies (COM.S.AA) | 48 |
| Creative Writing (CRWE.S.AA) | 49 |
| Engineering University Transfer (ESUP.S.AS) | 59 |
| English (ENGE.S.AA) | 49 |
| Geography (GEOE.S.AA) | 50 |
| History (HISE.S.AA) | 50 |
| Mathematics (MATE.S.AS) | 60 |
| Modern Languages (FORE.S.AA) | 51 |
| Multimedia Journalism (COMMJ.S.AA) | 51 |
| Music (MUS.S.AA) | 52 |
| Physical Education/Sport & Recreational Management (PED.S.AA) | 52 |
| Political Science (PLSE.S.AA) | 53 |
| Psychology (PSYE.S.AA) | 54 |
| Social Work (SWKE.S.AA) | 54 |
| Sociology (SOCE.S.AA) | 55 |
| Theatre Performance (THEPS.AA) | 55 |
| Theatre Technology (THET.S.AA) | 56 |

Career Programs (AAS)

| | |
|---|----|
| Accounting (ACC.S.AAS) | 61 |
| American Sign Language Interpreting for the Deaf (ASL.S.AAS) | 62 |
| Architectural Technology (ARC.S.AAS) | 62 |
| Automation & Control Technology with Robotics (AMCT.S.AAS) | 63 |
| Automotive Technology (AUT.S.AAS) | 64 |
| Automotive Technology /Chrysler CAP (CAPS.AAS) | 65 |
| Automotive Technology /GM ASEP (ASEPS.AAS) | 66 |
| Automotive Technology/Honda Pact (AUTHA.S.AAS) | 67 |
| Aviation Airframe Maintenance Technology (AVIAO.S.AAS) | 68 |
| Aviation Power Plant Maintenance Technology (AVIAPA.AAS) | 69 |
| Aviation Technology (AVIAT.S.AAS) | 70 |
| Aviation Technology/Professional Pilot & Airway Science (APPAO.S.AAS) | 70 |
| Biotechnology (BTN.S.AAS) | 70 |
| Business Information System (BIS.S.AAS) | 71 |
| Business Information System/Medical Office (BIMOS.AAS) | 72 |
| Business Information System/Personal Computer Applications (BIPCA.S.AAS) | 73 |
| Business Management (GBM.S.AAS) | 73 |
| Business Management/Digital Marketing (MRK.S.AAS) | 74 |
| Business Management/Entrepreneurship (ENTR.S.AAS) | 75 |
| Business Management/Supply Chain Management (SCM.S.AAS) | 76 |
| Civil Engineering Technology (CEGT.S.AAS) | 77 |
| Clinical Laboratory Technology (CLT.S.AAS) | 78 |
| Computer Aided Manufacturing/CNC Technology (CAMCT.S.AAS) | 79 |
| Computer Aided Manufacturing/Precision Machining (CAMPM.S.AAS) | 79 |
| Computer Information Systems/Network Engineering (NEEN.S.AAS) | 80 |
| Computer Information Systems/Secure System Administration (NEMA.S.AAS) | 81 |
| Computer Information Systems/Software Development (SODE.S.AAS) | 82 |

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|--|-----|
| Computer Information Systems/User Support (USSU.S.AAS) | 82 |
| Computer Information Systems/Web Development (WEDE.S.AAS) | 83 |
| Construction Management Technology (CMO.S.AAS) | 84 |
| Criminal Justice Science/Corrections (CJCO.S.AAS) | 84 |
| Criminal Justice Science/Law Enforcement (CJLE.S.AAS) | 85 |
| Cyber Investigation Technology (CYIT.S.AAS) | 85 |
| Dental Hygiene (DEH.S.AAS) | 86 |
| Dietetic Technician (DIT.S.AAS) | 87 |
| Early Childhood Education (ECE.S.AAS) | 88 |
| Electronics Engineering Technology (EET.S.AAS) | 88 |
| Electronics Engineering Technology/Computer Engineering (CETT.S.AAS) | 89 |
| Emergency Medical Services (EMSVS.S.AAS) | 89 |
| Emergency Medical Services/Fire Science (EMSFO.S.AAS) | 90 |
| Environmental Engineering Technology (EVT.S.AAS) | 91 |
| Exercise Science (EXSC.S.AAS) | 92 |
| Fire Engineering Technology (FST.S.AAS) | 93 |
| Fire Science Technology/Fire Administration (FAO.S.AAS) | 94 |
| Health Information Management (HIM.S.AAS) | 95 |
| Health Sciences (HS.S.AAS) | 96 |
| Heating, Ventilation, Air Conditioning & Refrigeration Engineering Technology (HVACR.S.AAS) | 96 |
| Hospitality Management & Tourism (HMTT.S.AAS) | 97 |
| Hospitality Management & Tourism/Bakery & Pastry Arts (BPAO.S.AAS) | 98 |
| Hospitality Management & Tourism/Culinary Arts (CAO.S.AAS) | 99 |
| Hospitality Management & Tourism/ Lodging (HMTTL.S.AAS) | 100 |
| Hospitality Management & Tourism/Meeting & Event Planning (HMTTM.S.AAS) | 101 |
| Hospitality Management & Tourism/ Tourism (HMTTT.S.AAS) | 102 |
| Interior Design (IND.S.AAS) | 103 |
| Mechanical Engineering Technology (MEGT.S.AAS) | 104 |
| Medical Assistant Technology (MAS.S.AAS) | 105 |
| Mental Health Technology (MHT.S.AAS) | 106 |
| Mental Health Technology/Chemical Dependency (MHTCD.S.AAS) | 107 |
| Nursing (NUR.S.AAS) | 108 |
| Occupational Therapy Assistant (OTA.S.AAS) | 109 |
| Operations Technology (OPT.S.AAS) | 110 |
| Operations Technology/Industrial Engineering Technology (OPTIO.S.AAS) | 111 |
| Operations Technology/Manufacturing (OPTMO.S.AAS) | 112 |
| Paralegal (PAR.S.AAS) | 113 |
| Physical Therapist Assistant (PTA.S.AAS) | 114 |
| Radiologic Technology (RAT.S.AAS) | 115 |
| Real Estate (RES.S.AAS) | 116 |
| Respiratory Care (RET.S.AAS) | 117 |
| Surgical Technology (SUT.S.AAS) | 118 |
| Veterinary Technology (VET.S.AAS) | 119 |
| Visual Communications (VIS.S.AAS) | 120 |

Certificate Programs (CRT)

| | |
|--|-----|
| Advanced Pharmacy Technician (APT.S.CRT) | 122 |
| Airframe Aviation Maintenance (AAM.S.CRT) | 122 |
| Automotive Technology (AUTS.CRT) | 123 |
| Automotive Technology/Honda PACT (AUTHOS.CRT) | 123 |
| Business Information Systems/Information Processing (BUIPS.CRT) | 124 |
| Business Information Systems/Medical Office Specialist (BUMS.S.CRT) | 124 |

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|---|-----|
| Business Information Systems/Personal | |
| Computers in Business (PCB.S.CRT) | 125 |
| Business Management (BM.S.CRT) | 125 |
| Business Transfer (BUS.S.CRT) | 126 |
| Computer Aided Manufacturing/Project | |
| STEP II (CAMPS.S.CRT) | 126 |
| Corrections (COR.S.CRT) | 127 |
| Cyber Investigation (CYSEC.S.CRT) | 127 |
| Data Analytics (DA.S.CRT) | 128 |
| Digital Marketing Communications (MRK.S.CRT) | 128 |
| Digital Marketing Technologies (MRKTEC.S.CRT) | 129 |
| Entrepreneurship (ENT.S.CRT) | 129 |
| Food Service Management (FSM.S.CRT) | 130 |
| Law Enforcement (CJLES.S.CRT) | 130 |
| Lifestyle Wellness Coaching (LWC.S.CRT) | 131 |
| Mechanical Drafter (MEDRAFT.S.CRT) | 131 |
| Paramedic (EPST.S.CRT) | 132 |
| Pre-Actuarial Science (ACTUS.CRT) | 132 |
| Quality Control Technology (QCT.S.CRT) | 133 |
| Supervisory Skills (BSP.S.CRT) | 133 |
| Supply Chain Management (SCMC.S.CRT) | 134 |
| Surveying (SUR.S.CRT) | 134 |
| Unmanned Aerial Systems (UAS.S.CRT) | 135 |
| Water Utility Technician (WUT.S.CRT) | 135 |

Short Term Certificates (STC)

| | |
|---|-----|
| Activity Programming (ACPS.STC) | 136 |
| Advanced Technical Intelligence (ATI.S.STC) | 136 |
| African American Studies (AFRE.S.STC) | 137 |
| Aircraft Dispatcher (ADSP.S.STC) | 137 |
| Airline Flight Attendant (AFAS.S.STC) | 138 |
| Appalachian Studies (HUM.S.STC) | 138 |
| Arts Management (AM.S.STC) | 139 |
| Automotive High Performance (AHPC.S.STC) | 139 |
| Automotive Maintenance & Light Repair (MLR.S.STC) | 140 |
| Bakery Specialist (BPSE.S.STC) | 140 |
| Basic Drawing (DRWG.S.STC) | 141 |
| Business Operations Systems Support (BOSS.S.STC) | 141 |
| Chemical Dependency Counseling (CDC.S.STC) | 142 |
| Clinical Phlebotomy (CPST.S.STC) | 142 |
| Coaching (COA.S.STC) | 143 |
| Computed Tomography (CT.S.STC) | 143 |
| Computer Aided Manufacturing Basic | |
| Machining Skills (CAMBMS.S.STC) | 144 |
| Computer Aided Manufacturing Precision | |
| Machining (CAMPM.S.STC) | 144 |
| Computer Numerical Control Technology (CNC.S.STC) | 145 |
| Construction Supervisor (CNTS.S.STC) | 145 |
| Construction Technician (CNTC.S.STC) | 146 |
| Continuous Process Improvement (CTIM.S.STC) | 146 |
| Crime Mapping (CJCM.S.STC) | 147 |
| Dental Assisting (DAS.S.STC) | 147 |
| Design Processes (VISDP.S.STC) | 148 |
| Dietary Manager (DMST.S.STC) | 148 |
| Digital Design (VISDD.S.STC) | 149 |
| Digital Systems (DS.S.STC) | 150 |
| Electrical Construction (EETEC.S.STC) | 150 |
| Electrocardiography (ELST.S.STC) | 151 |
| Emergency Medical Responder (EMR.S.STC) | 151 |
| Emergency Medical Technician (EBST.S.STC) | 152 |
| Energy Technology (ENRGY.S.STC) | 152 |
| Exercise Specialist (ESS.S.STC) | 153 |
| Expanded Functions for | |
| Dental Auxiliaries (EFDA.S.STC) | 153 |

| | |
|---|-----|
| Family Advocate (FAMA.S.STC) | 154 |
| Fast Track Programming (FTPA1.S.STC) | 154 |
| Fire Department Company Officer (FCO.S.STC) | 155 |
| Fire Department Executive Officer (FEO.S.STC) | 155 |
| Ford Maintenance & Light Repair (FMLR.S.STC) | 156 |
| General Aviation Maintenance (GAM.S.STC) | 156 |
| Geographic Information Systems (GEOIS.S.STC) | 157 |
| Geospatial Technology Programming | |
| Specialist (GST.S.STC) | 157 |
| Global Studies (GSC.S.STC) | 158 |
| Healthcare Navigator (HCN.S.STC) | 158 |
| Homeland Security (CJHS.S.STC) | 159 |
| Hospitality Reception and Service | |
| Specialist (HRSS.S.STC) | 159 |
| Human Resource Management (HRMT.S.STC) | 160 |
| HVAC Light Commercial & Residential | |
| Service (LCHS.S.STC) | 160 |
| Industrial Fire Protection Technician (IFPT.S.STC) | 160 |
| Industrial Maintenance Technician (INDMT.S.STC) | 161 |
| Industrial Robot Technician (IRT.S.STC) | 162 |
| Information Systems Security (ISSC.S.STC) | 162 |
| IT Fundamentals (ITFN.S.STC) | 163 |
| Linux Security & Network Essentials (LSNE.S.STC) | 163 |
| Magnetic Resonance Imaging (MRI.S.STC) | 164 |
| Manufacturing Management (MM.S.STC) | 164 |
| Measurement & Calibration (MTCAL.S.STC) | 165 |
| Mechanical Software Technician (METECH.S.STC) | 165 |
| Medical Coding & Billing Specialist (MCBS.S.STC) | 166 |
| Medical Office Receptionist (MOR.S.STC) | 166 |
| Medical Scribe (MS.S.STC) | 167 |
| Microsoft Certified Solutions Associate (MCSA.S.STC) | 167 |
| Network Engineering Associate (NEA.S.STC) | 168 |
| Network Engineering Security Associate (NESA.S.STC) | 168 |
| Nurse Aide Training (NAST.S.STC) | 169 |
| Ohio Peace Officer Training (BAS.S.STC) | 169 |
| Ohio Real Estate Sales Associate (RESS.S.STC) | 170 |
| Pharmacy Technician (PHT.S.STC) | 170 |
| Photographic Technology (PHOT.S.STC) | 171 |
| Powerplant Aviation Maintenance (PPAM.S.STC) | 171 |
| Professional Communication (COM.S.STC) | 172 |
| Professional Firefighter (PFC.S.STC) | 172 |
| Professional Writing (PRW.S.STC) | 173 |
| Radio Frequency Identification (RFID.S.STC) | 173 |
| Reimbursement Specialist (RMS.S.STC) | 174 |
| Residential Technician (RTC.S.STC) | 174 |
| Social Service (SOCSS.S.STC) | 175 |
| Software Applications for the Professional (SA.S.STC) | 175 |
| Special Medical Imaging (RAT.S.STC) | 176 |
| Specimen Processing (SPS.STC) | 176 |
| Sterile Processing Technician (SPT.S.STC) | 177 |
| Tax Practitioner (TAXPS.STC) | 177 |
| Tissue Banking Technology (TBT.S.STC) | 178 |
| UAS First Responders (UASFR.S.STC) | 178 |
| UAS for Geographic Information Systems (UASGIS.S.STC) | 179 |
| UAS Precision Agriculture (UASAG.S.STC) | 179 |
| Web Programming (WW1.S.STC) | 180 |

Individualized Programs (AIS, ATS)

| | |
|---|-----|
| Advanced Technical Intelligence (ATI.S.ATS) | 182 |
| Associate of Individualized Study (AIS.S.AIS) | 181 |
| Associate of Technical Study (ATS.S.ATS) | 181 |
| Electrical Trades (ELTR.S.ATS) | 182 |
| Energy Management Technology (EGMT.S.ATS) | 183 |
| Health Information Technology (HIT.S.ATS) | 183 |

***Please see your Academic Advisor for information on Ohio Transfer Module and other electives.**

Sinclair recognizes the important connection between student success and academic preparedness. Depending on placement scores and/or equivalent college course work, students may be required to complete developmental courses before enrolling in the college level courses of their program.

Ohio Transfer Module

The Ohio Transfer Module (OTM) is a subset or a complete set of general education requirements at Ohio public colleges and universities. OTM courses are guaranteed to transfer to any of Ohio's public institutions of higher education as an area credit, as well as equivalent courses in English and Mathematics. The Ohio Transfer Module represents a common body of knowledge and academic skills. The OTM is comprised of 36-40 semester hours of courses in the following areas:

- English Composition/Oral Communication
- Mathematics, Statistics & Logic
- Natural & Physical Sciences
- Social & Behavioral Sciences
- Arts & Humanities

Sinclair Transfer Module

English/Oral Communication

(Minimum of 3 hours)

| | | |
|----------|---------------------------|---|
| COM 2211 | Effective Public Speaking | 3 |
| ENG 1101 | English Composition I | 3 |
| ENG 1201 | English Composition II | 3 |

Mathematics, Statistics & Logic (Minimum of 3 hours)

| | | |
|----------|--|---|
| MAT 1290 | Technical Mathematics II | 4 |
| MAT 1295 | Technical Mathematics III | 5 |
| MAT 1410 | Numerical Concepts for Teachers | 4 |
| MAT 1420 | Algebra & Data Analysis for Teachers | 4 |
| MAT 1430 | Geometry & Measurement for Teachers | 4 |
| MAT 1440 | Excursions in Mathematics | 3 |
| MAT 1445 | Quantitative Literacy | 3 |
| MAT 1450 | Introductory Statistics | 4 |
| MAT 1460 | Finite Mathematics for Business Analysis | 4 |
| MAT 1470 | College Algebra | 4 |
| MAT 1570 | Trigonometry | 3 |
| MAT 1580 | Pre-Calculus | 5 |
| MAT 2160 | Calculus for Business & Economics | 5 |
| MAT 2170 | Business Statistics I | 4 |
| MAT 2180 | Business Statistics II | 3 |
| MAT 2270 | Calculus & Analytic Geometry I | 5 |
| MAT 2280 | Calculus & Analytic Geometry II | 5 |
| MAT 2290 | Calculus & Analytic Geometry III | 5 |
| MAT 2310 | Elementary Differential Equations | 4 |
| MAT 2320 | Linear Algebra | 3 |
| MAT 2330 | Differential Equations & Linear Algebra | 5 |
| MAT 2570 | Discrete Mathematics | 4 |

Natural & Physical Sciences

(Minimum of 6 hours –one lab course required)

| | | |
|----------|--|---|
| AST 1111 | The Solar System | 3 |
| AST 1112 | Stars, Galaxies & the Universe | 3 |
| AST 1117 | Lab for The Solar System | 1 |
| AST 1118 | Lab for Stars, Galaxies and the Universe | 1 |
| BIO 1111 | General Biology I | 4 |
| BIO 1121 | Human Anatomy & Physiology I | 3 |
| BIO 1141 | Principles of Anatomy & Physiology I | 4 |
| BIO 1171 | Principles of Biology I | 5 |
| BIO 1211 | General Biology II | 4 |
| BIO 1222 | Human Anatomy & Physiology II | 3 |

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| BIO 1242 | Principles of Anatomy & Physiology II | 4 |
| BIO 1272 | Principles of Biology II | 5 |
| BIO 2205 | Microbiology | 4 |
| BIO 2222 | Evolution | 3 |
| BIO 2225 | Ecology | 4 |
| BIO 2235 | Genetics | 4 |
| CHE 1211 | General Chemistry I | 5 |
| CHE 1221 | General Chemistry II | 5 |
| CHE 1311 | College Chemistry I | 4 |
| CHE 1321 | College Chemistry II | 4 |
| CHE 2111 | Organic Chemistry I | 5 |
| CHE 2121 | Organic Chemistry II | 5 |
| GLG 1101 | General Geology I | 4 |
| GLG 1201 | General Geology II | 4 |
| GLG 1301 | Geologic Field Trips | 4 |
| PHY 1100 | Introductions to Physics | 4 |
| PHY 1104 | Sound, Light & Modern Physics | 4 |
| PHY 1131 | Technical Physics | 3 |
| PHY 1141 | College Physics I | 4 |
| PHY 1142 | College Physics II | 4 |
| PHY 2201 | General Physics I | 5 |
| PHY 2202 | General Physics II | 5 |

Social & Behavioral Sciences

(Minimum of 6 hours from two disciplines)

| | | |
|----------|---------------------------------------|---|
| AFR 1100 | African-American Studies | 3 |
| ECO 2160 | Principles of Macroeconomics | 3 |
| ECO 2180 | Principles of Microeconomics | 3 |
| GEO 1101 | Human Geography | 3 |
| GEO 1102 | Physical Geography | 4 |
| GEO 1201 | World Regional Geography | 3 |
| GEO 1208 | Geography of the Middle East | 3 |
| HIS 2219 | Survey of the Middle East | 3 |
| PLS 1120 | American Federal Government | 3 |
| PLS 1232 | State & Local Government | 3 |
| PLS 2200 | Political Life, Systems & Issues | 3 |
| PLS 2220 | International Relations | 3 |
| PSY 1100 | General Psychology | 3 |
| PSY 1160 | African American Psychology | 3 |
| PSY 2200 | Lifespan Human Development | 3 |
| PSY 2205 | Child Development | 3 |
| PSY 2206 | Adolescent & Adult Development | 3 |
| PSY 2217 | Abnormal Psychology | 3 |
| PSY 2220 | Personality Psychology | 3 |
| PSY 2225 | Social Psychology | 3 |
| PSY 2228 | Psychology in the Workplace | 3 |
| PSY 2242 | Educational Psychology | 3 |
| SOC 1101 | Introduction to Sociology | 3 |
| SOC 1115 | Sociology of Marriage & Family | 3 |
| SOC 1117 | Popular Culture | 3 |
| SOC 1145 | Introduction to Cultural Anthropology | 3 |
| SOC 1160 | Sociology of Aging | 3 |
| SOC 1219 | Global Poverty | 3 |
| SOC 2205 | Social Problems | 3 |
| SOC 2208 | Sociology of American Cities | 3 |
| SOC 2215 | Race & Ethnicity | 3 |
| SOC 2226 | Criminology | 3 |

Arts & Humanities

(Minimum of 6 credit hours from two disciplines)

| | | |
|----------|---|---|
| ART 1110 | Art Appreciation: Intro to Art & Art Media | 3 |
| ART 2230 | Art History: Ancient through Medieval Periods | 3 |
| ART 2231 | Art History: Renaissance through Contemporary | 3 |

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|----------|--|---|
| ART 2235 | History of Photography | 3 |
| ART 2236 | History of Women Artists | 3 |
| ART 2237 | History of American Art | 3 |
| ART 2238 | History of African Art | 3 |
| DAN 1155 | Dance History | 3 |
| DAN 1157 | Dance Appreciation | 3 |
| HIS 1101 | United States History I | 3 |
| HIS 1102 | United States History II | 3 |
| HIS 1105 | African American History | 3 |
| HIS 1111 | Western Civilization I | 3 |
| HIS 1112 | Western Civilization II | 3 |
| HIS 2215 | Survey of African History | 3 |
| HIS 2216 | Survey of Latin American History | 3 |
| HIS 2217 | Survey of East Asian History | 3 |
| HIS 2218 | History of Ohio | 3 |
| HUM 1125 | Introduction to the Humanities | 3 |
| HUM 1130 | Humanity & the Challenge of Technology | 3 |
| HUM 1131 | The Search for Utopia | 3 |
| HUM 1135 | Environmental Ethics | 3 |
| HUM 1140 | Appalachian Folkways | 3 |
| HUM 1141 | Appalachian History & Culture | 3 |
| LIT 2201 | British Literature I | 3 |
| LIT 2202 | British Literature II | 3 |
| LIT 2211 | American Literature I | 3 |
| LIT 2212 | American Literature II | 3 |
| LIT 2217 | Images of Women in Literature | 3 |
| LIT 2220 | Introduction to Literature | 3 |
| LIT 2230 | Great Books of the Western World | 3 |
| LIT 2234 | Literature of Africa, Asia & Latin America | 3 |
| LIT 2270 | Introduction to Shakespeare | 3 |
| LIT 2400 | Children's & Adolescent Literature | 3 |
| MUS 1121 | Music Appreciation | 3 |
| MUS 1123 | World Music | 3 |
| MUS 2117 | Surveys of Musical Styles I | 3 |
| MUS 2118 | Surveys of Musical Styles II | 3 |
| PHI 2204 | Great Books: Philosophy | 3 |
| PHI 2205 | Introduction to Philosophy | 3 |
| PHI 2206 | Introduction to Ethics | 3 |
| REL 1111 | Eastern Religions | 3 |
| REL 1112 | Western Religions | 3 |
| REL 1135 | American Religious Movements | 3 |
| REL 2204 | Great Books: The Bible & Western Culture | 3 |
| REL 2255 | People & Religion | 3 |
| THE 1101 | Theatre Appreciation | 3 |
| THE 1105 | Introduction to Theatre | 3 |
| THE 2201 | History of Theatre I | 3 |
| THE 2202 | History of Theatre II | 3 |

Transfer Assurance Guides (TAGs)

TAGs are groups of foundational courses that represent a commonly accepted pathway to a Bachelor's degree.

A number of area specific TAG pathways in the arts, humanities, business, communication, education, health, mathematics, science, engineering, engineering technologies, and the social sciences have been developed. The approved TAG courses for Sinclair Community College are as follows:

| | | |
|----------|---|---|
| ACC 1210 | Introduction to Financial Accounting | 3 |
| ACC 1220 | Introduction to Managerial Accounting | 3 |
| ALH 2220 | Pathophysiology | 3 |
| ART 1101 | 2-D Foundations | 3 |
| ART 1102 | 3-D Foundations | 3 |
| ART 1111 | Drawing I | 3 |
| ART 1121 | Beginning Painting I | 3 |
| ART 1131 | Introduction to Sculpture | 3 |
| ART 1141 | Introduction to Ceramics | 3 |
| ART 1161 | Black & White Darkroom Photography I | 3 |
| ART 2216 | Life Drawing & Anatomy I | 3 |
| ART 2230 | Art History: Ancient through Medieval Periods | 3 |
| ART 2231 | Art History: Renaissance through Contemporary Periods | 3 |
| ART 2269 | Introduction to Printmaking | 3 |
| BIO 1171 | Principles of Biology I | 5 |
| BIO 1272 | Principles of Biology II | 5 |
| BIS 1221 | Specialized Computer Applications for HIM | 3 |
| CAT 1201 | Construction Methods & Materials | 4 |
| CAT 1501 | Fundamentals of Surveying & Mapping | 3 |
| CAT 2421 | Soil Mechanics | 3 |
| CHE 2111 | Organic Chemistry I | 5 |
| CHE 2121 | Organic Chemistry II | 5 |
| COM 2201 | Introduction to Mass Communication | 3 |
| COM 2206 | Interpersonal Communication | 3 |
| COM 2211 | Effective Public Speaking | 3 |
| COM 2220 | Introduction to Communication Theory | 3 |
| COM 2225 | Small Group Communication | 3 |
| DAN 1155 | Dance History | 3 |
| DIT 1525 | Human Nutrition | 3 |
| DIT 2510 | Institutional Foodservice Systems | 3 |
| DIT 2515 | Foodservice Practicum I | 1 |
| DIT 2735 | Foodservice Organization & Management | 3 |
| ECE 1101 | Introductory Child Development | 3 |
| ECE 2200 | Families, Communities & Schools | 3 |
| ECO 2160 | Principles of Macroeconomics | 3 |
| ECO 2180 | Principles of Microeconomics | 3 |
| EDU 1100 | Introduction to Education | 3 |
| EDU 1103 | Educational Technology | 3 |
| EDU 1105 | Individuals with Exceptionalities | 3 |
| EET 1131 | Digital Electronics | 5 |
| EET 1150 | D.C. Circuits | 4 |
| EET 1155 | A.C. Circuits | 3 |
| EET 2201 | Electronic Devices & Circuits | 5 |
| EET 2261 | Microprocessors | 4 |
| EGV 1101 | Alternate & Renewable Energy Sources | 3 |
| EGV 2101 | Solar Photovoltaic Design & Installation | 3 |
| EGV 2151 | Solar Thermal Systems | 3 |

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| | | | | | |
|----------|--|---|----------|---------------------------------------|-----|
| ENG 1131 | Business Writing | 3 | MUS 2513 | Applied Oboe for Majors II | 2 |
| FST 1111 | Fire Behavior & Combustion | 3 | MUS 2514 | Applied Bassoon for Majors I | 2 |
| FST 1112 | Principles of Emergency Services | 3 | MUS 2515 | Applied Bassoon for Majors II | 2 |
| FST 1113 | Fire Prevention | 3 | MUS 2516 | Applied Trumpet for Majors I | 2 |
| FST 2202 | Building Construction for Fire Protection | 3 | MUS 2517 | Applied Trumpet for Majors II | 2 |
| GEO 1101 | Human Geography | 3 | MUS 2518 | Applied French Horn for Majors I | 2 |
| GEO 1102 | Physical Geography | 4 | MUS 2519 | Applied French Horn for Majors II | 2 |
| GEO 1209 | Introduction to Cartography | 4 | MUS 2520 | Applied Baritone Horn for Majors I | 2 |
| GLG 1101 | General Geology I | 4 | MUS 2521 | Applied Baritone Horn for Majors II | 2 |
| GLG 1201 | General Geology II | 4 | MUS 2522 | Applied Trombone for Majors I | 2 |
| HIM 1101 | Medical Terminology | 2 | MUS 2523 | Applied Trombone for Majors II | 2 |
| HIM 1204 | Medicolegal & Ethics in Healthcare Records | 2 | MUS 2524 | Applied Tuba for Majors I | 2 |
| HIM 2165 | Healthcare Data in Reimbursement | 3 | MUS 2525 | Applied Tuba for Majors II | 2 |
| HIS 1101 | United States History I | 3 | MUS 2526 | Applied Violin for Majors I | 2 |
| HIS 1102 | United States History II | 3 | MUS 2527 | Applied Violin for Majors II | 2 |
| HIS 1111 | Western Civilization I | 3 | MUS 2528 | Applied Viola for Majors I | 2 |
| HIS 1112 | Western Civilization II | 3 | MUS 2529 | Applied Viola for Majors II | 2 |
| HMT 1112 | Food Principles & Basic Preparation | 4 | MUS 2530 | Applied Cello for Majors I | 2 |
| LAW 1101 | Business Law | 3 | MUS 2531 | Applied Cello for Majors II | 2 |
| LIT 2201 | British Literature I | 3 | MUS 2532 | Applied String Bass for Majors I | 2 |
| LIT 2202 | British Literature II | 3 | MUS 2533 | Applied String Bass for Majors II | 2 |
| LIT 2211 | American Literature I | 3 | MUS 2534 | Applied Percussion for Majors I | 2 |
| LIT 2212 | American Literature II | 3 | MUS 2535 | Applied Percussion for Majors II | 2 |
| MAT 2170 | Business Statistics I | 4 | MUS 2536 | Applied Organ for Majors I | 2 |
| MAT 2180 | Business Statistics II | 3 | MUS 2537 | Applied Organ for Majors II | 2 |
| MAT 2290 | Calculus & Analytic Geometry III | 5 | MUS 2538 | Applied Harpsichord for Majors I | 2 |
| MAT 2310 | Elementary Differential Equations | 4 | MUS 2539 | Applied Harpsichord for Majors II | 2 |
| MAT 2320 | Linear Algebra | 3 | OPT 2205 | Manufacturing Processes | 3 |
| MET 1371 | CAD Concepts using AutoCAD | 3 | PHI 2205 | Introduction to Philosophy | 3 |
| MET 2151 | Material Science | 3 | PHI 2206 | Introduction to Ethics | 3 |
| MET 2201 | Statics | 3 | PHY 1141 | College Physics I | 4 |
| MET 2251 | Strength of Materials | 3 | PHY 1142 | College Physics II | 4 |
| MET 2301 | Fluid Mechanics | 3 | PHY 2201 | General Physics I | 5 |
| MRK 2101 | Principles of Marketing Management | 3 | PHY 2202 | General Physics II | 5 |
| MRK 2102 | Principles of Advertising | 3 | PLS 1120 | American Federal Government | 3 |
| MUS 1111 | Music Theory I | 3 | PLS 1232 | State & Local Government | 3 |
| MUS 1112 | Aural Skills I | 1 | PLS 2200 | Political Life, Systems & Issues | 3 |
| MUS 1113 | Music Theory II | 3 | PLS 2220 | International Relations | 3 |
| MUS 1114 | Aural Skills II | 1 | PSY 1100 | General Psychology | 3 |
| MUS 1115 | Piano for Music Majors I | 1 | PSY 2200 | Lifespan Human Development | 3 |
| MUS 1116 | Piano for Music Majors II | 1 | PSY 2205 | Child Development | 3 |
| MUS 1131 | Chorale | 1 | PSY 2206 | Adolescent & Adult Development | 3 |
| MUS 1141 | Wind Symphony | 1 | PSY 2217 | Abnormal Psychology | 3 |
| MUS 1143 | Concert Band | 1 | PSY 2220 | Personality Psychology | 3 |
| MUS 1145 | Classical Guitar Ensemble | 1 | PSY 2225 | Social Psychology | 3 |
| MUS 2111 | Music Theory III | 3 | PSY 2242 | Educational Psychology | 3 |
| MUS 2112 | Aural Skills III | 1 | SOC 1101 | Introduction to Sociology | 3 |
| MUS 2113 | Music Theory IV | 3 | SOC 1115 | Sociology of Marriage & Family | 3 |
| MUS 2114 | Aural Skills IV | 1 | SOC 1145 | Introduction to Cultural Anthropology | 3 |
| MUS 2500 | Applied Piano for Majors I | 2 | SOC 2205 | Social Problems | 3 |
| MUS 2501 | Applied Piano for Majors II | 2 | SOC 2215 | Race & Ethnicity | 3 |
| MUS 2502 | Applied Voice for Majors I | 2 | SOC 2226 | Criminology | 3 |
| MUS 2503 | Applied Voice for Majors II | 2 | SWK 1206 | Introduction to Social Work | 3 |
| MUS 2504 | Applied Classical Guitar for Majors I | 2 | SWK 1213 | Introduction to Social Welfare | 3 |
| MUS 2505 | Applied Classical Guitar for Majors II | 2 | THE 1106 | Stagecraft | 2 |
| MUS 2506 | Applied Flute for Majors I | 2 | THE 1111 | Acting I | 3 |
| MUS 2507 | Applied Flute for Majors II | 2 | THE 1194 | Applied Theatre Technology I | 1 |
| MUS 2508 | Applied Clarinet for Majors I | 2 | THE 2206 | Script Analysis | 3 |
| MUS 2509 | Applied Clarinet for Majors II | 2 | THE 2299 | Theatre Practicum: Performance | 1-3 |
| MUS 2510 | Applied Saxophone for Majors I | 2 | | | |
| MUS 2511 | Applied Saxophone for Majors II | 2 | | | |
| MUS 2512 | Applied Oboe for Majors I | 2 | | | |

Career-Technical Assurance Guides (CTAG)

Students who successfully complete specified technical programs at Ohio secondary and adult career-technical institutions are eligible to have technical credit transfer to public colleges and universities. This transfer of credit is described in Career-Technical Assurance Guides (CTAG). CTAGs are advising tools that assist students moving from Ohio secondary and adult career-technical institutions to Ohio public institutions of higher education. The approved CTAG courses for Sinclair Community College are as follows:

| | | |
|----------|---|---|
| ALH 1113 | Clinical Phlebotomy | 2 |
| ALH 1114 | Clinical Phlebotomy Practice | 2 |
| CAT 1111 | Mechanical Systems Blueprint Reading | 1 |
| CIS 1107 | Introduction to Operating Systems | 3 |
| CIS 1130 | Network Fundamentals | 3 |
| CIS 1411 | Cisco Network Fundamentals | 3 |
| CIS 1714 | A+ Operating Systems Troubleshooting | 3 |
| CIS 2416 | Routing & Switching Essentials | 4 |
| CIS 2421 | Scaling Networks | 4 |
| CIS 2426 | Connecting Networks | 4 |
| CIS 2711 | Enterprise Desktop Support Technician | 3 |
| CIS 2717 | A+ Certification IT Technician | 3 |
| CJS 1104 | Criminal Evidence & Procedure | 3 |
| CJS 1105 | Criminal Law | 3 |
| CJS 1125 | Policing | 3 |
| CJS 1155 | Homeland Security Issues & Administration | 3 |
| CJS 2205 | Introduction to Criminal Investigation & Forensic Science | 3 |
| EDU 1100 | Introduction to Education | 3 |
| EET 1120 | Introduction to D.C. & A.C. Circuits | 2 |
| EET 1131 | Digital Electronics | 5 |
| EET 1139 | Electrical Machinery | 3 |
| EET 1150 | D.C. Circuits | 4 |
| EGV 1101 | Alternate & Renewable Energy Sources | 3 |
| EGV 2101 | Solar Photovoltaic Design & Installation | 3 |
| EMS 1100 | Emergency Medical Responder Lecture & Laboratory | 2 |
| EMS 1150 | Emergency Medical Technician: Lecture | 5 |
| EMS 1155 | Laboratory for Emergency Medical Technician | 2 |
| EMS 2100 | Applied Anatomy, Physiology & Pathophysiology for Emergency Medical Services Provider | 3 |
| EMS 2105 | Paramedic 1: Lecture | 2 |
| EMS 2110 | Paramedic 1: Laboratory | 2 |
| EMS 2125 | Paramedic 2: Lecture | 2 |
| EMS 2130 | Paramedic 2: Laboratory | 2 |
| EMS 2135 | Paramedic 2: Clinical | 2 |
| EMS 2150 | Paramedic 3: Lecture | 5 |
| EMS 2155 | Paramedic 3: Laboratory | 2 |
| EMS 2160 | Paramedic 3: Clinical | 1 |
| EMS 2175 | Paramedic 4: Lecture | 2 |
| EMS 2180 | Paramedic 4: Field Experience | 1 |
| EMS 2200 | Paramedic 5: Integration/ Refresher Lecture | 2 |
| EMS 2205 | Paramedic 5: Integration/ Refresher Laboratory | 1 |
| FST 1100 | Volunteer Firefighter | 2 |

| | | |
|----------|--|---|
| FST 1102 | Firefighter I | 6 |
| FST 1103 | Firefighter II Transition | 5 |
| HMT 1101 | Basic Culinary Skills | 3 |
| HMT 1105 | Introduction to the Hospitality & Tourism Industry | 2 |
| HMT 1107 | Sanitation & Safety | 2 |
| HMT 2292 | Culinary Arts Option Cooperative Work Experience | 2 |
| HVA 1201 | Basic HVAC Systems with Cooling | 3 |
| HVA 1221 | Heating Systems | 3 |
| HVA 1241 | HVAC Installation Techniques & Practices | 4 |
| HVA 1261 | HVAC Loads & Distribution for Small Buildings | 4 |
| HVA 1401 | HVAC Mechanical & Electrical Troubleshooting | 3 |
| MAS 1101 | Introduction to Medical Assisting | 3 |
| MAS 1102 | Clinical Medical Assisting I | 3 |
| MAS 1103 | Clinical Medical Assisting II | 4 |
| MAS 1110 | Administrative Medical Assisting I | 2 |
| MAS 2201 | Clinical Medical Assisting III | 4 |
| MAS 2210 | Medical Billing Specialist | 2 |
| MET 1371 | CAD Concepts using AutoCAD | 3 |
| OPT 2205 | Manufacturing Processes | 3 |
| PED 1215 | Group Strength Training | 1 |

Multicultural Electives

| | | |
|----------|---|---|
| AFR 1100 | African-American Studies | 3 |
| ART 2236 | History of Women Artists | 3 |
| GEO 1101 | Human Geography | 3 |
| GEO 1201 | World Regional Geography | 3 |
| HUM 1130 | Humanity & the Challenge of Technology | 3 |
| LIT 2217 | Images of Women in Literature | 3 |
| LIT 2234 | Literature of Africa, Asia, & Latin America | 3 |
| PLS 2200 | Political Life, Systems & Issues | 3 |
| PLS 2220 | International Relations | 3 |
| PSY 1160 | African American Psychology | 3 |
| PSY 2225 | Social Psychology | 3 |
| REL 1111 | Eastern Religions | 3 |
| REL 1112 | Western Religions | 3 |
| SOC 1145 | Introduction to Cultural Anthropology | 3 |
| SOC 2215 | Race & Ethnicity | 3 |

***Please see your Academic Advisor for information on Ohio Transfer Module and other electives.**

Sinclair recognizes the important connection between student success and academic preparedness. Depending on placement scores and/or equivalent college course work, students may be required to complete developmental courses before enrolling in the college level courses of their program.

Published Program Length for Instructional Time

The chart below represents the amount of classroom time that each program will take to complete. For example, a 24 credit hour short-term certificate will take a student going full-time, two semesters to complete. Following Sinclair's academic year, two semesters is equivalent to 1 academic year, 9 months or 32 weeks.

| Credit Hours in Program | Years | Months | Weeks |
|-------------------------|-------|--------|-------|
| 12 or less | .5 | 5 | 16 |
| 13 to 24 | 1.0 | 9 | 32 |
| 25 to 36 | 1.5 | 14 | 48 |
| 37 | 2.0 | 18 | 64 |
| | | | |
| 60 | 2.5 | 23 | 80 |
| 61 to 73 | 3.0 | 27 | 96 |

Years were calculated based on $(\text{credit hours} \div 12) \div 2$ because there are 2 terms per year in our academic calendar.

Months were calculated based on $\text{years} \times 9$ months (our budgets for an academic year are based on 9 months).

Weeks were calculated based on the number of terms in a year $\times 16$ weeks.



Art

Program Code: ART.S.AA • **Credit Hours:** 69

Description

The Art university parallel program is oriented toward students who intend to transfer to a four-year college or university. The Art curriculum challenges students' creative thinking abilities with its studio and art history courses. As part of this degree program, students must complete the requirements of the Ohio Transfer Module in order to graduate.

Accreditation

Sinclair's Art Department is accredited by the National Association of Schools of Art and Design (NASAD).

Career Opportunities

For students who want a career in art, the faculty of working professional artists will advise and assist in developing techniques and a body of work that will transfer well to other colleges and universities. If the goal is to set up a working studio after graduation, students will be given the necessary information by the faculty. Although the most obvious career for college graduates with art degrees is that of fine artists, there are other opportunities which require the skill, knowledge and talents gained through the study of art. These include art teachers, art historians, art curators and art therapists.

| | | |
|----------|---|----|
| OTM | Social & Behavioral Sciences Elective | 6 |
| OTM | Mathematics Elective | 3 |
| OTM | Natural & Physical Sciences Elective | 6 |
| OTM | Arts & Humanities Elective (May not be ART course) | 3 |
| ART | Art History Elective | 3 |
| ART | Concentration Elective | 6 |
| ART | History Elective | 12 |
| ART | 2D or 3D Elective | 3 |
| ART 1101 | 2-D Foundations | 3 |
| ART 1102 | 3-D Foundations | 3 |
| ART 1111 | Drawing I | 3 |
| ART 2230 | Art History: Ancient through Medieval Periods | 3 |
| ART 2231 | Art History: Renaissance through Contemporary Periods | 3 |
| ART 2270 | Fine Art Internship | 1 |
| ART 2295 | Graduation Portfolio Development & Exhibition | 1 |
| COM 2211 | Effective Public Speaking | 3 |
| ENG 1101 | English Composition I | 3 |
| ENG 1201 | English Composition II | 3 |
| SCC 1101 | First Year Experience | 1 |

Drawing Concentration (2D)

| | |
|----------|------------------------|
| ART 1112 | Drawing II |
| ART 2111 | Intermediate Drawing I |

Life Drawing and Anatomy Concentration (2D)

| | |
|----------|---------------------------|
| ART 2216 | Life Drawing & Anatomy I |
| ART 2217 | Life Drawing & Anatomy II |

Painting Concentration (2D)

| | |
|----------|---|
| ART 1121 | Beginning Painting I |
| ART 1122 | Beginning Painting II |
| ART 2221 | Intermediate Painting—Observation & Concept |

Photography Concentration (2D)

| | |
|----------|---------------------------------------|
| ART 1161 | Black & White Darkroom Photography I |
| ART 1162 | Black & White Darkroom Photography II |
| ART 2265 | Digital Color Photography I |
| ART 1170 | Non-Silver Photography |
| ART 1171 | Studio Photography |

Ceramics Concentration (3D)

| | |
|----------|--------------------------|
| ART 1141 | Introduction to Ceramics |
| ART 1142 | Intermediate Ceramics |

Sculpture Concentration (3D)

| | |
|----------|---------------------------|
| ART 1131 | Introduction to Sculpture |
| ART 1132 | Intermediate Sculpture |

2D Electives

| | |
|----------|---|
| ART 1112 | Drawing II |
| ART 1121 | Beginning Painting I |
| ART 1122 | Beginning Painting II |
| ART 1161 | Black & White Darkroom Photography I |
| ART 1162 | Black & White Darkroom Photography II |
| ART 1170 | Non-Silver Photography |
| ART 1171 | Studio Photography |
| ART 1175 | Computer Photography |
| ART 2216 | Life Drawing & Anatomy I |
| ART 2217 | Life Drawing & Anatomy II |
| ART 2221 | Intermediate Painting—Observation & Concept |
| ART 2222 | Intermediate Painting—The Figure |
| ART 2265 | Digital Color Photography I |
| ART 2266 | Digital Color Photography II |
| ART 2269 | Introduction to Printmaking |

3D Electives

| | |
|----------|---------------------------|
| ART 1106 | Fine Art Sampler |
| ART 1131 | Introduction to Sculpture |
| ART 1132 | Intermediate Sculpture |
| ART 1133 | Figurative Sculpture |
| ART 1141 | Introduction to Ceramics |
| ART 1142 | Intermediate Ceramics |
| ART 2141 | Advanced Ceramics |

Art History Electives

| | |
|----------|--------------------------|
| ART 2235 | History of Photography |
| ART 2236 | History of Women Artists |
| ART 2237 | History of American Art |
| ART 2238 | History of African Art |

*Please see your Academic Advisor for information on Ohio Transfer Module and other electives.

Sinclair recognizes the important connection between student success and academic preparedness. Depending on placement scores and/or equivalent college course work, students may be required to complete developmental courses before enrolling in the college level courses of their program.

Associate of Arts

Program Code: LA.S.AA • Credit Hours: 60

Description

The Associate of Arts-Liberal Arts is designed for students who are planning to transfer to a four-year college or university in a variety of majors, including education. The curriculum fulfills the freshman and sophomore general education requirements of most four-year colleges and universities. Transferring students can select specific electives based on the requirements of their intended major at the receiving institution. Students should communicate with the receiving institution early into their educational program and are required to work with an academic advisor to select appropriate courses. This degree will fulfill the requirements for the Ohio Transfer Module at other Ohio public colleges and universities. As part of this degree program, students must complete the requirements of the Ohio Transfer Module in order to graduate.

Career Opportunities

Students will graduate with a general understanding of the complex nature of human society. Introductory knowledge of communication, critical thinking and inter-cultural awareness will transfer to baccalaureate programs or as soft skills in a variety of industries.

| | | |
|----------|---------------------------------------|----|
| | Any Course in Catalog Elective | 20 |
| | Multicultural Elective | 3 |
| OTM | Arts & Humanities Elective | 9 |
| OTM | Natural & Physical Sciences Elective | 6 |
| OTM | Social & Behavioral Sciences Elective | 9 |
| OTM | Mathematics Elective | 3 |
| ENG 1101 | English Composition I | 3 |
| ENG 1201 | English Composition II | 3 |
| SCC 1101 | First Year Experience | 1 |
| COM 2206 | Interpersonal Communication OR | |
| COM 2225 | Small Group Communication OR | |
| COM 2211 | Effective Public Speaking | 3 |

Communication Studies

Program Code: COM.S.AA • Credit Hours: 62

Description

Communication is the study of interactions between people in interpersonal, small group, public speaking, organizational and mass-media settings. This degree can lead to successful transfer to a four-year college or university baccalaureate program. Through careful course selection, a program of study can be planned to satisfy a student's particular educational and career interests. Enhancing communication skills provides invaluable benefits for all students, regardless of major. As part of this degree program, students must complete the requirements of the Ohio Transfer Module in order to graduate.

Career Opportunities

A communication degree can provide opportunities in journalism, speech education, business, industry, government, broadcast media, law, ministry, social services, public relations, or provide valuable communication skills to enrich any career. Through careful course selection, a program of study can be planned to satisfy your particular educational and career interests. Enhancing communication skills provides invaluable benefits for all students, regardless of major or career path.

| | | |
|----------|---------------------------------------|---|
| OTM | Social & Behavioral Sciences Elective | 6 |
| OTM | Natural & Physical Sciences Elective | 6 |
| OTM | Mathematics Elective | 3 |
| OTM | Arts & Humanities Elective | 6 |
| OTM | Any Group | 6 |
| | Any Course in Catalog Elective | 3 |
| | Communication/Journalism Elective | 6 |
| BIS 1120 | Introduction to Software Applications | 3 |
| COM 2201 | Introduction to Mass Communication | 3 |
| COM 2206 | Interpersonal Communication | 3 |
| COM 2211 | Effective Public Speaking | 3 |
| COM 2220 | Introduction to Communication Theory | 3 |
| COM 2225 | Small Group Communication | 3 |
| COM 2278 | Communication Capstone | 1 |
| ENG 1101 | English Composition I | 3 |
| ENG 1201 | English Composition II | 3 |
| SCC 1101 | First Year Experience | 1 |

Communication/Journalism Electives

| | |
|----------|-------------------------------|
| COM 2230 | Nonverbal Communication |
| COM 2235 | Principles of Interviewing |
| COM 2245 | Intercultural Communication |
| COM 2285 | Organizational Communication |
| COM 2286 | Public Relations Principles |
| COM 2287 | Effective Listening |
| JOU 2101 | Introduction to Journalism |
| JOU 2203 | Reporting & Writing for Media |

Creative Writing

Program Code: CRWE.S.AA • Credit Hours: 60-61

Description

The Associate of Arts in Creative Writing is designed for students who are planning to transfer to a four-year program in creative writing or a related field. The curriculum fulfills the freshman and sophomore general education requirements of most four-year colleges and universities. As part of this degree program, students must complete the requirements of the Ohio Transfer Module in order to graduate.

| | | |
|----------|---------------------------------------|-----|
| | Multicultural Elective | 3 |
| OTM | Any Group | 6 |
| | Any Course in Catalog Elective | 5 |
| OTM | Arts & Humanities Elective | 6 |
| OTM | Natural & Physical Sciences Elective | 6 |
| OTM | Social & Behavioral Sciences Elective | 9 |
| | Communication/Journalism Elective | 3 |
| BIS 1120 | Introduction to Software Applications | 3 |
| ENG 1101 | English Composition I | 3 |
| ENG 1201 | English Composition II | 3 |
| ENG 2255 | Creative Writing: Poetry | 3 |
| ENG 2256 | Creative Writing: Fiction | 3 |
| ENG 2259 | Novel Writing | 3 |
| SCC 1101 | First Year Experience | 1 |
| MAT 1440 | Excursions in Mathematics OR | |
| MAT 1470 | College Algebra | 3-4 |

English

Program Code: ENGE.S.AA • Credit Hours: 61

Description

The Associate of Arts in English is designed for students who are planning to transfer to a four year program in English or a related field. The curriculum fulfills the freshman and sophomore general education requirements of most four-year colleges and universities. As part of this degree program, students must complete the requirements of the Ohio Transfer Module in order to graduate.

| | | |
|----------|--|---|
| | Associate of Arts Elective | 6 |
| OTM | Arts & Humanities Elective (May not be LIT course) | 3 |
| OTM | Mathematics Elective | 3 |
| OTM | Natural & Physical Sciences Elective | 6 |
| OTM | Social & Behavioral Sciences Elective | 9 |
| BIS 1120 | Introduction to Software Applications | 3 |
| ENG 1101 | English Composition I | 3 |
| ENG 1201 | English Composition II | 3 |
| LIT 2201 | British Literature I | 3 |
| LIT 2211 | American Literature I | 3 |
| LIT 2212 | American Literature II | 3 |
| LIT 2202 | British Literature II | 3 |
| LIT 2220 | Introduction to Literature | 3 |
| LIT 2230 | Great Books of the Western World | 3 |
| LIT 2234 | Literature of Africa, Asia, & Latin America | 3 |
| SCC 1101 | First Year Experience | 1 |
| COM 2206 | Interpersonal Communication OR | |
| COM 2211 | Effective Public Speaking OR | |
| COM 2225 | Small Group Communication | 3 |

***Please see your Academic Advisor for information on Ohio Transfer Module and other electives.**

Sinclair recognizes the important connection between student success and academic preparedness. Depending on placement scores and/or equivalent college course work, students may be required to complete developmental courses before enrolling in the college level courses of their program.

Geography

Program Code: GEOE.S.AA • Credit Hours: 63

Description

Geography is the study of Earth's landscapes, peoples, places and environments. It provides a knowledge of the Earth's physical and human systems and of the interdependency of living things and physical environments. Liberal Arts and Science Associates of Arts Degree in Geography is designed for students who are planning to transfer to a four-year college or university and pursue baccalaureate degree programs in geography or related fields. The curriculum fulfills the freshman and sophomore general education requirements for most four-year colleges and universities. In addition, the program offers a one-year certificate in Geographic Information Systems. As part of this degree program, students must complete the requirements of the Ohio Transfer Module in order to graduate.

Career Opportunities

Ample opportunities exist for students with a degree in geography. The US Department of Labor projects "much faster than average growth in excess of 20% or more, in jobs for geographers, and other geographic professionals." A list of possible careers include: Environmental Scientist/ Analyst, Natural Resource Management, Urban and Regional Planning, Education, GIS Analyst, Tourism, International Development, Marketing Analyst, Demographer, Park Ranger and Environmental Conservation. Note: Some career opportunities may require more than a two years of college study.

| | | |
|----------|---|---|
| BIO 2225 | Ecology | 4 |
| CIS 2165 | Database Management | 3 |
| COM 2206 | Interpersonal Communication | 3 |
| ENG 1101 | English Composition I | 3 |
| ENG 1201 | English Composition II | 3 |
| GEO 1101 | Human Geography | 3 |
| GEO 1102 | Physical Geography | 4 |
| GEO 1107 | Introduction to Geographic Information Systems (GIS) | 4 |
| GEO 1201 | World Regional Geography | 3 |
| GEO 1208 | Geography of the Middle East | 3 |
| GEO 1209 | Introduction to Cartography | 4 |
| GLG 1101 | General Geology I | 4 |
| GLG 1111 | Lab for General Geology I | |
| HUM 1135 | Environmental Ethics | 3 |
| MAT 1450 | Introductory Statistics OR | |
| MAT 1470 | College Algebra | 4 |
| SCC 1101 | First Year Experience | 1 |
| | Language Elective | 8 |
| OTM | Social & Behavioral Sciences Elective | 3 |
| OTM | Arts & Humanities Elective (May not be HUM course) | 3 |

History

Program Code: HISE.S.AA • Credit Hours: 61-62

Description

The Associate of Arts in History is designed for students who are planning to transfer to a four-year college or university and pursue a baccalaureate degree in history or a related field. The curriculum fulfills the freshman and sophomore general education requirements of most four-year colleges and universities. As part of this degree program, students must complete the requirements of the Ohio Transfer Module in order to graduate.

| | | |
|----------|--|-----|
| BIS 1120 | Introduction to Software Applications | 3 |
| ENG 1101 | English Composition I | 3 |
| ENG 1201 | English Composition II | 3 |
| HIS 1101 | United States History I | 3 |
| HIS 1102 | United States History II | 3 |
| HIS 1111 | Western Civilization I | 3 |
| HIS 1112 | Western Civilization II | 3 |
| SCC 1101 | First Year Experience | 1 |
| | Multicultural Elective | 3 |
| OTM | Social & Behavioral Sciences Elective | 6 |
| OTM | Natural & Physical Sciences Elective | 6 |
| | Associate of Arts Communication | |
| | Group Elective | 3 |
| HIS 1105 | African-American History OR | |
| HIS 2218 | History of Ohio | 3 |
| OTM | Arts & Humanities Elective (May not be HIS course) | 3 |
| MAT 1440 | Excursions in Mathematics OR | |
| MAT 1470 | College Algebra | 3-4 |
| | Associate of Arts Elective | 6 |
| HIS 2215 | Survey of African History OR | |
| HIS 2216 | Survey of Latin American History OR | |
| HIS 2217 | Survey of East Asian History | 6 |

Modern Languages

Program Code: FORE.S.AA • Credit Hours: 60-63

Description

The Associate of Arts in Modern Languages is designed for students who are planning to transfer to a four-year university as a French, German or Spanish major, or into a major for which modern language is a strong base. The curriculum fulfills the freshman and sophomore general education requirements of most four-year colleges and universities. As part of this degree program, students must complete the requirements of the Ohio Transfer Module in order to graduate.

| | | |
|----------|--|-----|
| OTM | Arts & Humanities Elective | 6 |
| OTM | Natural & Physical Sciences Elective | 6 |
| OTM | Social & Behavioral Sciences Elective | 6 |
| OTM | Any Area | 9 |
| | Multicultural Elective | 3 |
| | Communication/Journalism Elective | 3 |
| | First Year Modern Language Sequence | 8 |
| | First Year or Second Year Modern Language Sequence | 6-8 |
| BIS 1120 | Introduction to Software Applications | 3 |
| ENG 1101 | English Composition I | 3 |
| ENG 1201 | English Composition II | 3 |
| SCC 1101 | First Year Experience | 1 |
| MAT 1440 | Excursions in Mathematics OR | |
| MAT 1470 | College Algebra | 3-4 |

First-Year Modern Language Course Sequences

| | |
|----------|-----------------------|
| FRE 1101 | Elementary French I |
| FRE 1102 | Elementary French II |
| SPA 1101 | Elementary Spanish I |
| SPA 1102 | Elementary Spanish II |
| GER 1101 | Elementary German I |
| GER 1102 | Elementary German II |

Second-Year Modern Language Course Sequences

| | |
|----------|-------------------------|
| FRE 2201 | Intermediate French I |
| FRE 2202 | Intermediate French II |
| GER 2201 | Intermediate German I |
| GER 2202 | Intermediate German II |
| SPA 2201 | Intermediate Spanish I |
| SPA 2202 | Intermediate Spanish II |

Multimedia Journalism

Program Code: COMMJ.S.AA • Credit Hours: 62

Description

Communication is the study of interactions between people in interpersonal, small group, public speaking, organizational and mass-media settings. The Multimedia Journalism emphasis degree is a collaboration of the Communication, Journalism and Visual Communication programs. Multimedia journalism is presently the fastest growing area of journalism. It will also prove valuable for students who plan to transfer to a four-year college or university baccalaureate program to continue their studies in journalism or mass communication. As part of this degree program, students must complete the requirements of the Ohio Transfer Module in order to graduate.

Career Opportunities

Multimedia journalism is the fastest growing area of journalism, and this degree prepares students to work as producers for news and corporation websites. Students may also elect to transfer to a four-year college or university baccalaureate program to continue their studies in journalism or communication.

| | | |
|----------|---------------------------------------|---|
| OTM | Arts & Humanities Elective | 6 |
| OTM | Natural & Physical Sciences Elective | 6 |
| OTM | Social & Behavioral Sciences Elective | 6 |
| OTM | Mathematics Elective | 3 |
| OTM | Any Group | 6 |
| BIS 1120 | Introduction to Software Applications | 3 |
| CIS 1350 | Website Development with HTML & CSS | 3 |
| COM 2201 | Introduction to Mass Communication | 3 |
| COM 2206 | Interpersonal Communication | 3 |
| COM 2211 | Effective Public Speaking | 3 |
| COM 2225 | Small Group Communication | 3 |
| COM 2290 | Introduction to Broadcasting | 3 |
| COM 2278 | Communication Capstone | 1 |
| ENG 1101 | English Composition I | 3 |
| ENG 1201 | English Composition II | 3 |
| JOU 2101 | Introduction to Journalism | 3 |
| JOU 2203 | Reporting & Writing for Media | 3 |
| SCC 1101 | First Year Experience | 1 |

*Please see your Academic Advisor for information on Ohio Transfer Module and other electives.

Sinclair recognizes the important connection between student success and academic preparedness. Depending on placement scores and/or equivalent college course work, students may be required to complete developmental courses before enrolling in the college level courses of their program.

Music

Program Code: MUS.S.AA • Credit Hours: 69

Description

The Associate of Arts in Music is designed for students who will be transferring to a four-year institution for further studies upon graduation in music education, music performance, or any baccalaureate program in music. The A.A. curriculum fulfills the requirements of the first two years of a bachelor of music, with special emphasis on public performance. An audition is required upon entering the program and a solo recital is required before graduation. As part of this degree program, students must complete the requirements of the Ohio Transfer Module in order to graduate.

Accreditation

Sinclair Community College is an accredited institutional member of the National Association of Schools of Music.

| | | |
|----------|--|---|
| COM 2211 | Effective Public Speaking | 3 |
| ENG 1101 | English Composition I | 3 |
| ENG 1201 | English Composition II | 3 |
| MUS 1110 | Music Technology for Music Majors | 1 |
| MUS 1111 | Music Theory I | 3 |
| MUS 1112 | Aural Skills I | 1 |
| MUS 1113 | Music Theory II | 3 |
| MUS 1114 | Aural Skills II | 1 |
| MUS 2111 | Music Theory III | 3 |
| MUS 2112 | Aural Skills III | 1 |
| MUS 2113 | Music Theory IV | 3 |
| MUS 2114 | Aural Skills IV | 1 |
| MUS 2117 | Survey of Musical Styles I | 3 |
| MUS 2118 | Survey of Musical Styles II | 3 |
| MUS | Applied Instrument Elective | 8 |
| MUS 1115 | Piano for Music Majors I AND | |
| MUS 1116 | Piano for Music Majors II AND | |
| MUS 2115 | Piano for Music Majors III AND | |
| MUS 2116 | Piano for Music Majors IV OR | |
| MUS 1119 | Secondary Voice AND | |
| MUS 1119 | Secondary Voice AND | |
| MUS 1119 | Secondary Voice AND | |
| MUS 1119 | Secondary Voice | 4 |
| MUS 1131 | Chorale OR | |
| MUS 1143 | Concert Band OR | |
| MUS 1145 | Classical Guitar Ensemble | 4 |
| OTM | Arts & Humanities Elective | 6 |
| OTM | Mathematics Elective | 3 |
| OTM | Natural & Physical Sciences Elective | 6 |
| OTM | Social & Behavioral Sciences Electives | 6 |

Physical Education/Sport & Recreational Management

Program Code: PED.S.AA • Credit Hours: 63-65

Description

This program is designed for students seeking physical education or sport and recreation management careers and will fulfill the freshman and sophomore educational requirements at most four-year colleges or universities. The track in Physical Education prepares students for a career in sports pedagogy, the teaching of physical education pre-K through 12. Students complete the two-year degree and transfer, continuing with the requirements needed to obtain their teaching license. The track in Sport and Recreation Management provides two years of a solid foundation in sport related business. It also contains a Coaching short-term certificate. Course work includes facility management, sport promotion, coaching and leadership along with many other respective components of the industry. Students are prepared to enter the profession or transfer for completion of a baccalaureate degree. Students are required to demonstrate competency by earning a C grade or better in all ENS courses for their degree. Students will need to be in good standing before department approval is given for Practicum. As part of this degree program, students must complete the requirements of the Ohio Transfer Module in order to graduate.

Career Opportunities

The degree with a track in Physical Education needs to transfer to a four-year program to complete the requirements to become a physical education teacher. Once the four-year degree is complete, the major responsibilities are teaching health and/or physical education classes during the day. Coaching is another duty that may be part of the teaching responsibility. The track in Sport and Recreation Management gives the student a variety of options. The student could work in sports information, promotions, ticket sales, media relations, event management, tournament planning and marketing and facility management. Some careers will require a baccalaureate degree.

| | | |
|----------|--|---|
| OTM | Mathematics Elective | 3 |
| OTM | Social & Behavioral Sciences Elective (May not be PSY course) | 3 |
| OTM | Arts & Humanities Elective (May not be HIS course) | 6 |
| ALH 1132 | American Heart Association Heartsaver First Aid | 1 |
| COM 2211 | Effective Public Speaking | 3 |
| ENG 1101 | English Composition I | 3 |

continued next page

| | | |
|----------|---|-----|
| ENG 1201 | English Composition II | 3 |
| ENS 1118 | Lifetime Physical Fitness & Wellness | 3 |
| ENS 2419 | Health Promotion, Fitness & Sport Programming | 3 |
| ENS 2471 | Exercise, Wellness & Sports Science Practicum | 2 |
| HIS 1111 | Western Civilization I | 3 |
| HIS 1112 | Western Civilization II | 3 |
| PSY 1100 | General Psychology | 3 |
| BIO 1121 | Human Anatomy & Physiology I (PED Track) OR | |
| GLG 1101 | General Geology I (Sports Track) | 3-4 |
| BIO 1222 | Human Anatomy & Physiology II (PED Track) OR | |
| GLG 1201 | General Geology II (Sports Track) | 3-4 |
| ENS | Concentration of Track | 18 |

ENS Concentration of Track
Physical Education Electives

| | |
|----------|--|
| DIT 1111 | Nutrition for Health & Fitness |
| ENS 1112 | Introduction to Physical Education |
| ENS 1212 | Fundraising & Sport Budgeting |
| ENS 1214 | Personal & Community Health Behavior |
| ENS 2316 | Motor Development & Motor Learning |
| ENS 2412 | Integration of Physical Education for Elementary Educators |

Sport and Recreation Management Electives

| | |
|----------|---|
| ENS 1114 | Introduction to Sport & Recreation Management |
| ENS 1212 | Fundraising & Sport Budgeting |
| ENS 2314 | Sport Promotions |
| ENS 2414 | Foundations of Coaching |
| ENS 2415 | Coaching & Leadership |
| MAN 1107 | Foundations of Business |

Political Science

Program Code: PLSE.S.AA • Credit Hours: 61

Description

The Associate of Arts in Political Science is designed for students planning to transfer to a four-year college or university and pursue a baccalaureate degree in political science or a related field. The curriculum fulfills the freshman and sophomore general education requirements of most four-year colleges and universities. As part of this degree program, students must complete the requirements of the Ohio Transfer Module in order to graduate.

| | | |
|----------|--|----|
| | Associate of Arts Elective | 12 |
| | Associate of Arts Communication Elective | 3 |
| | Multicultural Elective | 3 |
| OTM | Arts & Humanities Elective | 6 |
| OTM | Natural & Physical Sciences Elective | 6 |
| OTM | Social & Behavioral Sciences Elective | 6 |
| OTM | Mathematics Elective | 3 |
| BIS 1120 | Introduction to Software Applications | 3 |
| ENG 1101 | English Composition I | 3 |
| ENG 1201 | English Composition II | 3 |
| PLS 1120 | American Federal Government | 3 |
| PLS 1232 | State & Local Government | 3 |
| PLS 2200 | Political Life, Systems & Issues | 3 |
| PLS 2220 | International Relations | 3 |
| SCC 1101 | First Year Experience | 1 |

***Please see your Academic Advisor for information on Ohio Transfer Module and other electives.**

Psychology

Program Code: PSYE.S.AA • Credit Hours: 60

Description

The Psychology program is designed for students planning to transfer to four-year university as a psychology major or into a major for which psychology is a strong base. The curriculum fulfills the freshman and sophomore general education requirements of most four-year colleges and universities. As part of this degree program, students must complete the requirements of the Ohio Transfer Module in order to graduate.

| | | |
|----------|---------------------------------------|---|
| BIS 1120 | Introduction to Software Applications | 3 |
| COM 2206 | Interpersonal Communication OR | |
| COM 2211 | Effective Public Speaking | 3 |
| ENG 1101 | English Composition I | 3 |
| ENG 1201 | English Composition II | 3 |
| PSY 1100 | General Psychology | 3 |
| PSY 2180 | Psychology of Gender OR | |
| PSY 1160 | African American Psychology | 3 |
| PSY 2200 | Lifespan Human Development | 3 |
| PSY 2217 | Abnormal Psychology | 3 |
| PSY 2220 | Personality Psychology | 3 |
| PSY 2225 | Social Psychology | 3 |
| | Psychology Elective | 3 |
| SCC 1101 | First Year Experience | 1 |
| | Associate of Arts Elective | 8 |
| OTM | Arts & Humanities Elective | 6 |
| OTM | Mathematics Elective | 3 |
| OTM | Natural & Physical Sciences Elective | 6 |
| OTM | Social & Behavioral Sciences Elective | 3 |
| | (May not be PSY course) | |

Psychology Electives

| | | |
|----------|--------------------------------------|--|
| PSY 2205 | Child Development | |
| PSY 2206 | Adolescent & Adult Development | |
| PSY 2214 | Drugs & Behavior | |
| PSY 2218 | Principles of Counseling | |
| PSY 2228 | Industrial Organizational Psychology | |
| PSY 2235 | Behavioral Science Research Methods | |
| PSY 2236 | Behavioral Science Statistics | |
| PSY 2242 | Educational Psychology | |
| PSY 2297 | Special Topics | |

Social Work

Program Code: SWKE.S.AA • Credit Hours: 60-62

Description

The Associate of Arts in Social Work is designed for students who are planning to transfer to a four-year university in social work or a related field. The curriculum fulfills the freshman and sophomore general education requirements of most four-year colleges and universities. In addition, this degree will fulfill the requirements for the Ohio Transfer Module at other Ohio public colleges and universities.

Career Opportunities

Social Work is a helping profession which aims to assist individuals, families, and larger groups, as well as targeting the social problems which effect society today. The Department of Labor Statistics shows the job outlook for Social Work is projecting growth in the field of 19% between 2012 and 2022 which is faster than the average growth for other occupations. There is an increased demand for social work in fields such as aging and healthcare. Social Work allows opportunities for licensure and higher education which lead to more open doors for employment in the field. Social Workers are found in almost every facet of society including in the medical field such as hospitals and nursing homes, child welfare, schools, jails, and private practice.

| | | |
|----------|--|-----|
| BIO 1111 | General Biology I | 4 |
| BIO 1211 | General Biology II | 4 |
| COM 2206 | Interpersonal Communication | 3 |
| ECO 2160 | Principles of Macroeconomics | 3 |
| ENG 1101 | English Composition I | 3 |
| ENG 1201 | English Composition II | 3 |
| SCC 1101 | First Year Experience | 1 |
| SOC 1101 | Introduction to Sociology | 3 |
| SOC 1115 | Sociology of Marriage & Family | 3 |
| PSY 1100 | General Psychology | 3 |
| SWK 1206 | Introduction to Social Work | 3 |
| SWK 1213 | Introduction to Social Welfare | 3 |
| SWK 2207 | Cultural Competence in a Diverse World | 3 |
| PLS 1120 | American Federal Government OR | |
| PLS 2200 | Political Life, Systems & Issues | 3 |
| OTM | Mathematics Elective | 3 |
| OTM | Arts & Humanities Elective | 6 |
| OTM | Sociology Elective | 3 |
| | Modern Language Elective | 6-8 |

Sociology

Program Code: SOCE.S.AA • Credit Hours: 60

Description

The Associate of Arts in Sociology is designed for students who are planning to transfer to a four-year university in sociology or a related field. The curriculum fulfills the freshman and sophomore general education requirements of most four-year colleges and universities. As part of this degree program, students must complete the requirements of the Ohio Transfer Module in order to graduate.

| | | |
|----------|---------------------------------------|---|
| OTM | Mathematics Elective | 3 |
| OTM | Social & Behavioral Sciences Elective | 3 |
| OTM | Natural & Physical Sciences Elective | 8 |
| OTM | Arts & Humanities Elective | 6 |
| | Associate of Arts Elective | 6 |
| | Communication/Journalism Elective | 3 |
| BIS 1120 | Introduction to Software Applications | 3 |
| ENG 1101 | English Composition I | 3 |
| ENG 1201 | English Composition II | 3 |
| PSY 1100 | General Psychology | 3 |
| SCC 1101 | First Year Experience | 1 |
| SOC 1101 | Introduction to Sociology | 3 |
| SOC 1115 | Sociology of Marriage & Family | 3 |
| SOC 1160 | Sociology of Aging | 3 |
| SOC 2205 | Social Problems | 3 |
| SOC 2215 | Race & Ethnicity | 3 |
| SOC 1145 | Introduction to Cultural Anthropology | 3 |

Theatre Performance

Program Code: THEP.S.AA • Credit Hours: 61-62

Description

The theatre performance degree is designed as a university-parallel program for students to transfer to four-year institutions. The faculty and staff are theatre professionals with extensive experience in acting, directing, playwriting and choreography. Curriculum is based on skills required to enhance students' performance including: voice, movement, character and script analysis, dance, auditioning and presentation. Successful students achieve real-world experience participating in our theatre productions in several performance venues. Students must pass all THE courses with a grade of C or better. As part of this degree program, students must complete the requirements of the Ohio Transfer Module in order to graduate.

Career Opportunities

Employment opportunities are available in areas such as performer, director, educator, dramaturge, playwright, arts administrator, company business or artistic manager. These positions can commonly be found in theatre, film, television commercials, voice over work, theme parks, cruise ships, education, and modeling. A theatre performance degree also provides skills to enrich any career that requires artistic research, presentations, customer service, confidence or communication.

Program Prerequisite(s): *Approval of Department*

| | | |
|----------|---------------------------------------|-----|
| OTM | Social & Behavioral Sciences Elective | 6 |
| OTM | Natural & Physical Sciences Elective | 6 |
| OTM | Literature Elective | 3 |
| COM 2211 | Effective Public Speaking | 3 |
| ENG 1101 | English Composition I | 3 |
| ENG 1201 | English Composition II | 3 |
| THE 1105 | Introduction to Theatre | 3 |
| THE 1106 | Stagecraft | 2 |
| THE 1107 | Lab for Stagecraft | 1 |
| THE 1111 | Acting I | 3 |
| THE 1194 | Applied Theatre Technology I | 1 |
| THE 1194 | Applied Theatre Technology I | 1 |
| THE 1196 | Applied Theatre Technology II | 1 |
| THE 1199 | Applied Theatre Performance | 1 |
| THE 1213 | The Audition Process | 3 |
| THE 2216 | Acting II | 3 |
| THE 2114 | Voice & Movement for the Actor | 3 |
| THE 2201 | History of Theatre I | 3 |
| THE 2202 | History of Theatre II | 3 |
| THE 2206 | Script Analysis | 3 |
| MAT 1470 | College Algebra OR | |
| MAT 1440 | Excursions in Mathematics | 3-4 |
| DAN 1172 | Ballet I OR | |
| DAN 1173 | Modern Dance I OR | |
| DAN 1174 | Jazz Dance I OR | |
| DAN 1175 | Tap Dance I | 3 |

*Please see your Academic Advisor for information on Ohio Transfer Module and other electives.

Theatre Technology

Program Code: THET.S.AA • Credit Hours: 62-63

Description

The theatre technology degree is designed as a university-parallel program for students to transfer to four-year institutions. The faculty and staff are theatre professionals with extensive experience in design and technology including: scenic, lighting, costumes, props, make-up/hair, sound, directing and stage management. Curriculum is based on skills required to enhance students' technical skills including: stage craft, lighting and costume fundamentals, make-up, stage management, script analysis, and portfolio. Successful students achieve real-world experience participating in our theatre productions in several performance venues. Students must pass all THE courses with a grade of C or better. As part of this degree program, students must complete the requirements of the Ohio Transfer Module in order to graduate.

Career Opportunities

Employment opportunities are available in areas such as designer, technician, director, educator, stage manager, arts administrator and company business or artistic manager. These positions can commonly be found in theatre, film, theme parks, cruise ships, rock shows, museums, churches, interior or architectural design, or fashion. A theatre technology degree also provides the skills to enrich any career that requires artistic research, electronic media, safety troubleshooting, management, presentations or creative problem solving.

Program Prerequisite(s): *Approval of Department*

| | | |
|----------|---------------------------------------|---|
| OTM | Natural & Physical Sciences Elective | 6 |
| OTM | Social & Behavioral Sciences Elective | 6 |
| OTM | Literature Elective | 3 |
| COM 2211 | Effective Public Speaking | 3 |
| ENG 1101 | English Composition I | 3 |
| ENG 1201 | English Composition II | 3 |
| THE 1105 | Introduction to Theatre | 3 |
| THE 1106 | Stagecraft | 2 |
| THE 1107 | Lab for Stagecraft | 1 |
| THE 1111 | Acting I | 3 |
| THE 1116 | Stage Lighting Fundamentals | 2 |
| THE 1117 | Lab for Stage Lighting Fundamentals | 1 |
| THE 1118 | Costume Fundamentals | 2 |
| THE 1119 | Lab for Costume Fundamentals | 1 |
| THE 1194 | Applied Theatre Technology I | 1 |
| THE 1194 | Applied Theatre Technology I | 1 |
| THE 1196 | Applied Theatre Technology II | 2 |
| THE 2201 | History of Theatre I | 3 |
| THE 2202 | History of Theatre II | 3 |
| THE 2206 | Script Analysis | 3 |

| | | |
|----------|-------------------------------|-----|
| THE 2220 | Theatre Portfolio | 2 |
| THE 2240 | Stage Management | 3 |
| THE 2296 | Applied Theatre Technology IV | 2 |
| MAT 1440 | Excursions in Mathematics OR | |
| MAT 1470 | College Algebra | 3-4 |

Associate of Science

Program Code: LA.S.AS • Credit Hours: 60

Description

The Associate of Science is designed for students who are planning to transfer to a four-year college or university and pursue baccalaureate degree programs such as Biology, Chemistry, Geology, Mathematics, Physics and Pre-professional programs, i.e. Medicine, Pharmacy, etc. The curriculum fulfills the freshman and sophomore general education requirements of most four-year colleges and universities. As part of this degree program, students must complete the requirements of the Ohio Transfer Module in order to graduate.

| | | |
|----------|---------------------------------------|----|
| | Multicultural Elective | 3 |
| | Associate of Science Elective | 10 |
| OTM | Arts & Humanities Elective | 9 |
| OTM | Natural & Physical Sciences Elective | 12 |
| OTM | Social & Behavioral Sciences Elective | 12 |
| ENG 1101 | English Composition I | 3 |
| ENG 1201 | English Composition II | 3 |
| MAT 1470 | College Algebra | 4 |
| SCC 1101 | First Year Experience | 1 |
| COM 2206 | Interpersonal Communication OR | |
| COM 2211 | Effective Public Speaking OR | |
| COM 2225 | Small Group Communication | 3 |

Biology

Program Code: BIOE.S.AS • Credit Hours: 61

Description

The Associate of Science in Biology is designed for students who are planning to transfer to a four-year college or university and pursue a baccalaureate degree program in Biology. The curriculum fulfills the freshman and sophomore general education requirements of most four-year colleges and universities. As part of this degree program, students must complete the requirements of the Ohio Transfer Module in order to graduate.

Career Opportunities

Biology is an ever-growing field of occupations that includes medical pharmaceutical and biological research. These areas are among the fastest growing fields in the world.

| | | |
|----------|---|---|
| OTM | Social & Behavioral Sciences Elective | 6 |
| OTM | Arts & Humanities Elective | 6 |
| | Multicultural Elective | 3 |
| BIO 2222 | Evolution | 3 |
| BIO 2225 | Ecology | 4 |
| BIO 2235 | Genetics | 4 |
| BIO 1171 | Principles of Biology I | 5 |
| BIO 1272 | Principles of Biology II | 5 |
| CHE 1211 | General Chemistry I | 5 |
| CHE 1221 | General Chemistry II | 5 |
| COM 2206 | Interpersonal Communication OR | |
| COM 2211 | Effective Public Speaking OR | |
| COM 2225 | Small Group Communication | 3 |
| ENG 1101 | English Composition I | 3 |
| ENG 1201 | English Composition II | 3 |
| MAT 1450 | Introductory Statistics | 4 |
| MET 1131 | Personal Computer Applications for Engineering Technology | 1 |
| SCC 1101 | First Year Experience | 1 |

*Please see your Academic Advisor for information on Ohio Transfer Module and other electives.

Sinclair recognizes the important connection between student success and academic preparedness. Depending on placement scores and/or equivalent college course work, students may be required to complete developmental courses before enrolling in the college level courses of their program.

Business Administration

Program Code: BUS.S.AS • Credit Hours: 67

Description

The University Parallel program is designed for the student who wants to pursue a baccalaureate degree at a four-year institution in a business discipline. The purpose of the degree program is to provide the basic core of business and general education requirements for the first two years of a four-year program. As part of this degree program, students must complete the requirements of the Ohio Transfer Module in order to graduate.

This degree program contains one or more embedded certificates which will be automatically awarded when the certificate requirements are completed. If you do not want to receive the embedded certificate(s), please notify Registration and Student Records at studentrecords@sinclair.edu

Accreditation

This program is fully accredited by the Accreditation Council for Business Schools and Programs (ACBSP), a specialized accreditation recognized by the Council on Higher Education Accreditation (CHEA).

| | | |
|----------|---|---|
| OTM | Natural & Physical Sciences Elective | 6 |
| OTM | Social & Behavioral Sciences Elective (May not be ECO course) | 3 |
| OTM | Arts & Humanities Elective | 6 |
| ACC 1210 | Introduction to Financial Accounting | 3 |
| ACC 1220 | Introduction to Managerial Accounting | 3 |
| BIS 1120 | Introduction to Software Applications | 3 |
| COM 2211 | Effective Public Speaking | 3 |
| ECO 2160 | Principles of Macroeconomics | 3 |
| ECO 2180 | Principles of Microeconomics | 3 |
| ENG 1101 | English Composition I | 3 |
| ENG 1131 | Business Writing | 3 |
| ENG 1201 | English Composition II | 3 |
| LAW 1101 | Business Law | 3 |
| MAN 1107 | Foundations of Business | 3 |
| MAN 2150 | Management & Organizational Behavior | 3 |
| MAT 2160 | Calculus for Business & Economics | 5 |
| MAT 2170 | Business Statistics I | 4 |
| MAT 2180 | Business Statistics II | 3 |
| MRK 2101 | Principles of Marketing Management | 3 |
| SCC 1101 | First Year Experience | 1 |

Chemistry

Program Code: CHEE.S.AS • Credit Hours: 61

Description

The Associate of Science Chemistry emphasis is designed for students who are planning to transfer to a four-year college or university and pursue a baccalaureate degree program in Chemistry. The curriculum fulfills the freshman and sophomore general education requirements of most four-year colleges and universities. As part of this degree program, students must complete the requirements of the Ohio Transfer Module in order to graduate.

| | | |
|----------|---|---|
| OTM | Arts & Humanities Elective | 6 |
| OTM | Social & Behavioral Sciences Elective | 6 |
| | Multicultural Elective | 3 |
| CHE 1211 | General Chemistry I | 5 |
| CHE 1221 | General Chemistry II | 5 |
| CHE 2111 | Organic Chemistry I | 5 |
| CHE 2121 | Organic Chemistry II | 5 |
| ENG 1101 | English Composition I | 3 |
| ENG 1201 | English Composition II | 3 |
| MAT 2270 | Calculus & Analytic Geometry I | 5 |
| MAT 2280 | Calculus & Analytic Geometry II | 5 |
| MAT 2290 | Calculus & Analytic Geometry III | 5 |
| MET 1131 | Personal Computer Applications for Engineering Technology | 1 |
| SCC 1101 | First Year Experience | 1 |
| COM 2206 | Interpersonal Communication OR | |
| COM 2211 | Effective Public Speaking OR | |
| COM 2225 | Small Group Communication | 3 |

Engineering University Transfer

Program Code: ESUP.S.AS • Credit Hours: 60-61

Description

The Engineering University Transfer, Associate of Science degree program is for the student who plans to transfer to a four-year college or university for a degree in Engineering. This program is designed to bring an entering student up to the level of a third year university student in Engineering. Course sequence is designed to transfer the basic requirements of most universities. The student is strongly advised to consult the particular school he or she will be entering as well as a Sinclair academic advisor, before signing up for different courses. The student who wishes to earn an associate degree must complete the last thirty hours at Sinclair in order to meet residency requirements. Exceptions to this requirement must be approved in advance in writing by the Dean of Science, Math and Engineering. Please see an academic advisor for assistance in selecting electives toward your major and acceptability by the receiving transfer institution. As part of this degree program, students must complete the requirements of the Ohio Transfer Module in order to graduate.

| | | |
|----------|---|-----|
| | Engineering Elective | 13 |
| OTM | Arts & Humanities Elective | 6 |
| OTM | Social & Behavioral Sciences Elective | 6 |
| CHE 1211 | General Chemistry I | 5 |
| CHE 1251 | Lab for General Chemistry I | 0 |
| COM 2211 | Effective Public Speaking | 3 |
| ENG 1101 | English Composition I | 3 |
| MAT 2270 | Calculus & Analytic Geometry I | 5 |
| MAT 2280 | Calculus & Analytic Geometry II | 5 |
| MAT 2310 | Elementary Differential Equations OR | |
| MAT 2330 | Differential Equations & Linear Algebra | 4-5 |
| PHY 2201 | General Physics I | 5 |
| PHY 2207 | Lab for General Physics I | 0 |
| PHY 2202 | General Physics II | 5 |
| PHY 2208 | Lab for General Physics II | 0 |

Engineering Electives

| | |
|----------|--|
| BIO 1141 | Principles of Anatomy & Physiology I |
| BIO 1147 | Lab for Principles of Anatomy & Physiology I |
| BIO 1171 | Principles of Biology I |
| BIO 1272 | Principles of Biology II |
| CHE 1221 | General Chemistry II |
| CHE 1261 | Lab for General Chemistry II |
| CHE 2111 | Organic Chemistry I |
| CHE 2121 | Organic Chemistry II |
| CHE 2151 | Lab for Organic Chemistry I |
| CHE 2161 | Lab for Organic Chemistry II |
| CIS 1107 | Introduction To Operating Systems |
| CIS 2212 | Java Software Development I |
| CIS 2217 | Java Software Development II |
| CIS 2550 | Linux Operating System |

| | |
|----------|--|
| EET 1150 | D.C. Circuits |
| EET 1155 | A.C. Circuits |
| EGR 1101 | Introductory Mathematics for Engineering Applications |
| EGR 1111 | Introduction to Nanotechnology |
| EGR 1121 | Introduction to the Intelligence Community |
| EGR 1122 | Fundamentals of Remote Sensing in Intelligence |
| EGR 1201 | Introduction to Spectral Sensing with Applications in Intelligence |
| EGR 1202 | Introduction to Radar |
| EGR 1211 | Introduction to Large Area Surveillance |
| EGR 1212 | Measurement & Signal Intelligence |
| EGR 2201 | Circuit Analysis |
| EGR 2211 | Nanotechnology Applications & Fabrications Techniques |
| EGR 2261 | Engineering Problem Solving using "C" & "C++" |
| GLG 1101 | General Geology I |
| MAT 2290 | Calculus & Analytic Geometry III |
| MAT 2320 | Linear Algebra |
| MAT 2570 | Discrete Mathematics |
| MEE 2101 | Statics for Engineers |
| MEE 2201 | Thermodynamics for Engineers |
| MEE 2301 | Strength of Materials for Engineers |
| MEE 2401 | Dynamics for Engineers |
| MET 1301 | SolidWorks Basics |
| PHY 2210 | Problem Solving in Physics with Matlab |

*Please see your Academic Advisor for information on Ohio Transfer Module and other electives.

Sinclair recognizes the important connection between student success and academic preparedness. Depending on placement scores and/or equivalent college course work, students may be required to complete developmental courses before enrolling in the college level courses of their program.

Mathematics

Program Code: MATE.S.AS • Credit Hours: 60

Description

The Associate of Science in Mathematics is designed for students who are planning to transfer to a four-year college or university and pursue a baccalaureate degree program in pure mathematics, applied mathematics, statistics, or secondary math education. The curriculum fulfills the freshman and sophomore general education requirements of most four-year colleges and universities. As part of this degree program, students must complete the requirements of the Ohio Transfer Module in order to graduate.

Career Opportunities

- Actuary
- Statistical Consultant
- Investment Analyst
- Cryptographer
- Operations Researcher
- High School or College-Level Teacher

Visit www.maa.org/careers/career-profiles for more opportunities. For more information on these and other careers, including employment outlook and working conditions, go to www.ohcis.intocareers.org and login with username "sinclaircoll" and password "ohicis03".

| | | |
|----------|---------------------------------------|----|
| OTM | Natural & Physical Sciences Elective | 10 |
| OTM | Social & Behavioral Sciences Elective | 6 |
| OTM | Arts & Humanities Elective | 6 |
| | Multicultural Elective | 3 |
| ENG 1101 | English Composition I | 3 |
| MAT 2270 | Calculus & Analytic Geometry I | 5 |
| MAT 2280 | Calculus & Analytic Geometry II | 5 |
| MAT 2290 | Calculus & Analytic Geometry III | 5 |
| MAT 2320 | Linear Algebra | 3 |
| SCC 1101 | First Year Experience | 1 |
| COM 2206 | Interpersonal Communication OR | |
| COM 2211 | Effective Public Speaking OR | |
| COM 2225 | Small Group Communication | 3 |
| | Any Course in Catalog Elective | 10 |

Accounting

Program Code: ACC.S.AAS • Credit Hours: 65

Description

Accountants prepare, analyze and verify financial reports and monitor information systems that furnish this information to management. Business executives, bankers, government leaders and investors all rely on financial statements and other reports prepared by accountants that summarize and interpret financial transactions that occur in every business. An accountant must have the ability to develop reliable analyses of business operations which can be used in making business decisions. Students who complete the accounting program can qualify to sit for the CPA exam in Ohio after completing a few additional courses and a qualifying exam as determined by the Ohio Board of Accountancy.

Accreditation

This program is fully accredited by the Association of Collegiate Business Schools and Programs (ACBSP), a specialized accreditation recognized by the Council on Higher Education Accreditation (CHEA).

Career Opportunities

Employment opportunities in addition to accounting firms, exist in private business and industry as well as not-for-profit and governmental organizations. Positions available to graduates include staff accountant, cost accountant, payroll accountant, auditor, tax accountant and financial analyst.

| | | |
|----------|---|---|
| OTM | Arts & Humanities Elective | 3 |
| | Accounting Elective | 3 |
| ACC 1210 | Introduction to Financial Accounting | 3 |
| ACC 1220 | Introduction to Managerial Accounting | 3 |
| ACC 1510 | Computerized Accounting Systems | 3 |
| ACC 2101 | Intermediate Accounting I | 3 |
| ACC 2102 | Intermediate Accounting II | 3 |
| ACC 2211 | Cost Accounting | 3 |
| ACC 2212 | Managerial Accounting & Finance | 3 |
| ACC 2321 | Federal Taxation | 3 |
| ACC 2435 | Auditing | 3 |
| BIS 1410 | Business Software Applications | 3 |
| ECO 2160 | Principles of Macroeconomics | 3 |
| ECO 2180 | Principles of Microeconomics | 3 |
| ENG 1101 | English Composition I | 3 |
| LAW 1101 | Business Law | 3 |
| MAN 1107 | Foundations of Business | 3 |
| MAT 2170 | Business Statistics I | 4 |
| MRK 2101 | Principles of Marketing Management | 3 |
| COM 2211 | Effective Public Speaking OR | |
| COM 2225 | Small Group Communication | 3 |
| MAT 1460 | Finite Mathematics for Business Analysis OR | |
| MAT 1470 | College Algebra | 4 |

Accounting Electives

| | |
|----------|--|
| ACC 2322 | Advanced Taxation |
| ACC 2510 | Advanced Accounting |
| CIS 1111 | Introduction to Problem Solving & Computer Programming |
| LAW 1102 | Consumer Law |
| MAN 1106 | Introduction to Radio Frequency Identification |
| MAN 1110 | International Business |
| MAN 2110 | Introduction to Project Management |
| MRK 2145 | Principles of Retailing |

*Please see your Academic Advisor for information on Ohio Transfer Module and other electives.

Sinclair recognizes the important connection between student success and academic preparedness. Depending on placement scores and/or equivalent college course work, students may be required to complete developmental courses before enrolling in the college level courses of their program.

American Sign Language Interpreting for the Deaf

Program Code: ASL.S.AAS • Credit Hours: 69-70

Description

The American Sign Language Interpreting for the Deaf (ASLID) program provides the unique opportunity for students to develop a solid foundation in language, linguistics, culture and interpretation and to master the skills necessary to successfully function as an interpreter for deaf, hard of hearing, and deaf-blind individuals in a variety of educational and community settings. Students will gain rich insights into the American deaf community, their beliefs, values, history, rights and cultural norms. A grade of "C" or better is required in all ASL courses.

Accreditation

This program holds accreditation by the Ohio Department of Education. Graduates are eligible to apply for the Interpreter for the Hearing Impaired Five-Year Associate Licensure.

Career Opportunities

Employment opportunities are available in areas such as educational, community interpreter referral agencies, business, medical, legal, theatrical, governmental and religious interpreting settings.

| | | |
|----------|--|-----|
| OTM | Arts & Humanities Elective | 3 |
| ASL 1101 | Orientation to Deafness | 2 |
| ASL 1102 | Interpreting Theory & Best Practices | 3 |
| ASL 1111 | Beginning American Sign Language I | 3 |
| ASL 1112 | Beginning American Sign Language II | 3 |
| ASL 1116 | Community Resources for the Deaf | 2 |
| ASL 1228 | Intermediate American Sign Language I | 3 |
| ASL 1229 | Intermediate American Sign Language II | 3 |
| ASL 2201 | Interpreting I | 3 |
| ASL 2202 | Interpreting II | 3 |
| ASL 2207 | Role of the Interpreter | 2 |
| ASL 2212 | Specialized Interpreting | 3 |
| ASL 2231 | Advanced American Sign Language I | 3 |
| ASL 2232 | Advanced American Sign Language II | 3 |
| ASL 2236 | Transliterating & Signing Modalities | 3 |
| ASL 2261 | Practicum I | 3 |
| ASL 2262 | Practicum II | 3 |
| ASL 2300 | Educational Interpreting | 3 |
| ENG 1101 | English Composition I | 3 |
| ENG 1201 | English Composition II | 3 |
| PSY 1100 | General Psychology | 3 |
| SOC 1129 | Sociological Aspects of Deafness | 3 |
| COM 2206 | Interpersonal Communication OR | |
| COM 2211 | Effective Public Speaking | 3 |
| MAT 1470 | College Algebra OR | |
| MAT 1440 | Excursions in Mathematics | 3-4 |

Architectural Technology

Program Code: ARC.S.AAS • Credit Hours: 60

Description

The Architectural Technology program helps students develop skills applicable in a variety of Built Environment professions, including architectural, engineering and design practices, contracting firms, and material suppliers. Building Information modeling (BIM) and Integrated Project design (IPD) are core principles taught throughout the curriculum, with Autodesk Revit being the primary BIM tool. Environmental responsibility is emphasized, with students taking a USGBC LEED exam prep course. Curriculum tracks are available for both building technology and building design.

Career Opportunities

Graduates are employed as drafters for architectural firms, inspectors and project managers in the construction industry. Many opportunities exist in the building materials and assemblies sales and supply area.

| | | |
|----------|---|---|
| OTM | Social & Behavioral Sciences Elective | 3 |
| CAT 1101 | Architectural Drafting | 3 |
| CAT 1121 | Introduction to Revit & BIM | 3 |
| CAT 1201 | Construction Methods & Materials | 4 |
| CAT 1241 | Building Systems | 3 |
| CAT 2101 | Design in Revit | 5 |
| CAT 2201 | Advanced Revit | 2 |
| CAT 2401 | Engineering Technology Project Management | 3 |
| CAT 2700 | Civil Architectural Technology Internship | 2 |
| CAT 2780 | Architectural Technology Capstone | 4 |
| COM 2211 | Effective Public Speaking | 3 |
| EGV 1301 | Architectural Energy Analysis | 2 |
| EGV 2351 | LEED Green Associate Exam Preparation | 2 |
| ENG 1101 | English Composition I | 3 |
| MAT 1580 | Precalculus | 5 |
| MET 1131 | Personal Computer Applications for Engineering Technology | 1 |
| MET 2711 | Ethics for Engineering Technology Professionals | 1 |
| PHY 1141 | College Physics I | 4 |
| | Architectural Technology Elective | 7 |

Architectural Technology Electives

| | | |
|----------|---|--|
| ART 2230 | Art History: Ancient through Medieval Periods | |
| ART 2231 | Art History: Renaissance through Contemporary Periods | |
| CAT 1131 | Introduction to Revit MEP | |
| CAT 1141 | Architectural Blueprint Reading | |
| CAT 1161 | Introduction to Civil & Architectural Technology | |
| CAT 1401 | Construction Estimating | |
| CAT 2411 | Building Codes, Laws & Specifications | |
| CAT 2741 | Current Topics in Architecture | |
| EGV 1251 | Introduction to Energy Management Principles | |
| IND 1180 | History of Interior Design | |
| IND 1234 | Materials & Textiles | |
| IND 1240 | Color Theory | |

Automation & Control Technology with Robotics

Program Code: AMCT.S.AAS • Credit Hours: 63

Description

The Automation and Control Technology with Robotics program builds knowledge in the application of electrical and mechanical skills for developing, installing, programming and troubleshooting the complex machinery found in the modern manufacturing and Supply Chain environments.

This degree program contains one or more embedded certificates which will be automatically awarded when the certificate requirements are completed. If you do not want to receive the embedded certificate(s), please notify Registration & Student Records at studentrecords@sinclair.edu

Career Opportunities

This program prepares graduates for control system technician and designer, electrical and electronic systems engineering technician, industrial equipment sales, purchasing, installation, and service. Graduates will also be prepared to assume rolls as industrial maintenance technician, plant maintenance technician, robotics technician, system integrators, and supply chain technician.

| | | |
|----------|---|---|
| OTM | Social & Behavioral Sciences Elective | 3 |
| COM 2211 | Effective Public Speaking | 3 |
| EET 1120 | Introduction to DC & AC Circuits | 2 |
| EET 1139 | Electrical Machinery | 3 |
| EET 1166 | Industrial Machine Wiring | 2 |
| EET 1198 | Digital Technology | 2 |
| EET 2157 | Radio Frequency Identification (RFID) | 3 |
| EET 2281 | Programmable Logic Controllers | 3 |
| EET 2282 | Advanced Programmable Logic Controllers | 3 |
| EGR 1128 | Robotics in Computer Integrated Manufacturing (CIM) Systems | 3 |
| EGR 1144 | Sensors & Vision Systems | 4 |
| EGR 1217 | Fluid Power & Control | 2 |
| EGR 2231 | Troubleshooting of Automated Systems | 3 |
| EGR 2252 | Teach Pendant Robot Programming | 2 |
| EGR 2278 | Automation & Control Capstone | 3 |
| ENG 1101 | English Composition I | 3 |
| MAT 1280 | Technical Mathematics I | 4 |
| MAT 1290 | Technical Mathematics II | 4 |
| MET 1101 | Introduction to Engineering Drafting | 2 |
| MET 1201 | Introduction to Engineering Design using Inventor | 2 |
| PHY 1131 | Technical Physics | 3 |
| SCC 1101 | First Year Experience | 1 |
| EGR 2270 | Engineering Elective OR Automation & Control Internship | 3 |

Engineering Electives

| | |
|----------|---|
| EGR 2215 | Control Systems |
| EGR 2250 | Electromechanical Repair |
| EGR 2256 | Automated Data Acquisition Systems |
| EGR 2261 | Engineering Problem Solving using “C” & “C++” |

*Please see your Academic Advisor for information on Ohio Transfer Module and other electives.

Sinclair recognizes the important connection between student success and academic preparedness. Depending on placement scores and/or equivalent college course work, students may be required to complete developmental courses before enrolling in the college level courses of their program.

Automotive Technology

Program Code: AUT.S.AAS • Credit Hours: 69

Description

Fully accredited by the National Automotive Technicians Education Foundation, the Associate of Applied Science in Automotive Technology provides training for students aspiring to become automotive technicians. Training in automotive management and business operations is a component of the program.

This degree program contains one or more embedded certificates which will be automatically awarded when the certificate requirements are completed. If you do not want to receive the embedded certificate(s), please notify Registration & Student Records at studentrecords@sinclair.edu

Accreditation

The Sinclair Automotive Technology program is master certified by the National Automotive Technicians Education Foundation (NATEF). NATEF was founded as an independent, nonprofit organization with a single mission: To evaluate technician training programs against standards developed by the automotive industry. Since 1983, the NATEF process has resulted in certified automotive training programs in all 50 states at the secondary and post-secondary levels.

Career Opportunities

Graduates are finding excellent employment opportunities existing in dealerships, independent service facilities, machine shops and other automotive businesses. Graduates may also find employment as automotive instructors or sales, service and parts managers.

| | | |
|----------|---|---|
| OTM | Social & Behavioral Sciences Elective | 3 |
| OTM | Arts & Humanities Elective | 3 |
| | Automotive Elective | 2 |
| AUT 1102 | Introduction to Automotive Service | 2 |
| AUT 1108 | Automotive Engine Systems | 4 |
| AUT 1111 | Automotive Management | 2 |
| AUT 1114 | Automotive Electrical/Electronic Systems I | 3 |
| AUT 1115 | Automotive Engine Performance I | 4 |
| AUT 1116 | Automotive Steering & Suspension Systems | 3 |
| AUT 1142 | Automotive Manual Transmission & Driveline | 3 |
| AUT 1146 | Automotive Heating Ventilation & Air Conditioning Systems | 3 |
| AUT 1165 | Automotive Brake Systems | 3 |
| AUT 2214 | Automotive Electrical/Electronic Systems II | 4 |
| AUT 2215 | Automotive Engine Performance II | 4 |
| AUT 2241 | Automatic Transmission Systems | 4 |
| AUT 2250 | Automotive Service Operations | 7 |
| CAM 1109 | Fundamentals of Tooling & Machining | 3 |
| COM 2206 | Interpersonal Communication | 3 |
| ENG 1101 | English Composition I | 3 |
| MAT 1110 | Math for Technologists | 3 |

| | | |
|----------|----------------------------|---|
| OPT 2211 | Industrial Risk Management | 2 |
| SCC 1101 | First Year Experience | 1 |

Automotive Electives

| | |
|----------|---|
| AUT 1100 | Basic Automotive Systems |
| AUT 1170 | Automotive Internship I |
| AUT 2221 | High Performance Engine Blocks & Heads |
| AUT 2222 | High Performance Engine Assembly & Dyno Testing |
| AUT 2224 | High Performance Fuel Induction Systems |
| AUT 2226 | High Performance Fabrication |
| AUT 2230 | Hybrid Electric Vehicle Systems |

Automotive Technology (Chrysler CAP)

Program Code: CAPS.AAS • Credit Hours: 67

Description

Fully accredited by the National Automotive Technicians Education Foundation, the Associate of Applied Science in the MOPAR College Automotive Program (CAP) provides training for students aspiring to become automotive technicians for Chrysler, Dodge and Jeep dealerships. Specific Chrysler training is presented to apprentice student technicians as they apply learned content to a co-op work experience. Students attend classes for half a semester and then apprentice at a Chrysler sponsoring dealership the other half. Students are paid for work rendered during the co-op experience. Upon graduation, students will receive hundreds of hours of official Chrysler training credits that are recorded in the corporation's training database. Graduates should be 85% to 90% trained towards meeting the certification requirements for a Chrysler Master Technician. Graduates will also receive an Associate of Applied Science from Sinclair along with a job opportunity from the sponsoring dealer.

This degree program contains one or more embedded certificates which will be automatically awarded when the certificate requirements are completed. If you do not want to receive the embedded certificate(s), please notify Registration & Student Records at studentrecords@sinclair.edu

Accreditation

The Sinclair Automotive Technology program is master certified by the National Automotive Technicians Education Foundation (NATEF). NATEF was founded as an independent, nonprofit organization with a single mission: To evaluate technician training programs against standards developed by the automotive industry. Since 1983, the NATEF process has resulted in certified automotive training programs in all 50 states at the secondary and post-secondary levels.

Career Opportunities

Career opportunities are available in positions for automotive service technicians in Chrysler, Dodge and Jeep dealerships, independent shops and automotive machine shops. In addition, graduates are also employed as service managers, shop foremen, parts managers, sales representatives or automotive instructors. Graduates with practical experience, education, willingness to work and

a high degree of professionalism may expect to find jobs in middle management or research occupations within major automotive corporations.

| | | |
|----------|---|---|
| OTM | Arts & Humanities Elective | 3 |
| AUT 1102 | Introduction to Automotive Service | 2 |
| AUT 1108 | Automotive Engine Systems | 4 |
| AUT 1111 | Automotive Management | 2 |
| AUT 1114 | Automotive Electrical/Electronic Systems I | 3 |
| AUT 1115 | Automotive Engine Performance I | 4 |
| AUT 1116 | Automotive Steering & Suspension Systems | 3 |
| AUT 1142 | Automotive Manual Transmission & Driveline | 3 |
| AUT 1146 | Automotive Heating Ventilation & Air Conditioning Systems | 3 |
| AUT 1165 | Automotive Brake Systems | 3 |
| AUT 1170 | Automotive Internship I | 2 |
| AUT 1171 | Automotive Internship II | 2 |
| AUT 1172 | Automotive Internship III | 2 |
| AUT 1173 | Automotive Internship IV | 2 |
| AUT 2214 | Automotive Electrical/Electronic Systems II | 4 |
| AUT 2215 | Automotive Engine Performance II | 4 |
| AUT 2241 | Automatic Transmission Systems | 4 |
| CAM 1109 | Fundamentals of Tooling & Machining | 3 |
| COM 2206 | Interpersonal Communication | 3 |
| ENG 1101 | English Composition I | 3 |
| MAT 1110 | Math for Technologists | 3 |
| OPT 2211 | Industrial Risk Management | 2 |
| SOC 1101 | Introduction to Sociology | 3 |

*Please see your Academic Advisor for information on Ohio Transfer Module and other electives.

Sinclair recognizes the important connection between student success and academic preparedness. Depending on placement scores and/or equivalent college course work, students may be required to complete developmental courses before enrolling in the college level courses of their program.

Automotive Technology (GM ASEP)

Program Code: ASEPS.AAS • Credit Hours: 67

Description

Fully accredited by the National Automotive Technicians Education Foundation, the Associate of Applied Science in General Motors Automotive Service Educational Program (ASEP) provides training for students aspiring to become automotive technicians for General Motors dealerships or AC Delco independent shops. Specific General Motors training is presented to apprentice student technicians as they apply learned content to a co-op work experience. Students attend classes for half a semester and then apprentice at a GM/AC Delco sponsoring dealership the other half. Students are paid for work rendered during the co-op experience. Upon graduation, students will receive hundreds of hours of official General Motors training credits that are recorded in the corporation's training database. Graduates should be 85 to 90% trained towards meeting the certification requirements for a GM Master Technician. Graduates will also receive an Associate of Applied Science from Sinclair along with a job opportunity from the sponsoring dealer.

This degree program contains one or more embedded certificates which will be automatically awarded when the certificate requirements are completed. If you do not want to receive the embedded certificate(s), please notify Registration & Student Records at studentrecords@sinclair.edu

Accreditation

The Sinclair Automotive Technology program is master certified by the NATEF (National Automotive Technicians Education Foundation). NATEF was founded as an independent, nonprofit organization with a single mission: To evaluate technician training programs against standards developed by the automotive industry. Since 1983, the NATEF process has resulted in certified automotive training programs in all 50 states at the secondary and post-secondary levels.

Career Opportunities

Career opportunities are available in positions for automotive service technicians in General Motors dealerships, independent shops and automotive machine shops. In addition, graduates are also employed as service managers, shop foremen, parts managers, sales representatives or automotive instructors. Graduates with practical experience, education, willingness to work and a

high degree of professionalism may expect to find jobs in middle management or research occupations within major automotive corporations.

| | | |
|----------|---|---|
| OTM | Arts & Humanities Elective | 3 |
| AUT 1102 | Introduction to Automotive Service | 2 |
| AUT 1111 | Automotive Management | 2 |
| AUT 1114 | Automotive Electrical/Electronic Systems I | 3 |
| AUT 1115 | Automotive Engine Performance I | 4 |
| AUT 1116 | Automotive Steering & Suspension Systems | 3 |
| AUT 1142 | Automotive Manual Transmission & Driveline | 3 |
| AUT 1146 | Automotive Heating Ventilation & Air Conditioning Systems | 3 |
| AUT 1165 | Automotive Brake Systems | 3 |
| AUT 1170 | Automotive Internship I | 2 |
| AUT 1171 | Automotive Internship II | 2 |
| AUT 1172 | Automotive Internship III | 2 |
| AUT 1173 | Automotive Internship IV | 2 |
| AUT 2214 | Automotive Electrical/Electronic Systems II | 4 |
| AUT 2215 | Automotive Engine Performance II | 4 |
| AUT 2241 | Automatic Transmission Systems | 4 |
| AUT 1108 | Automotive Engine Systems | 4 |
| CAM 1109 | Fundamentals of Tooling & Machining | 3 |
| COM 2206 | Interpersonal Communication | 3 |
| ENG 1101 | English Composition I | 3 |
| MAT 1110 | Math for Technologists | 3 |
| OPT 2211 | Industrial Risk Management | 2 |
| SOC 1101 | Introduction to Sociology | 3 |

Automotive Technology (Honda PACT)

Program Code: AUTHA.S.AAS • **Credit Hours:** 68

Description

The Honda Professional Automotive Career Training program (PACT) is fully accredited by the National Automotive Technicians Education Foundation. This Associate of Applied Science program provides training for students aspiring to become Honda/Acura dealership technicians. Students receive specific Honda technical training resulting in training, credits/certifications from the corporation. These credits/certifications help a student secure employment with a Honda/Acura dealership.

This degree program contains one or more embedded certificates which will be automatically awarded when the certificate requirements are completed. If you do not want to receive the embedded certificate(s), please notify Registration & Student Records at studentrecords@sinclair.edu

Accreditation

The Sinclair Automotive Technology programs are master certified by the National Automotive Technicians Education Foundation (NATEF). NATEF was founded as an independent, nonprofit organization with a single mission: To evaluate technician training programs against standards developed by the automotive industry. Since 1983, the NATEF process has resulted in certified automotive training programs in all 50 states at the secondary and post-secondary levels.

Career Opportunities

Career opportunities are available in positions for automotive service technicians in Honda/Acura dealerships, independent shops and automotive machine shops. In addition, graduates are also employed as service managers, shop foremen, parts managers, sales representatives or automotive instructors. Graduates with practical experience, education, willingness to work and a high degree of professionalism may expect to find jobs in middle management or research occupations within major automotive corporations.

| | | |
|----------|--|---|
| OTM | Social & Behavioral Sciences Elective | 3 |
| OTM | Arts & Humanities Elective | 3 |
| | Automotive Elective | 2 |
| AUT 1102 | Introduction to Automotive Service | 2 |
| AUT 1108 | Automotive Engine Systems | 4 |
| AUT 1111 | Automotive Management | 2 |
| AUT 1114 | Automotive Electrical/Electronic Systems I | 3 |
| AUT 1115 | Automotive Engine Performance I | 4 |
| AUT 1116 | Automotive Steering & Suspension Systems | 3 |

| | | |
|----------|---|---|
| AUT 1142 | Automotive Manual Transmission & Driveline | 3 |
| AUT 1146 | Automotive Heating Ventilation & Air Conditioning Systems | 3 |
| AUT 1165 | Automotive Brake Systems | 3 |
| AUT 2214 | Automotive Electrical/Electronic Systems II | 4 |
| AUT 2215 | Automotive Engine Performance II | 4 |
| AUT 2241 | Automatic Transmission Systems | 4 |
| AUT 2250 | Automotive Service Operations | 7 |
| CAM 1109 | Fundamentals of Tooling & Machining | 3 |
| COM 2206 | Interpersonal Communication | 3 |
| ENG 1101 | English Composition I | 3 |
| MAT 1110 | Math for Technologists | 3 |
| OPT 2211 | Industrial Risk Management | 2 |

Automotive Electives

| | | |
|----------|---|--|
| AUT 1100 | Basic Automotive Systems | |
| AUT 1170 | Automotive Internship I | |
| AUT 2221 | High Performance Engine Blocks & Heads | |
| AUT 2222 | High Performance Engine Assembly & Dyno Testing | |
| AUT 2224 | High Performance Fuel Induction Systems | |
| AUT 2226 | High Performance Fabrication | |
| AUT 2230 | Hybrid Electric Vehicle Systems | |

***Please see your Academic Advisor for information on Ohio Transfer Module and other electives.**

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Aviation Airframe Maintenance Technology

Program Code: AVIAO.S.AAS • Credit Hours: 72

Description

This program leads to an Associate of Applied Science in Airframe Maintenance and provides the knowledge and skills successfully pass the Federal Aviation Administration (FAA) written, oral, and practical examinations required by the FAA for certification as an airframe maintenance technician.

This degree program contains one or more embedded certificates which will be automatically awarded when the certificate requirements are completed. If you do not want to receive the embedded certificate(s), please notify Registration & Student Records at studentrecords@sinclair.edu

Accreditation

The programs General and Airframe certificates are approved by the FAA under air agency certificate XSCT086K.

Career Opportunities

The Bureau of Labor Statistics projects “favorable future job opportunities” over the long term as older mechanics and technicians retire. Maintenance Repair Organizations (M.R.O.’s) are contracting for the work that airlines used to do in house. Many of the M.R.O.’s are in need of maintenance technicians. Boeing Commercial Aircraft Company recently predicted 1,000,000 more jobs in aviation in the next 15 years. Airbus of Europe has predicted about 800,000 more jobs in the next 15-20 years. Both predictions are based on anticipated growth in aircraft production and flying passengers. Many mechanics will reach retirement age in the next three years as a result of an interruption of current certificates issued by the FAA. More jet aircraft means more need for mechanics. The general aviation sector already has a shortage of certificated mechanics.

| | | |
|----------|-----------------------------|---|
| AVT 1106 | Airframe Safety Systems | 2 |
| AVT 1107 | Fuel Systems | 3 |
| AVT 1113 | Drawings for Aviation | 3 |
| AVT 1116 | Regulations for Maintenance | 3 |
| AVT 1118 | Weight & Balance | 3 |
| AVT 1131 | Basic Aviation Electricity | 3 |
| AVT 1133 | Instruments/Communications | 3 |
| AVT 1135 | Materials & Processes | 4 |
| AVT 1136 | Sheet Metal | 4 |
| AVT 1213 | Corrosion | 3 |

| | | |
|----------|---|---|
| AVT 1214 | Cabin Atmospheric Control | 2 |
| AVT 1218 | Utility Systems | 6 |
| AVT 2121 | Assembly & Rigging | 3 |
| AVT 2132 | Airframe Electrical Systems | 4 |
| AVT 2143 | Review & Recommendation | 2 |
| AVT 2236 | Non-Metallic Structures | 4 |
| AVT 2237 | Aircraft Inspections | 3 |
| COM 2211 | Effective Public Speaking | 3 |
| ENG 1101 | English Composition I | 3 |
| MAT 1110 | Math for Technologists | 3 |
| MET 1131 | Personal Computer Applications for Engineering Technology | 1 |
| PHY 1106 | Physics for Technology | 3 |
| PHY 1107 | Lab for Physics for Technology | 0 |
| SCC 1101 | First Year Experience | 1 |
| OTM | Arts & Humanities Elective | 3 |

Aviation Powerplant Maintenance Technology

Program Code: AVIAPS.AAS • Credit Hours: 68

Description

This program leads to an Associate of Applied Science in Powerplant Maintenance and provides the knowledge and skills to successfully pass the Federal Aviation Administration (FAA) written, oral, and practical examinations required by the FAA for certification as a powerplant maintenance technician. The training and knowledge the student receives from the General Aviation Maintenance and the Powerplant Aviation Maintenance certificate programs funnels directly into this degree program. The FAA certifications and this degree will allow the student to continue towards a Bachelor's degree in Aviation Science (or related field), or to begin a career as an aviation powerplant maintenance technician.

This degree program contains one or more embedded certificates which will be automatically awarded when the certificate requirements are completed. If you do not want to receive the embedded certificate(s), please notify Registration & Student Records at studentrecords@sinclair.edu

Accreditation

The programs General and Powerplant certificates are approved by the FAA under air agency certificate XSCT086K.

Career Opportunities

The Bureau of Labor Statistics projects “favorable future job opportunities” over the long term as older mechanics and technicians retire. Maintenance Repair Organizations (M.R.O.'s) are contracting for the work that airlines used to do in house. Many of the M.R.O.'s are in need of maintenance technicians. Boeing Commercial Aircraft Company recently predicted 1,000,000 more jobs in aviation in the next 15 years. Airbus of Europe has predicted about 800,000 more jobs in the next 15-20 years. Both predictions are based on anticipated growth in aircraft production and flying passengers. Many mechanics will reach retirement age in the next three years as a result of an interruption of current certificates issued by the FAA. More jet aircraft means more need for mechanics. The general aviation sector already has a shortage of certificated mechanics.

| | | |
|----------|---|---|
| AVT 1113 | Drawings for Aviation | 3 |
| AVT 1116 | Regulations for Maintenance | 3 |
| AVT 1118 | Weight & Balance | 3 |
| AVT 1128 | Powerplant Safety Systems | 3 |
| AVT 1131 | Basic Aviation Electricity | 3 |
| AVT 1135 | Materials & Processes | 4 |
| AVT 1213 | Corrosion | 3 |
| AVT 2122 | Ignition & Starting | 4 |
| AVT 2126 | Reciprocating Engines | 7 |
| AVT 2129 | Propellers | 4 |
| AVT 2138 | Engine Fuel & Fuel Metering | 3 |
| AVT 2139 | Induction/Exhaust/Cooling | 2 |
| AVT 2143 | Review & Recommendation | 2 |
| AVT 2219 | Turbine Engines | 4 |
| AVT 2237 | Aircraft Inspections | 3 |
| COM 2211 | Effective Public Speaking | 3 |
| ENG 1101 | English Composition I | 3 |
| MAT 1110 | Math for Technologists | 3 |
| MET 1131 | Personal Computer Applications for Engineering Technology | 1 |
| PHY 1106 | Physics for Technology | 3 |
| PHY 1107 | Lab for Physics for Technology | 0 |
| SCC 1101 | First Year Experience | 1 |
| OTM | Arts & Humanities Elective | 3 |

*Please see your Academic Advisor for information on Ohio Transfer Module and other electives.

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Aviation Technology

Program Code: AVIAT.S.AAS • Credit Hours: 68

Description

This program leads to an Associate of Applied Science in Aviation Technology. The student, having completed this course work, would have the background and skills to enter the aviation industry or continue towards a bachelor's degree in aviation science (or related field).

Career Opportunities

Career opportunities are available in airline and corporate aviation, aerospace engineering and aviation management.

| | | |
|----------|---|----|
| | Any Aviation Course | 23 |
| AVT 1105 | Orientation to Aviation | 2 |
| AVT 1119 | Aviation Meteorology | 2 |
| AVT 1141 | Principles of Aviation Leadership | 2 |
| AVT 1245 | Aviation Law | 2 |
| AVT 2125 | Developments in Aviation | 2 |
| AVT 2146 | Introduction to Airline Operations | 3 |
| AVT 2240 | Human Factors in Aviation | 3 |
| AVT 2242 | Aircraft Accident Investigation | 3 |
| AVT 2700 | Aviation Internship | 2 |
| AVT 1140 | Introduction to Business Aviation | 2 |
| COM 2206 | Interpersonal Communication | 3 |
| ECO 2160 | Principles of Macroeconomics | 3 |
| ENG 1101 | English Composition I | 3 |
| MAT 1470 | College Algebra | 4 |
| MAT 1570 | Trigonometry | 3 |
| MET 1131 | Personal Computer Applications for Engineering Technology | 1 |
| PHY 1141 | College Physics I | 4 |
| SCC 1101 | First Year Experience | 1 |

Aviation Technology/ Professional Pilot & Airway Science

Program Code: APPAO.S.AAS • Credit Hours: 65

Description

This is the primary path in the Aviation Technology program which leads to an Associate of Applied Science in Aviation Technology. This option under the primary program is designed for students who want to pursue a career as a professional pilot. The student, having completed this course work, would have the background and skills to enter the aviation industry as a professional pilot or continue towards a bachelor's degree in aviation science (or related field).

Career Opportunities

Career opportunities are available in airline and corporate aviation.

| | | |
|----------|---|---|
| OTM | Arts & Humanities Elective | 3 |
| AVT 1105 | Orientation to Aviation | 2 |
| AVT 1110 | Private Pilot Ground School | 3 |
| AVT 1119 | Aviation Meteorology | 2 |
| AVT 1141 | Principles of Aviation Leadership | 2 |
| AVT 1170 | Instrument Pilot Ground School | 3 |
| AVT 1224 | Instrument Pilot Flight Lab | 1 |
| AVT 1254 | Flight Simulator Instruction | 1 |
| AVT 2146 | Introduction to Airline Operations | 3 |
| AVT 2211 | Advanced Navigation Science | 2 |
| AVT 2240 | Human Factors in Aviation | 3 |
| AVT 2242 | Aircraft Accident Investigation | 3 |
| AVT 2247 | Aerodynamics & Flight Mechanics | 3 |
| AVT 2250 | Commercial Pilot Ground | 2 |
| AVT 2266 | Multi Engine Flight Lab | 1 |
| AVT 2269 | Flight Instructor Flight Lab | 1 |
| AVT 2700 | Aviation Internship | 2 |
| AVT 1124 | Private Pilot Flight Lab | 1 |
| AVT 1241 | Blind Flying Hazards | 1 |
| AVT 2258 | Flight Instructor Ground | 4 |
| AVT 2263 | Commercial Pilot Flight Lab | 3 |
| COM 2211 | Effective Public Speaking | 3 |
| ENG 1101 | English Composition I | 3 |
| MAT 1470 | College Algebra | 4 |
| MAT 1570 | Trigonometry | 3 |
| MET 1131 | Personal Computer Applications for Engineering Technology | 1 |
| PHY 1141 | College Physics I | 4 |
| SCC 1101 | First Year Experience | 1 |

Biotechnology

Program Code: BTN.S.AAS • Credit Hours: 64-67

Description

The Associate of Applied Science in Biotechnology provides a full range of courses to prepare students for entry-level positions in the biotechnology field. The academic curriculum provides a background in historical development of biotechnology, bioethics, safety, reagent preparation, cell culture techniques, protein purification and analysis techniques, microbiology and fermentation methods, molecular biology (DNA) techniques and bioinformatics. With advances in molecular and cellular biology, the biotechnology industry has expanded in scope to include human diagnoses and therapeutics, agricultural and veterinary applications, food production and environmental cleanup.

Career Opportunities

This degree program prepares graduates to enter the biotechnology workforce as entry-level technicians and conduct a variety of basic and advanced laboratory techniques used in biomedical research.

| | | |
|----------|---|------|
| OTM | Arts & Humanities Elective | 6 |
| OTM | Social & Behavioral Sciences Elective | 3 |
| BIO 1107 | Human Biology | 3 |
| BIS 1120 | Introduction to Software Applications | 3 |
| BTN 1110 | Biotechnology & Bioethics | 3 |
| BTN 1120 | Laboratory Safety & Regulatory Compliance | 2 |
| BTN 1130 | Biological Reagents Preparation | 3 |
| BTN 1140 | Cell Culture | 2 |
| BTN 1201 | Biotechnology Careers | 2 |
| BTN 2210 | Protein Purification & Analysis | 4 |
| BTN 2220 | Microbiology & Fermentation Methods | 3 |
| BTN 2230 | Molecular Biology Techniques | 4 |
| COM 2211 | Effective Public Speaking | 3 |
| ENG 1101 | English Composition I | 3 |
| ENG 1201 | English Composition II | 3 |
| MAT 1470 | College Algebra | 4 |
| SCC 1101 | First Year Experience | 1 |
| BIO 1111 | General Biology I AND | |
| BIO 1211 | General Biology II OR | |
| BIO 1171 | Principles of Biology I AND | |
| BIO 1272 | Principles of Biology II | 8-10 |
| CHE 1111 | Introduction to Chemistry I OR | |
| CHE 1211 | General Chemistry I | 4-5 |

Business Information Systems

Program Code: BIS.S.AAS • Credit Hours: 62

Description

Current and future industry/business needs require information technology support staff competent in a number of software programs and capable of integrating applications to be more productive. Support staff members, as well as all information technology workers, are required to work in teams, actively participate as customer service agents, and use new technologies to maximize business productivity.

This degree program contains one or more embedded certificates which will be automatically awarded when the certificate requirements are completed. If you do not want to receive the embedded certificate(s), please notify Registration & Student Records at studentrecords@sinclair.edu

Accreditation

This program is fully accredited by the Accreditation Council for Business Schools and Programs (ACBSP), a specialized accreditation recognized by the Council on Higher Education Association (CHEA).

Career Opportunities

Employment opportunities are available in many types of businesses, including banks, insurance offices, advertising agencies, manufacturing companies, small to large businesses and educational facilities, to name a few.

| | | |
|----------|---|---|
| OTM | Arts & Humanities Elective | 3 |
| OTM | Natural & Physical Sciences Elective | 3 |
| ACC 1210 | Introduction to Financial Accounting | 3 |
| BIS 1100 | Introduction to Computers & Keyboarding | 2 |
| BIS 1120 | Introduction to Software Applications | 3 |
| BIS 1200 | Keyboarding & Document Formatting I | 2 |
| BIS 1220 | Word Processing Software | 3 |
| BIS 1230 | Spreadsheet Software | 3 |
| BIS 1240 | Presentation Software | 2 |
| BIS 1250 | Desktop Publishing Software | 1 |
| BIS 1260 | Database Software | 3 |
| BIS 1300 | Keyboarding & Document Formatting II | 2 |
| BIS 1400 | Customer Service | 3 |
| BIS 2170 | Office Simulation | 3 |
| BIS 2270 | Business Information Systems Internship | 2 |
| BIS 2140 | Records Management | 2 |
| ECO 2160 | Principles of Macroeconomics | 3 |
| ENG 1101 | English Composition I | 3 |
| ENG 1199 | Textual Editing | 3 |
| LAW 1101 | Business Law | 3 |

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*Please see your Academic Advisor for information on Ohio Transfer Module and other electives.

| | | |
|----------|--------------------------------------|---|
| MAT 1120 | Business Mathematics | 3 |
| SCC 1101 | First Year Experience | 1 |
| COM 2206 | Interpersonal Communication OR | |
| COM 2225 | Small Group Communication | 3 |
| MAN 1107 | Foundations of Business OR | |
| MAN 2150 | Management & Organizational Behavior | 3 |

Business Information Systems/Medical Office

Program Code: BIMO.S.AAS • Credit Hours: 62

Description

Current and future industry/business needs require information technology support staff competent in a number of software programs and capable of integrating applications to be more productive. Support staff members, as well as all information technology workers, are required to work in teams, actively participate as customer service agents and use new technologies to maximize business productivity.

This degree program contains one or more embedded certificates which will be automatically awarded when the certificate requirements are completed. If you do not want to receive the embedded certificate(s), please notify Registration & Student Records at studentrecords@sinclair.edu

Accreditation

This program is fully accredited by the Accreditation Council for Business Schools and Programs (ACBSP), a specialized accreditation recognized by the Council on Higher Education Association (CHEA).

Career Opportunities

Employment opportunities include medical office receptionists, secretaries, billing/insurance clerks, and medical office administrators in physician's offices, urgent care centers, managed care organizations, laboratories, nursing homes and hospitals.

| | | |
|----------|--|---|
| OTM | Arts & Humanities Elective | 3 |
| ACC 1210 | Introduction to Financial Accounting | 3 |
| BIO 1121 | Human Anatomy & Physiology I | 3 |
| BIS 1100 | Introduction to Computers & Keyboarding | 2 |
| BIS 1200 | Keyboarding & Document Formatting I | 2 |
| BIS 1220 | Word Processing Software | 3 |
| BIS 1221 | Specialized Computer Applications for Health | 3 |
| BIS 1300 | Keyboarding & Document Formatting II | 2 |
| BIS 1400 | Customer Service | 3 |
| BIS 2140 | Records Management | 2 |
| BIS 2170 | Office Simulation | 3 |
| BIS 2180 | Medical Office Simulation | 3 |
| BIS 2270 | Business Information Systems Internship | 2 |
| COM 2225 | Small Group Communication | 3 |
| ECO 2160 | Principles of Macroeconomics | 3 |
| ENG 1101 | English Composition I | 3 |
| ENG 1199 | Textual Editing | 3 |
| HIM 1101 | Medical Terminology | 2 |
| HIM 1201 | Introductory Medical Office Coding | 4 |
| LAW 1101 | Business Law | 3 |
| MAT 1120 | Business Mathematics | 3 |
| SCC 1101 | First Year Experience | 1 |
| MAN 1107 | Foundations of Business OR | |
| MAN 2150 | Management & Organizational Behavior | 3 |

Business Information Systems/Personal Computer Applications

Program Code: BIPCA.S.AAS • Credit Hours: 63

Description

Current and future industry/business needs require information technology support staff competent in a number of software programs and capable of integrating applications to be more productive. Support staff members, as well as all information technology workers, are required to work in teams, actively participate as customer service agents and use new technologies to maximize business productivity. Courses in this program will develop students' skills in computer application software, troubleshooting software and operating systems.

This degree program contains one or more embedded certificates which will be automatically awarded when the certificate requirements are completed. If you do not want to receive the embedded certificate(s), please notify Registration & Student Records at studentrecords@sinclair.edu

Accreditation

This program is fully accredited by the Accreditation Council for Business Schools and Programs (ACBSP), a specialized accreditation recognized by the Council on Higher Education Association (CHEA).

| | | |
|----------|---|---|
| OTM | Arts & Humanities Elective | 3 |
| OTM | Natural & Physical Sciences Elective | 3 |
| ACC 1210 | Introduction to Financial Accounting | 3 |
| BIS 1100 | Introduction to Computers & Keyboarding | 2 |
| BIS 1120 | Introduction to Software Applications | 3 |
| BIS 1200 | Keyboarding & Document Formatting I | 2 |
| BIS 1220 | Word Processing Software | 3 |
| BIS 1400 | Customer Service | 3 |
| BIS 1230 | Spreadsheet Software | 3 |
| BIS 1260 | Database Software | 3 |
| BIS 2140 | Records Management | 2 |
| BIS 2270 | Business Information Systems Internship | 2 |
| CIS 1107 | Introduction To Operating Systems | 3 |
| CIS 1350 | Web Site Development wih HTML & CSS | 3 |
| ECO 2160 | Principles of Macroeconomics | 3 |
| ENG 1101 | English Composition I | 3 |
| ENG 1199 | Textual Editing | 3 |
| LAW 1101 | Business Law | 3 |
| MAT 1120 | Business Mathematics | 3 |
| SCC 1101 | First Year Experience | 1 |
| CIS 1714 | A+ Operating Systems Troubleshooting OR | |
| CIS 2717 | A+ Certification IT Technician | 3 |
| COM 2206 | Interpersonal Communication OR | |
| COM 2225 | Small Group Communication | 3 |
| MAN 1107 | Foundations of Business OR | |
| MAN 2150 | Management & Organizational Behavior | 3 |

Business Management

Program Code: GBM.S.AAS • Credit Hours: 64-65

Description

This program emphasizes preparation for a wide variety of management-related positions. It is designed to provide a balance in technical business education along with general education courses while providing a considerable choice of electives and alternatives. Opportunities for managers include supervision, office managers, management trainees, assistant managers and owners within a variety of settings, including small and medium-size businesses, corporations, industries, non-profit organizations and governmental agencies.

This degree program contains one or more embedded certificates which will be automatically awarded when the certificate requirements are completed. If you do not want to receive the embedded certificate(s), please notify Registration & Student Records at studentrecords@sinclair.edu

Accreditation

This program is fully accredited by the Accreditation Council for Business Schools and Programs (ACBSP), a specialized accreditation recognized by the Council on Higher Education Accreditation (CHEA).

Career Opportunities

Students completing this degree can expect to be prepared to work as supervisors or entry-level managers in retail, manufacturing and medium and small businesses.

| | | |
|----------|--|-----|
| OTM | Arts & Humanities Elective | 3 |
| ACC 1210 | Introduction to Financial Accounting | 3 |
| ACC 1220 | Introduction to Managerial Accounting | 3 |
| BIS 1120 | Introduction to Software Applications | 3 |
| COM 2211 | Effective Public Speaking | 3 |
| ECO 2160 | Principles of Macroeconomics | 3 |
| ECO 2180 | Principles of Microeconomics | 3 |
| ENG 1101 | English Composition I | 3 |
| ENG 1131 | Business Writing | 3 |
| ENG 1201 | English Composition II | 3 |
| LAW 1101 | Business Law | 3 |
| MAN 1107 | Foundations of Business | 3 |
| MAN 1110 | International Business | 3 |
| MAN 2101 | Introduction to Supervision | 3 |
| MAN 2150 | Management & Organizational Behavior | 3 |
| MAN 2155 | Management Information Systems | 3 |
| MAT 1460 | Finite Mathematics for Business Analysis | 4 |
| MAT 2170 | Business Statistics I | 4 |
| MRK 2101 | Principles of Marketing Management | 3 |
| MAN 2270 | Management Internship OR | |
| MAN 2279 | Business Management Capstone | 2-3 |
| | Management Elective OR | |
| | Marketing Elective | 3 |

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***Please see your Academic Advisor for information on Ohio Transfer Module and other electives.**

Management Electives

| | |
|----------|--|
| ENT 2140 | Small Business Finance |
| ENT 2160 | Business Plan Development |
| MAN 1106 | Introduction to Radio Frequency Identification |
| MAN 1157 | Management Applications of Radio Frequency Identification Technology |
| MAN 2110 | Introduction to Project Management |
| MAN 2140 | Human Resource Management |
| MAN 2144 | Negotiation Techniques |
| MAN 2159 | Supply Chain Management Concepts & Applications |

Marketing Electives

| | |
|----------|---------------------------|
| MRK 2102 | Principles of Advertising |
| MRK 2135 | Digital Marketing |
| MRK 2145 | Principles of Retailing |
| MRK 2220 | Solutions Studio |
| MRK 2225 | Sales Fundamentals |

Business Management/ Digital Marketing

Program Code: MRK.S.AAS • Credit Hours: 65

Description

Digital Media has disrupted many of the traditional areas of business management. This program provides a broad-based study of digital marketing strategies including customer engagement and consumer behavior, social media, online reputation management, inbound marketing, advertising and branding, graphic design, and website development. Students will have the opportunity to learn new media theories, online consumer psychology and marketing approaches while developing hands on experience with digital marketing tools and techniques. All students will produce a portfolio of their digital marketing projects and benefit from an internship in the digital marketing field.

Career Opportunities

According to a recent jobs survey from Adecco's Creative and Marketing Recruiting Division, "Inbound Marketing is on the rise" and many consumers are making their initial approach to a business using mobile media/smartphones, social media, social networks and search engines. Many marketing departments are not fully prepared to address this shift in consumer behavior. 82% of survey respondents indicated they don't have formal training in digital marketing and frequently learn on the job. Further, 60% of respondents think their company's digital marketing is ineffective. There is a significant need for a formalized education program in the digital marketing space. Employers are actively searching for candidates that have formalized education and experience in digital marketing. Within the digital marketing space, there are multiple career paths that a student can pursue. If a student has a passion for social media, there are positions available as a social media manager, social media project leader, social media designer, interactive content specialist and customer engagement manager. If a student is interested in broader aspects of digital marketing including website development, search engine optimization and measurement, there are many career options. Potential career paths could include coordinator, specialist, manager and even director roles in e-commerce, new media, website marketing, search engine optimization, web analytics, digital media, online marketing, paid search, and digital optimization. Digital Marketing is an exciting career path with a wide assortment of career options from which to choose.

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| | | |
|----------|--|---|
| OTM | Arts & Humanities Elective | 3 |
| BIS 1120 | Introduction to Software Applications | 3 |
| CIS 1304 | Web Site Development with HTML/JavaScript | 3 |
| ECO 2180 | Principles of Microeconomics | 3 |
| ENG 1101 | English Composition I | 3 |
| ENG 1201 | English Composition II | 3 |
| GEO 1107 | Introduction to Geographic Information Systems (GIS) | 4 |
| LAW 1101 | Business Law | 3 |
| MAN 1107 | Foundations of Business | 3 |
| MAN 2150 | Management & Organizational Behavior | 3 |
| MAN 2155 | Management Information Systems | 3 |
| MAN 2270 | Management Internship | 2 |
| MAT 1460 | Finite Mathematics for Business Analysis | 4 |
| MRK 2102 | Principles of Advertising | 3 |
| MRK 2135 | Digital Marketing | 3 |
| MRK 2230 | Social Media & Consumer Engagement | 3 |
| MRK 2236 | Consumer Behavior | 3 |
| VIS 1140 | Design Processes I | 4 |
| COM 2206 | Interpersonal Communication OR | |
| COM 2225 | Effective Public Speaking | 3 |
| ACC 1100 | Small Business Accounting OR | |
| ACC 1210 | Introduction to Financial Accounting | 3 |
| MRK 2100 | Foundations of Marketing OR | |
| MRK 2101 | Principle of Marketing Management | 3 |

Business Management/ Entrepreneurship

Program Code: ENTR.S.AAS • Credit Hours: 71

Description

This area of concentration within the Management degree program prepares existing or potential entrepreneurs in a wide variety of small business functions. In addition to general education courses and traditional management courses, the following key areas are emphasized: opportunities for entrepreneurs, financial plan development, marketing plan development and complete business plan development.

This degree program contains one or more embedded certificates which will be automatically awarded when the certificate requirements are completed. If you do not want to receive the embedded certificate(s), please notify Registration & Student Records at studentrecords@sinclair.edu

Accreditation

This program is fully accredited by the Accreditation Council for Business Schools and Programs (ACBSP), a specialized accreditation recognized by the Council on Higher Education Accreditation (CHEA).

Career Opportunities

Students completing this degree can expect to be prepared to begin their own businesses or to work in larger companies in an entrepreneurial role.

| | | |
|----------|---|---|
| OTM | Natural & Physical Sciences Elective | 3 |
| OTM | Arts & Humanities Elective | 3 |
| | Entrepreneurship Elective | 3 |
| ACC 1210 | Introduction to Financial Accounting | 3 |
| ACC 1220 | Introduction to Managerial Accounting | 3 |
| BIS 1120 | Introduction to Software Applications | 3 |
| COM 2211 | Effective Public Speaking | 3 |
| ECO 2160 | Principles of Macroeconomics | 3 |
| ECO 2180 | Principles of Microeconomics | 3 |
| ENG 1101 | English Composition I | 3 |
| ENG 1131 | Business Writing | 3 |
| ENG 1201 | English Composition II | 3 |
| ENT 2140 | Small Business Finance | 3 |
| ENT 2160 | Business Plan Development | 3 |
| LAW 1101 | Business Law | 3 |
| MAN 1107 | Foundations of Business | 3 |
| MAN 2101 | Introduction to Supervision | 3 |
| MAN 2150 | Management & Organizational Behavior | 3 |
| MAN 2159 | Supply Chain Management Concepts & Applications | 3 |
| MAT 1460 | Finite Mathematics for Business Analysis | 4 |
| MAT 2170 | Business Statistics I | 4 |
| MRK 2101 | Principles of Marketing Management | 3 |
| MRK 2220 | Solutions Studio | 3 |

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***Please see your Academic Advisor for information on Ohio Transfer Module and other electives.**

Sinclair recognizes the important connection between student success and academic preparedness. Depending on placement scores and/or equivalent college course work, students may be required to complete developmental courses before enrolling in the college level courses of their program.

Entrepreneurship Electives

| | |
|----------|--|
| MAN 1106 | Introduction to Radio Frequency Identification |
| MAN 1157 | Management Applications of Radio Frequency Identification Technology |
| MAN 2110 | Introduction to Project Management |
| MAN 2140 | Human Resource Management |
| MAN 2144 | Negotiation Techniques |
| MRK 2102 | Principles of Advertising |
| MRK 2135 | Digital Marketing |
| MRK 2145 | Principles of Retailing |
| MRK 2220 | Solutions Studio |
| MRK 2225 | Sales Fundamentals |

Business Management/ Supply Chain Management

Program Code: SCM.S.AAS • Credit Hours: 71-72

Description

The Business Management Supply Chain Management (SCM) concentration provides a broad-based study of organizational strategic plans, resources, roles, responsibilities and functions, while also focusing on management of supply chain activities. This study involves consideration and application of processes to develop coordinated supplier-to-customer systems, including: identifying needs for raw materials, supplies and components; developing specifications; computing quantity requirements; selecting sources and negotiating agreements; acquiring, transporting and storing inventory; managing and maintaining operations; and logistics management.

Accreditation

This program is fully accredited by the Accreditation Council for Collegiate Business Schools and Programs (ACBSP), a specialized accreditation recognized by the Council on Higher Education Accreditation (CHEA).

Career Opportunities

SCM specialists have opportunities for management positions at all levels in virtually every type of business, throughout small and medium-sized businesses, corporations, industries, nonprofit organizations and government agencies.

| | | |
|----------|---|---|
| OTM | Natural & Physical Sciences Elective | 3 |
| OTM | Arts & Humanities Elective | 3 |
| ACC 1210 | Introduction to Financial Accounting | 3 |
| ACC 1220 | Introduction to Managerial Accounting | 3 |
| BIS 1120 | Introduction to Software Applications | 3 |
| COM 2211 | Effective Public Speaking | 3 |
| ECO 2160 | Principles of Macroeconomics | 3 |
| ECO 2180 | Principles of Microeconomics | 3 |
| ENG 1101 | English Composition I | 3 |
| ENG 1201 | English Composition II | 3 |
| LAW 1101 | Business Law | 3 |
| MAN 1106 | Introduction to Radio Frequency Identification | 1 |
| MAN 1107 | Foundations of Business | 3 |
| MAN 1110 | International Business | 3 |
| MAN 2110 | Introduction to Project Management | 3 |
| MAN 2144 | Negotiation Techniques | 3 |
| MAN 2150 | Management & Organizational Behavior | 3 |
| MAN 2155 | Management Information Systems | 3 |
| MAN 2159 | Supply Chain Management Concepts & Applications | 3 |
| MAT 1460 | Finite Mathematics for Business Analysis | 4 |
| MAT 2170 | Business Statistics I | 4 |

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| | | |
|----------|-------------------------------------|-----|
| MRK 2101 | Principles of Marketing Management | 3 |
| OPT 2251 | Supply Chain Operations & Logistics | 3 |
| MAN 2270 | Management Internship OR | |
| MAN 2279 | Business Management Capstone | 2-3 |

Civil Engineering Technology

Program Code: CEGT.S.AAS • Credit Hours: 60

Description

In Civil Engineering Technology, students are prepared to work as technicians in the planning, design, construction and operation of the built environment in our civilized world. A strong background in basics of architectural and civil construction and in-depth study of advanced topics such as surveying, construction management and structural analysis prepares students to produce and use construction documents and perform basic design and analysis.

Accreditation

Accredited by Engineering Technology Accreditation Commission of ABET, Inc., www.abet.org

Career Opportunities

Graduates of Sinclair's Civil Engineering Technology program find jobs as designers, managers, contractors, drafters, surveyors and estimators for government agencies, consulting firms, building and design organizations, and contractors. In addition, careers are available with firms specializing in testing services.

| | | |
|----------|---|---|
| OTM | Social & Behavioral Sciences Elective | 3 |
| CAT 1211 | Construction Materials Testing | 2 |
| CAT 1301 | Introduction to Civil Construction CAD | 3 |
| CAT 1401 | Construction Estimating | 3 |
| CAT 1501 | Fundamental of Surveying & Mapping | 3 |
| CAT 2401 | Engineering Technology Project Management | 3 |
| CAT 2421 | Soil Mechanics | 3 |
| CAT 2501 | GPS & GIS for Engineering Technology Professionals | 2 |
| CAT 2531 | Advanced Surveying & Mapping | 4 |
| CAT 2561 | Route Surveying with Construction Applications | 2 |
| CAT 2700 | Civil Architectural Technology Internship | 2 |
| CAT 2781 | Civil Engineering Technology Capstone | 4 |
| COM 2211 | Effective Public Speaking | 3 |
| EGV 2351 | LEED Green Associate Exam Preparation | 2 |
| ENG 1101 | English Composition I | 3 |
| MAT 1580 | Precalculus | 5 |
| MET 1131 | Personal Computer Applications for Engineering Technology | 1 |
| MET 1161 | Advanced Analytical Tools for Engineering Technology | 1 |
| MET 2201 | Statics | 3 |
| MET 2251 | Strength of Materials | 3 |
| MET 2711 | Ethics for Engineering Technology Professionals | 1 |
| PHY 1141 | College Physics I | 4 |

***Please see your Academic Advisor for information on Ohio Transfer Module and other electives.**

Sinclair recognizes the important connection between student success and academic preparedness. Depending on placement scores and/or equivalent college course work, students may be required to complete developmental courses before enrolling in the college level courses of their program.

Clinical Laboratory Technology

Program Code: CLT.S.AAS • Credit Hours: 65

Description

The associate degree program in Clinical Laboratory Technology prepares students to enter the workforce as Clinical Laboratory Technicians. In this profession, graduates are responsible for performing routine clinical laboratory tests as the primary analysis making specimen oriented decisions on predetermined criteria, including a working knowledge of critical values. As part of the program, the students will complete a non-paid, supervised health-related practicum in a hospital lab setting. This degree program consists of open enrollment courses (general education and division specific) and program specific courses with limited enrollment. The open enrollment courses may be taken prior to entry into the limited enrollment courses. To qualify for entry to limited enrollment courses, please see the Applicant Information packet located on the webpage.

Career Opportunities

Once the student has successfully completed the program and passed the credentialing exam the career opportunities consist of being a Clinical Laboratory Technician, Phlebotomist and Specimen Processor. A bachelor's degree will be required to advance to a Clinical Scientist.

Program Prerequisite(s)

ALH 1101 Introduction to Healthcare Delivery AND
 BIO 1121 Human Anatomy & Physiology I AND
 MAT 1470 College Algebra AND a 2.7 cumulative grade point average or greater is required for admission to the program and to begin technical studies. Students have a maximum of three opportunities to successfully complete BIO and MAT courses. Students may withdraw or fail, but must successfully complete the course on or before the third attempt. Students are ineligible for admission to the Clinical Laboratory Technology Program after a third unsuccessful course attempt.

| | | |
|----------|---|---|
| ALH 1101 | Introduction to Healthcare Delivery | 2 |
| ALH 2220 | Pathophysiology | 3 |
| BIO 1121 | Human Anatomy & Physiology I | 3 |
| BIO 1222 | Human Anatomy & Physiology II | 3 |
| BIO 2205 | Microbiology | 4 |
| CHE 1211 | General Chemistry I | 5 |
| CHE 1221 | General Chemistry II | 5 |
| CHE 2111 | Organic Chemistry I | 5 |
| CLT 1200 | Introduction to Clinical Laboratory | 2 |
| CLT 1203 | Lab for Introduction to Clinical Laboratory | 0 |
| CLT 2110 | Urine & Body Fluid Analysis | 2 |
| CLT 2113 | Lab for Urine & Body Fluid Analysis | 0 |
| CLT 2210 | Hematology | 2 |
| CLT 2213 | Lab for Hematology | 0 |
| CLT 2310 | Clinical Chemistry | 2 |
| CLT 2313 | Lab for Clinical Chemistry | 0 |

| | | |
|----------|---|---|
| CLT 2410 | Clinical Microbiology/Parasitology | 4 |
| CLT 2413 | Lab for Clinical Microbiology/Parasitology | 0 |
| CLT 2510 | Immunology/Serology/Immunoematology | 2 |
| CLT 2513 | Lab for Immunology/Serology/Immunoematology | 0 |
| CLT 2610 | CLT Practicum I | 2 |
| CLT 2710 | CLT Practicum II | 2 |
| COM 2206 | Interpersonal Communication | 3 |
| ENG 1101 | English Composition I | 3 |
| MAT 1450 | Introductory Statistics | 4 |
| MAT 1470 | College Algebra | 4 |
| PSY 1100 | General Psychology | 3 |

Computer Aided Manufacturing/CNC Technology

Program Code: CAMCT.S.AAS • Credit Hours: 60

Description

Course work includes tool and manufacturing processes, computers in engineering technology, quality control and CNC applications. Facilities and equipment rank among the best in the nation, with more than four million dollars in conventional machining equipment and computer numerical control machines for laboratory use by students.

This degree program contains one or more embedded certificates which will be automatically awarded when the certificate requirements are completed. If you do not want to receive the embedded certificate(s), please notify Registration & Student Records at studentrecords@sinclair.edu

Career Opportunities

Careers are available for CNC Operators, Programmers and Process Improvement Specialists.

| | | |
|----------|---|---|
| OTM | Social & Behavioral Sciences Elective | 3 |
| OTM | Arts & Humanities Elective | 3 |
| CAM 1107 | Principles of Manufacturing | 3 |
| CAM 1109 | Fundamentals of Tooling & Machining | 3 |
| CAM 1110 | Advanced Machine Operations | 3 |
| CAM 1116 | Fundamentals of Computer Numerical Control Operations | 3 |
| CAM 1141 | Shop Floor Calculations I | 3 |
| CAM 1142 | Shop Floor Calculations II | 3 |
| CAM 1214 | Computer Numerical Control Mill Programming | 3 |
| CAM 2114 | Jig & Fixture Design | 3 |
| CAM 2145 | Shop Floor Programming | 3 |
| CAM 2204 | Computer Numerical Control Lathe Programming | 3 |
| CAM 2212 | Computer Assisted Programming | 3 |
| CAM 2225 | Tool Design | 3 |
| CAM 2780 | Computer Aided Manufacturing Capstone | 3 |
| COM 2206 | Interpersonal Communication | 3 |
| ENG 1101 | English Composition I | 3 |
| MAT 1110 | Math for Technologist | 3 |
| MET 1131 | Personal Computer Applications for Engineering Technology | 1 |
| OPT 1100 | Tooling & Machining Metrology | 2 |
| OPT 1113 | Coordinate Measurement | 3 |

Computer Aided Manufacturing/Precision Machining

Program Code: CAMPM.S.AAS • Credit Hours: 60-64

Description

Graduates of the Project STEP II certificate program are candidates for completion of this two-year associate degree option in Computer Aided Manufacturing. More in-depth focus is given to enhancing communication and mathematical skills. A greater development of knowledge in industrial courses is also emphasized, including such areas as tool design, computer numerical control, jig and fixture design, process engineering and basic statistics.

This degree program contains one or more embedded certificates which will be automatically awarded when the certificate requirements are completed. If you do not want to receive the embedded certificate(s), please notify Registration & Student Records at studentrecords@sinclair.edu

| | | |
|----------|---|-----|
| OTM | Social & Behavioral Sciences Elective | 3 |
| OTM | Arts & Humanities Elective | 3 |
| CAM 1107 | Principles of Manufacturing | 3 |
| CAM 1116 | Fundamentals of Computer Numerical Control Operations | 3 |
| CAM 1141 | Shop Floor Calculations I | 3 |
| CAM 1142 | Shop Floor Calculations II | 3 |
| CAM 1161 | Machine Operations Laboratory I | 8 |
| CAM 1214 | Computer Numerical Control Mill Programming | 3 |
| CAM 2114 | Jig & Fixture Design | 3 |
| CAM 2145 | Shop Floor Programming | 3 |
| CAM 2225 | Tool Design | 3 |
| CAM 2781 | Precision Machining Capstone | 3 |
| COM 2206 | Interpersonal Communication | 3 |
| ENG 1101 | English Composition I | 3 |
| MAT 1110 | Math for Technologists | 3 |
| MET 1131 | Personal Computer Applications for Engineering Technology | 1 |
| OPT 1100 | Tooling & Machining Metrology | 2 |
| OPT 1101 | Introduction to Operations | 3 |
| CAM 1162 | Machine Operations Laboratory II OR | |
| CAM 2700 | Computer Aided Manufacturing Internship | 4-8 |

*Please see your Academic Advisor for information on Ohio Transfer Module and other electives.

Computer Information Systems/Network Engineering

Program Code: NEEN.S.AAS • Credit Hours: 62-63

Description

Students learn Cisco routing protocols, troubleshooting the routing protocols, components, methods and technologies required for network and Internet communications, operation of IP addressing services, network security threats and functions of common security appliances and applications, wireless network standards and components, basic switching concepts, operation of Cisco switches, Virtual Local Area Networks (VLANs) to create logically separate networks. Sinclair is a Regional Cisco Academy.

This degree program contains one or more embedded certificates which will be automatically awarded when the certificate requirements are completed. If you do not want to receive the embedded certificate(s), please notify Registration & Student Records at studentrecords@sinclair.edu

Accreditation

This degree is accredited by the Accreditation Council for Business Schools and Programs (ACBSP), a specialized accreditation recognized by the Council on Higher Education Accreditation (CHEA).

Career Opportunities

Employment opportunities in IT include entry-level positions such as network administrators, network security analysts and network engineers.

| | | |
|----------|--|---|
| OTM | Arts & Humanities Elective | 3 |
| ACC 1100 | Small Business Accounting OR | |
| ACC 1210 | Introduction to Financial Accounting | 3 |
| BIS 1120 | Introduction to Software Applications | 3 |
| CIS 1107 | Introduction To Operating Systems | 3 |
| CIS 1111 | Introduction to Problem Solving & Computer Programming | 3 |
| CIS 1140 | Information Systems Analysis & Design | 3 |
| CIS 1411 | Cisco Network Fundamentals | 3 |
| CIS 2165 | Database Management | 3 |
| CIS 2416 | Routing & Switching Essentials | 4 |
| CIS 2421 | Scaling Networks | 4 |
| CIS 2426 | Connecting Networks | 4 |
| CIS 2640 | Network Security | 3 |
| COM 2225 | Small Group Communication | 3 |
| ECO 2160 | Principles of Macroeconomics | 3 |
| ENG 1101 | English Composition I | 3 |
| MAN 2150 | Management & Organizational Behavior | 3 |
| MAT 1460 | Finite Mathematics for Business Analysis | 4 |

| | | |
|----------|--|-----|
| MAT 2170 | Business Statistics I | 4 |
| SCC 1101 | First Year Experience | 1 |
| CIS 2178 | Computer Information Systems Capstone OR | |
| CIS 2170 | Computer Information Systems Internship | 2-3 |

Computer Information Systems/Secure System Administration

Program Code: NEMA.S.AAS • Credit Hours: 65-66

Description

Students are prepared in problem solving, designing and documenting programs, system and network administration, and computer operating systems. Students learn to manage and configure computers, using various operating systems, to provide critical network services to diverse clients in a secure manner. Security concepts that are vendor neutral and applicable to all system types are discussed; those concepts are then applied to specific systems using various operating systems. The overall objective, to securely and efficiently administer networked systems of client and server machines, is emphasized throughout.

This degree program contains one or more embedded certificates which will be automatically awarded when the certificate requirements are completed. If you do not want to receive the embedded certificate(s), please notify Registration & Student Records at studentrecords@sinclair.edu

Accreditation

This degree is accredited by the Accreditation Council for Business Schools and Programs (ACBSP), a specialized accreditation recognized by the Council on Higher Education Accreditation (CHEA).

Career Opportunities

Students learn to manage and configure computers, using various operating systems, to provide critical network services to diverse clients in a secure manner. Security concepts that are vendor neutral and applicable to all system types are discussed; those concepts are then applied to specific systems using various operating systems. The overall objective to configure high standards of system and network security is emphasized throughout. Increased recognition of the need for secure systems and networks has provided significantly increased opportunities for those prepared to work in this field.

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| OTM | Arts & Humanities Elective | 3 |
| ACC 1210 | Introduction to Financial Accounting | 3 |
| BIS 1120 | Introduction to Software Applications | 3 |
| CIS 1107 | Introduction To Operating Systems | 3 |
| CIS 1111 | Introduction to Problem Solving & Computer Programming | 3 |
| CIS 1130 | Network Fundamentals | 3 |
| CIS 1140 | Information Systems Analysis & Design | 3 |

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| CIS 2165 | Database Management | 3 |
| CIS 2510 | Microsoft Windows Server Operating System | 3 |
| CIS 2515 | Windows Network Infrastructure | 3 |
| CIS 2520 | Windows Directory Services Administration | 3 |
| CIS 2550 | Linux Operating System | 3 |
| CIS 2630 | Securing a Windows Network Environment | 3 |
| CIS 2640 | Network Security | 3 |
| COM 2225 | Small Group Communication | 3 |
| ECO 2160 | Principles of Macroeconomics | 3 |
| ENG 1101 | English Composition I | 3 |
| MAN 2150 | Management & Organizational Behavior | 3 |
| MAT 1460 | Finite Mathematics for Business Analysis | 4 |
| MAT 2170 | Business Statistics I | 4 |
| SCC 1101 | First Year Experience | 1 |
| CIS 2170 | Computer Information Systems Internship OR | |
| CIS 2178 | Computer Information Systems Capstone | 2-3 |

*Please see your Academic Advisor for information on Ohio Transfer Module and other electives.

Sinclair recognizes the important connection between student success and academic preparedness. Depending on placement scores and/or equivalent college course work, students may be required to complete developmental courses before enrolling in the college level courses of their program.

Computer Information Systems/Software Development

Program Code: SODE.S.AAS • Credit Hours: 62-63

Description

Students learn software programming and system design for entry-level software development positions. Students are prepared in logical problem solving, designing and documenting programs, network administration, microcomputer and network operating systems and business applications using current computer languages.

This degree program contains one or more embedded certificates which will be automatically awarded when the certificate requirements are completed. If you do not want to receive the embedded certificate(s), please notify Registration & Student Records at studentrecords@sinclair.edu

Accreditation

This degree is accredited by the Accreditation Council for Business Schools and Programs (ACBSP), a specialized accreditation recognized by the Council on Higher Education Accreditation (CHEA).

Career Opportunities

Employment opportunities in IT include entry-level positions such as software developers, web developers, help desk analysts, network administrators, user support specialists, network security analysts and network engineers.

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| OTM | Arts & Humanities Elective | 3 |
| ACC 1100 | Small Business Accounting OR | |
| ACC 1210 | Introduction to Financial Accounting | 3 |
| BIS 1120 | Introduction to Software Applications | 3 |
| CIS 1107 | Introduction To Operating Systems | 3 |
| CIS 1111 | Introduction to Problem Solving & Computer Programming | 3 |
| CIS 1130 | Network Fundamentals | 3 |
| CIS 1140 | Information Systems Analysis & Design | 3 |
| CIS 1202 | C++ Software Development I | 3 |
| CIS 1350 | Web Site Development with HTML & CSS | 3 |
| CIS 2165 | Database Management | 3 |
| CIS 2212 | Java Software Development I | 3 |
| CIS 2217 | Java Software Development II | 3 |
| CIS 2222 | ASP.NET with C# | 3 |
| COM 2225 | Small Group Communication | 3 |
| ECO 2160 | Principles of Macroeconomics | 3 |
| ENG 1101 | English Composition I | 3 |
| MAN 2150 | Management & Organizational Behavior | 3 |
| MAT 1460 | Finite Mathematics for Business Analysis | 4 |
| MAT 2170 | Business Statistics I | 4 |
| SCC 1101 | First Year Experience | 1 |
| CIS 2170 | Computer Information Systems Internship OR | |
| CIS 2178 | Computer Information Systems Capstone | 2-3 |

Computer Information Systems/User Support

Program Code: USSU.S.AAS • Credit Hours: 62-63

Description

Students learn hardware and software troubleshooting, personal computer and system maintenance, documentation and are prepared in logical problem solving, designing and documenting programs, computer and network operating systems and business applications using current computer languages.

This degree program contains one or more embedded certificates which will be automatically awarded when the certificate requirements are completed. If you do not want to receive the embedded certificate(s), please notify Registration & Student Records at studentrecords@sinclair.edu

Accreditation

This degree is accredited by the Accreditation Council for Business Schools and Programs (ACBSP), a specialized accreditation recognized by the Council on Higher Education Accreditation (CHEA).

Career Opportunities

Employment opportunities in IT include entry-level positions such as software developers, web developers, help desk analysts, network administrators, user support specialists, network security analysts and network engineers.

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| OTM | Arts & Humanities Elective | 3 |
| ACC 1100 | Small Business Accounting OR | |
| ACC 1210 | Introduction to Financial Accounting | 3 |
| BIS 1120 | Introduction to Software Applications | 3 |
| CIS 1107 | Introduction To Operating Systems | 3 |
| CIS 1111 | Introduction to Problem Solving & Computer Programming | 3 |
| CIS 1130 | Network Fundamentals | 3 |
| CIS 1140 | Information Systems Analysis & Design | 3 |
| CIS 1510 | Windows Client Operating System | 3 |
| CIS 1714 | A+ Operating Systems Troubleshooting | 3 |
| CIS 2165 | Database Management | 3 |
| CIS 2711 | Enterprise Desktop Support Technician | 3 |
| CIS 2717 | A+ Certification IT Technician | 3 |
| COM 2225 | Small Group Communication | 3 |
| ECO 2160 | Principles of Macroeconomics | 3 |
| ENG 1101 | English Composition I | 3 |
| MAN 2150 | Management & Organizational Behavior | 3 |
| MAT 1460 | Finite Mathematics for Business Analysis | 4 |
| MAT 2170 | Business Statistics I | 4 |
| SCC 1101 | First Year Experience | 1 |
| CIS 2560 | Fundamentals of Linux Security OR | |
| CIS 2640 | Network Security | 3 |
| CIS 2170 | Computer Information Systems Internship OR | |
| CIS 2178 | Computer Information Systems Capstone | 2-3 |

*Please see your Academic Advisor for information on Ohio Transfer Module and other electives.

Sinclair recognizes the important connection between student success and academic preparedness. Depending on placement scores and/or equivalent college course work, students may be required to complete developmental courses before enrolling in the college level courses of their program.

Computer Information Systems/Web Development

Program Code: WEDE.S.AAS • Credit Hours: 62-63

Description

Students design and develop websites and web applications and are prepared in logical problem solving, designing and documenting programs, microcomputer and network operating systems and business applications using current computer languages.

This degree program contains one or more embedded certificates which will be automatically awarded when the certificate requirements are completed. If you do not want to receive the embedded certificate(s), please notify Registration & Student Records at studentrecords@sinclair.edu

Accreditation

This degree is accredited by the Accreditation Council for Business Schools and Programs (ACBSP), a specialized accreditation recognized by the Council on Higher Education Accreditation (CHEA).

Career Opportunities

Today the world wide web dominates much of our daily lives and there is considerable need for those with the skills needed to create, deploy and maintain web content. Nearly every retailer of any size uses dynamic web content to display and sell their products. Other businesses and industries have similar need to host dynamic content regarding their organizations on the web. Those with the skills to manage these sites will have significant opportunities ahead.

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| OTM | Arts & Humanities Elective | 3 |
| ACC 1100 | Small Business Accounting OR | |
| ACC 1210 | Introduction to Financial Accounting | 3 |
| BIS 1120 | Introduction to Software Applications | 3 |
| CIS 1107 | Introduction To Operating Systems | 3 |
| CIS 1111 | Introduction to Problem Solving & Computer Programming | 3 |
| CIS 1130 | Network Fundamentals | 3 |
| CIS 1140 | Information Systems Analysis & Design | 3 |
| CIS 1202 | C++ Software Development I | 3 |
| CIS 1350 | Web Site Development with HTML & CSS | 3 |
| CIS 2165 | Database Management | 3 |
| CIS 2222 | ASP.NET with C# | 3 |
| CIS 2250 | Web Site Development with php & XML | 3 |
| CIS 2640 | Network Security | 3 |
| COM 2225 | Small Group Communication | 3 |
| ECO 2160 | Principles of Macroeconomics | 3 |
| ENG 1101 | English Composition I | 3 |
| MAN 2150 | Management & Organizational Behavior | 3 |
| MAT 1460 | Finite Mathematics for Business Analysis | 4 |
| MAT 2170 | Business Statistics I | 4 |

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| SCC 1101 | First Year Experience | 1 |
| CIS 2170 | Computer Information Systems Internship OR | |
| CIS 2178 | Computer Information Systems Capstone | 2-3 |

***Please see your Academic Advisor for information on Ohio Transfer Module and other electives.**

Sinclair recognizes the important connection between student success and academic preparedness. Depending on placement scores and/or equivalent college course work, students may be required to complete developmental courses before enrolling in the college level courses of their program.

Construction Management Technology

Program Code: CMO.S.AAS • Credit Hours: 60

Description

The Construction Management Technology program helps students develop skills related to managing the construction process including project planning and organization, safety, cost estimating, plan reading, surveying, current construction methods, modern building materials and Building Information Modeling (BIM).

Career Opportunities

Graduates are employed as project managers, estimators, inspectors and craftsmen with residential, commercial and governmental agencies.

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| OTM | Social & Behavioral Sciences Elective | 3 |
| | Construction Elective | 5 |
| CAT 1101 | Architectural Drafting | 3 |
| CAT 1121 | Introduction to Revit & BIM | 3 |
| CAT 1201 | Construction Methods & Materials | 4 |
| CAT 1211 | Construction Materials Testing | 2 |
| CAT 1241 | Building Systems | 4 |
| CAT 1401 | Construction Estimating | 3 |
| CAT 1501 | Fundamentals of Surveying & Mapping | 3 |
| CAT 2401 | Engineering Technology Project Management | 3 |
| CAT 2411 | Building Codes, Law & Specifications | 2 |
| CAT 2700 | Civil Architectural Technology Internship | 2 |
| CAT 2782 | Construction Management Technology Capstone | 4 |
| COM 2211 | Effective Public Speaking | 3 |
| EGV 2351 | LEED Green Associate Exam Preparation | 2 |
| ENG 1101 | English Composition I | 3 |
| MAT 1580 | Precalculus | 5 |
| MET 1131 | Personal Computer Applications for Engineering Technology | 1 |
| MET 2711 | Ethics for Engineering Technology Professionals | 1 |
| PHY 1141 | College Physics I | 4 |

Construction Electives

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|----------|--|--|
| CAT 1141 | Architectural Blueprint Reading | |
| CAT 1161 | Introduction to Civil & Architectural Technology | |
| CAT 1301 | Introduction to Civil Construction CAD | |
| CAT 1701 | Construction Craft Skills/Concrete | |
| CAT 1721 | Structural Framing Systems | |
| CAT 1741 | Residential Electrical Systems | |
| CAT 1761 | Interior & Exterior Finishes | |
| CAT 1781 | Construction Project | |
| CAT 1810 | Construction Techniques I | |
| CAT 1820 | Construction Techniques II | |
| CAT 1830 | Construction Techniques III | |
| CAT 1840 | Construction Techniques IV | |
| CAT 2201 | Advanced Revit | |
| CAT 2431 | OSHA Construction Standards | |
| CAT 2531 | Advanced Surveying & Mapping | |
| CAT 2561 | Route Surveying with Construction Applications | |
| CAT 2581 | Legal Principles for Surveyors | |
| MAT 2270 | Calculus & Analytic Geometry I | |

Criminal Justice Science/ Corrections

Program Code: CJCO.S.AAS • Credit Hours: 63

Description

This program is designed to combine the criminal justice concepts, theories and laws with practical application techniques and modern technology skills to prepare the Criminal Justice Science student for productive employment in corrections. The corrections track maintains cutting-edge curriculum that enhances critical thinking, written and oral communications, teamwork, leadership and assessment. The curriculum includes general education requirements, theory and practice courses and educational requirements in ethics, law and the current best practices in the field of criminal justice.

This degree program contains one or more embedded certificates which will be automatically awarded when the certificate requirements are completed. If you do not want to receive the embedded certificate(s), please notify Registration & Student Records at studentrecords@sinclair.edu

Career Opportunities

Employment is available in the corrections field as correctional officers, security guards, county probation and parole officers, positions in commercial, school, and private security organizations, and correctional treatment specialists.

| | | |
|----------|---|---|
| BIS 1120 | Introduction to Software Applications | 3 |
| CJS 1101 | Introduction to Criminal Justice Science | 3 |
| CJS 1102 | Constitutional Law | 3 |
| CJS 1105 | Criminal Law | 3 |
| CJS 1110 | Interrogation, Documentation & Testimony | 3 |
| CJS 1165 | Corrections | 3 |
| CJS 2111 | Ethics & Professionalism in Criminal Justice | 3 |
| CJS 2145 | Correctional Case Management | 3 |
| CJS 2205 | Introduction to Criminal Investigation & Forensic Science | 3 |
| CJS 2295 | Criminal Justice Science Seminar | 4 |
| CJS 2200 | Human Relations, Mediation, & Conflict Resolution | 3 |
| ENG 1101 | English Composition I | 3 |
| COM 2211 | Effective Public Speaking | 3 |
| COM 2245 | Intercultural Communication | 3 |
| HUM 1130 | Humanity & the Challenge of Technology | 3 |
| MAT 1470 | College Algebra | 4 |
| PHY 1100 | Introduction to Physics | 4 |
| SOC 1101 | Introduction to Sociology | 3 |
| SOC 2226 | Criminology | 3 |
| SPA 1161 | Conversational Spanish for Criminal Justice | 3 |

Criminal Justice Science/ Law Enforcement

Program Code: CJLE.S.AAS • Credit Hours: 70-71

Description

This program prepares students for careers as law enforcement officers. It is designed for students who are new to law enforcement, as well as for those who are already employed as law enforcement officers and want to add to their knowledge and skill sets and perform well on civil service exams for promotions.

This degree program contains one or more embedded certificates which will be automatically awarded when the certificate requirements are completed. If you do not want to receive the embedded certificate(s), please notify Registration & Student Records at studentrecords@sinclair.edu

Career Opportunities

Employment is available in the private detective and investigation areas, police and detectives, deputies, highway patrol, private personal protection, gaming surveillance, claims adjusters and appraisers.

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| OTM | Arts & Humanities Elective | 3 |
| BIS 1120 | Introduction to Software Applications | 3 |
| CJS 1101 | Introduction to Criminal Justice Science | 3 |
| CJS 1102 | Constitutional Law | 3 |
| CJS 1104 | Criminal Evidence & Procedure | 3 |
| CJS 1105 | Criminal Law | 3 |
| CJS 1110 | Interrogation, Documentation & Testimony | 3 |
| CJS 1125 | Policing | 3 |
| CJS 1155 | Homeland Security Issues & Administration | 3 |
| CJS 2111 | Ethics & Professionalism in Criminal Justice | 3 |
| CJS 2200 | Human Relations, Mediation, & Conflict Resolution | 3 |
| CJS 2205 | Introduction to Criminal Investigation & Forensic Science | 3 |
| CJS 2209 | Computer Crime | 3 |
| CJS 2295 | Criminal Justice Science Seminar | 4 |
| ENG 1101 | English Composition I | 3 |
| ENG 1201 | English Composition II | 3 |
| ENS 1119 | Concepts of Fitness for Criminal Justice | 2 |
| PSY 1100 | General Psychology | 3 |
| SCC 1101 | First Year Experience | 1 |
| SOC 1101 | Introduction to Sociology | 3 |
| SPA 1161 | Conversational Spanish for Criminal Justice | 3 |
| COM 2206 | Interpersonal Communication OR | |
| COM 2211 | Effective Public Speaking | 3 |
| MAT 1120 | Business Mathematics OR | |
| MAT 1270 | Beginning Algebra | 3 |
| BIO 1107 | Human Biology OR | |
| CHE 1111 | Introduction to Chemistry I OR | |
| PHY 1100 | Introduction to Physics | 3-4 |

Cyber Investigation Technology

Program Code: CYIT.S.AAS • Credit Hours: 70

Description

The Cyber Investigation Technology degree will prepare students for careers and transfer degrees in the areas of computer network protection, managing networks and operating systems, and IT criminal investigation, which includes evidence procedures and computer forensics. The degree incorporates preparation for industry-recognized certifications, articulated credit for Law Enforcement and Corrections entities, and transfer students for four-year degree transfer opportunities.

This degree program contains one or more embedded certificates which will be automatically awarded when the certificate requirements are completed. If you do not want to receive the embedded certificate(s), please notify Registration & Student Records at studentrecords@sinclair.edu

Career Opportunities

Job titles include but are not limited to: Intelligence Analyst, IT Specialist (Government Breakout Codes 2210), Systems Administrator, Network Engineer, Information System Security Manager, Cyber Security Incident Response Specialist and Private Investigator.

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| OTM | Arts & Humanities Elective | 3 |
| BIS 1120 | Introduction to Software Applications | 3 |
| CIS 1107 | Introduction To Operating Systems | 3 |
| CIS 1111 | Introduction to Problem Solving & Computer Programming | 3 |
| CIS 1130 | Network Fundamentals | 3 |
| CIS 2165 | Database Management | 3 |
| CIS 2550 | Linux Operating System | 3 |
| CIS 2640 | Network Security | 3 |
| CIS 2717 | A+ Certification IT Technician | 3 |
| CIS 2808 | Introduction to Computer Forensics | 3 |
| CJS 1102 | Constitutional Law | 3 |
| CJS 1104 | Criminal Evidence & Procedure | 3 |
| CJS 1105 | Criminal Law | 3 |
| CJS 2111 | Ethics & Professionalism in Criminal Justice | 3 |
| CJS 2209 | Computer Crime | 3 |
| CJS 2295 | Criminal Justice Science Seminar | 4 |
| COM 2225 | Small Group Communication | 3 |
| ECO 2160 | Principles of Macroeconomics | 3 |
| ENG 1101 | English Composition I | 3 |
| MAT 1460 | Finite Mathematics for Business Analysis | 4 |
| MAT 2170 | Business Statistics I | 4 |
| MAN 2150 | Management & Organizational Behavior | 3 |
| SCC 1101 | First Year Experience | 1 |

*Please see your Academic Advisor for information on Ohio Transfer Module and other electives.

Sinclair recognizes the important connection between student success and academic preparedness. Depending on placement scores and/or equivalent college course work, students may be required to complete developmental courses before enrolling in the college level courses of their program.

Dental Hygiene

Program Code: DEH.S.AAS • **Credit Hours:** 73

Description

Working as part of a dental team, dental hygienists treat patients needing non-surgical periodontal therapy and radiographs; apply preventive agents, provide intra- and extra-oral exams and oral hygiene instructions. Registered dental hygienists work in private dental offices, public health settings, and in higher education.

The Dental Hygiene program is designed to be completed in five (5) semesters on a full-time basis when the student begins the technical portion of the program. The degree program consists of open enrollment courses (general education and division specific) and program specific courses with limited enrollment. The open enrollment courses may be taken prior to entry into the limited enrollment courses. To qualify for entry to limited enrollment courses, please see the Applicant Information packet located on the webpage. A cumulative GPA of 2.5 is required and a grade of C or higher is required in all program courses.

Accreditation

The Dental Hygiene program is fully accredited by the Commission on Dental Accreditation (CODA) through the American Dental Association, located at 211 East Chicago Avenue Chicago, IL 60611-2678 or www.ada.org

Career Opportunities

Career options may vary according to state practice act restrictions. Dental hygienists have a variety of career opportunities in a wide range of employment settings, including private practice, hospitals, HMO's, community health programs, long-term care facilities, school systems, dental product research, marketing and sales, military bases, universities and research centers.

Program Prerequisite(s)

ALH 1101 *Introduction to Healthcare Delivery AND*
 BIO 1141 *Principles of Anatomy & Physiology I AND*
 BIO 1242 *Principles of Anatomy & Physiology II AND*
 DEH 1102 *Introduction to Dental Hygiene AND*
 ENG 1101 *English Composition I*

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| ALH 1101 | Introduction to Healthcare Delivery | 2 |
| BIO 1141 | Principles of Anatomy & Physiology I | 4 |
| BIO 1242 | Principles of Anatomy & Physiology II | 4 |
| BIO 2205 | Microbiology | 4 |
| DEH 1102 | Introduction to Dental Hygiene | 1 |
| DEH 1202 | Head, Neck & Dental Anatomy | 3 |
| DEH 1203 | Lab for Head, Neck & Dental Anatomy | 0 |
| DEH 1204 | Dental Hygiene Instrumentation I | 4 |
| DEH 1205 | Lab for Dental Hygiene Instrumentation I | 0 |
| DEH 1206 | Nutrition & Oral Health | 2 |
| DEH 1302 | Dental Hygiene Instrumentation II | 4 |

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| DEH 1303 | Lab for Dental Hygiene Instrumentation II | 0 |
| DEH 1304 | Oral Histology & Embryology | 1 |
| DEH 1305 | Medical Emergencies in Dental Practice | 1 |
| DEH 1306 | General & Oral Pathology | 4 |
| DEH 1308 | Dental Radiology | 3 |
| DEH 1309 | Lab for Dental Radiology | 0 |
| DEH 2402 | Clinical Dental Hygiene I | 1 |
| DEH 2403 | Dental Hygiene Clinic I | 1 |
| DEH 2405 | Computer Applications in Dentistry | 1 |
| DEH 2502 | Pharmacology & Pain Control in Dental Practice | 2 |
| DEH 2503 | Lab for Pharmacology & Pain Control in Dental Practice | 1 |
| DEH 2504 | Dental Hygiene Research | 2 |
| DEH 2506 | Dental Materials | 2 |
| DEH 2507 | Lab for Dental Materials | 0 |
| DEH 2508 | Clinical Dental Hygiene II | 2 |
| DEH 2509 | Dental Hygiene Clinic II | 3 |
| DEH 2601 | Community Dental Health | 1 |
| DEH 2602 | Clinical Dental Hygiene III | 1 |
| DEH 2603 | Dental Hygiene Clinic III | 3 |
| DEH 2604 | Dental Hygiene Practice | 1 |
| ENG 1101 | English Composition I | 3 |
| PSY 1100 | General Psychology | 3 |
| SOC 1101 | Introduction to Sociology | 3 |
| COM 2206 | Interpersonal Communication OR | |
| COM 2211 | Effective Public Speaking | 3 |
| MAT 1130 | Allied Health Mathematics OR | |
| MAT 1270 | Beginning Algebra | 3 |

Dietetic Technician

Program Code: DIT.S.AAS • Credit Hours: 73

Description

Graduates of the Dietetic Technician (DIT) program are trained food and nutrition practitioners that work under the supervision of a registered dietitian. As an integral member of the health care and food service management teams, they influence food choices and lifestyles to promote optimal health.

The program consists of five major domains that include clinical, community, education, management and foodservice systems. It is designed to be completed in five (5) consecutive semesters on a full-time basis. Some students elect to attend on a part-time basis, extending the length of study to three academic years. The curriculum consists of open enrollment courses (general education and division specific) and program specific courses with limited enrollment. The limited enrollment coursework includes 470 hours of unpaid directed practice experiences at area community, food service and health care facilities. The open enrollment courses may be taken prior to entry into the limited enrollment courses. To qualify for entry to limited enrollment courses, please see the Applicant Information packet located on the webpage. A cumulative GPA of 2.0 is required, as well as a grade of C or higher in all program courses.

Students of Sinclair's Dietetic and Nutritional Management Program are eligible to become members of the Academy of Nutrition and Dietetics (AND), a nationally recognized organization located at 120 South Riverside Plaza, Suite 200, Chicago Illinois 60606, 1-800-877-1600, www.eatright.org. This specially designed program enables students to enjoy benefits of student AND membership while attending school. Graduates are eligible for active AND membership. Benefits include networking, professional growth, educational enrichment, and developing leadership skills. The graduate is eligible to take the National Credentialing Exam to become a Dietetic Technician, Registered (DTR).

Accreditation

The Dietetic Technician program is fully accredited by the Academy on Nutrition and Dietetics (AND), Accreditation Council on Education for Nutrition and Dietetics (ACEND). It is also approved by the Association of Nutrition and Food Professionals (ANFP).

Career Opportunities

Dietetic technicians, registered work independently or in teams with registered dietitians in a variety of employment settings, including health care (hospitals,

nursing homes, retirement centers, home health care programs), foodservice (schools, day-care centers, correctional facilities, restaurants, health care facilities, corporations and hospitals), community/public health (public health agencies, health clubs, weight management clinics and community wellness centers) and business and industry (food companies, food vending and distributing operations).

| | | |
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| | Dietetics Elective | 1 |
| OTM | Arts & Humanities Elective | 3 |
| ALH 1101 | Introduction to Healthcare Delivery | 2 |
| CHE 1111 | Introduction to Chemistry I | 4 |
| CHE 1121 | Introduction to Chemistry II | 4 |
| COM 2206 | Interpersonal Communication | 3 |
| DIT 1105 | Introduction to Dietetics | 1 |
| DIT 1210 | Medical Terminology for Dietetics | 1 |
| DIT 1525 | Human Nutrition | 3 |
| DIT 1630 | Nutrition in the Lifecycle | 3 |
| DIT 1635 | Community Nutrition | 3 |
| DIT 2240 | Education Methods & Materials | 2 |
| DIT 2305 | Food, Culture & Cuisine | 2 |
| DIT 2310 | Lab for Food, Culture & Cuisine | 1 |
| DIT 2510 | Institutional Foodservice Systems | 3 |
| DIT 2515 | Foodservice Practicum I | 1 |
| DIT 2520 | Laboratory for Foodservice Systems | 1 |
| DIT 2625 | Medical Nutrition Therapy I | 3 |
| DIT 2630 | Medical Nutrition Therapy Clinical I | 3 |
| DIT 2735 | Foodservice Organization & Management | 3 |
| DIT 2740 | Foodservice Practicum II | 1 |
| DIT 2845 | Medical Nutrition Therapy II | 3 |
| DIT 2850 | Medical Nutrition Therapy Clinical II | 3 |
| DIT 2855 | Dietetics Seminar | 1 |
| ENG 1101 | English Composition I | 3 |
| HMT 1101 | Basic Culinary Skills | 3 |
| HMT 1107 | Sanitation & Safety | 2 |
| HMT 1112 | Food Principles & Preparation | 4 |
| PSY 1100 | General Psychology | 3 |
| MAT 1130 | Allied Health Mathematics OR | |
| MAT 1270 | Beginning Algebra | 3 |

Dietetics Electives

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|----------|--------------------------------------|--|
| DIT 2101 | Eating Matters for Dining Assistants | |
| DIT 2860 | Credentialing Exam Review | |

*Please see your Academic Advisor for information on Ohio Transfer Module and other electives.

Sinclair recognizes the important connection between student success and academic preparedness. Depending on placement scores and/or equivalent college course work, students may be required to complete developmental courses before enrolling in the college level courses of their program.

Early Childhood Education

Program Code: ECE.S.AAS • Credit Hours: 70-71

Description

This program provides the knowledge, skills and competencies important to an entry-level teacher working with, or planning to work with, young children. The program includes the academic preparation required by the Ohio Department of Education to meet Pre-Kindergarten Associate Teacher Licensure standards. Students interested in completing this degree program must have a full criminal background investigation completed before enrolling in the final practicum course. A grade of “C” or better is required in all ECE and EDU courses.

Career Opportunities

Graduates may work as pre-kindergarten associate licensed teachers, child care center directors, infant-toddler teachers, and paraprofessionals in public schools or as school age child care coordinators.

| | | |
|----------|--|-----|
| OTM | Any Group | 3 |
| OTM | Natural & Physical Sciences Elective | 3 |
| OTM | Arts & Humanities Elective | 3 |
| | Education Elective | 3 |
| COM 2211 | Effective Public Speaking | 3 |
| ECE 1100 | Introduction to Early Childhood Education | 3 |
| ECE 1101 | Introductory Child Development | 3 |
| ECE 1200 | Observation & Assessment | 3 |
| ECE 1201 | Curriculum & Planning | 3 |
| ECE 2100 | Language, Literacy & Interaction with Young Children | 3 |
| ECE 2101 | Creative Experiences | 3 |
| ECE 2102 | Math & Science Experiences | 3 |
| ECE 2200 | Families, Communities & Schools | 3 |
| ECE 2201 | Guidance of Young Children | 3 |
| ECE 2202 | Teaching Techniques | 3 |
| ECE 2300 | Inclusion | 3 |
| ECE 2301 | Early Childhood Education Practicum | 4 |
| ENG 1101 | English Composition I | 3 |
| ENG 1201 | English Composition II | 3 |
| PSY 1100 | General Psychology | 3 |
| SOC 1101 | Introduction to Sociology | 3 |
| SOC 2215 | Race & Ethnicity | 3 |
| MAT 1120 | Business Mathematics OR | |
| MAT 1270 | Beginning Algebra OR | |
| MAT 1410 | Numerical Concepts for Teachers | 3-4 |

Education Electives

| | |
|----------|-----------------------------------|
| EDU 1100 | Introduction to Education |
| EDU 1103 | Educational Technology |
| EDU 1105 | Individuals with Exceptionalities |

Electronics Engineering Technology

Program Code: EET.S.AAS • Credit Hours: 61-62

Description

The Electronics Engineering Technology (EET) program provides students with exciting opportunities to put engineering concepts into practice. The curriculum balances instruction in theory with hands-on laboratory applications. A strong background in basics and in-depth study of advanced topics gives students careers in diversified areas, such as digital systems, microcomputers, programmable logic controllers, and analog systems. The program has modern state-of-the-art equipped laboratories and a highly qualified faculty. Those who wish to further their studies are well prepared for entry into the best four-year electronics engineering programs. Several articulation agreements exist between Sinclair’s EET program and four-year colleges and universities.

This degree program contains one or more embedded certificates which will be automatically awarded when the certificate requirements are completed. If you do not want to receive the embedded certificate(s), please notify Registration & Student Records at studentrecords@sinclair.edu

Accreditation

Accredited by Engineering Technology Accreditation Commission of ABET, Inc., www.abet.org

Career Opportunities

Prepares graduates for careers in electronics technician troubleshooting with testing equipment and assisting engineers with design and fabrication.

| | | |
|----------|--|-----|
| | Electronics Elective | 3-4 |
| OTM | Social & Behavioral Sciences Elective | 3 |
| COM 2211 | Effective Public Speaking | 3 |
| EET 1116 | Electronics Schematics & Fabrication | 4 |
| EET 1131 | Digital Electronics | 5 |
| EET 1150 | D.C. Circuits | 4 |
| EET 1155 | A.C. Circuits | 3 |
| EET 1164 | PC Assembly | 4 |
| EET 2201 | Electronic Devices & Circuits | 5 |
| EET 2259 | Programming for Electronics Technology | 4 |
| EET 2261 | Microprocessors | 4 |
| EET 2278 | Electronics Project Capstone | 4 |
| EET 2281 | Programmable Logic Controllers | 3 |
| ENG 1101 | English Composition I | 3 |
| MAT 1580 | Precalculus | 5 |
| PHY 1141 | College Physics | 4 |

Electronics Electives

| | |
|----------|--|
| EET 2157 | Radio Frequency Identification (RFID) Technology |
| EET 2257 | Radio Frequency Identification (RFID) Capstone |
| EET 2264 | PC Troubleshooting & Repair |
| EET 2270 | Electronics Engineering Technology Internship |
| EET 2282 | Advanced Programmable Logic Controllers |

Electronics Engineering Technology/Computer Engineering

Program Code: CETT.S.AAS • Credit Hours: 67

Description

This program provides students with exciting opportunities to put engineering concepts into practice. The curriculum balances instruction in theory with hands-on laboratory applications. A strong background in basics and in-depth study of advanced topics prepares graduates with skills necessary to enter careers in installation, operation, application, maintenance and repair of existing computer systems and associated software. The Computer Engineering program assures quality education in state-of-the-art equipped laboratories and highly qualified faculty. Those who wish to further their studies are well prepared for entry into four-year Computer Engineering programs.

This degree program contains one or more embedded certificates which will be automatically awarded when the certificate requirements are completed. If you do not want to receive the embedded certificate(s), please notify Registration & Student Records at studentrecords@sinclair.edu

Career Opportunities

Graduates will be able to work in all areas having to do with computers from programming to engineering hardware installations, networking, troubleshooting and repair.

| | | |
|----------|---|---|
| OTM | Social & Behavioral Sciences Elective | 3 |
| CIS 1107 | Introduction To Operating Systems | 3 |
| CIS 1130 | Network Fundamentals | 3 |
| COM 2211 | Effective Public Speaking | 3 |
| EET 1116 | Electronics Schematics & Fabrication | 4 |
| EET 1131 | Digital Electronics | 5 |
| EET 1150 | D.C. Circuits | 4 |
| EET 1155 | A.C. Circuits | 3 |
| EET 1164 | PC Assembly | 4 |
| EET 2201 | Electronic Devices & Circuits | 5 |
| EET 2261 | Microprocessors | 4 |
| EET 2264 | PC Troubleshooting & Repair | 4 |
| EET 2270 | Electronics Engineering Technology Internship | 3 |
| EET 2278 | Electronics Project Capstone | 4 |
| ENG 1101 | English Composition I | 3 |
| MAT 1280 | Technical Mathematics I | 4 |
| MAT 1290 | Technical Mathematics II | 4 |
| PHY 1131 | Technical Physics | 3 |
| SCC 1101 | First Year Experience | 1 |

Emergency Medical Services

Program Code: EMSVS.S.AAS • Credit Hours: 60

Description

The Emergency Medical Services (EMS) degree is designed to augment the skills of the practicing paramedic. Paramedics are challenged with a variety of courses to increase their skill sets in areas of EMS management and out-of-hospital critical care medicine. Students will gain experience from currently practicing paramedics, fire fighters and managers. This degree allows students to capitalize on their paramedic education, positioning themselves for advancement within the fire service. Interested students should contact the EMS offices at (937) 512-5338 or contact an academic advisor.

This degree program contains one or more embedded certificates which will be automatically awarded when the certificate requirements are completed. If you do not want to receive the embedded certificate(s), please notify Registration & Student Records at studentrecords@sinclair.edu

Career Opportunities

Within the greater Miami Valley area, EMS professionals are hired by Fire departments, private EMS and hospitals. These agencies typically hire entry personnel based on the candidates state licensures / certifications – not whether the candidate is degreed. The associate degree can provide students with knowledge and skills needed to advance within an EMS career.

Program Prerequisite(s)

| | | |
|-----------------|---|---|
| <i>EMS 1150</i> | <i>Emergency Medical Technician: Lecture AND</i> | |
| <i>EMS 1155</i> | <i>Laboratory for Emergency Medical Technician AND</i> | |
| <i>HIM 1101</i> | <i>Medical Terminology</i> | |
| BIO 1121 | Human Anatomy & Physiology I | 3 |
| EMS 1150 | Emergency Medical Technician: Lecture | 5 |
| EMS 1155 | Laboratory for Emergency Medical Technician | 2 |
| EMS 2100 | Applied Anatomy, Physiology & Pathophysiology for Emergency Medical Services Provider | 3 |
| EMS 2105 | Paramedic 1: Lecture | 2 |
| EMS 2110 | Paramedic 1: Laboratory | 2 |
| EMS 2125 | Paramedic 2: Lecture | 5 |
| EMS 2130 | Paramedic 2: Laboratory | 2 |
| EMS 2135 | Paramedic 2: Clinical OR | |
| EMS 2136 | Paramedic 2a: Clinical AND | |
| EMS 2137 | Paramedic 2b: Clinical | 2 |
| EMS 2150 | Paramedic 3: Lecture | 5 |
| EMS 2155 | Paramedic 3: Laboratory | 2 |
| EMS 2160 | Paramedic 3: Clinical | 1 |
| EMS 2175 | Paramedic 4: Lecture | 2 |
| EMS 2180 | Paramedic 4: Field Experience | 1 |
| EMS 2205 | Paramedic 5: Integration / Refresher Laboratory | 1 |
| EMS 2200 | Paramedic 5: Integration / Refresher Lecture | 2 |

*Please see your Academic Advisor for information on Ohio Transfer Module and other electives.

| | | |
|----------|--------------------------------|---|
| EMS 2300 | Critical Care Paramedic 1 OR | |
| EMS 2305 | Critical Care Paramedic 2 OR | |
| EMS 2310 | EMS Management 1 OR | |
| EMS 2315 | EMS Management | 6 |
| ENG 1101 | English Composition I | 3 |
| HIM 1101 | Medical Terminology | 2 |
| PSY 1100 | General Psychology | 3 |
| COM 2206 | Interpersonal Communication OR | |
| COM 2211 | Effective Public Speaking | 3 |
| MAT 1130 | Allied Health Mathematics OR | |
| MAT 1445 | Quantitative Literacy OR | |
| MAT 1440 | Excursions in Mathematics | 3 |

Emergency Medical Services/Fire Science

Program Code: EMSFO.S.AAS • Credit Hours: 66-67

Description

The Emergency Medical Services (EMS) Fire Science option is designed to augment the skills of the practicing paramedic. Paramedics are challenged with a variety of courses to increase their skill sets in fire technical areas. Students will gain experience from currently practicing paramedics, fire fighters and managers. This degree allows students to capitalize on their paramedic education, positioning themselves for advancement within the fire service. Interested students should contact the EMS offices at 937-512-5338 or contact an academic advisor.

This degree program contains one or more embedded certificates which will be automatically awarded when the certificate requirements are completed. If you do not want to receive the embedded certificate(s), please notify Registration & Student Records at studentrecords@sinclair.edu.

Career Opportunities

Careers with the fire service are beginning to change. Most departments will not require a degree for an entry level position. But departments are beginning to acknowledge the degree and give some preference for those entry level applicants with degrees. It is clear that to advance or get promotions with the fire services, degree are needed.

Program Prerequisite(s)

EMS 1150 *Emergency Medical Technician: Lecture AND*

EMS 1155 *Laboratory for Emergency Medical Technician AND*

HIM 1101 *Medical Terminology*

| | | |
|----------|---|---|
| BIO 1121 | Human Anatomy & Physiology I | 3 |
| EMS 1150 | Emergency Medical Technician: Lecture | 5 |
| EMS 1155 | Laboratory for Emergency Medical Technician | 2 |
| EMS 2100 | Applied Anatomy, Physiology & Pathophysiology for Emergency Medical Services Provider | 3 |
| EMS 2105 | Paramedic 1: Lecture | 2 |
| EMS 2110 | Paramedic 1: Laboratory | 2 |
| EMS 2125 | Paramedic 2: Lecture | 5 |
| EMS 2130 | Paramedic 2: Laboratory | 2 |
| EMS 2135 | Paramedic 2: Clinical OR | |
| EMS 2136 | Paramedic 2a: Clinical AND | |
| EMS 2137 | Paramedic 2b: Clinical | 2 |
| EMS 2150 | Paramedic 3: Lecture | 5 |
| EMS 2155 | Paramedic 3: Laboratory | 2 |
| EMS 2160 | Paramedic 3: Clinical | 1 |
| EMS 2175 | Paramedic 4: Lecture | 2 |
| EMS 2180 | Paramedic 4: Field Experience | 1 |
| EMS 2200 | Paramedic 5: Integration / Refresher Lecture | 2 |
| EMS 2205 | Paramedic 5: Integration / Refresher Laboratory | 1 |

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| | | |
|----------|---|-----|
| ENG 1101 | English Composition I | 3 |
| FST 1111 | Fire Behavior & Combustion | 3 |
| FST 1112 | Principles of Emergency Services | 3 |
| FST 1113 | Fire Prevention OR | |
| FST 1120 | Fire Safety Inspector | 3-4 |
| FST 2230 | Principles of Fire & Emergency Services Safety & Survival | 3 |
| HIM 1101 | Medical Terminology | 2 |
| PSY 1100 | General Psychology | 3 |
| COM 2206 | Interpersonal Communication OR | |
| COM 2211 | Effective Public Speaking | 3 |
| MAT 1130 | Allied Health Mathematics OR | |
| MAT 1440 | Excursions in Mathematics OR | |
| MAT 1445 | Quantitative Literacy | 3 |

Environmental Engineering Technology

Program Code: EVT.S.AAS • Credit Hours: 60

Description

This program prepares students for entry-level positions in the field of environmental engineering technology. The curriculum provides a background in environmental laws and regulations, air and water pollution, groundwater studies, site assessments, emergency response to situations involving hazardous chemicals/wastes, storage, treatment, and disposal of hazardous wastes, sampling and analysis and remediation. Skills and knowledge acquired will lead to possible employment in consulting, industrial and government organizations.

Accreditation

Accredited by Engineering Technology Accreditation Commission of ABET, Inc., www.abet.org

Career Opportunities

This is an excellent career field for both men and women who are looking for nontraditional and challenging hands-on occupations. Graduates from this program can find employment opportunities around the world. Employers are governmental agencies such as OSH and EPA, as well as industrial firms charged with the responsibility to keep the environment clean.

| | | |
|----------|--|---|
| OTM | Social & Behavioral Sciences Elective | 3 |
| CAT 1431 | OSHA Construction Standards 10 Hour | 1 |
| CAT 1501 | Fundamentals of Surveying & Mapping | 3 |
| CAT 2421 | Soil Mechanics | 3 |
| CAT 2501 | GPS & GIS for Engineering Technology Professionals | 2 |
| CHE 1211 | General Chemistry I | 5 |
| CHE 1221 | General Chemistry II | 5 |
| COM 2211 | Effective Public Speaking | 3 |
| EGV 1501 | Environmental Assessment & Analysis | 3 |
| EGV 1551 | Water Treatment Analysis | 3 |
| EGV 2501 | Waste Management | 3 |
| EGV 2551 | Hydrology | 3 |
| EGV 2701 | Environmental Engineering Technology Internship | 2 |
| EGV 2781 | Environmental Engineering Technology Capstone | 4 |
| ENG 1101 | English Composition I | 3 |
| FST 1555 | Hazardous Waste Operations & Emergency Response (HAZWOPER) | 3 |
| MAT 1580 | Precalculus | 5 |
| MET 1131 | Personal Computer Applications for Engineering Technology | 1 |
| MET 2711 | Ethics for Engineering Technology Professionals | 1 |
| PHY 1141 | College Physics I | 4 |

***Please see your Academic Advisor for information on Ohio Transfer Module and other electives.**

Sinclair recognizes the important connection between student success and academic preparedness. Depending on placement scores and/or equivalent college course work, students may be required to complete developmental courses before enrolling in the college level courses of their program.

Exercise Science

Program Code: EXSC.S.AAS • Credit Hours: 65

Description

The Associate of Applied Science in Exercise Science is offered as a continuation of the Exercise Specialist certificate. This two-year degree gives students the opportunity to study in-depth principles and methods of fitness training and health promotion. Students have the opportunity to enter professional practice or transfer for completion of a baccalaureate degree. Students are required to demonstrate competency by earning a C grade or better in all ENS courses for their degree. Students will need to be in good standings before department approval is given for Practicum.

This degree program contains one or more embedded certificates which will be automatically awarded when the certificate requirements are completed. If you do not want to receive the embedded certificate(s), please notify Registration & Student Records at studentrecords@sinclair.edu

Accreditation

Sinclair Community College's Exercise Science associate degree program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Committee on Accreditation for the Exercise Sciences (CoAES). Commission on Accreditation of Allied Health Education Programs: 1361 Park Street, Clearwater, FL 33756, (727) 210-2350.

Career Opportunities

Employment for the health fitness professional is expected to increase. Aging baby boomers, one group that is increasingly becoming concerned with staying healthy and physically fit, will be the main driver of employment growth. An additional factor is the combination of a reduction in the number of physical education programs in schools with parents' growing concern about childhood obesity. This factor will increase the need for health fitness professionals to work with children in non-school settings, such as health clubs. Increasingly, parents also are hiring personal trainers for their children, and the number of weight-training gyms for children is expected to continue to grow. Businesses are also recognizing the benefits of health promotion and fitness programs for their employees. Health care reform and preventative medicine are other factors that are influencing growth.

| | | |
|----------|---|---|
| ALH 1101 | Introduction to Healthcare Delivery | 2 |
| ALH 1132 | American Heart Association Heartsaver First Aid | 1 |
| ALH 1110 | Principles of Electrocardiography | 3 |
| BIO 1121 | Human Anatomy & Physiology I | 3 |
| BIO 1222 | Human Anatomy & Physiology II | 3 |
| COM 2211 | Effective Public Speaking | 3 |
| DIT 1111 | Nutrition for Health & Fitness | 3 |
| ENG 1101 | English Composition I | 3 |
| ENG 1201 | English Composition II | 3 |
| ENS 1116 | Introduction to Exercise Science & Health Promotion | 3 |
| ENS 1118 | Lifetime Physical Fitness & Wellness | 3 |
| ENS 1212 | Fundraising and Budgeting | 3 |
| ENS 1214 | Personal & Community Health Behavior | 3 |
| ENS 2316 | Motor Development & Motor Learning | 3 |
| ENS 2318 | Fitness Assessment & Exercise Prescription | 3 |
| ENS 2416 | Certification Preparatory Course | 3 |
| ENS 2417 | Methods of Teaching | 3 |
| ENS 2418 | Exercise Prescription for Special Populations | 3 |
| ENS 2419 | Health Promotion, Fitness & Sport Programming | 3 |
| ENS 2471 | Exercise, Wellness & Sports Science Practicum | 2 |
| HIM 1101 | Medical Terminology | 2 |
| MAT 1130 | Allied Health Mathematics | 3 |
| PED 1203 | Strength Training | 1 |
| PSY 1100 | General Psychology | 3 |

*Please see your Academic Advisor for information on Ohio Transfer Module and other electives.

Sinclair recognizes the important connection between student success and academic preparedness. Depending on placement scores and/or equivalent college course work, students may be required to complete developmental courses before enrolling in the college level courses of their program.

Fire Engineering Technology

Program Code: FST.S.AAS • Credit Hours: 60

Description

This program provides a full range of courses that address fire protection engineering and safety issues. The program prepares students for careers in fire protection engineering, inspection, arson investigation, engineering design of early detection, warning and suppression systems, emergency response and fire administration. Courses include fire protection systems design, fire investigation, fire codes, safety management, building construction, hazardous materials and administrative issues. Real-world experience is gained through internship with a fire department, fire inspection services or arson investigation companies. Graduates are prepared to enter the workforce as fire engineering technicians and work as fire/safety officers in general industry or construction firms; design firms specializing in sprinkler systems or fire protection design; arson investigators, fire inspectors or continue their education and obtain a bachelor's degree in fire engineering.

This degree program contains one or more embedded certificates which will be automatically awarded when the certificate requirements are completed. If you do not want to receive the embedded certificate(s), please notify Registration & Student Records at studentrecords@sinclair.edu.

Career Opportunities

Employment is available in municipal fire protection, industrial fire safety occupations and fire safety organizations. Students also find employment in organizations that deal with fire protection systems design, fire risk assessment and fire protection equipment installation. Students can continue their education and obtain a bachelor's degree in the field of fire protection engineering technology.

| | | |
|----------|---|---|
| CAT 1111 | Mechanical Systems Blueprint Reading | 1 |
| CHE 1211 | General Chemistry I | 5 |
| CHE 1251 | Lab for General Chemistry I | 0 |
| COM 2211 | Effective Public Speaking | 3 |
| ENG 1101 | English Composition I | 3 |
| FST 1111 | Fire Behavior & Combustion | 3 |
| FST 1112 | Principles of Emergency Services | 3 |
| FST 1113 | Fire Prevention | 3 |
| FST 2201 | Fire Protection Hydraulics & Water Supply | 3 |
| FST 2202 | Building Construction for Fire Protection | 3 |
| FST 2204 | Fire Protection Systems | 5 |
| FST 2228 | Human Behavior & Fire | 3 |

| | | |
|----------|---|---|
| FST 2230 | Principles of Fire & Emergency Services Safety & Survival | 3 |
| FST 2260 | Advanced Concepts in Structural Fire Protection | 3 |
| FST 2270 | Fire Science Internship | 2 |
| MAT 1470 | College Algebra | 4 |
| MAT 1570 | Trigonometry | 3 |
| MET 1371 | CAD Concepts using AutoCAD | 3 |
| PHY 1141 | College Physics I | 4 |
| PSY 1100 | General Psychology | 3 |

***Please see your Academic Advisor for information on Ohio Transfer Module and other electives.**

Sinclair recognizes the important connection between student success and academic preparedness. Depending on placement scores and/or equivalent college course work, students may be required to complete developmental courses before enrolling in the college level courses of their program.

Fire Science Technology/ Fire Administration

Program Code: FAO.S.AAS • Credit Hours: 60

Description

This program provides the education and skills needed by the fire service professional to function in the emergency services field. Courses include administration, inspection, investigation, building construction, fire hydraulics and water suppression systems. Graduates are prepared to enter the workforce as firefighters, fire officers, investigators, inspectors, instructors, or continue their education in fire science or public administration.

This degree program contains one or more embedded certificates which will be automatically awarded when the certificate requirements are completed. If you do not want to receive the embedded certificate(s), please notify Registration and Student Records at studentrecords@sinclair.edu

Accreditation

The Firefighter I, II Fire Safety Inspector and Fire Instructor Classes are certification courses through the Ohio Department of Public Safety. Also Firefighter I and II, Fire Instructor I and Fire Officer I and II are accredited by the National Board on Fire Service Professional Qualifications.

Career Opportunities

In the next decade a majority of career fire service professionals with 25 plus years' service will be retiring under the State of Ohio "Deferred Retirement Option Pension (D.R.O.P)". Replacement employees will be needed to fill openings not only for entry-level positions, but promotions in the officer ranks as well.

| | | |
|----------|--|---|
| BIS 1120 | Introduction to Software Applications | 3 |
| CHE 1311 | College Chemistry I | 4 |
| CHE 1351 | Lab for College Chemistry I | 0 |
| COM 2211 | Effective Public Speaking | 3 |
| ENG 1101 | English Composition I | 3 |
| FST 1111 | Fire Behavior & Combustion | 3 |
| FST 1112 | Principles of Emergency Services | 3 |
| FST 1120 | Fire Safety Inspector | 4 |
| FST 1125 | Fire Investigation I | 3 |
| FST 2201 | Fire Protection Hydraulics & Water Supply | 3 |
| FST 2202 | Building Construction for Fire Protection | 3 |
| FST 2204 | Fire Protection Systems | 5 |
| FST 2230 | Principles of Fire & Emergency Services Safety & Survival | 3 |
| FST 2251 | Fire Officer I | 3 |
| FST 2252 | Fire Officer II | 2 |
| FST 2253 | Fire Officer III | 3 |

| | | |
|----------|---------------------------|---|
| FST 2254 | Fire Officer IV | 3 |
| HUM 1135 | Environmental Ethics | 3 |
| MAT 1440 | Excursions in Mathematics | 3 |
| PSY 1100 | General Psychology | 3 |

Health Information Management

Program Code: HIM.S.AAS • Credit Hours: 62

Description

Health Information Management (HIM) professionals are experts in the field of managing and protecting patient health information, administering computer information systems and coding the diagnoses and procedures for health care services provided to patients in accordance with medical, administrative, ethical, legal, accreditation and regulatory requirements of the health care delivery system.

The Health Information Management program is designed to be completed in five (5) semesters on a full-time basis when the student begins the technical portion of the program. Students preferring to complete on a part time basis may take longer than five sequential semesters.

The degree program consists of open enrollment courses (general education and division specific) and program specific courses with limited enrollment. The open enrollment courses may be taken prior to entry into the limited enrollment courses. To qualify for entry to limited enrollment courses, please see the Applicant Information packet located on the webpage. A cumulative GPA of 2 and completion of prerequisite courses are required. A grade of C or higher is required in all program courses.

The curriculum includes a professional practice experience (PPE). Each fall term, two cohorts of students begin the technical courses that have limited enrollment. Local cohort students (students who live generally in the 14-county area surrounding Sinclair) are assigned to local PPE sites. The remote cohort students (students living generally outside of the 14-county area surrounding Sinclair) are responsible for securing an appropriate medical facility for their PPE.

Most HIM courses are limited enrollment courses. All courses in the program are available online. Students may enroll in courses face-to-face on campus, online, or a combination. Face-to-face courses on campus are only available during the day. Students are generally required to complete their PPE during daytime business hours.

Employment prospects are excellent throughout the nation. HIM graduates work in hospitals, clinics, ambulatory care centers, skilled nursing facilities, rehabilitation centers, long term care facilities, mental health care and psychiatric facilities, home health care agencies, hospice facilities, physician offices, insurance companies, law firms, colleges

and universities, state and federal agencies, consulting firms, medical research institutions and companies that market health information products and services.

Accreditation

The Health Information Management program is fully accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM). Upon successful completion of the HIM program, students are eligible to take the national certification exam to become a Registered Health Information Technician (RHIT).

Career Opportunities

Employment prospects are excellent throughout the nation. HIM graduates work in hospitals, clinics, ambulatory care centers, skilled nursing facilities, rehabilitation centers, long term care facilities, mental health care and psychiatric facilities, home health care agencies, hospice facilities, physician offices, insurance companies, law firms, colleges and universities, state and federal agencies, consulting firms, medical research institutions and companies that market health information products and services.

Program Prerequisite(s)

BIO 1121 Human Anatomy & Physiology I AND

HIM 1101 Medical Terminology

| | | |
|----------|---|---|
| ALH 1140 | Fundamentals of Disease Processes | 3 |
| BIO 1121 | Human Anatomy & Physiology I | 3 |
| BIO 1222 | Human Anatomy & Physiology II | 3 |
| BIS 1221 | Specialized Computer Applications for Health Information Management | 3 |
| ENG 1101 | English Composition I | 3 |
| HIM 1101 | Medical Terminology | 2 |
| HIM 1110 | Health Information Processing | 3 |
| HIM 1165 | Drug Classification for Coding | 1 |
| HIM 1201 | Introductory Medical Office Coding | 4 |
| HIM 1204 | Medicolegal & Ethics in Healthcare Records | 2 |
| HIM 1217 | Alternative Health Records & Registries | 3 |
| HIM 2110 | Ambulatory Coding | 4 |
| HIM 2144 | Quality Improvement, Statistics & Research | 3 |
| HIM 2145 | Health Information Resource Management | 3 |
| HIM 2165 | Healthcare Data in Reimbursement | 3 |
| HIM 2211 | Inpatient Coding | 4 |
| HIM 2233 | Healthcare Information Systems | 3 |
| HIM 2252 | Professional Practice Experience | 2 |
| HIM 2278 | Health Information Management Capstone | 1 |
| COM 2211 | Effective Public Speaking OR | |
| COM 2206 | Interpersonal Communication | 3 |
| PSY 1100 | General Psychology OR | |
| SOC 1101 | Introduction to Sociology | 3 |
| MAT 1130 | Allied Health Mathematics OR | |
| MAT 1270 | Beginning Algebra | 3 |

*Please see your Academic Advisor for information on Ohio Transfer Module and other electives.

Sinclair recognizes the important connection between student success and academic preparedness. Depending on placement scores and/or equivalent college course work, students may be required to complete developmental courses before enrolling in the college level courses of their program.

Health Sciences

Program Code: HS.S.AAS • Credit Hours: 64-68

Description

The associate of applied science degree in Health Sciences provides students with a general degree in the health science field. Students with technical certificates or college credits in allied health courses can apply their credits toward the AAS. Graduates will be able to enter a health-related field, or continue their education toward a Bachelor of Science degree at a four-year university.

| | | |
|----------|---|-----|
| ALH 1101 | Introduction to Healthcare Deliver | 2 |
| ALH 1102 | Introduction to Basic Healthcare Practice | 3 |
| ENG 1101 | English Composition I | 3 |
| ENG 1201 | English Composition II | 3 |
| PSY 1100 | General Psychology | 3 |
| SOC 1101 | Introduction to Sociology | 3 |
| SCC 1101 | First Year Experience | 1 |
| OTM | Arts & Humanities Elective | 3 |
| | Health Sciences Technical Electives | 27 |
| MAT 1130 | Allied Health Mathematics OR | |
| MAT 1450 | Introductory Statistics OR | |
| MAT 1470 | College Algebra | 3-4 |
| CHE 1111 | Introduction to Chemistry I OR | |
| CHE 1211 | General Chemistry I | 4-5 |
| BIO 1121 | Human Anatomy & Physiology I AND | |
| BIO 1222 | Human Anatomy & Physiology II OR | |
| BIO 1141 | Principles of Anatomy & Physiology I AND | |
| BIO 1242 | Principles of Anatomy & Physiology II | 6-8 |
| COM 2206 | Interpersonal Communications OR | |
| COM 2211 | Effective Public Speaking OR | |
| COM 2225 | Small Group Communication | 3 |

Heating, Ventilating, Air Conditioning & Refrigeration (HVACR) Engineering Technology

Program Code: HVACR.S.AAS • Credit Hours: 62

Description

This degree is designed for entry-level students pursuing careers in the HVACR industries, as well as experienced technicians in need of upgrade training. The program focuses on the basic operating principles of commercial and industrial HVAC systems, allowing one to pursue careers in sales, service, design, facilities operation, project management or as a laboratory technician for an equipment manufacturer. These principles are presented through lecture and laboratory exercises in a step-by-step fashion by addressing refrigeration, heating, distribution, filtration and control as individual subsystems. Upper-level courses tie the subsystems together to discuss how they interact, providing the HVACR technician or designer with knowledge regarding proper system operation.

Accreditation

Accredited by Engineering Technology Accreditation Commission of ABET, Inc., www.abet.org

Career Opportunities

The program focuses on the basic operating principles of commercial and industrial HVAC systems, allowing one to pursue careers in sales, service, design, facilities operation, project management or as a laboratory technician for an equipment manufacturer.

| | | |
|----------|---|---|
| | HVACR Elective | 2 |
| OTM | Social & Behavioral Sciences Elective | 3 |
| CAT 1111 | Mechanical Systems Blueprint Reading | 1 |
| CAT 1131 | Introduction to Revit MEP | 3 |
| COM 2211 | Effective Public Speaking | 3 |
| EET 1120 | Introduction to DC & AC Circuits | 2 |
| EET 1139 | Electrical Machinery | 3 |
| ENG 1101 | English Composition I | 3 |
| HVA 1201 | Basic HVAC Systems with Cooling | 3 |
| HVA 1221 | Heating Systems | 3 |
| HVA 1241 | HVAC Installation Techniques & Practices | 4 |
| HVA 1301 | Air & Water Distribution Systems | 3 |
| HVA 1351 | Building Psychrometrics & Load Calculations | 3 |
| HVA 1401 | HVAC Mechanical & Electrical Troubleshooting | 3 |
| HVA 2251 | Primary HVAC Equipment Operation & Selection | 3 |
| HVA 2351 | HVAC Systems & Controls | 6 |
| HVA 2780 | HVACR Engineering Technology Capstone Project | 3 |
| MAT 1580 | Precalculus | 5 |

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| | | |
|----------|---|---|
| MET 1131 | Personal Computer Applications for Engineering Technology | 1 |
| MET 2711 | Ethics for Engineering Technology Professionals | 1 |
| PHY 1141 | College Physics I | 4 |

HVACR Electives

| | |
|----------|---------------------------------------|
| EGV 1301 | Architectural Energy Analysis |
| EGV 2351 | LEED Green Associate Exam Preparation |
| EGV 1351 | Building Performance Training |
| EGV 2301 | Commercial & Industrial Assessment |
| HVA 2700 | HVACR Technology Internship |

Hospitality Management & Tourism

Program Code: HMTT.S.AAS • **Credit Hours:** 61-62

Description

The Hospitality Management & Tourism program prepares students for entry-level positions in restaurants, private clubs, beverage establishments, and general hospitality centers and includes skills in supervision, cost controls, purchasing and human relations.

This degree program contains one or more embedded certificates which will be automatically awarded when the certificate requirements are completed. If you do not want to receive the embedded certificate(s), please notify Registration & Student Records at studentrecords@sinclair.edu

Accreditation

The program is accredited by the Accreditation Commission on Programs in Hospitality Administration (ACPHA) and is also accredited by the Accreditation Council for Business Schools and Programs (ACBSP), both of which are specialized accreditations recognized by the Council on Higher Education Accreditation (CHEA).

Career Opportunities

The hospitality/tourism industry is a broad category of fields within the service industry that includes lodging, restaurants, event planning, theme parks, transportation, cruise line, and additional fields within the tourism industry. The hospitality industry is a several billion dollar industry that mostly depends on the availability of leisure time and disposable income. It is the number one employer among service industries and is fast becoming the largest single employment category of all industries worldwide. In the United States, hospitality accounts for a larger and ever growing portion of the country's Gross National Product. Top ranked hospitality professionals have almost unlimited possibilities for career satisfaction such as front office managers, restaurant managers, convention services managers, airline attendants, assistant managers, meeting/event planners, car rental agencies, or travel firms.

Program Prerequisite(s)

| | | |
|-----------------|--------------------------------------|---|
| <i>HMT 1107</i> | <i>Sanitation & Safety</i> | |
| OTM | Arts & Humanities Elective | 3 |
| | Language Elective | 3 |
| ACC 1100 | Small Business Accounting OR | |
| ACC 1210 | Introduction to Financial Accounting | 3 |

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***Please see your Academic Advisor for information on Ohio Transfer Module and other electives.**

| | | |
|----------|---|-----|
| BIS 1120 | Introduction to Software Applications | 3 |
| COM 2206 | Interpersonal Communication | 3 |
| HMT 1105 | Introduction to the Hospitality & Tourism Industry | 2 |
| HMT 1107 | Sanitation & Safety | 2 |
| HMT 1125 | Beverage Management | 2 |
| HMT 1110 | Menu Planning & Table Service Practicum | 3 |
| HMT 1150 | Meeting & Event Planning | 3 |
| HMT 1137 | Hospitality Industry Computer Systems | 2 |
| HMT 2201 | Food Service Equipment, Design & Maintenance | 2 |
| HMT 2215 | Hospitality Cost Controls | 3 |
| HMT 2226 | Hospitality Purchasing & Negotiations | 3 |
| HMT 2227 | Hospitality Marketing | 2 |
| HMT 2225 | Hospitality & Tourism Supervision | 3 |
| HMT 2230 | Risk & Prevention Management | 2 |
| HMT 2291 | Hospitality Management & Tourism Cooperative Work Experience | 2 |
| HMT 2295 | Hospitality Management & Tourism Capstone | 3 |
| MRK 2225 | Sales Fundamentals | 3 |
| SOC 1145 | Introduction to Cultural Anthropology | 3 |
| ENG 1101 | English Composition I OR | |
| ENG 1131 | Business Writing | 3 |
| MAT 1120 | Business Mathematics OR | |
| MAT 1470 | College Algebra | 3-4 |

Hospitality Management & Tourism/Bakery & Pastry Arts

Program Code: BPAO.S.AAS • Credit Hours: 64

Description

The baking/pastry/confection program at Sinclair Community College prepares its graduates for an exciting career as a pastry chef. Skills learned in a commercial-grade bakery kitchen include proper mixing methods, shaping/sculpting techniques, advanced baking, and the science behind it all. Students will be allowed to showcase their creativity through artisan breads, pastries, chocolate and confection displays, as well as constructing show-stopping wedding cakes. Start today and allow our certified chefs to guide you through graduation and prepare you for an exciting career.

This degree program contains one or more embedded certificates which will be automatically awarded when the certificate requirements are completed. If you do not want to receive the embedded certificate(s), please notify Registration & Student Records at studentrecords@sinclair.edu

Career Opportunities

Students who graduate from the baking/pastry/confectionery concentration will find employment as a baker, pastry cook, pastry chef, pastry department assistant manager, or bake shop manager.

Program Prerequisite(s)

HMT 1107 Sanitation & Safety

| | | |
|----------|--|---|
| OTM | Arts & Humanities Elective | 3 |
| ACC 1100 | Small Business Accounting OR | |
| ACC 1210 | Introduction to Financial Accounting | 3 |
| BIS 1120 | Introduction to Software Applications | 3 |
| COM 2206 | Interpersonal Communication | 3 |
| DIT 1108 | Nutrition for the Culinary Professional | 3 |
| HMT 1102 | Kitchen Chemistry | 3 |
| HMT 1105 | Introduction to the Hospitality & Tourism Industry | 2 |
| HMT 1107 | Sanitation & Safety | 2 |
| HMT 1108 | Pastry & Confectionery Basics | 4 |
| HMT 1126 | Baking I & Restaurant Desserts | 4 |
| HMT 2118 | Artisan Breads | 3 |
| HMT 2128 | Cake Production & Decoration | 4 |
| HMT 2201 | Food Service Equipment, Design & Maintenance | 2 |
| HMT 2215 | Hospitality Cost Controls | 3 |
| HMT 2218 | Advanced Pastry Skills | 3 |
| HMT 2225 | Hospitality & Tourism Supervision | 3 |
| HMT 2226 | Hospitality Purchasing & Negotiations | 3 |
| HMT 2230 | Risk & Prevention Management | 2 |
| HMT 2292 | Culinary Arts Option Cooperative Work Experience | 2 |

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|----------|---------------------------------------|---|
| MAT 1120 | Business Mathematics | 3 |
| ENG 1101 | English Composition I OR | |
| ENG 1131 | Business Writing | 3 |
| PSY 1100 | General Psychology OR | |
| SOC 1145 | Introduction to Cultural Anthropology | 3 |

Hospitality Management & Tourism/Culinary Arts

Program Code: CAO.S.AAS • Credit Hours: 69

Description

The Culinary Arts program provides the basic knowledge a student needs to develop into a certified chef. The serving of good food is important to the reputation of any restaurant. Chefs and cooks are responsible for preparing meals that are pleasing to the eye and taste. Through this specialized program, students develop extensive skills and knowledge of food preparation and presentation. Students also gain an understanding of the duties and responsibilities of a chef and other culinary personnel.

This degree program contains one or more embedded certificates which will be automatically awarded when the certificate requirements are completed. If you do not want to receive the embedded certificate(s), please notify Registration & Student Records at studentrecords@sinclair.edu.

Accreditation

The Culinary Arts program is accredited by the American Culinary Federation Education Foundation Accrediting Commission (ACFEFAC) and the Accreditation Council for Business Schools and Programs (ACBSP), both of which are specialized accreditations recognized by the Council on Higher Education Accreditation (CHEA).

Career Opportunities

Students completing the Culinary concentration would find employment as a restaurant/banquet cook, short-order cook, fast food cook, private household cook, personal chef, food preparation worker, Sous chef, baker, pastry cook, pastry chef, galley cook, executive chef, executive pastry chef, research chef, corporate chef. Students completing the Pastry concentration would find employment as a baker, pastry cook, pastry chef, pastry department assistant manager, or a bake shop manager. Those completing the Bakery Specialists concentration are typically considered for positions as a baker in a retail bakery organization.

Program Prerequisite(s)

| | | |
|-----------------|---|---|
| <i>HMT 1107</i> | <i>Sanitation & Safety</i> | |
| OTM | Arts & Humanities Elective | 3 |
| ACC 1100 | Small Business Accounting OR | |
| ACC 1210 | Introduction to Financial Accounting | 3 |
| BIS 1120 | Introduction to Software Applications | 3 |
| DIT 1108 | Nutrition for the Culinary Professional | 3 |
| COM 2206 | Interpersonal Communication | 3 |
| HMT 1101 | Basic Culinary Skills | 3 |

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***Please see your Academic Advisor for information on Ohio Transfer Module and other electives.**

Sinclair recognizes the important connection between student success and academic preparedness. Depending on placement scores and/or equivalent college course work, students may be required to complete developmental courses before enrolling in the college level courses of their program.

| | | |
|----------|--|---|
| HMT 1105 | Introduction to the Hospitality & Tourism Industry | 2 |
| HMT 1107 | Sanitation & Safety | 2 |
| HMT 1110 | Menu Planning & Table Service Practicum | 3 |
| HMT 1112 | Food Principles & Preparation | 4 |
| HMT 1125 | Beverage Management | 2 |
| HMT 1126 | Baking I & Restaurant Desserts | 4 |
| HMT 2201 | Food Service Equipment, Design & Maintenance | 2 |
| HMT 2206 | Garde Manger | 3 |
| HMT 2207 | Butchery and Fish Management | 2 |
| HMT 2209 | Advanced Culinary Skills | 3 |
| HMT 2215 | Hospitality Cost Controls | 3 |
| HMT 2225 | Hospitality & Tourism Supervision | 3 |
| HMT 2226 | Hospitality Purchasing & Negotiations | 3 |
| HMT 2227 | Hospitality Marketing | 2 |
| HMT 2230 | Risk & Prevention Management | 2 |
| HMT 2292 | Culinary Arts Option Cooperative Work Experience | 2 |
| MAT 1120 | Business Mathematics | 3 |
| ENG 1101 | English Composition I OR | 3 |
| ENG 1131 | Business Writing | 3 |
| PSY 1100 | General Psychology OR | 3 |
| SOC 1145 | Introduction to Cultural Anthropology | 3 |

Hospitality Management & Tourism/Lodging

Program Code: HMTTL.S.AAS • Credit Hours: 62-63

Description

The Hospitality Management & Tourism/Lodging concentration program prepares students for entry-level positions in hotels/lodging organizations, resorts, and includes skills in supervision and human relations.

This degree program contains one or more embedded certificates which will be automatically awarded when the certificate requirements are completed. If you do not want to receive the embedded certificate(s), please notify Registration & Student Records at studentrecords@sinclair.edu

Accreditation

The program is accredited by the Accreditation Commission on Programs in Hospitality Administration (ACPHA) and is also accredited by the Accreditation Council for Business Schools and Programs (ACBSP), both of which are specialized accreditations recognized by the Council on Higher Education Accreditation (CHEA).

Career Opportunities

The hospitality/tourism industry is the number one employer among service industries, and is fast becoming the largest single employment category of all industries worldwide. In the United States, hospitality accounts for a larger and ever growing portion of the country's Gross National Product. Right now, over half a million jobs in the hospitality industry go unfilled each year, and that number is likely to continue to grow as the food service industry grows. Top ranked hospitality professionals have almost unlimited possibilities for career satisfaction as front office supervisors, front office managers, concierges, owners of bed and breakfasts and team leaders at national resorts.

| | | |
|----------|--|---|
| | Language Elective | 3 |
| OTM | Arts & Humanities Elective | 3 |
| ACC 1100 | Small Business Accounting OR | 3 |
| ACC 1210 | Introduction to Financial Accounting | 3 |
| BIS 1120 | Introduction to Software Applications | 3 |
| COM 2206 | Interpersonal Communication | 3 |
| HMT 1105 | Introduction to the Hospitality & Tourism Industry | 2 |
| HMT 1107 | Sanitation & Safety | 2 |
| HMT 1125 | Beverage Management | 2 |
| HMT 1136 | Front Office Operations | 2 |
| HMT 1137 | Hospitality Industry Computer Systems | 2 |
| HMT 1138 | Managing Lodging Operations | 2 |
| HMT 1139 | Housekeeping Management | 2 |
| HMT 1141 | Destination Geography | 3 |
| HMT 1143 | Organization of the Travel Product | 3 |

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|----------|---|-----|
| HMT 1150 | Meeting & Event Planning | 3 |
| HMT 2225 | Hospitality & Tourism Supervision | 3 |
| HMT 2227 | Hospitality Marketing | 2 |
| HMT 2230 | Risk & Prevention Management | 2 |
| HMT 2291 | Hospitality Management & Tourism Cooperative Work Experience | 2 |
| HMT 2295 | Hospitality Management & Tourism Capstone | 3 |
| MRK 2225 | Sales Fundamentals | 3 |
| SOC 1145 | Introduction to Cultural Anthropology | 3 |
| ENG 1101 | English Composition I OR | |
| ENG 1131 | Business Writing | 3 |
| MAT 1120 | Business Mathematics OR | |
| MAT 1470 | College Algebra | 3-4 |

Hospitality Management & Tourism/Meeting & Event Planning

Program Code: HMTTM.S.AAS • Credit Hours: 63-64

Description

The Hospitality Management & Tourism Meeting & Event Planning program concentration prepares students for entry-level positions in hotels, resorts, convention and visitor centers, corporate centers, private clubs, and meeting and event operations.

This degree program contains one or more embedded certificates which will be automatically awarded when the certificate requirements are completed. If you do not want to receive the embedded certificate(s), please notify Registration & Student Records at studentrecords@sinclair.edu

Accreditation

The program is accredited by the Accreditation Commission on Programs in Hospitality Administration (ACPHA) and is also accredited by the Accreditation Council for Business Schools and Programs (ACBSP), both of which are specialized accreditations recognized by the Council on Higher Education Accreditation (CHEA).

Career Opportunities

The hospitality/tourism industry is the number one employer among service industries, and is fast becoming the largest single employment category of all industries worldwide. In the United States, hospitality accounts for a larger and ever growing portion of the country's Gross National Product. Right now, over half a million jobs in the hospitality industry go unfilled each year, and that number is likely to continue to grow as the food service industry grows. Top ranked hospitality professionals have almost unlimited possibilities for career satisfaction as meeting/event planners for corporate events, association/non-profit events, government events, special events and expositions and large-scale convention business.

| | | |
|----------|--|---|
| | Language Elective | 3 |
| OTM | Arts & Humanities Elective | 3 |
| ACC 1100 | Small Business Accounting OR | |
| ACC 1210 | Introduction to Financial Accounting | 3 |
| BIS 1120 | Introduction to Software Applications | 3 |
| COM 2206 | Interpersonal Communication | 3 |
| HMT 1105 | Introduction to the Hospitality & Tourism Industry | 2 |
| HMT 1107 | Sanitation & Safety | 2 |
| HMT 1110 | Menu Planning & Table Service Practicum | 3 |
| HMT 1125 | Beverage Management | 2 |

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***Please see your Academic Advisor for information on Ohio Transfer Module and other electives.**

| | | |
|----------|---|-----|
| HMT 1143 | Organization of the Travel Product | 3 |
| HMT 1150 | Meeting & Event Planning | 3 |
| HMT 1151 | Special Events, Expositions & Festivals | 3 |
| HMT 2215 | Hospitality Cost Controls | 3 |
| HMT 2225 | Hospitality & Tourism Supervision | 3 |
| HMT 2226 | Hospitality Purchasing & Negotiations | 3 |
| HMT 2227 | Hospitality Marketing | 2 |
| HMT 2230 | Risk & Prevention Management | 2 |
| HMT 2291 | Hospitality Management & Tourism Cooperative Work Experience | 2 |
| HMT 2295 | Hospitality Management & Tourism Capstone | 3 |
| MRK 2225 | Sales Fundamentals | 3 |
| SOC 1145 | Introduction to Cultural Anthropology | 3 |
| ENG 1101 | English Composition I OR | 3 |
| ENG 1131 | Business Writing | 3 |
| MAT 1120 | Business Mathematics OR | 3-4 |
| MAT 1470 | College Algebra | 3-4 |

Hospitality Management & Tourism/Tourism

Program Code: HMTTT.S.AAS • Credit Hours: 60-61

Description

The Hospitality Management & Tourism/Tourism Concentration prepares students for entry-level positions in hotels, meeting and convention centers, car rental agencies, airline and travel operators and tourism centers and includes skills in travel planning, booking travel for individuals and groups. A short-term certificate as an Airline Flight Attendant is embedded within this degree.

This degree program contains one or more embedded certificates which will be automatically awarded when the certificate requirements are completed. If you do not want to receive the embedded certificate(s), please notify Registration & Student Records at studentrecords@sinclair.edu.

Accreditation

The program is accredited by the Accreditation Commission on Programs in Hospitality Administration (ACPHA) and is also accredited by the Accreditation Council for Business Schools and Programs (ACBSP), both of which are specialized accreditations recognized by the Council on Higher Education Accreditation (CHEA).

Career Opportunities

The hospitality/tourism industry is the number one employer among service industries, and is fast becoming the largest single employment category of all industries worldwide. In the United States, hospitality accounts for a larger and ever growing portion of the country's Gross National Product. Right now, over half a million jobs in the hospitality industry go unfilled each year, and that number is likely to continue to grow as the food service industry grows. Top ranked hospitality professionals have almost unlimited possibilities for career satisfaction at car rental or travel agencies, tour operations, convention and visitors bureaus, hotels and the airline industry.

| | | |
|----------|--|---|
| OTM | Arts & Humanities Elective | 3 |
| | Language Elective | 3 |
| ACC 1100 | Small Business Accounting OR | 3 |
| ACC 1210 | Introduction to Financial Accounting | 3 |
| BIS 1120 | Introduction to Software Applications | 3 |
| AVT 1102 | Orientation to Inflight Services | 2 |
| AVT 1148 | Aircrew Emergency Management | 4 |
| AVT 1151 | Crew Survival & Rescue Techniques | 3 |
| AVT 2146 | Introduction to Airline Operations | 3 |
| COM 2206 | Interpersonal Communication | 3 |
| HMT 1105 | Introduction to the Hospitality & Tourism Industry | 2 |

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|----------|---|-----|
| HMT 1140 | Dimensions of Air Travel | 3 |
| HMT 1141 | Destination Geography | 3 |
| HMT 1143 | Organization of the Travel Product | 3 |
| HMT 1146 | Airline Travel Technology | 3 |
| HMT 2225 | Hospitality & Tourism Supervision | 3 |
| HMT 2227 | Hospitality Marketing | 2 |
| HMT 2291 | Hospitality Management & Tourism Cooperative Work Experience | 2 |
| HMT 2295 | Hospitality Management & Tourism Capstone | 3 |
| SOC 1145 | Introduction to Cultural Anthropology | 3 |
| ENG 1101 | English Composition I OR | |
| ENG 1131 | Business Writing | 3 |
| MAT 1120 | Business Mathematics OR | |
| MAT 1470 | College Algebra | 3-4 |

Interior Design

Program Code: IND.S.AAS Credit Hours: 65

Description

The program prepares students for careers in the creative, detail-oriented field of interior design. Students will develop the knowledge and technical skills necessary to design an interior. Developing floor plans and selecting and coordinating colors, floor and wall coverings are common tasks performed by interior designers. They also place furniture, fixture and cabinetry, and prepare drawings, cost estimates and contracts. Sustainability, building codes, the ADA and basic business practices are included, as well as the development of individual design portfolios.

Accreditation

Sinclair's Interior Design program is accredited by the National Association of Schools of Art and Design (NASAD).

Career Opportunities

Interior design graduates typically pursue careers as designers or consultants in design studios, architecture firms or commercial retailers. Some graduates choose to continue their education in design or a related field at a four-year institution.

| | | |
|----------|---|---|
| | Interior Design Elective | 3 |
| CAT 1101 | Architectural Drafting | 3 |
| COM 2206 | Interpersonal Communication | 3 |
| ENG 1101 | English Composition I | 3 |
| IND 1180 | History of Interior Design | 3 |
| IND 1230 | Residential Design | 4 |
| IND 1234 | Materials & Textiles | 3 |
| IND 1240 | Color Theory | 3 |
| IND 2130 | Non-Residential Design | 4 |
| IND 2135 | Rendering | 3 |
| IND 2140 | Sustainable Design | 4 |
| IND 2260 | Interior Design Portfolio | 4 |
| PSY 1100 | General Psychology | 3 |
| SCC 1101 | First Year Experience | 1 |
| VIS 1100 | Design Basics | 4 |
| VIS 1110 | Design Drawing | 4 |
| VIS 1140 | Design Processes I | 4 |
| ART 2231 | Art History: Renaissance through Contemporary Periods OR | |
| ART 2230 | Art History: Ancient through Medieval Periods | 3 |
| MAT 1120 | Business Mathematics OR | |
| MAT 1270 | Beginning Algebra | 3 |
| MRK 2145 | Principles of Retailing OR | |
| MRK 2225 | Sales Fundamentals | 3 |

Interior Design Electives

| | |
|----------|--------------------------|
| ART 1101 | 2-D Foundations |
| ART 1102 | 3-D Foundations |
| ART 1111 | Drawing I |
| ART 1141 | Introduction to Ceramics |
| ART 2235 | History of Photography |

***Please see your Academic Advisor for information on Ohio Transfer Module and other electives.**

Sinclair recognizes the important connection between student success and academic preparedness. Depending on placement scores and/or equivalent college course work, students may be required to complete developmental courses before enrolling in the college level courses of their program.

| | |
|----------|--|
| ART 2236 | History of Women Artists |
| ART 2237 | History of American Art |
| ART 2238 | History of African Art |
| ART 2265 | Digital Color Photography |
| CAT 1121 | Introduction to Revit (Preferred Elective) |
| CAT 1141 | Architectural Blueprint Reading |
| CAT 1201 | Construction Methods & Materials |
| IND 2297 | Special Topics |
| VIS 1180 | History of Design |
| VIS 1208 | Typography |
| VIS 1250 | Print Production |
| VIS 2270 | Design Internship |

Mechanical Engineering Technology

Program Code: MEGT.S.AAS • Credit Hours: 64

Description

The Mechanical Engineering Technology program provides the courses needed to begin a career as a technician in the engineering field. As a mechanical graduate, career options are open in a diverse number of fields and companies. Using state-of-the-art laboratory equipment, students will complete relevant and practical coursework taught by knowledgeable faculty. The courses are non-calculus based, and electives can tailor the degree to an individual's needs.

Accreditation

Accredited by Engineering Technology Accreditation Commission of ABET, Inc., www.abet.org

Career Opportunities

Graduates enter industry in entry-level positions doing conceptual design, systems engineering, manufacturing, or product research and development. Graduates who complete an ABET-accredited baccalaureate program are eligible to pursue registration as a professional engineer in many states by a process of national examination and documentation of experience.

| | | |
|----------|--|---|
| | Mechanical Engineering Technology Elective | 3 |
| OTM | Social & Behavioral Sciences Elective | 3 |
| CAM 1109 | Fundamentals of Tooling & Machining | 3 |
| COM 2211 | Effective Public Speaking | 3 |
| ENG 1101 | English Composition I | 3 |
| MAT 1580 | Precalculus | 5 |
| MET 1111 | Preparatory Math for Engineering Technology | 3 |
| MET 1161 | Software Tools for Engineering Technology | 1 |
| MET 1231 | Introduction to Drafting & Design using Inventor | 4 |
| MET 1241 | Principles of Engineering | 2 |
| MET 1281 | Engineering Design & Development | 2 |
| MET 1301 | SolidWorks Basics | 3 |
| MET 2101 | Thermodynamics | 3 |
| MET 2151 | Material Science | 3 |
| MET 2201 | Statics | 3 |
| MET 2251 | Strength of Materials | 3 |
| MET 2301 | Fluid Mechanics | 3 |
| MET 2351 | Dynamics | 3 |
| MET 2401 | Machine Design | 3 |
| MET 2711 | Ethics for Engineering Technology Professionals | 1 |
| MET 2780 | Mechanical Engineering Technology Capstone | 3 |
| PHY 1141 | College Physics I | 4 |

Mechanical Engineering Technology Electives

| | | |
|----------|--|--|
| MET 1151 | Guitar Manufacturing using Science, Technology, Engineering, & Mathematics (STEM) Concepts | |
| MET 1331 | NX (Unigraphics) Basics | |
| MET 1351 | Solid Edge Basics | |
| MET 1371 | CAD Concepts using AutoCAD | |
| MET 2700 | Mechanical Engineering Technology Internship | |
| PHY 1142 | College Physics II | |

Medical Assistant Technology

Program Code: MAS.S.AAS • Credit Hours: 60-61

Description

Medical assistants are multi-skilled professionals who assist physicians with the administrative and clinical aspects of patient care.

The Medical Assistant Technology program is designed to be completed in four (4) semesters on a full-time basis when the student begins the technical portion of the program. The degree program consists of open enrollment courses (general education and division specific) and program specific courses with limited enrollment. The open enrollment courses may be taken prior to entry into the limited enrollment courses. To qualify for entry to limited enrollment courses, please see the Applicant Information packet located on the webpage. A cumulative GPA of 2.0 is required, as well as a grade of C or higher in all program courses. The student will be required to complete 315 hours of unpaid practicum during their second year of the program.

Note: A complete physical examination and specific immunizations are required, at the student's expense, prior to enrolling in the practicum component of the curriculum.

The graduate is eligible to take the National Certification Examination to become a Certified Medical Assistant (CMA).

Accreditation

The Sinclair Community College's Medical Assistant Technology associate degree program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Medical Assisting Education Review Board (MAERB). Commission on Accreditation of Allied Health Education Programs: 1361 Park Street, Clearwater, FL 33756, (727) 210-2350

Career Opportunities

Currently Medical Assistant Technology is one of the fastest growing occupations in the United States. Options for individuals seeking medical services and treatment: urgent care, surgicare and ambulatory care centers, as well as health maintenance organizations (HMO's), multi-physician group practices and medical specialty clinics have opened new career opportunities.

Program Prerequisite(s)

ALH 1101 *Introduction to Healthcare Delivery AND*
 SCC 1101 *First Year Experience AND*
 BIO 1121 *Human Anatomy & Physiology I AND*
 MAT 1130 *Allied Health Mathematics*

| | | |
|----------|---------------------------------------|-----|
| | Medical Assistant Technology Elective | 3 |
| ALH 1101 | Introduction to Healthcare Delivery | 2 |
| ALH 1140 | Fundamentals of Disease Processes | 3 |
| ALH 2201 | Survey of Drug Therapy OR | |
| ALH 2202 | Pharmacology | 2-3 |
| BIO 1121 | Human Anatomy & Physiology I | 3 |
| BIO 1222 | Human Anatomy & Physiology II | 3 |
| COM 2206 | Interpersonal Communication | 3 |
| ENG 1101 | English Composition I | 3 |
| HIM 1101 | Medical Terminology | 2 |
| HIM 1201 | Introductory Medical Office Coding | 4 |
| MAS 1101 | Introduction to Medical Assisting | 3 |
| MAS 1102 | Clinical Medical Assisting I | 3 |
| MAS 1103 | Clinical Medical Assisting II | 4 |
| MAS 1110 | Administrative Medical Assisting I | 2 |
| MAS 2201 | Clinical Medical Assisting III | 4 |
| MAS 2202 | Medical Assisting Capstone | 1 |
| MAS 2210 | Medical Billing Specialist | 2 |
| MAS 2221 | MAS Practicum II | 3 |
| MAS 2220 | MAS Practicum I | 3 |
| MAT 1130 | Allied Health Mathematics | 3 |
| PSY 1100 | General Psychology | 3 |
| SCC 1101 | First Year Experience | 1 |

Medical Assistant Technology Electives

| | | |
|----------|---|--|
| ACC 1210 | Introduction to Financial Accounting | |
| BIO 2205 | Microbiology | |
| BIS 1120 | Introduction to Software Applications | |
| BIS 1221 | Specialized Computer Applications for Health Information Management | |
| BIS 1250 | Desktop Publishing Software | |
| BIS 2140 | Records Management | |
| CIS 2717 | A+ Certification IT Technician | |
| COM 2225 | Small Group Communication | |
| COM 2235 | Principles of Interviewing | |
| DIT 1108 | Nutrition for the Culinary Professional | |
| DIT 1111 | Nutrition for Health & Fitness | |
| DIT 1525 | Human Nutrition | |
| EMS 1100 | Emergency Medical Responder Lecture & Laboratory | |
| HIM 2262 | Advanced Medical Office Coding | |
| LAW 1101 | Business Law | |
| MAN 2110 | Introduction to Project Management | |
| MHT 1130 | Introduction to Addictive Illness | |
| PSY 1126 | Stress Management | |
| PSY 2180 | Psychology of Gender | |
| PSY 2200 | Lifespan Human Development | |
| PSY 2205 | Child Development | |
| PSY 2206 | Adolescent & Adult Development | |
| PSY 2228 | Psychology in the Workplace | |
| SOC 1101 | Introduction to Sociology | |
| SOC 1108 | Appalachian Families | |
| SOC 1160 | Sociology of Aging | |
| SOC 1216 | Sociology of Human Sexuality | |
| SWK 2207 | Cultural Competence in a Diverse World | |

*Please see your Academic Advisor for information on Ohio Transfer Module and other electives.

Sinclair recognizes the important connection between student success and academic preparedness. Depending on placement scores and/or equivalent college course work, students may be required to complete developmental courses before enrolling in the college level courses of their program.

Mental Health Technology

Program Code: MHT.S.AAS • Credit Hours: 70

Description

The Mental Health Technology program prepares entry-level human service workers as members of a professional team under clinical supervision. Duties may include client interviewing, crisis intervention and advocacy, activity therapy, group leadership and case management. The Mental Health Technology program can be completed on a full-time or part-time basis with day and evening options available. If enrolled full-time, it is designed to be completed in five (5) semesters. It consists of open enrollment courses (general education and division specific) and program specific courses with limited enrollment. The open enrollment courses may be taken prior to entry into the limited enrollment courses. To qualify for entry to limited enrollment courses, please see the Applicant Information packet located on the webpage. A cumulative GPA of 2.0 is required, as well as an informational interview during or after MHT 1101. A grade of C or higher is required in all program courses. The practicum portion of the curriculum provides more than 420 hours of supervised clinical experience.

Accreditation

Mental Health Technology is accredited with the Council for Standards in Human Service Education since 1984.

Career Opportunities

Graduates are eligible for registration by the Ohio Counselor, Social Worker, Marriage and Family Therapist Board as a Social Work Assistant.

| | | |
|----------|--|---|
| | Mental Health Technology Elective | 3 |
| OTM | Arts & Humanities Elective | 3 |
| ALH 1101 | Introduction to Healthcare Delivery | 2 |
| BIO 1107 | Human Biology | 3 |
| ENG 1101 | English Composition I | 3 |
| ENG 1201 | English Composition II | 3 |
| MAT 1120 | Business Mathematics | 3 |
| MHT 1101 | Introduction to Human Services & Behavioral Health | 2 |
| MHT 1130 | Introduction to Addictive Illness | 3 |
| MHT 1200 | Social Casework | 2 |
| MHT 1201 | Interviewing Skills | 3 |
| MHT 1203 | Professional Documentation | 1 |
| MHT 2105 | Psychosocial Methods | 3 |
| MHT 2111 | Group Dynamics I | 3 |
| MHT 2121 | Practicum I | 5 |
| MHT 2211 | Group Dynamics II | 3 |
| MHT 2222 | Practicum II | 5 |
| MHT 2245 | Mental Health & the Family | 3 |
| PSY 1100 | General Psychology | 3 |
| PSY 2217 | Abnormal Psychology | 3 |
| SOC 1101 | Introduction to Sociology | 3 |

| | | |
|----------|--|---|
| COM 2206 | Interpersonal Communication OR | |
| COM 2211 | Effective Public Speaking | 3 |
| MHT 2232 | Community Support OR | |
| MHT 2239 | Dual Diagnosis | 2 |
| PSY 1160 | African American Psychology OR | |
| SOC 2215 | Race & Ethnicity OR | |
| SWK 2207 | Cultural Competence in a Diverse World | 3 |

Mental Health Technology Electives

| | |
|----------|---|
| MHT 1155 | Administration of Activity Programming I |
| MHT 1236 | Assessment & Diagnosis of Substance Use Disorders |
| MHT 1256 | Administration of Activity Programming II |
| MHT 2137 | Treatment Techniques in Substance Use Disorders |
| MHT 2138 | Ethical Issues in Behavioral Healthcare |
| MHT 2232 | Community Support |
| MHT 2239 | Dual Diagnosis |
| MHT 2250 | Child & Adolescent Mental Health |
| MHT 2252 | Issues in Behavioral Health |
| MHT 2253 | Issues in Chemical Dependency |
| MHT 2297 | Special Topics |

Mental Health Technology/ Chemical Dependency

Program Code: MHTCD.S.AAS • Credit Hours: 73

Description

The Mental Health Technology/Chemical Dependency program prepares entry-level workers for employment working on a professional team with clinical supervision in a chemical dependency treatment setting. Graduates of this program work directly with a diverse group of clients. The program can be completed on a full-time or part-time basis with day and evening options available. If enrolled full-time, it is designed to be completed in five (5) semesters. It consists of open enrollment courses (general education and division specific) and program specific courses with limited enrollment. The open enrollment courses may be taken prior to entry into the limited enrollment courses. Second-year practicum hours can be submitted toward partial employment requirements of the Ohio Chemical Dependency Professionals Board (OCDP). To qualify for entry to limited enrollment courses, please see the Applicant Information packet located on the webpage. A cumulative GPA of 2.0 is required, as well as an informational interview during MHT 1101. A grade of C or higher is required in all program courses. The practicum portion of the curriculum provides 420 hours of supervised experience.

Career Opportunities

Graduates are hired into entry-level positions as Chemical Dependency Counselor Assistants (CDCA).

Program Prerequisite(s)

Approval of Department

| | | |
|----------|---|---|
| OTM | Arts & Humanities Elective | 3 |
| ALH 1101 | Introduction to Healthcare Delivery | 2 |
| BIO 1107 | Human Biology | 3 |
| ENG 1101 | English Composition I | 3 |
| ENG 1201 | English Composition II | 3 |
| MAT 1120 | Business Mathematics | 3 |
| MHT 1101 | Introduction to Human Services & Behavioral Health | 2 |
| MHT 1130 | Introduction to Addictive Illness | 3 |
| MHT 1200 | Social Casework | 2 |
| MHT 1201 | Interviewing Skills | 3 |
| MHT 1203 | Professional Documentation | 1 |
| MHT 1236 | Assessment & Diagnosis of Substance Use Disorders | 3 |
| MHT 2105 | Psychosocial Methods | 3 |
| MHT 2111 | Group Dynamics I | 3 |
| MHT 2121 | Practicum I | 5 |
| MHT 2137 | Treatment Techniques in Substance Use Disorders | 3 |

| | | |
|----------|---|---|
| MHT 2138 | Ethical Issues in Behavioral Healthcare | 2 |
| MHT 2211 | Group Dynamics II | 3 |
| MHT 2222 | Practicum II | 5 |
| MHT 2235 | Family Dynamics of Addiction | 3 |
| PSY 1100 | General Psychology | 3 |
| PSY 2217 | Abnormal Psychology | 3 |
| SOC 1101 | Introduction to Sociology | 3 |
| COM 2206 | Interpersonal Communication OR | |
| COM 2211 | Effective Public Speaking | 3 |
| PSY 1160 | African American Psychology OR | |
| SOC 2215 | Race & Ethnicity OR | |
| SWK 2207 | Cultural Competence in a Diverse World | 3 |

***Please see your Academic Advisor for information on Ohio Transfer Module and other electives.**

Sinclair recognizes the important connection between student success and academic preparedness. Depending on placement scores and/or equivalent college course work, students may be required to complete developmental courses before enrolling in the college level courses of their program.

Nursing

Program Code: NUR.S.AAS • **Credit Hours:** 65

Description

The Nursing program prepares students to meet the health needs of a diverse population in a variety of dynamic community environments. The curriculum is divided among nursing theory, nursing clinical practice, general education and the sciences, where students participate in classroom activities and clinical experiences. Graduates of the program are eligible to take the NCLEX-RN for licensure.

The Nursing program is designed to be completed in five (5) semesters on a full-time basis. The curriculum may be taken on a part time basis, but the nursing courses must be taken in sequence. This degree program consists of open enrollment courses (general education and division specific) and program specific courses with limited enrollment. The open enrollment courses may be taken prior to entry into the limited enrollment courses. To qualify for entry to limited enrollment courses, please see the Applicant Information packet located on the webpage. A cumulative GPA of 2.5 is required to qualify for entry to limited enrollment courses. A grade of C or higher in all program courses and an overall GPA of 2.0 is required to continue in this course of study.

Advanced Placement for LPNs:

Sinclair offers an advance placement into the nursing program for qualified Licensed Practical Nurses (LPNs). After successful completion of the LPN Transition course (NSG 1500) ALH 1101, NSG 1200, 1400, and 1450, and the science elective (either BIO 2205 or CHE 1111) will be waived. Those students will continue to NSG 1600/1650. For more information, contact the Academic Advising Center at (937) 512-3700.

Accreditation

The Associate Degree Nursing (ADN) program is accredited by the Accreditation Commission for Education in Nursing, Inc. (ACEN), 3343 Peachtree Road NE, Suite 850, Atlanta, GA 30326, (404) 975-5000, and approved by the State of Ohio Board of Nursing.

Career Opportunities

Registered nurses have a variety of employment opportunities. Workplace settings may include hospitals, extended care and long-term care facilities, rehabilitation programs, physicians' offices, home health agencies and various types of clinics and outpatient services.

Program Prerequisite(s): Approval of Department

| | | |
|----------|--|---|
| ALH 1101 | Introduction to Healthcare Delivery AND | |
| BIO 1141 | Principles of Anatomy & Physiology I AND | |
| ENG 1101 | English Composition I AND | |
| MAT 1130 | or any higher level math course | |
| | Restricted to Majors | |
| ALH 1101 | Introduction to Healthcare Delivery | 2 |
| ALH 2202 | General Pharmacology | 3 |
| BIO 1141 | Principles of Anatomy & Physiology I | 4 |
| BIO 1242 | Principles of Anatomy & Physiology II | 4 |
| BIO 2205 | Microbiology OR | |
| CHE 1111 | Introduction to Chemistry I | 4 |
| COM 2206 | Interpersonal Communication | 3 |
| ENG 1101 | English Composition I | 3 |
| MAT 1130 | Allied Health Mathematics | 3 |
| NSG 1200 | Introduction to Nursing | 1 |
| NSG 1400 | Health & Illness I: Foundational Concepts in Nursing | 7 |
| NSG 1450 | Professional Nursing I: Introduction to the Role of the Professional Nurse | 2 |
| NSG 1600 | Health & Illness II: Health & Wellness Concepts | 7 |
| NSG 1650 | Professional Nursing II: Healthcare System Concepts | 2 |
| NSG 2400 | Health & Illness III: Health & Wellness Concepts | 7 |
| NSG 2450 | Professional Nursing III: Leadership & Management of Care | 2 |
| NSG 2600 | Concept Synthesis | 8 |
| PSY 1100 | General Psychology | 3 |

Occupational Therapy Assistant

Program Code: OTA.S.AAS • Credit Hours: 73

Description

Occupational therapy assistants, under the supervision of occupational therapists, provide services to individuals whose abilities to cope with daily tasks are threatened or impaired by developmental deficits, aging, injury or illness. They help people prevent, lessen, or overcome physical and mental disabilities so that they are able to function independently. The program includes extensive clinical training that must be finished within 12 months of completion of the academic course work. A grade of C or higher is required in all program courses to remain in the program.

The Occupational Therapy Assistant program is designed to be completed in six (6) semesters on a full-time basis, when the student begins the technical portion of the program. This degree program consists of open enrollment courses (general education and division specific) and program specific courses with limited enrollment. The open enrollment courses may be taken prior to entry into the limited enrollment courses. To qualify for entry to limited enrollment courses, please see the Applicant Information packet located on the webpage. A cumulative GPA of 2.5 is required.

This degree program contains one or more embedded certificates which will be automatically awarded when the certificate requirements are completed. If you do not want to receive the embedded certificate(s), please notify Registration and Student Records at studentrecords@sinclair.edu

Accreditation

The Occupational Therapy Assistant program is accredited by the Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association (AOTA), located at 4720 Montgomery Lane, PO Box 31220, Bethesda, MD 20824-1220. AOTA's telephone number is (301) 652-2682. www.acoteonline.org

Career Opportunities

Occupational therapy is a health care field in which the demand for personnel continues to increase. There are not enough qualified personnel to fill the demand. Occupational therapy assistants work in hospitals, clinics, schools, nursing facilities, group homes, home health agencies and rehabilitation centers.

Program Prerequisite(s)

| | | |
|----------|--|---|
| ALH 1101 | Introduction to Healthcare Delivery AND | |
| BIO 1107 | Human Biology AND | |
| OTA 1101 | Introduction to Occupational Therapy Assistant AND | |
| | Completion of Test of Essential Academic Skills (TEAS) | |
| OTM | Arts & Humanities Elective | 3 |
| ALH 1101 | Introduction to Healthcare Delivery | 2 |
| BIO 1107 | Human Biology | 3 |
| BIS 1120 | Introduction to Software Applications | 3 |
| COM 2206 | Interpersonal Communication | 3 |
| ENG 1101 | English Composition I | 3 |
| HIM 1101 | Medical Terminology | 2 |
| MAT 1130 | Allied Health Mathematics | 3 |
| OTA 1101 | Introduction to Occupational Therapy Assistant | 2 |
| OTA 1201 | The Process of Development | 2 |
| OTA 1202 | Functional Anatomy | 3 |
| OTA 1251 | Developmental Lab | 3 |
| OTA 1261 | Directed Practice I | 3 |
| OTA 1301 | Disease Processes | 2 |
| OTA 1302 | Cultural Competency | 2 |
| OTA 1351 | Evaluation Techniques | 3 |
| OTA 1361 | Directed Practice II | 3 |
| OTA 2401 | Treatment Approaches | 2 |
| OTA 2451 | Treatment Techniques I | 3 |
| OTA 2461 | Clinical Practicum I | 3 |
| OTA 2551 | Treatment Techniques II | 2 |
| OTA 2560 | Clinical Affiliation I | 2 |
| OTA 2561 | Clinical Issues I | 1 |
| OTA 2662 | Clinical Affiliation II | 2 |
| OTA 2663 | Clinical Issues II | 1 |
| OTA 2501 | Occupational Therapy Assistant Capstone | 2 |
| PSY 1100 | General Psychology | 3 |
| SCC 1101 | First Year Experience | 1 |
| SOC 1101 | Introduction to Sociology | 3 |
| SOC 2215 | Race & Ethnicity | 3 |

*Please see your Academic Advisor for information on Ohio Transfer Module and other electives.

Sinclair recognizes the important connection between student success and academic preparedness. Depending on placement scores and/or equivalent college course work, students may be required to complete developmental courses before enrolling in the college level courses of their program.

Operations Technology

Program Code: OPT.S.AAS • Credit Hours: 69

Description

The Operations Technology program prepares individuals for leadership roles in the operations of business, industry and service organizations by providing them with the modern tools of today's high technology workplace. Students learn analysis, continuous improvement, quality assurance and problem solving techniques that can be applied toward financial, health care, manufacturing and service/retail fields. In addition to their associate degree, graduates earn a Six Sigma Green Belt certification. Have an opportunity to become an ASQ Certified Quality Improvement Associate, become an ISO internal auditor, and are awarded an OSHA 10-hour card. Students take part in lecture-lab structured courses and hands-on demonstrations of course principles assuring student will gain practical knowledge as well as the fundamentals. Those who wish to further their studies may transfer to the best four-year colleges and universities.

This degree program contains one or more embedded certificates which will be automatically awarded when the certificate requirements are completed. If you do not want to receive the embedded certificate(s), please notify Registration & Student Records at studentrecords@sinclair.edu

Accreditation

Accredited by Engineering Technology Accreditation Commission of ABET, Inc., www.abet.org

Career Opportunities

Students can get jobs that range from Management Engineering Technology, Quality Control Technicians and related jobs. Those who wish to further their studies may transfer to the best four year colleges and universities.

| | | |
|----------|---|---|
| | Operations Technology Elective | 3 |
| OTM | Arts & Humanities Elective | 3 |
| ENG 1101 | English Composition I | 3 |
| MAT 1280 | Technical Mathematics I | 4 |
| MET 2711 | Ethics for Engineering Technology Professionals | 1 |
| OPT 1101 | Introduction to Operations | 3 |
| OPT 1110 | Operations Work Measurement & Ergonomics | 3 |
| OPT 1112 | World Class Quality Systems & Procedures | 4 |
| OPT 1125 | World Class Operations | 3 |
| OPT 1126 | Supervision, Team Leadership & Project Management | 3 |
| OPT 1130 | Lean Operations | 3 |
| OPT 1198 | Excel for Engineering Technology | 1 |
| OPT 2201 | Statistical Process Control | 3 |

| | | |
|----------|--|---|
| OPT 2205 | Manufacturing Processes | 3 |
| OPT 2206 | Value Analysis | 2 |
| OPT 2207 | Operations Systems Analysis | 3 |
| OPT 2208 | Engineering Technology Economics & Cost Analysis | 3 |
| OPT 2216 | Facilities Planning | 3 |
| OPT 2223 | Quality Systems & Auditing | 2 |
| OPT 2240 | Six Sigma: Green Belt | 3 |
| OPT 2251 | Supply Chain Operations & Logistics | 3 |
| OPT 2780 | Operations Technology Capstone | 3 |
| PHY 1106 | Physics for Technology | 3 |
| SCC 1101 | First Year Experience | 1 |
| COM 2206 | Interpersonal Communication OR | |
| COM 2211 | Effective Public Speaking | 3 |

Operations Technology Electives

| | | |
|----------|--|--|
| OPT 1136 | Plastics & Composites | |
| OPT 2211 | Industrial Risk Management | |
| OPT 2221 | Quality Assurance | |
| OPT 2225 | Design & Process Failure Mode & Effects Analyses | |
| OPT 2267 | Quality Certification Review | |

Operations Technology/ Industrial Engineering Technology

Program Code: OPTIO.S.AAS • **Credit Hours:** 69

Description

The Industrial Engineering Technology (IET) option of the Operations Technology program prepares individuals for leadership roles in the operations of business, industry and service organizations with a special emphasis on IET skills. Students learn analysis, continuous improvement, quality assurance and problem solving techniques that can be applied toward financial, health care, manufacturing and service/retail fields. In addition to their associate degree, graduates earn a Six Sigma Green Belt certification, become an ISO internal auditor, and are awarded an OSHA 10-hour card. Students take part in lecture-lab structured courses and hands-on demonstrations of course principles, assuring that they will gain practical knowledge as well as the fundamentals. Those who wish to further their studies may transfer to the best four-year colleges and universities.

This degree program contains one or more embedded certificates which will be automatically awarded when the certificate requirements are completed. If you do not want to receive the embedded certificate(s), please notify Registration & Student Records at studentrecords@sinclair.edu

Accreditation

Accredited by Engineering Technology Accreditation Commission of ABET, Inc., www.abet.org

Career Opportunities

Graduates are employed as Industrial Engineering Technicians, Quality Control Technicians, Production Supervisors, Continuous Improvement Specialists and similar positions. Those who wish to further their studies may transfer to the best four-year colleges and universities.

| | | |
|----------|---|---|
| OTM | Social & Behavioral Sciences Elective | 3 |
| OTM | Arts & Humanities Elective | 3 |
| ENG 1101 | English Composition I | 3 |
| MAT 1280 | Technical Mathematics I | 4 |
| MAT 1290 | Technical Mathematics II | 4 |
| MET 2711 | Ethics for Engineering Technology Professionals | 1 |
| OPT 1101 | Introduction to Operations | 3 |
| OPT 1110 | Operations Work Measurement & Ergonomics | 3 |
| OPT 1112 | World Class Quality Systems & Procedures | 4 |
| OPT 1125 | World Class Operations | 3 |
| OPT 1130 | Lean Operations | 3 |
| OPT 1198 | Excel for Engineering Technology | 1 |

| | | |
|----------|---|---|
| OPT 2206 | Value Analysis | 2 |
| OPT 2240 | Six Sigma: Green Belt | 3 |
| OPT 1126 | Supervision, Team Leadership & Project Management | 3 |
| OPT 2201 | Statistical Process Control | 3 |
| OPT 2205 | Manufacturing Processes | 3 |
| OPT 2207 | Operations Systems Analysis | 3 |
| OPT 2208 | Engineering Technology Economics & Cost Analysis | 3 |
| OPT 2216 | Facilities Planning | 3 |
| OPT 2780 | Operations Technology Capstone | 3 |
| PHY 1141 | College Physics I | 4 |
| SCC 1101 | First Year Experience | 1 |
| COM 2206 | Interpersonal Communication OR | |
| COM 2211 | Effective Public Speaking | 3 |

*Please see your Academic Advisor for information on Ohio Transfer Module and other electives.

Sinclair recognizes the important connection between student success and academic preparedness. Depending on placement scores and/or equivalent college course work, students may be required to complete developmental courses before enrolling in the college level courses of their program.

Operations Technology/ Manufacturing

Program Code: OPTMO.S.AAS • Credit Hours: 69

Description

The Manufacturing Option of the Operations Technology program prepares individuals for leadership roles in the operations of business, industry and service organizations with a special emphasis on manufacturing skills.

Students learn analysis, continuous improvement, quality assurance and problem solving techniques that can be applied toward financial, health care, manufacturing and service/retail fields. In addition to their associate degree, graduates earn a Six Sigma Green Belt certification, become an ISO internal auditor, and are awarded an OSHA 10-hour card. Students take part in lecture-lab structured courses and hands-on demonstrations of course principles, assuring that they will gain practical knowledge as well as the fundamentals. Those who wish to further their studies may transfer to the best four-year colleges and universities.

This degree program contains one or more embedded certificates which will be automatically awarded when the certificate requirements are completed. If you do not want to receive the embedded certificate(s), please notify Registration & Student Records at studentrecords@sinclair.edu

Career Opportunities

Career opportunities include Process Engineering Technologists, Quality Technicians, Manufacturing Engineering Technologists and Production Supervisors. Students are prepared to enter the job market or continue their education at the best four-year colleges and universities.

| | | |
|----------|---|---|
| OTM | Arts & Humanities Elective | 3 |
| ENG 1101 | English Composition I | 3 |
| MAT 1280 | Technical Mathematics I | 4 |
| MAT 1290 | Technical Mathematics II | 4 |
| MET 1371 | CAD Concepts using AutoCAD | 3 |
| MET 2711 | Ethics for Engineering Technology Professionals | 1 |
| OPT 1101 | Introduction to Operations | 3 |
| OPT 1100 | Tooling & Machining Metrology | 2 |
| OPT 1110 | Operations Work Measurement & Ergonomics | 3 |
| OPT 1112 | World Class Quality Systems & Procedures | 4 |
| OPT 1113 | Coordinate Measurement | 3 |
| OPT 1125 | World Class Operations | 3 |
| OPT 1126 | Supervision, Team Leadership & Project Management | 3 |
| OPT 1130 | Lean Operations | 3 |
| OPT 1198 | Excel for Engineering Technology | 1 |

| | | |
|----------|--------------------------------|---|
| OPT 2201 | Statistical Process Control | 3 |
| OPT 2205 | Manufacturing Processes | 3 |
| OPT 2207 | Operations Systems Analysis | 3 |
| OPT 2216 | Facilities Planning | 3 |
| OPT 2240 | Six Sigma: Green Belt | 3 |
| OPT 2780 | Operations Technology Capstone | 3 |
| PHY 1141 | College Physics I | 4 |
| SCC 1101 | First Year Experience | 1 |
| COM 2206 | Interpersonal Communication OR | |
| COM 2211 | Effective Public Speaking | 3 |

Paralegal

Program Code: PAR.S.AAS • Credit Hours: 65

Description

The Paralegal program educates students with practical assignments in a simulated law office environment. All student work models the professional, ethical and technology concepts they will use in the legal field. Student learning is supported by experienced paralegals who serve as team teachers. All paralegal students are required to complete an attorney-supervised internship for hands-on experience using their paralegal skills.

Classes are taught in a simulated law office environment that makes current practices and technology available to students. All full-time faculty in the Paralegal program are licensed attorneys. Legal research is conducted by students both online and in professional law libraries. All students produce a personal portfolio of their legal work and benefit from an internship experience under the supervision of a licensed attorney.

A grade point average of 2.0 is required to enter the Paralegal program. A grade of C is required in all PAR courses. An overall grade point average of at least 2.0 is required to continue in the program, and is required for graduation.

Accreditation

The Paralegal Program is approved by the American Bar Association, and fully accredited by the Association of Collegiate Business Schools and Programs, a specialized accreditation recognized by the Council on Higher Education Accreditation. All full-time faculty in the Paralegal Program are licensed attorneys. Sinclair is accredited by The Higher Learning Commission of the North Central Association of Colleges and Schools. Programs of study are approved by the Ohio Board of Regents. Completion of the Paralegal Program does not authorize a graduate to practice law as an attorney, or to give legal advice.

Career Opportunities

Graduates may find work in large and small law firms, the business world, courts and government agencies. Under the supervision of a lawyer, a professional paralegal may perform such interesting duties as investigating cases, interviewing clients and witnesses, preparing legal documents and legal research. These responsibilities are carried out in a variety of legal fields, such as criminal law, probate, family law, litigation and real estate.

| | | |
|----------|--------------------------------------|---|
| | Paralegal Elective | 6 |
| OTM | Arts & Humanities Elective | 3 |
| ACC 1210 | Introduction to Financial Accounting | 3 |
| BIS 1120 | Software Applications | 3 |
| COM 2206 | Interpersonal Communication | 3 |
| ENG 1101 | English Composition I | 3 |
| ENG 1199 | Textual Editing | 3 |
| ENG 1201 | English Composition II | 3 |
| LAW 1101 | Business Law | 3 |
| MAT 1120 | Business Mathematics | 3 |
| PAR 1101 | Paralegal Principles | 3 |
| PAR 1102 | Legal Technology | 1 |
| PAR 1103 | Litigation | 3 |
| PAR 1201 | Legal Research & Writing | 3 |
| PAR 1202 | Advanced Legal Technology | 1 |
| PAR 1203 | Advanced Litigation | 3 |
| PAR 1204 | Real Estate Law | 3 |
| PAR 2301 | Advanced Legal Research & Writing | 3 |
| PAR 2302 | Family Law | 3 |
| PAR 2303 | Probate Law | 3 |
| PAR 2401 | Paralegal Internship | 3 |
| PSY 1100 | General Psychology OR | |
| SOC 1101 | Introduction to Sociology | 3 |

Paralegal Electives

| | | |
|----------|---------------------------|--|
| LAW 1102 | Consumer Law | |
| LAW 1103 | Domestic Violence | |
| PAR 2503 | Intellectual Property | |
| PAR 2505 | Criminal Law | |
| PAR 2506 | Business Organizations | |
| PAR 2507 | Legal Interviewing Skills | |
| PAR 2508 | Appellate Procedure | |
| PAR 2510 | Criminal Law | |
| PAR 2511 | Online Legal Research | |

***Please see your Academic Advisor for information on Ohio Transfer Module and other electives.**

Physical Therapist Assistant

Program Code: PTA.S.AAS • Credit Hours: 70

Description

Physical Therapist Assistants (PTA), under the direction and supervision of a Physical Therapist (PT), implement treatment interventions, collect data related to the intervention and progress the treatment plan established by the PT in order to meet the goals of the patient/client.

The Physical Therapist Assistant program is designed to be completed in four (4) semesters on a full-time basis when the student begins the technical portion of the program. The degree program consists of open enrollment courses (general education and division specific) and program specific courses with limited enrollment. The open enrollment courses may be taken prior to entry into the limited enrollment courses. The PTA program adheres to a competitive selection process for entry to the limited enrollment courses. To qualify for entry to limited enrollment courses, please see the Applicant Information packet located on the webpage. Students must complete all of the prerequisites and maintain a cumulative GPA of 2.5 for entry into the limited enrollment courses. A grade of C or higher is required in all program courses, and the PTA courses must be taken in sequence.

Accreditation

The PTA Program is accredited by the Commission on Accreditation in Physical Therapy Education. Current program accreditation status is available at www.sinclair.edu/academics/lhs/departments/pta/currentaccreditation/index.cfm

Career Opportunities

Graduates, once licensed by the State of Ohio, work either full- or part-time under the supervision of a Physical Therapist in a variety of practice environments, such as out-patient clinics, rehabilitation units in hospitals or nursing homes, assisted living, home health or school-based programs.

Program Prerequisite(s)

| | | |
|----------|--|---|
| ALH 1101 | Introduction to Healthcare Delivery AND | |
| BIO 1121 | Human Anatomy & Physiology I AND | |
| HIM 1101 | Medical Terminology AND | |
| PHY 1106 | Physics for Technology AND | |
| PTA 1106 | Introduction to Physical Therapy | |
| OTM | Arts & Humanities Elective | 3 |
| ALH 1101 | Introduction to Healthcare Delivery | 2 |
| ALH 2220 | Pathophysiology | 3 |
| BIO 1121 | Human Anatomy & Physiology I | 3 |
| BIO 1222 | Human Anatomy & Physiology II | 3 |
| ENG 1101 | English Composition I | 3 |
| HIM 1101 | Medical Terminology | 2 |
| MAT 1270 | Beginning Algebra | 3 |
| PHY 1106 | Physics for Technology | 3 |
| PTA 1106 | Introduction to Physical Therapy | 1 |
| PTA 1110 | Professional Issues I | 2 |
| PTA 1112 | Pathology for Physical Therapist Assistant | 3 |
| PTA 1116 | Anatomy & Kinesiology | 5 |
| PTA 1124 | Clinical Procedures I | 4 |
| PTA 1129 | Therapeutic Exercise | 3 |
| PTA 1144 | Therapeutic Foundations | 3 |
| PTA 2226 | Clinical Procedures II | 2 |
| PTA 2230 | Neuromuscular Rehabilitation | 4 |
| PTA 2238 | Musculoskeletal Rehabilitation | 2 |
| PTA 2211 | Clinical Practicum I | 2 |
| PTA 2221 | Seminar for Clinical Practicum I | 1 |
| PTA 2115 | Professional Issues II | 2 |
| PTA 2234 | Practice Management | 2 |
| PTA 2212 | Clinical Practicum II | 2 |
| PTA 2222 | Seminar for Clinical Practicum II | 1 |
| COM 2206 | Interpersonal Communication OR | |
| COM 2225 | Small Group Communication | 3 |
| SOC 1101 | Introduction to Sociology OR | |
| SOC 1145 | Introduction to Cultural Anthropology | 3 |

Radiologic Technology

Program Code: RAT.S.AAS • Credit Hours: 65

Description

As a specialized discipline within the radiologic science profession, radiographers perform medical imaging procedures to aid the physician in the diagnosis and treatment of injury and disease. Graduates will be eligible to apply for the national credentialing examination offered by the American Registry of Radiologic Technologists (ARRT). Successful completion of the ARRT credentialing examination simultaneously satisfies the Ohio Department of Health (ODH) Radiologic Licensure Program requirements.

The Radiologic Technology program is designed to be completed in five (5) semesters on a full-time basis when the student begins the technical portion of the program. The degree program consists of open enrollment courses (general education and division specific) and program specific courses with limited enrollment. The open enrollment courses may be taken prior to entry into the limited enrollment courses. To qualify for entry to limited enrollment courses, please see the Applicant Information packet located on the webpage. Completion of prerequisites and a cumulative GPA of 2.5 is required, as well as a grade of C or higher is required in all program courses.

Accreditation

The Radiologic Technology program is accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT), located at 20 N. Wacker Drive, Suite 2850, Chicago, IL 60606, www.jrcert.org

Career Opportunities

A career in Radiologic Technology can lead in many directions. Graduates may find employment in comprehensive hospitals, suburban or rural outpatient centers or physician offices. Completion of this associate degree program can also lead to additional educational opportunities such as higher degree programs in management, education, etc. and advanced imaging programs designed to prepare radiographers for specialization in imaging modalities such as Computed Tomography (CT), Magnetic Resonance Imaging (MRI), etc.

Program Prerequisite(s)

| | | |
|----------|---|---|
| ALH 1101 | Introduction to Healthcare Delivery AND | |
| BIO 1101 | Human Anatomy & Physiology I AND | |
| ENG 1101 | English Composition I AND | |
| HIM 1101 | Medical Terminology AND | |
| MAT 1470 | College Algebra AND | |
| RAT 1101 | Introduction to Radiologic Technology AND | |
| | Approval of Department | |
| ALH 1101 | Introduction to Healthcare Delivery | 2 |
| BIO 1121 | Human Anatomy & Physiology I | 3 |
| BIO 1222 | Human Anatomy & Physiology II | 3 |
| ENG 1101 | English Composition I | 3 |
| HIM 1101 | Medical Terminology | 2 |
| MAT 1470 | College Algebra | 4 |
| RAT 1101 | Introduction to Radiologic Technology | 2 |
| RAT 1111 | Clinical Practicum I | 1 |
| RAT 1121 | Radiographic Procedures I | 4 |
| RAT 1131 | Patient Care in Radiologic Technology | 3 |
| RAT 1212 | Clinical Practicum II | 2 |
| RAT 1222 | Radiographic Procedures II | 5 |
| RAT 1241 | Radiologic Sciences I | 3 |
| RAT 2413 | Clinical Practicum III | 3 |
| RAT 2415 | Radiographic Pathology | 3 |
| RAT 2423 | Radiographic Procedures III | 3 |
| RAT 2442 | Radiologic Sciences II | 4 |
| RAT 2514 | Clinical Practicum IV | 3 |
| RAT 2526 | Capstone in Radiologic Technology | 4 |
| RAT 2543 | Radiologic Sciences III | 2 |
| COM 2206 | Interpersonal Communication OR | |
| COM 2211 | Effective Public Speaking | 3 |
| PSY 1100 | General Psychology OR | |
| SOC 1101 | Introduction to Sociology | 3 |

*Please see your Academic Advisor for information on Ohio Transfer Module and other electives.

Sinclair recognizes the important connection between student success and academic preparedness. Depending on placement scores and/or equivalent college course work, students may be required to complete developmental courses before enrolling in the college level courses of their program.

Real Estate

Program Code: RES.S.AAS • **Credit Hours:** 61-62

Description

In the Real Estate degree program, students acquire a variety of skills in selling, marketing, leasing, buying, appraising, investing in and managing real property. Courses are offered which are required by the Ohio Division of Real Estate for persons taking the real estate sales examination. Students can select from three tracks: Real Estate Sales, Real Estate Investing or Property Management.

This degree program contains one or more embedded certificates which will be automatically awarded when the certificate requirements are completed. If you do not want to receive the embedded certificate(s), please notify Registration & Student Records at studentrecords@sinclair.edu

Accreditation

This program is fully accredited by the Association of Collegiate Business Schools and Programs (ACBSP), a specialized accreditation recognized by the Council on Higher Education Accreditation (CHEA). Sinclair is accredited by The Higher Learning Commission of the North Central Association of Colleges and Schools.

Career Opportunities

Employment opportunities include but are not limited to careers in property management, investing, appraising, abstracting, and real estate sales. According to the Bureau of Labor and Statistics, in 2012, the median pay for real estate brokers and sales agents was \$41,990 per year and for property manager the median pay was \$56,610. The employment in these areas is expected to grow 11-12% from 2012 to 2022.

| | | |
|----------|--------------------------------------|-----|
| OTM | Arts & Humanities Elective | 3 |
| ACC 1210 | Introduction to Financial Accounting | 3 |
| BIS 1120 | Introduction to Software Application | 3 |
| COM 2206 | Interpersonal Communication | 3 |
| FIN 2450 | Personal Finance | 3 |
| ECO 2180 | Principles of Microeconomics | 3 |
| LAW 1101 | Business Law | 3 |
| MAN 2150 | Management & Organizational Behavior | 3 |
| MAT 1120 | Business Mathematics | 3 |
| PLS 1232 | State & Local Government | 3 |
| RES 1101 | Real Estate Principles | 3 |
| RES 1102 | Real Estate Abstracting | 4 |
| RES 1201 | Real Estate Law | 3 |
| RES 1301 | Real Estate Finance | 1.5 |
| RES 1401 | Real Estate Appraisal | 1.5 |
| RES 1302 | Real Estate Investing | 3 |
| RES 1402 | Property Management | 2 |

| | | |
|----------|--|-----|
| RES 2170 | Real Estate Internship OR | |
| RES 2401 | Real Estate Capstone | 2 |
| ENG 1101 | English Composition I OR | |
| ENG 1131 | Business Writing | 3 |
| MRK 2135 | Digital Marketing AND | |
| MRK 2225 | Sales Fundamentals AND | |
| SOC 1101 | Introduction to Sociology OR | |
| CAT 1201 | Construction Methods & Materials AND | |
| CAT 2411 | Building Codes & Construction Law OR | |
| ACC 1220 | Introduction to Managerial Accounting AND | |
| CAT 1161 | Introduction to Civil & Architectural Technology AND | |
| SOC 1101 | Introduction to Sociology | 8-9 |

Respiratory Care

Program Code: RET.S.AAS • Credit Hours: 73

Description

Respiratory care practitioners are responsible for the prevention, treatment, management and rehabilitation of patients of all ages with deficiencies or abnormalities associated with the cardiopulmonary system. The Respiratory Care program is designed to be completed in six (6) semesters on a full-time basis. The degree program consists of open enrollment courses (general education and division specific) and program specific courses with limited enrollment. The open enrollment courses may be taken prior to entry into the limited enrollment courses. The Respiratory Care program adheres to a competitive selection process for entry to limited enrollment courses. To qualify for entry to limited enrollment courses, please see the Applicant Information packet located on the webpage. A cumulative GPA of 2.5 is required and an overall grade point average of at least 2.0 is necessary for continuance in the program and graduation.

Accreditation

This program is accredited by The Commission on Accreditation for Respiratory Care: 1248 Harwood Road, Bedford, TX 76021-4244, (817) 283-2835; Fax: (817) 354-8519; Web Page: www.coarc.com

Career Opportunities

Respiratory Care is a growing profession with opportunities for graduates to work with newborn, children, adult and geriatric patients in hospitals/acute care setting, long-term facilities, home care/durable medical equipment companies and physician offices.

Program Prerequisite(s)

| | | |
|----------|---|---|
| BIO 1107 | Human Biology AND | |
| CHE 1111 | Introduction to Chemistry I AND | |
| HIM 1101 | Medical Terminology AND | |
| MAT 1130 | Allied Health Mathematics AND | |
| RET 1100 | Introduction to Respiratory Care | |
| OTM | Arts & Humanities Elective | 3 |
| ALH 1101 | Introduction to Healthcare Delivery | 2 |
| BIO 1107 | Human Biology | 3 |
| CHE 1111 | Introduction to Chemistry I | 4 |
| COM 2206 | Interpersonal Communication | 3 |
| ENG 1101 | English Composition I | 3 |
| HIM 1101 | Medical Terminology | 2 |
| MAT 1130 | Allied Health Mathematics | 3 |
| PSY 1100 | General Psychology | 3 |
| RET 1100 | Introduction to Respiratory Care | 1 |
| RET 1101 | Respiratory Care Fundamentals I | 5 |
| RET 1102 | Lab for Respiratory Care Fundamentals I | 0 |

| | | |
|----------|---|---|
| RET 1124 | Cardiopulmonary Pharmacology | 2 |
| RET 1125 | Respiratory Care Sciences | 4 |
| RET 1201 | Respiratory Care Fundamentals II | 5 |
| RET 1202 | Lab for Respiratory Care Fundamentals II | 0 |
| RET 1203 | Respiratory Care Clinic I | 3 |
| RET 1205 | Cardiopulmonary Disease Processes | 3 |
| RET 1301 | Respiratory Care Fundamentals III | 3 |
| RET 1303 | Respiratory Care Clinic II | 1 |
| RET 2101 | Critical Care I | 5 |
| RET 2102 | Lab for Critical Care I | 0 |
| RET 2103 | Respiratory Care Clinic III | 3 |
| RET 2201 | Critical Care II | 4 |
| RET 2202 | Lab for Critical Care II | 0 |
| RET 2203 | Respiratory Care Clinic IV | 2 |
| RET 2204 | Respiratory Care Clinic V | 1 |
| RET 2220 | Respiratory Care Emergency Preparedness | 3 |
| RET 2222 | Lab for Respiratory Care Emergency Preparedness | 0 |
| RET 2250 | Pediatrics & Neonatology | 2 |

*Please see your Academic Advisor for information on Ohio Transfer Module and other electives.

Sinclair recognizes the important connection between student success and academic preparedness. Depending on placement scores and/or equivalent college course work, students may be required to complete developmental courses before enrolling in the college level courses of their program.

Surgical Technology

Program Code: SUT.S.AAS • Credit Hours: 71

Description

The Surgical Technology program at Sinclair Community College has been Commission on Accreditation of Allied Health Education Programs (CAAHEP) approved since 1998 and offers the opportunity to prepare for a career as a member of a surgical team.

A surgical technologist works together with the surgeon, registered nurse and anesthesiologist as a member of the surgical team. To ensure proper surgical case management, the surgical technologist prepares and passes all sterile instruments during the surgical procedure while maintaining the sterile field and anticipating the needs of the surgeon.

The surgical technologist helps to meet the needs of patients in the operating rooms of hospitals, ambulatory surgery centers, physician offices, diagnostic facilities and other agencies where surgery is performed.

The Surgical Technology program is designed to be completed in five (5) semesters on a full-time basis when a student begins the technical portion of the program. The degree program consists of open enrollment courses (general education and division specific) and program specific courses with limited enrollment. The open enrollment courses may be taken prior to entry into the limited enrollment courses. To qualify for entry to limited enrollment courses, please see the Applicant Information packet located on the webpage. A cumulative GPA of 2.5 is required, as well as a grade of C or higher in all program courses.

The program includes both didactic instruction and supervised clinical practice in all areas required by CAAHEP. Supervised clinical practice in area operating rooms include participating in procedures in general surgery, obstetrics and gynecology, ophthalmology, otorhinolaryngology, plastic surgery, urology, orthopedics, neurosurgery, thoracic surgery and cardiovascular and peripheral vascular surgery.

Accreditation

Accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP), Sinclair's surgical technology program provides students with the opportunity to work as a certified surgical technologist. In this program, students will be required to complete the academic classroom requirements, but will also have the opportunity to gain valuable supervised clinical

practice. As part of the curriculum, the students will rotate through the clinical affiliates as scheduled in the course sequence. The standard surgical rotation case requirements that students must achieve is 120 cases, following the AST Core Curriculum, 6th edition.

Career Opportunities

Employment may be found in hospital operating rooms, delivery rooms, endoscopy units, emergency departments, laboratories and many other settings where invasive therapeutic or diagnostic surgical procedures are performed.

Program Prerequisite(s)

BIO 1121 Human Anatomy & Physiology I AND
 BIO 1222 Human Anatomy & Physiology II AND
 BIO 2205 Microbiology

| | | |
|----------|---|---|
| | Surgical Technology Elective | 2 |
| OTM | Arts & Humanities Elective | 3 |
| ALH 1101 | Introduction to Healthcare Delivery | 2 |
| ALH 1140 | Fundamentals of Disease Processes | 3 |
| ALH 2201 | Survey of Drug Therapy | 1 |
| BIO 1121 | Human Anatomy & Physiology I | 3 |
| BIO 1222 | Human Anatomy & Physiology II | 3 |
| BIO 2205 | Microbiology | 4 |
| ENG 1101 | English Composition I | 3 |
| HIM 1101 | Medical Terminology | 2 |
| MAT 1130 | Allied Health Mathematics | 3 |
| PSY 1100 | General Psychology | 3 |
| SUT 1110 | Theory & Fundamentals | 5 |
| SUT 1117 | Laboratory for Theory & Fundamentals | 1 |
| SUT 1120 | The Surgical Process | 2 |
| SUT 1127 | Directed Practice for the Surgical Process | 4 |
| SUT 2110 | Surgical Procedures I | 2 |
| SUT 2117 | Directed Practice for Surgical Procedures I | 4 |
| SUT 2120 | Surgical Procedures II | 5 |
| SUT 2127 | Directed Practice Surgical Procedures II | 4 |
| SUT 2200 | Surgical Procedures III | 5 |
| SUT 2207 | Directed Practice for Surgical Procedures III | 4 |
| COM 2206 | Interpersonal Communication OR | |
| COM 2211 | Effective Public Speaking | 3 |

Surgical Technology Electives

| | |
|----------|---|
| ALH 1102 | Introduction to Basic Healthcare Practice |
| ALH 1110 | Principles of Electrocardiography |
| ALH 1113 | Clinical Phlebotomy |
| ALH 1115 | Specimen Processing |
| ALH 1120 | Nurse Aide Training |
| SUT 2297 | Special Topics |
| SUT 2300 | Surgical Technology Review |

Veterinary Technology

Program Code: VET.S.AAS • Credit Hours: 65-68

Description

The Associate of Applied Science degree in Veterinary Technology is designed to train Veterinary Technologists to assist Veterinarians in industry, medical centers, and animal hospitals. Careers such as these require trained professionals who have knowledge and skills in all aspects of veterinary medicine. This program provides training in animal husbandry and restraint, nursing, surgical preparation and techniques, drug administration, anesthesia, anatomy, laboratory techniques, and radiography. Preceptorships at various private practices and research institutions provide valuable on-the-job training.

The Veterinary Technology Program consists of open enrollment courses (general education and division specific) and program specific courses with limited enrollment. The open enrollment courses may be taken prior to entry into the limited enrollment courses. To be considered for entry to limited enrollment courses, please see the Applicant Information packet located on the webpage. A cumulative GPA of 2.5 is required, as well as a grade of C or higher in all program courses. Entry to the Veterinary Technology program's limited enrollment courses is based on a competitive selection process. Students wishing to pursue a baccalaureate degree and/or admission into a school of veterinary medicine should meet with an advisor and/or the program director for additional curriculum.

Career Opportunities

An Associate's Degree in Veterinary Technology can be helpful in many different paths, and will open many doors. A graduate from this program; once accredited; will be eligible to sit for the Veterinary Technician National Exam. Those graduates who pass this exam with a score of 75% or better will be eligible to register with the Ohio Veterinary Medical Licensing Board in order to practice within the State of Ohio. A registered veterinary technician, or RVT, is responsible for assisting the veterinarian in a general practice. His or her job duties may include, but are not limited to: performing dental cleanings and radiologic procedures; surgical and anesthetic assistance; diagnostic laboratory techniques; IV catheter placement; patient monitoring; inventory control; and office staff management. In addition,

this degree can be a stepping-stone to a 4-year degree at another institution, and eventually to Veterinary School (an additional 4-year program). It can also make you eligible to gain employment within a classroom or laboratory setting. RVTs are vital to the practice of veterinary medicine, and are in high-demand within the Dayton area at this time.

Program Prerequisite(s)

ALH 1101 Introduction to Healthcare Delivery AND
 BIO 1111 General Biology I OR
 BIO 1171 Principles of Biology I AND
 BIO 1211 General Biology II OR
 BIO 1272 Principles of Biology II AND
 BIO 2205 Microbiology AND
 CHE 1111 Introduction to Chemistry I OR
 CHE 1211 General Chemistry I AND
 ENG 1101 English Composition I AND
 HIM 1101 Medical Terminology
 MAT 1130 Allied Health Mathematics (or higher Algebra) AND
 VET 1100 Introduction to Animal Sciences OR
 Approval of Department

(VET 1100 will be waived if work in vet hospital or graduate of Vet Sciences program)

| | | |
|----------|---------------------------------------|-----|
| ALH 1101 | Introduction to Healthcare Delivery | 2 |
| ALH 1103 | Test Taking Strategies | 1 |
| BIO 2205 | Microbiology | 4 |
| BIO 2206 | Lab for Microbiology | 0 |
| ENG 1101 | English Composition I | 3 |
| HIM 1101 | Medical Terminology | 2 |
| VET 1100 | Introduction to Animal Sciences | 1 |
| VET 1200 | Introduction to Veterinary Technology | 3 |
| VET 2100 | Veterinary Technology I | 8 |
| VET 2101 | Veterinary Technology II | 8 |
| VET 2107 | Technical Practicum I | 2 |
| VET 2200 | Veterinary Technology III | 2 |
| VET 2207 | Technical Practicum II | 2 |
| VET 2300 | Preceptorship | 2 |
| BIO 1111 | General Biology I OR | |
| BIO 1171 | Principles of Biology I | 4-5 |
| BIO 1211 | General Biology II OR | |
| BIO 1272 | Principles of Biology II | 4-5 |
| CHE 1111 | Introduction to Chemistry I OR | |
| CHE 1211 | General Chemistry I | 4-5 |
| COM 2206 | Interpersonal Communication OR | |
| COM 2211 | Effective Public Speaking | 3 |
| HUM 1135 | Environmental Ethics OR | |
| PHI 2206 | Introduction to Ethics | 3 |
| MAT 1130 | Allied Health Mathematics OR | |
| MAT 1270 | Beginning Algebra | 3 |

*Please see your Academic Advisor for information on Ohio Transfer Module and other electives.

Sinclair recognizes the important connection between student success and academic preparedness. Depending on placement scores and/or equivalent college course work, students may be required to complete developmental courses before enrolling in the college level courses of their program.

Visual Communications

Program Code: VIS.S.AAS • Credit Hours: 68-69

Description

The program prepares students for careers in visual communication which is creative, fast paced and in demand by most businesses. Students will develop the knowledge and technical skills necessary to create both printed and digital design work. This includes the design of stationery, brochures, magazines, advertising, packaging, signage, web pages, interactive media and other pieces. Creativity, problem solving and the design process are stressed. Advanced computer skills, portfolio development and job-seeking strategies are also incorporated into the curriculum.

This degree program contains one or more embedded certificates which will be automatically awarded when the certificate requirements are completed. If you do not want to receive the embedded certificate(s), please notify Registration & Student Records at studentrecords@sinclair.edu

Accreditation

Sinclair's Visual Communications program is accredited by the National Association of Schools of Art and Design (NASAD).

Career Opportunities

Visual Communications graduates typically pursue careers as graphic designers (print) or digital designers (interactive/web) in design studios, advertising agencies, web firms, magazine and book publishing companies, printing companies or corporate design departments. Some graduates choose to continue their education in design or a related field at a four-year institution.

| | | |
|----------|--------------------------------------|-----|
| | Visual Communications Elective | 3-4 |
| ART 1161 | Black & White Darkroom Photography I | 3 |
| COM 2206 | Interpersonal Communication | 3 |
| ENG 1101 | English Composition I | 3 |
| MRK 2102 | Principles of Advertising | 3 |
| PSY 1100 | General Psychology | 3 |
| SCC 1101 | First Year Experience | 1 |
| VIS 1100 | Design Basics | 4 |
| VIS 1110 | Design Drawing | 4 |
| VIS 1140 | Design Processes I | 4 |
| VIS 1180 | History of Design | 3 |
| VIS 1208 | Typography | 4 |
| VIS 1218 | Digital Design II | 4 |
| VIS 1250 | Print Production | 4 |
| VIS 2110 | Design Principles | 4 |

| | | |
|----------|---|---|
| VIS 2120 | Design Applications I | 4 |
| VIS 2160 | Design Applications II | 4 |
| VIS 2260 | Visual Communications Portfolio | 4 |
| MAT 1120 | Business Mathematics OR | |
| MAT 1270 | Beginning Algebra | 3 |
| ART 2230 | Art History: Ancient through Medieval Periods OR | |
| ART 2231 | Art History: Renaissance through Contemporary Periods | 3 |

Visual Communications Electives

| | |
|----------|--|
| ART 1101 | 2-D Foundations |
| ART 1102 | 3-D Foundations |
| ART 1111 | Drawing I |
| ART 1141 | Introduction to Ceramics |
| ART 2235 | History of Photography |
| ART 2236 | History of Women Artists |
| ART 2237 | History of American Art |
| ART 2238 | History of African Art |
| IND 1180 | History of Interior Design |
| IND 1230 | Residential Design |
| IND 1240 | Color Theory |
| IND 2135 | Rendering |
| MRK 2135 | Digital Marketing (Preferred Elective) |
| MRK 2220 | Solutions Studio |
| MRK 2225 | Sales Fundamentals |

Certificate programs are academic programs of study designed to prepare students for a particular career area, but not at the level required for an associate degree. There are one year certificate programs and short term technical certificates. The technical certificates are much more industry-focused and designed for workforce preparation.

Published Program Length for Instructional Time

The chart below represents the amount of classroom time that each program will take to complete. For example, a 24 credit hour short-term certificate will take a student going full-time, two semesters to complete. Following Sinclair’s academic year, two semesters is equivalent to 1 academic year, 9 months or 32 weeks.

| Credit Hours in Program | Years | Months | Weeks |
|-------------------------|-------|--------|-------|
| 12 or less | .5 | 5 | 16 |
| 13 to 24 | 1.0 | 9 | 32 |
| 25 to 36 | 1.5 | 14 | 48 |
| 37 | 2.0 | 18 | 64 |
| | | | |
| 60 | 2.5 | 23 | 80 |
| 61 to 73 | 3.0 | 27 | 96 |

Years were calculated based on $(\text{credit hours} \div 12) \div 2$ because there are 2 terms per year in our academic calendar.

Months were calculated based on years x 9 months (our budgets for an academic year are based on 9 months).

Weeks were calculated based on the number of terms in a year x 16 weeks.

***Please see your Academic Advisor for information on Ohio Transfer Module and other electives.**

Advanced Pharmacy Technician

Program Code: APT.S.CRT • Credit Hours: 30-32

Description

As a pharmacy technician, a student will work directly under the supervision of a registered pharmacist, helping to prepare prescribed medications for distribution to patients. The Advanced Pharmacy Technician certificate offers a combination of classroom and practical training that will help the student succeed in their future career. A portion of this program will involve 105 hours of non-paid directed practice at participating pharmacies. A State and Federal Background check will be required prior to starting the directed practice.

Career Opportunities

Pharmacy Technician in retail and mail order settings, hospital pharmacies, nursing homes and home health care sites.

| | | |
|----------|---------------------------------------|-----|
| ALH 1101 | Introduction to Healthcare Delivery | 2 |
| ALH 1122 | Pharmacy Technician I | 5 |
| ALH 1123 | Pharmacy Technician II | 5 |
| ALH 1124 | Pharmacy Technician Directed Practice | 1 |
| ALH 1140 | Fundamentals of Disease Processes | 3 |
| ENG 1101 | English Composition I | 3 |
| HIM 1101 | Medical Terminology | 2 |
| MAT 1130 | Allied Health Mathematics OR | |
| MAT 1470 | College Algebra | 3-4 |
| BIO 1121 | Human Anatomy & Physiology I OR | |
| BIO 1141 | Principles of Anatomy & Physiology I | 3-4 |
| COM 2206 | Interpersonal Communication OR | |
| COM 2211 | Effective Public Speaking OR | |
| COM 2225 | Small Group Communication | 3 |

Airframe Aviation Maintenance

Program Code: AAM.S.CRT • Credit Hours: 31

Description

The Airframe Aviation Maintenance certificate provides the knowledge and skill required by the Federal Aviation Administration (FAA) for the airframe maintenance technician student. Students will learn to apply the knowledge and skills covering the required sections of training for the Airframe certificate as required by the Federal Aviation Administration under Part 147 Appendix C. Those subjects include assembling and rigging, metallic and non-metallic structures, fuel systems, electrical power production and distribution, instruments, communication/navigation systems, cabin atmospheric control systems, landing gear, hydraulics and pneumatics, fire protection systems, aircraft finishing, ice protection systems and welding inspections.

Career Opportunities

Boeing Commercial Aircraft Company recently predicted 1,000,000 more jobs in aviation in the next 15 years. Airbus of Europe has predicted about 800,000 more jobs in the next 15-20 years. Both predictions are based on anticipated growth in aircraft production and flying passengers. Many mechanics will reach retirement age in the next three years as a result of an interruption of current certificates issued by the FAA. More jet aircraft means more need for mechanics. The general aviation sector already has a shortage of certificated mechanics.

| | | |
|----------|-----------------------------|---|
| AVT 1106 | Airframe Safety Systems | 2 |
| AVT 1107 | Fuel Systems | 3 |
| AVT 1133 | Instruments/Communications | 3 |
| AVT 1136 | Sheet Metal | 4 |
| AVT 1214 | Cabin Atmospheric Control | 2 |
| AVT 1218 | Utility Systems | 6 |
| AVT 2121 | Assembly & Rigging | 3 |
| AVT 2132 | Airframe Electrical Systems | 4 |
| AVT 2236 | Non-Metallic Structures | 4 |

Automotive Technology

Program Code: AUT.S.CRT • Credit Hours: 37

Description

The Automotive Certificate program is designed for students who want to become automotive technicians without pursuing an associate degree. Students will expand their knowledge of the automotive service industry and secure employment with dealerships, independent service shops, machine shops and other corporate service jobs. The Sinclair Automotive Technology programs are master certified by the National Automotive Technicians Education Foundation (NATEF). NATEF was founded as an independent, nonprofit organization with a single mission: To evaluate technician training programs against standards developed by the automotive industry. Since 1983, the NATEF process has resulted in certified automotive training programs in all 50 states at the secondary and post-secondary levels.

Career Opportunities

Career opportunities are available in positions for automotive service technicians in dealerships, independent shops and automotive machine shops. In addition, graduates are also employed as service managers, shop foremen, parts managers, sales representatives or automotive instructors. Graduates with practical experience, education, willingness to work and a high degree of professionalism may expect to find jobs in middle management or research occupations within major automotive corporations.

| | | |
|----------|---|---|
| AUT 1102 | Introduction to Automotive Service | 2 |
| AUT 1108 | Automotive Engine Systems | 4 |
| AUT 1114 | Automotive Electrical/Electronic Systems I | 3 |
| AUT 1115 | Automotive Engine Performance I | 4 |
| AUT 1116 | Automotive Steering & Suspension Systems | 3 |
| AUT 1142 | Automotive Manual Transmission & Driveline | 3 |
| AUT 1146 | Automotive Heating Ventilation & Air Conditioning Systems | 3 |
| AUT 1165 | Automotive Brake Systems | 3 |
| AUT 2214 | Automotive Electrical/Electronic Systems II | 4 |
| AUT 2215 | Automotive Engine Performance II | 4 |
| AUT 2241 | Automatic Transmission Systems | 4 |

Automotive Technology (Honda PACT)

Program Code: AUTHO.S.CRT • Credit Hours: 37

Description

The Honda Automotive Certificate program is designed to train students to become Honda automotive technicians without pursuing an associate degree. Students will expand their knowledge of the automotive Honda service industry and secure employment with a Honda/Acura dealership. The Sinclair Automotive Technology programs are master certified by the National Automotive Technicians Education Foundation (NATEF). NATEF was founded as an independent, nonprofit organization with a single mission: To evaluate technician training programs against standards developed by the automotive industry. Since 1983, the NATEF process has resulted in certified automotive training programs in all 50 states at the secondary and post-secondary levels.

Career Opportunities

Career opportunities are available in positions for automotive service technicians in Honda/Acura dealerships, independent shops and automotive machine shops. In addition, graduates are also employed as service managers, shop foremen, parts managers, sales representatives or automotive instructors. Graduates with practical experience, education, willingness to work and a high degree of professionalism may expect to find jobs in middle management or research occupations within major automotive corporations.

| | | |
|----------|---|---|
| AUT 1102 | Introduction to Automotive Service | 2 |
| AUT 1108 | Automotive Engine Systems | 4 |
| AUT 1114 | Automotive Electrical/Electronic Systems I | 3 |
| AUT 1115 | Automotive Engine Performance I | 4 |
| AUT 1116 | Automotive Steering & Suspension Systems | 3 |
| AUT 1142 | Automotive Manual Transmission & Driveline | 3 |
| AUT 1146 | Automotive Heating Ventilation & Air Conditioning Systems | 3 |
| AUT 1165 | Automotive Brake Systems | 3 |
| AUT 2214 | Automotive Electrical/Electronic Systems II | 4 |
| AUT 2215 | Automotive Engine Performance II | 4 |
| AUT 2241 | Automatic Transmission Systems | 4 |

*Please see your Academic Advisor for information on Ohio Transfer Module and other electives.

Sinclair recognizes the important connection between student success and academic preparedness. Depending on placement scores and/or equivalent college course work, students may be required to complete developmental courses before enrolling in the college level courses of their program.

Business Information Systems/Information Processing

Program Code: BUIP.S.CRT • Credit Hours: 37

Description

This one-year certificate is intended to provide specialized training necessary to work with personal computers and end-user software applications. Students master the basics of customer service, workplace technology and electronic files management to provide administrative support in a variety of entry-level office positions.

Career Opportunities

Employment opportunities are available in many types of businesses, including banks, insurance offices, advertising agencies, manufacturing companies, small to large businesses and educational facilities.

| | | |
|----------|---|---|
| ACC 1210 | Introduction to Financial Accounting | 3 |
| BIS 1100 | Introduction to Computers & Keyboarding | 2 |
| BIS 1120 | Introduction to Software Applications | 3 |
| BIS 1200 | Keyboarding & Document Formatting I | 2 |
| BIS 1220 | Word Processing Software | 3 |
| BIS 1230 | Spreadsheet Software | 3 |
| BIS 1240 | Presentation Software | 2 |
| BIS 1260 | Database Software | 3 |
| BIS 1300 | Keyboarding & Document Formatting II | 2 |
| BIS 1400 | Customer Service | 3 |
| BIS 2140 | Records Management | 2 |
| ENG 1101 | English Composition I | 3 |
| MAT 1120 | Business Mathematics | 3 |
| COM 2206 | Interpersonal Communication OR | |
| COM 2225 | Small Group Communication | 3 |

Business Information Systems/Medical Office Specialist

Program Code: BUMS.S.CRT • Credit Hours: 36

Description

In this one-year certificate, students receive specialized training necessary to work with personal computers and end-user software applications in a medical office environment.

Career Opportunities

Employment opportunities include medical office receptionists, secretaries, billing/insurance clerks, and medical office administrators in physician's offices, urgent care centers, managed care organizations, laboratories, nursing homes and hospitals.

| | | |
|----------|--|---|
| BIS 1100 | Introduction to Computers & Keyboarding | 2 |
| BIS 1200 | Keyboarding & Document Formatting I | 2 |
| BIS 1220 | Word Processing Software | 3 |
| BIS 1221 | Specialized Computer Applications for Health | 3 |
| BIS 1400 | Customer Service | 3 |
| BIS 2140 | Records Management | 2 |
| BIS 2180 | Medical Office Simulation | 3 |
| ENG 1101 | English Composition I | 3 |
| ENG 1199 | Textual Editing | 3 |
| HIM 1101 | Medical Terminology | 2 |
| HIM 1201 | Introductory Medical Office Coding | 4 |
| MAT 1120 | Business Mathematics | 3 |
| MAN 1107 | Foundations of Business OR | |
| MAN 2150 | Management & Organizational Behavior | 3 |

Business Information Systems/Personal Computers in Business

Program Code: PCB.S.CRT • Credit Hours: 35

Description

This one-year certificate is intended for those with higher education and/or skills who want to update their knowledge with personal computer techniques. Students will learn how to use personal computers for business administration, decision support and financial applications.

Career Opportunities

Employment opportunities include paraprofessional positions in information technology, customer service and personal computer software application troubleshooting.

| | | |
|----------|---|---|
| ACC 1210 | Introduction to Financial Accounting | 3 |
| BIS 1100 | Introduction to Computers & Keyboarding | 2 |
| BIS 1120 | Introduction to Software Applications | 3 |
| BIS 1220 | Word Processing Software | 3 |
| BIS 1230 | Spreadsheet Software | 3 |
| BIS 1260 | Database Software | 3 |
| CIS 1107 | Introduction To Operating Systems | 3 |
| CIS 1350 | Web Site Development with HTML & CSS | 3 |
| ENG 1101 | English Composition I | 3 |
| CIS 1714 | A+ Operating Systems Troubleshooting OR | |
| CIS 2717 | A+ Certification IT Technician | 3 |
| COM 2206 | Interpersonal Communication OR | |
| COM 2225 | Small Group Communication | 3 |
| MAN 1107 | Foundations of Business OR | |
| MAN 2150 | Management & Organizational Behavior | 3 |

Business Management

Program Code: BM.S.CRT • Credit Hours: 34

Description

Students gain an understanding of business procedures to prepare them for a management position or update the management skills of those currently employed in a managerial, administrative or office support role.

Career Opportunities

Students completing this certificate can expect to be prepared to work as supervisors or entry-level managers in retail, manufacturing or medium and small businesses.

| | | |
|----------|---------------------------------------|---|
| BIS 1120 | Introduction to Software Applications | 3 |
| COM 2211 | Effective Public Speaking | 3 |
| ECO 2180 | Principles of Microeconomics | 3 |
| ENG 1131 | Business Writing | 3 |
| MAN 1107 | Foundations of Business | 3 |
| MAN 1110 | International Business | 3 |
| MAN 2101 | Introduction to Supervision | 3 |
| MAN 2150 | Management & Organizational Behavior | 3 |
| MAT 2170 | Business Statistics I | 4 |
| MRK 2101 | Principles of Marketing Management | 3 |
| | Business Management Elective | 3 |

Business Management Electives

| | | |
|----------|--|--|
| ENT 2140 | Small Business Finance | |
| ENT 2160 | Business Plan Development | |
| MAN 1106 | Introduction to Radio Frequency Identification | |
| MAN 1157 | Management Applications of Radio Frequency Identification Technology | |
| MAN 2110 | Introduction to Project Management | |
| MAN 2140 | Human Resource Management | |
| MAN 2144 | Negotiation Techniques | |
| MAN 2159 | Supply Chain Management Concepts & Applications | |
| MRK 2102 | Principles of Advertising | |
| MRK 2135 | Digital Marketing | |
| MRK 2145 | Principles of Retailing | |
| MRK 2220 | Solutions Studio | |
| MRK 2225 | Sales Fundamentals | |

*Please see your Academic Advisor for information on Ohio Transfer Module and other electives.

Sinclair recognizes the important connection between student success and academic preparedness. Depending on placement scores and/or equivalent college course work, students may be required to complete developmental courses before enrolling in the college level courses of their program.

Business Transfer

Program Code: BUS.S.CRT • Credit Hours: 30

Description

This certificate is designed for the student who desires to complete Transfer Assurance Guide (TAG) courses to transfer into a four-year business program. This certificate can be used to help students from non-business backgrounds begin preparation for entrance into a Masters of Business Administration (MBA) program by packaging the prerequisite business core courses into a convenient certificate offering. Additionally, students wanting to pursue a two-year business degree or needing to augment current work skills with academic credentials may find this certificate beneficial.

Career Opportunities

Employers more often than in the past require four-year business degrees or evidence that students are in the process of earning these credentials. This certificate serves as a credentialing tool for students to use in their career search, as well as, for currently employed students to show further evidence of growth and academic progress toward a Bachelor degree in business.

| | | |
|----------|---------------------------------------|---|
| ACC 1210 | Introduction to Financial Accounting | 3 |
| ACC 1220 | Introduction to Managerial Accounting | 3 |
| ECO 2160 | Principles of Macroeconomics | 3 |
| ECO 2180 | Principles of Microeconomics | 3 |
| ENG 1131 | Business Writing | 3 |
| LAW 1101 | Business Law | 3 |
| MRK 2101 | Principles of Marketing Management | 3 |
| OTM | Natural & Physical Sciences Elective | 3 |
| OTM | Arts & Humanities Elective | 3 |
| OTM | Social & Behavioral Sciences Elective | 3 |

Computer Aided Manufacturing/Project STEP II

Program Code: CAMPS.S.CRT • Credit Hours: 30-34

Description

A nine-month intensive training program offered by Sinclair Community College in cooperation with the Dayton Region Manufacturers Association, the Computer Aided Manufacturing certificate completion prepares a graduate for employment in the machining industry as well as career advancement. To enroll for the certificate beginning in August and finishing in May, a student must meet with and be approved by the STEP II program coordinator. The student who is accepted into the program will receive 25-30 hours of classroom and laboratory instruction per week as well as producing for personal-use tools valued at approximately \$1,500. A co-op option is provided for those students who wish to work during their second semester.

Career Opportunities

Project STEP II prepares individuals for entry-level jobs in the tool-and-die industry and machining applications.

| | | |
|----------|---|-----|
| CAM 1107 | Principles of Manufacturing | 3 |
| CAM 1116 | Fundamentals of Computer Numerical Control Operations | 3 |
| CAM 1141 | Shop Floor Calculations I | 3 |
| CAM 1142 | Shop Floor Calculations II | 3 |
| CAM 1161 | Machine Operations Laboratory I | 8 |
| CAM 1162 | Machine Operations Laboratory II OR | |
| CAM 2700 | Computer Aided Manufacturing Internship | 4-8 |
| CAM 2145 | Shop Floor Programming | 3 |
| MET 1131 | Personal Computer Applications for Engineering Technology | 1 |
| OPT 1100 | Tooling & Machining Metrology | 2 |

Corrections

Program Code: COR.S.CRT • Credit Hours: 32

Description

This certificate is designed to provide the student with the basics necessary for entry-level employment in a correctional environment. All courses can be applied to the Associate of Applied Science Degree in Corrections, if desired.

Career Opportunities

There are openings in local and state correctional facilities, local nonprofit agencies providing correctional services, as well as employment through private prison corporations.

| | | | |
|-----|------|---|---|
| BIS | 1120 | Introduction to Software Applications | 3 |
| CJS | 1101 | Introduction to Criminal Justice Science | 3 |
| CJS | 1102 | Constitutional Law | 3 |
| CJS | 1105 | Criminal Law | 3 |
| CJS | 1110 | Interrogation, Documentation & Testimony | 3 |
| CJS | 1165 | Corrections | 3 |
| CJS | 2111 | Ethics & Professionalism in Criminal Justice | 3 |
| CJS | 2200 | Human Relations, Mediation, & Conflict Resolution | 3 |
| ENG | 1101 | English Composition I | 3 |
| ENS | 1119 | Concepts of Fitness for Criminal Justice | 2 |
| SPA | 1161 | Conversational Spanish for Criminal Justice | 3 |

Cyber Investigation

Program Code: CYSEC.S.CRT • Credit Hours: 37

Description

Students will learn computer network protection, maintenance and usage of computer hardware and software, management of networks and operating systems, and criminal and constitutional law and IT criminal investigation, which includes evidence procedures and computer forensics.

Career Opportunities

The Cyber Investigation Certificate will prepare students for careers in the areas of computer network protection, managing networks and operating systems and IT criminal investigation, which include evidence procedures and computer forensics. Job titles include but are not limited to: Intelligence Analyst, IT Specialist (Government Breakout Codes 2210), Systems Administrator, Network Engineer, Information System Security Manager, Cyber Security Incident Response Specialist and Private Investigator.

| | | | |
|-----|------|--|---|
| CIS | 1107 | Introduction To Operating Systems | 3 |
| CIS | 1130 | Network Fundamentals | 3 |
| CIS | 2550 | Linux Operating System | 3 |
| CIS | 2717 | A+ Certification IT Technician | 3 |
| CIS | 2165 | Database Management | 3 |
| CIS | 2808 | Introduction to Computer Forensics | 3 |
| CIS | 2640 | Network Security | 3 |
| CJS | 1102 | Constitutional Law | 3 |
| CJS | 1104 | Criminal Evidence & Procedure | 3 |
| CJS | 2111 | Ethics & Professionalism in Criminal Justice | 3 |
| CJS | 2209 | Computer Crime | 3 |
| CJS | 2295 | Criminal Justice Science Seminar | 4 |

***Please see your Academic Advisor for information on Ohio Transfer Module and other electives.**

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Data Analytics

Program Code: DA.S.CRT • Credit Hours: 31

Description

This certificate prepares students for entry-level data analytics positions requiring knowledge, setup and usage of business intelligence and data analysis solutions. Data analytics is expanding in businesses, government agencies and not-for-profit organizations, enabling them to make better decisions utilizing appropriate data and information. Students will have the ability to structure data and prepare reports in a way that is meaningful to business, government agency and not-for-profit organization users. Course work will include database concepts, data modeling, SQL, data analysis, data mining tools, mathematical and statistical techniques, project management and systems analysis. Emphasis is placed on strong communication skills necessary to interact with key users and understand their requirements.

Career Opportunities

Employment opportunities in IT include entry-level positions such as software developers, web developers, help desk analysts, network administrators, user support specialists, network security analysts and network engineers.

Program Prerequisite(s)

| | | |
|----------|--|---|
| MAT 1460 | Finite Mathematics for Business Analysis | |
| BIS 1120 | Introduction to Software Applications | 3 |
| CIS 1111 | Introduction to Problem Solving & Computer Programming | 3 |
| CIS 1140 | Information Systems Analysis & Design | 3 |
| CIS 2165 | Database Management | 3 |
| CIS 2170 | Computer Information Systems Internship | 2 |
| CIS 2268 | Introduction to Oracle | 3 |
| CIS 2269 | Data Analytics Theory & Solutions | 3 |
| MAT 1460 | Finite Mathematics for Business Analysis | 4 |
| MAT 2170 | Business Statistics I | 4 |
| MAT 2180 | Business Statistics II | 3 |

Digital Marketing Communications

Program Code: MRK.S.CRT • Credit Hours: 37

Description

Digital Marketing professionals are essential in helping businesses and organizations establish and cultivate a strong Internet presence. Students will develop a basic understanding of critical components of a digital marketing campaign such as marketing technologies, advertising and public relations, sales fundamentals and lead generation, customer engagement and social media, as well as marketing segmentation tools including geographic information systems. Students will have the opportunity to learn new media theories and marketing approaches while gaining hands on experience with digital marketing tools.

Career Opportunities

Digital marketing specialists have opportunities for marketing communications, technical and management positions at all levels of virtually every type of business including small and medium-sized businesses, advertising agencies, global corporations, non-profit organizations and even government agencies.

| | | |
|----------|--|---|
| GEO 1107 | Introduction to Geographic Information Systems (GIS) | 5 |
| LAW 1101 | Business Law | 3 |
| MRK 2102 | Principles of Advertising | 3 |
| MRK 2135 | Digital Marketing | 3 |
| MRK 2145 | Principles of Retailing | 3 |
| MAN 2150 | Management & Organizational Behavior | 3 |
| MAN 2155 | Management Information Systems | 3 |
| MRK 2225 | Sales Fundamentals | 3 |
| MRK 2230 | Social Media & Consumer Engagement | 3 |
| MAN 2270 | Management Internship | 2 |
| MRK 2100 | Foundations of Marketing OR | |
| MRK 2101 | Principles of Marketing Management | 3 |
| COM 2206 | Interpersonal Communication OR | |
| COM 2225 | Small Group Communication | 3 |

Digital Marketing Technologies

Program Code: MRKTEC.S.CRT • Credit Hours: 30

Description

The Digital Marketing Technologies certificate will provide students with both theoretical and practical applications of digital marketing strategies and tools. This certificate will cover the foundational concepts in digital marketing including fundamental marketing concepts, advertising strategies, digital marketing approaches and tools, retailing and e-commerce, customer engagement and social media, graphic design, website development, consumer behavior and a marketing internship.

Career Opportunities

Students completing this certificate may obtain an entry level position in digital marketing with state and/or local government, small, medium or large sized businesses, and non-profit organizations.

| | | |
|----------|---|---|
| BIS 1120 | Introduction to Software Applications | 3 |
| CIS 1304 | Web Site Development with HTML/JavaScript | 3 |
| MAN 2270 | Management Internship | 2 |
| MRK 2102 | Principles of Advertising | 3 |
| MRK 2135 | Digital Marketing | 3 |
| MRK 2145 | Principles of Retailing | 3 |
| MRK 2230 | Social Media & Consumer Engagement | 3 |
| MRK 2236 | Consumer Behavior | 3 |
| VIS 1140 | Design Processes I | 4 |
| MRK 2100 | Foundations of Marketing OR | |
| MRK 2101 | Principles of Marketing Management | 3 |

Entrepreneurship

Program Code: ENT.S.CRT • Credit Hours: 33

Description

This certificate prepares existing or potential entrepreneurs in a wide variety of small business functions. In addition to traditional management courses, the following key areas are emphasized for entrepreneurs: financial plan development, marketing plan development and business plan development.

Career Opportunities

Students completing this certificate can expect to be prepared to begin their own businesses or to work in larger companies in an entrepreneurial role.

| | | |
|----------|---------------------------------------|---|
| BIS 1120 | Introduction to Software Applications | 3 |
| COM 2211 | Effective Public Speaking | 3 |
| ECO 2180 | Principles of Microeconomics | 3 |
| ENG 1131 | Business Writing | 3 |
| ENT 2140 | Small Business Finance | 3 |
| ENT 2160 | Business Plan Development | 3 |
| LAW 1101 | Business Law | 3 |
| MAN 1107 | Foundations of Business | 3 |
| MRK 2101 | Principles of Marketing Management | 3 |
| MAN 2150 | Management & Organizational Behavior | 3 |
| MRK 2220 | Solutions Studio | 3 |

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Food Service Management

Program Code: FSM.S.CRT • Credit Hours: 35

Description

The Food Service Management certificate program combines classroom instruction and laboratory experience in food preparation and service for the restaurant and hotel/lodging industry. Certificates earned in this program are awarded by the college upon successful completion of the program and can be applied toward the Hospitality Management degree program.

Career Opportunities

The Food Service Management certificate program is designed to provide the initial knowledge for a student to begin at a management trainee level within a corporate or franchise food service operation. With further training and experience, the student should be able to accept more responsibility at a store manager's level.

Program Prerequisite(s)

HMT 1107 *Sanitation & Safety*

| | | |
|----------|--|------|
| ACC 1100 | Small Business Accounting OR | |
| ACC 1210 | Introduction to Financial Accounting | 3 |
| BIS 1120 | Introduction to Software Applications | 3 |
| HMT 1101 | Basic Culinary Skills | 3HMT |
| 1105 | Introduction to the Hospitality & Tourism Industry | 2 |
| HMT 1107 | Sanitation & Safety | 2 |
| HMT 1110 | Menu Planning & Table Service Practicum | 3 |
| HMT 1112 | Food Principles & Preparation | 4 |
| HMT 2225 | Hospitality & Tourism Supervision | 3 |
| HMT 2226 | Hospitality Purchasing & Negotiations | 3 |
| ENG 1101 | English Composition I OR | |
| ENG 1131 | Business Writing | 3 |
| MAT 1120 | Business Mathematics OR | |
| MAT 1270 | Beginning Algebra | 3 |
| PSY 1100 | General Psychology OR | |
| SOC 1145 | Introduction to Cultural Anthropology | 3 |

Law Enforcement

Program Code: CJLES.S.CRT • Credit Hours: 32

Description

This certificate prepares the learner for future training and education in the field of law enforcement. The certificate enhances law enforcement professional skills and knowledge. It may assist the student in performing well in future civil service examinations for employment or promotion. All course in this certificate apply toward the Associate of Applied Science degree in Law Enforcement, if desired.

Career Opportunities

There are openings in local and state law enforcement agencies as well as private investigation and personal protection agencies.

| | | |
|----------|--|---|
| BIS 1120 | Introduction to Software Applications | 3 |
| CJS 1101 | Introduction to Criminal Justice Science | 3 |
| CJS 1102 | Constitutional Law | 3 |
| CJS 1105 | Criminal Law | 3 |
| CJS 1110 | Interrogation, Documentation & Testimony | 3 |
| CJS 1125 | Policing | 3 |
| CJS 2111 | Ethics & Professionalism in Criminal Justice | 3 |
| CJS 1104 | Criminal Evidence & Procedure | 3 |
| ENG 1101 | English Composition I | 3 |
| ENS 1119 | Concepts of Fitness for Criminal Justice | 2 |
| SPA 1161 | Conversational Spanish for Criminal Justice | 3 |

Lifestyle Wellness Coaching

Program Code: LWC.S.CRT • Credit Hours: 30

Description

This certificate provides the knowledge and skills needed to be a Lifestyle Wellness Coach. Understanding the theoretical models is important to create a foundation of knowledge about health behavior and behavioral change. However, it is critical for the health professional to be aware of and to continuously evaluate the numerous psychological, social and holistic factors that influence health. The most important skill that lifestyle wellness coaches can have in terms of application of any theoretical concept is communication. Effective listening and motivational communication processes will allow coaches to gather necessary information. Effective, successful coaching requires the development of rapport and trust with clients or patients. It must be viewed as a collaborative journey of individualized goals in which each interaction and intervention brings the client or patient closer to increased self-efficacy, program enjoyment and long-term adherence. Lifestyle Wellness Coaches help clients/patients to learn and implement personally meaningful, ongoing behavior modification strategies and continual relapse-prevention techniques.

Career Opportunities

Lifestyle Wellness coaches can provide services in a variety of settings such as hospitals, rehabilitation clinics, physician offices, primary care medical clinics, corporations, schools, mental health centers, group homes for people with physical and/or cognitive challenges, fitness facilities, detention and corrections centers, advocacy agencies, and even places of worship. The employment future for workers in the field of Lifestyle Wellness Coaching is promising.

| | | |
|----------|---|---|
| ALH 1105 | Overview of Holistic Health | 2 |
| COM 2206 | Interpersonal Communication | 3 |
| DIT 1111 | Nutrition for Health & Fitness | 3 |
| ENS 1118 | Lifetime Physical Fitness & Wellness | 3 |
| ENS 1214 | Personal & Community Health Behavior | 3 |
| ENS 2420 | Concepts of Lifestyle Coaching | 3 |
| PSY 1100 | General Psychology | 3 |
| PSY 2126 | Stress Management | 3 |
| MHT 1200 | Social Casework | 2 |
| MHT 1202 | Motivational Interviewing | 3 |
| MHT 2138 | Ethical Issues in Behavioral Healthcare | 2 |

Mechanical Drafter

Program Code: MEDRAFT.S.CRT • Credit Hours: 32

Description

The Mechanical Drafter certificate familiarizes students to the basics of the industrial design process, industry terminology, general practices, and latest versions of computer-aided drafting software. All courses are part of the Mechanical Engineering Technology associate degree.

Career Opportunities

Professionals with basic mechanical engineering and software design skills are in demand by mechanical design firms.

| | | |
|----------|---|---|
| COM 2211 | Effective Public Speaking | 3 |
| ENG 1101 | English Composition I | 3 |
| MAT 1470 | College Algebra | 4 |
| MET 1101 | Introduction to Engineering Drafting | 2 |
| MET 1131 | Personal Computer Applications for Engineering Technology | 1 |
| MET 1201 | Introduction to Engineering Design using Inventor | 3 |
| MET 1241 | Principles of Engineering | 2 |
| MET 1281 | Engineering Design & Development | 2 |
| MET 1301 | SolidWorks Basics | 3 |
| OTM | Social & Behavioral Science Elective | 3 |
| MAN 2110 | Introduction to Project Management OR | |
| MET 1151 | Guitar Manufacturing using Science, Technology, Engineering, & Mathematics OR | |
| MET 1331 | NX (Unigraphics) Basics OR | |
| MET 1351 | Solid Edge Basics OR | |
| MET 1371 | CAD Concepts using AutoCAD OR | |
| MET 2700 | Mechanical Engineering Technology Internship OR | |
| PHY 1141 | College Physics I | 6 |

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Paramedic

Program Code: EPST.S.CRT • Credit Hours: 33

Description

Paramedics are essential members of the health care team who provide time-sensitive care to patients. These individuals take the emergency department to people's homes, to highways and to other remote locations. Paramedics bring life-saving equipment and knowledge to bear in an effort to reduce patient's suffering and to save lives. Students will use lecture, laboratory and real-world exposure to emergencies to learn the skills needed to care for the sick and injured in the out-of-hospital environment. The program is offered to provide students with variability and flexibility in scheduling. For more information, contact the EMS department at (937) 512-5338 for an entrance application packet.

Career Opportunities

Within the greater Miami Valley area, EMS professionals are hired by fire departments, private EMS and hospitals. These agencies typically hire entry personnel based on the candidates state licensures / certifications – not whether the candidate is degreed. When local departments are hiring full-time employees, many of them are looking for paramedic/firefighters.

Program Prerequisite(s)

BIO 1107 Human Biology OR

BIO 1121 Human Anatomy and Physiology I

| | | |
|----------|---|---|
| BIO 1107 | Human Biology OR | |
| BIO 1121 | Human Anatomy and Physiology I | 3 |
| EMS 2100 | Applied Anatomy, Physiology & Pathophysiology for Emergency Medical Services Provider | 3 |
| EMS 2105 | Paramedic 1: Lecture | 2 |
| EMS 2110 | Paramedic 1: Laboratory | 2 |
| EMS 2125 | Paramedic 2: Lecture | 5 |
| EMS 2130 | Paramedic 2: Laboratory | 2 |
| EMS 2135 | Paramedic 2: Clinical OR | |
| EMS 2136 | Paramedic 2a: Clinical AND | |
| EMS 2137 | Paramedic 2b: Clinical | 2 |
| EMS 2150 | Paramedic 3: Lecture | 5 |
| EMS 2155 | Paramedic 3: Laboratory | 2 |
| EMS 2160 | Paramedic 3: Clinical | 1 |
| EMS 2175 | Paramedic 4: Lecture | 2 |
| EMS 2180 | Paramedic 4: Field Experience | 1 |
| EMS 2200 | Paramedic 5: Integration / Refresher Lecture | 2 |
| EMS 2205 | Paramedic 5: Integration / Refresher Laboratory | 1 |

Pre-Actuarial Science

Program Code: ACTU.S.CRT • Credit Hours: 30

Description

Students will complete all first and second-year technical courses required for bachelor's programs in Actuarial Science. This coursework is aligned with the recommendations of the Society of Actuaries (SOA) for students preparing to take the SOA professional qualifying exams. See soa.org for more information.

Career Opportunities

Actuaries work for insurance companies and other financial institutions that use mathematical models to quantify expected gains and losses in selling consumer financial products and in making investments. Students who complete this certificate program will be well on their way to pursuing career opportunities as actuaries, financial advisers, or statistical consultants.

| | | |
|----------|--|---|
| ACC 1210 | Introduction to Financial Accounting | 3 |
| ECO 2160 | Principles of Macroeconomics | 3 |
| ECO 2180 | Principles of Microeconomics | 3 |
| MAT 2270 | Calculus & Analytic Geometry I | 5 |
| MAT 2280 | Calculus & Analytic Geometry II | 5 |
| MAT 2290 | Calculus & Analytic Geometry III | 5 |
| MAT 2320 | Linear Algebra | 3 |
| ACC 1220 | Introduction to Managerial Accounting OR | |
| CIS 1111 | Introduction to Problem Solving & Computer Programming | 3 |

Quality Control Technology

Program Code: QCT.S.CRT • Credit Hours: 32

Description

This certificate prepares students to apply the basic tools of quality, physics and mechanics to the testing and inspection of mechanical and electronic systems and to take the ASQ CQT exam.

Career Opportunities

This certificate is geared both to students who desire an entry-level position in the area of mechanical inspection or to skilled workers desiring upgraded training.

| | | |
|----------|--|---|
| CAM 1107 | Principles of Manufacturing | 3 |
| MAT 1280 | Technical Mathematics I | 4 |
| OPT 1100 | Tooling & Machining Metrology | 2 |
| OPT 1101 | Introduction to Operations | 3 |
| OPT 1112 | World Class Quality Systems & Procedures | 4 |
| OPT 1113 | Coordinate Measurement | 3 |
| OPT 1198 | Excel for Engineering Technology | 1 |
| OPT 2201 | Statistical Process Control | 3 |
| OPT 2223 | Quality Systems & Auditing | 2 |
| OPT 2225 | Design & Process Failure Mode & Effects Analyses | 1 |
| OPT 2240 | Six Sigma: Green Belt | 3 |
| COM 2206 | Interpersonal Communication OR | |
| COM 2211 | Effective Public Speaking | 3 |

Supervisory Skills

Program Code: BSP.S.CRT • Credit Hours: 30

Description

The Supervisory Skills certificate is useful to students who need to understand the foundation of supervision, no matter in which discipline they formally study. Engineers, business managers, architects, educators, and many other professionals need to understand how to better supervise employees. This certificate includes coursework that is foundational to understanding business and personnel concepts that will benefit supervisors in any capacity.

This certificate is most useful for those who are new to supervision or to those who desire to become supervisors.

| | | |
|----------|---------------------------------------|---|
| ACC 1210 | Introduction to Financial Accounting | 3 |
| ACC 1220 | Introduction to Managerial Accounting | 3 |
| BIS 1120 | Introduction to Software Applications | 3 |
| COM 2211 | Effective Public Speaking | 3 |
| LAW 1101 | Business Law | 3 |
| ECO 2160 | Principles of Macroeconomics | 3 |
| ECO 2180 | Principles of Microeconomics | 3 |
| MAN 2101 | Introduction to Supervision | 3 |
| MAN 2150 | Management & Organizational Behavior | 3 |
| MRK 2101 | Principles of Marketing Management | 3 |

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Supply Chain Management

Program Code: SCMC.S.CRT • Credit Hours: 34-35

Description

Students gain a basic understanding of supply chain management processes to prepare them for a new position or to update the skills of those currently employed in a supply chain management (SCM) role.

Career Opportunities

SCM specialists have opportunities for management positions at all levels in virtually every type of business, throughout small and medium-sized businesses, corporations, industries, nonprofit organizations and government agencies.

| | | |
|----------|--|-----|
| COM 2211 | Effective Public Speaking | 3 |
| ENG 1101 | English Composition I | 3 |
| ENG 1201 | English Composition II | 3 |
| ENG 1131 | Business Writing | 3 |
| MAN 1106 | Introduction to Radio Frequency Identification | 1 |
| MAN 1157 | Management Applications of Radio Frequency Identification Technology | 2 |
| MAN 2144 | Negotiation Techniques | 3 |
| MAN 2150 | Management & Organizational Behavior | 3 |
| MAN 2155 | Management Information Systems | 3 |
| MAN 2159 | Supply Chain Management Concepts & Applications | 3 |
| MAT 2170 | Business Statistics I | 4 |
| MAN 2248 | Department of Defense Acquisition Logistics Fundamentals AND | |
| MAN 2247 | Department of Defense Systems Acquisition Management OR | |
| OPT 2251 | Supply Chain Operations & Logistics | 3-4 |

Surveying

Program Code: SUR.S.CRT • Credit Hours: 36

Description

Certificate develops the skills needed to become employed as technicians for surveying or civil engineering firms.

Career Opportunities

Surveying technicians assist professional surveyors in surveying for construction and land transfer activities.

| | | |
|----------|---|---|
| CAT 1301 | Introduction to Civil Construction CAD | 3 |
| CAT 1501 | Fundamentals of Surveying & Mapping | 3 |
| CAT 2431 | OSHA Construction Standards | 2 |
| CAT 2501 | GPS & GIS for Engineering Technology Professionals | 2 |
| CAT 2531 | Advanced Surveying & Mapping | 4 |
| CAT 2561 | Route Surveying with Construction Applications | 2 |
| CAT 2571 | NSPS Certified Survey Technician Preparation | 1 |
| CAT 2581 | Legal Principles for Surveyors | 3 |
| COM 2211 | Effective Public Speaking | 3 |
| ENG 1101 | English Composition I | 3 |
| MAT 1580 | Precalculus | 5 |
| MET 1131 | Personal Computer Applications for Engineering Technology | 1 |
| MET 2711 | Ethics for Engineering Technology Professionals | 1 |
| OTM | Social & Behavioral Sciences Elective | 3 |

Unmanned Aerial Systems

Program Code: UAS.S.CRT • Credit Hours: 33

Description

The Unmanned Aerial Systems (UAS) One Year Technical Certificate prepares students with the foundational knowledge and skills involving Unmanned Aerial System technology, regulations and laws required by industry, necessary tools needed to work as Unmanned Aerial System (pilot/operator, observers, and ancillary ground crew member) while applying an understanding of the operational and safety regulations governing the National Airspace System. Students will choose one of the three options to specialize in one area: Precision Agriculture, First Responder Applications, or Geospatial Information Systems (GIS). Per Federal Aviation Administration these are going to be some of the first certified commercial applications and will have a critical impact on the Unmanned Aerial Systems industry. Other promising UAS applications are in construction, energy, mining, film and television.

Career Opportunities

With the Unmanned Aerial Systems industry expected to commercialize in the near future, industry has identified three commercial Unmanned Aerial System major areas of focus. These three specific applications are Precision Agriculture, Geospatial Information Systems and First Responder applications. Current industry demand for personnel in remote sensing, precision agriculture, maintenance applications, and a need for ancillary crew members as well as pilot/operators have been identified.

| | | |
|----------|---|---|
| AVT 1101 | Introduction to Unmanned Aerial Systems | 2 |
| AVT 1104 | UAS Standards, Regulations & Law | 1 |
| AVT 1110 | Private Pilot Ground School | 3 |
| AVT 2150 | Crew Resource Management for UAS | 1 |
| AVT 2151 | UAS Operations | 3 |
| EET 1120 | Introduction to DC & AC Circuits | 2 |
| EET 1121 | UAS Remote Sensing & Analysis | 1 |
| EET 1158 | Aerospace Spatial Visualization | 2 |
| ENG 1101 | English Composition I | 3 |
| MAT 1470 | College Algebra | 4 |
| MET 1131 | Personal Computer Applications for Engineering Technology | 1 |
| SCC 1101 | First Year Experience | 1 |
| CAT 1501 | Fundamentals of Surveying & Mapping AND | |
| AVT 1114 | Geospatial Information for UAS AND | |
| GEO 1107 | Introduction to Geographic Information Systems (GIS) OR | |
| AVT 1112 | UAS Precision Agriculture AND | |
| AVT 2298 | UAS Agriculture Transfer OR | |
| AVT 1108 | UAS First Responder Applications AND | |
| CJS 1101 | Introduction to Criminal Justice Science AND | |
| CJS 1155 | Homeland Security Issues & Administration AND | |
| EMS 1100 | Emergency Medical Responder Lecture & Laboratory | 9 |

Water Utility Technician

Program Code: WUT.S.CRT • Credit Hours: 30

Description

This certificate is designed to prepare students for the Environmental Protection Agency (EPA) certification tests in water distribution and wastewater collection as well as enhance job skills in customer service, GIS mapping, backflow and safety.

Career Opportunities

Completion of this certificate will help enhance the career advancement opportunities in water distribution and wastewater collections of employees within the public sector.

| | | |
|----------|--|---|
| BIS 1400 | Customer Service | 3 |
| CAT 1431 | OSHA Construction Standards 10-Hour | 1 |
| COM 2225 | Small Group Communication | 3 |
| EGV 1610 | Water Distribution Systems | 3 |
| EGV 1620 | GIS Mapping | 3 |
| EGV 1630 | Wastewater Collection Systems | 3 |
| EGV 1640 | Introduction to Backflow | 1 |
| EGV 1650 | Applied Applications for Water & Wastewater | 3 |
| ENG 1101 | English Composition I | 3 |
| FST 1555 | Hazardous Waste Operations & Emergency Response (HAZWOPER) | 3 |
| MAT 1110 | Math for Technologists | 3 |
| MET 1131 | Personal Computer Applications for Engineering Technology | 1 |

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Activity Programming

Program Code: ACP.S.STC • Credit Hours: 12

Description

Provides basic skills and knowledge for activity programming professionals who work in services for the aging population including long-term care facilities. Certificate meets the Ohio Board of Health requirement for education as activity program professional. National Council for Certified Activity Professionals awards a certificate for graduates.

Career Opportunities

Facilities that serve the aging populations hire persons with MHT Activity Director Certification, and Activity Professionals are preferred when promotions or special projects become available.

| | | |
|----------|--|---|
| MHT 1155 | Administration of Activity Programming I | 4 |
| MHT 1256 | Administration of Activity Programming II | 4 |
| MHT 1257 | Administration of Activity Programming III | 4 |

Advanced Technical Intelligence

Program Code: ATI.S.STC • Credit Hours: 18

Description

Advanced Technical Intelligence is an upcoming field to impart special skills needed to work in the defense industry. Only U.S. citizens who can qualify and obtain secret clearance need apply. This is in partnership with ATIC (Advanced Technical Intelligence Center for Human Capital Development). Courses are offered at ATIC's secure facility as an evening program.

Career Opportunities

This short-term certificate provides opportunities to work in the intelligence field either for the military or homeland security.

| | | |
|----------|--|---|
| EGR 1121 | Introduction to the Intelligence Community | 3 |
| EGR 1122 | Fundamentals of Remote Sensing in Intelligence | 3 |
| EGR 1201 | Introduction to Spectral Sensing with Applications in Intelligence | 3 |
| EGR 1202 | Introduction to Radar | 3 |
| EGR 1211 | Introduction to Large Area Surveillance | 3 |
| EGR 1212 | Measurement & Signal Intelligence | 3 |

African American Studies

Program Code: AFRE.S.STC • Credit Hours: 15

Description

Designed for students who are planning on using African American Studies to enhance their careers in Social Work, Public Education, Urban Planning, etc. The student who pursues this Short-term Technical Certificate would plan to use this to supplement their professional development or to strengthen a major for which African American Studies is a strong base.

Career Opportunities

This certificate enhances careers in Social Work, Public Education, Urban Planning and related fields.

| | | | |
|-----|------|---|---|
| AFR | 1100 | African-American Studies | 3 |
| HIS | 1105 | African-American History | 3 |
| HIS | 2215 | Survey of African History | 3 |
| PSY | 1160 | African American Psychology | 3 |
| AFR | 1121 | Basic Swahili OR | |
| LIT | 2234 | Literature of Africa, Asia, & Latin America | 3 |

Aircraft Dispatcher

Program Code: ADSP.S.STC • Credit Hours: 24

Description

The Aircraft Dispatcher certificate provides students with the theory and operating knowledge necessary to understand the policies, procedures and means of compliance with the applicable Federal Aviation Regulations (FARs) leading to Federal Aviation Administration (FAA) Aircraft Dispatcher Certification. The program develops the knowledge and skills required to enter a career in the aviation industry as an aircraft dispatcher. To that end, students explore aircraft performance, meteorology, crew resource management, air traffic control, advanced navigation, airline operations and FAA knowledge, oral, and practical exams.

Career Opportunities

Career opportunities are available in airline and corporate aviation.

| | | | |
|-----|------|---|---|
| AVT | 1105 | Orientation to Aviation | 2 |
| AVT | 1110 | Private Pilot Ground School | 3 |
| AVT | 1119 | Aviation Meteorology | 2 |
| AVT | 1141 | Principles of Aviation Leadership | 2 |
| AVT | 2146 | Introduction to Airline Operations | 3 |
| AVT | 2157 | Aircraft Performance I | 2 |
| AVT | 2158 | Aircraft Performance II | 2 |
| AVT | 2159 | Canadair Regional Jet (CRJ) Aircraft Systems | 1 |
| AVT | 2166 | Practical Dispatch Applications | 3 |
| AVT | 2167 | Instrument Flight Rules (IFR) Navigation & Planning | 2 |
| AVT | 2168 | Dispatcher Oral Preparation | 1 |
| MET | 1131 | Personal Computer Applications for Engineering Technology | 1 |

***Please see your Academic Advisor for information on Ohio Transfer Module and other electives.**

Airline Flight Attendant

Program Code: AFAS.S.STC • Credit Hours: 12

Description

The Airline Flight Attendant certificate provides students with the basic theory of airline travel with an understanding of the policies, procedures and means of compliance with Federal Aviation Regulations. Students explore the business of air commerce and develop the skills of a travel professional. Includes exploration of communications, safety and security, air travel, customer service, airline operations and crew resource management. This program develops the knowledge and skills required to serve as a flight attendant and to enter a career in the aviation industry.

Career Opportunities

Career opportunities are available in airline and corporate aviation.

| | | |
|----------|------------------------------------|---|
| AVT 1102 | Orientation to Inflight Services | 2 |
| AVT 1148 | Aircrew Emergency Management | 4 |
| AVT 1151 | Crew Survival & Rescue Techniques | 3 |
| AVT 2146 | Introduction to Airline Operations | 3 |

Appalachian Studies

Program Code: HUM.S.STC • Credit Hours: 15

Description

The short-term technical certificate is designed for students who are planning on using Appalachian Studies to enhance their careers in a variety of disciplines such as: Sociology, Social Work, Education, Government, Health Care, and Public Safety (i.e., fire and police work). The student who pursues this short-term technical certificate will use the certificate to supplement their professional development.

Career Opportunities

This certificate enhances careers in Sociology, Social Work, Education, Government, Health Care, Public Safety and related fields.

| | | |
|----------|-------------------------------|---|
| HUM 1140 | Appalachian Folkways | 3 |
| HUM 1141 | Appalachian History & Culture | 3 |
| HUM 1142 | Native American History | 3 |
| GEO 1206 | Appalachian Environment | 3 |
| SOC 1108 | Appalachian Families | 3 |

Arts Management

Program Code: AM.S.STC • Credit Hours: 26-29

Description

The certificate in Arts Management serves both aspiring arts administrators and those currently working in the field seeking career development opportunities. The certificate includes classes in business, marketing, arts appreciation and experience, including arts internships.

Career Opportunities

This certificate prepares students who are interested in a management position in the fine and performing arts field with the appropriate business skills and arts appreciation background.

| | | |
|----------|---|------|
| COM 2211 | Effective Public Speaking | 3 |
| ENG 1101 | English Composition I | 3 |
| MAN 2101 | Introduction to Supervision | 3 |
| MAN 2150 | Management & Organizational Behavior | 3 |
| MRK 2135 | Digital Marketing | 3 |
| MRK 2225 | Sales Fundamentals | 3 |
| THE 2270 | Theatre Internship | 1- 4 |
| ART 1110 | Art Appreciation - Introduction to Art & Art Media OR | |
| DAN 1157 | Dance Appreciation OR | |
| MUS 1121 | Music Appreciation OR | |
| THE 1101 | Theatre Appreciation | 3 |
| ART 1111 | Drawing I OR | |
| ART 1131 | Introduction to Sculpture OR | |
| DAN 1172 | Ballet I OR | |
| DAN 1173 | Modern Dance I OR | |
| DAN 1174 | Jazz Dance I OR | |
| MUS 1101 | Introduction to Music OR | |
| THE 1103 | Acting For The Non-Major OR | |
| THE 1105 | Introduction to Theatre OR | |
| THE 1194 | Applied Theatre Technology I | 4 |

Automotive High Performance

Program Code: AHPC.S.STC • Credit Hours: 25

Description

This short-term certificate provides in-depth, hands-on experiences in various areas of high-performance engines, an ideal choice to supplement a degree-seeking student wishing to specialize in the engine and fuel induction areas. The program is also designed to prepare students for the ASE (Automotive Service Excellence) engine machinist series. Courses are dedicated to specific areas of engine development: engine blocks, cylinder head and valve train, assembly and dynamometer testing. Fuel systems for performance engines are covered as well.

Career Opportunities

Career opportunities are available in positions for automotive service technicians in dealerships, independent shops, motor sports businesses and automotive machine shops. In addition, graduates are also employed as service managers, parts managers, sales representatives or motor sports specialist.

Program Prerequisite(s)

| | | |
|-----------------|---|---|
| <i>AUT 1108</i> | <i>Automotive Engine Systems OR</i> | |
| <i>AUT 1115</i> | <i>Automotive Engine Performance I</i> | |
| AUT 1108 | Automotive Engine Systems | 4 |
| AUT 1115 | Automotive Engine Performance I | 4 |
| AUT 2221 | High Performance Engine Blocks & Heads | 6 |
| AUT 2222 | High Performance Engine Assembly & Dyno Testing | 6 |
| AUT 2224 | High Performance Fuel Induction Systems | 5 |

*Please see your Academic Advisor for information on Ohio Transfer Module and other electives.

Sinclair recognizes the important connection between student success and academic preparedness. Depending on placement scores and/or equivalent college course work, students may be required to complete developmental courses before enrolling in the college level courses of their program.

Automotive Maintenance & Light Repair

Program Code: MLR.S.STC • Credit Hours: 14

Description

This certificate provides the skills and training needed to earn an entry-level position at an automotive maintenance repair facility. Courses included in the certificate will prepare students to pass the Automotive Service Excellence Maintenance and Light Repair Certification (ASE G1) test.

Career Opportunities

Career opportunities are available in positions for automotive maintenance technicians in dealerships, independent shops and maintenance repair facilities. In addition, graduates are also employed as service managers, shop foremen, parts managers, sales representatives or automotive instructors.

| | | |
|----------|---|---|
| AUT 1102 | Introduction to Automotive Service | 2 |
| AUT 1114 | Automotive Electrical/Electronic Systems I | 3 |
| AUT 1116 | Automotive Steering & Suspension Systems | 3 |
| AUT 1146 | Automotive Heating Ventilation & Air Conditioning Systems | 3 |
| AUT 1165 | Automotive Brake Systems | 3 |

Bakery Specialist

Program Code: BPSE.S.STC • Credit Hours: 17

Description

The Bakery Specialist short-term certificate program is designed to provide students the knowledge and skills necessary to be employed in a commercial retail bakery after completion. A certificate earned in this program is awarded by the college upon successful completion and can be applied toward the Hospitality Management Culinary Arts Option degree program.

Career Opportunities

A student completing this short-term certificate will be eligible for a position as a baker in retail grocery baking departments or as a baker in an independent bakery.

Program Prerequisite(s)

| | | |
|-----------------|--------------------------------|---|
| <i>HMT 1107</i> | <i>Sanitation & Safety</i> | |
| HMT 1102 | Kitchen Chemistry | 3 |
| HMT 1107 | Sanitation & Safety | 2 |
| HMT 1108 | Pastry & Confectionery Basics | 4 |
| HMT 1126 | Baking I & Restaurant Desserts | 4 |
| HMT 2128 | Cake Production & Decoration | 4 |

Basic Drawing

Program Code: DRWG.S.STC • Credit Hours: 9

Description

This short-term certificate provides basic proficiency in freehand drawing. The student will draw with a variety of materials including charcoal, pastel and ink. The student will be able to render three-dimensional items on a two-dimensional surface and will be able to demonstrate proficiency in value, contour and perspective. This certificate will provide the student with a broad range of styles and historic sources for his or her work, whether the individual is a graphic designer or freelance illustrator.

Career Opportunities

The Art department strives to provide students with high-quality education experiences in the visual arts, and the short-term certificate in Basic Drawing prepares students to enhance their freehand drawing skills - especially professionals working in the fields of graphic design or freelance illustration.

| | | |
|----------|--|---|
| ART 1111 | Drawing I | 3 |
| ART 1112 | Drawing II | 3 |
| ART 1121 | Beginning Painting I OR | |
| ART 2111 | Intermediate Drawing I OR | |
| ART 2216 | Life Drawing & Anatomy I OR | |
| ART 2221 | Intermediate Painting - Observation & Concept OR | |
| ART 2222 | Intermediate Painting - The Figure | 3 |

Business Operations

Systems Support

Program Code: BOSS.S.STC • Credit Hours: 18

Description

Students completing this certificate will have the written and oral communication skills, as well as the computer skills, needed to effectively support computer operations for small, medium or large companies. These skills apply equally well to an entry-level help desk support position. Technical course work emphasizes operating systems and troubleshooting skills.

Career Opportunities

Employment opportunities in IT include entry-level positions such as help desk support, PC network technicians, IT technicians, Enterprise network technicians and Network Administrators.

| | | |
|----------|---|---|
| CIS 1107 | Introduction To Operating Systems | 3 |
| CIS 1130 | Network Fundamentals | 3 |
| COM 2206 | Interpersonal Communication | 3 |
| ENG 1101 | English Composition I OR | |
| ENG 1131 | Business Writing | 3 |
| CIS 1510 | Windows Client Operating System OR | |
| CIS 2550 | Linux Operating System | 3 |
| CIS 1714 | A+ Operating Systems Troubleshooting OR | |
| CIS 2711 | Enterprise Desktop Support Technician | 3 |

*Please see your Academic Advisor for information on Ohio Transfer Module and other electives.

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Chemical Dependency Counseling

Program Code: CDC.S.STC • Credit Hours: 17

Description

This series of courses meets the 180 clock hour chemical dependency specific education required by the Ohio Professional Chemical Dependency Professionals Board. It is only for individuals who have previously earned a degree in behavioral science.

Career Opportunities

According to the Department of Labor, all human service areas are going to be growing; currently the seventh fastest growing profession in the occupational outlook data.

Program Prerequisite(s): *Approval of Department*

| | | |
|----------|---|---|
| MHT 1130 | Introduction to Addictive Illness | 3 |
| MHT 1236 | Assessment & Diagnosis of Substance Use Disorders | 3 |
| MHT 2137 | Treatment Techniques in Substance Use Disorders | 3 |
| MHT 2138 | Ethical Issues in Behavioral Healthcare | 2 |
| MHT 2235 | Family Dynamics of Addiction | 3 |
| MHT 2253 | Issues in Chemical Dependency | 3 |

Clinical Phlebotomy

Program Code: CPST.S.STC • Credit Hours: 17-19

Description

This certificate is intended to provide entry-level competency to students seeking employment in the area of phlebotomy in health care settings. This certificate is also intended to provide expanded competencies and proficiencies to practicing health care professionals and students enrolled in health science programs. Students will be required to complete 105 hours of unpaid clinicals during ALH 1114 Clinical Phlebotomy Practice. Students who complete this course will receive a certificate of completion.

Career Opportunities

Completers will be able to obtain positions as phlebotomists in hospital laboratories, outpatient clinics and private medical laboratories.

| | | |
|----------|--------------------------------------|-----|
| ALH 1113 | Clinical Phlebotomy | 2 |
| ALH 1114 | Clinical Phlebotomy Practice | 2 |
| ALH 1101 | Introduction to Healthcare Delivery | 2 |
| HIM 1101 | Medical Terminology | 2 |
| BIO 1107 | Human Biology OR | |
| BIO 1121 | Human Anatomy & Physiology I OR | |
| BIO 1141 | Principles of Anatomy & Physiology I | 3-4 |
| COM 2206 | Interpersonal Communication OR | |
| COM 2211 | Effective Public Speaking OR | |
| COM 2225 | Small Group Communication | 3 |
| MAT 1130 | Allied Health Mathematics OR | |
| MAT 1470 | College Algebra | 3-4 |

Coaching

Program Code: COA.S.STC • Credit Hours: 6

Description

The short-term certificate in Coaching is designed to provide the foundational knowledge that is essential for coaching any sport. Coaches help athletes master new skills, enjoy competing with others and develop self-esteem. The certificate includes topics in coaching and leadership, sportsmanship, coaching diverse athletes, behavior management, sport first aid, drugs in sport, and the games approach to coaching.

Career Opportunities

Students with a Coaching certificate will find career opportunities in the school and community setting including youth organizations, recreation centers, YMCAs and city parks and recreation organizations.

| | | |
|----------|-------------------------|---|
| ENS 2414 | Foundations of Coaching | 3 |
| ENS 2415 | Coaching & Leadership | 3 |

Computed Tomography

Program Code: CT.S.STC • Credit Hours: 6

Description

This short-term certificate in Computed Tomography (CT) is designed to provide radiographers certified by the American Registry of Radiologic Technologists (ARRT) with didactic and clinical education in computed tomography. Didactic courses focus on CT principles while clinical courses provide students with real-life experience and development of hands-on skills needed to pursue employment in computed tomography.

Career Opportunities

Completion of this short-term certificate program can lead to employment in comprehensive hospitals, suburban or rural outpatient centers, surgery centers, etc. as a Computed Tomography Technologist.

| | | |
|----------|-----------------------------------|---|
| RAT 2640 | Computed Tomography Practicum | 2 |
| RAT 2641 | Principles of Computed Tomography | 2 |
| RAT 2644 | Applications of Sectional Imaging | 2 |

***Please see your Academic Advisor for information on Ohio Transfer Module and other electives.**

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Computer Aided Manufacturing Basic Machining Skills

Program Code: CAMBMS.S.STC • Credit Hours: 12

Description

This short term certificate (STC) is designed to enhance the machining skills of students who have taken machining courses in high school or to allow individuals with little or no experience in machining to quickly obtain a certificate which may in turn qualify them for an entry level position in a machining company. Course work is focused on introductory levels of manual machining and basic operation of CNC machines. This STC is the first half of the Computer Numerical Control Technology short term certificate and will provide students with a milestone of completion and the ability to continue their education up to and including a two year Associate of Applied Science degree in CNC operations.

Career Opportunities

Students who complete this certificate will become eligible for employment at an introductory level in the high tech field of machining. All courses contained within this certificate may be applied towards a degree in CNC operation; a high demand, high paying field.

| | | |
|----------|---|---|
| CAM 1109 | Fundamentals of Tooling & Machining | 3 |
| CAM 1116 | Fundamentals of Computer Numerical Control Operations | 3 |
| CAM 1141 | Shop Floor Calculations I | 3 |
| MET 1131 | Personal Computer Applications for Engineering Technology | 1 |
| OPT 1100 | Tooling & Machining Metrology | 2 |

Computer Aided Manufacturing Precision Machining

Program Code: CAMPM.S.STC • Credit Hours: 17

Description

This certificate is designed to provide basic precision machining skills to workers entering the field of manual machining. It is the first half of the STEP II Certificate and is provided for students who are wishing to enter the workforce with the minimum skill level required to become an effective machinist. All courses in this short term certificate will lead to an AAS degree in Computer Aided Manufacturing Precision Machining Option. Course work focuses on basic machining skills necessary to operate manual lathes, mills and grinders.

Career Opportunities

Prepares individuals for entry level positions in precision machining (manual lathes, mills, grinders).

| | | |
|----------|---|---|
| CAM 1107 | Principles of Manufacturing | 3 |
| CAM 1141 | Shop Floor Calculations I | 3 |
| CAM 1161 | Machine Operations Laboratory I | 8 |
| MET 1131 | Personal Computer Applications for Engineering Technology | 1 |
| OPT 1100 | Tooling & Machining Metrology | 2 |

Computer Numerical Control Technology

Program Code: CNC.S.STC • Credit Hours: 24

Description

The Computer Numerical Control (CNC) Technology short-term certificate program is designed for individuals who are looking to upgrade their current manufacturing skills along with students who are interested in pursuing entry-level careers in the area of CNC machining. Coursework is focused primarily in the area of CNC lathe and mill operation, setup and programming. The courses included in this short-term certificate apply directly to the associate degree in Computer Aided Manufacturing, CNC Technology option.

Career Opportunities

Prepares individuals for basic entry level jobs in CNC manufacturing.

| | | |
|----------|---|---|
| CAM 1107 | Principles of Manufacturing | 3 |
| CAM 1109 | Fundamentals of Tooling & Machining | 3 |
| CAM 1141 | Shop Floor Calculations I | 3 |
| CAM 1116 | Fundamentals of Computer Numerical Control Operations | 3 |
| CAM 1214 | Computer Numerical Control Mill Programming | 3 |
| CAM 2145 | Shop Floor Programming | 3 |
| CAM 2204 | Computer Numerical Control Lathe Programming | 3 |
| MET 1131 | Personal Computer Applications for Engineering Technology | 1 |
| OPT 1100 | Tooling & Machining Metrology | 2 |

Construction Supervisor

Program Code: CNTS.S.STC • Credit Hours: 28

Description

This program is designed for experienced craftspeople of the construction industry to improve their supervisory and leadership skills. Students will receive training to help them understand the building construction industry from a management perspective, including an understanding of building materials and components, the financial aspects of building construction and the management skills necessary to deal with the diverse population of the industry. Heavy emphasis will be placed on safety requirements. Upon completing this program, craftspeople will be qualified to move into management positions in the construction industry.

Career Opportunities

Upon completing this program, craftspeople will be qualified to move into management positions within the construction industry.

| | | |
|----------|---|---|
| CAT 1111 | Mechanical Systems Blueprint Reading | 1 |
| CAT 1141 | Architectural Blueprint Reading | 2 |
| CAT 1161 | Introduction to Civil & Architectural Technology | 2 |
| CAT 1201 | Construction Methods & Materials | 5 |
| CAT 1211 | Construction Materials Testing | 2 |
| CAT 1401 | Construction Estimating | 3 |
| CAT 2401 | Engineering Technology Project Management | 3 |
| CAT 2411 | Building Codes & Construction Law | 3 |
| CAT 2431 | OSHA Construction Standards | 2 |
| COM 2206 | Interpersonal Communication | 3 |
| MET 1131 | Personal Computer Applications for Engineering Technology | 1 |
| MET 2711 | Ethics for Engineering Technology Professionals | 1 |

***Please see your Academic Advisor for information on Ohio Transfer Module and other electives.**

Construction Technician

Program Code: CNTC.S.STC • Credit Hours: 24

Description

The purpose of this certificate is to develop knowledgeable construction workers with basic skills in construction. With a combination of classroom education, practical lab exercises and co-op internships, students will exit this certificate program with a solid introduction into carpentry, concrete finishing and residential electrical systems.

Career Opportunities

Entry-level construction workers are in continuous demand for residential and commercial construction.

| | | |
|----------|---|---|
| CAT 1701 | Construction Craft Skills/Concrete | 6 |
| CAT 1721 | Structural Framing Systems | 6 |
| CAT 1741 | Residential Electrical Systems | 3 |
| CAT 1761 | Interior & Exterior Finishes | 3 |
| CAT 1781 | Construction Project | 4 |
| CAT 2700 | Civil Architectural Technology Internship | 2 |

Continuous Process Improvement

Program Code: CTIM.S.STC • Credit Hours: 12

Description

This short-term certificate promotes technical communication skills and teamwork, project management skills, lean manufacturing and continuous improvement skills, application of quality principles, statistics and probability theories, and problem-solving skills as they relate to process improvement. This program reflects the underlying skills necessary for the successful application of six sigma methodologies and provides practice in measuring and improving processes that suffer from quality, throughput and waste problems. The courses in this short-term certificate apply directly to the Operations Technology degree.

Career Opportunities

This program reflects the underlying skills necessary for the successful application of six sigma and lean methodologies. A typical title for an employee with these skills is Process Improvement Specialist.

| | | |
|----------|-----------------------------|---|
| OPT 1101 | Introduction to Operations | 3 |
| OPT 1130 | Lean Operations | 3 |
| OPT 2201 | Statistical Process Control | 3 |
| OPT 2240 | Six Sigma: Green Belt | 3 |

Crime Mapping

Program Code: CJCM.S.STC • Credit Hours: 20

Description

The Crime Mapping short-term certificate will give students knowledge of the use of Geographic Information Systems (GIS) within the area of criminal justice and homeland security. Students will be able to add this credential to their portfolio as they pursue additional educational opportunities or elect to work in the field of criminal justice.

Career Opportunities

Career opportunities include but are not limited to private security agencies, retail and banking security agencies, Federal Emergency Management Administration (FEMA), state emergency management agencies, law enforcement agencies and other first responder agencies.

| | | | |
|-----|------|--|---|
| BIS | 1120 | Introduction to Software Applications | 3 |
| CJS | 1155 | Homeland Security Issues & Administration | 3 |
| CJS | 2130 | Terrorism & Counter-Terrorism | 3 |
| CJS | 2209 | Computer Crime | 3 |
| CJS | 2295 | Criminal Justice Science Seminar | 4 |
| GEO | 1107 | Introduction to Geographic Information Systems (GIS) | 4 |

Dental Assisting

Program Code: DAS.S.STC • Credit Hours: 17

Description

The student will be introduced to the fundamentals of working in a dental office as a chair-side dental assistant. Concepts and techniques of basic equipment, four-handed dentistry, oral evacuation, instrument identification, and proper use are discussed. Introduction to dental specialties are discussed. Oral examination, charting, medical and dental histories, sterilization, lab, and infection control procedures are emphasized. Cardiopulmonary Resuscitation for the Health Care Provider will be required prior to entry to the Dental Assisting program. Upon completion of this short-term certificate the graduate will be eligible to sit for the Ohio CDA examination. Note: ALH 1130 will be waived for anyone with proof of American Heart Association Healthcare Provider Basic Life Support, see Academic Advising.

Career Opportunities

Career options may vary according to state practice act restrictions. Dental assistants have a variety of career opportunities in a wide range of employment settings, including private practice, specialty practice, hospitals, HMO's, community health programs, school systems, dental product research, military bases, and secondary education settings.

| | | | |
|-----|------|--|---|
| ALH | 1130 | Basic Life Support Training | 1 |
| COM | 2206 | Interpersonal Communication | 3 |
| DAS | 1102 | Introduction to Dental Assisting Terminology | 1 |
| DAS | 1104 | Dental Assisting Techniques & Materials I | 4 |
| DAS | 1105 | Lab Dental Assisting Techniques & Materials I | 0 |
| DAS | 1204 | Dental Assisting Techniques & Materials II | 4 |
| DAS | 1205 | Lab Dental Assisting Techniques & Materials II | 0 |
| DAS | 1108 | Dental Assisting Office Management | 2 |
| DAS | 1206 | Dental Assisting Radiography | 2 |
| DAS | 1207 | Lab Dental Assisting Radiography | 0 |

***Please see your Academic Advisor for information on Ohio Transfer Module and other electives.**

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Design Processes

Program Code: VISDP.S.STC • Credit Hours: 16

Description

This certificate provides an introduction to the design process including hand sketching, development of thumbnails, digital illustration and imaging, page layout; and, composition techniques to support a variety of entry-level design positions. Students will be exposed to the latest version of the Adobe products.

Career Opportunities

Students will be able to obtain entry-level positions in the field of print/graphic design.

| | | | |
|-----|------|--------------------|---|
| VIS | 1100 | Design Basics | 4 |
| VIS | 1140 | Design Processes I | 4 |
| VIS | 1208 | Typography | 4 |
| VIS | 1250 | Print Production | 4 |

Dietary Manager

Program Code: DMST.S.STC • Credit Hours: 17

Description

Graduates of the Dietary Managers (DM) Program are trained foodservice professionals in health care delivery systems. They understand basic nutritional needs of clients and work in partnership with dietitians, who offer specialized nutritional expertise. Approved by the Association of Nutrition and Food Professionals (ANFP), the curriculum includes 200 hours of management and clinical directed practice. Students are required to complete these experiences at area community, foodservice and health care facilities. The program is designed to be completed in two (2) part-time consecutive terms. As an integral member of the health care and foodservice management teams, dietary managers are responsible for maintaining cost/profit objectives, purchasing goods and services for the department and supervising staff. Students of Sinclair's Dietary Managers Program are eligible to become pre-professional members of the Association of Nutrition & Food Professionals (ANFP), a nationally recognized organization located at 406 Surrey Woods Drive, St. Charles, Illinois 60174, 1(800) 323-1908, www.anfponline.org

This specially designed program enables students to enjoy benefits of ANFP membership while attending school. Graduates are eligible for professional ANFP membership. Benefits include networking, professional growth, educational enrichment, and developing leadership skills. Completion of the DM Program and a national credentialing exam will enable graduates to become Certified Dietary Managers, Certified Food Protection Professionals (CDM, CFPPs). The DM Program is fully approved by the Association of Nutrition and Food Professionals (ANFP). To apply to the program complete a Sinclair Community College application electronically at <http://www.sinclair.edu/admissions/Application/>. Indicate your primary education plan is to obtain a short term certificate and choose Dietary Manager-STC as your primary area of interest.

Career Opportunities

Graduates of Sinclair's Dietary Managers program can find employment in dietary departments in hospitals, long-term care facilities, day care centers, school foodservice systems, correctional institutions and other noncommercial foodservice settings. Dietary managers may work as food service directors, assistant foodservice

continued on next page

directors, supervisors, clinical care professionals, multi-department managers, high-level administrators in large service organizations, consultants or entrepreneurs.

| | | |
|----------|---|---|
| DIT 2510 | Institutional Foodservice Systems | 3 |
| DIT 2515 | Foodservice Practicum I | 1 |
| DIT 2520 | Laboratory for Foodservice Systems | 1 |
| DIT 2735 | Foodservice Organization & Management | 3 |
| DIT 2740 | Foodservice Practicum II | 1 |
| HMT 1107 | Sanitation & Safety | 2 |
| DIT 2180 | Medical Nutrition Therapy for Dietary Managers OR | |
| DIT 2625 | Medical Nutrition Therapy I | 3 |
| DIT 2101 | Eating Matters for Dining Assistants AND | |
| DIT 2190 | Dietary Managers Nutrition Clinical OR | |
| DIT 2630 | Medical Nutrition Therapy Clinical I | 3 |

Digital Design

Program Code: VISDD.S.STC • Credit Hours: 20

Description

This certificate provides an introduction to the digital design process and digital applications that are used by designers to create interactive media. Specifically, students will learn the basics of design principles and layouts for interactive media, including web development, 2-D animation, video, media optimization and file management to provide support in a variety of entry-level design positions. Students will be exposed to the latest version of the Adobe products.

Career Opportunities

Students will be able to obtain entry-level positions in the field of digital/interactive design.

| | | |
|----------|------------------------|---|
| VIS 1100 | Design Basics | 4 |
| VIS 1140 | Design Processes I | 4 |
| VIS 1208 | Typography | 4 |
| VIS 1218 | Design Processes II | 4 |
| VIS 2160 | Design Applications II | 4 |

***Please see your Academic Advisor for information on Ohio Transfer Module and other electives.**

Sinclair recognizes the important connection between student success and academic preparedness. Depending on placement scores and/or equivalent college course work, students may be required to complete developmental courses before enrolling in the college level courses of their program.

Digital Systems

Program Code: DS.S.STC • Credit Hours: 13

Description

This short-term certificate offers knowledge and basic skills to work in the electronics industry as an entry-level support technician for digital systems. Courses provide knowledge about basic electrical measurement techniques, prototype assembly of electrical circuits, digital logic, Boolean algebra and basic digital systems. Theoretical aspects are supported and supplemented by hands-on lab work to gain in-depth knowledge and lab skills. The courses in this certificate lead into an associate degree in Electronics Engineering Technology at Sinclair. Students entering this program need the following background to be successful: (1) Completion of high school algebra; (2) basic computer literacy; (3) MAT 1270, Beginning Algebra; and (4) at least a 2.0 cumulative grade-point average (ongoing students taking the online courses).

Career Opportunities

Provides opportunity to work as a support technician in the digital electronic field.

| | | |
|----------|---------------------|---|
| EET 1150 | D.C. Circuits | 4 |
| EET 1131 | Digital Electronics | 5 |
| EET 2261 | Microprocessors | 4 |

Electrical Construction

Program Code: EETEC.S.STC • Credit Hours: 20

Description

This short-term certificate will fulfill the needs of the electrical construction industry for educating and training electricians in the Dayton and Cincinnati area. (Each course is taken twice for a total of 5 credit hours repeatable credit per year.)

Career Opportunities

Completion of the Electrical Construction certificate prepares the student for work as an electrician.

| | | |
|----------|-----------------------------|-----|
| EET 1181 | Electrical Construction I | 2-3 |
| EET 1182 | Electrical Construction II | 2-3 |
| EET 1183 | Electrical Construction III | 2-3 |
| EET 1184 | Electrical Construction IV | 2-3 |

Electrocardiography

Program Code: ELST.S.STC • Credit Hours: 3

Description

This program is intended to provide expanded skills among health care professionals as well as current Health Sciences students to increase marketability for employment. The students will be required to complete 25 hours of unpaid clinical during ALH 1110 Principles of Electrocardiography. Students who complete this program will receive a Short-Term Technical Certificate in Electrocardiography.

Career Opportunities

Electrocardiography Technician

ALH 1110 Principles of Electrocardiography 3

Emergency Medical Responder

Program Code: EMR.S.STC • Credit Hours: 2

Description

Emergency Medical Responders (EMR's) are personnel, typically not found within the healthcare setting, who as part of their job have to care for the sick and injured before an ambulance arrives. These individuals are educated to stabilize patients using very limited amounts of medical equipment. Police officers, safety officers, and others who would be expected to arrive at the scene of an injury or illness before the ambulance could benefit from this education. Students will use lecture and laboratory environments to learn the skills needed to care for patients. For more information, contact the EMS department for an entrance application packet.

Accreditation

This program is accredited by the Ohio Department of Public Safety, Division of Emergency Medical Services. Graduates of this program are eligible to take the National Registry of Emergency Medical Technicians EMR examination. Contact the EMS office at Sinclair Community College for additional information about accreditation or national testing.

Career Opportunities

EMR's education can be used as within firefighting, police or safety officer roles. Most companies/departments will not hire a person who is solely an EMR. The purpose of this education is to augment the skills of those who may need to care for the sick and injured before the ambulance arrives.

EMS 1100 Emergency Medical Responder Lecture & Laboratory 2

***Please see your Academic Advisor for information on Ohio Transfer Module and other electives.**

Sinclair recognizes the important connection between student success and academic preparedness. Depending on placement scores and/or equivalent college course work, students may be required to complete developmental courses before enrolling in the college level courses of their program.

Emergency Medical Technician

Program Code: EBST.S.STC • Credit Hours: 7

Description

Emergency Medical Technicians (EMTs) are essential members of the health care team who provide time sensitive care to patients. These individuals take the emergency department to people's homes, to highways and to other remote locations. EMTs bring life-saving equipment and knowledge to bear in an effort to reduce patient's suffering and to save lives. Students will use lecture, laboratory and real world exposure to emergencies to learn the skills needed to care for the sick and injured in the out-of-hospital environment. The program is offered to provide students with variability and flexibility in scheduling. For more information, contact the EMS department at (937) 512-5338 for an entrance application packet.

Career Opportunities

Within the greater Miami Valley area, EMS professionals are hired by fire departments, private EMS and hospitals. These agencies typically hire entry personnel based on the candidates state licensures/certifications – not whether the candidate is degreed. When local departments are hiring full-time employees, many of them are looking for paramedic/firefighters.

| | | |
|----------|---|---|
| EMS 1150 | Emergency Medical Technician: Lecture | 5 |
| EMS 1155 | Laboratory for Emergency Medical Technician | 2 |

Energy Technology

Program Code: ENRGY.S.STC • Credit Hours: 25

Description

This program is intended for students who are interested in an entry-level position in the field of energy services. This program consists of HVAC, energy analysis and management, energy services and renewable energies courses.

Career Opportunities

Energy technicians who can perform energy audits and test structures for energy efficient characteristics are in increasing demand.

| | | |
|----------|---|---|
| CAT 1111 | Mechanical Systems Blueprint Reading | 1 |
| EET 1120 | Introduction to DC & AC Circuits | 2 |
| EGV 1201 | Weatherization Training | 2 |
| EGV 1251 | Introduction to Energy Management Principles | 3 |
| EGV 1301 | Architectural Energy Analysis | 2 |
| EGV 1101 | Alternate & Renewable Energy Sources | 2 |
| HVA 1201 | Basic HVAC Systems with Cooling | 3 |
| HVA 1221 | Heating Systems | 3 |
| HVA 1261 | HVAC Loads & Distribution for Small Buildings | 3 |
| MET 1131 | Personal Computer Applications for Engineering Technology | 1 |
| PHY 1131 | Technical Physics | 3 |

Exercise Specialist

Program Code: ESS.S.STC • Credit Hours: 28

Description

The Exercise Specialist certificate is designed to provide necessary knowledge and skills for employment in the fitness and exercise industry. Students acquire knowledge and skills in exercise science with the goal of being able to administer basic fitness assessments and health risk appraisals. Additionally, students acquire current information on exercise, nutrition and wellness and prepare to sit for and successfully pass a national certification exam. Students must pass all ENS courses with a grade of C or better.

Career Opportunities

Students completing the certificate program will find careers in many types of fitness centers (YMCA, Recreation Centers, local fitness facilities and corporate fitness) and will be employed as fitness staff, personal trainers and group fitness instructors.

| | | | |
|-----|------|---|---|
| ALH | 1132 | American Heart Association Heartsaver First Aid | 1 |
| BIO | 1121 | Human Anatomy & Physiology I | 3 |
| COM | 2211 | Effective Public Speaking | 3 |
| DIT | 1111 | Nutrition for Health & Fitness | 3 |
| ENG | 1101 | English Composition I | 3 |
| ENS | 1116 | Introduction to Exercise Science & Health Promotion | 3 |
| ENS | 1118 | Lifetime Physical Fitness & Wellness | 3 |
| ENS | 2318 | Fitness Assessment & Exercise Prescription | 3 |
| ENS | 2416 | Certification Preparatory Course | 3 |
| ENS | 2417 | Methods of Teaching | 3 |

Expanded Functions for Dental Auxiliaries

Program Code: EFDA.S.STC • Credit Hours: 13

Description

The Expanded Functions Dental Auxiliary (EFDA) Certificate is designed to prepare graduates for positions in private practice dental offices, dental clinics, federal, state and municipal health facilities. The Ohio State Dental Board allows Certified Dental Assistants and Registered Dental Hygienists to enroll in this training. Emphasis is placed on sealants, amalgam restorations, composite restorations and temporary restorations. Students will receive instruction and hands-on experience in restorative dentistry as it relates to expanded functions in Ohio. Once the training is complete, the student must take a state written and practical exam to demonstrate proficiency in placement of dental restorations.

Career Opportunities

The Expanded Functions Dental Auxiliary Profession offers opportunities with excellent income and flexible scheduling. While most EFDAs work in general and specialty dental offices, alternative career opportunities are available. These include public health departments, community programs and clinics, teaching institutions, consumer advocate and consulting.

Program Prerequisite(s): *Approval of Department*

| | | | |
|-----|------|--|---|
| EFD | 1102 | Dental Anatomy for Dental Auxiliaries | 1 |
| EFD | 1202 | Expanded Functions for Dental Auxiliaries I | 6 |
| EFD | 1302 | Expanded Functions for Dental Auxiliaries II | 6 |

***Please see your Academic Advisor for information on Ohio Transfer Module and other electives.**

Family Advocate

Program Code: FAMA.S.STC • Credit Hours: 18

Description

A short-term certificate competency based, task-specific training for Head Start Family Specialists, Family Service Specialists and Family Workers whose job it is to provide the support services which are needed by families to enhance the quality of their family life. Courses in this curriculum will focus on achieving proficiency in the following areas: social work core knowledge, values, skills; social work ethics and theory, interviewing and documentation; group/organization and micro-level methodologies; collaboration and advocacy; understanding family dynamics, barriers to self-sufficiency, conflict resolution, cultural and social diversity issues, the relationship between social problems and institutional responses; aid in the development of beginning computer skills.

Career Opportunities

This certificate enhances career opportunities in agencies and organizations that provide a wide variety of social services.

| | | |
|----------|--|---|
| BIS 1120 | Introduction to Software Applications | 3 |
| SOC 1101 | Introduction to Sociology | 3 |
| SOC 1115 | Sociology of Marriage & Family | 3 |
| SWK 1206 | Introduction to Social Work | 3 |
| SWK 1213 | Introduction to Social Welfare | 3 |
| SWK 2207 | Cultural Competence in a Diverse World | 3 |

Fast Track Programming

Program Code: FTPA1.S.STC • Credit Hours: 18

Description

This certificate assures that individuals are equipped with current software development skills. It is intended either for experienced programmers looking to update their skill set or for people wishing to make a career change into the Information Technology field. The certificate focuses on the latest software development languages and approaches, object-oriented concepts and database theory.

Career Opportunities

Employment opportunities in IT include entry-level positions such as software developers, web developers, help desk analysts, network administrators, user support specialists, network security analysts, and network engineers. According the Bureau of Labor and Statistics: "Overall, employment of computer software engineers and computer programmers is projected to increase by 21 percent from 2008 to 2018, much faster than the average for all occupations. Retrieved August 26, 2010, www.bls.gov/oco/ocos305.htm

| | | |
|----------|--|---|
| CIS 1111 | Introduction to Problem Solving & Computer Programming | 3 |
| CIS 1140 | Information Systems Analysis & Design | 3 |
| CIS 1202 | C++ Software Development I | 3 |
| CIS 2165 | Database Management | 3 |
| CIS 2212 | Java Software Development I | 3 |
| CIS 2217 | Java Software Development II | 3 |

Fire Department Company Officer

Program Code: FCO.S.STC • Credit Hours: 8

Description

Develop management, supervision and leadership skills that company-grade officers need to manage and command multi-company fire situations. This certificate meets the objectives of the National Fire Protection Association (NFPA) Standard 1021, Fire Officer Professional Qualifications Level II.

Accreditation

Fire Officer I and II are accredited by the National Board on Professional Firefighter Qualifications Board.

Program Prerequisite(s): *Approval of Department AND Certified Ohio Firefighter AND At least three years active duty experience*

| | | |
|----------|-----------------|---|
| FST 2251 | Fire Officer I | 5 |
| FST 2252 | Fire Officer II | 3 |

Fire Department Executive Officer

Program Code: FEO.S.STC • Credit Hours: 6

Description

Develop management, supervision and leadership skills required by upper-level executive-grade officers. These skills are needed to effectively manage fire protection and emergency services in today's complex fire service environment and command complex multi-company and multi-jurisdictional emergency incidents. This certificate meets objectives of the National Fire Protection Association (NFPA) Standard 1021, Fire Officer Professional Qualifications Levels III and IV.

Program Prerequisite(s): *Approval of Department*

| | | |
|----------|------------------|---|
| FST 2253 | Fire Officer III | 3 |
| FST 2254 | Fire Officer IV | 3 |

***Please see your Academic Advisor for information on Ohio Transfer Module and other electives.**

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Ford Maintenance & Light Repair

Program Code: FMLR.S.STC • Credit Hours: 14

Description

This short-term technical certificate prepares service technicians to work in Ford dealerships. Students will be trained to service Ford vehicles in the areas of brakes, steering/suspension, air conditioning and electrical/electronic systems. Apprenticeships at Ford dealerships are not required to participate in this program, but job opportunities are available for those that would like to work full or part time. Graduates receive Ford Service Technician Specialty Training credentials from Ford Motor Corporation. Students desiring to continue their education can do so, without loss of credits, by completing the requirements for the associate degree in the comprehensive automotive technology program. The Sinclair Automotive Technology program is master certified by the National Automotive Technicians Education Foundation (NATEF). NATEF was founded as an independent, non-profit organization with a single mission: To evaluate technician training programs against standards developed by the automotive industry. Since 1982, the NATEF process has resulted in certified automotive training programs in all 50 states at the secondary and post-secondary levels.

Career Opportunities

Career opportunities are available in positions for automotive service technicians in Ford dealerships, independent shops and automotive machine shops. In addition, graduates are also employed as service managers, shop foremen, parts managers, sales representatives or automotive instructors. Graduates with practical experience, education, willingness to work and a high degree of professionalism may expect to find jobs in middle management or research occupations within major automotive corporations.

| | | |
|----------|---|---|
| AUT 1102 | Introduction to Automotive Service | 2 |
| AUT 1114 | Automotive Electrical/Electronic Systems I | 3 |
| AUT 1116 | Automotive Steering & Suspension Systems | 3 |
| AUT 1146 | Automotive Heating Ventilation & Air Conditioning Systems | 3 |
| AUT 1165 | Automotive Brake Systems | 3 |

General Aviation Maintenance

Program Code: GAM.S.STC • Credit Hours: 24

Description

The General Aviation Maintenance certificate provides the knowledge and skills required by the Federal Aviation Administration (FAA) for the airframe and powerplant maintenance technician student. Students will learn to apply mathematics and physics, read and interpret aircraft drawings, conduct ground operations and servicing of aircraft, interpret maintenance publications, interpret FAA regulations, make correct and legal aircraft record entries, perform weight and balance calculations, understand basic electricity, understand makeup of materials used in aircraft manufacture, understand aircraft fasteners, inspect welds, inspect for aircraft deterioration (corrosion) and understand and perform aircraft repair methods.

Career Opportunities

Boeing Commercial Aircraft Company recently predicted 1,000,000 more jobs in aviation in the next 15 years. Airbus of Europe has predicted about 800,000 more jobs in the next 15-20 years. Both predictions are based on anticipated growth in aircraft production and flying passengers. Many mechanics will reach retirement age in the next three years as a result of an interruption of current certificates issued by the FAA. More jet aircraft means more need for mechanics. The general aviation sector already has a shortage of certificated mechanics.

| | | |
|----------|-----------------------------|---|
| AVT 1113 | Drawings for Aviation | 3 |
| AVT 1116 | Regulations for Maintenance | 3 |
| AVT 1118 | Weight & Balance | 3 |
| AVT 1131 | Basic Aviation Electricity | 3 |
| AVT 1135 | Materials & Processes | 4 |
| AVT 1213 | Corrosion | 3 |
| AVT 2143 | Review & Recommendation | 2 |
| AVT 2237 | Aircraft Inspections | 3 |

Geographic Information Systems

Program Code: GEOIS.S.STC • Credit Hours: 19

Description

The Geographic Information Systems (GIS) short-term certificate will provide students with both theoretical and practical applications of GIS. The certificate will cover the foundational concepts in GIS, including the principles of cartography and GIS, database management and analysis, data acquisition, and manipulation of georeferencing and geocoding.

Career Opportunities

Students completing the certificate will have the technical skill set in GIS required to perform a variety of entry level positions in a variety of arenas, including, regional and local government agencies, business and community organizations.

| | | |
|----------|--|---|
| CIS 2165 | Database Management | 3 |
| GEO 1107 | Introduction to Geographic Information Systems (GIS) | 4 |
| GEO 1209 | Introduction to Cartography | 4 |
| GEO 2210 | Advanced Spatial Analysis | 4 |
| MAT 1450 | Introductory Statistics | 4 |

Geospatial Technology Programming Specialist

Program Code: GST.S.STC • Credit Hours: 22

Description

Students learn advanced applications in geographical information system software, ArcGIS; C++ software programming skills; how to design and implement websites for internet delivery of data; design and administer relational databases; query databases using SQL.

Career Opportunities

Graduates of this degree will be able to build upon already existing programming skills to find employment in government and within private industry employing computer programmers with general GIS skills and knowledge. Database Developer, Software Applications Programmer. According to the Bureau of Labor and Statistics (www.bls.gov), "As a result of rapid employment growth over the 2008 to 2018 decade, job prospects for computer software engineers should be excellent."

| | | |
|----------|--|---|
| CIS 1111 | Introduction to Problem Solving & Computer Programming | 3 |
| CIS 1202 | C++ Software Development I | 3 |
| CIS 1350 | Web Site Development with HTML and CSS | 3 |
| CIS 2165 | Database Management | 3 |
| CIS 2207 | C++ Software Development II | 3 |
| CIS 2268 | Introduction to Oracle | 3 |
| GEO 1107 | Introduction to Geographic Information Systems (GIS) | 4 |

*Please see your Academic Advisor for information on Ohio Transfer Module and other electives.

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Global Studies

Program Code: GSC.S.STC • Credit Hours: 24-25

Description

The Global Studies Certificate provides students seeking a multicultural credential an opportunity to earn a short-term certificate that is completely aligned with a variety of AA degrees. Sinclair students with the desire to acquire knowledge and analytical skills in political, social, historical, scientific, linguistic, economic and cultural aspects are well suited for pursuing this certificate.

Career Opportunities

Designed for students who are planning on using Global Studies to enhance their careers in: global cultural industries in music, film, sports, and consumer life; global environmental management; global health; global marketing; human justice organizations; international governance; international humanitarian service; international development agencies; international business; mass communication; travel, tourism & international hospitality management; and United States government offices & agencies.

The student who pursues this short-term technical certificate would plan to use this to supplement their professional development or to strengthen a major for which Global Studies is a strong base.

| | | |
|----------|---------------------------------------|-----|
| SCC 1101 | First Year Experience | 1 |
| SOC 1145 | Introduction to Cultural Anthropology | 3 |
| GEO 1101 | Human Geography OR | |
| GEO 1102 | Physical Geography OR | |
| GEO 1201 | World Regional Geography | 3-4 |
| FRE 1101 | Elementary French I AND | |
| FRE 1102 | Elementary French II OR | |
| GER 1101 | Elementary German I AND | |
| GER 1102 | Elementary German II OR | |
| SPA 1101 | Elementary Spanish I AND | |
| SPA 1102 | Elementary Spanish II | 8 |
| HIS 1101 | United States History I OR | |
| HIS 1111 | Western Civilization I OR | |
| HIS 1112 | Western Civilization II OR | |
| HIS 2215 | Survey of African History OR | |
| HIS 2216 | Survey of Latin American History OR | |
| HIS 2217 | Survey of East Asian History OR | |
| HIS 2219 | Survey of the Middle East OR | |
| HUM 1125 | Introduction to the Humanities OR | |
| PHI 2205 | Introduction to Philosophy | 3 |
| PLS 2200 | Political Life, Systems & Issues OR | |
| PLS 2220 | International Relations | 3 |
| REL 1111 | Eastern Religions OR | |
| REL 1112 | Western Religions | 3 |

Healthcare Navigator

Program Code: HCN.S.STC • Credit Hours: 17-18

Description

This certificate program is designed to prepare students to work as Healthcare Navigators. Healthcare Navigators are part of the health care team assisting people to access resources outside of primary and tertiary care facilities which contribute to treatment compliance and improving overall health. Healthcare Navigators are knowledgeable about community resources, communication and interviewing skills, public and private health care financing.

| | | |
|----------|--|-----|
| ALH 1101 | Introduction to Healthcare Delivery | 2 |
| ALH 1102 | Basic Healthcare Practices & Medical Scribe OR | |
| ALH 1120 | Nurse Aide Training | 3-4 |
| ALH 1130 | Basic Life Support Training | 1 |
| ALH 1150 | Healthcare Navigator Clinical | 2 |
| COM 2206 | Interpersonal Communication | 3 |
| ENG 1101 | English Composition I | 3 |
| HIM 1101 | Medical Terminology | 2 |
| HIM 1160 | Medical Office Coding Concepts | 1 |

Homeland Security

Program Code: CJHS.S.STC • Credit Hours: 29

Description

This short-term certificate will provide students with an overview of homeland security practices, policies and programs in homeland security.

Career Opportunities

Career opportunities include but are not limited to private security agencies, retail and banking security agencies, Federal Emergency Management Administration (FEMA), state emergency management agencies and other first responder agencies.

| | | | |
|-----|------|---|---|
| BIS | 1120 | Introduction to Software Applications | 3 |
| CJS | 1101 | Introduction to Criminal Justice Science | 3 |
| CJS | 1102 | Constitutional Law | 3 |
| CJS | 1110 | Interrogation, Documentation & Testimony | 3 |
| CJS | 1155 | Homeland Security Issues & Administration | 3 |
| CJS | 2111 | Ethics & Professionalism in Criminal Justice | 3 |
| CJS | 2130 | Terrorism & Counter-Terrorism | 3 |
| CJS | 2205 | Introduction to Criminal Investigation & Forensic Science | 3 |
| EMS | 1100 | Emergency Medical Responder Lecture & Laboratory | 2 |
| OPT | 2211 | Industrial Risk Management | 2 |
| SCC | 1101 | First Year Experience | 1 |

Hospitality Reception and Service Specialist

Program Code: HRSS.S.STC • Credit Hours: 2

Description

The Hospitality Reception and Service Specialist Short-Term Technical Certificate prepares individuals to work in the luxury service environment, while mastering the importance of soft-skills and strategies to resolve some of the most difficult challenges involving high end hospitality clientele.

Career Opportunities

Upon completing this credential, students will have gained the knowledge for entry level employment as a guest relations associate within an upscale hotel, maître d for a fine dining establishment, receptionist at an established travel firm, or sales associate for a convention bureau. Ultimately, this is the first step toward completing a degree in Hospitality Management.

| | | | |
|-----|------|--|---|
| HMT | 1105 | Introduction to the Hospitality & Tourism Industry | 2 |
|-----|------|--|---|

***Please see your Academic Advisor for information on Ohio Transfer Module and other electives.**

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Human Resource Management

Program Code: HRMT.S.STC • Credit Hours: 18

Description

This certificate provides the opportunity to develop and refine human resources skills. The curriculum covers laws and regulations related to employment, implications of decisions and their effect on business as well as employee motivation. Also addresses human resource applications in strategic human resource management, workforce planning and employment, human resource development, total compensation and rewards, employee and labor relations and risk management. Contemporary approach to human resource management using a diagnostic model of internal and external influences.

Career Opportunities

Students completing this certificate will be qualified to apply for Human Resource Specialist positions, in some cases, or will be prepared to further their studies in the human resources area within a four-year institution.

| | | |
|----------|--------------------------------------|---|
| COM 2206 | Interpersonal Communication | 3 |
| FIN 2450 | Personal Finance | 3 |
| MAN 2140 | Human Resource Management | 3 |
| MAN 2144 | Negotiation Techniques | 3 |
| MAN 2150 | Management & Organizational Behavior | 3 |
| MAN 2155 | Management Information Systems | 3 |

HVAC Light Commercial & Residential Service

Program Code: LCHS.S.STC • Credit Hours: 26

Description

This program is intended for entry-level students or residential service technicians desiring careers as light commercial HVAC service technicians. This program is a hands-on troubleshooting and service program geared to the light commercial HVAC industry including convenience stores, restaurants, strip malls and any other type of small business concern. Students learn the basics of heating, cooling, distribution and control of these HVAC systems. The hands-on component uses the types of equipment installed in the field.

Career Opportunities

Students find work as service technicians or performing installation work for commercial and residential contractors.

| | | |
|----------|---|---|
| CAT 1111 | Mechanical Systems Blueprint Reading | 1 |
| EET 1120 | Introduction to DC & AC Circuits | 2 |
| EET 1139 | Electrical Machinery | 3 |
| EGV 1351 | Building Performance Training | 2 |
| HVA 1201 | Basic HVAC Systems with Cooling | 3 |
| HVA 1221 | Heating Systems | 3 |
| HVA 1241 | HVAC Installation Techniques & Practices | 4 |
| HVA 1261 | HVAC Loads & Distribution for Small Buildings | 4 |
| HVA 1401 | HVAC Mechanical & Electrical Troubleshooting | 3 |
| MET 1131 | Personal Computer Applications for Engineering Technology | 1 |

Industrial Fire Protection Technician

Program Code: IFPT.S.STC • Credit Hours: 14

Description

This certificate provides the knowledge and skills required for the design, installation, operation and maintenance of automated sprinkler, fire detection, alarm and suppression systems. This certificate prepares the student to take the National Institute for Certification in Engineering Technologies Level I, Fire Protection Examination.

Career Opportunities

More and more states are moving to National Institute of Certification of Engineering Technologies standards for employment in the fire protection systems field.

| | | |
|----------|---|---|
| FST 1111 | Fire Behavior & Combustion | 3 |
| FST 1113 | Fire Prevention | 3 |
| FST 2201 | Fire Protection Hydraulics & Water Supply | 3 |
| FST 2204 | Fire Protection Systems | 5 |

Industrial Maintenance Technician

Program Code: INDMT.S.STC • Credit Hours: 24

Description

The Industrial Maintenance Technician certificate provides the knowledge and skill required for installing, maintaining and troubleshooting modern industrial machinery. Students will learn to solve practical maintenance problems, read and interpret mechanical drawings and interpret maintenance publications.

Career Opportunities

This certificate will provide the necessary background to perform industrial maintenance operations on a wide range of electro-mechanical equipment.

| | | |
|----------|---|---|
| EET 1120 | Introduction to DC & AC Circuits | 2 |
| EET 1139 | Electrical Machinery | 3 |
| EET 1166 | Industrial Machine Wiring | 2 |
| EET 2281 | Programmable Logic Controllers | 3 |
| EGR 1128 | Robotics in Computer Integrated Manufacturing (CIM) Systems | 3 |
| EGR 1144 | Sensors & Vision Systems | 4 |
| EGR 1217 | Fluid Power & Control | 2 |
| EGR 2231 | Troubleshooting of Automated Systems | 3 |
| MET 1101 | Introduction to Engineering Drafting | 2 |

***Please see your Academic Advisor for information on Ohio Transfer Module and other electives.**

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Industrial Robot Technician

Program Code: IRT.S.STC • Credit Hours: 28

Description

The Industrial Robot Technician certificate provides the knowledge and skills required to meet the needs for technicians in industries that either provide Robots systems for sale or use robots in their production facilities.

Career Opportunities

This certificate program will provide the education and training necessary to operate, program, diagnose, and repair industrial robots. Graduates will qualified to work for original equipment/system suppliers as well as equipment/system end users.

| | | |
|----------|---|---|
| EET 1120 | Introduction to DC & AC Circuits | 2 |
| EET 1139 | Electrical Machinery | 3 |
| EET 1166 | Industrial Machine Wiring | 2 |
| EET 2281 | Programmable Logic Controllers | 3 |
| EGR 1128 | Robotics in Computer Integrated Manufacturing (CIM) Systems | 3 |
| EGR 1144 | Sensors & Vision Systems | 4 |
| EGR 1217 | Fluid Power & Control | 2 |
| EGR 2231 | Troubleshooting of Automated Systems | 3 |
| EGR 2250 | Electromechanical Repair | 4 |
| EGR 2252 | Teach Pendant Robot Programming | 2 |

Information Systems

Security

Program Code: ISSC.S.STC • Credit Hours: 18

Description

This certificate will help prepare students and working professionals to perform effectively in the Information Assurance area of Information Technology. The courses required for this certificate have been reviewed and validated by the Committee on National Security Systems (CNSS), an agency of the United States Government, to fully meet the CNSS 4011 standard. Students completing the courses outlined here will receive the 4011 Certificate jointly issued by Sinclair Community College and the CNSS. Note: Because the specified content in these six courses has been approved, course credit earned by articulated or proficiency cannot be accepted.

Program Prerequisite(s)

| | | |
|----------|---|---|
| CIS 1107 | <i>Introduction To Operating Systems</i> | |
| CIS 1107 | Introduction To Operating Systems | 3 |
| CIS 1130 | Network Fundamentals | 3 |
| CIS 2510 | Microsoft Windows Server Operating System | 3 |
| CIS 2630 | Securing a Windows Network Environment | 3 |
| CIS 2640 | Network Security | 3 |
| CIS 2717 | A+ Certification IT Technician | 3 |

IT Fundamentals

Program Code: ITFN.S.STC • Credit Hours: 18

Description

This certificate provides the fundamental courses needed to prepare for any of the multiple Computer Information Systems (CIS) programs or areas of specialization. It allows students to experience introductory courses in various disciplines as preparation for their chosen degree objective. All courses in this certificate apply to the various degree programs in the CIS Department.

Career Opportunities

Entry level positions in various areas including user support, system administration and network management will be available to students completing this certificate. Many employers are quite willing to provide job specific training to employees already possessing the broad technical experiences in this certificate. Students completing this certificate and a specific CIS degree program will be further prepared for specific employment opportunities.

| | | | |
|-----|------|--|---|
| BIS | 1120 | Introduction to Software Applications | 3 |
| CIS | 1107 | Introduction To Operating Systems | 3 |
| CIS | 1111 | Introduction to Problem Solving & Computer Programming | 3 |
| CIS | 1130 | Network Fundamentals | 3 |
| CIS | 1140 | Information Systems Analysis & Design | 3 |
| CIS | 2165 | Database Management | 3 |

Linux Security & Network Essentials

Program Code: LSNE.S.STC • Credit Hours: 12

Description

The Linux Security and Network Essentials Short-Term Certificate is an information technology certificate concentrating on teaching specific skills pertaining to the fundamentals of the Linux operating system, Linux security and network and data communications.

Career Opportunities

Opportunities include Linux administrators and Linux consultant

Program Prerequisite(s)

| | | | |
|-----|------|-----------------------------------|---|
| CIS | 1107 | Introduction To Operating Systems | |
| CIS | 1107 | Introduction To Operating Systems | 3 |
| CIS | 1130 | Network Fundamentals | 3 |
| CIS | 2550 | Linux Operating System | 3 |
| CIS | 2560 | Fundamentals of Linux Security | 3 |

***Please see your Academic Advisor for information on Ohio Transfer Module and other electives.**

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Magnetic Resonance Imaging

Program Code: MRI.S.STC • Credit Hours: 6

Description

The short term certificate in Magnetic Resonance Imaging (MRI) is designed to provide radiographers certified by the American Registry of Radiologic Technologists (ARRT) with didactic and clinical education in Magnetic Resonance Imaging. Didactic courses focus on current MRI principles while clinical courses provide students with real-life experience and development of hands-on skills needed to pursue employment opportunities MRI.

Career Opportunities

Completion of this short term certificate program can lead to employment in comprehensive hospitals, suburban or rural outpatient centers, surgery centers, etc. as a Magnetic Resonance Imaging Technologist.

| | | |
|----------|--|---|
| RAT 2643 | Principles of Magnetic Resonance Imaging | 2 |
| RAT 2644 | Applications of Sectional Imaging | 2 |
| RAT 2645 | Magnetic Resonance Imaging Practicum | 2 |

Manufacturing Management

Program Code: MM.S.STC • Credit Hours: 19

Description

This short-term certificate provides a manufacturing specific background in organizations, industrial supervision, improvement techniques, quality, safety, teamwork and cost analysis. In addition, an elective provides the student an opportunity to customize the program according to his/her individual needs and interests.

Career Opportunities

The purpose of this certificate is to assist individuals in their transition from a technical job (engineer, technician, production worker, etc.) to a managerial position (foreman, supervisor, manager, etc.) in the manufacturing industry.

| | | |
|----------|---|---|
| | Operations Technology Elective | 3 |
| OPT 1101 | Introduction to Operations | 3 |
| OPT 1125 | World Class Operations | 3 |
| OPT 1126 | Supervision, Team Leadership & Project Management | 3 |
| OPT 1198 | Excel for Engineering Technology | 1 |
| OPT 2208 | Engineering Technology Economics & Cost Analysis | 3 |
| OPT 2251 | Supply Chain Operations & Logistics | 3 |

Operations Technology Electives

| | |
|----------|--|
| OPT 1136 | Plastics & Composites |
| OPT 2211 | Industrial Risk Management |
| OPT 2221 | Quality Assurance |
| OPT 2225 | Design & Process Failure Mode & Effects Analyses |

Measurement & Calibration

Program Code: MTCAL.S.STC • Credit Hours: 22

Description

This short-term certificate provides both theory and practice in measuring parts and processes, analyzing the result and determining the forms of error that contribute to the uncertainty of the measurements. A good measurement system is an underlying requirement for improving quality, throughput and waste problems. This certificate focuses on calibration and dimensional measurements, including coordinate measurements. Pressure, temperature and mass are also covered. This certificate provides sufficient background to pass the ASQ Certified Calibration Technician exam. The courses in this short-term certificate apply directly to the Operations Technology degree.

Career Opportunities

This certificate provides sufficient background to pass the ASQ certified calibration technician exam and prepares individuals for jobs in that field.

| | | |
|----------|--|---|
| CAM 1107 | Principles of Manufacturing | 3 |
| OPT 1100 | Tooling & Machining Metrology | 2 |
| OPT 1101 | Introduction to Operations | 3 |
| OPT 1112 | World Class Quality Systems & Procedures | 4 |
| OPT 1113 | Coordinate Measurement | 3 |
| OPT 1198 | Excel for Engineering Technology | 1 |
| OPT 2201 | Statistical Process Control | 3 |
| OPT 2225 | Design & Process Failure Mode & Effects Analyses | 1 |
| OPT 2267 | Quality Certification Review | 2 |

Mechanical Software Technician

Program Code: METECH.S.STC • Credit Hours: 16

Description

The Mechanical Software Technician short term certificate introduces students to the field of mechanical engineering including using the latest versions of computer-aided drafting software. All courses are part of the Mechanical Engineering Technology associate degree.

Career Opportunities

Professionals with software skills are in demand by mechanical design firms.

| | | |
|----------|---|---|
| MET 1161 | Software Tools for Engineering Technology | 1 |
| MET 1231 | Introduction to Drafting & Design using Inventor | 4 |
| MET 1241 | Principles of Engineering | 2 |
| MET 1301 | SolidWorks Basics | 3 |
| CAM 1109 | Fundamentals of Tooling & Machining OR | |
| MET 1111 | Preparatory Math for Engineering Technology OR | |
| MET 1151 | Guitar Manufacturing using Science, Technology, Engineering, & Mathematics OR | |
| MET 1281 | Engineering Design & Development OR | |
| MET 1331 | NX (Unigraphics) Basics OR | |
| MET 1351 | Solid Edge Basics OR | |
| MET 1371 | CAD Concepts using AutoCAD OR | |
| MET 2700 | Mechanical Engineering Technology Internship | 6 |

*Please see your Academic Advisor for information on Ohio Transfer Module and other electives.

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Medical Coding & Billing Specialist

Program Code: MCBS.S.STC • Credit Hours: 23

Description

The Medical Coding and Billing Specialist certificate prepares students for entry-level coding and billing positions in physician medical offices, medical insurance companies and outpatient billing services. Students develop skills to accurately determine diagnostic and procedural code number assignments that impact medical reimbursement. Skill sets include application of ICD-10-CM, CPT and HCPCS coding systems; medical terminology; anatomy and physiology and disease processes; processing insurance claims and reimbursement practices. The Medical Billing and Coding Specialist certificate can be completed in the traditional classroom setting or completely online or a combination of both delivery systems.

Students must receive a grade of C or higher in all courses and have a GPA of 2.0 to receive the Medical Coding & Billing Specialist Certificate.

Career Opportunities

This certificate provides sufficient background to pass the ASQ certified calibration technician exam and prepares individuals for jobs in that field.

| | | |
|----------|-------------------------------------|---|
| ALH 1101 | Introduction to Healthcare Delivery | 2 |
| ALH 1140 | Fundamentals of Disease Processes | 3 |
| BIO 1121 | Human Anatomy & Physiology I | 3 |
| BIO 1222 | Human Anatomy & Physiology II | 3 |
| HIM 1101 | Medical Terminology | 2 |
| HIM 1165 | Drug Classification for Coding | 1 |
| HIM 1201 | Introductory Medical Office Coding | 4 |
| HIM 2262 | Advanced Medical Office Coding | 3 |
| MAS 2210 | Medical Billing Specialist | 2 |

Medical Office Receptionist

Program Code: MOR.S.STC • Credit Hours: 16

Description

The Medical Office Receptionist certificate prepares students for entry-level employment in the medical office environment performing scheduling, monitoring patient appointments, out-patient procedures, medical and office equipment maintenance, storing supplies and pharmaceuticals. The program is designed to develop knowledge and understanding of medical language and documentation.

Career Opportunities

Career opportunities for those who complete the certificate include: urgent care, surgicare and ambulatory care centers, as well as health maintenance organizations (HMO's), multi-physician group practices and medical specialty clinics.

| | | |
|----------|-------------------------------------|---|
| ALH 1101 | Introduction to Healthcare Delivery | 2 |
| COM 2206 | Interpersonal Communication | 3 |
| ENG 1101 | English Composition I | 3 |
| HIM 1101 | Medical Terminology | 2 |
| MAS 1101 | Introduction to Medical Assisting | 3 |
| MAS 1110 | Administrative Medical Assisting I | 2 |
| SCC 1101 | First Year Experience | 1 |

Medical Scribe

Program Code: MS.S.STC • Credit Hours: 18-19

Description

Medical Scribes are individuals trained in medical documentation who assist a physician. They serve as part of the health care team, whose primary goal is to increase the efficiency and productivity of the physician. A Medical Scribe's position is highly dependent on the physician, physician group, and setting/hospital in which the scribe is employed. In addition, this certificate will prepare the student to become a Certified Medical Scribe Apprentice (CMSA).

Career Opportunities

Medical Scribes are employed in a variety of healthcare facilities, including physician offices, clinics, and hospitals.

| | | |
|----------|---|------|
| ALH 1101 | Introduction to Healthcare Delivery | 2 |
| ALH 1102 | Basic Healthcare Practices & Medical Scribe | 3 |
| ALH 2201 | Survey of Drug Therapy | 2 |
| BIO 1107 | Human Biology OR | |
| BIO 1121 | Human Anatomy & Physiology I OR | |
| BIO 1141 | Principles of Anatomy & Physiology I | 3 -4 |
| COM 2206 | Interpersonal Communication OR | |
| COM 2211 | Effective Public Speaking OR | |
| COM 2225 | Small Group Communication | 3 |
| HIM 1101 | Medical Terminology | 2 |
| HIM 1160 | Medical Office Coding Concepts | 1 |
| HIM 1204 | Medicolegal & Ethics in Healthcare Records | 2 |

Microsoft Certified Solutions Associate

Program Code: MCSA.S.STC • Credit Hours: 18

Description

This certificate and the associated courses will help students prepare for the certification exams needed to earn the designation of Microsoft Certified Solutions Associate (MCSA). This credential and the technical competence, as demonstrated by the certification exams, will help students earn employment in the areas of Network Management, Network Administration and System Administration.

Career Opportunities

Students completing this short term certificate will be prepared for vendor and/or industry certification exams that are highly desired and valued in the Information Technology field. In turn, these certifications will help prepare students for careers in Network Administration, Network Management, System Administration and other aspects of computer and network management.

| | | |
|----------|---|---|
| CIS 1107 | Introduction To Operating Systems | 3 |
| CIS 1130 | Network Fundamentals | 3 |
| CIS 2510 | Microsoft Windows Server Operating System | 3 |
| CIS 2515 | Windows Network Infrastructure | 3 |
| CIS 2520 | Windows Directory Services Administration | 3 |
| CIS 2640 | Network Security | 3 |

***Please see your Academic Advisor for information on Ohio Transfer Module and other electives.**

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Network Engineering Associate

Program Code: NEA.S.STC • Credit Hours: 18

Description

This certificate program will provide the student with state-of-the-art networking skills taught via the Cisco Networking Academy curriculum. The curriculum includes all aspects for an introductory network engineering position. This program is designed to provide the knowledge and skills required to understand and participate in basic networking design, installation, configuration and troubleshooting corporate network infrastructure. Included in this program are networking theory, Open Systems Interconnection (OSI) model, networking media, physical and logical design, maintaining networking equipment, designing and implementing internet protocol schemas, the basics of all current internal routing protocols, beginning security information and safety.

Career Opportunities

Employment opportunities in IT include entry-level positions such as network security analyst, network architect and network engineer.

Program Prerequisite(s)

| | | |
|----------|-----------------------------------|---|
| CIS 1107 | Introduction To Operating Systems | |
| CIS 1107 | Introduction To Operating Systems | 3 |
| CIS 1411 | Cisco Network Fundamentals | 3 |
| CIS 2416 | Routing & Switching Essentials | 4 |
| CIS 2421 | Scaling Networks | 4 |
| CIS 2426 | Connecting Networks | 4 |

Network Engineering Security Associate

Program Code: NES.A.S.STC • Credit Hours: 16

Description

This certificate will provide the student with state of the art network security skills taught using the Cisco Networking Academy curriculum. This program is designed to provide the knowledge and skills required to understand basic security threats and to configure and manage Cisco devices to provide appropriate network security. Cisco switches, routers, firewalls and Intrusion Prevention Systems (IPS) methods will be used.

Career Opportunities

Security analysts plan, implement, upgrade, or monitor security measures for the protection of computer networks and information. They may ensure appropriate security controls are in place that will safeguard digital files and vital electronic infrastructure. They may also be involved in the response to computer security breaches and viruses. Significant job growth is expected both regionally and nationally with median hourly wage reported by the Bureau of Labor statistics

(www.bls.gov/oes/2013/may/oes151122.htm) to be over \$42 per hour.

| | | |
|----------|-----------------------------------|---|
| CIS 1107 | Introduction to Operating Systems | 3 |
| CIS 1411 | Cisco Network Fundamentals | 3 |
| CIS 2640 | Network Security | 3 |
| CIS 2418 | Cisco Security | 3 |
| CIS 2416 | Routing & Switching Essentials | 4 |

Nurse Aide Training

Program Code: NAST.S.STC • Credit Hours: 4

Description

Provides education to individuals in the basic skills necessary to provide personal care services and activities under the delegation and supervision of a registered or licensed practical nurse to residents in a long-term care facility.

Chapter 3701-19 of the OAC for the State of Ohio establishes the requirements for Ohio's Nurse Aide Training and Competency Evaluation program. These requirements mandate all NAs working on a regular basis in Ohio's LTCFs must complete an Ohio Department of Health-approved 75-hour TCEP and pass a competency evaluation test conducted by the director.

Career Opportunities

Individuals may work as Nurse Aides; Home Health Care Aides or Patient Care Assistants.

ALH 1120 Nurse Aide Training 4

Ohio Peace Officer Basic Training Academy

Program Code: BAS.S.STC • Credit Hours: 28

Description

This program of study will provide you with the complete Ohio Peace Officer basic officer training required by the State of Ohio for new Ohio law enforcement officers. Taught by state-certified commanders and instructors, the basic academy adheres to the required content, instructional and training standards necessary for individuals to become certified peace officers in the State of Ohio. The basic academy consists of over 600 hours of instruction delivered in 18 weeks of training. The curriculum is intensive and participants must devote significant time and effort to complete the program. Academic, physical fitness, firearms and other demanding skill sets are included in the program. At the conclusion of the training, students are required to take a 200-question written final exam administered by the Attorney General's Office to receive a certificate of completion. Graduates of this program typically seek employment as police officers, sheriff's deputies, park rangers or other positions in Ohio which require a law enforcement commission. The Sinclair Academy has placed hundreds of graduates in more than 300 law enforcement agencies in Ohio. Entrance into Sinclair's Criminal Justice Training Academy is a competitive process and not all applicants are accepted. The academy is offered in both the fall and spring semesters.

Career Opportunities

There are openings in local and state law enforcement agencies as well as private investigation and personal protection agencies.

| | | | |
|-----|------|--|----|
| CJS | 2280 | Basic Peace Officer Training I | 14 |
| CJS | 2281 | Basic Peace Officer Training II | 12 |
| ENS | 1119 | Concepts of Fitness for Criminal Justice | 2 |

***Please see your Academic Advisor for information on Ohio Transfer Module and other electives.**

Ohio Real Estate Sales Associate

Program Code: RESS.S.STC • Credit Hours: 9

Description

This certificate program is designed for the person who is interested in a career in real estate sales. The course work meets the educational requirement of 120 classroom hours for persons to sit for the Ohio real estate license exam: 40 hours of Real Estate Principles and Practices, 40 hours of Real Estate Law, 20 hours of Real Estate Finance, and 20 hours of Real Estate Appraisal. (Further state requirements must also be satisfied.). Seat hour requirements of 120 hours are strictly enforced by state rule. Successful completers will receive the Ohio Real Estate Sales Associate Certificate.

Career Opportunities

The U.S. Bureau of Labor Statistics says “Employment of real estate brokers and sales agents is projected to grow 11 percent from 2012 to 2022, about as fast as the average for all occupations” (Occupational Outlook Handbook). According to the Ohio Department of Jobs & Family Services in 2010, the statewide average annual wage for real estate sales agents is over \$58,000. Employment opportunities for sales representatives are available in real estate firms.

| | | |
|----------|------------------------|-----|
| RES 1101 | Real Estate Principles | 3 |
| RES 1201 | Real Estate Law | 3 |
| RES 1301 | Real Estate Finance | 1.5 |
| RES 1401 | Real Estate Appraisal | 1.5 |

Pharmacy Technician

Program Code: PHT.S.STC • Credit Hours: 18-20

Description

This program prepares individuals to perform the technical and specialized skills of a pharmacy technician within retail, mail-order, hospital, nursing homes and home health care settings. The program is designed to develop knowledge and understanding of basic pharmacology, maintenance of patient records, drug-product preparation and distribution and record keeping. A portion of this program will involve a simulated directed practice comprised of computer simulations and workbook assignments. The program also offers an optional directed practice in a real world pharmacy. A state and federal background check will be required prior to starting the optional real world directed practice. A grade of “C” or better is required in all courses to complete the program. A grade of “B” or better is required in the pharmacy technician core courses to be eligible to participate in the real world directed practice. Upon completion of the program students may take the national Pharmacy Technician Certification Board Examination.

Career Opportunities

Pharmacy Technician in retail and mail-order settings, hospital pharmacies, nursing homes and home health care sites.

| | | |
|----------|--------------------------------------|-----|
| ALH 1101 | Introduction to Healthcare Delivery | 2 |
| ALH 1122 | Pharmacy Technician I | 5 |
| ALH 1123 | Pharmacy Technician II | 5 |
| BIO 1107 | Human Biology OR | |
| BIO 1121 | Human Anatomy & Physiology I OR | |
| BIO 1141 | Principles of Anatomy & Physiology I | 3-4 |
| MAT 1130 | Allied Health Mathematics OR | |
| MAT 1470 | College Algebra | 3-4 |

Photographic Technology

Program Code: PHOT.S.STC • Credit Hours: 29

Description

This short-term certificate is designed for the serious photographer or student desiring a job in the photographic studio/photographic processing industry. The certificate ensures proficiency in composing a good photograph in the studio or field and developing and printing photographs in black and white and color. The student will learn studio technique and how to operate both manual 35 mm and digital cameras. Basic computer imaging techniques will also be covered. The completion of the certificate will ensure the student has a well-rounded knowledge of photographic technique and applications.

Career Opportunities

The Art department strives to provide students with high-quality education experiences in the visual arts and the short-term certificate in Photographic Technology prepares students to enhance their skills as photographers and, if desired, to enter the photographic studio/photographic processing industry.

| | | |
|----------|---------------------------------------|---|
| ART 1161 | Black & White Darkroom Photography I | 3 |
| ART 1162 | Black & White Darkroom Photography II | 3 |
| ART 1170 | Non-Silver Photography | 3 |
| ART 1171 | Studio Photography | 3 |
| ART 1175 | Computer Photography | 3 |
| ART 2235 | History of Photography | 3 |
| ART 2265 | Digital Color Photography I | 3 |
| ART 2294 | Photography Portfolio Development | 1 |
| CHE 1311 | College Chemistry I | 4 |
| MAT 1120 | Business Mathematics OR | |
| MAT 1440 | Excursions in Mathematics OR | |
| MAT 1445 | Quantitative Literacy | 3 |

Powerplant Aviation Maintenance

Program Code: PPAM.S.STC • Credit Hours: 27

Description

The Powerplant Aviation Maintenance certificate provides the knowledge and skills required by the Federal Aviation Administration (FAA) for the powerplant maintenance technician student. Students will learn to apply all the knowledge and skills in the lab portion.

Career Opportunities

Boeing Commercial Aircraft Company recently predicted 1,000,000 more jobs in aviation in the next 15 years. Airbus of Europe has predicted about 800,000 more jobs in the next 15-20 years. Both predictions are based on anticipated growth in aircraft production and flying passengers. Many mechanics will reach retirement age in the next three years as a result of an interruption of current certificates issued by the FAA. More jet aircraft means more need for mechanics. The general aviation sector already has a shortage of certificated mechanics.

| | | |
|----------|-----------------------------|---|
| AVT 1128 | Powerplant Safety Systems | 3 |
| AVT 2122 | Ignition & Starting | 4 |
| AVT 2126 | Reciprocating Engines | 7 |
| AVT 2129 | Propellers | 4 |
| AVT 2138 | Engine Fuel & Fuel Metering | 3 |
| AVT 2139 | Induction/Exhaust/Cooling | 2 |
| AVT 2219 | Turbine Engines | 4 |

*Please see your Academic Advisor for information on Ohio Transfer Module and other electives.

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Professional Communication

Program Code: COM.S.STC • Credit Hours: 27

Description

Communication skills are critically important for everyone. Earning a professional communication certificate can be an important key to career success. Completion of the certificate will demonstrate to current and prospective employers that a student recognizes the importance of various communication skills and strategies in a variety of professional settings. The results of a 2011 survey by the National Association of Colleges and Employers showed verbal communication skills as the number one soft skill that employers sought in new college graduates looking to join their organizations.

Career Opportunities

A Professional Communication Certificate can provide opportunities in journalism, speech education, business, industry, government, broadcast media, law, ministry, social services, public relations, or provide valuable communication skills to enrich any career. Enhancing communication skills provides invaluable benefits for all students, regardless of major or career path.

| | | |
|----------|--------------------------------------|---|
| COM 2201 | Introduction to Mass Communication | 3 |
| COM 2206 | Interpersonal Communication | 3 |
| COM 2220 | Introduction to Communication Theory | 3 |
| COM 2211 | Effective Public Speaking | 3 |
| COM 2230 | Nonverbal Communication | 3 |
| COM 2225 | Small Group Communication | 3 |
| COM 2245 | Intercultural Communication | 3 |
| COM 2235 | Principles of Interviewing OR | |
| COM 2287 | Effective Listening | 3 |
| COM 2286 | Public Relations Principles OR | |
| COM 2290 | Introduction to Broadcasting | 3 |

Professional Firefighter

Program Code: PFC.S.STC • Credit Hours: 11

Description

Provides training for full-time, part-time and volunteer firefighters to obtain the certifications necessary to meet the requirements of the National Fire Protection Association Standard 1001, Firefighter I and II. State of Ohio Certification from the Ohio Department of Public Safety and National Board on Fire Service Professional Qualifications.

Career Opportunities

Professional firefighter in the State of Ohio.

| | | |
|----------|------------------------------|----|
| FST 1102 | Firefighter I AND | |
| FST 1103 | Firefighter II Transition OR | |
| FST 1104 | Firefighter II | 11 |

Professional Writing

Program Code: PRW.S.STC • Credit Hours: 16

Description

The Professional Writing Certificate offers appropriate courses for degree-seeking students and professionals interested in improving their writing, editing and computer skills for a future in professional writing or to enhance their marketability. The certificate is especially useful for those in professional and administrative positions in business, hospitality, health and human services.

Career Opportunities

The Professional Writing Short Term Certificate is a valuable addition to many, if not all, majors at Sinclair. Students completing this certificate will learn writing and communication techniques essential in the workplace. Top jobs for students earning this certificate are in the copywriting, marketing, finance, grant, hospitality, legal, technical, health, and business fields. Current research indicates that employers seek candidates who have expertise in writing in a professional setting, and students completing this certificate will acquire a facility with writing and language use in that environment.

| | | |
|----------|-----------------------------|---|
| BIS 1220 | Word Processing Software | 3 |
| BIS 1250 | Desktop Publishing Software | 1 |
| ENG 1101 | English Composition I | 3 |
| ENG 1131 | Business Writing | 3 |
| ENG 1199 | Textual Editing | 3 |
| ENG 2257 | Freelance Writing OR | |
| JOU 2101 | Introduction to Journalism | 3 |

Radio Frequency Identification (RFID)

Program Code: RFID.S.STC • Credit Hours: 6-8

Description

This program is an introduction to the basics of Radio Frequency Identification (RFID) principles with a business or engineering technology orientation. Various RFID technologies, RFID project planning and implementation of basic business solutions or RFID hardware setup, maintenance and troubleshooting will be covered. Emphasis is on a team approach to management and technology aspects of design and implementation of a basic system.

Career Opportunities

There is an ever-increasing use and adaptation of RFID technology in business, manufacturing and the defense industry.

| | | |
|----------|---|---|
| EET 2257 | Radio Frequency Identification (RFID) Capstone | 3 |
| MAN 1157 | Management Applications of Radio Frequency Identification Technology | 2 |
| MAN 1106 | Introduction to Radio Frequency Identification OR | |
| EET 2157 | Radio Frequency Identification (RFID) Technology 1-3 | |

***Please see your Academic Advisor for information on Ohio Transfer Module and other electives.**

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Reimbursement Specialist

Program Code: RMS.S.STC • Credit Hours: 22

Description

The Reimbursement Specialist short-term certificate prepares students to work in a billing office for medical providers. The certificate will focus on preparing students to take the national certification examination to earn the credential Certified Medical Reimbursement Specialist (CMRS) offered by the American Medical Billing Association (AMBA). Students will be expected to complete a practicum experience to obtain this certificate, gaining work and hands-on medical billing skills.

Career Opportunities

The Reimbursement Specialist short-term certificate prepares students to work in a billing office for medical providers. The certificate will focus on preparing students to take the national certification examination to earn the credential Certified Medical Reimbursement Specialist (CMRS) offered by the American Medical Billing Association (AMBA).

| | | |
|----------|-------------------------------------|---|
| ALH 1101 | Introduction to Healthcare Delivery | 2 |
| BIO 1121 | Human Anatomy & Physiology I | 3 |
| COM 2206 | Interpersonal Communication | 3 |
| HIM 1101 | Medical Terminology | 2 |
| HIM 1201 | Introductory Medical Office Coding | 4 |
| MAS 1130 | Reimbursement Specialist Practicum | 2 |
| MAS 2210 | Medical Billing Specialist | 2 |
| MAT 1130 | Allied Health Mathematics | 3 |
| SCC 1101 | First Year Experience | 1 |

Residential Technician

Program Code: RTC.S.STC • Credit Hours: 9

Description

This certificate provides the basic education needed to apply for residential technician positions in mental health, addictions, developmental disabilities and other populations. The certificate includes safety of the resident, healthy communication, conflict resolution, knowledge of human services and behavioral health field, and professional and ethical expectations. There is a 105 hour practicum included in the certificate.

Career Opportunities

Residential Services are expanding for mental health, corrections, developmental disabilities and seniors. This program prepares students to meet the minimum expectations to work in this setting. Residential facilities need workers 24 hours a day/7 days a week.

Program Prerequisite(s)

| | | |
|-----------------|--|---|
| <i>DEV 0035</i> | <i>Integrated Developmental Reading & Writing II</i> | |
| ALH 1130 | Basic Life Support Training | 1 |
| MHT 1101 | Introduction to Human Services & Behavioral Health | 2 |
| MHT 1203 | Professional Documentation | 1 |
| MHT 2138 | Ethical Issues in Behavioral Healthcare | 2 |
| MHT 2225 | Residential Technician Practicum | 3 |

Social Service

Program Code: SOCS.S.STC • Credit Hours: 27

Description

The Social Service Short-Term Certificate is designed to provide the tools needed for employees and volunteer leaders related to human service agencies and nonprofit organizations emphasizing the skills of: communication, critical analysis of social problems, investigative techniques, an understanding of the bureaucratic social and legal system serving the community and the role of the volunteer.

Career Opportunities

This certificate enhances careers in sociology, social work, education, government, health care, public safety, human services, nonprofit organizations and related fields.

| | | |
|----------|--|---|
| CJS 2145 | Correctional Case Management | 3 |
| COM 2206 | Interpersonal Communication | 3 |
| MHT 2250 | Child & Adolescent Mental Health | 3 |
| SOC 1101 | Introduction to Sociology | 3 |
| SOC 2130 | Sociology of Family Violence | 3 |
| SOC 2205 | Social Problems | 3 |
| SWK 1206 | Introduction to Social Work | 3 |
| SWK 1213 | Introduction to Social Welfare | 3 |
| SWK 2207 | Cultural Competence in a Diverse World | 3 |

Software Applications for the Professional

Program Code: SA.S.STC • Credit Hours: 15

Description

This certificate provides office workers, managers, professionals and those interested in acquiring knowledge for personal use the opportunity to develop and refine their skills in a variety of current software common in today's work environments.

Career Opportunities

Employment opportunities are available in many types of businesses, including banks, insurance offices, advertising agencies, manufacturing companies, small to large businesses and educational facilities, to name a few.

Program Prerequisite(s)

| | | |
|-----------------|--|---|
| <i>BIS 1120</i> | <i>Introduction to Software Applications</i> | |
| BIS 1120 | Introduction to Software Applications | 3 |
| BIS 1220 | Word Processing Software | 3 |
| BIS 1230 | Spreadsheet Software | 3 |
| BIS 1240 | Presentation Software | 2 |
| BIS 1250 | Desktop Publishing Software | 1 |
| BIS 1260 | Database Software | 3 |

***Please see your Academic Advisor for information on Ohio Transfer Module and other electives.**

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Special Medical Imaging

Program Code: RAT.S.STC • Credit Hours: 13-25

Description

The short term certificate in special medical imaging is designed to provide radiographers certified by the American Registry of Radiologic Technologists (ARRT) with didactic and clinical education in Computed Tomography (CT), Magnetic Resonance Imaging (MRI) and Mammography. Didactic courses focus on current CT, MRI and Mammography principles while clinical courses provide students with real-life experience and development of hands-on skills needed to pursue employment opportunities in CT, MRI and Mammography.

Career Opportunities

Completion of this short-term certificate program can lead to employment in comprehensive hospitals, suburban or rural outpatient centers or physician offices as Computed Tomography Technologists, Magnetic Resonance Imaging Technologists and Mammographers.

| | | |
|----------|--|-----|
| RAT 2640 | Computed Tomography Practicum | 1-4 |
| RAT 2641 | Principles of Computed Tomography | 2 |
| RAT 2643 | Principles of Magnetic Resonance Imaging | 2 |
| RAT 2644 | Applications of Magnetic Resonance Imaging | 2 |
| RAT 2645 | Magnetic Resonance Imaging Practicum | 1-4 |
| RAT 2647 | Principles of Mammography | 3 |
| RAT 2649 | Mammography Practicum | 2-8 |

Specimen Processing

Program Code: SP.S.STC • Credit Hours: 18

Description

The Specimen Processing certificate prepares students for entry-level employment in the clinical laboratory setting performing specimen collection, quality assurance and other techniques fundamental to specimen processing. The program is designed to develop knowledge and understanding of medical terminology, lab rules and regulations, and universal precautions for a clinical laboratory.

Career Opportunities

Employment opportunities exist for certificate completers in hospital laboratories, research laboratories, pharmaceutical companies and biotechnology companies.

| | | |
|----------|---|---|
| ALH 1101 | Introduction to Healthcare Delivery | 2 |
| ALH 1113 | Clinical Phlebotomy | 2 |
| ALH 1114 | Clinical Phlebotomy Practice | 2 |
| ALH 1115 | Specimen Processing | 2 |
| BIO 1107 | Human Biology | 3 |
| BTN 1120 | Laboratory Safety & Regulatory Compliance | 2 |
| HIM 1101 | Medical Terminology | 2 |
| COM 2206 | Interpersonal Communication OR | |
| COM 2211 | Effective Public Speaking OR | |
| COM 2225 | Small Group Communication | 3 |

Sterile Processing Technician

Program Code: SPT.S.STC • Credit Hours: 20

Description

The Sterile Processing short-term certificate program will prepare the graduate to work within a health-care facility to ensure medical and surgical supplies, instruments, and equipment are properly cleaned, prepared, processed, stored, and distributed for patient care and surgical use. Knowledge of basic human anatomy, medical terminology, and a combination of sterilization, inventory control, and information technologies are integrated into the curriculum to ensure a safe outcome for all patients. This program combines both lecture and directed practices to prepare the Sterile Processing Technician student to take the CRCST Exam upon graduation and upon completion of 400 work related hours in a Sterile Processing Department. Minimum GPA of 2.0 is required. The following SUT courses required for this short-term certificate will only be available at the Courseview Campus: SUT 1100, SUT 1200 and SUT 1207.

Career Opportunities

The Sterile Processing short-term certificate program will prepare the graduate to work within a health-care facility to ensure medical and surgical supplies, instruments, and equipment are properly cleaned, prepared, processed, stored, and distributed for patient care and surgical use. Knowledge of basic human anatomy, medical terminology, and a combination of sterilization, inventory control, and information technologies are integrated to ensure a safe outcome for all patients.

This program combines both lecture and directed practices to prepare the Sterile Processing Technician student to take the CRCST Exam upon graduation and upon completion of 400 work related hours in a Sterile Processing Department.

| | | |
|----------|---|---|
| ALH 1101 | Introduction to Healthcare Delivery | 2 |
| BIO 1107 | Human Biology | 3 |
| BIO 1108 | Lab for Human Biology | 0 |
| COM 2211 | Effective Public Speaking | 3 |
| HIM 1101 | Medical Terminology | 2 |
| SUT 1100 | Sterile Processing I | 4 |
| SUT 1200 | Sterile Processing II | 3 |
| SUT 1207 | Directed Practice for Sterile Processing II | 3 |

Tax Practitioner

Program Code: TAXP.S.STC • Credit Hours: 15

Description

The Tax Practitioner certificate prepares students for work in the tax preparation field. As tax law changes and grows more complex, more people seek professional tax preparation assistance. The Tax Practitioner certificate covers federal, state and local tax law. The Tax Practitioner certificate will prepare students for the Registered Tax Preparer Exam that the Internal Revenue Service is instituted with the 2012 tax season.

Career Opportunities

Tax preparers may work as employees for companies or work as an independent tax preparer.

| | | |
|----------|---------------------------------------|---|
| ACC 1210 | Introduction to Financial Accounting | 3 |
| ACC 1220 | Introduction to Managerial Accounting | 3 |
| ACC 1510 | Computerized Accounting Systems | 3 |
| ACC 2321 | Federal Taxation | 3 |
| ACC 2322 | Advanced Taxation | 3 |

*Please see your Academic Advisor for information on Ohio Transfer Module and other electives.

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Tissue Banking Technology

Program Code: TBT.S.STC • Credit Hours: 20

Description

The Tissue Banking Technology certificate program prepares individuals to attain the skills necessary to become a certified tissue banking technologist. Tissue banking technologists are integral in the recovery, processing, storage and distribution of human tissue. Students in this program will gain basic knowledge of human anatomy, medical terminology, sterile techniques, surgical recovery and processing techniques, ethics and regulatory standards. Students will also be eligible to take the national Certified Tissue Banking Specialist (CTBS) exam upon program completion.

Career Opportunities

Careers in Tissue Banking Technology are growing both locally and nationally, as interest in new graft technology continues to rise. Locally, CBCCTS is expanding operations and opening a new processing facility that will increase current processing capacity by 40 percent.

Program Prerequisite(s)

| | | |
|----------|---|---|
| BIO 1107 | Human Biology AND Approval of Department | |
| BIO 1107 | Human Biology | 3 |
| ENG 1101 | English Composition I | 3 |
| HIM 1101 | Medical Terminology | 2 |
| MAT 1130 | Allied Health Mathematics | 3 |
| SUT 1101 | Tissue Banking I | 4 |
| SUT 1107 | Lab for Tissue Banking I | 1 |
| SUT 2101 | Tissue Banking II | 2 |
| SUT 2107 | Practicum for Tissue Banking II | 2 |

UAS First Responders

Program Code: UASFR.S.STC • Credit Hours: 16

Description

The UAS First Responders Short-Term Technical certificate prepares students for entry level positions in the Unmanned Aerial Systems (UAS) industry by providing foundational knowledge, skills and proficiency in UAS theory, capabilities and scenario based objectives related to the first responder industry.

Career Opportunities

The demand for Unmanned Aerial Systems is increasing at a phenomenal rate. A shift in military strategies and the demand for use in the private sector as well as other government agencies has fueled an industry which is estimated to explode to over \$80 billion in the next decade. With local government agencies and First Responder personnel in need of new technological options for fast and safe mission execution. The Dayton region and its Educational Institutions are primed to take advantage of the opportunity as industry leaders.

| | | |
|----------|--|---|
| AVT 1101 | Introduction to Unmanned Aerial Systems | 2 |
| AVT 1104 | UAS Standards, Regulations & Law | 1 |
| AVT 1108 | UAS First Responder Applications | 1 |
| AVT 2150 | Crew Resource Management for UAS | 1 |
| CJS 1101 | Introduction to Criminal Justice Science | 3 |
| CJS 1155 | Homeland Security Issues & Administration | 3 |
| EET 1121 | UAS Remote Sensing & Analysis | 1 |
| EET 1158 | Aerospace Spatial Visualization | 2 |
| EMS 1100 | Emergency Medical Responder Lecture & Laboratory | 2 |

UAS for Geographic Information Systems

Program Code: UASGIS.S.STC • Credit Hours: 16

Description

The UAS for GIS (Geographic Information Systems) Short-Term Technical certificate prepares students for entry level positions as GIS analysts in the Unmanned Aerial Systems (UAS) industry by providing foundational knowledge and skills involving GIS technologies and UAS technology.

Career Opportunities

The Unmanned Aerial System platform capabilities include but are not limited to aerial mapping and remote sensing for geographic information systems. The private sector as well as governmental demands for Unmanned Aerial System personnel in geospatial information and remote sensing applications are in high demand.

| | | |
|----------|--|---|
| AVT 1101 | Introduction to Unmanned Aerial Systems | 2 |
| AVT 1104 | UAS Standards, Regulations & Law | 1 |
| AVT 1114 | Geospatial Information for UAS | 2 |
| AVT 2150 | Crew Resource Management for UAS | 1 |
| CAT 1501 | Construction Surveying | 3 |
| EET 1121 | UAS Remote Sensing & Analysis | 1 |
| EET 1158 | Aerospace Spatial Visualization | 2 |
| GEO 1107 | Introduction to Geographic Information Systems (GIS) | 4 |

UAS Precision Agriculture

Program Code: UASAG.S.STC • Credit Hours: 16

Description

The UAS Precision Agriculture Short-Term Technical Certificate prepares students for entry level positions in the Unmanned Aerial Systems (UAS) industry by providing foundational knowledge and skills involving Precision Agriculture and UAS Technology.

Career Opportunities

Precision Agriculture is expected to be 80% of the UAS market over the next decade. Industry projections and demands indicate that the UAS precision agriculture market will be one of the five industries that benefit first from FAA rules and regulation changes. With agriculture being the number one industry in the state of Ohio and contributing 107 billion dollars a year to the Ohio economy. Agricultural industry needs in drought management, disease detection, watering, and spraying pesticides make UAS an intelligent and affordable option.

| | | |
|----------|---|---|
| AVT 1101 | Introduction to Unmanned Aerial Systems | 2 |
| AVT 1104 | UAS Standards, Regulations & Law | 1 |
| AVT 1112 | UAS Precision Agriculture | 2 |
| AVT 2150 | Crew Resource Management for UAS | 1 |
| AVT 2298 | UAS Agriculture Transfer | 7 |
| EET 1121 | UAS Remote Sensing & Analysis | 1 |
| EET 1158 | Aerospace Spatial Visualization | 2 |

*Please see your Academic Advisor for information on Ohio Transfer Module and other electives.

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Web Programming

Program Code: WW1.S.STC • Credit Hours: 18

Description

The Web Programming certificate is designed to provide an individual with current web development skills. It focuses on techniques for developing web-based distributed applications using standard languages and protocols such as HTML, JavaScript, CSS, XML, PHP and ASP.NET. It is designed for experienced software developers to update their skills and for individuals wishing to make a career change into the Information Technology field. The certificate focuses on web application development in a client/server networked environment.

Career Opportunities

Employment opportunities in IT include entry-level positions such as software developers, web developers, help desk analysts, network administrators, user support specialists, network security analysts and network engineers. According the Bureau of Labor and Statistics: "Overall, employment of computer software engineers and computer programmers is projected to increase by 22% from 2012 to 2022, much faster than the average for all occupations."

Retrieved Jan 16, 2014: <http://www.bls.gov/ooh/Computer-and-Information-Technology/Software-developers.htm>

Program Prerequisite(s)

MAT 1270 Beginning Algebra

| | | |
|----------|--|---|
| CIS 1111 | Introduction to Problem Solving & Computer Programming | 3 |
| CIS 1202 | C++ Software Development I | 3 |
| CIS 1350 | Web Site Development with HTML & CSS | 3 |
| CIS 2250 | Web Site Development with php & XML | 3 |
| CIS 2222 | ASP.NET with C# | 3 |
| CIS 2640 | Network Security | 3 |

Associate of Individualized Study

Program Code: AIS.S.AIS • Credit Hours: 60

Description

The Associate of Individualized Study (A.I.S.) degree is open to any student who wishes to design an interdisciplinary degree program using liberal arts or combining liberal arts with technical areas of study. The student may focus specifically on education for individual development and enrichment or may design a curriculum which allows for employment or continuation into selected four-year degree programs. Students are assisted in the degree planning process by an AIS Program Advisor and/or faculty representing the various areas of study incorporated into the degree are consulted. Interested students should request information at plaprograms@sinclair.edu

General Education

| | | |
|----------|---------------------------|---|
| COM 2211 | Effective Public Speaking | 3 |
| ENG 1101 | English Composition I | 3 |
| OTM | Mathematics Elective | 3 |

Two of the following three areas required to total 6 semester hours

| | | |
|-----|---------------------------------------|---|
| OTM | Arts & Humanities Elective | |
| OTM | Natural & Physical Sciences Elective | |
| OTM | Social & Behavioral Sciences Elective | 6 |

AIS Concentration 30

AIS Related Electives 15

Associate of Technical Study

Program Code: ATS.S.ATS • Credit Hours: 60

Description

The Associate of Technical Study (A.T.S.) degree is open to any student whose technical degree goals cannot be accomplished through enrollment in one of Sinclair's existing technical degree programs. The student may design a degree which combines two or more technical areas into a unique education plan. As an alternative, part of the student's degree requirements may incorporate credit awarded through articulation agreements with community education providers, or a combination of both. In all cases, faculty members assist the student in planning the most appropriate course of study for the individual. Interested students should request information at plaprograms@sinclair.edu

General Education

| | | |
|----------|---------------------------|---|
| COM 2211 | Effective Public Speaking | 3 |
| ENG 1101 | English Composition I | 3 |
| OTM | Mathematics Elective | 3 |

Two of the following three areas required to total 6 semester hours

| | | |
|-----|---------------------------------------|---|
| OTM | Arts & Humanities Elective | |
| OTM | Natural & Physical Sciences Elective | |
| OTM | Social & Behavioral Sciences Elective | 6 |

ATS Concentration 30

ATS Related Electives 15

*Please see your Academic Advisor for information on Ohio Transfer Module and other electives.

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Advanced Technical Intelligence

Program Code: ATIS.S.ATS • Credit Hours: 65

Description

The Advanced Technical Intelligence degree prepares graduates to work in the defense-related industry with background in Advanced Geospatial Intelligence (AGI) and Measurement and Signature Intelligence (MASINT). It is also designed to meet the needs of individuals desiring to change career paths within the industry and government as intelligence analysts. Only U.S. citizens who can qualify for and obtain secret clearance can enroll in the program.

This degree program contains one or more embedded certificates which will be automatically awarded when the certificate requirements are completed. If you do not want to receive the embedded certificate(s), please notify Registration & Student Records at studentrecords@sinclair.edu

Career Opportunities

Opportunities to work in the intelligence field either for the military or homeland security.

| | | |
|----------|--|---|
| CHE 1211 | General Chemistry I | 5 |
| COM 2211 | Effective Public Speaking | 3 |
| EET 1158 | Satellite Tool Kit | 2 |
| EGR 1121 | Introduction to the Intelligence Community | 3 |
| EGR 1122 | Fundamentals of Remote Sensing in Intelligence | 3 |
| EGR 1201 | Introduction to Spectral Sensing with Applications in Intelligence | 3 |
| EGR 1202 | Introduction to Radar | 3 |
| EGR 1211 | Introduction to Large Area Surveillance | 3 |
| ERG 1212 | Measurement & Signal Intelligence | 3 |
| EGR 2270 | Automation & Control Internship | 3 |
| ENG 1101 | English Composition I | 3 |
| GEO 1107 | Introduction to GIS | 5 |
| HIS 2219 | Survey of Middle East | 3 |
| MAT 1280 | Technical Mathematics I | 4 |
| MAT 1290 | Technical Mathematics II | 4 |
| MET 1131 | Personal Computer Applications for Engineering Technology | 1 |
| OPT 1198 | EXCEL for Engineering Technology | 1 |
| PHI 2207 | Logic | 3 |
| PHY 1104 | Sound, Light & Modern Physics | 4 |
| PHY 1131 | Technical Physics | 3 |
| PLS 2220 | International Relations | 3 |

Electrical Trades

Program Code: ELTR.S.ATS • Credit Hours: 62

Description

The International Brotherhood of Electrical Workers (IBEW) National Electrical Contractors Association (NECA) Electrical Apprenticeship program for Inside Wireman is a nationally recognized program provided through the National Joint Apprenticeship and Training Committee (NJATC). Providers of this apprenticeship program in Ohio have partnered with 11 of Ohio's public community colleges to provide pathway to a technical associate degree. Please note that students who participate in this program will not be eligible for Title IV financial aid because they may be eligible for Taft-Hartley aid.

This degree program contains one or more embedded certificates which will be automatically awarded when the certificate requirements are completed. If you do not want to receive the embedded certificate(s), please notify Registration & Student Records at studentrecords@sinclair.edu

| | | |
|----------|---|---|
| COM 2206 | Interpersonal Communication | 3 |
| EET 1181 | Electrical Construction I | 6 |
| EET 1182 | Electrical Construction II | 6 |
| EET 1183 | Electrical Construction III | 6 |
| EET 1184 | Electrical Construction IV | 6 |
| EET 2281 | Programmable Logic Controllers | 3 |
| EET 2282 | Advanced Programmable Logic Controllers | 3 |
| ENG 1101 | English Composition I | 3 |
| MAT 1270 | Beginning Algebra | 3 |
| MAT 1280 | Technical Mathematics I | 4 |
| PHY 1100 | Introduction to Physics | 4 |
| PHY 1131 | Technical Physics | 3 |
| OTM | Arts & Humanities Elective | 6 |
| OTM | Social & Behavioral Sciences Elective | 6 |

Energy Management Technology

Program Code: EGMT.S.ATS • Credit Hours: 60

Description

This program provides students with the skills and knowledge to work in the emerging field of energy management, with an emphasis on performance of energy audits and improving building energy efficiency. Upon completing this program, students will have the ability to perform energy audits, assess energy efficiency and control strategies for energy-consuming equipment, and prepare energy management plans.

This degree program contains one or more embedded certificates which will be automatically awarded when the certificate requirements are completed. If you do not want to receive the embedded certificate(s), please notify Registration & Student Records at studentrecords@sinclair

Career Opportunities

Students can find employment doing energy audits, building performance testing, and in consulting and sales related to improving energy efficiency of facilities.

| | | |
|----------|---|----|
| CAT 1111 | Mechanical Systems Blueprint Reading | 1 |
| COM 2211 | Effective Public Speaking | 3 |
| EET 1120 | Introduction to DC & AC Circuits | 2 |
| EVG 1301 | Architectural Energy Analysis | 2 |
| EGV 2351 | LEED Green Associate Exam Preparation | 2 |
| EGV 2780 | Energy Management Technology Capstone | 4 |
| ENG 1101 | English Composition I | 3 |
| HVA 1201 | Basic HVAC Systems with Cooling | 3 |
| HVA 1221 | Heating Systems | 3 |
| HVA 1261 | HVAC Loads & Distribution for Small Buildings | 4 |
| HVA 1351 | Building Psychrometrics & Load Calculations | 3 |
| MAT 1580 | Precalculus | 5 |
| MET 1131 | Personal Computer Applications for Engineering Technology | 1 |
| MET 2711 | Ethics for Engineering Technology Professionals | 1 |
| PHY 1141 | College Physics I | 4 |
| OTM | Social & Behavioral Sciences Elective | 3 |
| OTM | Arts & Humanities Elective | 3 |
| | ATS Concentration Electives | 13 |

ATS Concentration Electives

| | |
|----------|--|
| CAT 1121 | Introduction to Revit & BIM |
| CAT 1131 | Introduction to Revit MEP |
| CAT 2431 | OSHA Construction Standards |
| EGV 1101 | Alternate & Renewable Energy Sources |
| EGV 1251 | Introduction to Energy Management Principles |
| EGV 1401 | Weatherization & Building Performance Training |
| EGV 2101 | Solar Photovoltaic Design & Installation |
| EGV 2151 | Solar Thermal Systems |
| EGV 2201 | Electrical Lighting & Motors |
| EGV 2251 | Energy Control Strategies |
| EGV 2301 | Commercial & Industrial Assessment |

Health Information Technology

Program Code: HIT.S.ATS • Credit Hours: 63

Description

The Health Information Technology degree will prepare students for careers in management of health information, securing systems and information, troubleshooting hardware, operating systems, and network components, hospital administration. This degree is part of a 2 + 2 with Miami University Regional's Health Information Technology bachelors.

Career Opportunities

This degree prepares student to work in not only health information technology but also in information technology.

| | | |
|----------|--|---|
| ART 1110 | Art Appreciation—Introduction to Art & Art Media | 3 |
| BIO 1121 | Human Anatomy & Physiology I | 3 |
| BIO 1222 | Human Anatomy & Physiology II | 3 |
| BIS 1120 | Introduction to Software Applications | 3 |
| CIS 1107 | Introduction to Operating Systems | 3 |
| CIS 1111 | Introduction to Problem Solving & Computer Programming | 3 |
| CIS 1130 | Network Fundamentals | 3 |
| CIS 1140 | Information Systems Analysis & Design | 3 |
| CIS 1350 | Web Site Development with HTML & CSS | 3 |
| CIS 1714 | A+ Operating Systems Troubleshooting | 3 |
| CIS 2165 | Database Management | 3 |
| CIS 2640 | Network Security | 3 |
| CIS 2717 | A+ Certification IT Technician | 3 |
| COM 2211 | Effective Public Speaking | 3 |
| ENG 1101 | English Composition I | 3 |
| ENG 1201 | English Composition II | 3 |
| HIM 1101 | Medical Terminology | 2 |
| HIM 1160 | Medical Office Coding Concepts | 1 |
| HIM 1204 | Medicolegal & Ethics in Healthcare Records | 2 |
| MAN 2150 | Management & Organizational Behavior | 3 |
| MAT 1450 | Introductory Statistics | 4 |
| SOC 1145 | Introduction to Cultural Anthropology | 3 |

*Please see your Academic Advisor for information on Ohio Transfer Module and other electives.

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This portion of the catalog provides information about the courses offered at Sinclair Community College. A brief description of each course is provided. For details regarding the additional information included with each course, see below.

Course Numbering

Each section begins with a subject followed by a three letter prefix which identifies the subject area of the course. The number identifies the level. Courses that begin with a zero are developmental in nature. Credits earned in developmental courses will not apply to the overall program hours. Courses in the 1000 series are usually considered first-year courses, while courses in the 2000 series are usually considered second-year courses.

Credit Hours

The number of semester credits for each course is indicated after the course title. Note that the number of credits for a course does not necessarily equal the number of hours that the course meets in one week.

Prerequisites

Prerequisites, if any, are listed at the end of each course description in italics. Prerequisites are established by each department to ensure that the student has an adequate and sufficient background to enroll in the course and achieve success in that course. If there are no prerequisites listed, none are required for the course.

Co-requisites

Sometimes courses must be taken concurrently. If this is the case the courses are designated as corequisites. For example, a biology lecture course and its associated lab course must be taken simultaneously. Lab information is usually noted.

Repeatable

An “R” indicates the course may be repeated for additional credit.

NOTE: Courses described in this catalog are those approved by Sinclair Community College at the time of publication. Inclusion of a course description does not obligate the College to offer the course in any given semester or academic year.

Accounting (ACC)

1100 Small Business Accounting 3 Cr. Hrs.

Survey of financial accounting for non-accounting majors. Accounting concepts, financial statements, internal control, cash, and payroll.

1210 Introduction to Financial Accounting 3 Cr. Hrs

An introduction to preparation and use of accounting reports for business entities; focus on uses of accounting for external reporting, emphasizing accounting as a provider of financial information. Traditional testing (proctored or in Testing Center) is used in all online sections. *Prerequisite(s): DEV 0020 OR DEV 0070 AND DEV 0035*

1220 Introduction to Managerial Accounting 3 Cr. Hrs.

An introduction to the use of accounting information by managers. Topics include the use of accounting information for planning and control, performance evaluation, decision-making and the statement of cash flows, along with financial statement analysis. Traditional testing (proctored or in Testing Center) is used in all online sections. *Prerequisite(s): ACC 1210*

1510 Computerized Accounting Systems 3 Cr. Hrs.

This course uses general ledger software and spreadsheets to record, report and analyze accounting information. *Prerequisite(s): ACC 1210 AND BIS 1120 OR BIS 1410*

2101 Intermediate Accounting I 3 Cr. Hrs.

Development of accounting standards, conceptual framework of financial accounting. Review of the accounting cycle, preparation of income statement, statement of owner's equity, balance sheet, statement of cash flows and additional reporting issues. Time value of money, current asset accounting and reporting. *Prerequisite(s): ACC 1220 AND ACC 1510*

2102 Intermediate Accounting II 3 Cr. Hrs.

Transaction analysis and financial reporting for long-term assets, long-term liabilities and stockholder's equity. *Prerequisite(s): ACC 2101*

2211 Cost Accounting 3 Cr. Hrs.

Application of cost accounting concepts and techniques to complex problems in manufacturing accounting and service firms. *Prerequisite(s): ACC 1220 AND ACC 1510*

2212 Managerial Accounting & Finance 3 Cr. Hrs.

This course uses accounting and finance concepts to effectively analyze and manage business finances. *Prerequisite(s): ACC 1220*

2321 Federal Taxation 3 Cr. Hrs.

Introductory course including the basic tax model, personal gross income, personal deductions and credits, property transactions, special tax computations and introduction to corporate taxation.

2322 Advanced Taxation 3 Cr. Hrs.

Course covers tax research, federal, state and local business income tax returns and preparation of information returns, tax filings for trusts, estates and nonprofit organizations, and the reporting of advanced tax compliance issues for individual and business tax returns. *Prerequisite(s): ACC 2321*

2435 Auditing 3 Cr. Hrs.

Review of accounting information systems and an overview of auditing. Covers internal controls and system documentation, transaction processing and databases, professional standard and ethics. Review of legal liability, audit evidence, risk evaluation and audit planning, audit procedures and audit reports. *Prerequisite(s): ACC 2101*

2510 Advanced Accounting 3 Cr. Hrs.

Review of different accounting areas, including investment accounting, consolidation accounting, governmental accounting and partnership accounting. Review of International Accounting Financial Standards. *Prerequisite(s): ACC 2102*

African-American Studies (AFR)

1100 African-American Studies 3 Cr. Hrs

Social science introduction to the origins, relevance and scope of African American Studies. Topics include African American history, religion, sociology, politics, economics and psychology within a multicultural context.

Allied Health (ALH)

1101 Introduction to Healthcare Delivery 2 Cr. Hrs.

Orientation to the health care delivery system, including history, economics, medical/legal issues, professionalism, ethics, sociological aspects and wellness concepts. Orientation to the use of technology in the health care system will also be provided, including user interfaces, telecommunications and networks. The development of health care team skills, including critical thinking and problem-solving strategies and multicultural health care perspectives, will be presented. One classroom, three lab hours per week.

1102 Basic Healthcare Practices & Medical Scribe 3 Cr. Hrs.

Orientation to safe and effective basic health care practice including medical scribe, patient assessment and documentation, infection control, body mechanics, oxygen delivery and environmental safety considerations. Two classroom, two lab hours per week.

1103 Test Taking Strategies R 1 Cr. Hr.

This course provides strategies and techniques to maximize individual test performance through prioritized learning and focused study time for the Health Sciences programs. Test-taking strategies and techniques are presented using simulated testing situations. Techniques learned will help improve thinking and discrimination skills to enhance test performance. *Prerequisite(s): Approval of Department*

1105 Overview of Holistic Health 2 Cr. Hrs.

Holistic models of health and wellness; value of integrating holistic models in traditional healthcare settings; overview of specific holistic health models such as aromatherapy,

reflexology, guided imagery, supplements, and neuro linguistic programming; efficacy data; indications and contraindications.

1110 Principles of Electrocardiography
3 Cr. Hrs.

Principles of electrocardiography, including equipment operation, recording and troubleshooting, as well as fundamental principles of the cardiovascular physiology and basic ECG interpretation. One classroom, three lab hours per week. A 30 hour unpaid clinical rotation will be completed during the course.

1113 Clinical Phlebotomy
2 Cr. Hrs.

Introduction to the fundamental and clinical methods and practices of phlebotomy, including basic hematology, venipuncture and microcollection techniques, along with routine processing and special testing procedures. One classroom, three lab hours per week.

1114 Clinical Phlebotomy Practice
2 Cr. Hrs.

Introduction to the phlebotomy clinical setting involving structured observation and participation in the blood collection aspects of patient care under the supervision of a phlebotomist; performing venipunctures and microcollection techniques on adult and pediatric patients. One hour seminar on main campus and 105 hours unpaid practicum per term. Prerequisite includes current physical form and immunization documentation. *Prerequisite(s): ALH 1113 AND completed paperwork (physical; immunizations; student information forms)*

1115 Specimen Processing
2 Cr. Hrs.

Theory and application of lab safety, universal precautions, specimen collection, quality assurance and other techniques fundamental to specimen processing for a clinical laboratory. One classroom, three lab hours per week. *Prerequisite(s): BIO 1107*

1120 Nurse Aide Training
4 Cr. Hrs.

Provide education to individuals in the basic skills necessary to provide personal care services and activities, under the delegation and supervision of a registered or licensed practical nurse, to residents in a long-term care facility. Three classroom, three clinical lab hours per week. *Prerequisite(s): DEV 0025 OR DEV 0075 AND DEV 0015*

1122 Pharmacy Technician I
5 Cr. Hrs.

This course is the first of two core courses in the Pharmacy Technician Program and will help prepare students for the Pharmacy Technician Certification Board Exam. Course content includes the duties and responsibilities of the pharmacy technician, as well as the mathematical components and the pharmacology foundation necessary to become a successful pharmacy technician. Scope of pharmacy practice including handling of infectious and hazardous waste, interpersonal skills and beginning pharmacology and dose calculations. *Prerequisite(s): DEV 0025*

1123 Pharmacy Technician II
5 Cr. Hrs.

This course is the second of two core courses in the Pharmacy Technician Program and will continue to help prepare students for the Pharmacy Technician Certification Board Exam. Course content will continue to include the duties and responsibilities of the pharmacy technician, as well as the mathematical components and the pharmacology foundations necessary to become a successful pharmacy technician. Additional skills learned will include sterile compounding, non-sterile compounding and inventory control. Course contains a simulated directed practice. *Prerequisite(s): ALH 1122 AND MAT 1130 OR MAT 1470 with a grade of C or better in ALH 1122 OR Permission of instructor if repeating ALH 1123*

1124 Pharmacy Technician Directed Practice
1 Cr. Hr.

This course will provide the students with real world experience in a pharmacy (i.e. hospital or retail pharmacy). Students will be provided with a valuable learning experience and potential contacts and/or references for employment. This course will also provide the student with additional review for the Pharmacy Technician Certification Board Exam. Students will complete 105 hours of non-paid, supervised directed practice in a hospital or retail pharmacy. Background checks will be required prior to attending the directed practice. Note: This course may be taken concurrently with ALH 1123 Pharmacy Technician II. *Prerequisite(s): ALH 1122 with a B or better*

1130 Basic Life Support Training
1 Cr. Hr.

R

The American Heart Association (AHA) Basic Life Support for Healthcare Providers is designed to train participants to save lives of victims in cardiac arrest through high-quality cardiopulmonary resuscitation (CPR). This course prepares healthcare professionals to know how to perform CPR in both in- and out-of-hospital settings. The course includes adult, child, and infant rescue techniques, as well as first aid. Those who successfully complete the course will receive an AHA First Aid Provider Card and AHA BLS Provider card, valid for two years.

1131 Emergency Cardiac Care
1 Cr. Hr.

Management of cardiovascular emergencies including the American Heart Association's curriculum in Advanced Cardiac Life Support. Three lab hours per week. *Prerequisite(s): Open only to Health Science students in their final semester of training or licensed healthcare professionals and completion of ALH 1130 or current BLS certification at healthcare provider level OR Approval of Department*

1132 American Heart Association Heartsaver First Aid
1 Cr. Hr.

R

The American Heart Association (AHA) Heartsaver First Aid with Cardiopulmonary Resuscitation (CPR) and Automated or Automatic External Defibrillator (AED) course provides first responders with training in basic first aid procedures, including the first aid skills recommended by OSHA, CPR and AED. Students who complete the course qualify for the AHA Heartsaver First Aid with CPR and AED course completion card.

1140 Fundamentals of Disease Processes
3 Cr. Hrs.

Pathological changes associated with the most commonly occurring diseases of each body system. Correlates changes with patient's response, diagnostic studies, and treatment modalities. *Prerequisite(s): BIO 1107 OR BIO 1121 OR BIO 1141*

**1150 Healthcare Navigator
Clinical**
2 Cr. Hrs.

Students will learn about health concepts, resources and skills related to the role and responsibility of Healthcare Navigator. Emphasis on working in community based settings, publicly and privately funded health and social services, broad determinants of health, communications skills and barriers to health care services and related community resources. *Prerequisite(s): ALH 1101 AND HIM 1101*

2201 Survey of Drug Therapy
2 Cr. Hrs.

Overview of the conventional drug classes presenting only the more commonly prescribed preparations primarily emphasizing common effects and indications for use. *Prerequisite(s): BIO 1107*

2202 General Pharmacology
3 Cr. Hrs.

General principles of drug absorption, distribution, metabolism, actions and effects presented according to conventional drug classification with emphasis on the prototype of each class; for registered nursing and medical assistant technology students but may be of interest to other allied health students or general studies students majoring in biological sciences. Traditional testing (proctored or in Testing Center) is used in all online sections. *Prerequisite(s): BIO 1121 OR BIO 1141 OR BIO 2211*

2220 Pathophysiology
3 Cr. Hrs.

Study of human disease using a system approach emphasizing abnormal physiological processes that result in the signs and symptoms of each disorder. *Prerequisite(s): BIO 1107 OR BIO 1121 OR BIO 1141 OR BIO 2211*

Art (ART)
1101 2-D Foundations
3 Cr. Hrs.

The study of composition/visual elements with color theory applied to utilizing design principles (using line, shape, texture, value and color) and color psychology emphasizing the Josef Albers color theories in a studio setting with emphasis on hands-on learning. Six studio hours per week.

1102 3-D Foundations
3 Cr. Hrs.

Basic foundation studio course dealing with methods, materials, principles of organization and elements of design applied to the third dimension. Six studio hours per week.

1107 Beginning Photoshop
3 Cr. Hrs.

An introductory course in the Photoshop imaging program. Basic introduction to scanning, capturing and altering images for the art major or non-art major.

**1110 Art Appreciation—
Introduction to Art & Art Media**
3 Cr. Hrs.

Emphasis on the language of art, exposure to many different art forms, formulative ideas about what is viewed and exploration of specific media.

1111 Drawing I
3 Cr. Hrs.

Studio drawing develops visual skills relative to the drawing process, with emphasis on traditional as well as contemporary problems on representation and composition. Six studio hours per week. It is strongly recommended that you complete ART 1101 prior to registering for ART 1111. However ART 1101 may be taken concurrently.

1112 Drawing II
3 Cr. Hrs.

Personal expression developed through a variety of two-dimensional media, cubistic techniques, gestural and figure studies. Six studio hours per week. *Prerequisite(s): ART 1111*

1121 Beginning Painting I
3 Cr. Hrs.

Studio painting with an emphasis on color, form and space in compositional design. Introduction to personal expression and modern applications. Six studio hours per week. *Prerequisite(s): ART 1111*

1122 Beginning Painting II
3 Cr. Hrs.

Personal expression with instruction in 20th century techniques and concepts. Complex problems in color and composition. Six studio hours per week. *Prerequisite(s): ART 1121*

1131 Introduction to Sculpture
3 Cr. Hrs.

Introduces basic principles of sculpture and expands personal definitions and interpretations of contemporary three-

dimensional art. Introduces methods of sculpture with clay, wood, plaster and other materials for constructing three-dimensional art work. Six studio hours per week. *Prerequisite(s): ART 1102*

1132 Intermediate Sculpture
3 Cr. Hrs.

Develop complex visual principles of sculpture and develop a personal expression of individual style in interpretations of contemporary three-dimensional art. Six studio hours per week. *Prerequisite(s): ART 1131*

1133 Figurative Sculpture
3 Cr. Hrs.

Study of the human anatomy of the head and figure as applied to three-dimensional form. Six studio hours per week. *Prerequisite(s): ART 1131*

1141 Introduction to Ceramics
3 Cr. Hrs.

Materials and processes of ceramic art for the beginning student; handbuilding and wheel-throwing and glazing demonstrated through a variety of functional and sculptural projects. Six studio hours per week.

1142 Intermediate Ceramics
3 Cr. Hrs.

Materials and processes of ceramic art for the intermediate student; intermediate skills of wheel throwing and glazing are demonstrated through a variety of functional and sculptural projects. Six studio hours per week. *Prerequisite(s): ART 1141*

**1161 Black & White Darkroom
Photography I**
3 Cr. Hrs.

An introduction to the art and technique of black and white photography. Photographic shooting, processing and printing are stressed. Students to supply their own adjustable camera, (35mm or 120) film and print paper. Six studio hours per week.

**1162 Black & White Darkroom
Photography II**
3 Cr. Hrs.

Intermediate course in black and white photography. Further introduction and application of the tools/techniques of photographic art with emphasis on artistic portfolio development. Students shoot a minimum of 15 rolls of film to satisfy the portfolio project. Film and correct contact

sheets must be included in the working portfolio. Six studio hours per week.
Prerequisite(s): ART 1161

1170 Non-Silver Photography
3 Cr. Hrs.

Principles and theories of nonsilver chemical processes used for print production including gum, cyanotype, Van Dyke Brown, palladium, salt printing and wet-plate collodion process. Six studio hours per week.
Prerequisite(s): ART 1161

1171 Studio Photography
3 Cr. Hrs.

Mechanics and aesthetics of photography in a studio environment covering a range of subjects and emphasizing lighting techniques and equipment as well as use of all camera formats and digital media. Six studio hours per week. *Prerequisite(s): ART 1161*

1175 Computer Photography
3 Cr. Hrs.

Techniques for transforming photographic images through use of computers and digital cameras. Use of a computer to create fine art digital images. Advanced PhotoShop techniques including layers, color correction, masking and special effects. Students will be challenged to address learning outcomes in their work to demonstrate creative process and critical thinking. *Prerequisite(s): ART 1161*

2111 Intermediate Drawing I
3 Cr. Hrs.

Definition of a personal expression through the drawing process; traditional and modern approaches to drawing the figure, still life, and other contemporary subjects. Six studio hours per week. *Prerequisite(s): ART 1112*

2112 Intermediate Drawing II
3 Cr. Hrs.

Emphasis on the technical process and the language of drawing; a variety of media and techniques focusing on personal expression. Six studio hours per week. *Prerequisite(s): ART 2111*

2141 Advanced Ceramics
3 Cr. Hrs.

Materials and processes of ceramic art for the advanced student; advanced skills of wheel throwing and glazing are demonstrated through a variety of functional and sculptural projects. Six studio hours per week. *Prerequisite(s): ART 1142*

2216 Life Drawing & Anatomy I
3 Cr. Hrs.

Figure drawing with a foundation in anatomical study. Emphasis on proportion as well as design with an application towards mood and expression. Six studio hours per week. *Prerequisite(s): ART 1111*

2217 Life Drawing & Anatomy II
3 Cr. Hrs.

Advanced figure drawing with a foundation in anatomical study. Development of mood and content through form and topic. Six studio hours per week. *Prerequisite(s): ART 2216*

2221 Intermediate Painting—Observation & Concept
3 Cr. Hrs.

Art as a means of communication, through content and expression. Incorporation of contemporary concepts and styles of art. Six studio hours per week. *Prerequisite(s): ART 1122*

2222 Intermediate Painting—The Figure
3 Cr. Hrs.

The figure as the subject of study and how it has been used academically and expressively. Six studio hours per week. *Prerequisite(s): ART 1122*

2230 Art History: Ancient through Medieval Periods
3 Cr. Hrs.

Art history from early cave paintings through the Medieval period of Western civilization.

2231 Art History: Renaissance through Contemporary Periods
3 Cr. Hrs.

Art history from the early Italian Renaissance through the contemporary period.

2235 History of Photography
3 Cr. Hrs.

Historical survey of photography as an art form from its beginnings in the 1830's until the present day; developments in photographic processes, artistic trends, and study of major photographic artists.

2236 History of Women Artists
3 Cr. Hrs.

A history of women artists from the Middle Ages to the present day, with emphasis on the history of style, and on women's historical roles.

2237 History of American Art
3 Cr. Hrs.

Art history of the United States from the pre-colonial to contemporary periods.

2238 History of African Art
3 Cr. Hrs.

History of African art from ancient to contemporary periods.

2265 Digital Color Photography I
3 Cr. Hrs.

An introduction to the technique of digital color photography, printing techniques, the presentation of digital prints and various camera and computer techniques will be employed to enhance the print. Student will supply own digital Single-lens Reflex (SLR) camera and pigment-based photographic printer. Six studio hours per week.
Prerequisite(s): ART 1161 AND ART 1175

2266 Digital Color Photography II
3 Cr. Hrs.

An advanced digital color photographic course focusing on creative computer and camera techniques. Student to supply own Single-lens Reflex (SLR) digital camera and pigment-based printer. Six studio hours per week. *Prerequisite(s): ART 2265*

2269 Introduction to Printmaking
3 Cr. Hrs.

Examines the philosophy, history and techniques of multiple image preparation including woodcut and intaglio processes. Six studio hours per week. *Prerequisite(s): ART 1111 OR ART 1161 OR VIS 1100 OR VIS 1110 OR VIS 1140*

2270 Fine Art Internship
1 Cr. Hr.

Practicum providing student with experience in organizing and hanging art exhibits, assisting in studios or working in arts administration. Seven practicum hours per week. *Prerequisite(s): Approval of Department*

2294 Photography Portfolio Development

1 Cr. Hr.
 One-on-one instruction regarding the student's final graduating photography portfolio. Instructor will meet with the student during final term of study to help the student compose his or her final graduating portfolio. Student may repeat course up to three times to achieve a passing grade. Failure to satisfactorily complete this course will make the student ineligible for the Photographic Technology Short-

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Term Certificate. *Restricted to Majors AND student must complete 28 semester hours of coursework prior to enrolling in ART 2294. Course should be completed during the final terms of study.*

2295 Graduation Portfolio Development & Exhibition
1 Cr. Hr.

The student will write an artist statement and an art-related resume, attend lectures and demonstrations on professional presentation of artwork, take quality promotional images of his/her artwork and select a portfolio of his/her original artwork for graduation exhibition. *Prerequisite(s): 50 credit hours earned; 24 of which must be in ART*

American Sign Language (ASL)

1101 Orientation to Deafness
3 Cr. Hrs.

Study the culture of the American Deaf community. Issues raised include the relationship between language and culture, the history of deaf education, the Deaf President Now revolution and the collective goals and values of the Deaf community. Gain an understanding of the effects of hearing loss by way of basic audiology, speech pathology and the anatomy of the ear. We will also address access to services for the Deaf, hard-of-hearing, and Deaf-Blind consumers.

1102 Interpreting Theory & Best Practices
3 Cr. Hrs.

An in-depth examination of the multiple facets that constitute effective interpreting. These include communication theory, cognitive processing skills, cultural adjustments, contextual and situational factors, expansion techniques, controlling legislation and ethics and best practices. Various interpreting settings are examined, with special emphasis on educational interpreting, interpreter licensure and the national interpreting evaluation process. *Prerequisite(s): ASL 1101 AND ASL 1228*

1111 Beginning American Sign Language I
3 Cr. Hrs.

This course provides a foundation for non-signers to study American Sign Language (ASL) and learn about deaf culture. It includes principles, methods and techniques for communicating with deaf individuals

who sign. Focusing on development of receptive and expressive sign skills, manual alphabet, numbers, sign vocabulary, syntax, grammar and culture. *Prerequisite(s): DEV 0035*

1112 Beginning American Sign Language II
3 Cr. Hrs.

Continue to study American Sign Language (ASL) grammatical structure, vocabulary, fingerspelling, use of signing space, conversational regulators and introductory aspects of deaf culture. *Prerequisite(s): ASL 1111 AND ENG 1101*

1116 Community Resources for the Deaf
2 Cr. Hrs.

An overview of service accessibility for deaf, hard-of-hearing and deaf-blind consumers, including mental health, drug and alcohol treatment and prevention, health care, housing, transportation and employment. Also includes agency referral process, eligibility process for services and funding sources. *Prerequisite(s): ASL 1101 AND ASL 1111*

1228 Intermediate American Sign Language I
3 Cr. Hrs.

Express abstract concepts in ASL using appropriate grammatical structure, signing space, vocabulary, fingerspelling and nonmanual markers. The course also features continued development of conversational regulators and aspects of deaf culture. *Prerequisite(s): ASL 1112*

1229 Intermediate American Sign Language II
3 Cr. Hrs.

Expands ability to express abstract concepts in American Sign Language (ASL), further develops vocabulary and receptive and expressive fluency. Read and discuss topics related to deaf culture. Development of basic interpreting skills through classroom activities. Deaf community interaction required. *Prerequisite(s): ASL 1228 AND ENG 1101*

2201 Interpreting I
3 Cr. Hrs.

Development and competency demonstration of the basic principles, techniques and cognitive processing skills necessary for accurate and efficient interpreting between English and American Sign Language (ASL). Specific focus upon interpreting on the proposition level,

adjustments for cultural differences and accommodating linguistic variation. Team interpreting techniques are introduced. *Prerequisite(s): ASL 1101 AND ASL 1229*

2202 Interpreting II
3 Cr. Hrs.

Students further develop and demonstrate mastery of advanced interpreting principles and techniques. Classroom activities include platform interpreting, team interpreting and application of the Registry of Interpreters for the Deaf (RID) Code of Professional Responsibility to a variety of interpreting situations. *Prerequisite(s): ASL 2201 AND ENG 1201*

2207 Role of the Interpreter
2 Cr. Hrs.

This course will address how setting, register and preferred language mode of client/s impacts the role of the interpreter. During weekly in-class role plays, students will employ interpreting techniques learned in other advanced interpreting courses as well as elements of the Demand-Control Schema. *Prerequisite(s): ASL 1102 AND ASL 2202 AND ASL 2232*

2212 Specialized Interpreting
3 Cr. Hrs.

A study of interpreting in medical, mental health, substance abuse, sexual health, educational, employment and legal settings and terminology/signs unique to each. Practice and performance of the vocabulary used in these settings designed to increase student's comfort and skills for interpreting in these specialized settings. *Prerequisite(s): ASL 2201 AND ASL 2231*

2231 Advanced American Sign Language I
3 Cr. Hrs.

The first advanced course in the study of American Sign Language (ASL) is an intensive study of the linguistic structure of English and American Sign Language (ASL). Students explore the syntactic similarities and differences between the two languages and learn how to find functional equivalence between the two languages. *Prerequisite(s): ASL 1229 AND ENG 1201*

2232 Advanced American Sign Language II
3 Cr. Hrs.

The second advanced course in the study of American Sign Language (ASL). The course focuses on receptive and productive mastery of syntax, spatial mapping, narrative and explanatory discourse, targeted vocabulary and incorporation into sign production the necessary adjustments for register, affect and cultural background. *Prerequisite(s): ASL 2231*

2236 Transliterating & Signing Modalities
3 Cr. Hrs.

Course includes practice in Signing Exact English II (SEE II), transliterating and various signing modalities used in special settings or by various special populations such as deaf-blind or individual with other disabilities. Students will focus on transliterating signed/spoken English in educational and technical situations and develop specialized vocabulary in areas typically utilizing transliterators. *Prerequisite(s): ASL 2201 AND ASL 2232*

2261 Practicum I
3 Cr. Hrs.

Students are required to complete 150 hours of socialization in the deaf community, interpreting and observation at an off-campus setting under the supervision of a mentor. Weekly seminar provides opportunities to synthesize on-site experiences with instructor and peers. Two classroom, seven practicum hours per week. *Prerequisite(s): ASL 2207 AND Restricted to Majors*

2262 Practicum II
3 Cr. Hrs.

Students are required to attend weekly seminar class and complete 150 hours of interpreting/observation and socialization at off-campus settings under the supervision of a mentor(s). Two classroom, seven practicum hours per week. *Prerequisite(s): ASL 2261 AND Restricted to Majors*

2300 Educational Interpreting
3 Cr. Hrs.

This course presents an overview of educational interpreting with a focus on the K-12 setting. Topics include: the role of the educational interpreter, deafness and other disabilities, the Individualized Educational

Plan (IEP) process and the Ohio Department of Education's (ODE) Educational Interpreter Guidelines and licensure process. *Restricted to Majors*

Astronomy (AST)
1111 The Solar System
3 Cr. Hrs.

Patterns and movements of celestial objects; history of astronomy; gravity, light, and matter; various types of telescopes; origins of the solar system; properties of planets and their moons; asteroids, comets, meteoroids and space exploration. Students must sign up for concurrent lab sections. *Prerequisite(s): DEV 0025 OR DEV 0075 Co-requisite(s): AST 1117*

1112 Stars, Galaxies & the Universe
3 Cr. Hrs.

Properties and evolution of stars including the Sun; black holes and other stellar remnants; Milky Way and other galaxies; origin and fate of the universe. Students must sign up for concurrent lab sections. *Prerequisite(s): AST 1111 Co-requisite(s): AST 1118*

1117 Lab for the Solar System
1 Cr. Hr.

Laboratory and field activities to supplement The Solar System. Three lab hours per week. *Co-requisite(s): AST 1111*

1118 Lab for Stars, Galaxies & the Universe
1 Cr. Hr.

Lab and field activities to supplement Stars, Galaxies & the Universe. Three lab hours per week. *Co-requisite(s): AST 1112*

Automotive Technology (AUT)
1100 Basic Automotive Systems
2 Cr. Hrs.

Language of automotive systems and functions. Students will perform a series of activities related to vehicle maintenance such as oil change, chassis lubrication, safety inspections, ignition tune-up, cooling system testing, brake inspections and evaluation of a used vehicle. Basic hand tools are required. One classroom, three lab hours per week.

1102 Introduction to Automotive Service
0.5 - 2 Cr. Hrs.

Work assignment practices that are necessary for beginning automotive service technicians. Hand tool usage, correcting wind noise

and water leaks, oil changes, tire rotations and balancing, new vehicle prep, used car inspection. Eye protection and hand tools are required.

1108 Automotive Engine Systems
4 Cr. Hrs.

Engine operation, nomenclature, measurements and tolerances, including service and overhaul procedures. Cooling, lubrication and valve train systems are discussed. Basic engine machining practices are covered. Basic hand tools are required for the course.

1111 Automotive Management
2 Cr. Hrs.

Introduction to service department as it pertains to management, service consultant, service manager and business ownership. Skill development for operating an automotive business. Become familiar with federal, state and local regulations for operating a service department.

1114 Automotive Electrical/Electronic Systems I
3 Cr. Hrs.

Comprehension of Ohm's law, basic electrical circuits, digital meter usage, batteries, starting and charging system operation. Diagnosis of wire harness repair procedures and service. One classroom, six lab hours per week.

1115 Automotive Engine Performance I
4 Cr. Hrs.

Operation and service of fuel injection systems. Testing and evaluation of emission controls, on-board diagnostic systems and engine condition. Basic hand tools required. Two classroom, six lab hours per week. *Prerequisite(s): AUT 1114*

1116 Automotive Steering & Suspension Systems
3 Cr. Hrs.

Steering system diagnosis and service including front and rear suspension components, wheel and tire and front and rear wheel alignment. Basic hand tools are required. One classroom, six lab hours per week. *Prerequisite(s): Approval of Department*

1142 Automotive Manual Transmission & Driveline
3 Cr. Hrs.

Theory and operation of clutch, manual transmission and transaxle, rear axle, limited slip differential, drive shaft, universal joint,

four- wheel drive/all-wheel drive, diagnosis and repair. Basic hand tools required. One classroom, six lab hours per week.

1146 Automotive Heating Ventilation & Air Conditioning Systems

3 Cr. Hrs.

Theory and operation of automotive heating and air-conditioning systems. Includes lab activity in diagnosis, service and repair procedures. Basic hand tools required. One classroom, six lab hours per week.

1165 Automotive Brake Systems

3 Cr. Hrs.

Theory and operation of hydraulic braking systems, drum brake, disc brake and power assist diagnosis and service. One classroom, six lab hours per week.

1170 Automotive Internship I **R**
2 Cr. Hrs.

Students work in the field at an approved automotive service business. The credit that is earned for the internship is applied toward degree requirements. Students prepare and submit reports online and are evaluated by the course instructor as well as their on-site supervisor. *Prerequisite(s): Approval of Department*

1171 Automotive Internship II **R**
2 Cr. Hrs.

Students work in the field at an approved automotive service business. The credit that is earned for the internship is applied toward degree requirements. Students prepare and submit reports online and are evaluated by the course instructor as well as their on-site supervisor. Students will practice service procedures on steering and suspension, electrical systems and engines following their second semester. Twenty co-op hours per week. *Prerequisite(s): Approval of Department*

1172 Automotive Internship III **R**
2 Cr. Hrs.

Students work in the field at an approved automotive service business. The credit that is earned for the internship is applied toward degree requirements. Students prepare and submit reports online and are evaluated by the course instructor as well as their on-site supervisor. Students will practice service procedures on engine performance, manual transmissions and axles following their third semester. Twenty co-op hours per week. *Prerequisite(s): Approval of Department*

1173 Automotive Internship IV **R**
2 Cr. Hrs.

Students work in the field at an approved automotive service business. The credit that is earned for the internship is applied toward degree requirements. Students prepare and submit reports online and are evaluated by the course instructor as well as their on-site supervisor. Students will practice service procedures on automatic transmissions and air-conditioning systems following their fourth semester. Twenty co-op hours per week. *Prerequisite(s): Approval of Department*

2214 Automotive Electrical/Electronic Systems II

4 Cr. Hrs.

Advanced electrical/electronic system diagnosis and troubleshooting of starting and charging systems, lighting systems, dashboard instrumentation, body control and accessory circuits. SRS system operation, testing and diagnosis. AC and DC motor theory, operation and diagnosis. Schematic utilization. Diagnose serial data bus communication and module systems. Two classroom, six lab hours per week. *Prerequisite(s): AUT 1114*

2215 Automotive Engine Performance II

4 Cr. Hrs.

Advanced diagnosis and repair of computer controlled fuel delivery, fuel injection, ignition, emission systems and proper use of advanced engine performance diagnostic equipment. Basic handtools required. *Prerequisite(s): AUT 1115*

2221 High Performance Engine Blocks & Heads

6 Cr. Hrs.

High-performance engine building plan development. Disassembly, cleaning and inspection of components. Reconditioning/modification of components. Preparation of components prior to final/trial assembly. Three classroom, nine lab hours per week. *Prerequisite(s): AUT 1108 OR Approval of Department*

2222 High Performance Engine Assembly & Dyno Testing

6 Cr. Hrs.

High-performance engine block and cylinder head final assembly. Finished engine assembly is dynamometer tested for performance output. Three classroom, nine lab hours per week. *Prerequisite(s): AUT 1108 OR Approval of Department*

2224 High Performance Fuel Induction Systems

5 Cr. Hrs.

Performance rebuilding and tuning of carburetors. Operation and performance application of electronic fuel injection. Introduction to superchargers, turbochargers and nitrous oxide. Engine performance evaluation and tuning utilizing engine and chassis dynamometers. Basic handtools required. Three classroom, six lab hours per week. *Prerequisite(s): AUT 1115*

2226 High Performance Fabrication

4 Cr. Hrs.

Basic chassis design and construction for high-performance racing applications. Suspension design, types and fabrication. Interior and exterior sheet-metal design and fabrication. Two classroom, six lab hours per week.

2230 Hybrid Electric Vehicle Systems

2 Cr. Hrs.

Hybrid vehicle safety, theory and operation of automotive hybrid high voltage systems, batteries, charging systems, drivetrain components and emission systems. One classroom, three lab hours per week. *Prerequisite(s): AUT 2214*

2241 Automatic Transmission Systems

4 Cr. Hrs.

Theory and operation of automotive transmissions and transaxle systems. Lab experience in the overhaul and service of automatic transmissions and transaxles including mechanical, hydraulic and electronic systems diagnostics and testing.

2250 Automotive Service Operations

7 Cr. Hrs.

Actual experience in the laboratory with diagnosis, repair, use of manuals, customer relations, safety, communications, supervision and delegation of work. Automotive service facility and operation consideration. Basic hand tools required. Three classroom, twelve lab hours per week. *Prerequisite(s): AUT 1108 AND AUT 1114 AND AUT 1115 AND AUT 1116 AND AUT 1146 AND AUT 1165 OR Approval of Department*

2304 GM Noise Vibration & Harshness**0.5 Cr. Hrs.**

This course covers the theory of vibration, including basic to advanced vibration diagnosis. Specific topics include usage of the Electronic Vibration Analyzer (EVA), tools used to measure runout and driveline working angles and other current tools.

2306 GM Rear Axle & Propeller Shaft Service**1 Cr. Hr.**

This class focuses on diagnostic and repair skills required to service GM rear axle (including Getrag) and propeller shaft components.

2309 GM Braking Systems**0.5 Cr. Hrs.**

This course provides system operation and diagnostic information on various base and antilock brake systems and their related components. Topics also include master cylinder operation, quick take-up valve operation, disc/drum operation and hydraulic system fundamentals.

2325 GM Automatic Transmission Transaxle Theory, Operation & Diagnostics**1 Cr. Hr.**

This course will develop the knowledge and skills needed to properly diagnose transmission faults related to hydraulic, mechanical and electrical systems that affect transmission operation. Specifics covered in this course include transmission operation, diagnostic procedures and service procedures.

2333 GM Electrical Electronics Terminals & Connectors**0.5 Cr. Hrs.**

This course covers connector system identification, terminal, connector and wire harness repair, service information navigation and circuit diagnostics.

2336 GM Entertainment Systems**1 Cr. Hr.**

This course covers methods of operation and procedures for diagnosis of both GM audio and video entertainment systems. Systems covered include AM/FM/XM antennas, lead-in cables, integral receivers, remote components including receivers, control heads, tape players, CD, DVD, and VHS video players, and Steering Wheel Controls (SWC). Diagnosis and correction of audio

systems, noise conditions and video system malfunction are also covered.

2337 GM Supplemental Restraint Systems**0.5 Cr. Hrs.**

This course focuses on design, operations, servicing and handling procedures of air bag systems. Technicians will gain skill and knowledge concerning air bag components. Diagnostic tests are introduced utilizing the Tech 2 scan tool, SIR Driver / Passenger Load Tool and Digital MultiMeter.

2338 GM Waterleak & Windnoise Management**0.5 Cr. Hrs.**

This course consists of proven diagnostic procedures, test equipment and methods for waterleak and windnoise diagnosis and the tools for adjustment and sealing operations.

2345 GM HVAC Systems & Operation**0.5 Cr. Hrs.**

This course focuses on HVAC system diagnostics, with additional emphasis placed on electrical and control systems. Specific topics include manual and automatic A/C, dual zone A/C, and rear A/C systems, system control circuits. Additional topics include the engine cooling system and the air distribution through the passenger compartment.

2348 GM Powertrain Performance**1 Cr. Hr.**

This course focuses on engine control subsystems and proper diagnosis of performance-related conditions. Specific topics include driveability, diagnosis, fuel-injection systems, ignition systems, emission controls, PCM functions and Tech 2 scan tool usage.

2359 GM Chassis Control Systems**0.5 Cr. Hrs.**

This course will cover suspension component identification, operation and diagnosis of various chassis systems such as independent and non-independent, tire pressure monitoring systems, level control systems, active suspension systems and serial data communications.

2360 GM Engine Mechanical Diagnosis & Measurement**1 Cr. Hr.**

This course covers the proper techniques and fundamental knowledge necessary to correctly isolate and diagnose abnormal

engine mechanical conditions. Topics include recommended diagnostic, measurement and overhaul/repair procedures for GM engines.

2371 GM Manual Gearbox Service**1 Cr. Hr.**

This course provides an in-depth unit repair of front and rear wheel drive manual gearboxes. The internal components will be described and also identified for the technician. There will also be an introduction to special tools and usage to perform repairs efficiently.

2372 GM Moveable Roof Systems**1 Cr. Hr.**

This hands-on component begins with pre-planned workstations related to the location, diagnosis and repair of GM moveable roof systems that are performed by students working in groups.

2373 GM Global Diagnostic System/Multiple Diagnostic Interface**0.5 Cr. Hrs.**

This course is designed to provide the technician with the skills necessary to properly diagnose current and future vehicle platforms, using GDS (Global Diagnostic System) and the MDI (Multiple Diagnostic Interface) vehicle data acquisition systems.

2374 GM Six-Speed Automatic Transmission/Transaxle Mechanical Service**1 Cr. Hr.**

This course provides an introduction to the 6T70/75 six-speed front-wheel drive Hydramatic transaxle and the 6L80/90 six-speed rear-wheel drive Hydramatic transmission. One full day will be spent on each unit performing a complete teardown and reassembly. All special tools will be introduced and available for use. Bearing preload procedures and clutch pack travel measurements will be performed by participants.

2375 GM Global Electrical Systems**1 Cr. Hr.**

This hands-on component is designed to enhance the service technician's abilities and understanding on the new global format of service diagnostic procedures, including the common circuit types and functions used in GM electrical architecture. This component also covers diagnostics of serial data communication systems. Upon completion

of this component technicians will be able to diagnose and/or test the types of voltage and ground circuits, as well as the types of signal circuit inputs and control circuit outputs.

2376 Strategies for Efficient Diagnosis

0.5 Cr. Hrs.

This course presents General Motors diagnostic strategy for proper, efficient diagnosis of vehicle concerns including an in-depth review with the instructor of Strategy Based Diagnosis and Diagnostic System Checks. Special attention will be focused on known vehicle concerns that are resulting in high warranty costs and high "No Trouble Found" results for returned parts, by introducing new tools, discussing GM warranty policies and reviewing additional training opportunities.

Aviation Technology (AVT)

1101 Introduction to Unmanned Aerial Systems

2 Cr. Hrs.

Foundations of unmanned aerial systems (UAS), including history, elemental systems including payloads, data links, ground support equipment, classes of UAS, categories, applications, mission planning and control, and launch/recovery systems.

1102 Orientation to Inflight Services

2 Cr. Hrs.

Provides students with the knowledge of the duties and responsibilities of flight attendants, inflight service procedures, safety briefing announcements, customer service skills, airline terminology, airline schedules, airport identifiers and airline flight attendant interview techniques.

1104 UAS Standards, Regulations & Law

1 Cr. Hr.

This course reviews the current legal considerations of unmanned aerial system (UAS) operations, provides an outlook on future considerations, and informs students on existing and trending UAS related standards and regulations.

1105 Orientation to Aviation

2 Cr. Hrs.

Overview of aviation career specialties required for successful entry into aviation industry-related fields. Evaluation of career interests relative to the market for aviation

opportunities. Guest lecturers and site visits will be used to illustrate the broad spectrum of aviation occupations available.
Prerequisite(s): DEV 0035

1106 Airframe Safety Systems

2 Cr. Hrs.

Aircraft safety systems will cover the following: chemical and electric/pneumatic ice and rain protection systems, fire warning and extinguishing systems, landing gear and throttle safety warning systems, aural warning systems and troubleshooting and repair of wiring for these systems. One classroom, two lab hours per week.

1107 Fuel Systems

3 Cr. Hrs.

Inspection, operational checkout and repair of fuel systems and components to include tanks, transfer pumps, indicating systems and fuel heating; leak detection, identification and repair; proper servicing and regulatory compliance. Two classroom, three lab hours per week.

1108 UAS First Responder Applications

1 Cr. Hr.

Students will learn the fundamental principles of Unmanned Aerial Systems (UAS) technologies, capabilities, regulations, legal responsibilities, cost and benefit consideration for potential use in law enforcement, fire, rescue, emergency medical and disaster response applications.

1110 Private Pilot Ground School

3 Cr. Hrs.

Prepares students with the knowledge necessary to successfully complete the Federal Aviation Administration (FAA) Private Pilot knowledge exam. Topics include pilot training, aircraft systems, aerodynamic principles, safety of flight, air traffic control procedures, weather theory, weather hazards and conditions, federal aviation regulations, aircraft performance, weight and balance principles and navigation procedures.

1112 UAS Precision Agriculture

2 Cr. Hrs.

This course describes the current state of Unmanned Aerial Systems and related technologies as they may be applied to precision agriculture. Students will determine the commercial viability of Unmanned Aerial System applications in precision agriculture and will review current regulatory and operational considerations for their use. One classroom, two lab hours per week.

1113 Drawings for Aviation

3 Cr. Hrs.

Knowledge and skill development in using and making aircraft drawings, graphs and wiring diagrams; drawing symbols, electrical schematics, drawing repairs and alterations to industry and Federal Aviation Administration (FAA) standards; aviation performance charts and graphs, aviation gas laws, force and motion, work and power, energy and weight, mass and matter that affect aircraft performance. Two classroom, three lab hours per week.

1114 Geospatial Information for UAS

2 Cr. Hrs.

This course defines common terms used in the Geographic Information System (GIS) community, explains common geospatial applications, compares and contrasts the difference between data and information, and presents how to evaluate data from multiple sources in terms of usefulness, accuracy and potential uses. In addition to examining sources of data, the course also discusses production methods and analysis procedures for geospatial data as they relate to unmanned aerial system (UAS) operations. A fundamental grounding is also provided in the technical aspects to underpin geospatial data and key geospatial technologies that support Unmanned System operations. One classroom, two lab hours per week.

1116 Regulations for Maintenance

3 Cr. Hrs.

This course provides the aviation mechanic with critical knowledge in the following areas: FAA regulations, airworthiness directives, mechanics' privileges, legal aircraft record entries, maintenance publications, repair manuals, wiring diagrams, structural repair manuals, Air Transport Association (ATA) numbering system and human factors. Two classroom, two lab hours per week.

1118 Weight & Balance

3 Cr. Hrs.

This course covers aviation maintenance performance calculations to include theory of aircraft weight and balance encompassing documentation, weighing the aircraft, locating the center of gravity, adverse center of gravity checks, large aircraft weight and balance computations and determination of ballast requirements. Two classroom, three lab hours per week.

1119 Aviation Meteorology**2 Cr. Hrs.**

Prepares students with the knowledge necessary to comprehend the fundamentals of meteorology, analyze weather factors, hazards and in-flight weather conditions and weather conditions as they relate to aircraft and flight performance using aviation meteorology charts and internet weather resources.

1124 Private Pilot Flight Lab**1 Cr. Hr.**

Prepares students with the knowledge necessary to successfully obtain the aeronautical knowledge, skill and experience necessary to meet the requirements for a Federal Aviation Administration (FAA) Private Pilot Certificate with an Airplane Category and Single Engine Land Class Rating. Topics include familiarization with the training aircraft, flight maneuvers, maximum performance takeoff and landing procedures, attitude control by instrument reference, solo flight, night flying, cross country operations and navigation procedures. Three lab hours per week.

Prerequisite(s): AVT 1110 AND Approval of Department

1128 Powerplant Safety Systems**3 Cr. Hrs.**

Troubleshooting of electrical wiring and connections on instruments, legal repairs allowed on instruments by Airframe and Powerplant (A&P) mechanics, different types of fire protection systems, different extinguishing agents used, Auxiliary Power Unit (APU) use, inspection, operation, removal, and replacement of APUs requiring servicing and troubleshooting and unducted fan engines. Two classroom, two lab hours per week.

1131 Basic Aviation Electricity**3 Cr. Hrs.**

Basic electrical principles to include the following: alternating and direct current (A/C and D/C) circuits, production of electricity, batteries, Ohm's law, capacitance, load analysis, electrical load circuits, integrated circuits, parallel, series, and compound circuits, and A/C and D/C motors. Two classroom, three lab hours per week.

1133 Instruments/Communications**3 Cr. Hrs.**

Inspection, removal and installation of flight instruments and controls to include gyroscopic and magnetic instruments, pitot-static lines, wiring and legal repairs by mechanics. Communications equipment operation, inspection, removal and installation of radios, antennas, coax cables, wave guides and next generation of combination instrument/communication equipment to include GPS/satellite communication. Two classroom, three lab hours per week.

1135 Materials & Processes**4 Cr. Hrs.**

Selection and proper use of nondestructive inspection techniques and equipment; basic heat treatments, identification and selection of correct aircraft hardware. Inspection of welds and precision measurements. Tube bending, cutting and flaring, high-pressure (MS) flareless fittings, repair of rigid lines, identification of fluid lines, fabrication of high and low pressure hose lines, bulkhead fittings. Two classroom, six lab hours per week.

1136 Sheet Metal**4 Cr. Hrs.**

Identification and selection of sheet metal types; inspection, cleaning, preparation, forming, layout, bending, cutting, dimpling, countersinking, drilling, installing special fasteners and rivets in sheet metal. Fabrication of sheet metal projects is required. Two classroom, six lab hours per week.

1140 Introduction to Business Aviation**2 Cr. Hrs.**

Overview of International Civil Aviation Organization (ICAO) definitions of aviation activities; definition of business and private aviation, reasons for using business aviation, the actual costs of use versus airlines and other modes of transportation, differences from job opportunities in other areas of aviation, opportunities for specific kinds of jobs from architect to aero engineering, discussions with professionals from the field.

1141 Principles of Aviation Leadership**2 Cr. Hrs.**

Strategic planning in business aviation operations, relationship among management, flight crews, corporate business aviation

flight department employees and those external to the flight department, including fixed based operators (FBOs); team building, decision making, communication with the corporate business aviation flight department.

1148 Aircrew Emergency Management**4 Cr. Hrs.**

Provide students with the knowledge of the duties and responsibilities of airline crew during emergency operations which will include smoke/fire, first aid, evacuations/ditchings, decompressions, security and hazardous materials.

1151 Crew Survival & Rescue Techniques**3 Cr. Hrs.**

Overview of the psychology of survival, post-crash survival techniques, prioritization and necessities, survival physiology in the emergency environment, clothing protection and improvised shelter, signaling, air and ground search and rescue, survival kits and emergency equipment and survival skills. Includes winter, desert, jungle, water, hostile territories and extended in-plane hostage survival.

1170 Instrument Pilot Ground School**3 Cr. Hrs.**

Basic nonvisual cockpit instrument reference education, including principles of basic attitude instrument flight and limitations of flight instruments, instrument flight procedures for departure, en-route and arrival operations, federal aviation regulations, weather factors and emergency situations. The lab component includes all of these areas in practice on the Elite Personal Computer Aviation Training device (PCATD). *Prerequisite(s): AVT 1110 AND Approval of Department*

1213 Corrosion**3 Cr. Hrs.**

Causes of corrosion, the chemical process, types of corrosion, locations susceptible to corrosion, detecting corrosion, removing and treating corrosion, cleaning of the interior and exterior of the airplane, polishing windshields and windows and paint removal and protection of bare surfaces. Two classroom, two lab hours per week.

**1214 Cabin Atmospheric Control
2 Cr. Hrs.**

Inspection, operation, troubleshooting, repair and service of the following items: heating, cooling, air conditioning, pressurization, air cycle machines and gaseous oxygen systems. One classroom, two lab hours per week.

**1218 Utility Systems
6 Cr. Hrs.**

Hydraulic and pneumatic aircraft systems, introduction to landing gear systems, development of repair and inspection skills, critical thinking and development of analysis used in troubleshooting and repair of hydraulic and pneumatic systems and landing gear. Three classroom, nine lab hours per week.

**1224 Instrument Pilot Flight Lab
1 Cr. Hr.**

Prepares students with the skill and experience necessary to meet the requirements for a Federal Aviation Administration (FAA) Instrument Pilot Certificate. Topics include attitude instrument flying, instrument navigation, holding patterns, instrument approaches and instrument cross-country flight including instrument flight rules en-route procedures. *Prerequisite(s): AVT 1110 AND AVT 1124 AND Approval of Department*

**1241 Blind Flying Hazards
1 Cr. Hr.**

Provides pilots with an understanding of spatial disorientation, its causes and prevention and techniques for safe recovery. Two lab hours per week. *Prerequisite(s): DEV 0025 OR DEV 0075 AND DEV 0035*

**1245 Aviation Law
2 Cr. Hrs.**

Prepares students with knowledge of the origins of aviation law, legal terminology and a general understanding of aviation industry laws, legislation and court decisions affecting the aviation community.

**1246 Air Traffic Control
Communications**

1 Cr. Hr.
Overview of the history of air traffic control, air traffic control tower procedures, radar systems, radar separation, radio communications and techniques, flight plan clearances, traffic management and emergency procedures and priority handling.

**1254 Flight Simulator Instruction
1 Cr. Hr.**

Prepares students with the knowledge and practice necessary to successfully control an aircraft solely by reference to flight instruments. Topics include full and partial panel reference, accuracy and proficiency in flying holding patterns and instrument approach procedures and recovery from unusual attitudes and spatial disorientation scenarios. *Prerequisite(s): AVT 1170 AND Approval of Department AND \$350 Lab Fee*

**2121 Assembly & Rigging
3 Cr. Hrs.**

This course covers proper adjustment of cables and torque tubes, proper alignment of primary and secondary control surfaces, proper inspection and alignment of landing gear components and associated controls, correct alignment of all structures in both fixed wing and rotary wing aircraft. Two classroom, three lab hours per week.

**2122 Ignition & Starting
4 Cr. Hrs.**

This course covers magneto removal, inspection, repair and installation; internal and external magneto timing; inspection, repair and installation of powerplant wiring and ignition harnesses. One classroom, six lab hours per week.

**2125 Developments in Aviation
2 Cr. Hrs.**

Provides pilots and other aviation professionals with an in-depth understanding of how aviation technology has evolved, from the earliest balloon flights to the invention of the airplane, to today's sophisticated jet aircraft and their equally sophisticated flight systems and to the developments of space flight and travel. *Prerequisite(s): DEV 0025 OR DEV 0075 AND DEV 0035*

**2126 Reciprocating Engines
7 Cr. Hrs.**

This course covers reciprocating engine removal, engine configurations, firing order, inspections, critical parts measurement, use of overhaul manual, powerplant troubleshooting, installation and repair. One classroom, eighteen lab hours per week.

**2129 Propellers
4 Cr. Hrs.**

Removal, inspection, repair, dressing and installation of propellers. Propeller pitch, angle of attack and forces. Metal, wood and composite propellers. Variable pitch propellers including constant speed, reversing, feathering and ground adjustable propellers. Propeller systems including governors, ice control and auxiliary systems. Propeller storage and return to service. Propeller certificate data. Two classroom, six lab hours per week.

**2132 Airframe Electrical Systems
4 Cr. Hrs.**

Electrical distribution, controls, switches, transformers and solid-state devices. Use of electrical measuring devices in troubleshooting and testing circuits. Repair of wiring and terminal ends. Use of electrical schematics and wiring diagrams to troubleshoot systems and trace electrical signals. Two classroom, six lab hours per week.

**2138 Engine Fuel & Fuel Metering
3 Cr. Hrs.**

Fuel system components for turbine and reciprocating engines, carburetor adjustment and overhaul, installation and removal of carburetors, repair of fuel metering components, repair and installation of fuel system components, inspection, adjustment and servicing of engine fuel metering system components. Two classroom, three lab hours per week.

**2139 Induction/Exhaust/
Cooling
2 Cr. Hrs.**

Powerplant ice protection, reciprocating engine induction system, superchargers, turbochargers, heat exchangers, turbine engine inlet designs, exhaust system inspection, repair, removal, and installation, and thrust reversers. One classroom, three lab hours per week.

**2143 Review & Recommendation
2 Cr. Hrs.**

This course provides the aviation mechanic with critical review for the required Federal Aviation Administration (FAA) knowledge exams in the following areas under Part 147 Appendixes B, C and D: General, Airframe, and Powerplant aviation maintenance

subjects with hands-on review in preparation for oral and practical exams. *Prerequisite(s): Approval of Department*

2146 Introduction to Airline Operations

3 Cr. Hrs.

An introduction to the structure of an airline, including the functions of the operational control center, airline marketing, maintenance control, fleet planning and scheduling, dispatch release, airline operating certificates and specifications, Part 121 Federal Aviation Regulations and an understanding of the principles and concepts of crew and dispatcher resource management (CRM) through interactive discussion and scenario analysis as it relates to aircraft dispatchers and airline flight crews.

2150 Crew Resource Management for UAS

1 Cr. Hr.

Provides students with an introduction to the principles and concepts of crew resource management (CRM) through interactive discussion and scenario based analysis as it relates to UAS operations and the challenge of optimizing the human/machine interface and accompanying flight operations. Discussion and scenario based activities include CRM markers, principles and concepts of CRM, team building, information transfer, problem solving, risk management and decision making, communications process, conflict resolution and maintaining situational awareness when dealing with UAS automated systems.

Restricted to Majors

2151 UAS Operations

3 Cr. Hrs.

This course consists of lecture, simulator instruction and flight operation demonstration specific to an unmanned aerial system (UAS). Lecture will cover topics in UAS: aerodynamic theory, operations theories and techniques, platform categories, sensors and payloads, technical documents and processes of automation. Students will observe and participate in flight operations on various UAS platforms. Two classroom, two lab hours per week.

2157 Aircraft Performance I

2 Cr. Hrs.

Principles of advanced aerodynamics, high-speed flight, takeoff, enroute and landing jet aircraft performance. Operational factors affecting aircraft performance in aircraft dispatch. *Prerequisite(s): AVT 1119*

2158 Aircraft Performance II

2 Cr. Hrs.

Prepares students with the aeronautical knowledge, skill and experience necessary to meet the requirements for a Federal Aviation Administration (FAA) Aircraft Dispatcher Certificate. Topics include DC-9, B-727, B-737 and BE-1900 weight and balance and advanced transport category aircraft performance calculations.

Prerequisite(s): AVT 1119

2159 Canadair Regional Jet (CRJ) Aircraft Systems

1 Cr. Hr.

Prepares students with the knowledge necessary to successfully complete the Federal Aviation Administration (FAA) Aircraft Dispatcher Practical exam. Topics include theory of Canadair Regional Jet (CRJ) aircraft systems, including minimum equipment and configuration deviation list items and their application to aircraft dispatch applications. *Prerequisite(s): Approval of Department*

2166 Practical Dispatch Applications

3 Cr. Hrs.

In-depth coverage of joint Aircraft Dispatcher/Pilot responsibilities and dispatch functions including communications, operational control, fuel planning, flight planning, aircraft weight and balance, abnormal and emergency situations, weather, NOTAMs (Notices to Airmen) and airport facilities as they relate to flight planning. *Prerequisite(s): AVT 1119 AND AVT 1246 AND AVT 2146 AND AVT 2157 AND AVT 2158 AND AVT 2167 AND Approval of Department*

2167 Instrument Flight Rules (IFR) Navigation & Planning

2 Cr. Hrs.

Principles of aeronautical charts, national airspace system, aircraft navigation instruments, navigational systems and global differences in navigational operations. Air traffic control procedures and pilot responsibilities as they relate to enroute operations, terminal area and radar operations; including instrument departure and approach procedures. *Prerequisite(s): AVT 1119*

2168 Dispatcher Oral Preparation

1 Cr. Hr.

Preparation for the Federal Aviation Administration (FAA) Aircraft

Dispatcher Certificate through an in-depth understanding of regulations, meteorology, navigation, aircraft systems, communications, air traffic control, emergency and abnormal procedures and practical dispatch applications. At the completion of the course, students will be prepared for the Federal Aviation Administration Aircraft Dispatcher oral examination. *Prerequisite(s): AVT 1119 AND AVT 1246 AND AVT 2146 AND AVT 2157 AND AVT 2158 AND AVT 2167 AND Approval of Department*

2211 Advanced Navigation Science

2 Cr. Hrs.

Study of advanced navigational systems used in commercial and corporate flight operations. Global Positioning Systems (GPS), Flight Management Systems (FMS) and automated flight planning programs will be demonstrated and practiced. Study of long range navigational procedures. *Prerequisite(s): AVT 1170 AND Approval of Department*

2219 Turbine Engines

4 Cr. Hrs.

Physics of gas turbine engines, air and non-air breathing engine types, production of thrust, engine sections, types of accessories, engine operations, maintenance requirements, inspections, repair of electrical connections, troubleshooting electrical and pneumatic systems and testing/trimming of engines. Two classroom, six lab hours per week.

2236 Non-Metallic Structures

4 Cr. Hrs.

This course covers composites, different types of composite glass, wood structures, types of wood used in aircraft, defects in wood, proper repair of fabric and wood structures, types of fabrics used to cover aircraft structures, sewing, lacing and finishing, and the required inspection of fabrics on aircraft. Two classroom, six lab hours per week.

2237 Aircraft Inspections

3 Cr. Hrs.

Conduct an annual/100-hour inspection for a complete aircraft including the airframe, engine and related components. Perform necessary servicing related to an annual inspection and check for airworthiness directives, service bulletins and compliance with manufacturer's directives. Operation, servicing, hand communications, aircraft movement and airport operations safety. Two classroom, three lab hours per week.

2240 Human Factors in Aviation
3 Cr. Hrs.

Provides pilots and other aviation professionals with an in-depth knowledge of human performance capabilities and limitations and their relationship with aircraft systems operation. Automation and human errors, fatigue, diet, motivation and learning, training principles, human sensory capabilities and limitations, supervisory control and Crew Resource Management (CRM) are among the topics this course will address. *Prerequisite(s): DEV 0035*

2242 Aircraft Accident Investigation
3 Cr. Hrs.

Provides pilots and other aviation professionals with an understanding of techniques used by investigators to identify causes of accidents and how to make recommendations to reduce the likelihood of recurrence and reduce the consequences. *Prerequisite(s): DEV 0035*

2247 Aerodynamics & Flight Mechanics
3 Cr. Hrs.

Properties of the Standard Atmosphere. Applies basic physics conservation concepts to incompressible, low-speed aerodynamics to develop analytical equations for lift and drag. Develops methods for basic aircraft performance analysis to include maximum angle and rate of climb, cruise and gliding flight. Discusses basic static and dynamic stability requirements. *Prerequisite(s): PHY 1141*

2250 Commercial Pilot Ground
2 Cr. Hrs.

Prepares students with the aeronautical knowledge, skill and experience necessary to meet the requirements for a Federal Aviation Administration (FAA) Commercial Pilot Certificate with an Airplane Category and Single Engine Land Class Rating. Topics include federal aviation regulations applicable to commercial pilot operations, airspace, flight information, meteorology, aeronautical decision making, Visual Flight Rules (VFR) cross-country flight planning and navigation. *Prerequisite(s): AVT 1110 AND AVT 1170 AND FAA Exam*

2258 Flight Instructor Ground
4 Cr. Hrs.

Prepares students with the knowledge necessary to complete the Federal Aviation Administration (FAA) Fundamentals of Instruction and Certified Flight Instructor

knowledge exams. Topics include foundations of learning, communication process, the fundamentals of instruction, flight instructor responsibilities and professionalism, development of lesson plans and evaluations, logbook endorsements and review of private and commercial pilot aeronautical knowledge areas as it pertains to the FAA Certified Flight Instructor. *Prerequisite(s): AVT 1110 AND AVT 1170 AND AVT 2250 AND Approval of Department*

2263 Commercial Pilot Flight Lab
3 Cr. Hrs.

Prepares students with the aeronautical knowledge, skills and experience necessary to meet the requirements for a Federal Aviation Administration (FAA) Commercial Pilot Certificate with an Airplane Category and Single Engine Land Class Rating. Topics include familiarization with the complex training aircraft, commercial flight maneuvers, simulated emergency procedures, maximum performance takeoff and landing procedures and extended cross-country flight operations. Nine lab hours per week. *Prerequisite(s): AVT 1110 AND AVT 1170 AND Approval of Department*

2264 Commercial Pilot Single Engine Additional Rating
3 Cr. Hrs.

Provides students with the necessary skill, knowledge and aeronautical experience necessary to meet the requirements for a commercial pilot airplane certificate with single-engine, land additional class rating. Nine lab hours per week. *Prerequisite(s): Approval of Department*

2266 Multi Engine Flight Lab
1 Cr. Hr.

Prepares students with the aeronautical knowledge, skill and experience necessary to meet the requirements for a Federal Aviation Administration (FAA) Commercial Pilot Certificate with an Airplane Category and Multi Engine Land Class Rating. Topics include multi-engine aircraft systems, aerodynamics, flight maneuvers, single-engine operations, maximum performance takeoff and landing procedures, attitude control by instrument reference during single engine operations and single engine emergency procedures. Two lab hours per week. *Prerequisite(s): AVT 1224 AND AVT 2263 AND Approval of Department*

2269 Flight Instructor Flight Lab
1 Cr. Hr.

Prepares students with the aeronautical knowledge, skill and experience necessary to meet the requirements for a Federal Aviation Administration (FAA) Certified Flight Instructor Pilot Certificate with an Airplane Category and Single Engine Land Class Rating. Topics include the fundamentals of instruction as it pertains to the training aircraft, flight maneuvers, maximum performance takeoff and landing procedures, attitude control by instrument reference, solo flight, night flying, cross-country operations and navigation procedures. Two lab hours per week. *Prerequisite(s): AVT 2258 AND Approval of Department*

2275 Instrument Flight Instructor Ground
1 Cr. Hr.

Prepares students with the knowledge necessary to complete the Federal Aviation Administration (FAA) Certified Flight Instructor Instrument knowledge exam. Topics include flight instructor responsibilities and professionalism, development of instrument flight lesson plans and evaluations, instrument pilot logbook endorsements and review of instrument pilot aeronautical knowledge areas as it pertains to the FAA Certified Flight Instructor Instrument certificate. *Prerequisite(s): AVT 1110 AND AVT 1170 AND AVT 2250 AND AVT 2258 AND Approval of Department*

2277 Instrument Flight Instructor Flight Lab
1 Cr. Hr.

Prepares students with aeronautical knowledge, skill and experience necessary to meet the requirements for a Federal Aviation Administration (FAA) Certified Flight Instructor Instrument Pilot Certificate with an Airplane Category and Single Engine Land Class Rating. Topics include the fundamentals of instruction as it pertains to the instrument pilot certificate, instrument flight maneuvers, instrument scanning techniques, instrument flying fundamentals, attitude control by instrument reference, instrument flying cross-country operations and instrument approach procedures. Two lab hours per week. *Prerequisite(s): AVT 2275 AND Approval of Department*

2279 Unmanned Aerial Systems Project
3 Cr. Hrs.

Demonstration of command and control simulations of unmanned aerial system (UAS) operations, including mission planning, decision making, data management, avionics, sensors, communications, and situational awareness during UAS operations. One classroom, four lab hours per week. *Prerequisite(s): Approval of Department*

2280 Introduction to UAS Maintenance
2 Cr. Hrs.

This course will concentrate on the repair of the components of unmanned aerial systems (UAS). Students will develop knowledge in operator maintenance, composites, fuel systems, communication and instrumentation systems, rigging and assembly, and trouble shooting of UAS and their respective components. This course prepares students with the knowledge to determine and identify the technical problems associated with UAS. One classroom, two lab hours per week.

Prerequisite(s): EET 1120
2286 Multi Engine Flight Instructor Flight Lab
1 Cr. Hr.

Prepares students with the aeronautical knowledge, skill and experience necessary to meet the requirements for a Federal Aviation Administration (FAA) Certified Multi Engine Flight Instructor Pilot Certificate with an Airplane Category and Multi Engine Land Class Rating. Topics include the fundamentals of instruction as it pertains to the multi-engine training aircraft, aircraft systems, aerodynamics, flight maneuvers, maximum performance takeoff and landing procedures, attitude control during single-engine precision instrument approaches and single-engine emergency procedures. Two lab hours per week. *Prerequisite(s): AVT 2266 AND Approval of Department*

2321 Airline Transport Pilot
3 Cr. Hrs.

Students completing the Airline Transport Pilot course will gain knowledge in the areas of federal aviation regulations, Airline Transport Pilot privileges, advanced aviation weather and sources of weather information, instrument approach charts and enroute charts, aeronautical decision making, effective briefings, automation management,

advanced aircraft performance, advanced aircraft systems, and advanced weight and balance scenarios. *Prerequisite(s): Approval of Department*

2325 Airline Transport Pilot Flight Lab
1 Cr. Hr.

Students completing the Airline Transport Pilot flight lab course will obtain the flying skills and aeronautical experience necessary to meet the requirements for an Airline Transport Pilot certification with an airplane category, and multi-engine, land class rating. Two lab hours per week. *Prerequisite(s): Approval of Department*

2700 Aviation Internship
2 Cr. Hrs.

Supervised work experience related to the students' major or career program to develop new skills and professional work experience which will enhance marketability and networking. Twenty co-op hours per week. *Prerequisite(s): Approval of Co-op and 2.0 GPA or higher AND Approval of Department*

Biology (BIO)
1101 Body Structure & Function
3 Cr. Hrs.

Basic anatomy and physiology background for medical personnel emphasizing basic principles of body structure and function.

1104 HIV/AIDS
2 Cr. Hrs.

Basic understanding and function of the human immune system and the effects of viruses (HIV/AIDS) on the human immune system.

1107 Human Biology
3 Cr. Hrs.

The survey course studying the structure and function of the human body. Topics include introductory terminology, cytology, the integumentary system, the skeletal system, the muscular system, the nervous system, the endocrine system, the cardiovascular system, (blood, heart and blood vessels), the lymphatic system, the respiratory system, the digestive system, the urinary system and the reproductive system. Two classroom, two lab hours per week. *Prerequisite(s): DEV 0025 OR DEV 0075 AND DEV 0015*
Co-requisite(s): BIO 1108

1108 Lab for Human Biology
0 Cr. Hrs.

The lab component of a survey course that studies the structure and function of

the human body. Lab work topics include histology, cytology and the anatomy of the skeleton, muscles, nervous system structures, blood components, the heart, blood vessels and structures within the respiratory, digestive, urinary and male and female reproductive systems. Summarization is achieved through the dissection of a preserved fetal pig. *Co-requisite(s): BIO 1107*

1111 General Biology I
4 Cr. Hrs.

This course is designed as the first in a series of two general education science courses. Covers basic chemistry and biochemistry; cellular and molecular biology. Three classroom, two lab hours per week.

Prerequisite(s): DEV 0015 AND DEV 0028 OR DEV 0078
Co-requisite(s): BIO 1117
1117 Lab for General Biology I
0 Cr. Hrs.

The lab for this course is the first in a series of two general education science courses. Covers laboratory exercises relevant to basic chemistry and biochemistry; cellular and molecular biology. *Co-requisite(s): BIO 1111*

1121 Human Anatomy & Physiology I
3 Cr. Hrs.

The first course in a two-semester sequence studying the structure and function of the human body. Topics include introductory terminology, biochemistry, cytology, the integumentary system, the skeletal system, the muscular system, the nervous system and the endocrine system. Two classroom, two lab hours per week. *Prerequisite(s): DEV 0015 AND DEV 0025 OR DEV 0075*

1141 Principles of Anatomy & Physiology I
4 Cr. Hrs.

The first course in a two-semester sequence studying the structure and function of the human body. Topics include introductory terminology, biochemistry, cells, the integumentary system, the skeletal system, the muscular system, the nervous system and the endocrine system. Three classroom, two lab hours per week. *Prerequisite(s): DEV 0015 AND DEV 0028 OR DEV 0078*
Co-requisite(s): BIO 1147

1147 Lab for Principles of Anatomy & Physiology I
0 Cr. Hrs.

Lab for the first course in a two semester sequence studying the structure and function of the human body. *Co-requisite(s): BIO 1141*

1171 Principles of Biology I
5 Cr. Hrs.

The first course of a two-semester university parallel sequence for biology and science majors. Topics include scientific method; chemical and biochemical foundations; cell structure, function and reproduction; cellular respiration, photosynthesis, Mendelian genetics, chromosomal genetics, molecular genetics, protein synthesis, gene regulation, genomes, viruses and biotechnology. Three classroom, six lab hours per week. *Prerequisite(s): DEV 0015 AND DEV 0028 OR DEV 0078*

1211 General Biology II
4 Cr. Hrs.

This course is designed as the second in a series of two general education science courses. Covers evolution, biodiversity and ecology. Three classroom, two lab hours per week. *Prerequisite(s): BIO 1111*
Co-requisite(s): BIO 1217

1217 Lab for General Biology II
0 Cr. Hrs.

This second lab is in a series of two general education science courses. Covers laboratory exercises relevant to evolution, biodiversity and ecology. *Co-requisite(s): BIO 1211*

1222 Human Anatomy & Physiology II
3 Cr. Hrs.

The second course in a two-semester sequence studying the structure and function of the human body. Topics include the cardiovascular system, the lymphoid system, immunity, the digestive system, the urinary system and the reproductive system. Two classroom, two lab hours per week. *Prerequisite(s): BIO 1121*

1242 Principles of Anatomy & Physiology II
4 Cr. Hrs.

The second course in a two-semester sequence studying the structure and function of the human body. Topics include the cardiovascular system, the respiratory system, the digestive system, metabolism, the urinary system, fluid and electrolyte balance, acid-base balance and the reproductive system. Three classroom, two lab hours per week. *Prerequisite(s): BIO 1141*
Co-requisite(s): BIO 1248

1248 Lab for Principles of Anatomy & Physiology II
0 Cr. Hrs.

Lab for the second course in a two semester sequence studying the structure and function of the human body. *Co-requisite(s): BIO 1242*

1272 Principles of Biology II
5 Cr. Hrs.

The second course of a two-semester university-parallel sequence for biology and science majors. Topics include Darwinian evolution, evolution of populations, origin of species, history of life on Earth, phylogeny and systematics, prokaryotes, protists, plants, fungi, animals and ecology. Three classroom, six lab hours per week. *Prerequisite(s): BIO 1171*

2205 Microbiology
4 Cr. Hrs.

Morphology and physiology of microorganisms and selected human parasites, mechanisms of disease production, host responses, spread of infectious diseases. Three classroom, three lab hours per week. *Prerequisite(s): BIO 1107 OR BIO 1111 OR BIO 1121 OR BIO 1141 OR BIO 1171 OR LPN Diploma* *Co-requisite(s): BIO 2206*

2206 Lab for Microbiology
0 Cr. Hrs.

Students carry out aseptic techniques; simple and special staining procedures; methods utilized for culturing, isolation and identification of bacteria (known and unknown); molecular genetic and immunological methods dealing with microbes. Also, exercises involving eukaryotic microbes (fungi, protozoa and helminths) are conducted. *Co-requisite(s): BIO 2205*

2211 Human Physiology
4 Cr. Hrs.

Essentials of human physiology for students who have previous course work in human anatomy and physiology. Topics include biochemistry, cell physiology and physiology of the major organ systems. Three classroom, three lab hours per week. *Prerequisite(s): BIO 1107 OR BIO 1111 OR BIO 1141 OR CHE 1111 OR LPN Diploma* *Co-requisite(s): BIO 2212*

2212 Lab for Human Physiology
0 Cr. Hrs.
2222 Evolution
3 Cr. Hrs.

Emphasis on Charles Darwin, speciation, fossils, radiometric dating, natural selection, mutations, macroevolution, mass extinctions, coevolution, sexual reproduction, human evolution and religious issues.

2225 Ecology
4 Cr. Hrs.

General concepts in ecology and application to current environmental issues. Focus on evolutionary ecology, populations, communities, ecosystems and global ecology. Field experiences and lab techniques emphasizing data collection, analysis and interpretation. Three classroom, three lab hours per week.

2235 Genetics
4 Cr. Hrs.

Fundamental principles, concepts and techniques of genetics. Lab work includes basic methods of genetic research and analysis. Three classroom, two lab hours per week. *Prerequisite(s): BIO 1111 OR BIO 1171*
Co-requisite(s): BIO 2236

2236 Lab for Genetics
0 Cr. Hrs.

Co-requisite(s): BIO 2235

Business Information Systems (BIS)
1100 Introduction to Keyboarding
2 Cr. Hrs.

Students will learn and develop touch keyboarding skills, including the ten-key numeric keypad. (By the end of the course, students must perform keyboard speed and accuracy on three-minute timed writings at a minimum of 20 wpm with three or fewer errors.) Traditional testing (proctored or in Testing Center) is used in all online sections.

1120 Introduction to Software Applications
3 Cr. Hrs.

Use word processing, spreadsheet, database and presentation software applications to create reports, spreadsheets, databases and presentations for business and other applications.

1200 Keyboarding & Document Formatting I
2 Cr. Hrs.

Students will learn word processing software and continue development of personal computer skills; format and produce reports,

letters, memos, multiple-column tables and other business documents. (By the end of the course, students must perform keyboard speed and accuracy on five-minute timed writings of 35 wpm with five or fewer errors.) Traditional testing (proctored or in Testing Center) is used in all online sections.

Prerequisite(s): BIS 1100

1220 Word Processing Software
3 Cr. Hrs.

Beginning to advanced word processing software concepts including editing, formatting, desktop publishing design and editing techniques, document control and automation. *Prerequisite(s): BIS 1120*

1221 Specialized Computer Applications for Health Information Management
3 Cr. Hrs.

Introduces students to personal computer concepts including hardware, system software, application software, and the Internet. Learn the components of computer systems and develop a broad understanding of computer hardware and emerging technologies. Students will be introduced to Office application software (word processing, spreadsheets, presentation software, and databases,) and specific features of those applications for medical reports, narrating presentations, Autofilters, form creation and software integration will be applied.

1230 Spreadsheet Software
3 Cr. Hrs.

Students will learn techniques to properly manage large and multi-sheet spreadsheets, use spreadsheets to arrange and manage data, develop advanced spreadsheet formulas and functions, perform "What-If" analysis using spreadsheet tools and design and create end-user spreadsheet applications. *Prerequisite(s): BIS 1120*

1240 Presentation Software
2 Cr. Hrs.

Beginning to advanced presentation software techniques including editing and formatting presentations, fundamentals of effective presentations, transitions, animations, multimedia content, advanced navigation tools and master and template modification. *Prerequisite(s): BIS 1120*

1250 Specialized Business Software Application
1 Cr. Hr.

Introduction to a specialized business software application such as MS OneNote, MSPublisher, MS Outlook, etc. that will

provide an overview of the applications features and common uses.

1260 Database Software
3 Cr. Hrs.

Students will learn to design and manage databases using the relational model, use database objects to manage data including data integrity, data analysis and reporting, learn to derive useful information from raw data using functions and querying techniques, and create end-user database applications. *Prerequisite(s): BIS 1120*

1300 Keyboarding & Document Formatting II
2 Cr. Hrs.

Students will use word processing software to produce correctly formatted letters and memos, complicated tables, reports and other business documents; and continue development of personal computer keyboarding speed and accuracy skills. (By the end of the course, students must perform keyboard speed and accuracy on five-minute timed writings of 50 wpm with five or fewer errors.) *Prerequisite(s): BIS 1200*

1400 Customer Service
3 Cr. Hrs.

Introduction to concepts of customer service. Topics to include: face-to-face and phone-based communication with customers, professionalism and workplace behavior, decision making, problem solving, conflict resolution and negotiation skills, use of emerging technologies, role-play scenarios, case studies and preparation for career advancement.

1410 Business Software Applications
3 Cr. Hrs.

Use word processing, spreadsheet, database and presentation software applications to create reports, spreadsheets, databases and presentations for business applications.

1500 Software Testing Fundamentals
3 Cr. Hrs.

In this course, students will be introduced to the field of software testing at the fundamental level. Software testing theory and terminology for this course is primarily based on the International Software Testing Qualifications Board (ISTQB) foundation level certification requirements. Students will learn about the practical application of software testing throughout the software development life cycle. Hands-on exercises will provide students with practical skills in

executing test cases, documenting results and participating in peer reviews. Successful completion of this course will entitle students to sit for the ISTQB Foundation Level certification exam. *Prerequisite(s): BIS 1120*

2140 Records Management
2 Cr. Hrs.

Alphabetic, numeric and other classification systems will be covered. Records life cycle, equipment and supplies, safety and security and disaster recovery programs; emerging technologies within electronic records management will also be examined.

2170 Office Simulation
3 Cr. Hrs.

Analyze business problems and apply critical-thinking skills and software knowledge and communication skills learned in previous classes to solve problems and perform work-related tasks. *Prerequisite(s): BIS 1220 AND BIS 1230 AND BIS 1240 AND BIS 1250 AND BIS 1260 AND BIS 1300 OR Approval of Department*

2180 Medical Office Simulation
3 Cr. Hrs.

Basic principles of office support, bookkeeping, record-keeping and reporting responsibilities pertinent to the medical office and health care agencies. *Prerequisite(s): BIS 1120 AND BIS 1200 AND BIS 2140 AND HIM 1101 AND HIM 1160*

2270 Business Information Systems Internship
2 Cr. Hrs.

Students earn credits toward degree requirements for work learning experience. Students establish learning outcomes and prepare related reports and/or projects each term. Recommended prerequisites: BIS 1220, BIS 1230, BIS 1250, BIS 1260 and BIS 2140. Twenty co-op hours per week. *Prerequisite(s): Approval of Department*

Business Information Technology (BIT)

0010 Computer Fundamentals 2 Cr. Hrs.

This hands-on class focuses on the components of a personal computer, an introduction to the Windows environment, and use of the mouse and understanding icons, buttons, and menus. Also includes file management including creating directories, copying and moving files, and changing and enhancing desktop features. The Internet and Sinclair's Learning Management System will be explored. Students with little or no current computer skills will find this fundamental course helpful. Note: As with all courses that begin with a zero, this course is developmental in nature. Credits earned in developmental courses will not apply to the overall program hours.

Biotechnology (BTN)

1110 Biotechnology & Bioethics 3 Cr. Hrs.

Introduction to the major fields in biotechnology and the basic science involved in understanding those fields.

1120 Laboratory Safety & Regulatory Compliance 2 Cr. Hrs.

Introduction to lab safety culture, precautionary labels, Material Safety Data Sheets, using personal protective equipment, handling lab equipment safely, handling, storing and disposing of chemicals safely, using emergency equipment as well as safety planning.

1130 Biological Reagents Preparation 3 Cr. Hrs.

Basic understanding and overview of chemical grades of reagents used in biological research with an emphasis on chemical formulas and preparation of biological media and reagents. Two classroom, three lab hours per week. *Prerequisite(s):* BTN 1120 AND CHE 1111 OR CHE 1211 AND MAT 1470 AND *Restricted to Majors* *Co-requisite(s):* BTN 1131

1131 Lab for Biological Reagents Preparation 0 Cr. Hrs.

Co-requisite(s): BTN 1130

1140 Cell Culture 2 Cr. Hrs.

Introduction to cell culturing techniques. One classroom, two lab hours per week. *Prerequisite(s):* BIO 1111 AND BTN 1130 AND CHE 1111 AND *Restricted to Majors* *Co-requisite(s):* BTN 1141

1141 Lab for Cell Culture 0 Cr. Hrs.

Co-requisite(s): BTN 1140

1201 Biotechnology Careers 2 Cr. Hrs.

Discover career opportunities, develop a resume/cover letter and increase interviewing skills for the biotechnology industry. *Prerequisite(s):* BTN 1110 AND *Restricted to Majors*

2210 Protein Purification & Analysis 4 Cr. Hrs.

Introduction to protein purification, isolation quantification and analysis. Two classroom, four lab hours per week. *Prerequisite(s):* BIO 1111 AND BTN 1130 AND CHE 1111 AND *Restricted to Majors* *Co-requisite(s):* BTN 2211

2211 Lab for Protein Purification & Analysis 0 Cr. Hrs.

Fundamental principles, concepts, and techniques of protein purification techniques. Lab work includes basic methods of protein research and analysis. *Co-requisite(s):* BTN 2210

2220 Microbiology & Fermentation Methods 3 Cr. Hrs.

Introduction to fermentation and microbial metabolism. Two classroom, three lab hours per week. *Prerequisite(s):* BIO 1111 AND BTN 1130 AND CHE 1111 AND *Restricted to Majors* *Co-requisite(s):* BTN 2221

2221 Lab for Microbiology & Fermentation Methods 0 Cr. Hrs.

Introduction into fermentation and microbial metabolism within the laboratory setting. *Co-requisite(s):* BTN 2220

2230 Molecular Biology Techniques 4 Cr. Hrs.

Structure and function of macromolecules and their interactions in DNA replication, DNA cloning and genetic engineering techniques analysis, introduction to

public domain DNA and protein sequence databases, use of software and internet resources for database searching. Two classroom, four lab hours per week. *Prerequisite(s):* BIO 1111 AND BTN 1130 AND CHE 1111 AND *Restricted to Majors* *Co-requisite(s):* BTN 2231

2231 Lab for Molecular Biology Techniques 0 Cr. Hrs.

Co-requisite(s): BTN 2230

Computer Aided Manufacturing (CAM)

1107 Principles of Manufacturing 3 Cr. Hrs.

The course focuses on the study and interpretation of the graphic language used in manufacturing and engineering. This will include principles of: shape description, axonometric projection, specifications, symbology and spatial relationships. The student will apply problem solving and critical thinking skills using both standard and automated communication methods. Two classroom, two lab hours per week. *Prerequisite(s):* MET 1131 OR OPT 1198

1109 Fundamentals of Tooling & Machining 3 Cr. Hrs.

An introduction to the manufacturing processes used in the tooling and machining industry. Safety, mechanical hardware, hand tools, metrology, engine lathe, milling and grinding will be the major focus of this course. Two classroom, two lab hours per week.

1110 Advanced Machine Operations 3 Cr. Hrs.

This course will increase student's proficiency in the use of manually operated machine shop equipment with an emphasis on high tolerance parts where precision machining is necessary for project completion. Two classroom, two lab hours per week. *Prerequisite(s):* CAM 1107 AND CAM 1109 AND CAM 1141 OR *Approval of Department*

1116 Fundamentals of Computer Numerical Control Operations 3 Cr. Hrs.

This course will cover machine safety, setup and operation of computer numerical control (CNC) milling machines and lathes. Adjusting tool and work offsets to hold

part tolerances on both types of equipment. Calculation of spindle speeds and feed rates. Introduction to basic programming codes and development of CNC programs for three axis mills and two axis lathes. Two classroom, two lab hours per week.

1141 Shop Floor Calculations I
3 Cr. Hrs.

This course applies the principles of arithmetic, algebra and geometry to situations encountered in the machining industry. Two classroom, two lab hours per week. *Prerequisite(s): DEV 0025 OR DEV 0075*

1142 Shop Floor Calculations II
3 Cr. Hrs.

This course applies the principles of geometry and trigonometry and the computing of compound angles to situations encountered in the machining industry. It also gives a brief introduction to the calculations required in computer numerical control programming. Two classroom, two lab hours per week. *Prerequisite(s): CAM 1141*

1161 Machine Operations Laboratory I
8 Cr. Hrs.

An introduction to the manufacturing processes used in the tooling and machining industry. Safety, handtools, metrology, engine lathe, milling, sawing and grinding will be the major focus of this course. Two classroom, eighteen lab hours per week. *Prerequisite(s): Approval of Department*

1162 Machine Operations Laboratory II
8 Cr. Hrs.

Students will advance their proficiency in the use of manually operated machine shop equipment. Emphasis will be on precision grinding, fitting parts for assembly, increasing independence developing process plans and setting up machinery. Two classroom, eighteen lab hours per week. *Prerequisite(s): CAM 1161 AND Approval of Department*

1213 Fundamentals of Computer Numerical Control
4 Cr. Hrs.

Development of Computer Numerical Control (CNC) programs for three axis CNC milling machines including linear and circular interpolation, drilling and tapping and G&M codes. Setup and operation of milling machines. Adjusting tool offsets to hold part tolerance. Three classroom, two lab

hours per week. *Prerequisite(s): (CAM 1109 OR CAM 1161)AND MET 1131*

1214 Computer Numerical Control Mill Programming
3 Cr. Hrs.

This is an intermediate course covering the development of Computer Numerical Control (CNC) programs for three axis milling machines including spindle controls, tool changes, linear and circular interpolation, drilling and tapping, subroutines, and G&M codes. Setup and operation of milling machines. Adjusting tool and work offsets to hold part tolerance. Two classroom, two lab hours per week. *Prerequisite(s): (CAM 1109 OR CAM 1161) AND (MET 1131 OR OPT 1198) AND CAM 1116*

2114 Jig & Fixture Design
3 Cr. Hrs.

Theory, principles and drawing techniques for the design of jigs and fixtures. Two classroom, two lab hours per week. *Prerequisite(s): CAM 1107 AND (CAM 1109 OR CAM 1161)*

2145 Shop Floor Programming
3 Cr. Hrs.

Operation and programming of conversational controlled two-axis milling machines. Includes programming and manufacturing a variety of machined parts utilizing ProtoTRAK and Anilam two-axis CNC controls. Two classroom, two lab hours per week. *Prerequisite(s): CAM 1109 OR CAM 1161*

2204 Computer Numerical Control Lathe Programming
3 Cr. Hrs.

Development of Computer Numerical Control (CNC) programs for two axis CNC lathes including linear and circular interpolation, turning, grooving and threading cycles; drilling and tapping; G & M codes. Review setup and operation of CNC lathe; adjusting tool offsets to hold part tolerance. Two classroom, two lab hours per week. *Prerequisite(s): (CAM 1109 OR CAM 1161) AND (MET 1131 OR OPT 1198) AND CAM 1116*

2212 Computer Assisted Programming
3 Cr. Hrs.

An introductory course in the use of Computer Aided Design (CAD)/Computer Aided Manufacturing (CAM) software (MasterCAM) as applied to computer numerical control vertical machining

centers. Two classroom, two lab hours per week. *Prerequisite(s): CAM 1107 AND CAM 1214*

2214 Advanced Computer Numerical Control (CNC) Applications
3 Cr. Hrs.

Course covering the programming, setup and operation of 3, 4 and 5 axis vertical machining centers. Two classroom, two lab hours per week. *Prerequisite(s): CAM 1213 AND CAM 2204 with a grade of C or higher*

2225 Tool Design
3 Cr. Hrs.

Design theory, principles and drawing techniques for the tool design industry. Two classroom, two lab hours per week. *Prerequisite(s): CAM 2114*

2700 Computer Aided Manufacturing Internship
1 - 4 Cr. Hrs.

Students earn credits toward degree requirements for work learning experience, especially related to a co-op experience. Ten co-op hours per credit hour per week. *Prerequisite(s): Approval of Department*

2780 Computer Aided Manufacturing Capstone
3 Cr. Hrs.

Assessment of achievement by Computer Aided Manufacturing students in attaining program-related outcomes by completing a project demonstrating principles and practices of the major. Two classroom, two lab hours per week. *Prerequisite(s): CAM 1110 AND CAM 2204 AND CAM 2114 AND CAM 2212*

2781 Precision Machining Capstone
3 Cr. Hrs.

Assessment of achievement by Precision Machining students in attaining program related outcomes with the completion of a comprehensive project. They will demonstrate the principles and practices of the Precision Machining major. Two classroom, two lab hours per week. *Prerequisite(s): (CAM 1162 OR CAM 2700) AND CAM 2114 AND CAM 2145*

Civil Architectural Technology (CAT)

1101 Architectural Drafting 3 Cr. Hrs.

Develop proficiency with computer drafting techniques, developing architectural drawings and coordinating a set of construction documents. Includes developing 3D model visualization and architectural problem solving skills. Two classroom, two lab hours per week.

1111 Mechanical Systems Blueprint Reading 1 Cr. Hr.

Reading blueprints of commercial buildings, emphasizing plumbing, electrical, HVAC and fire protection systems. One half classroom, one and one half lab hours per week.

Prerequisite(s): DEV 0025 OR DEV 0075 AND DEV 0035

1121 Introduction to Revit & BIM 3 Cr. Hrs.

Learn Building Information Modeling (BIM) techniques and methodology. Develop proficiency with Revit Architecture modeling software including: user interface, modeling techniques, proper modeling workflow and document generation. Learn rendering and animation communication techniques. Two classroom, two lab hours per week.

Prerequisite(s): CAT 1101

1131 Introduction to Revit MEP 3 Cr. Hrs.

Study and application of advanced drawing using AutoDesk Revit. Major emphasis on building information modeling (BIM) theory along with construction of Mechanical, Electrical and Plumbing (MEP) systems. Two classroom, two lab hours per week.

Prerequisite(s): CAT 1101 OR CAT 1111 OR CAT 1121

1141 Architectural Blueprint Reading 2 Cr. Hrs.

Basic techniques for reading and interpreting construction plans and specifications, both residential and commercial. Includes all major building uses and types of construction as defined by the building code. One classroom, two lab hours per week.

Prerequisite(s): (DEV 0025 OR DEV 0075) AND DEV 0035

1161 Introduction to Civil & Architectural Technology 2 Cr. Hrs.

An introduction to career fields of Architecture and Civil Engineering Technology. Equivalent to Project Lead the Way CEA. One classroom, two lab hours per week.

1201 Construction Methods & Materials 4 Cr. Hrs.

Construction methods of materials for both residential and commercial structures. Emphasis on processes and techniques. Understanding of blueprint reading of architectural and civil drawings. Hands-on exercises of residential and commercial applications. Three classroom, three lab hours per week.

1211 Construction Materials Testing 2 Cr. Hrs.

This course presents some of the basics of testing materials (concrete, steel, wood, etc.) used in the construction industry. Emphasis on how properties of materials affect their use in the construction process. Utilizes American Society for Testing and Materials (ASTM) Standards. One classroom, three lab hours per week. *Prerequisite(s): DEV 0025 OR DEV 0075*

1241 Building Systems 4 Cr. Hrs.

Basic mechanical and electrical system design principles for residential and commercial structures. Structural engineering principles for designing residential and commercial structures using wood, steel and concrete. Research appropriate building codes and apply knowledge to solve engineering challenges. Three classroom, three lab hours per week. *Prerequisite(s): CAT 1101 OR CAT 1201*

1301 Introduction to Civil Construction CAD 3 Cr. Hrs.

Develop proficiency in CAD software to develop civil-construction working drawings. Proper generation of plans to connect the earth's topography and land records will be emphasized. Two classroom, two lab hours per week.

1401 Construction Estimating 3 Cr. Hrs.

Construction estimating, beginning with an understanding of the costs of labor equipment and materials, as well as profit

and overhead. Quantity measurements of basic construction materials will be used to develop bidding packages. Two classroom, two lab hours per week. *Prerequisite(s): MET 1101 OR CAT 1101 OR CAT 1201*

1431 OSHA Construction Standards 10 Hour 1 Cr. Hr.

Introduction to rules, interpretations, record keeping and standards required by OSHA (29CFR Part 1926) for the construction industry to ensure employees a safe, healthful work place. The course complies with the guidelines and requirements for the OSHA 10 hour outreach training completion card.

1501 Fundamentals of Surveying & Mapping 3 Cr. Hrs.

This course uses covers the fundamental principles of distance, elevation and angular measurements used in the practice of engineering surveys. It also includes basic error theory in field observations and mathematical calculations, level circuit and traverse field techniques and basic principles of digital map making. Two classroom, three lab hours per week. *Prerequisite(s): MAT 1280 OR MAT 1570 OR MAT 1580 OR Placement test score*

1701 Construction Craft Skills/ Concrete 6 Cr. Hrs.

An orientation to construction trades and working with concrete with strong emphasis on hands-on learning exercises. Includes Occupational Safety & Health Administration (OSHA) 10-hour construction safety. Two classroom, eight lab hours per week.

1721 Structural Framing Systems 6 Cr. Hrs.

Advanced technical training in wood and light-gauge steel framing systems, including exterior wall finishing and roof construction. Two classroom, eight lab hours per week.

1741 Residential Electrical Systems 3 Cr. Hrs.

Basic safety procedures, use of power and hand tools, electrical circuit theory and basics of residential wiring observing the National Electric Code (NEC). One classroom, four lab hours per week.

1761 Interior & Exterior Finishes
3 Cr. Hrs.

An orientation to interior and exterior finishes on frame construction. One classroom, four lab hours per week.

1781 Construction Project
4 Cr. Hrs.

Students will work on a significant construction project such as a home for Habitat for Humanity. This course gives students hands-on experience in all phases of a construction project. Most class sessions will be at a construction site in the Greater Dayton Metropolitan area. One classroom, six lab hours per week. *Prerequisite(s): CAT 1701 OR CAT 2431*

1810 Construction Techniques I (NCCER Core)
3 Cr. Hrs.

Basic safety, hand and power tools, wood building materials and fasteners and framing systems. May be taken for two semesters. One classroom, four lab hours per week. *Prerequisite(s): Approval of Department*

1820 Construction Techniques II (NCCER Level 1)
3 Cr. Hrs.

Construction of concrete structures including forming, placing and finishing. May be taken for two semesters. One classroom, four lab hours per week. *Prerequisite(s): CAT 1810 AND Approval of Department*

1830 Construction Techniques III (NCCER Level 2)
3 Cr. Hrs.

Exterior and interior finishing of frame structures including roofing materials, siding, drywall, stairs, doors and trim. May be taken for two semesters. One classroom, four lab hours per week. *Prerequisite(s): CAT 1820 AND Approval of Department*

1840 Construction Techniques IV (NCCER Level 3)
3 Cr. Hrs.

Development of advanced skills for construction technicians including site layout, floor and roof systems and metal buildings. An introduction to welding, light equipment operation and project management. May be taken for two semesters. One classroom, four lab hours per week. *Prerequisite(s): CAT 1830 AND Approval of Department*

2101 Design in Revit
4 Cr. Hrs.

Develop proficiency with Revit design techniques, developing architectural models and coordinating a set of construction documents. Includes architectural and Mechanical, Electrical and Plumbing (MEP) problem-solving skills. One classroom, six lab hours per week. *Prerequisite(s): CAT 1101 AND CAT 1121 AND CAT 1201*

2201 Advanced Revit
2 Cr. Hrs.

Learn advanced building information modeling using Revit and other computer-based software to assist in the design, analysis and documentation of buildings. One classroom, two lab hours per week. *Prerequisite(s): CAT 1121 OR CAT 1131*

2401 Engineering Technology Project Management
3 Cr. Hrs.

Practical planning and control of construction and engineering-based projects. Interrelationships and operations of project management and skills required for success in the current engineering environment. Theory, nomenclature and practical application of engineering management using computer software. Two classroom, two lab hours per week. *Prerequisite(s): CAT 1401*

2411 Building Codes, Laws & Specifications
2 Cr. Hrs.

Building code history, development, application and review processes. Analysis of existing building to determine code status, form recommendations and make presentation. Examine Ohio law impacting various codes, safety, contracting and personnel issues with regard to built environment professions. Develop sample contract specifications. One classroom, two lab hours per week. *Prerequisite(s): CAT 1201*

2421 Soil Mechanics
3 Cr. Hrs.

Theories of soil mechanics including soil classifications, sampling and testing methods, stress distribution, shearing resistance and strength of soils. Two classroom, two lab hours per week. *Prerequisite(s): MAT 1280 AND MET 1131*

2431 OSHA Construction Standards
2 Cr. Hrs.

Rules, interpretations, record keeping and standards required by Occupational Safety & Health Administration (OSHA) (29CFR Part 1926) for the construction industry to ensure employees a safe, healthful workplace. Successful completion of the course provides the 30 hour OSHA Construction Safety Card.

2501 GPS & GIS for Engineering Technology Professionals
2 Cr. Hrs.

This course covers collection, adjustment, analysis and management of geospatial data used in land development. Integration of Global Positioning Systems field collected data with Geographic Information Systems to maintain public works, cadastral and utility record keeping systems. One classroom, three lab hours per week. *Prerequisite(s): CAT 1501*

2531 Advanced Surveying & Mapping
4 Cr. Hrs.

Utilization of surveying equipment and Computer Aided Drafting (CAD) software to perform field data collection and produce civil engineering drawings. Two classroom, six lab hours per week. *Prerequisite(s): CAT 1501 AND (MAT 1290 OR MAT 1470 OR MAT 2270)*

2561 Route Surveying with Construction Applications
2 Cr. Hrs.

Solving complex surveying problems for construction layout of buildings, sites and roads using appropriate mathematical calculations and surveying equipment. One classroom, two lab hours per week. *Prerequisite(s): CAT 1501*

2571 NSPS Certified Survey Technician Preparation
1 Cr. Hr.

This course is an in-depth review of the eleven areas of concentration in preparation of the Level I and/or Level II Survey Technician Certification used by the National Society of Professional Surveyors (NSPS). One-half classroom, one and one-half lab hours per week. *Prerequisite(s): CAT 1501*

2581 Legal Principles for Surveyors
3 Cr. Hrs.

Legal principles of surveying. Field investigation and case studies are used to understand the elements that govern establishment of real property boundaries.

2700 Civil Architectural Technology Internship
1 - 4 Cr. Hrs.

Students earn credits toward degree requirements for work learning experience. Students already working may apply to use that experience to meet internship requirements. Students establish learning outcomes and prepare related reports and/or projects each term. Ten work hours per week per credit hour. *Prerequisite(s): Approval of Department*

2741 Current Topics in Architecture
2 Cr. Hrs.

Explore recent developments in the architectural profession, especially as related to the architectural technology curriculum. Topics to include environment, green building, energy conservation, building technology, etc. One classroom, two lab hours per week. *Prerequisite(s): CAT 1101 AND CAT 1201*

2780 Architectural Technology Capstone
4 Cr. Hrs.

Assessment of achievement by Architectural Technology students in attaining program outcomes by completing a project demonstrating principles and practice of the major. Teamwork on projects will be emphasized. Two classroom, six lab hours per week. *Prerequisite(s): CAT 2401 AND CAT 2101 AND CAT 2411 AND CAT 2111 AND CAT 2201 AND EGV 1301 AND EGV 1351 AND Approval of Department*

2781 Civil Engineering Technology Capstone
4 Cr. Hrs.

Assessment of achievement by Civil Engineering Technology students in attaining program outcomes by completing a project demonstrating principles and practices of the major. Teamwork on projects will be emphasized. Two classroom, six lab hours per week. *Prerequisite(s): MET 2201 AND CAT 2501 AND CAT 2531 AND CAT 2401 AND Approval of Department*

2782 Construction Management Technology Capstone
4 Cr. Hrs.

Assessment of achievement by Construction Management Technology students in attaining program outcomes by completing a project demonstrating principles and practice of the major. Teamwork on projects will be emphasized. Two classroom, six lab hours per week. *Prerequisite(s): CAT 2401 AND CAT 2411 AND CAT 2531 AND Approval of Department*

Chemistry (CHE)
1111 Introduction to Chemistry I
4 Cr. Hrs.

An introductory survey course for students pursuing health science degrees or who have not previously taken high school chemistry. Topics include matter and measurement, atoms and molecules, chemical reactions, energy changes, atomic structure and bonding, acid/base chemistry, chemical kinetics, nuclear chemistry and organic chemistry. Three classroom hours, two lab hours per week. Traditional testing (proctored or in Testing Center) is used in all online sections. *Prerequisite(s): DEV 0025 OR DEV 0075 Co-requisite(s): CHE 1151*

1121 Introduction to Chemistry II
4 Cr. Hrs.

The second half of an introductory survey course for students pursuing health science degrees or biotechnology. Topics include organic functional groups, biomolecules, enzymes, body fluids and the metabolism of carbohydrates, proteins and lipids. Three classroom, three lab hours per week. *Prerequisite(s): CHE 1111 Co-requisite(s): CHE 1161*

1151 Lab for Introduction to Chemistry I
0 Cr. Hrs.
Co-requisite(s): CHE 1111
1161 Lab for Introduction to Chemistry II
0 Cr. Hrs.
Co-requisite(s): CHE 1121
1211 General Chemistry I
5 Cr. Hrs.

A university-parallel course in chemistry for the science major. The first half of a comprehensive first-year survey of chemistry. Topics include the basics of matter, atoms and molecules, chemical reactions, bonding, organic chemistry and

biochemistry. Students registering for this course should have previously taken high school chemistry or equivalent. Four classroom hours, three lab hours per week.

Prerequisite(s): MAT 1280 OR MAT 1365 OR MAT 1370 OR MAT 1470 OR MAT 1570 OR MAT 1580 OR MAT 2270 OR MAT 2280 OR MAT 2290]

Co-requisite(s): CHE 1251

1221 General Chemistry II
5 Cr. Hrs.

The second half of a university-parallel course in chemistry for the science or engineering major. Topics include states of matter, solutions, chemical reaction kinetics, chemical equilibrium, acid/base chemistry and nuclear chemistry. Four classroom hours, three lab hours per week.

Prerequisite(s): CHE 1211 AND (MAT 1290 OR MAT 1470 OR MAT 1570 OR MAT 1580 OR MAT 2270 OR MAT 2280 OR MAT 2290) Co-requisite(s): CHE 1261

1251 Lab for General Chemistry I
0 Cr. Hrs.

Co-requisite(s): CHE 1211

1261 Lab for General Chemistry II
0 Cr. Hrs.

Co-requisite(s): CHE 1221

1311 College Chemistry I
4 Cr. Hrs.

A university-parallel course in chemistry for the nonscience major. Atomic theory, periodic law, chemical bonds, chemical reactions, states of matter, solutions, acids and bases and the impact of chemistry upon the world and the environment. Three classroom, two lab hours per week. Traditional testing (proctored or in Testing Center) is used in all online sections.

Prerequisite(s): DEV 0025 OR DEV 0075 Co-requisite(s): CHE 1351

1321 College Chemistry II
4 Cr. Hrs.

A university-parallel course in chemistry for the nonscience major. A continuation of College Chemistry I. Oxidation/reduction reactions, nuclear reactions, organic chemistry, polymers, energy, structure of biomolecules and biochemistry, nutrition, medicines, chemistry of useful materials. Three classroom, two lab hours per week.

Prerequisite(s): CHE 1111 OR CHE 1211 OR CHE 1311 Co-requisite(s): CHE 1361

1351 Lab for College Chemistry I
0 Cr. Hrs.

Co-requisite(s): CHE 1311

1361 Lab for College Chemistry II
0 Cr. Hrs.

Co-requisite(s): CHE 1321

2111 Organic Chemistry I
5 Cr. Hrs.

The study of alkanes, stereochemistry, alkyl halides, organometallic compounds, alcohols, ethers, epoxides, alkenes, alkynes, aromatic hydrocarbons and spectroscopic methods of organic analysis. Four classroom, three lab hours per week. *Prerequisite(s): CHE 1221 Co-requisite(s): CHE 2151*

2121 Organic Chemistry II
5 Cr. Hrs.

The study of aldehydes, ketones, carboxylic acids, derivatives of carboxylic acids, enolates, carbanions, amines, polycyclic and heterocyclic aromatic compounds, pericyclic reactions, polymers, composite materials and biochemistry. Four classroom, three lab hours per week. *Prerequisite(s): CHE 2111 Co-requisite(s): CHE 2161*

2151 Lab for Organic Chemistry I
0 Cr. Hrs.

Co-requisite(s): CHE 2111

2161 Lab for Organic Chemistry II
0 Cr. Hrs.

Co-requisite(s): CHE 2121

Chinese (CHN)
1100 Conversational Chinese I
3 Cr. Hrs.

A foundation for gaining knowledge about Chinese culture and basic phrases related to simple spoken Chinese, including travel situations.

1105 Conversational Chinese II
3 Cr. Hrs.

Develops the conversational skills to a greater degree of complexity and covering more situations. Promotes free expression in Chinese within more specific and complex cultural contents. *Prerequisite(s): CHN 1100*

Computer Information Systems (CIS)
1107 Introduction to Operating Systems
3 Cr. Hrs.

Introduction to operating systems and their concepts. Both the command line interface, with commonly used instructions, and a graphical interface will be used to manage and administer the current Microsoft Windows and Linux operating systems.

1111 Introduction to Problem Solving & Computer Programming
3 Cr. Hrs.

Introduction to problem solving techniques used in programming. Students learn to use tools such as flowcharts and pseudocode to plan solutions. Using current programming languages, students will design, code and test programs using the basic structures of sequence, selection, iteration, functions and one dimensional arrays. *Prerequisite(s): MAT 1270*

1130 Network Fundamentals
3 Cr. Hrs.

Introduction to computer networking. Topics include network standards and the Open Source Interconnection (OSI) model, topologies and Ethernet standards, network hardware, remote connectivity, wireless networking, in-depth TCP/IP, network security, network troubleshooting and network management.

1140 Information Systems Analysis & Design
3 Cr. Hrs.

Introduction to the systems development life cycle and the four-phase model (planning, analysis, design and implementation). Emphasis on requirements gathering, methodology, modeling and skills related to specifications, design and documentation. Discussion of business processes, law, legal issues and ethics for IT professionals. *Prerequisite(s): CIS 1111 OR GEO 1107*

1202 C++ Software Development I
3 Cr. Hrs.

Introduction to C++ software development building on prior software development studies. Topics include C++ syntax and constructs, data types, logic structures of sequence, selection and iteration, processing calculations, arrays, searching and sorting, pointers, characters and strings, structures,

file operations, problem analysis and C++ software solution design, coding and testing. *Prerequisite(s): CIS 1111*

1350 Web Site Development with HTML & CSS
3 Cr. Hrs.

HyperText Markup Language (HTML) and Cascading Style Sheets (CSS) are widely used technologies to create and display content on the web. HTML is the primary language used for creating web pages including basic text formatting, linking between pages and adding images and other media. CSS is a styling language that enables the separation of content from style and provides precision control over the display including layout, colors and fonts. Students will learn to apply best practices for web design and create sites that enhance the usability and interactivity of the pages.

1411 Cisco Network Fundamentals
3 Cr. Hrs.

The focus of this course is on the fundamentals of networking. Students will learn both the practical and conceptual skills that build the foundation for understanding basic networks. Students will examine human and network communications to see the parallels between them. They will also understand the layers, functions and services associated with the two major models (OSI and TCP/IP) used to plan and implement networks. The various network devices, addressing schemes and media used in modern networks will be examined.

1510 Windows Client Operating System
3 Cr. Hrs.

Installing and administering systems that incorporate the current Microsoft desktop operating system. Administering shared resources including files, folders and printers; installing, managing and troubleshooting hardware devices; monitoring and optimizing system performance and reliability; implementing network protocols and configuring security elements. *Prerequisite(s): CIS 1107 AND (CIS 1130 OR CIS 1411)*

1714 A+ Operating Systems Troubleshooting
3 Cr. Hrs.

Introduction to theoretical and practical concepts related to modern personal computer operating systems. Includes functions and characteristics of current

operating systems as well as troubleshooting steps and tools in common use.

Prerequisite(s): CIS 1107

2165 Database Management
3 Cr. Hrs.

Introduction to database management systems. Discussion of database environments, design, planning, implementation and administration in a relational model environment. Students will design and develop a simple database and implement a portion of this application including forms, queries and reports. Emphasis on database design techniques, normalization and the SQL database language. *Prerequisite(s): CIS 1111 OR GEO 1107*

2170 Computer Information Systems Internship
2 Cr. Hrs.

Students earn credits toward degree requirements for work learning experience. Students establish learning outcomes and prepare related reports and/or projects each term. Students already working may apply to use that experience to meet internship requirements. Twenty co-op hours per week. *Prerequisite(s): Approval of Department*

2178 Computer Information Systems Capstone
3 Cr. Hrs.

Assessment of skills and competencies of Computer Information Systems students through project-based activities. Demonstration of achievement of degree option outcomes via oral and written presentations and creation of a professional growth plan. Course should be taken in the last term prior to graduation. *Prerequisite(s): Approval of Department*

2207 Algorithms & Data Structures with Java
3 Cr. Hrs.

This course covers data structures using the Java Programming Language. Topics include data abstraction, encapsulation, information hiding, the use of recursion, searching and sorting algorithms, and the creation and manipulation of various data structures: lists, queues, tables, trees, heaps, and graphs. *Prerequisite(s): CIS 2212 AND CIS 2217*

2212 Java Software Development I
3 Cr. Hrs.

Introduction to Java software development. Topics include object orientation, Java syntax, data types, logic structures of

sequence, selection and iteration, processing calculations, files, methods, classes and objects, graphical user interface (GUI) applications, arrays and the ArrayList class, problem analysis and Java software solution design, coding and testing. *Prerequisite(s): CIS 1111*

2217 Java Software Development II
3 Cr. Hrs.

This course builds on prior Java studies and includes classes and objects, text processing, wrapper classes, returning objects from methods, aggregation, inheritance, polymorphism, exception handling, advanced file input/output, JList component, JComboBox component, applets, recursion, Java Servlets, JavaServer Pages, Java Beans, problem analysis and Java software solution design, coding and testing. *Prerequisite(s): CIS 2212*

2222 ASP.NET with C#
3 Cr. Hrs.

This course introduces server side web programming to develop web applications based on ASP.NET technologies with Visual Studio. Students will learn how to develop ASP.NET applications employing web forms and data controls. Visual Studio will be used to develop these applications; Microsoft SQL Server will be used for database manipulations. *Prerequisite(s): CIS 1202 AND CIS 1350*

2250 Web Site Development with php & XML
3 Cr. Hrs.

HyperText Preprocessor (php) is a server-side scripting language and is used with the eXtensible Markup Language (XML) and its related technologies (XML Schema, XSL and XSLT) to create web sites. This course introduces students to these technologies. Emphasis is placed on programming techniques required to create dynamic web pages using the php scripting language features. In addition, XML techniques are used to enhance web site creation. Students will be able to design, code, test, debug and create a dynamic web site using the php scripting language with XML. *Prerequisite(s): CIS 1350 AND CIS 2165*

2268 Introduction to Oracle
3 Cr. Hrs.

Introduction to Oracle database management system in a client/server environment. The course covers Structured Query Language (SQL) and Oracle development tools. Students are taught to create and maintain database objects and to store, retrieve and manipulate data, and create blocks of application code that can be shared by multiple forms, reports and data management applications. *Prerequisite(s): CIS 2165*

2269 Data Analytics Theory & Solutions
3 Cr. Hrs.

An introduction to business intelligence, data analysis, data warehousing, data mining theory and tools, and how to structure the data and prepare reports in a way that is meaningful to business users. Emphasis is placed upon understanding business intelligence techniques to construct and use business intelligence solutions for decision support. *Prerequisite(s): CIS 2165 AND MAT 2170*

2416 Routing & Switching Essentials
4 Cr. Hrs.

This course focuses on the operation of routers and switches in a small network. Students will describe switching technologies and protocols such as VLAN Trunking Protocol (VTP), Rapid Spanning Tree Protocol (RSTP) and others. Students will learn to configure switched and routed LANs and VLANs; Access Control Lists (ACLs); and routing table entries using IPv4 and IPv6. *Prerequisite(s): CIS 1411 must be completed within the past two years*

2418 Cisco Security
3 Cr. Hrs.

This course will develop a detailed understanding of network security principles as well as the tools available to achieve an appropriate level of security for a given environment. Specific protocols and switching technologies will be discussed including Virtual Local Area Networks (VLANs), VLAN Trunking Protocol (VTP), Rapid Spanning Tree Protocol (RSTP), Peer VLAN Spanning Tree Protocol (PVSTP) and 802.1q. Cisco routers, switches and firewalls will be configured to provide a secure environment. *Prerequisite(s): CIS 2416 must be completed within the past two years*

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2421 Scaling Networks**4 Cr. Hrs.**

The course focuses on the advanced operations of routers and switches. Students will learn to manage network services for both IPv4 and IPv6 including various protocols including STP and Cisco VLAN Trunk Protocol (VTP). Other routing protocols (RIP, OSPF, EIGRP) and the Cisco IOS configuration files will be presented. *Prerequisite(s): CIS 2416 must be completed within the past two years*

2426 Connecting Networks**4 Cr. Hrs.**

This course focuses on the Wide Area Network (WAN) technologies and network services required by converged applications in a complex network. In this course, students will learn different WAN technologies and their benefits; the operations and benefits of Virtual Private Networks (VPNs); and, various network architectures. Students will be able to configure and troubleshoot serial connections, broadband connections and IPSec operations. They will also learn to monitor and troubleshoot network operations using syslog, SNMP and NetFlow. *Prerequisite(s): CIS 2416 AND CIS 2421 must be completed within the past two years*

2510 Microsoft Windows Server Operating System**3 Cr. Hrs.**

Intermediate and advanced aspects of the administration and support functions of a Windows Server administrator. Outcomes include installation and setup of the current Windows Server operating system, setup and administration of a client server network and in-depth knowledge of the current Windows Server operating system. *Prerequisite(s): CIS 1107 AND (CIS 1130 OR CIS 1411)*

2515 Windows Network Infrastructure**3 Cr. Hrs.**

Aspects of the administration and support functions of a Windows network infrastructure using the current Windows Server operating system. Focus is on the ability to install, manage, monitor, configure and troubleshoot the installation of servers and Domain Controllers (DCs), manage network access, and file and print services.

The management of the Active Directory environment through the use of Group Policy Objects (GP)s is also emphasized.

*Prerequisite(s): CIS 2510***2520 Windows Directory Services Administration****3 Cr. Hrs.**

Successfully plan, implement and troubleshoot a Microsoft Windows Active Directory® (AD) infrastructure. The course focuses on a Windows directory service environment including advanced services such as Federation Services, Certificate Services and Rights Management Services. Advanced network services using DHCPv6, Domain Name Service using DNSSEC and IP Address Management (IPAM) are included. High availability through Network Load Balancing, Clustering and Virtualization using Hyper-V is included.

*Prerequisite(s): CIS 2510***2550 Linux Operating System****3 Cr. Hrs.**

Linux operating system installation, management, administration, troubleshooting techniques, writing and debugging shell procedures, pipes and interprocess communications, command lists and network configuration for beginning and intermediate students. This course prepares students for the CompTIA Linux + exam. *Prerequisite(s): CIS 1107 AND (CIS 1130 OR CIS 1411)*

2560 Fundamentals of Linux Security**3 Cr. Hrs.**

This course is designed for existing and prospective Linux system administrators as well as IT administrators interested in learning the fundamentals of Linux security. *Prerequisite(s): CIS 2550*

2630 Securing a Windows Network Environment**3 Cr. Hrs.**

Successfully plan, implement and troubleshoot security for a Microsoft Windows network using the current version of the Microsoft Server operating system. Includes implementing baseline security; managing software updates through service packs and updates; securing local and remote network access; managing a Public Key Infrastructure; monitoring

and responding to security incidents.

*Prerequisite(s): CIS 1510 AND CIS 2510***2640 Network Security****3 Cr. Hrs.**

Intermediate computing and network security fundamentals. Topics include network vulnerabilities and attacks, network defenses, wireless network security, access control, network assessment and auditing, cryptography and organizational security. Preparation will also be given for the CompTIA Security + exam.

*Prerequisite(s): CIS 1107 AND (CIS 1130 OR CIS 1411)***2711 Enterprise Desktop Support Technician****3 Cr. Hrs.**

Introduction to troubleshooting and problem solving techniques for Windows desktop network applications. Review the major network configuration components of the operating system. Configure and problem solve operating system functions as used in a real-world network desktop work station. *Prerequisite(s): CIS 1107 AND CIS 1714*

2717 A+ Certification IT Technician**3 Cr. Hrs.**

Installing, configuring, upgrading and troubleshooting microcomputer hardware and software including CPU, storage devices, add-in boards and adapters, video displays and communication devices. This course will prepare students for the CompTIA A+ Certification Exam. *Prerequisite(s): CIS 1107*

2808 Introduction to Computer Forensics**3 Cr. Hrs.**

Computer forensics is the study of obtaining and analyzing evidence/information for use as evidence in civil, criminal or administrative cases. *Prerequisite(s): CIS 1130 AND CIS 2640 AND CIS 2717 AND A criminal records check must be completed prior to enrolling in CIS 2808; no exceptions.*

Criminal Justice Science (CJS)

1101 Introduction to Criminal Justice Science

3 Cr. Hrs.

Overview of the criminal justice system and an analysis of the interdependence of its components, including legislative, law enforcement, prosecution, court and correctional systems. Examination of responsibilities of professionals in each of these systems, including ethical and legal responsibilities. *Prerequisite(s): DEV 0015*

1102 Constitutional Law

3 Cr. Hrs.

Survey of Federal Constitutional Law. Emphasis on the Bill of Rights with particular attention to the Fourth, Fifth, Sixth, Eighth and Fourteenth Amendments. Federal and state statutes relevant to Constitutional Law are reviewed, analyzed and interpreted. Particular emphasis is placed on due process, equal protection, search and seizure, arrest and interrogation. *Prerequisite(s): DEV 0035*

1104 Criminal Evidence & Procedure

3 Cr. Hrs.

Overview of state and federal court systems. Study, analysis and application of the Rules of Evidence and Rules of Criminal Procedure from investigation to arrest and through trial and the appellate process. Ethical guidelines for criminal justice professionals in the detection of crime, apprehension and prosecution of the accused and constitutional restrictions on government actions. *Prerequisite(s): DEV 0035*

1105 Criminal Law

3 Cr. Hrs.

Basic concepts of Criminal Law and analysis of state and federal criminal statutes. Elements of crimes, criminal liability, jurisdiction over criminal offenses and criminal defenses and criminal responsibility will be examined. Additionally, crimes against property, crimes against persons and alcohol and drug crimes will be covered. *Prerequisite(s): DEV 0035*

1106 Transition Skills

3 Cr. Hrs.

Engage students in the process of building a personal portfolio that includes career and financial goals, a professional resume, job search process, a personal budget, a savings and investment plan and access

to community resource information. This course will address the process of community re-entry from a personal, social and occupational perspective.

1110 Interrogation, Documentation & Testimony

3 Cr. Hrs.

Development of communication skills applicable to criminal justice professionals. Emphasis on interviewing, interrogation, documentation of evidence in various documents, forms, reports and oral testimony. *Prerequisite(s): CJS 1101 AND ENG 1101*

1125 Policing

3 Cr. Hrs.

Management and leadership of law enforcement agencies, including investigations, patrol, internal affairs, traffic enforcement and an overview of community based and problem-oriented policing theory and practice. Emphasis on crime analysis and prevention, community partnerships to reduce crime and community education. Principles of organization, staffing, budgeting, controlling, training and planning. *Prerequisite(s): DEV 0035*

1155 Homeland Security Issues & Administration

3 Cr. Hrs.

Overview of homeland security threats, statutes, resources and the role of law enforcement as first responders with the emphasis on inter-agency cooperation. Examination of contemporary security issues in public and private spaces including risk analysis, critical incident management, inter-agency collaboration, specialized security fields, intelligence gathering and litigation. Exploration of the career opportunities in homeland security. *Prerequisite(s): DEV 0015*

1165 Corrections

3 Cr. Hrs.

Analysis of operations of correctional facilities from historical, functional and management perspectives. Attention to administrative and management issues in different types of facilities, with different populations and in community-based programs. Examination of best practices in the field of corrections, including state and federal programs for institutional and community settings. *Prerequisite(s): DEV 0035*

1197 Corrections Full Service Jails/Basic Correction Officer Academy

3 Cr. Hrs.

Mandated Ohio Attorney General/Ohio Peace Officer Training Academy training for individuals to attain certification for performing corrections officer functions in full-service jail facilities. Not open to the general student population. Consists of minimum 158 mandated classroom hours of both academic/physical training. *Prerequisite(s): Approval of Training Academy Coordinator*

2111 Ethics & Professionalism in Criminal Justice

3 Cr. Hrs.

Examination and analysis of legal and ethical obligations of criminal justice professionals in law enforcement, corrections and the courts. Study and assessment of policy and actions of individuals and organizations within the criminal justice system regarding conformity to accepted ethical and legal standards. *Prerequisite(s): DEV 0035*

2130 Terrorism & Counter-Terrorism

3 Cr. Hrs.

Awareness and exploration of the reasons the United States is a target for terrorists. Examination of various domestic and international terrorist group ideologies from historical and current perspectives. Identification of elements of a terrorist crime scene, including weapons of mass destruction, chemical, biological, nuclear and cyber-terrorism, and planning involving threat assessments.

2145 Correctional Case Management

3 Cr. Hrs.

Survey of case management theories and approaches for criminal offenders. Understanding of intervention strategies for different types of offenders in institutional and community-based correctional programs. *Prerequisite(s): DEV 0035*

2200 Human Relations, Mediation, & Conflict Resolution

3 Cr. Hrs.

Examination of cultural differences and the handling of special needs population by the criminal justice system, including current trends in meeting community

needs. Emphasis on development of the knowledge and skill sets required of the criminal justice professional to address the needs and issues of diverse clientele throughout the criminal justice process. Strategies for mediation, conflict resolution and critical incident management for law enforcement and corrections personnel, including hostage negotiation. *Prerequisite(s): DEV 0015*

2205 Introduction to Criminal Investigation & Forensic Science
3 Cr. Hrs.

Survey of legal, technical and ethical aspects of criminal investigation. Common principles and techniques of criminal investigation, including crime scene procedures, collection and preservation of evidence, development of leads and criminalistics (current terminology for forensics). Skills necessary to investigate crimes and obtain legally admissible evidence. Basic science of physical, chemical and biological evidence. *Prerequisite(s): DEV 0035*

2209 Computer Crime
3 Cr. Hrs.

Overview of criminal investigation of crimes committed in conjunction with computer technology. Types of crimes, prosecution and prevention strategies. *Prerequisite(s): DEV 0015*

2270 Criminal Justice Science Internship
3 Cr. Hrs.

Observation and participation in a criminal justice agency appropriate to the student's professional goals. Opportunity for integration and application of learning in a professional setting. Thirty-six hours field experience per week. *Prerequisite(s): DEV 0035 AND Approval of Department*

2280 Basic Peace Officer Training I
14 Cr. Hrs.

First half of the mandated Ohio Attorney General/Ohio Peace Officer Training Academy training for individuals to attain certification as peace officers in Ohio law enforcement agencies. Consists of mandated cognitive and psychomotor skills training for entry level Ohio law enforcement officers. *Prerequisite(s): Federal Bureau of Investigation and Bureau of Criminal Identification fingerprint checks required as well as*

permission and signature of the Sinclair Community College Training Academy Coordinator

2281 Basic Peace Officer Training II
12 Cr. Hrs.

Second half of the mandated Ohio Attorney General/Ohio Peace Officer Training Academy training for individuals to attain certification as peace officers in Ohio law enforcement agencies. Consists of mandated cognitive and psychomotor skills training for entry level Ohio law enforcement officers. *Prerequisite(s): CJS 2280 with a grade of C or higher*

2295 Criminal Justice Science Seminar
4 Cr. Hrs.

Capstone experience for Criminal Justice Science students that focuses on the integration of learning throughout the program through case study analysis, research and service learning. Additionally, attention will be given to the preparation for employment in the field of criminal justice. Three classroom, two lab hours per week. *Prerequisite(s): Approval of Department*

Clinical Laboratory Technology (CLT)

1200 Introduction to Clinical Laboratory
2 Cr. Hrs.

The course will introduce students to the terms, concepts, procedures, and equipment used in a professional medical laboratory. One classroom, three lab hours per week. *Prerequisite(s): ALH 1101 AND BIO 1121 Co-requisite(s): CLT 1203*

1203 Lab for Introduction to Clinical Laboratory
0 Cr. Hrs.

Lab portion of CLT 1200—Introduction to Clinical Laboratory. *Co-requisite(s): CLT 1200*

2110 Urine & Body Fluid Analysis
2 Cr. Hrs.

The course will provide instruction on the structure and function of the kidney, renal pathology and the principles, sources of error and interpretation of test results in urinalysis. Principles of CSF and serous fluid analysis are covered. One classroom, two lab hours per week. *Prerequisite(s): CHE 2111 AND Restricted to Majors Co-requisite(s): CLT 2113*

2113 Lab for Urine & Body Fluid Analysis
0 Cr. Hrs.

Lab portion of CLT 2110—Urine & Body Fluid Analysis *Co-requisite(s): CLT 2110*

2210 Hematology
2 Cr. Hrs.

The course will introduce the students to the theory and practical application of routine and special hematology procedures, both manual and automated; red blood cells and white blood cells maturation sequences, and normal and abnormal morphology and associated diseases. One classroom, three lab hours per week. *Prerequisite(s): CHE 2111 AND Restricted to Majors Co-requisite(s): CLT 2213*

2213 Lab for Hematology
0 Cr. Hrs.

Lab portion of CLT 2210—Hematology *Co-requisite(s): CLT 2210*

2310 Clinical Chemistry
2 Cr. Hrs.

The course will introduce the students to the theory and application of human biochemistry and principles of chemistry techniques used in the analysis of blood and other body fluids. One classroom, two lab hours per week. *Prerequisite(s): CHE 2111 AND Restricted to Majors Co-requisite(s): CLT 2313*

2313 Lab for Clinical Chemistry
0 Cr. Hrs.

Lab portion of CLT 2310—Clinical Chemistry. *Co-requisite(s): CLT 2310*

2410 Clinical Microbiology/Parasitology
4 Cr. Hrs.

Basic concepts of microbiology with emphasis on microbial pathogenesis and immunity. Medically important microorganisms including bacteria, fungi, viruses, rickettsia, protozoa, and the diseases which they produce. This course will also introduce students to the basic knowledge of the physical and chemical properties of clinically significant micro-organisms, the emphasis will be on describing phenotypic characteristics of clinically relevant organisms and the principles of antimicrobial action. Three classroom, three lab hours per week. *Prerequisite(s): BIO 1272 OR BIO 2205 AND Restricted to Majors Co-requisite(s): CLT 2413*

**2413 Lab for Clinical Microbiology/
Parasitology**
0 Cr. Hrs.

 Lab portion of CLT 2413—Clinical Microbiology/Parasitology *Co-requisite(s): CLT 2410*
**2510 Immunology/Serology/
Immunoematology**
2 Cr. Hrs.

 This course is an introduction to the principles of immunology, covering the broad areas of the body's defense mechanisms, the nature of the mammalian immune system and the immune response, and discusses immunological disease states of auto-immunity, tumor immunology, transplant immunology, immunodeficiency, and the theory behind immunoassays used in the laboratory environment. One classroom, two lab hours per week. *Prerequisite(s): CLT 2410 AND Restricted to Majors Co-requisite(s): CLT 2513*
**2513 Lab for Immunology/
Serology/Immunoematology**
0 Cr. Hrs.

 Lab portion of CLT 2510 - Immunology/Serology/Immunoematology *Restricted to Majors Co-requisite(s): CLT 2510*
2610 CLT Practicum I
2 Cr. Hrs.

 Practical training in clinical chemistry, and medical microbiology under the direction of National Accrediting Agency for the Clinical Laboratory Sciences (NAACLS)-approved/ accredited hospital internship program personnel. *Prerequisite(s): CLT 2110 AND CLT 2210 AND CLT 2310 AND CLT 2410 AND Restricted to Majors AND Approval of Department*
2710 CLT Practicum II
2 Cr. Hrs.

 Practical training in hematology, urinalysis, Serology, and immunoematology under the direction of National Accrediting Agency for the Clinical Laboratory Sciences (NAACLS)-approved/ accredited hospital internship program personnel. *Prerequisite(s): CLT 2510 AND CLT 2610 AND Restricted to Majors AND Approval of Department*

Communication (COM)
**2201 Introduction to Mass
Communication**
3 Cr. Hrs.

 An extensive examination of media theory and social effects. Topics covered include history, practices and functions of the press, television, radio, film, advertising, digital media and public relations. Course investigates mass media's influence on modern society. *Prerequisite(s): DEV 0035*
**2206 Interpersonal
Communication**
3 Cr. Hrs.

 Exploration of the development, maintenance and termination of interpersonal relationships. The focus is on effective verbal and nonverbal interactions between two people, highlighting methods of initiating and maintaining effective communication with, and understanding of, others through learning and applying interpersonal communication theory. *Prerequisite(s): DEV 0035*
2211 Effective Public Speaking
3 Cr. Hrs.

 Designed to improve speaking and listening skills through the study and application of public speaking structure, content and style. *Prerequisite(s): DEV 0035*
**2220 Introduction to
Communication Theory**
3 Cr. Hrs.

 Examination of major foundational theories that inform the field of communication. Special emphasis on communication theories that examine the self and the message, relationship development, groups and organizations, the public and the media, as well as culture and diversity. *Prerequisite(s): DEV 0035*
2225 Small Group Communication
3 Cr. Hrs.

 Focusing on development of effective small group decision-making and leadership skills, stressing better methods of expressing oneself and understanding others through learning group communication, theory and participating in small group decision-making experiences. *Prerequisite(s): DEV 0035*
2230 Nonverbal Communication
3 Cr. Hrs.

 Development of effective nonverbal skills for the successful communicator, stressing better methods of expressing oneself and understanding others through the learning of nonverbal theory and Impression Management. *Prerequisite(s): COM 2206 OR COM 2225*
2235 Principles of Interviewing
3 Cr. Hrs.

 Development of theoretical understanding and effective skills in the interviewing process, as both interviewer and interviewee. Practical experience in key types of interviews including informational, employment, appraisal and survey interviews. *Prerequisite(s): DEV 0035*
2245 Intercultural Communication
3 Cr. Hrs.

 Analysis of issues associated with communicating across cultures, including the study of communication norms, communication characteristics of major contemporary cultures and effective cross-cultural communication in interpersonal and organizational contexts. *Prerequisite(s): DEV 0035*
**2270 Communication
Internship**
1 - 4 Cr. Hrs.

 Students earn credit toward degree requirements for work learning experience related to the discipline of communication. Students already working may apply to use that experience to meet internship requirements. Students establish learning outcomes related to communication and prepare reports and/or projects each term, detailing how the experience allowed for the application of communication theory and/or skills. Seven work hours per credit hour each week. *Prerequisite(s): Approval of Department AND 12 hours of COM or JOU*
2278 Communication Capstone
1 Cr. Hr.

 Demonstration of communication skills and competencies through the development of a communication portfolio; independent study under the direction of a Communication faculty member. Five directed practice hours per week. *Prerequisite(s): COM 2201 AND COM 2206 AND COM 2211 AND COM 2220 AND COM 2225 AND one additional COM or JOU course*

2285 Organizational Communication
3 Cr. Hrs.

Study of the theories of communication in organizations. Analysis of the initiation, diffusion, and reception of messages in organizational environments. Exploration of effective communication strategies for work relationships, management practices, and organizational culture. *Prerequisite(s): DEV 0035*

2286 Public Relations Principles
3 Cr. Hrs.

Theories, principles and skills of public relations in organizations and in society, integrating organizational communication and management practices.

2287 Effective Listening
3 Cr. Hrs.

Development of effective listening skills. Practical experience in comprehensive, empathic, critical and appreciative listening. Solid foundation in relevant listening theory. *Prerequisite(s): DEV 0035*

Dance (DAN)
1107 Jazz Workout
1 Cr. Hr.

This course is designed to use jazz dance techniques as a foundation for increased physical activity. Two lab hours per week.

1146 Middle Eastern Dance Performance
1 Cr. Hr.

Performance opportunity for students of Middle Eastern Dance. Students learn and develop their own choreographies and perform as an ensemble in a public performance. *Prerequisite(s): DAN 2262*

1155 Dance History
3 Cr. Hrs.

Historical development of dance from the earliest beginnings to the Renaissance birth of ballet to the twentieth-century emergence of modern dance.

1157 Dance Appreciation
3 Cr. Hrs.

Introduction to dance from a nonperforming perspective focusing on its many artistic, theatrical and social forms relating to culture and other arts and humanities.

1162 Beginning Middle Eastern Dance
1 Cr. Hr.

Basic fundamentals and theory of Middle Eastern dance for beginning students. Class work consists of hip work, isolations, rhythm, history and cultural comparisons.

1172 Ballet
3 Cr. Hrs.

Basic fundamentals and theory of classical ballet for beginning students. Class work consists of barre work, center combinations and steps. Two classroom, two lab hours per week.

1173 Modern Dance
3 Cr. Hrs.

Basic fundamentals and theory of Modern Dance for beginning students. Two classroom, two lab hours per week.

1174 Jazz Dance I
3 Cr. Hrs.

Introduction of the fundamentals of Jazz dance technique for the beginning student. Two classroom, two lab hours per week.

1175 Tap Dance
3 Cr. Hrs.

Basic fundamentals of Tap dance technique for the beginning student. Two classroom, two lab hours per week.

2274 Jazz Dance II
3 Cr. Hrs.

Intermediate Jazz Dance level stressing techniques and styles needed for performance. Two classroom, two lab hours per week. *Prerequisite(s): DAN 1174 AND Approval of Department*

Dental Assisting (DAS)
1102 Introduction to Dental Assisting Terminology
1 Cr. Hr.

Orientation to terms related specifically to the science of dentistry. Includes dental terminology application along with definitions and relationships of words to other similar dental terms, the use of root words, prefixes and suffixes related to dentistry. Introduction to the profession of dental assisting and the ethics, laws and rules. *Prerequisite(s): Approval of Department*

1104 Dental Assisting Techniques & Materials I
4 Cr. Hrs.

Principles of dental assisting skills with emphasis on exposure control, dental

instrument differentiation, patient anatomy, collecting data and basic dental laboratory procedures. Two classroom, six lab hours per week. *Prerequisite(s): Approval of Department Co-requisite(s): DAS 1105*

1105 Lab Dental Assisting Techniques & Materials I
0 Cr. Hrs.

Laboratory experiences for DAS 1104. *Prerequisite(s): Approval of Department Co-requisite(s): DAS 1104*

1108 Dental Assisting Office Management
2 Cr. Hrs.

This course will introduce the learner to business operating systems in a dental office. Includes procedure manuals, HIPPA, record keeping, accounts receivable, inventory and scheduling. *Prerequisite(s): Approval of Department*

1204 Dental Assisting Techniques & Materials II
4 Cr. Hrs.

Principles of dental assisting skills with emphasis on dental procedure instrument differentiation. Basic dental laboratory materials and equipment utilization. Two classroom, six lab hours per week. *Prerequisite(s): Approval of Department Co-requisite(s): DAS 1205*

1205 Lab Dental Assisting Techniques & Materials II
0 Cr. Hrs.

Laboratory experiences for DAS 1204. *Prerequisite(s): Approval of Department Co-requisite(s): DAS 1204*

1206 Dental Assisting Radiography
2 Cr. Hrs.

The learner will be introduced to Dental Radiography for the Dental Assistant. The course will prepare the learner for the state license examination for exposing radiographs in a dental office setting. Includes properties of x-rays, the dental x-ray machine, radiation effects, radiation safety, digital imaging, dental films, and the processing of radiographs. One classroom, two lab hours per week. *Prerequisite(s): Approval of Department Co-requisite(s): DAS 1207*

1207 Lab Dental Assisting Radiography
0 Cr. Hrs.

Scientific principles of radiation, radiographic production and patient management in dental practice.

Prerequisite(s): Approval of Department

Co-requisite(s): DAS 1206

Dental Hygiene (DEH)
1102 Introduction to Dental Hygiene
1 Cr. Hr.

Orientation to terms related specifically to the science of dentistry to prepare students for the dental hygiene program. Includes dental terminology application along with definitions and relationships of words to other similar dental terms, the use of root words, prefixes and suffixes related to dentistry. Introduction to the profession of dental hygiene and the ethics, laws and rules. Students are strongly encouraged to take SCC 1101 prior to this course.

1202 Head, Neck & Dental Anatomy
3 Cr. Hrs.

Gross anatomy of the head and neck region including the oral cavity. Morphology and function of permanent and primary dentition. Two classroom, two lab hours per week. *Prerequisite(s): BIO 1141 AND BIO 1242 AND Restricted to Majors Co-requisite(s): DEH 1203*

1203 Lab for Head, Neck & Dental Anatomy
0 Cr. Hrs.

Restricted to Majors Co-requisite(s): DEH 1202

1204 Dental Hygiene Instrumentation I
4 Cr. Hrs.

Scientific principles of dental hygiene practice with emphasis on preventive dental health concepts, promotion of dental health, exposure control, data collection, patient assessment, oral health education and basic dental hygiene instrumentation. Two classroom, six lab hours per week.

Prerequisite(s): ALH 1101 AND BIO 1242 AND DEH 1102 AND Restricted to Majors Co-requisite(s): DEH 1205

1205 Lab for Dental Hygiene Instrumentation I
0 Cr. Hrs.

Restricted to Majors Co-requisite(s): DEH 1204

1206 Nutrition & Oral Health
2 Cr. Hrs.

An introduction to biochemistry and basic fundamentals of the science of nutrition, the role of nutrition in oral health and disease, nutrition standards and guidelines, nutrition and oral structures, nutrition through the life cycle, dietary analysis and nutritional counseling. *Restricted to Majors*

1302 Dental Hygiene Instrumentation II
4 Cr. Hrs.

Scientific principles of dental hygiene practice with emphasis on preventive dental health concepts, pedodontic care, promotion of dental health, care planning, patient referral and dental specialties, periodontal instrumentation, care of the removable prosthesis and oral health education.

Two classroom, six lab hours per week.

Prerequisite(s): DEH 1204 AND DEH 1206 AND Restricted to Majors Co-requisite(s): DEH 1303

1303 Lab for Dental Hygiene Instrumentation II
0 Cr. Hrs.

Restricted to Majors Co-requisite(s): DEH 1302

1304 Oral Histology & Embryology
1 Cr. Hr.

Microscopic anatomy of the human cell and tissues. Embryologic development of the head and neck. Histology of tooth development. *Restricted to Majors*

1305 Medical Emergencies in Dental Practice
1 Cr. Hr.

Principles of general first aid and managing medical emergencies in dental practice. Two lab hours per week. *Prerequisite(s): DEH 1202 AND DEH 1203 AND American Heart Association Health Care Provider BLS*

Co-requisite(s): DEH 1303

1306 General & Oral Pathology
4 Cr. Hrs.

Study of human disease processes and their physiological manifestations with emphasis on the etiology, signs and symptoms of pathological conditions within the oral cavity and associated structures. *Prerequisite(s): DEH 1202 AND DEH 1203 AND Restricted to Majors*

1308 Dental Radiology
3 Cr. Hrs.

Scientific principles of radiation, radiographic production and patient management in dental practice. Two classroom, two lab hours per week.

Prerequisite(s): DEH 1202 AND DEH 1203 AND Restricted to Majors

1309 Lab for Dental Radiology
0 Cr. Hrs.

Restricted to Majors

2402 Clinical Dental Hygiene I
1 Cr. Hr.

Foundations of periodontics with emphasis on periodontal disease progression and classification, etiology of periodontal diseases including gingival disease and periodontitis, assessment for clinical decision making, nonsurgical periodontal therapy. Three classroom hours per week for five weeks. *Prerequisite(s): DEH 1302 AND Restricted to Majors Co-requisite(s): DEH 2403*

2403 Dental Hygiene Clinic I
1 Cr. Hr.

Clinical dental hygiene practice with emphasis on the process of dental hygiene care, exposure control, dental imaging and diagnostic assessment procedures, care planning and education, prophylaxis and preventive procedures, pedodontic patient care and management, utilization of practice management technology. *Prerequisite(s): DEH 1302 AND Restricted to Majors Co-requisite(s): DEH 2402*

2405 Computer Applications in Dentistry
1 Cr. Hr.

This hands-on class introduces the use of Eaglesoft Dental Software and CAESY educational software applications. Introduction to the use of managing all electronic patient business, financial and clinical information. Two lab hours per week. *Prerequisite(s): ALH 1101 AND Restricted to Majors*

2502 Pharmacology in the Dental Practice
2 Cr. Hrs.

Overview of the conventional drug classes with emphasis on the actions, effects and indications for those used in the dental practice. *Prerequisite(s): DEH 2402 AND DEH 2403 AND Restricted to Majors Co-requisite(s): DEH 2503*

2503 Pain Control in the Dental Practice
1 Cr. Hr.

Laboratory and clinical training in the administration of local anesthesia and nitrous oxide sedation. *Prerequisite(s): DEH 2402 AND DEH 2403 AND Restricted to Majors Co-requisite(s): DEH 2502*

2504 Dental Hygiene Research
2 Cr. Hrs.

Overview of statistical terminology needed to evaluate research literature and prepare and present dental hygiene research papers. *Restricted to Majors*

2506 Dental Materials
2 Cr. Hrs.

General knowledge and use of various dental materials commonly used in the dental practice setting. Introduces the physical and chemical properties, structures, uses and manipulation of materials. One classroom, three lab hours per week. *Prerequisite(s): DEH 2403 AND Restricted to Majors Co-requisite(s): DEH 2507*

2507 Lab for Dental Materials
0 Cr. Hrs.

Laboratory and clinical training in Dental Materials. Laboratory sessions give the student skill development for correctly using dental materials with an emphasis on safety and infection control. *Restricted to Majors Co-requisite(s): DEH 2506*

2508 Clinical Dental Hygiene II
2 Cr. Hrs.

A continuation of the dental hygiene process of care, powered instrumentation, child abuse and neglect, risk assessment, medically compromised and special needs patient care, periodontal maintenance, adjunctive therapies, periodontal surgical concepts, dental implant maintenance and periodontal emergencies. *Prerequisite(s): DEH 2402 AND Restricted to Majors Co-requisite(s): DEH 2509*

2509 Dental Hygiene Clinic II
3 Cr. Hrs.

Clinical dental hygiene practice with emphasis on diagnostic procedures and assessment, care planning and education, preventive and therapeutic procedures, nonsurgical periodontal therapy, periodontal maintenance, medically compromised and special needs patient care, professional communication and case presentation. *Prerequisite(s): DEH 2403 AND Restricted to Majors Co-requisite(s): DEH 2508*

2601 Community Dental Health
1 Cr. Hr.

Introduction to community and public health concepts and community health education. Two lab hours per week. *Restricted to Majors*

2602 Clinical Dental Hygiene III
1 Cr. Hr.

A continuation of the dental hygiene process of care, advanced instrumentation and procedures, dietary assessment and counseling, tobacco education and cessation, emerging trends and special topics, professional philosophy and life-long learning. *Prerequisite(s): DEH 2508 AND Restricted to Majors Co-requisite(s): DEH 2603*

2603 Dental Hygiene Clinic III
3 Cr. Hrs.

Clinical dental hygiene practice with emphasis on advanced instrumentation and procedures, adjunctive therapies, dietary assessment and nutritional counseling, tobacco education and cessation strategies, risk assessment, coding strategies, pain control, evaluation of dental hygiene care and prognosis. *Prerequisite(s): DEH 2509 AND Restricted to Majors Co-requisite(s): DEH 2602*

2604 Dental Hygiene Practice
1 Cr. Hr.

Examines current trends in dental hygiene including resume and interviewing strategies, practice setting selection, legal and ethical issues, business of dental hygiene, professional development and organized dental hygiene. *Prerequisite(s): DEH 2509 AND Restricted to Majors*

Developmental Language Arts (DEV)
0012 Academic Reading
3 Cr. Hrs.

Through individual and collaborative activities, course will prepare students for college-level reading and will introduce basic critical thinking strategies and a variety of study skills that promote student development and achievement. *Prerequisite(s): Placement Test Score*

0015 Integrated Developmental Reading & Writing I
4 Cr. Hrs.

Overview of basic elements of modern English usage. Includes utilization of correct grammar, college-level paragraph writing,

context, structure analysis, vocabulary, and text marking reading skills. *Prerequisite(s): Placement Test Score*

0032 Foundations of Essay Writing
3 Cr. Hrs.

Introduction to the fundamentals of essay writing, including the stages of the composing process; review of the grammatical principles governing correctness and effectiveness of expression. *Prerequisite(s): Placement Test Score*

0035 Integrated Developmental Reading & Writing II
4 Cr. Hrs.

Integrated reading/writing course focusing on essay writing and critical reading/thinking skills. Includes stated and implied main ideas, college-level vocabulary development, and the stages of the essay writing process. *Prerequisite(s): DEV 0015*

0054 Accelerated English
2 Cr. Hrs.

This is an accelerated developmental writing course, paired with English Composition I, emphasizing the writing process, including invention, drafting, revision, and editing. Students collaborate to write more effective essays, showing evidence of analysis, critical thinking, and cohesion of thought. Students also work closely with online resources, as they work towards fluency in style and mechanics. *Prerequisite(s): Placement Test Score Co-requisite(s): ENG 1101*

Developmental Mathematics (DEV)
0020 Basic Arithmetic
2 Cr. Hrs.

Course provides instruction in basic arithmetic for whole numbers and fractions with the goal of developing computational skills, number sense and problem-solving skills. Course prepares students for further study in mathematics by employing effective study strategies and a variety of teaching/learning experiences. *Prerequisite(s): Placement Test Score*

0025 Basic Mathematics
3 Cr. Hrs.

Course provides a brief overview of fractions and instruction in computations and applications involving decimals, signed numbers, proportions and percents. Traditional testing (proctored or in Testing

Center) is used in all online sections.

Prerequisite(s): DEV 0020 OR DEV 0070 OR Placement Test Score

0028 Introduction to Algebra
3 Cr. Hrs.

Course provides a brief review of signed numbers as well as an introduction to beginning algebra concepts including operations with rational numbers, translating and simplifying expressions, translating and solving various types of equations, and geometry concepts. Traditional testing (proctored or in Testing Center) is used in all online sections. *Prerequisite(s): DEV 0025 OR DEV 0075 OR Placement Test Score*

0070 Basic Arithmetic Boot Camp
1 Cr. Hr.

Course provides instruction in basic arithmetic for whole numbers and fractions with the goal of developing computational skills, number sense and problem-solving skills. Course prepares students for further study in mathematics by employing effective study strategies and a variety of teaching/learning experiences. *Prerequisite(s): Placement Test Score*

0075 Basic Mathematics Boot Camp
1 Cr. Hr.

Course provides a brief review of fractions and instruction in computations and applications involving decimals, signed numbers, proportions and percents. Course prepares students for further study in mathematics by employing effective study strategies and a variety of teaching/learning experiences. *Prerequisite(s): DEV 0020 OR DEV 0070 OR Placement Test Score*

0078 Introduction to Algebra Boot Camp
1 Cr. Hr.

Course provides a brief review of signed numbers as well as an introduction to pre-algebra concepts including operations with rational numbers, translating and simplifying expressions, translating and solving various types of equations, and geometry concepts. Course prepares students for further study in mathematics by employing effective study strategies and a variety of teaching/learning experiences. *Prerequisite(s): DEV 0025 OR DEV 0075 OR Placement Test Score*

Dietetics Technology (DIT)

1105 Introduction to Dietetics
1 Cr. Hr.

Exploration of the dietetics profession. Introduces the professional organization and structure. Covers credentialing and the Academy of Nutrition and Dietetics Code of Ethics. Clarifies the roles and requirements of different nutrition professionals. Investigates areas of employment. Includes 1-2 field trips.

1108 Nutrition for the Culinary Professional
3 Cr. Hrs.

Introduction to general nutrition principles emphasizing foundations of healthy cooking. Explores how to gauge customers' needs/wants while developing and implementing healthy menu options. Includes National Restaurant Association Education Foundation ManageFirst Nutrition Exam. Successful completion of exam fulfills requirements toward American Culinary Federation (ACF) certification. *Prerequisite(s): DEV 0025 OR DEV 0075 AND DEV 0035*

1111 Nutrition for Health & Fitness
3 Cr. Hrs.

Overview of general nutrition principles focusing on healthy food choices, disease prevention and sports nutrition. Explores fad diets, herb/supplements and use of ergogenic aids. Incorporates effective use of nutrition information from reliable sources as well as personal responsibility in a professional setting. *Prerequisite(s): DEV 0025 OR DEV 0075 AND DEV 0035*

1143 Healthy Cooking
1 Cr. Hr.

An exploration of the basic principles of nutrition, food selection, meal preparation and recipe modifications/substitutions that promote healthy eating and disease prevention. Menu planning and sanitation principles will be incorporated. Two lab hours per week.

1210 Medical Terminology for Dietetics
1 Cr. Hr.

The use of root words, combining forms, prefixes and suffixes related to pathology, diagnosis and treatment of body systems pertaining to the practice of dietetics. Exposure to research journal articles and medical terminology application.

1525 Human Nutrition
3 Cr. Hrs.

This is an in-depth study of the principles of nutrition with emphasis on the functions of the nutrients, their digestion, absorption, metabolism, inter-relationships and nutrition requirements. Incorporates assessment of nutritional health risks, health promotion and disease prevention theories. Explores the influence of socioeconomic, cultural, psychological and environmental factors on food and nutritional behavior. *Prerequisite(s): DEV 0025 OR DEV 0075 AND DEV 0035*

1630 Nutrition in the Lifecycle
3 Cr. Hrs.

Nutritional needs of individuals from conception to maturity, including physiological, psychological, environmental and sociological factors affecting nutrition. The Nutrition Care Process is introduced. Incorporates weekly sessions on weight management strategies with a client. Examines nutrition concerns for special health conditions. Two classroom, two clinical hours per week. *Prerequisite(s): DIT 1525*

1635 Community Nutrition
3 Cr. Hrs.

Addresses community food/nutrition issues and federal/nongovernmental programs designed to meet needs of at-risk populations. Focuses on tools, strategies and resources to evaluate effectiveness of community programs. Students participate with community agencies providing nutrition programs and education. Two classroom, three clinical lab hours per week.

2101 Eating Matters for Dining Assistants
1 Cr. Hr.

Practical skill development in feeding techniques for the elderly. Ensures understanding of nutritional needs of residents, communication and interactions between residents/staff, behavior challenges and safety procedures. Students receive a Dining Assistant Certificate from Ohio Department of Health upon completion.

2180 Medical Nutrition Therapy for Dietary Managers
3 Cr. Hrs.

Introductory course for nutrition care personnel in health care institutions. Overview of nutrition principles, medical nutrition therapy and menu planning. Exploration of diseases/health conditions

that require nutrition intervention. Addresses multidisciplinary team approach to resident care. Nutrition Care Process introduced with basic nutrition-related calculations.

Prerequisite(s): DEV 0035 AND DEV 0020 OR DEV 0070 Co-requisite(s): DIT 2190

2190 Dietary Managers Nutrition Clinical

2 Cr. Hrs.

Hands-on experiences in health care institutions. Incorporates the Nutrition Care Process with emphasis on screening/documentation of client information. Utilizes basic nutrition principles for menu planning, medical nutrition therapy while providing quality care. Requires Registered, Licensed Dietitian preceptor for a portion of the four clinical lab hours per week. *Co-requisite(s): DIT 2180*

2240 Education Methods & Materials

2 Cr. Hrs.

Explore teaching methods/materials to maximize educator effectiveness while accommodating different learning styles and diverse audiences. Evaluation of learning is included. Use of media/education resources and equipment materials addressed. Research design methods are introduced and analyzed. Service Learning projects are incorporated into course activities.

2305 Food, Culture & Cuisine

2 Cr. Hrs.

Explore cuisines of Asia, Middle East, Africa, Europe, Mediterranean and the Americas. Identify the demographics and research/evaluate the differences and similarities among the various cultures of the world. Demonstrate the relationship between traditional foods, cultural and current food practices. One classroom, two clinical hours per week. *Prerequisite(s): HMT 1112 Co-requisite(s): DIT 2310*

2310 Lab for Food, Culture & Cuisine

1 Cr. Hr.

This laboratory component of DIT 2305 explores cuisines of Asia, Middle East, Africa, Europe, Mediterranean and the Americas. Indigenous ingredients and flavor profiles of international cuisines are addressed. Advanced preparation methods and cooking techniques will be utilized and demonstrated. Two lab hours per week. *Prerequisite(s): HMT 1112 Co-requisite(s): DIT 2305*

2510 Institutional Foodservice Systems

3 Cr. Hrs.

This course incorporates food delivery and production systems, facility and materials management, menu planning, food and non-food procurement, cost and quality control methods. Food safety and sanitation principles will be applied. *Prerequisite(s): HMT 1112 Co-requisite(s): DIT 2515*

2515 Foodservice Practicum I

1 Cr. Hr.

Hands-on experience completed in an institutional foodservice kitchen. Covers menu development including modified diets, recipe scaling, forecasting and food production, equipment care and use, kitchen layout and design, safety and sanitation. Five hours per week at assigned practicum site. *Co-requisite(s): DIT 2510*

2520 Laboratory for Foodservice Systems

1 Cr. Hr.

This laboratory component of DIT 2510 course addresses food science principles for the functions of ingredients in modified textured and therapeutic recipe preparation. This is a continuation of quantity cooking principles, sensory evaluation of food, recipe standardization, kitchen equipment and food safety and sanitation. Hazard analysis critical control point standards are reinforced. Two lab hours per week. *Co-requisite(s): DIT 2510*

2625 Medical Nutrition Therapy I

3 Cr. Hrs.

Medical nutrition therapy for physiologic stress, diabetes mellitus, cardiovascular disease and disorders of the upper gastrointestinal tract. Content includes modified texture/therapeutic feeding strategies, dietary interventions for swallowing difficulties and enteral/parenteral/IV feeding routes. Incorporates the nutrition care process with emphasis on nutritional assessments, minimum data sets, care assessment triggers and care plans.

2630 Medical Nutrition Therapy Clinical I

3 Cr. Hrs.

Clinical component of medical nutrition therapy I series: for physiologic stress, diabetes mellitus, cardiovascular disease and disorders of the upper gastrointestinal tract. Menu writing for therapeutic interventions; feeding routes for enteral, parenteral and

IV therapy; patient interviews, nutrition screening and nutrition care process. Ohio Department of Health Dining Assistant certification is embedded in this course. Nine clinical lab hours per week.

2735 Foodservice Organization & Management

3 Cr. Hrs.

Describe functions of management and identify a variety of tools used to assist with organizational performance. Application of marketing concepts, financial reports/budget, quality improvement and current trends/regulations. *Prerequisite(s): DIT 2510 AND DIT 2515 AND DIT 2520 Co-requisite(s): DIT 2740*

2740 Foodservice Practicum II

1 Cr. Hr.

Hands-on experience completed in an institutional foodservice setting. Covers five major aspects of human resource management: planning, organizing, directing, controlling and evaluating and the tools used to assist with organizational performance. Includes marketing of services, budget concerns and cost control measures while maintaining quality service within regulatory guidelines. Five hours per week at assigned practicum site. *Co-requisite(s): DIT 2735*

2845 Medical Nutrition Therapy II

3 Cr. Hrs.

Capstone course for the medical nutrition therapy series. Course content includes medical nutrition therapy for cancer, AIDS, disorders of the lower gastrointestinal tract, gallbladder, liver and renal disease. Incorporates review modules, case studies, critical thinking exercises and the nutrition care process addressing feeding routes and diseases. *Prerequisite(s): DIT 2625 AND Restricted to Majors Co-requisite(s): DIT 2850*

2850 Medical Nutrition Therapy Clinical II

3 Cr. Hrs.

Clinical component covering topics in Medical Nutrition Therapy II: cancer, childhood obesity, disorders of the lower gastrointestinal tract, gallbladder, liver, renal diseases. Practicum includes: menu writing for modified texture/therapeutic interventions; feeding routes; patient interviews, nutrition screening/education and the nutrition care process from admission to discharge. Nine clinical lab

hours per week. *Prerequisite(s): DIT 2630 AND Restricted to Majors Co-requisite(s): DIT 2845*

2855 Dietetics Seminar

1 Cr. Hr.

Capstone course prepares students for national credentialing dietetic technician examination/employment. Reviews Food and Nutrition, Food Service Systems and Sanitation, Education Methods and Management domains. Includes job interviewing skills and resume writing. Reviews professional ethics, including life-long learning and the Academy of Nutrition and Dietetics Professional Portfolio. *Restricted to Majors*

2860 Credentialing Exam Review

1 Cr. Hr.

This course reviews medical nutrition therapy, food safety and sanitation, food service systems and human resource management. It will prepare students planning to sit for the Academy of Nutrition and Dietetics on Registration as well as the Association of Nutrition and Food Professionals credentialing examinations. This course is offered in two eight-hour days. *Restricted to Majors*

Early Childhood Education (ECE)

1100 Introduction to Early Childhood Education

3 Cr. Hrs.

Professional issues in the field of Early Childhood Education. Review of related historical and current trends. Types of programs of early education and care. Center observation required. *Prerequisite(s): DEV 0015*

1101 Introductory Child Development

3 Cr. Hrs.

Theories and principles of child development. Promoting positive growth from prenatal through age eight. Impact of the environment including the family, educational experiences, peer relationships, community and culture on each child's development. *Prerequisite(s): DEV 0015*

1200 Observation & Assessment

3 Cr. Hrs.

Observing, documenting and assessing young children in programs of early education and care. Center observations

required. *Prerequisite(s): ECE 1100 AND ECE 1101 AND ENG 1101 AND Approval of Department AND Must complete all courses with a C or better*

1201 Curriculum & Planning

3 Cr. Hrs.

Current curriculum standards recognized in the field of Early Childhood Education. Planning high-quality developmentally appropriate learning experiences and environments for young children. Integrating social studies into the early childhood curriculum. *Prerequisite(s): ECE 1100 AND ECE 1101 AND ENG 1101 AND Approval of Department AND Must complete all courses with a C or better*

R 2100 Language, Literacy & Interaction with Young Children

3 Cr. Hrs.

Language and literacy development in children birth through age five. Supporting family literacy, assessing language and literacy development, professional resources and planning curriculum to facilitate development of language and literacy in each child. Interaction techniques to support physical, social, emotional, aesthetic, language and cognitive development. Center observation required. *Prerequisite(s): ECE 1200 AND ECE 1201 AND ENG 1201 AND Approval of Department AND Must complete all courses with a C or better*

2101 Creative Experiences

3 Cr. Hrs.

The developmental characteristics of young children in art, music and movement. Planning curriculum to facilitate the individual development of creativity in young children. Establishing the link between art, movement and music to other disciplines. *Prerequisite(s): ECE 1200 AND ECE 1201 AND ENG 1201 AND Approval of Department AND Must complete all courses with a C or better*

2102 Math & Science Experiences

3 Cr. Hrs.

Creation of a developmentally appropriate math and science curriculum for preschool children following guidelines and standards established by the major professional organizations and the Ohio Department of Education Early Learning Content Standards for Mathematics and Science. *Prerequisite(s): ECE 1200 AND ECE 1201 AND MAT 1120 OR MAT 1270 OR MAT 1410 AND Approval of Department AND*

OTM Science AND Must complete all courses with a C or better

2200 Families, Communities & Schools

3 Cr. Hrs.

Family and community characteristics, supporting and empowering families and communities through respectful, reciprocal relationships and involving families and communities in the development and learning of children. *Prerequisite(s): ECE 2100 AND ECE 2101 AND ECE 2102 AND SOC 2215 AND Approval of Department AND Must complete all courses with a C or better*

2201 Guidance of Young Children

3 Cr. Hrs.

Guidance and behavioral intervention strategies used by early childhood professionals to help develop positive social and emotional skills in children birth through age five. Practical application of guidance, problem-solving techniques and collaboration with families. Center observation required. *Prerequisite(s): ECE 2100 AND ECE 2101 AND ECE 2102 AND PSY 1100 AND Approval of Department AND Must complete all courses with a C or better*

2202 Teaching Techniques

3 Cr. Hrs.

Directed practice experience in the Sinclair Community College Early Childhood Education Centers. One classroom, ten directed practice hours per week. *Prerequisite(s): ECE 2100 AND ECE 2101 AND ECE 2102 AND Approval of Department AND Must complete all courses with a C or better*

2300 Inclusion

3 Cr. Hrs.

Philosophical, historical and legal foundations. Inclusion of learners with special needs. Learning characteristics, instructional and behavioral strategies. Team members, collaboration with family and professionals. *Prerequisite(s): ECE 2200 AND ECE 2201 AND ECE 2202 AND Approval of Department AND Must complete all courses with a C or better*

2301 Early Childhood Education Practicum

4 Cr. Hrs.

Coordinated practicum experience in an assigned program of early education and care. Weekly seminar. Written application required one semester in advance. Two

classroom, fourteen practicum hours per week. *Prerequisite(s): ECE 2200 AND ECE 2201 AND ECE 2202 AND Restricted to Majors AND Approval of Department AND Must complete all courses with a C or better*

Economics (ECO)

2160 Principles of Macroeconomics

3 Cr. Hrs.

Basic economic principles with macro sequence. Interrelationship of households, business and government with an examination of Keynesian theory, fiscal policy and monetary policy. Traditional testing (proctored or in Testing Center) is used in all online sections. *Prerequisite(s): DEV 0035 AND DEV 0020 OR DEV 0070*

2180 Principles of Microeconomics

3 Cr. Hrs.

Microeconomic theory including price theory, the theory of the firm, resource demand and wage determination. Also includes public policy toward business, economic inequality, labor, trade, balance of payments and the economics of third-world nations. Traditional testing (proctored or in Testing Center) is used in all online sections. *Prerequisite(s): DEV 0035 AND (DEV 0020 OR DEV 0070)*

Education (EDU)

1100 Introduction to Education

3 Cr. Hrs.

Introduction to the teaching profession. A variety of experiences to facilitate exploration of the role of school and its relationship to society. The knowledge, skills, dispositions and performances necessary for an individual to become an effective teacher.

1103 Educational Technology

3 Cr. Hrs.

This is a required course for all preservice teachers. It encompasses effective identification, location, evaluation, design, preparation and efficient usage of technology as an instructional resource in the classroom. Candidates will develop increased classroom communication abilities through lectures, discussions, modeling, laboratory experiences and completion of a comprehensive project.

1105 Individuals with Exceptionalities

3 Cr. Hrs.

Introduction to the identification, developmental characteristics, foundations, theory, legal issues and intervention strategies for exceptional children and youth across educational and community settings.

Electronics Engineering Technology (EET)

1116 Electronics Schematics & Fabrication

4 Cr. Hrs.

Draw circuits using Multisim. Compose directories using Windows commands. Identify schematic symbols and components. Produce a technical document with text, graphs and schematics. Assembly of circuits. Three classroom, three lab hours per week.

1120 Introduction to DC & AC Circuits

2 Cr. Hrs.

Introduction to direct and alternating current (DC/AC) circuits, power, three phase and test equipment. One classroom, two lab hours per week. *Prerequisite(s): DEV 0025 OR DEV 0075*

1121 UAS Remote Sensing & Analysis

1 Cr. Hr.

This course introduces the foundations of remote sensing and data analysis. Students will acquire knowledge of the characteristics of various sensors and remote sensing applications applicable to civil unmanned aerial system (UAS) operations. Emphasis is placed on data acquisition and processing.

1131 Digital Electronics

5 Cr. Hrs.

Number systems, operations and codes, logic gates, Boolean algebra, DeMorgan's theorem and logic simplification, combination logic circuits, encoders/decoders, multiplexers/demultiplexers, adders, subtractors and ALUs, flip-flops and related devices, counters, shift registers, memory and storage, integrated circuit technologies. Four classroom, three lab hours per week. *Prerequisite(s): EET 1116*

1139 Electrical Machinery

3 Cr. Hrs.

Basic principle, theory, operation and characteristics of common DC and AC machinery. Two classroom, two lab hours per week. *Prerequisite(s): EET 1120*

1150 DC Circuits

4 Cr. Hrs.

Electrical components and quantities, voltage, current and resistance, Ohm's law; analysis of series, parallel and series-parallel circuits, circuit theorems, capacitors and inductors, transient response of capacitive and inductive circuits. Three classroom, three lab hours per week. *Prerequisite(s): MAT 1270*

1155 AC Circuits

3 Cr. Hrs.

Sinusoidal wave properties, complex numbers and phasors, behavior of transformers, steady-state behavior of RC circuits under AC conditions, steady-state behavior of RL circuits under AC conditions, steady-state behavior of RLC circuits under AC conditions, analysis of basic filter circuits, AC network theorems such as superposition, Thevenin's and Norton's theorems, three phase and polyphase power and power factor analysis. Two classroom, two lab hours per week. *Prerequisite(s): EET 1150*

1158 Aerospace Spatial Visualization

2 Cr. Hrs.

This course provides a basic overview of remote sensing, highlights the need for space astronomy, describes the composition of the space environment, principles of black/white and color photography, highlights the importance and different aspects of aerial photography and videography, aerial ground control and land mapping, visual image interpretation, thermal radiation principles associated with thermal sensing, remote sensing history from space as well as the U.S. Landsat program operations and contribution, digital image processing and classification, and microwave sensing principles and applications. One classroom, two lab hours per week.

1164 PC Assembly

4 Cr. Hrs.

Course is an introduction to internal and external PC hardware components. Students learn to identify and install major hardware components. Perform PC setup and basic input/output system. Three classroom, three lab hours per week.

1166 Industrial Machine Wiring
2 Cr. Hrs.

Elementary industrial machine wiring principles; schematics, panel layouts, assembly, wiring techniques and equipment used in automated industry; standards for safe operation of equipment and protection of personnel with emphasis given to hands-on work and actual wiring of panels. One classroom, two lab hours per week.

Prerequisite(s): EET 1120

1181 Electrical Construction I
2 - 3 Cr. Hrs.

Basic safety procedures, use of hand and power tools; electrical circuit theory; use of test equipment; basics of residential, commercial and industrial wiring observing National Electric Code (NEC). One classroom, six lab hours per week

1182 Electrical Construction II
2 - 3 Cr. Hrs.

Alternating current theory, motors, grounding, conduit bending, conductor installation, National Electric Code (NEC) for cables, terminations and splices, electrical single and three phase installation, circuit breakers and fuses, contactors and relays. One classroom, six lab hours per week.

Prerequisite(s): EET 1181

1183 Electrical Construction III
2 - 3 Cr. Hrs.

Load calculations for branch circuits, overcurrent protection, wiring devices, distribution equipment, transformers, calculations for motor circuits: motor maintenance and controls and basics of HVAC systems. One classroom, six lab hours per week. *Prerequisite(s): EET 1182*

1184 Electrical Construction IV
2 - 3 Cr. Hrs.

Calculation procedures for residential, commercial and farming applications, various wiring systems, stand-by and emergency systems, basic electronics, fire alarms, special transformers, solid-state controls, welding techniques, heat and freeze protection and high-voltage termination. One classroom, six lab hours per week.

Prerequisite(s): EET 1183

1198 Digital Technology
2 Cr. Hrs.

Electrical fundamentals, introduction to basics of digital logic and circuits, digital systems and basic digital circuit design. One classroom, two lab hours per week.

2157 Radio Frequency Identification (RFID) Technology
3 Cr. Hrs.

Review of basic radio frequency identification (RFID) terminology, emerging electronic product code (EPCglobal) standards, tag design and applications; interrogators configuration, installation and maintenance of common peripherals, various hardware and software components of a complete system, hands-on lab experience and basic RFID applications. Two classroom and two lab hours per week.

Prerequisite(s): EET 1131 OR MAN 1106

2201 Electronic Devices & Circuits
5 Cr. Hrs.

Semiconductor properties, diode applications, special-purpose diodes, bipolar junction transistors (BJTs), BJT biasing circuits and stability, BJT amplifier circuits, multistage amplifier design, power amplifiers, field effect transistors (FETs), JFET and MOSFET biasing circuits, FET amplifier circuits, frequency analysis, thyristors and applications, negative and positive feedback concepts, oscillators, Op-Amp circuits and applications, and electronically regulated power supplies. Four classroom, three lab hours per week.

Prerequisite(s): EET 1155

2221 UAS Sensors & Systems
4 Cr. Hrs.

Course will provide students a foundational understanding encompassing all elements of an unmanned aerial system (UAS). Students will be provided the knowledge and necessary skill set to support UAS application. Three classroom, three lab hours per week. *Prerequisite(s): EET 1120 AND EET 1121*

2257 Radio Frequency Identification (RFID) Capstone
3 Cr. Hrs.

Initiating best analysis, design and implementation of a Radio Frequency Identification (RFID) solution. Configuration and troubleshooting exercises designed to illustrate the power of today's RFID readers and their interaction with input/output, practical, in-depth instruction and hands-on guidance for leveraging RFID in the real world. Two classroom, two lab hours per week. *Prerequisite(s): EET 2157*

2259 Programming for Electronics Technology
4 Cr. Hrs.

Computer solutions of engineering technology problems using LabVIEW. Covers the LabVIEW programming environment and virtual instruments, datatypes, debugging, sub-virtual instruments, programming structures, arrays, graphical presentation and analysis, file input/output, instrument control, data acquisition, and applications to electronic circuits. Three classroom, two lab hours per week. *Prerequisite(s): EET 1131 AND EET 2201*

2261 Microprocessors
4 Cr. Hrs.

Microprocessor architecture, assembly language programming, bus structures and timing diagrams, memory technologies and interfacing, input/output interface and systems, interrupt-processed input/output, direct memory access (DMA), microcontroller applications and microprocessor-based communications. Three classroom, three lab hours per week.

Prerequisite(s): EET 1131

2264 PC Troubleshooting & Repair
4 Cr. Hrs.

Familiarization of circuits, components, malfunctions and systematic troubleshooting of personal computers, installation of basic computer operating systems (OS), network topologies, including hands-on experience with software and hardware diagnostic tools and equipment. Three classroom, three lab hours per week. *Prerequisite(s): EET 1164*

2270 Electronics Engineering Technology Internship
1 - 4 Cr. Hrs.

Students earn credits toward degree requirements for work learning experience. Students already working may apply to use that experience to meet internship requirements. Students establish learning outcomes and prepare related reports and/or projects each semester. Ten co-op hours per week per credit hour. *Prerequisite(s): Approval of Department*

2278 Electronics Project Capstone
4 Cr. Hrs.

Review of electronic circuits, analog and digital electronics, microcontrollers, design and layout of printed circuit board, fabricate-assemble-test-troubleshoot working prototype, write report. Two classroom, four lab hours per week. *Prerequisite(s): EET 2201 AND EET 2261*

2281 Programmable Logic Controllers
3 Cr. Hrs.

Provides history of control systems and PLCs, use of number systems, ladder logic programming devices, Control I/O modules, relays, contacts, coils, and timers, counters and sequencers, fundamental PLC programming, and data transfer. Two classroom, two lab hours per week. *Prerequisite(s): EET 1120 OR EET 1131*

2282 Advanced Programmable Logic Controllers
3 Cr. Hrs.

Demonstrate the use of control and set analog I/O, bit and project based programming, control servos with analog & High Speed Counter (HSC) cards, the use of ethernet network for programmable logic controllers (PLCs), the interaction between PLCs and sensors, installation and repair. Two classroom, two lab hours per week. *Prerequisite(s): EET 2281*

Expanded Functions for Dental (EFD)
1102 Dental Anatomy for Dental Auxiliaries
1 Cr. Hr.

A study of form and function of the human dentition. This course is designed to provide an overview of the terminology and characteristics of all teeth in the adult and primary dentition. Includes identification of all anatomical tooth structures, eruption schedule and occlusion. *Prerequisite(s): Acceptance into EFDA program*

1202 Expanded Functions for Dental Auxiliaries I
6 Cr. Hrs.

Lecture and clinical course designed to teach more extensively the concepts of dental materials and their use in restorative techniques. The principles of the manipulation and placement of dental materials used in delegated intra-oral functions for the expanded function

dental auxiliary in Ohio are taught. Three classroom, four lab hours per week plus ten hours of co-op experience per week in the dental office. *Prerequisite(s): EFD 1102*

1203 Lab for Expanded Functions for Dental Auxiliaries I
0 Cr. Hrs.

Laboratory experiences in advanced remediable intra-oral dental tasks and/or procedures involved in the art and placement of restorative materials including amalgam and nonmetallic restorative materials including resin restorations. *Prerequisite(s): EFD 1102*

1302 Expanded Functions for Dental Auxiliaries II
6 Cr. Hrs.

This course is the third in a three-part series for the Expanded Functions Dental Auxiliary Program. Greater emphasis on topics covered in EFD 1202 is examined. Detailed concepts with regards to amalgam, esthetic and preventive resins are discussed. Concepts involving Class IV resin restorations and dental sealants are introduced. Mock boards are included. Three classroom, four lab hours per week, plus ten hours of co-op experience per week in a dental office. *Prerequisite(s): EFD 1202 AND Restricted to Majors*

1303 Lab for Expanded Functions for Dental Auxiliaries II
0 Cr. Hrs.

Laboratory experiences in advanced remediable intra-oral dental tasks and/or procedures involved in the art and placement of preventive or restorative materials including amalgam, dental sealants and nonmetallic restorative materials including resin restorations. *Restricted to Majors*

Engineering (EGR)
1101 Introductory Mathematics for Engineering Applications
4 Cr. Hrs.

An overview of math topics used in engineering courses: algebra, trigonometry, vectors, complex numbers, sinusoids, systems of equations, matrices, differentiation, integration, differential equations. All math topics are presented within the context of engineering applications, reinforced through examples from engineering courses. Also introduces the engineering analysis software MATLAB. Three classroom, three lab hours per week. *Prerequisite(s): MAT 1290 OR MAT 1570*

1111 Introduction to Nanotechnology
3 Cr. Hrs.

Introduction to nanotechnology and its application to engineering systems, emphasizing basic principles, materials, measurement tools, fabrication techniques, and applications. Two classroom, two lab hours per week.

1121 Introduction to the Intelligence Community
3 Cr. Hrs.

Presents an overview of the Intelligence Community (IC), the origin and purpose of the IC, its current structure and the diverse roles and missions of its members. Students will study the intelligence cycle, the heart of the IC, by examining the entire process used for creating intelligence: identifying requirements; tasking appropriate agencies and systems to collect data; the processing, exploiting and analyzing of the data and the production and delivery of timely, accurate and relevant intelligence products. This course will also introduce students to operations and communications security, counterintelligence and covert action, homeland security, intelligence oversight and ethics. Two classroom, two lab hours per week. *Prerequisite(s): Approval of Department Co-requisite(s): EGR 1122*

1122 Fundamentals of Remote Sensing in Intelligence
3 Cr. Hrs.

This course emphasizes the science, technology and applications of remote sensing, bringing together related information in materials science, physics, optics, electronics, computer processing and other disciplines. Students completing this course will be equipped to approach problems ranging from environmental to social to industrial data gathering and interpretation. Two classroom, two lab hours per week. *Prerequisite(s): MAT 1280 AND Approval of Department Co-requisite(s): EGR 1121*

1128 Robotics in Computer Integrated Manufacturing (CIM) Systems
3 Cr. Hrs.

This course serves as an introduction to automated systems. The basics of sensors, logic control systems, motion control systems, robotics and flexible manufacturing systems will be covered. The course will be taught using demonstration and discussion

combined with individual and team centered project-based learning. One classroom, four lab hours per week.

1144 Sensors & Vision Systems
4 Cr. Hrs.

Introduction to basic sensors used in Computer Integrated Manufacturing (CIM) systems. Theory of operation, wiring, installation, testing and troubleshooting sensors and circuits. The analysis of various methods of utilizing vision systems in industrial applications using camera, lighting and software. Three classroom, three lab hours per week. *Prerequisite(s): EET 1120 AND EGR 1128*

1201 Introduction to Spectral Sensing with Applications in Intelligence
3 Cr. Hrs.

Concepts of spectral remote sensing as they are applied to military / intelligence applications with special emphasis on commercial sensors and solutions. Advantages and disadvantages of special remote sensors. Content will cover available unclassified spectral instruments (both hyper-spectral and multi-spectral sensors), their characteristics and how to best employ them. Topics include Basic Spectral Phenomenology, the Spectral Signature, Sensor Analysis, Data Products and Data Fusion. Two classroom, two lab hours per week. *Prerequisite(s): EGR 1121 AND Approval of Department Co-requisite(s): EGR 1202*

1202 Introduction to Radar
3 Cr. Hrs.

Capabilities and limitations of radar, the performance and implementation of its critical sub-systems and the requirements particular radars must meet in order to perform common Measurement and Signature Intelligence (MASINT) and Advanced Geospatial Intelligence (AGI) missions (e.g. Synthetic Aperture Radar (SAR), Line of Sight and Over the Horizon). Students will become conversant in Radar and able to exploit its use in a variety of potential intelligence tasks with a basic knowledge enabling them to predict the expected performance of a radar system. Two classroom, two lab hours per week. *Prerequisite(s): EGR 1122 AND MAT 1280 AND Approval of Department Co-requisite(s): EGR 1201*

1211 Introduction to Large Area Surveillance
3 Cr. Hrs.

This course is designed to familiarize the student with the concepts of electro-optical remote sensing of important objects that can appear anywhere in the world without warning for a limited period of time. Some of these objects can also be rapidly moving. Such objects include missiles and aircraft in powered flight, nuclear and conventional explosions, fires and other military activity. Discussion includes the unique object signature and sensor characteristics that make detection of these objects possible while continuously monitoring large areas. Two classroom, two lab hours per week. *Prerequisite(s): EGR 1202 AND Approval of Department AND Secret Clearance*

1212 Measurement & Signal Intelligence
3 Cr. Hrs.

Overview of Measurement and Signature Intelligence (MASINT) and Advanced Geospatial Intelligence (AGI) disciplines including the science behind geophysical signatures such as Chemical, Biological, Radiological and Nuclear Weapons. MASINT as it relates to Seismic and Acoustic phenomena, Geophysical Materials and Radio Frequency Spectrum. Different technologies used in lethal and nonlethal Directed Energy Weapons identifying strengths and vulnerabilities of electromagnetic and chemically powered artillery. Students will apply MASINT/ AGI collection and processing techniques and capabilities to develop a collection and analysis plan targeting one of today's challenging intelligence problems. Two classroom, two lab hours per week. *Prerequisite(s): EGR 1202 AND Approval of Department AND Secret Clearance*

1217 Fluid Power & Control
2 Cr. Hrs.

Fundamentals and basic applications of fluid power components, systems, controls and accessories. The design parameters and the terminology required to specify and plan fluid power systems. Basic electrical and Programmable Logic Control (PLC) control of fluid power components. One classroom, three lab hours per week.

2201 Circuit Analysis
4 Cr. Hrs.

Principles of linear circuit analysis, covering circuits containing passive and active components. Analysis of direct-current (DC) and alternating-current (AC) circuits, including transient behavior and sinusoidal steady-state behavior. This calculus-based course is designed for Engineering University Transfer students. Three classroom, three lab hours per week. *Prerequisite(s): EGR 1101 OR MAT 2270*

2211 Nanotechnology Applications & Fabrications Techniques
3 Cr. Hrs.

Discussions and examples of applications of nanotechnology in Biology, Physics, Chemistry, Medical, Material Science, and Engineering. Introduction to nanofabrication tools, clean room and scanning electron microscope (SEM) via remote lab demonstrations. *Prerequisite(s): EGR 1111*

2215 Control Systems
3 Cr. Hrs.

Modern control theory as applied to industrial robotics mechanical unit positioning, accuracy, repeatability, control techniques, with initial focus on three phase motors, utilizing various forms of positioning and speed control; pulse width modulation; feedback systems; control techniques for variable speed motors and drives; analysis techniques using Laplace transforms; and troubleshooting techniques. Two classroom, two lab hours per week. *Prerequisite(s): EET 1139 AND EET 1198*

2231 Troubleshooting of Automated Systems
3 Cr. Hrs.

Concept of troubleshooting and its importance in manufacturing systems. Troubleshooting philosophies, flowchart examination, electrical and mechanical troubleshooting. Techniques for troubleshooting systems containing sensors, PLCs, Robots, HMIs and other common automation equipment. Fault determination using software to monitor the performance of small automated systems. Two classroom, three lab hours per week. *Prerequisite(s): EET 2281 AND EGR 1128*

2250 Electromechanical Repair
4 Cr. Hrs.

Teaches the student theory of controller operation, function of power inputs and supply units, command and feedback loops. Also, troubleshooting, diagnostics and repair including removal and replacement of belts, pulleys, bearings and gears. Finalizing with alignment and recalibration through the computer controller. Three classroom, three lab hours per week. *Prerequisite(s): EGR 2252*

2252 Teach Pendant Robot Programming
2 Cr. Hrs.

Introduction to Teach Pendant Programming (TPP) for robots, including TPP program development on the teach pendant and through offline programming software. Programs, tested using Fanuc robots, will be written for motion control, input/output activation and palletizing. One classroom, two lab hours per week. *Prerequisite(s): EGR 1128*

2256 Automated Data Acquisition Systems
3 Cr. Hrs.

Data acquisition technologies with the use of bar coding, image recognition, optical character recognition, Charge Coupled Device (CCD) camera images, laser scanning, voice recognition, radio frequency and microwave transponder. Two classroom, two lab hours per week. *Prerequisite(s): EET 1198 AND EGR 2252 AND EGR 2261*

2261 Engineering Problem Solving using C & C++
4 Cr. Hrs.

Solve representative engineering problems with a focus on: writing in object-oriented style, computer control of input/output port control, stand-alone executable code and library linking. Computer solutions of engineering problems using C and C++ incorporating compiling, running, editing and debugging techniques along with language-specific functions, array and pointer structures and stream I/O. Three classroom, three lab hours per week. *Prerequisite(s): MAT 1280 OR MAT 1470*

2270 Automation & Control Internship
1 - 4 Cr. Hrs.

Students earn credit toward degree requirements for work learning experience. Students already working may apply to use that experience to meet internship requirements. Students establish learning outcomes and prepare related reports and/or projects each semester. Ten hours work per week per credit hour. *Prerequisite(s): Approval of Department*

2278 Automation & Control Capstone
3 Cr. Hrs.

Project-based review of robotic workcell system design, layout and integration of related industrial systems, and skills from the following areas: robots and programming languages, electronic systems, component installation, troubleshooting, mechanical repair and preventative maintenance. Additional focus on graphics, work processing, analytical and simulation tools, assembly, testing, troubleshooting and repair of a functional robot workcell. One classroom, four lab hours per week. *Prerequisite(s): EGR 2231 AND EGR 2252 AND EET 2282*

Environmental & Energy Engineering Technology (EGV)
1101 Alternate & Renewable Energy Sources
3 Cr. Hrs.

Overview of past, recent and current research to find viable alternative sources of energy. Examples include water, wind, solar, bio-mass, alternative liquid fuels and introduction to fuel cell technology. Study of applied technologies in the context of how to relieve complete dependence on petrochemical-based products. A case study approach to learning is used. Two classroom, two lab hours per week.

1251 Introduction to Energy Management Principles
3 Cr. Hrs.

The course introduces the principles of energy management and an effective energy management plan. This course provides an overview of energy consuming systems and operations of commercial and industrial buildings and systems and energy saving opportunities for them. Two classroom, two lab hours per week.

R 1301 Architectural Energy Analysis
2 Cr. Hrs.

Critical examination of energy consumption in building, both residential and commercial, for the purpose of identifying energy conservation opportunities. One classroom, two lab hours per week.

1401 Weatherization & Building Performance Training
3 Cr. Hrs.

This course covers energy assessment and weatherization methods for single and multifamily dwellings. The course covers the operation of the equipment: blower door, duct blaster, pressure pan, flow meter, infrared camera, and combustion analyzer. This course is designed to prepare students for the Building Performance Institute Building Analyst written and field test. Two classroom, two lab hours per week.

1501 Environmental Assessment & Analysis
3 Cr. Hrs.

Sampling and analysis techniques for site characterization and assessment. Sampling methods and protocols are presented in detail with respect to environmental liability, compliance and property transfer. Environmental monitoring is explained with emphasis on air quality, surface water and groundwater. Two classroom, three lab hours per week.

1551 Water Treatment Analysis
3 Cr. Hrs.

Examination of the basic concepts of water distribution and treatment from the hydrologic cycle, hydrogeology, aquifers and surface waters through treatment and distribution practices. Two classroom, three lab hours per week. *Prerequisite(s): DEV 0035 AND MET 1131 AND (MAT 1280 OR MAT 1370) AND CHE 1111 OR (CHE 1211 OR CHE 1311)*

1610 Water Distribution Systems
3 Cr. Hrs.

Examination of the basic concepts pertaining to the operation and maintenance of water and wastewater treatment plants. Students will become familiar with analyzing and solving operational problems, operator performance, contingency procedures, and water treatment equipment. This course is designed to prepare students to sit for EPA Operator Certifications. Two lecture, two lab hours per week. *Prerequisite(s): DEV 0035*

1620 GIS Mapping
3 Cr. Hrs.

Examination of geographic information systems (GIS) as they relate to water and wastewater treatment, collection, and distribution systems. Students are exposed to theoretical and practical application of GIS devices and mapping software. Two classroom, two lab hours per week.

Prerequisite(s): DEV 0035

1630 Wastewater Collection Systems
3 Cr. Hrs.

Examination of topics related to the operation and maintenance of wastewater collection systems (WWCS). The course will cover basic concepts related to the inspection, testing, cleaning of pipes, maintenance, underground repair, new construction, administration, and organization of WWCS. Designed to prepare students to sit for Ohio EPA Operator Certifications. Two classroom, two labs hours per week. *Prerequisite(s): DEV 0035*

1640 Introduction to Backflow
1 Cr. Hr.

Examination of backflow prevention concepts designed to meet the Ohio Administrative Code (OAC) 3745-95 Backflow Prevention and Cross Connection Control requirements. A water supply employee may be eligible to sit for the State of Ohio Department of Commerce Certified Backflow Technician exam. One half classroom hour, one and one half lab hours per week. *Prerequisite(s): DEV 0035*

1650 Applied Applications for Water & Wastewater
3 Cr. Hrs.

Examination of the basic concepts pertaining to the operation and maintenance of water and wastewater treatment plants. Students will become familiar with analyzing and solving operational problems, operator performance, contingency procedures, and water treatment equipment. Designed to prepare students to sit for Ohio EPA Operator Certifications. *Prerequisite(s): EGV 1610 AND EGV 1620*

2101 Solar Photovoltaic Design & Installation
3 Cr. Hrs.

This course covers components of solar PV systems and components and the sizing of PV systems and components. Designed to

prepare the student to take the NABCEP PV Entry Level Exam. Two classroom, two lab hours per week.

2151 Solar Thermal Systems
3 Cr. Hrs.

This course covers some of the basic cognitive materials needed to install and maintain solar thermal systems. Designed to help individuals better prepare for the North American Board of Certified Energy Practitioner (NABCEP) Solar Thermal Installer examination but does not provide all of the materials needed to complete the certification examination. Two classroom, two lab hours per week.

2201 Electrical Lighting & Motors
2 Cr. Hrs.

This course covers components of lighting systems, control strategies, current technologies and electric motors. Energy efficiency opportunities and environmental impacts are identified and analyzed.

One classroom, two lab hours per week.

Prerequisite(s): EET 1120 AND EGV 1251 AND (PHY 1100 OR PHY 1131 OR PHY 1141 OR PHY 2201)

2251 Energy Control Strategies
3 Cr. Hrs.

This course covers the use of utility data to conduct a "Lean Energy Analysis," utility rate structures, the use of both whole building computer simulation and discrete system computer simulation to estimate building and system energy use, energy demand and carbon footprint. Two classroom, two lab hours per week. *Prerequisite(s): EGV 1251*

2301 Commercial & Industrial Assessment
3 Cr. Hrs.

This course covers methods of collecting data (utility, envelope, mechanical systems, and operational procedures) for both commercial and industrial facilities and analyzing the data with statistical procedures and simulation software to develop energy-saving management plans. Two classroom, two lab hours per week.

2351 LEED Green Associate Exam Preparation
2 Cr. Hrs.

This course helps prepare the student for the first of the LEED Green Associate Exams and meets the requirement of the student having involvement on a LEED- registered project, or employment in a sustainable field of work

or completion of an education program that addresses green building principles in LEED, to qualify to take the LEED Green Associate Exam. One classroom, two lab hours per week.

2501 Waste Management
3 Cr. Hrs.

Develop a working knowledge of present waste-management practices including minimization, storage, transportation, treatment and disposal of various waste related to the life cycle of a given activity and corrective actions related to contamination. Two classroom, three lab hours per week.

2551 Hydrology
3 Cr. Hrs.

Hydrology and the distribution and availability of water resources; natural and anthropogenic processes that influence flood and water quality. Two classroom, two lab hours per week. *Prerequisite(s): EGV 1551*

2700 Energy Management Technology Internship
1 - 4 Cr. Hrs.

Students earn credits toward degree requirements for work learning experience. Students already working may apply to use that experience to meet internship requirements. Students establish learning outcomes and prepare related reports and/or projects each term. Ten co-op hours per week per credit hour. *Prerequisite(s): Approval of Department*

2701 Environmental Engineering Technology Internship
1 - 4 Cr. Hrs.

Students earn credits toward degree requirements for work learning experience. Students already working may apply to use that experience to meet internship requirements. Students establish learning outcomes and prepare related reports and/or projects each term. Ten co-op hours per week per credit hour. *Prerequisite(s): Approval of Department*

2780 Energy Management Technology Capstone
4 Cr. Hrs.

Assessment of achievement by Energy Management Technology students in attaining program outcomes by completing a project demonstrating principles and practice of the major. Teamwork on projects will be emphasized. Two classroom, four lab hours per week. *Prerequisite(s): Approval of Department*

2781 Environmental Engineering Technology Capstone
4 Cr. Hrs.

Assessment of achievement by Environmental Engineering Technology students in attaining program outcomes by completing a project demonstrating principles and practice of the major. Teamwork on projects will be emphasized. Two classroom, four lab hours per week. *Prerequisite(s): Approval of Department*

Emergency Medical Services (EMS)
1100 Emergency Medical Responder Lecture & Laboratory
2 Cr. Hrs.

Emergency medical responders provide initial care for the sick and injured prior to the arrival of the ambulance. This education can be valuable to safety officers working in industry, police officers and some rural fire departments. This course will meet a total of 16 lecture hours and 32 laboratory hours. *Prerequisite(s): At least 18 years of age*

1150 Emergency Medical Technician: Lecture
5 Cr. Hrs.

The Emergency Medical Technician Lecture provides students with the didactic information needed to understand the care of the sick and injured at the emergency medical technician level. *Prerequisite(s): DEV 0015 AND Approval of Division Advisor AND 18 years old Co-requisite(s): EMS 1155*

1155 Laboratory for Emergency Medical Technician
2 Cr. Hrs.

The Emergency Medical Technician Laboratory provides students with the psychomotor information needed to understand the care of the sick and injured at the emergency medical technician level. Student will attend a total of 64 hours of laboratory time. *Co-requisite(s): EMS 1150*

1175 Emergency Medical Technician Refresher
2 Cr. Hrs.

This course meets or exceeds the national standard curriculum for EMT refresher. Designed to meet the needs of two types of emergency medical services providers: 1) Students who are recertifying their state licensure cards can use this course to complete their state requirements. 2) Students who need to remediate on

material before taking their national registry examination can use this course to meet those needs. This course will meet a total of 16 lecture hours and 32 laboratory hours.

2100 Applied Anatomy, Physiology & Pathophysiology for Emergency Medical Services Provider
3 Cr. Hrs.

This course provides the fundamental anatomy, physiology and pathophysiology information necessary to understand the care of the sick and injured at the paramedic level. *Prerequisite(s): BIO 1107 OR BIO 1121 AND Approval of Department*

2105 Paramedic 1: Lecture
2 Cr. Hrs.

The paramedic student is introduced to the fundamental concepts of patient assessment, airway management and pharmacology. These concepts are reinforced within the laboratory setting of EMS 2110. Successful students will then be prepared to begin applying this knowledge within the clinical setting. Clinical activity begins in the second semester of the paramedic program. *Prerequisite(s): Approval of Department*

2110 Paramedic 1: Laboratory
2 Cr. Hrs.

This is the introductory laboratory experience within the paramedic program. Skills will be reviewed and retested from the Emergency Medical Technician level. CPR will be retested. New skills will involve patient assessment, airway management and pharmacology, including drug math. Four lab hours per week. *Prerequisite(s): Approval of Department*

2125 Paramedic 2: Lecture
5 Cr. Hrs.

The paramedic student will explore cardiology, pulmonology and pediatrics. This course covers ECG acquisition, interpretation and appropriate patient management, cardiovascular pathology and management, respiratory pathology and management and care for the pediatric patient. *Prerequisite(s): Approval of Department*

2130 Paramedic 2: Laboratory
2 Cr. Hrs.

This course covers the assessment and management of patients with cardiac/respiratory disease. Also covered will be care of the pediatric patient. Specific skills covered include ECG, cardiac monitor use, CPR, advanced cardiac life support (adult and pediatric) and management of

respiratory emergencies. Four lab hours per week. *Prerequisite(s): Approval of Department*

2135 Paramedic 2: Clinical
2 Cr. Hrs.

The paramedic student is introduced to the hospital clinical setting where he/she will apply knowledge learned from the lecture and laboratory setting in the direct supervised care of patients. Fourteen practicum hours per week. *Prerequisite(s): Approval of Department*

2136 Paramedic 2a: Clinical
1 Cr. Hr.

The paramedic student is introduced to the hospital clinical setting where he/she will apply knowledge learned from the lecture and laboratory setting in the direct supervised care of patients. All students must complete 112 hours in the hospital setting. Seven practicum hours per week. This course must be followed by EMS 2137. *Prerequisite(s): Approval of Department*

2137 Paramedic 2b: Clinical
1 Cr. Hr.

The paramedic student is introduced to the hospital clinical setting where he/she will apply knowledge learned from the lecture and laboratory setting in the direct supervised care of patients. All students must complete a 112-hour hospital experience. Seven practicum hours per week. This course occurs after EMS 2136. *Prerequisite(s): Approval of Department*

2150 Paramedic 3: Lecture
5 Cr. Hrs.

The paramedic student will explore management of the trauma patient and an in-depth discussion of the medical patient including assessment and management. *Prerequisite(s): Approval of Department*

2155 Paramedic 3: Laboratory
2 Cr. Hrs.

This course covers the assessment and management of patients suffering from traumatic injuries, basic rescue techniques, obstetrical emergencies and medical emergencies. Specific skills covered include managing patients in vehicles, traumatic airway management, neonatal care and differential diagnosis. Four lab hours per week. *Prerequisite(s): Approval of Department*

2160 Paramedic 3: Clinical
1 Cr. Hr.

This course is divided into two settings: hospital and out-of-hospital. Within the hospital clinical setting, the student will work to master knowledge learned related to the direct supervised care of patients. Once mastery is demonstrated, the student will be cleared to apply his/her education in the out-of-hospital setting. All students must complete a 112-hour field experience/ambulance assignment. Seven practicum hours per week. *Prerequisite(s): Approval of Department*

2175 Paramedic 4: Lecture
2 Cr. Hrs.

This course is a complaint based approach to patient care. Students will focus on integrating pathology, assessment and patient care knowledge in the care of patients with multiple pathologies. Four classroom hours per week for eight weeks. *Prerequisite(s): Approval of Department*

2180 Paramedic 4: Field Experience
1 Cr. Hr.

Under direct supervision, students work to integrate lecture, laboratory and hospital clinical knowledge to treat patients in the out-of-hospital setting. The goal is to establish mastery of patient care skills as they apply to the out-of-hospital care setting. All students must complete a 112-hour field internship. Seven practicum hours per week. *Prerequisite(s): Approval of Department*

2200 Paramedic 5: Integration / Refresher Lecture
2 Cr. Hrs.

This course reviews all materials from the entire paramedic program. Its goals are to integrate past knowledge and skills into a comprehensive approach to out-of-hospital patient care. Four classroom hours per week for eight weeks. *Prerequisite(s): Approval of Department*

2205 Paramedic 5: Integration / Refresher Laboratory
1 Cr. Hr.

This course will review all psychomotor skills covered within the paramedic program as students are prepared for the comprehensive practical examination. Students will also have applied knowledge evaluated within the field setting. Students will discuss appropriate patient care with the medical director of the EMS program. Four lab hours per week for

eight weeks. *Prerequisite(s): Approval of Department*

2250 Paramedic Refresher
3 Cr. Hrs.

This course meets or exceeds the national standard curriculum for paramedic refresher. Designed to meet the needs of two types of emergency medical services providers: 1) Students who are recertifying their state licensure cards can use this course to complete their state requirements. 2) Students who need to remediate on material before taking their national registry examination can use this course to meet those needs. Two classroom, two lab hours per week.

2300 Critical Care Paramedic 1
3 Cr. Hrs.

This course explores the technologically challenging area of critical care medicine. The use of advanced diagnostics such as arterial lines and swan ganz catheters and patient management skills such as ventilators, LVADs and advanced pharmacology will be explored.

Prerequisite(s): Approval of Department AND Paramedic

2305 Critical Care Paramedic 2
3 Cr. Hrs.

This course explores the technologically challenging area of critical care medicine. The use of advanced diagnostics such as laboratory results, x-rays and ultrasounds and the management of patients with trauma, shock and various medical conditions will be explored. *Prerequisite(s): Approval of Department AND Paramedic*

2310 EMS Management 1
3 Cr. Hrs.

This course is for Emergency Medical Services (EMS) personnel who need to understand the roles and responsibilities of EMS managers. Various aspects of management, including finance, injury prevention, communication, public access and EMS system management will be discussed. *Prerequisite(s): ENG 1101*

2315 EMS Management 2
3 Cr. Hrs.

This course is for Emergency Medical Services (EMS) personnel who need to understand the roles and responsibilities of EMS managers. Various aspects of management, including EMS law, quality assurance, customer service and the evaluation of specific mass casualties will be addressed. *Prerequisite(s): ENG 1101*

English (ENG)
1101 English Composition I
3 Cr. Hrs.

In English Composition I students learn reflective, analytical and argumentative writing strategies, incorporating sources and personal experience. Students will negotiate between public and private rhetorical situations and purposes to achieve academic literacy. They will write multiple drafts using a recursive writing process as they work toward fluency in style and mechanics.

Prerequisite(s):

DEV 0035 OR Placement Test Score

1131 Business Writing
3 Cr. Hrs.

Using audience analysis, a writing process and grammatical and formatting skills in an electronic environment, students write letters and messages for both internal and external business situations; they conduct business research and write and document short, informal research business reports, incorporating graphics and oral presentation. *Prerequisite(s): DEV 0035 OR Placement Test Score*

1199 Textual Editing
3 Cr. Hrs.

Strategies to achieve a clear, concise, cohesive and emphatic writing style; sentence structure; contemporary grammar and usage. *Prerequisite(s): ENG 1101*

1201 English Composition II
3 Cr. Hrs.

English Composition II, building on the skills in English Composition I, develops rhetorical literacy through research, critical reading and multigenre writing tasks. Through major and minor, cumulative and stand-alone assignments, students construct arguments and analyses, ethically incorporating academic sources while developing their own voices as writers and citizens. *Prerequisite(s): ENG 1101*

2245 Introduction to Linguistics
3 Cr. Hrs.

The study of language, how it is described, acquired and used, including the structure of language and its sociocultural impact. *Prerequisite(s): ENG 1201*

2255 Poetry Writing
3 Cr. Hrs.

Writing and critical reading of poetry. Manuscript form, publication and market information.

2256 Fiction Writing
3 Cr. Hrs.

Traditional elements of short stories (character, scene, conflict, exposition, dialogue, plot and point of view) will be studied, involving student practice in a workshop setting. In addition to extensive student practice, students will read and analyze the work of published writers, learn how to submit their own work for publication and extensively study and write in one or more literary genres. Students will also study alternative or experimental fiction writing techniques. *Prerequisite(s): ENG 1101*

2259 Novel Writing
3 Cr. Hrs.

Novel writing covers advanced study of traditional novel elements in a workshop setting, including the mechanics of manuscript submission. *Prerequisite(s): ENG 2256*

Exercise, Wellness & Sports Science (ENS)
1112 Introduction to Physical Education
3 Cr. Hrs.

Historical and philosophical foundations of physical education, including an emphasis on licensure, professional and national standards. *Prerequisite(s): DEV 0035 AND (DEV 0025 OR DEV 0075)*

1114 Introduction to Sport & Recreation Management
3 Cr. Hrs.

Historical, sociological and philosophical foundations of sport, including an emphasis on professional opportunities, application of management and organizational concepts. *Prerequisite(s): DEV 0035 AND (DEV 0025 OR DEV 0075)*

1116 Introduction to Exercise Science & Health Promotion
3 Cr. Hrs.

Historical, theoretical, ethical and philosophical foundations of exercise science and health promotion, including an emphasis on role, responsibilities, work settings and future direction of the profession. *Prerequisite(s): DEV 0035 AND (DEV 0025 OR DEV 0075)*

1118 Lifetime Physical Fitness & Wellness
3 Cr. Hrs.

This course provides an overview of the concepts of physical fitness, conditioning principles and appropriate exercise and health practices with application to lifelong fitness and wellness. Course includes lecture and physical fitness testing. *Prerequisite(s): DEV 0035 AND (DEV 0025 OR DEV 0075)*

1119 Concepts of Fitness for Criminal Justice
2 Cr. Hrs.

This course will provide the student an opportunity to learn and experience behaviors that will result in a healthy lifestyle. Principles of fitness and evaluation methods, as well as steps to take to achieve a healthy lifestyle will be explored. *Restricted to Criminal Justice Science majors*

1212 Fundraising & Sport Budgeting
3 Cr. Hrs.

Students will learn to apply fundraising and budgeting concepts in the world of sport. Students will develop an understanding of fundraising and budgeting plans and how they are applied to different sports teams and sport environments. The topic of finance will support course discussions. *Prerequisite(s): DEV 0035 AND (DEV 0025 OR DEV 0075)*

1214 Personal & Community Health Behavior
3 Cr. Hrs.

This course enables the student to build a philosophy of health and health behaviors. Basic health principles and theories are applied to both personal and community health issues, including an emphasis on behavioral change and health and wellness education interventions. *Prerequisite(s): DEV 0035 AND (DEV 0025 OR DEV 0075)*

2314 Sport Promotions
3 Cr. Hrs.

Sport Promotions introduces a wide range of promotional and marketing strategies within the sport environment. Students will gain an understanding of the history of sport marketing and discover how contemporary efforts attract and increase fan base. Legal issues will also be discussed. *Prerequisite(s): DEV 0035 AND (DEV 0025 OR DEV 0075)*

2316 Motor Development & Motor Learning
3 Cr. Hrs.

Explore motor development and motor skills across the lifespan. Awareness of body systems, their development and cycle of physical growth and maturation. Exploration of principles of motor learning and performance, including examination of elements that facilitate or prohibit the control, achievement and retention of motor skills. *Prerequisite(s): DEV 0035 AND DEV 0025 OR DEV 0075*

2318 Fitness Assessment & Exercise Prescription
3 Cr. Hrs.

Students learn and experience the process of risk stratification, fitness assessment in the five components of fitness and exercise testing for low- to moderate-risk individuals. Integration and analysis of results and norms to design individualized exercise prescription. *Prerequisite(s): DEV 0035 AND (DEV 0025 OR DEV 0075)*

2412 Integration of Physical Education for Elementary Educators
3 Cr. Hrs.

An introduction to the theory and practice of conducting a physical education program, as well as integrating movement education into the teaching of all elementary disciplines. Students will become proficient in methods and skills necessary for effective teaching. *Prerequisite(s): DEV 0035 AND (DEV 0025 OR DEV 0075)*

2414 Foundations of Coaching
3 Cr. Hrs.

Foundations of Coaching will cover many aspects of coaching in today's sport-rich society. Topics include youth, collegiate and professional sport, coaching models, training, coaching networking and professional growth. Other discussions will cover sport-specific topics. *Co-requisite(s): ENS 2415*

2415 Coaching & Leadership
3 Cr. Hrs.

Coaching and Leadership introduces students to the principles of coaching and the qualities necessary to lead a sport organization. Topics focus on discovering an individual coaching and leadership style, contemporary coaching issues, leadership models and an investigation into the great leaders of the past. *Co-requisite(s): ENS 2414*

2416 Certification Preparatory Course
3 Cr. Hrs.

This course will help prepare the student for a nationally recognized certification exam. Current national standards issued by the United States Department of Labor will be implemented.

2417 Methods of Teaching
3 Cr. Hrs.

This course will look at the practical application of teaching. Best practices for training and teaching in the industry will be explored. The student will have hands-on exposure and experience instructing a variety of modalities.

2418 Exercise Prescription for Special Populations
3 Cr. Hrs.

Integration of risk stratification, fitness assessments, exercise testing, interpretation and exercise prescription skills. Application of knowledge and skills for special populations and medical conditions through case studies and simulations. *Prerequisite(s): ENS 2318*

2419 Health Promotion, Fitness & Sport Programming
3 Cr. Hrs.

This course provides organizational techniques, administrative procedures and principles of managing health promotion, fitness and sport programs, including facility design and operational standards and guidelines. *Prerequisite(s): ENS 1118*

2420 Concepts of Lifestyle Coaching
3 Cr. Hrs.

This course provides the student with the principles and practices of coaching psychology. Core coaching skills along with approaches and guidelines for helping clients develop visions, set goals, make plans and track progress for healthy lifestyles. *Prerequisite(s): ENS 1214*

2471 Exercise, Wellness & Sports Science Practicum
2 Cr. Hrs.

This course is the capstone course. It is an on- or off-campus work experience integrated with academic instructions, coordinated by a faculty member. The course is completed in the last semester of the degree program. Fourteen practicum hours per week. *Prerequisite(s): Approval of Department*

Entrepreneurship (ENT)
2140 Small Business Finance
3 Cr. Hrs.

For the student/entrepreneur with no background in finance and accounting. Students will gain a foundation in small business finance: financial and economic concepts; financial terminology; understanding, preparing, analyzing and presenting financial statements; and financial forecasting and budgeting techniques. *Prerequisite(s): MAN 2150*

2160 Business Plan Development
3 Cr. Hrs.

Upon successfully completing the course, students will understand the business plan development process and will have developed a business plan. Extensive research, writing and oral presentations are required. Students will address: business concept evaluation; business plan development; presentation; evaluation of business plans; identification and evaluation of funding sources for new or existing enterprises. *Prerequisite(s): ENT 2140 AND MAN 1107 AND MAN 2101 AND MRK 2220*

English as a Second Language (ESL)
0120 Reading & Writing Basics
4 Cr. Hrs.

This beginning course focuses on developing basic reading comprehension and basic grammar and writing skills. Students will be able to write simple sentences, questions, and complete personal information forms. Common everyday vocabulary, spelling, and punctuation will be developed.

0125 Basic Speaking & Listening
4 Cr. Hrs.

This beginning course focuses on developing basic skills in pronunciation, listening, and speaking. This course will provide practice in pronunciation and comprehension of informal and academic situations.

0130 ELS Reading & Writing I
4 Cr. Hrs.

This class focuses on developing reading and writing skills at the sentence and paragraph level. The class also includes vocabulary development and intensive grammar review. *Prerequisite(s): Approval of Department AND Placement Test Score*

0135 ELS Reading & Writing II
4 Cr. Hrs.

This class develops reading skills in both fluency and comprehension. Writing skills at the paragraph level and short essay. Advanced vocabulary development and grammar usage are included. *Prerequisite(s): ESL 0130 AND ESL 0150 AND Approval of Department AND Placement Test Score*

0140 ELS Listening & Speaking I
4 Cr. Hrs.

Through individual and collaborative activities, this course will introduce basic to intermediate conversational skills to promote student development and achievement of listening and speaking skills needed for communication in the English language. *Prerequisite(s): Approval of Department AND Placement Test Score*

0145 ELS Listening & Speaking II
4 Cr. Hrs.

Through individual and collaborative activities, this course will introduce high-intermediate to advanced conversational skills to promote student development and achievement of listening and speaking skills needed for communication in the English language. *Prerequisite(s): ESL 0130 AND ESL 0140 AND Approval of Department AND Placement Test Score*

0150 ESL Basic
4 Cr. Hrs.

This basic integrated skills course will provide opportunities for listening, speaking, reading, and writing. The goal is to build student confidence in using English skills to communicate in everyday life, at work, and in school. *Prerequisite(s): Approval of Department AND Placement Test Score*

0170 ESL Intermediate
4 Cr. Hrs.

This intermediate integrated skills course will provide opportunities for listening, speaking, reading and writing. The goal is to build student confidence in using English skills for academic purposes. *Prerequisite(s): ESL 0150 AND Approval of Department OR Placement Test Score*

0190 ESL Advanced
4 Cr. Hrs.

This advanced integrated skills course will provide opportunities for listening, speaking, reading and writing. The goal is to build student confidence in using English skills for academic purposes. *Prerequisite(s):*

ESL 0130 AND ESL 0140 AND ESL 0170 AND Approval of Department

Finance (FIN)
2450 Personal Finance
3 Cr. Hrs.

Overview of the theories, concepts, principles, and processes of personal financial management, with an emphasis on everyday financial decision making.

French (FRE)
1100 Conversational French
3 Cr. Hrs.

A foundation for gaining knowledge about French culture and basic phrases related to simple spoken French and travel situations.

1101 Elementary French I
4 Cr. Hrs.

A foundation for gaining basic knowledge of French grammar, speaking, writing, reading and cultural knowledge.

1102 Elementary French II
4 Cr. Hrs.

Continuing French grammar skills, verbs in the future conditional and subjunctive tenses, speaking, writing, reading and cultural knowledge. *Prerequisite(s):* FRE 1101

2201 Intermediate French I
3 Cr. Hrs.

Reviews and extends basic principles through composition and conversation, stressing fluency. Work outside of class and/or in the language laboratory is required. *Prerequisite(s):* FRE 1102

2202 Intermediate French II
3 Cr. Hrs.

Continue to review and extend basic principles through composition and conversation, stressing fluency. Work outside of class and/or in the language laboratory is required. *Prerequisite(s):* FRE 2201

Fire Science Technology (FST)
1100 Volunteer Firefighter
2 Cr. Hrs.

Basic instruction in fire suppression, fire chemistry and behavior, rescue, firefighting tools, appliances and equipment, and firefighter safety and survival. One classroom, two lab hours per week.

1101 Firefighter I Transition
5 Cr. Hrs.

Intermediate instruction in fire suppression, fire chemistry and behavior, rescue, firefighting tools, appliances and equipment, fire protection systems, and firefighter safety and survival. Two classroom, six lab hours per week. *Prerequisite(s):* FST 1100 AND *Approval of Fire Coordinator*

1102 Firefighter I
6 Cr. Hrs.

Basic and intermediate instruction in fire suppression, fire chemistry and behavior, rescue, firefighting tools, appliances, equipment, built-in fire suppression systems and firefighting safety and survival. Two classroom, eight lab hours per week. *Prerequisite(s):* *Approval of Fire Coordinator*

1103 Firefighter II Transition
5 Cr. Hrs.

Advanced instruction in fire-suppression operations, fire chemistry and behavior, rescue, firefighting tools, appliances, equipment, built-in fire suppression systems and firefighting safety and survival. Two classroom, six lab hours per week. *Prerequisite(s):* FST 1101 OR FST 1102 AND *Approval of Department*

1104 Firefighter II
11 Cr. Hrs.

Basic, intermediate and advanced instruction in fire-suppression operations, fire chemistry and behavior, rescue, firefighting tools, appliances, equipment, built-in fire protection systems and firefighting safety and survival. Four classroom, fourteen lab hours per week. *Prerequisite(s):* *Approval of Department*

1111 Fire Behavior & Combustion
3 Cr. Hrs.

This course explores the theories and fundamentals of how and why fires start, spread and are controlled. Also included in this course are related engineering and fire science principles.

1112 Principles of Emergency Services
3 Cr. Hrs.

Overview of fire protection and emergency services; culture and history of emergency services organization and function of public and private fire protection services; fire departments as part of local government; laws and regulations affecting the fire service.

1113 Fire Prevention
3 Cr. Hrs.

This course provides fundamental knowledge relating to the field of fire prevention.

1115 Fire Apparatus & Equipment
3 Cr. Hrs.

Construction, operation and maintenance of pumping engines, aerial ladder trucks and platforms and specialized fire equipment. Two classroom, two lab hours per week.

1120 Fire Safety Inspector
4 Cr. Hrs.

This course prepares the student to identify, abate and document fire safety hazards and meets the requirements for those qualified students to take the state certification examination for Fire Safety Inspector. Two classroom, four lab hours per week. *Prerequisite(s):* *Approval of Department*

1125 Fire Investigation I
3 Cr. Hrs.

The fundamentals and technical knowledge needed for proper fire scene investigations, including recognizing and conducting origin and cause, preservation of evidence and documentation, scene security, motives of the fire setter and types of fire causes.

1555 Hazardous Waste Operations & Emergency Response (HAZWOPER)
3 Cr. Hrs.

Training required to enter or work on a hazardous waste site with emphasis on personnel safety, site hazards, toxicology, personal protective equipment, decontamination, site characterization and site control. Two classroom, two lab hours per week.

2201 Fire Protection Hydraulics & Water Supply
3 Cr. Hrs.

This course provides a foundation of theoretical knowledge in order to understand the principles of the use of water in fire protection and to apply hydraulic

principles to analyze and to solve water supply problems. Two classroom, two lab hours per week.

2202 Building Construction for Fire Protection

3 Cr. Hrs.

This course provides the components of building construction related to firefighter and life safety. The elements of construction and design of structures are shown to be key factors when inspecting buildings, preplanning fire operations and operating at emergencies.

2204 Fire Protection Systems

5 Cr. Hrs.

Provides information on the design, installation, maintenance and common problems associated with fire alarms, water-based and special hazards fire protection systems and portable fire extinguishers. Three classroom, four lab hours per week.

2209 Fire Service Instructor

4 Cr. Hrs.

This course covers the development and delivery of fire service training materials. Instructional motivations, student learning strategies and evaluation are addressed. This course also meets the requirements of the State of Ohio certification as a State Fire Instructor as well as the objectives in the National Fire Protection Association Standard 1041. Two classroom, four lab hours per week. *Prerequisite(s): FST 1101 AND Approval of Department*

2228 Human Behavior & Fire

3 Cr. Hrs.

This course provides fundamental information on human behavior as it relates to fire and mass casualties. Two classroom, two lab hours per week.

2230 Principles of Fire & Emergency Services Safety & Survival

3 Cr. Hrs.

Introduces the basic principles and history related to the national firefighter life safety initiatives, focusing on the need for cultural and behavior change throughout the emergency services.

2251 Fire Officer I

3 Cr. Hrs.

Management, supervision and leadership of the fire company. This course meets the requirements of National Fire Protection Association 1021, Fire Officer I. *Prerequisite(s): FST 1101 AND Minimum of three years as an active duty firefighter*

2252 Fire Officer II

2 Cr. Hrs.

Management, supervision, leadership and command of multi-company operations. This course meets the requirements of National Fire Protection Association 1021, Fire Officer II. *Prerequisite(s): FST 2251*

2253 Fire Officer III

3 Cr. Hrs.

Administration of fire department operations and the management of programs, facilities and resources to provide a fire protection delivery system. This course meets the requirements of National Fire Protection Association Standard 1021, Fire Officer III. *Prerequisite(s): FST 2252*

2254 Fire Officer IV

3 Cr. Hrs.

Assessing the public fire protection needs of a community and the strategic planning and development of various components of the fire protection delivery system. This course meets the needs of National Fire Protection Association 1021, Fire Officer IV. *Prerequisite(s): FST 2253*

2260 Advanced Concepts in Structural Fire Protection

3 Cr. Hrs.

This course examines the principles and concepts of structural fire protection involving both fire resistance and the behavior (thermal strain, stress and fatigue) of structural components during fire conditions.

2270 Fire Science Internship

2 Cr. Hrs.

Students earn credits toward degree requirements for work learning experience. Students already working may apply to use that experience to meet internship requirements. Twenty co-op hours per week. *Prerequisite(s): Approval of Department*

Geography (GEO)

1101 Human Geography

3 Cr. Hrs.

This course will analyze the spatial patterns of human activities including settlement patterns, population, distribution of languages and religions and their interactions with the environment.

1102 Physical Geography

4 Cr. Hrs.

Analysis of the principle spheres of earth - atmosphere, lithosphere, hydrosphere and biosphere; an explanation of processes involved in shaping the earth's physical environment. Three classroom, two lab hours per week.

1107 Introduction to Geographic Information Systems (GIS)

4 Cr. Hrs.

Introduction to the basic theoretical as well as practical concepts of Geographic Information Systems (GIS). Students will learn the basics of ArcMap and ArcCatalog and explore how these applications interrelate in a complete GIS software system. Through computer lab tutorials and homework assignments, students will learn to use ArcGIS. Three classroom, two lab hours per week.

1201 World Regional Geography

3 Cr. Hrs.

This course examines the different regions of the world based on their human and physical characteristics, and their economic and political organizations.

1206 Appalachian Environment

3 Cr. Hrs.

Overview of the various geographic aspects of the rural and urban Appalachian region, including physiography and geology; migration and settlement patterns; historical development and cultural diffusion; and population characteristics and economy.

1208 Geography of the Middle East

3 Cr. Hrs.

This course takes a spatial look at the Middle East and expands the global perspective by providing knowledge and insight into one of the most significant regions of the world.

1209 Introduction to Cartography
4 Cr. Hrs.

This course is an introduction to the science and art of map making. From the history and principles of thematic map compilation and design, basics of map projections, data sources and processing, map color, symbolization and topography to common types and styles of thematic maps. Three classroom, two lab hours per week.

2210 Advanced Spatial Analysis
4 Cr. Hrs.

This course will focus on GIS extensions to apply more complex functions and tools of ArcGIS. Students will learn how to utilize ArcGIS Network Analyst and Spatial Analyst tools to create, query and analyze data sets. Students will also learn to use GPS technology to collect data, build databases and prepare data for analysis using more advanced geodatabase tools. Three classroom, two lab hours per week.
Prerequisite(s): GEO 1107 AND (MAT 1450 OR MAT 2170) AND (BIS 1260 OR CIS 2165)

German (GER)
1100 Conversational German
3 Cr. Hrs.

A foundation for gaining knowledge about Germanic culture and basic phrases related to simple spoken German, including travel situations.

1101 Elementary German I
4 Cr. Hrs.

Foundation for understanding, speaking, reading, and writing German. Work outside of class and/or in the language laboratory is required.

1102 Elementary German II
4 Cr. Hrs.

Continued understanding, speaking, reading and writing German beyond the discourse level. Work outside of class and/or in the language laboratory is required.
Prerequisite(s): GER 1101

2201 Intermediate German I
3 Cr. Hrs.

Reviews and extends basic principles through composition and conversation, stressing fluency. Work outside of class and/or in the language laboratory is required.
Prerequisite(s): GER 1102

2202 Intermediate German II
3 Cr. Hrs.

Intermediate-level composition and conversation, stressing fluency. Work outside of class and/or in the language laboratory is required.
Prerequisite(s): GER 2201

Geology (GLG)
1101 General Geology I
4 Cr. Hrs.

Surface processes of wind, water and ice in changing Earth's surface, plate tectonics; interior forces that cause earthquakes, volcanoes, mountain building. Use and misuse of natural resources; hazardous environments; pollution problems; human impact. Laboratory component stresses introduction to and use of basic scientific method and problem solving. Three classroom, two lab hours per week.
Co-requisite(s): GLG 1111

1111 Lab for General Geology I
0 Cr. Hrs.

Co-requisite(s): GLG 1101

1201 General Geology II
4 Cr. Hrs.

The Earth in space, physical evolution of the oceans, atmosphere and continents, origin of life and its evolution, physical and biological development of the North American continent. Lab component stresses further application of scientific method and problem solving. Three classroom, two lab hours per week.
Prerequisite(s): GLG 1101
Co-requisite(s): GLG 1211

1211 Lab for General Geology II
0 Cr. Hrs.

Co-requisite(s): GLG 1201

1301 Geologic Field Trips
4 Cr. Hrs.

Hands-on experience during several Saturday day-long field trips to different locations in Ohio. Field activities are meant to mimic what field geologists do. Use of on-site observations to interpret and understand the building of the Appalachian Mountains and the geological development of Ohio. Three classroom, two lab hours per week.

Health Information Management (HIM)
1101 Medical Terminology
2 Cr. Hrs.

Basic prefixes, roots and suffixes; terminology including anatomic, diagnostic, symptomatic, procedural, eponymic terms and standard abbreviations required for a working knowledge and understanding of the language of medicine.
Prerequisite(s): DEV 0035

1110 Health Information Processing
3 Cr. Hrs.

Foundations of health information management, the Health Information Management profession, including health care systems and organization of HIM functions, data quality, access and retention, patient and healthcare data and data collection methodologies. Discussion of classification systems, clinical vocabularies and nomenclatures. Two classroom, two lab hours per week.
Prerequisite(s): Approval of Department

1160 Medical Office Coding Concepts
1 Cr. Hr.

Introduction to principles and conventions for assigning ICD-9-CM or ICD-10 and CPT codes to patient encounter for billing physician services. Students should possess proficiency in basic medical terminology.
Prerequisite(s): HIM 1101

1165 Drug Classification for Coding
1 Cr. Hr.

An overview of the major drug classifications, common drugs in each class, conditions for which drugs are administered and their general effects to assist medical coders in analyzing health care documentation for coding and reimbursement applications.
Prerequisite(s): HIM 1101 AND (BIO 1107 OR BIO 1121 OR BIO 1141)

1201 Introductory Medical Office Coding
4 Cr. Hrs.

Introduction to principles, guidelines and conventions for assigning ICD-9-CM or ICD-10-CM diagnostic codes and CPT procedure codes to patient encounters for physician services. Additional out-of-class assignments are required.
Prerequisite(s): HIM 1101 AND BIO 1121

1204 Medicolegal & Ethics in Healthcare Records
2 Cr. Hrs.

Evaluation of health care records as legal documents; special emphasis on policies and procedures concerning release of medical information and protecting patient confidentiality; principles and organization of the judicial system; health care fraud and abuse and Health Insurance Portability and Accountability Act (HIPAA) regulations. Ethical issues in health care settings addressed. One classroom, two lab hours per week. *Prerequisite(s): DEV 0035*

1217 Alternative Health Records & Registries
3 Cr. Hrs.

Organization and operation of a hospital cancer program emphasizing registry case finding, accession, indexing, abstracting and follow-up of cancer data. Purposes, uses and handling of health information, departmental and facility administration, licensing and accreditation requirements and introduction to payment systems in long-term care and home health care. *Prerequisite(s): HIM 1110 AND Restricted to Majors*

2110 Ambulatory Coding
4 Cr. Hrs.

Introduction to principles, guidelines and conventions for assigning ICD-9-CM or ICD-10-CM diagnostic codes and CPT procedure codes to patient encounters for outpatient facility services. Students should possess proficiency in basic medical terminology and human anatomy and physiology. Additional out-of-class assignments are required. Three classroom, two lab hours per week. *Prerequisite(s): HIM 1201 AND Restricted to Majors*

2144 Quality Improvement, Statistics & Research
3 Cr. Hrs.

Organization and analysis of data in health care quality programs including quality assessment and monitoring, utilization and risk management and medical staff credentialing. Theory and application of health care statistics including data definitions, computation of formulae and research principles. Two classroom, two lab hours per week. *Prerequisite(s): HIM 1110 AND BIS 1221 AND (MAT 1130 OR MAT 1270) AND Restricted to Majors*

2145 Health Information Resource Management
3 Cr. Hrs.

Planning, organizing, staffing, budgeting and analysis of management systems along with job standards and performance evaluations emphasizing development of supervisory management, leadership and communication skills. Two classroom, two lab hours per week. *Prerequisite(s): HIM 1110 AND BIS 1221*

2165 Healthcare Data in Reimbursement
3 Cr. Hrs.

Organization of health care delivery system including managed care and capitation. Theory and use of reimbursement systems such as Diagnostic Related Groups, Ambulatory Payment Classifications, Resource-based Relative Value Scale. Discussion of data flow from admission to billing and analysis of casemix. In addition, other external forces, such as Health Insurance Portability and Accountability Act and Recovery Audit Contractors, will be discussed. Two classroom, two lab hours per week. *Prerequisite(s): HIM 1110 AND HIM 1201 AND Restricted to Majors*

2211 Inpatient Coding
4 Cr. Hrs.

Introduction to principles and coding conventions for using ICD-9-CM and/or ICD-10-CM and ICD-10-PCS for coding inpatient records. Students should possess proficiency in medical terminology and human anatomy and physiology. Additional out-of-class assignments are required. Three classroom, two lab hours per week. *Prerequisite(s): HIM 2110 AND Restricted to Majors*

2233 Healthcare Information Systems
3 Cr. Hrs.

An in-depth look at the use of information systems technology in the health care delivery system. Includes information security, electronic clinical systems and health records. Two classroom, two lab hours per week. *Prerequisite(s): HIM 1110 AND Restricted to Majors*

2252 Professional Practice Experience
2 Cr. Hrs.

Practical application of health information management processes, including health information retrieval, qualitative and quantitative analysis of health data, record

completion by practioners, release of health information, document scanning, revenue cycle functions, coding, statistical reporting, hospital-wide and HIM department quality improvement and various other registries and department functions utilizing medical data. Ten directed practice hours per week at an approved off-site location. *Prerequisite(s): Approval of Department*

2262 Advanced Medical Office Coding
3 Cr. Hrs.

ICD-9-CM or ICD-10-CM diagnosis and CPT procedure coding for the physician's office and other ambulatory facilities. Two classroom, two lab hours per week. *Prerequisite(s): HIM 1201 AND BIO 1222*

2278 Health Information Management Capstone
1 Cr. Hr.

A variety of specially designed projects, student oral presentations, case studies, simulations, interviewing, resumes and two mock accreditation exams. Two lab hours per week. *Prerequisite(s): HIM 2145 AND Restricted to Majors*

History (HIS)
1101 United States History I
3 Cr. Hrs.

Development of the people of the United States in political, social, economic, and cultural areas from pre-Columbian America through Reconstruction.

1102 United States History II
3 Cr. Hrs.

Development of the people of the United States in political, social, economic and cultural areas from Reconstruction to the present.

1105 African-American History
3 Cr. Hrs.

Contributions of African-Americans to the institutions and culture of the United States from 1619 to the present.

1111 Western Civilization I
3 Cr. Hrs.

Major trends in the development of Western culture, emphasizing political, economic, social and cultural achievements, from prehistory to the seventeenth century.

1112 Western Civilization II
3 Cr. Hrs.

Major trends in the development of Western culture, emphasizing political, economic, social and cultural achievements from the seventeenth century to the present.

2215 Survey of African History
3 Cr. Hrs.

Overview of the history of Africa from prehistoric times to the present; special emphasis on modern challenges the continent faces.

2216 Survey of Latin American History
3 Cr. Hrs.

A survey of Latin American history and culture from pre-colonial times to the present, tracing colonial influences, 20th century revolutions, dictatorships and democratic alternatives and the evolution of global economics, U.S. and Organization of American States policies.

2217 Survey of East Asian History
3 Cr. Hrs.

Survey of eastern Asia from earliest times to the present, including economic, political, religious and colonial influences on modern nations of Asia, with special emphasis on twentieth- and twenty-first- century issues and problems.

2218 History of Ohio
3 Cr. Hrs.

A survey of the political, social, economic and cultural development of the peoples of Ohio, from prehistoric times to the present. Ohio's role in the growth of the United States.

2219 Survey of the Middle East
3 Cr. Hrs.

A survey of the Middle East, beginning with an overview of early history and the rise of Islam, and then concentrating on historical developments since the 19th century, tracing the development of Zionism, Arab, Turkish, Kurdish and Iranian nationalisms, the involvement of the superpowers and the U.N. and the resulting crises.

Hospitality Management (HMT)
1101 Basic Culinary Skills
3 Cr. Hrs.

This course is an introduction to food preparation techniques and culinary theory. Basic concepts of kitchen organization and operation, basic terminology, use of standardized recipes, weights and measures, product evaluation, recipe conversion, food composition and introduction to commercial equipment and work methods. American Culinary Federation competency skills included. HMT 1107 must be completed prior to registering for this course or may be taken at the same time. One classroom, four lab hours per week. *Prerequisite(s): DEV 0035 AND DEV 0025 OR DEV 0075*

1102 Kitchen Chemistry
3 Cr. Hrs.

An introduction to applied chemistry of food and food preparation. Lecture and demonstrations will be used to illustrate course principles. One classroom, four lab hours per week. *Prerequisite(s): DEV 0035 AND DEV 0025 OR DEV 0075*

1105 Introduction to the Hospitality & Tourism Industry
2 Cr. Hrs.

This course will provide an overview of the Hospitality and Tourism Industry. Topics include in-depth views of the restaurant and culinary industry, lodging industry, meeting and events, tourism, casinos, cruise-lines and more. Hospitality Interactive simulation, My Hospitality Lab, and service scenarios will provide an experience of fun socialistic learning. Successful students of this course will receive a Hospitality Reception and Service Specialist short term certificate. *Prerequisite(s): DEV 0035 AND DEV 0025 OR DEV 0075*

1107 Sanitation & Safety
2 Cr. Hrs.

Sanitation and safety involves key concepts such as harmful micro-organisms, contamination and food-borne illnesses, the nine steps within the flow of food from supplier to service, minimum internal cooking temperatures/times for proteins, food safety management systems, sanitary facilities and pest management control. Students must successfully pass a national sanitation exam to pass the course. Students

who are culinary or baking majors may not register for kitchen lab courses without a current servsafe certification. *Prerequisite(s): DEV 0035 Co-requisite(s): HMT 1126*

1108 Pastry & Confectionery Basics
4 Cr. Hrs.

Theory and practice of pastry and confectionery for the hotel and restaurant industry, applying the fundamentals of baking science to the preparation of a variety of products. The use and care for the baking equipment normally found in the bakeshop or baking area. One classroom, six lab hours per week. *Prerequisite(s): HMT 1102 AND HMT 1126*

1110 Menu Planning & Table Service Practicum
3 Cr. Hrs.

Menu design and development, standardizing recipes, cost controls and pricing. Practical applications in varieties of table service, catered events and customer service processes. Two classroom hours per week and a total of thirty lab hours to be conducted as part of the Tartan Terrace Dining Room service experience. *Prerequisite(s): DEV 0035 AND DEV 0025 OR DEV 0075*

1112 Food Principles & Basic Preparation
4 Cr. Hrs.

Preparation of culinary cuisine with a wide variety of plate production techniques including soups, sauces, vegetables, fruits, grains, salads, meats, game, poultry, fish and seafood. Apply food pairing, plating, and garnishing techniques to culinary cuisine. Skill training based on American Culinary Federation competencies. Includes recipe conversion, product evaluation and maintenance of a safe, sanitary kitchen. One classroom, six lab hours per week. *Prerequisite(s): HMT 1101 AND HMT 1107 AND HMT 2201 AND HMT 2207 Note: HMT 2201 AND HMT 2207 may be taken concurrently with HMT 1112*

1125 Beverage Management
2 Cr. Hrs.

The history and process of different wines, ales and spirits, including pronunciation and selection of wines with food and identifying the required glassware for all drinks. Mixology, establishing a par stock and reorder point, discussion of Ohio's drinking laws and bartender's legal and social responsibilities, and bar design and layout.

1126 Baking I & Restaurant
Desserts
4 Cr. Hrs.

Practical application of basic baking ingredients, weights and measures, terminology and formula calculations. Use of mixes and frozen bakery products to create commercial-grade finished products. One classroom, six lab hours per week.

Prerequisite(s): DEV 0035 AND DEV 0025 OR DEV 0075 Co-requisite(s): HMT 1107

1136 Front Office Operations
2 Cr. Hrs.

This course presents a systematic approach to front office procedures by detailing the flow of business through a hotel, from the reservations process to check-out and account settlement. The course also examines the various elements of effective front office management, paying particular attention to the planning and evaluation of front office operations. *Prerequisite(s): HMT 1105*

1137 Hospitality Industry Computer Systems
2 Cr. Hrs.

Students will learn about computer-based property management systems, involving both front- and back-of-the-house operations. The course is designed to show the inter-related computer functions of an entire full-service lodging property with departments such as food and beverage service outlets, sales, front office, etc.

Prerequisite(s): HMT 1105 AND BIS 1120

1138 Managing Lodging Operations
2 Cr. Hrs.

This course provides an understanding of the General Manager's role in both small and large hotels. Addresses each department, including sales and marketing, maintenance, security, human resources. Features lodging green initiatives, revenue optimization, and a better understanding of the complexity with regard to overseeing an entire property.

Prerequisite(s): HMT 1105 AND HMT 1136

1139 Housekeeping Management
2 Cr. Hrs.

This course provides students with the principles of housekeeping management as they apply specifically to the hospitality industry. Housekeeping is critical to the success of today's lodging operations and this course will illustrate what it takes to direct day-to-day operations of this

department, from big-picture management issues to technical details for cleaning each area. *Prerequisite(s): HMT 1105*

1140 Dimensions of Air Travel
3 Cr. Hrs.

Study of airline industry terminology, rules and ethics, aircraft types, location and city codes of major airports worldwide. Thorough study of transportation security, passport regulations and foreign documentation requirements.

Prerequisite(s): HMT 1105 OR Approval of Department

1141 Destination Geography
3 Cr. Hrs.

Study of important tourism destinations around the world. The course discusses recreational, cultural, economic and social significance.

1143 Organization of the Travel Product
3 Cr. Hrs.

Study of travel/tourism industry products and procedures, including cruises, rail, motorcoach, tours, car rentals, resort and hotel features and travel insurance.

Prerequisite(s): HMT 1105

1146 Airline Travel Technology
3 Cr. Hrs.

Computer-based training using airline and travel technology to develop knowledge and skills to complete the fundamental elements of a travel reservation. Elements include searching, confirming and pricing for airline, car and hotel reservations in a Passenger Name Record. Two classroom, two lab hour per week. *Prerequisite(s): HMT 1140 AND HMT 1105*

1150 Meeting & Event Planning
3 Cr. Hrs.

This course teaches students meeting and event basics such as negotiation and contracts, marketing, trade-shows, sponsorships, technology utilization, and post-event activities. *Prerequisite(s): HMT 1105*

1151 Special Events, Expositions & Festivals
3 Cr. Hrs.

This course specializes in weddings, social events, parties, receptions, grand openings, expositions, and festivals. Students will learn strategies for building floor plans, pricing, and religious/cultural values that could affect the protocol of an event. *Prerequisite(s): HMT 1150*

2118 Artisan Breads
3 Cr. Hrs.

An in depth study of artisan baking training in proper mixing, kneading, and baking techniques to make a wide variety of crusty breads from around the world. Students will use healthy bread production techniques and whole grains, sour levain starters, poolish's, and sour ryes, to make all classic breads. Six lab hours per week. *Prerequisite(s): HMT 1102 AND HMT 1107 AND HMT 1126*

2128 Cake Production & Decoration
4 Cr. Hrs.

Students will gain an understanding of cake fundamentals, production methods, along with icing and decorating techniques used in commercial baking operations resulting in a creative display of multi-tiered cakes. One classroom, six lab hours per week. *Prerequisite(s): HMT 1107 AND HMT 1126*

2201 Food Service Equipment, Design & Maintenance
2 Cr. Hrs.

This course provides students with skills to perform maintenance, cleaning, and sanitation of commercial kitchen equipment typically found in restaurants for the purposes of avoiding costly repairs and maintaining longevity. Layout of equipment in terms of efficiency and cost is also a part of this course. One classroom, two lab hours per week.

2206 Garde Manger
3 Cr. Hrs.

Introduction of Garde Manger discipline, including tools and equipment, preparation of pâtés, terrines, mousse, galantines, hors d'oeuvres and canapes. Demonstrate basic skills in charcuterie, carving of edible and non-edible showpieces, garnishes, ice carvings, chaud-froid and aspics. Includes buffet and plate presentation. One classroom, six lab hours per week. *Prerequisite(s): HMT 1112*

2207 Butchery & Fish Management
2 Cr. Hrs.

Students will fabricate primal cuts of meat, poultry, fish, and game with emphasis given to portion control, purchasing, costing, and utilization of byproducts. The product produced in this course will be

used in menu development for the Tartan Terrace Restaurant. Four lab hours per week.

Prerequisite(s): HMT 1101

2209 Advanced Culinary Skills
3 Cr. Hrs.

Capstone course in Culinary Arts which students will prepare seven course meals. The course involves preparation of classical and contemporary cuisine, including American Regional cuisine. Students will develop a menu, set purchase specs, and perform cost calculations. Once this is completed, students will then prepare various appetizers, soups, salads, entrees and desserts from the menus they have created and serve the cuisine prepared in a chef's table style at the Tartan Terrace Restaurant. Six lab hours per week. *Prerequisite(s): HMT 1110 AND HMT 1112 AND HMT 1126 AND HMT 2206 AND HMT 2215 AND HMT 2226*

2215 Hospitality Cost Controls
3 Cr. Hrs.

In-depth analysis of financial costs associated with hospitality operations. Although the primary focus will be on restaurants, other operational costs from lodging, meeting and events, etc. will be introduced. Topics include financial statement interpretations, breakeven calculations, butcher test computations, inventory systems and in-depth labor cost control function. *Prerequisite(s): HMT 1105 AND ACC 1210*

2218 Advanced Pastry Skills
4 Cr. Hrs.

Advanced pastry and confectionery techniques, including laminated doughs, candy making, plate and platter displays and an introduction of sugar work. One classroom, six lab hours per week. *Prerequisite(s): HMT 1108 AND HMT 1126 AND HMT 2118 AND HMT 2128*

2225 Hospitality & Tourism Supervision
3 Cr. Hrs.

This course is designed to provide students with the principles of supervision in the hospitality and tourism industry and the associated responsibilities. Topics include managing resources, team building, productivity cost formulas and the unique supervision techniques used in restaurants, lodging, meeting and events, with an emphasis on leadership. *Prerequisite(s): HMT 1105*

2226 Hospitality Purchasing & Negotiations
3 Cr. Hrs.

Food service functions regarding negotiations, laws, buying, science, packaging, distribution, ingredient process, storage, organization, cost controls, security and sustainability. *Prerequisite(s): HMT 1105 AND HMT 1110*

2227 Hospitality Marketing
2 Cr. Hrs.

Organization of the marketing concepts in the hospitality and tourism industry, utilizing all aspects necessary to build a marketing plan. *Prerequisite(s): HMT 1105*

2230 Risk & Prevention Management
2 Cr. Hrs.

This course will cover the broad task of protecting guests, non-guests, employees and assets. Topics will include security, property access, perimeter control, alarm systems, communication systems, closed circuit television, computer security, employment screening, terrorism, emergency procedures and general safety procedures. *Prerequisite(s): DEV 0035 AND HMT 1105*

2291 Hospitality Management & Tourism Cooperative Work Experience
2 Cr. Hrs.

This course is a co-op credit experience which requires students to be employed at a work site that coincides with his/her degree option. The goal of this course is for students to apply concepts learned throughout his/her educational experience to a practical work environment. Students are required to complete a minimum of 20 HMT semester hours in his/her concentration prior to registering for this course. *Prerequisite(s): Approval of Department*

2292 Culinary Arts Option Cooperative Work Experience
2 Cr. Hrs.

This course is a co-op credit experience which requires students to be employed at a work site that coincides with his/her degree option. A minimum of 20 work hours per week is required. The goal of this course is for students to apply concepts learned throughout his/her educational experience to a practical work environment. A minimum of 25 HMT semester hours in his/her concentration is required prior to registering for this course. *Prerequisite(s): Approval of Department*

2293 Baking & Pastry Arts Option Cooperative Work Experience
2 Cr. Hrs.

This course is a co-op credit experience which requires students to be employed at a work site that reflects the Baking and/or Pastry field of his/her degree option. A minimum of 20 work hours per week is required. The goal of this course is for students to apply concepts learned throughout his/her educational experience to a practical work environment. A minimum of 25 HMT semester hours in his/her concentration is required prior to registering for this course. *Prerequisite(s): HMT 2218 AND Approval of Department*

2295 Hospitality Management & Tourism Capstone
3 Cr. Hrs.

Application of previously learned hospitality management and tourism concepts through case study, readings and discussion of contemporary issues. *Prerequisite(s): HMT 2225 AND HMT 2291*

Humanities (HUM)

1125 Introduction to the Humanities
3 Cr. Hrs.

Explores the nature and content of the humanities by examining and analyzing various cultures from the past. In addition, this course provides an introduction to human thought, creativity and human forms of expression by examining the links between historical realities and human culture.

1130 Humanity & the Challenge of Technology
3 Cr. Hrs.

This course examines the role of technology in the modern society. It explores the opportunities and dangers faced by humankind in the evolution of new technologies. It inquires into such questions as whether the human quest for mastery of nature has made us masters or slaves of the machine.

1131 The Search for Utopia
3 Cr. Hrs.

The Search for Utopia is a survey of humanity's search for the ideal society from ancient times to the modern age. It examines various utopian ideas and practices that have changed world communities and compares Western utopian traditions with Eastern perceptions of the perfect society.

1132 Holocaust & Genocide
3 Cr. Hrs.

Explores the concept of genocide primarily through the prism of the 20th Century Holocaust perpetrated by Nazi Germany. The course addresses the background, progress and historical context of the Nazi holocaust, as well as other genocides, and the philosophy and psychology of "racial purity."

1135 Environmental Ethics
3 Cr. Hrs.

Overview of philosophical and ethical dimensions of the environmental crisis, such as environmental politics, animal rights and nonwestern views.

1140 Appalachian Folkways
3 Cr. Hrs.

Overview of the facets of folkways and folklore in the Appalachian region of the United States, including folk customs, language, material culture, performing folk arts and literary themes of selected contemporary writers.

1141 Appalachian History & Culture
3 Cr. Hrs.

An examination of various facets of life in Appalachia, including history, culture, economics, politics, education and religion.

1142 Native American History
3 Cr. Hrs.

Survey of the political, social, economic, and cultural development of Native Americans, from prehistoric times to the present, with specific emphasis on Native Americans of Ohio and the Appalachian region.

1195 Leadership Development
3 Cr. Hrs.

An exploration and study of the concept of leadership in the context of community and global issues. Includes Service Learning and applying leadership skills in the community.

2236 International Studies
1 - 3 Cr. Hrs.

Under the supervision of Sinclair faculty, students visit another country and work on study and/or service learning activities related to specific academic majors or topics.

**Heating, Ventilation,
 Air Conditioning &
 Refrigeration (HVA)**
**1201 Basic HVAC Systems with
 Cooling**
3 Cr. Hrs.

Basic concepts and theory of heating, ventilating, air conditioning and refrigeration systems. Foundations in the applications of cooling principles in light commercial equipment. Major components include refrigerant flow through equipment, applications of equipment to the refrigeration cycle, heat transfer fundamentals and preparation for the Environmental Protection Agency (EPA) refrigerant handler's certification exam. Two classroom, two lab hours per week. *Prerequisite(s): DEV 0025 OR DEV 0075*

1221 Heating Systems
3 Cr. Hrs.

Introduction to the basic concepts of all heating systems found in light commercial applications for the experienced and inexperienced in HVAC. A comprehensive presentation of HVAC systems, including rooftop packaged systems, heat pumps, packaged low-pressure boiler systems, and packaged unitary heaters. Includes low-pressure hot water and steam generation, including the fundamentals of heat generation in water-based heating systems. Two classroom, two lab hours per week. *Prerequisite(s): DEV 0015*

**1241 HVAC Installation Techniques
 & Practices**
4 Cr. Hrs.

Basic practices required for new installation and replacement of HVAC equipment including an introduction to sheet metal skills, and copper and black pipe plumbing. Hands-on skills and code requirements will be stressed along with good safety practices. Includes installation of a complete residential HVACR system. Note: this course is scheduled to coincide with work on homes for Habitat for Humanity and requires 4-6 Saturday build days off-campus in the local metropolitan area. Two classroom, six lab hours per week. *Prerequisite(s): HVA 1201*

**1261 HVAC Loads & Distribution
 for Small Buildings**
4 Cr. Hrs.

A discussion and demonstration of the importance of proper air distribution systems and principles of balanced heat distribution, including design considerations for light commercial applications. Loads will be calculated using commercially available software. Testing, Adjusting and Balancing procedures are included. Two classroom, four lab hours per week. *Prerequisite(s): DEV 0015 AND (DEV 0025 OR DEV 0075)*

**1301 Air & Water Distribution
 Systems**
3 Cr. Hrs.

Theory and practice of fluid flow in HVAC distribution systems, including water system design and analysis, duct design and analysis, fan and pump selection, valve and damper selection and Testing, Adjusting, and Balancing (TAB) procedures. Hand calculations and use of computer-based design and analysis tools; select hands-on laboratory studies reinforce basic principles; proper installation practices are also included. Two classroom, three lab hours per week. *Prerequisite(s): MET 1131 AND MAT 1270 AND HVA 1201*

**1351 Building Psychrometrics &
 Load Calculations**
3 Cr. Hrs.

Theory and practice of performing psychrometric analysis of HVAC systems. Principles and practice performing detailed heating and cooling load calculations for commercial facilities. Students learn both hand calculation and use of computer-based design and analysis tools. Selected hands-on laboratory studies reinforce basic principles. Two classroom, two lab hours per week. *Prerequisite(s): MET 1131 AND HVA 1201 AND MAT 1270*

**1401 HVAC Mechanical &
 Electrical Troubleshooting**
3 Cr. Hrs.

Diagnostic methods of mechanical, electrical and control system problems in heating and cooling systems. Other topics include common faults and how to avoid repair failures. Two lecture, three lab hours per week. *Prerequisite(s): HVA 1201 AND HVA 1221 AND EET 1120*

2251 Primary HVAC Equipment Operation & Selection
3 Cr. Hrs.

Student will learn how to do refrigeration cycle analysis, how to select condensers, evaporators, compressors, boilers, chillers and cooling towers from a manufacturer's catalog for a specific application, how to apply manufacturer's literature to the troubleshooting process and proper installation and equipment room piping practices. Two lecture, two lab hours per week. *Prerequisite(s): HVA 1221 AND HVA 1301 AND HVA 1351 AND EET 1139*

2351 HVAC Systems & Controls
6 Cr. Hrs.

Theory and techniques for the control, troubleshooting, commissioning and operational parameters of a variety of systems used in today's buildings. This course emphasizes control strategies for energy efficiency and indoor environmental quality as directed by current standards for commercial and industrial HVAC systems. The control portions of this course begin with basic control elements and theory and continue with instruction regarding the ModBus protocols prevalent within the Dayton area. The course prepares the student for a major installation and commissioning project using state-of-the-art equipment. Four classroom, six lab hours per week. *Prerequisite(s): HVA 1301 AND HVA 1351 AND EET 1139*

2700 HVACR Engineering Technology Internship
1 - 4 Cr. Hrs.

Students earn credits toward degree requirements for work learning experience. Students already working may apply to use that experience to meet internship requirements. Students establish learning outcomes and prepare related reports and/or projects each term. Ten work hours per week per credit hour. *Prerequisite(s): Approval of Department*

2780 HVACR Engineering Technology Capstone Project
3 Cr. Hrs.

Assessment of achievement by HVACR Engineering Technology students in attaining program outcomes by completing a project demonstrating principles and practices of the major. Teamwork on projects will be emphasized. One classroom, six lab hours per week. *Prerequisite(s): HVA 2201 AND HVA 2301*

Interior Design (IND)
1180 History of Interior Design
3 Cr. Hrs.

Examination of the stylistic development of interior design, domestic furniture and furnishings from classical times to the present. *Prerequisite(s): DEV 0035*

1230 Residential Design
4 Cr. Hrs.

Introduction to Interior Design includes exploring the profession, the principles, elements and design processes; residential space planning, kitchen design and furniture arrangement fundamentals with emphasis on design drawings and professional presentation form. Two classroom, four lab hours per week. *Prerequisite(s): VIS 1100 AND VIS 1110*

1234 Materials & Textiles
3 Cr. Hrs.

Overview of specifications, relative costs, performance properties and installation methods of materials, including textiles used in interior design.

1240 Color Theory
3 Cr. Hrs.

Course will cover Josef Albers color theory, the effect of light on color and color psychology, including forecasting and trends.

2130 Non-Residential Design
4 Cr. Hrs.

Students investigate the design of health care, institutional, hospitality, retail and office environments and identify basic historical exterior styles. Design projects will integrate corporate culture, building codes, Americans with Disabilities Act (ADA) compliance, aesthetic, social and psychological factors. Advanced oral and visual presentation skills. Two classroom, four lab hours per week. *Prerequisite(s): CAT 1101 AND IND 1230 AND IND 1234*

2135 Rendering
3 Cr. Hrs.

Drawing and computer-aided drawing technique development to aid in the visualization of materials, color and lighting of a three-dimensional interior space. *Prerequisite(s): VIS 1110 AND VIS 1140*

2140 Sustainable Design
4 Cr. Hrs.

Course includes discussions of environmental movements, designer responsibility, legislation, LEED certification selection and application of lighting fixtures. Students will integrate sustainable strategies to develop design solutions for a variety of small-scale projects. Two classroom, four lab hours per week. *Prerequisite(s): CAT 1101*

2260 Interior Design Portfolio
4 Cr. Hrs.

Interior design business practices; including cost estimating, contract writing, sales and communication techniques. Development of a portfolio from previous course work, work experience, freelance, etc. Two classroom, four lab hours per week. *Prerequisite(s): IND 2130 AND IND 2135 AND IND 2140*

Journalism (JOU)
2101 Introduction to Journalism
3 Cr. Hrs.

The principles and functions of newspapers, including current changes and challenges. Students will learn basic and advanced reporting skills, including how to interview, gather information and write news stories. Computer skills are required. *Prerequisite(s): ENG 1101*

2203 Reporting & Writing for Media
3 Cr. Hrs.

Students will utilize and build upon basic journalistic principles from JOU 2101, including ethics and the changes and challenges today's journalists encounter. Report and write news stories for print and online news. Learn the basic skills for creating multimedia stories. *Prerequisite(s): JOU 2101*

2270 Journalism Internship R
1 - 4 Cr. Hrs.

Students earn credits toward degree requirements for work learning experience. Students already working may apply to use that experience to meet internship requirements. Students establish learning outcomes and prepare related reports and/or projects each term. Seven work hours per credit hour each week. *Prerequisite(s): Approval of Department*

Japanese (JPN)
1100 Conversational Japanese I
3 Cr. Hrs.

A foundation for gaining knowledge about Japanese culture and basic phrases related to simple spoken Japanese, including travel situations.

1105 Conversational Japanese II
3 Cr. Hrs.

Develops the conversational skills to a greater degree of complexity and covering more situations. Promotes free expression in Japanese within more specific and complex cultural contents. *Prerequisite(s): JPN 1100*

Law (LAW)
1101 Business Law
3 Cr. Hrs.

The American legal system as it relates to business transactions, including the judicial system and sources of law, legal procedures, torts, business ethics and social responsibility, contracts, property, employment law, agency, partnerships and corporations.

1102 Consumer Law
3 Cr. Hrs.

This course develops student skills in application of state and federal consumer laws and regulations including privacy, warranties, credit and purchasing assets issues.

1103 Domestic Violence
2 Cr. Hrs.

This course covers domestic violence dynamics for those working with victims and perpetrators of family violence, Ohio Civil Protection Order (CPO) law, preparation of CPO court documents and the enforcement of CPOs by law enforcement agencies and courts.

1104 Employment Law
3 Cr. Hrs.

This course will provide the student with an understanding of current legal issues in the area of employer/employee relations. Emphasis is placed on legal issues that arise in the employment relationship, employment discrimination issues and federal and state regulations applicable to employment law. The use of current events is emphasized to reinforce areas covered in the course materials.

Literature (LIT)
2201 British Literature I
3 Cr. Hrs.

A chronological survey of major writers of English poetry, drama and prose from the beginnings through the eighteenth century (through 1785).

2202 British Literature II
3 Cr. Hrs.

A chronological survey of major writers of English poetry, drama and prose from 1785 to the present.

2205 Modern Short Story
3 Cr. Hrs.

Analysis and synthesis of short stories, including plot, dialogue, theme, setting and characterization. Reading diverse, global authors demonstrates the interaction between literature and various cultural domains (e.g. social, technological, political and economic) as well as historic context. Assessments demonstrate understanding of literary devices (e.g. irony, satire and allegory). *Prerequisite(s): ENG 1101 AND Approval of Department*

2211 American Literature I
3 Cr. Hrs.

A chronological survey of major writers of American poetry, drama and prose from the Colonial Period through the Civil War (through 1865).

2212 American Literature II
3 Cr. Hrs.

A chronological survey of major writers of American poetry, drama and prose from the Civil War through the present.

2217 Images of Women in Literature
3 Cr. Hrs.

Major images of women in literature, with emphasis on contemporary literature's role in both reflecting and shaping society's views of women.

2220 Introduction to Literature
3 Cr. Hrs.

Introduction to Literature introduces students to the major literary genres of literature, including narrative fiction, poetry, and drama. Emphasis is placed on literary terminology and interpretation. Upon completion, students should be able to analyze and respond to literature. Students will effectively and ethically argue their interpretations of literary works using

textual evidence and Modern Language Association (MLA) documentation.

Prerequisite(s): ENG 1101

2230 Great Books of the Western World
3 Cr. Hrs.

A chronological survey of the major literary works of periods of Western culture beginning with the Greeks and progressing through the Middle Ages, the Renaissance, Neo-Classicism and Enlightenment, Romanticism, Realism and Modernism.

Prerequisite(s): ENG 1201

2234 Literature of Africa, Asia, & Latin America
3 Cr. Hrs.

Selected thematic study of major literary works of Africa, Asia and Latin America, emphasizing universal values and the commonality of experience.

2236 African-American Literature
3 Cr. Hrs.

This course provides an overview of the African-American literary tradition with emphasis on early slave narratives, the Harlem Renaissance, the Black Revolution and Arts Movement and contemporary social expression.

2259 Imaginative Literature
3 Cr. Hrs.

A study of the themes, techniques and styles of science fiction, fantasy and horror fiction. *Prerequisite(s): ENG 1101*

2267 Mythology in Literature
3 Cr. Hrs.

Mythology in Literature emphasizes analysis of the relationship between myths and literature to show how religion, culture and folktales intertwine.

2270 Introduction to Shakespeare
3 Cr. Hrs.

Close readings of selected Shakespeare plays and poems to explore story line, characterization, symbolism, cultural issues and historical context. Plays include samples from three major Shakespearean genres: histories, comedies and tragedies. Characterization and motivation, structural elements, symbolism associated with cultural and political meaning in the plays as well as relevance for contemporary audiences will be addressed.

2400 Children's & Adolescent Literature
3 Cr. Hrs.

Children's and Adolescents' Literature focuses on reading, analyzing and evaluating various literary genres for children and adolescents. Students will examine the literary elements and values presented in classic and modern picture books, fiction, fairy tales and poetry. Children's books that have won the Newbery and Caldecott Awards will be studied and discussed.

Prerequisite(s): ENG 1101

Management (MAN)
1106 Introduction to Radio Frequency Identification
1 Cr. Hr.

Overview of the technology of Radio Frequency Identification (RFID).

Applications, terminology. Introduction of global standards and case studies discussed.

1107 Foundations of Business
3 Cr. Hrs.

The American business system and basic principles of the free market system.

Includes introduction of business concepts, entrepreneurship, management, marketing, economics, accounting and other important business principles.

1110 International Business
3 Cr. Hrs.

Global dimensions of business, overview of theories and institutions of trade, investment and management, emphasizing the managerial perspective on issues arising from international business and global operations.

1157 Management Applications of Radio Frequency Identification Technology
2 Cr. Hrs.

This course will introduce students to the management applications of Radio Frequency Identification (RFID) technology, which enables automated gathering and sending of asset information. Case studies and hands-on activities will allow students the opportunity to experience RFID from a business perspective, linking cost, price, customer satisfaction and product performance measures to business application outcomes. *Prerequisite(s): MAN 1106*

2101 Introduction to Supervision
3 Cr. Hrs.

Strategies and techniques for current, as well as prospective, supervisors emphasizing the assessment of skills required, the analysis of situational factors and the development of creative approaches to effective supervision.

2110 Introduction to Project Management
3 Cr. Hrs.

Introduction to basic project management concepts, including how to scope, plan, launch, monitor, control and close a project. The course includes the Project Management Institute's (PMI) basic knowledge areas: Integration, Scope, Time, Cost, Quality, Human Resources, Communication, Risk and Procurement.

2140 Human Resource Management
3 Cr. Hrs.

Introduction through application of Human Resource Management concepts. Emphasis on Strategic Human Resource Management, Workforce Planning and Employment, Human Resource Development, Total Compensation and Rewards, Employee and Labor Relations and Risk Management.

Prerequisite(s): MAN 2150

2144 Negotiation Techniques
3 Cr. Hrs.

This course addresses the application of basic principles of negotiation through the introduction and analysis of the negotiation process, case studies and simulations.

It focuses on accurately identifying requirements specifications, analyzing proposals and conducting purchasing and contracting negotiations ethically and legally, but is also relevant to compromise and agreement in other business and personal life situations.

2150 Management & Organizational Behavior
3 Cr. Hrs.

Introduction to fundamental concepts necessary for understanding management, motivation and behavior in organizational settings. Emphasis on planning, organizing, influencing and controlling to continually improve effective management skills.

2155 Management Information Systems
3 Cr. Hrs.

The exploration of the use and management of information systems and technology to continually improve organizations by providing efficiencies and effectiveness for operations, customer service, marketing, finance and other critical organizational processes. *Prerequisite(s): MAN 2150*

2159 Supply Chain Management Concepts & Applications
3 Cr. Hrs.

This course provides an in-depth study of Supply Chain Management (SCM) functions and the application of effective SCM strategies and practices to achieve improved operations in manufacturing and service organizations. It focuses on analysis of real-world SCM challenges, strategies and techniques. *Prerequisite(s): MAT 1470 AND MAN 2150*

2270 Management Internship
2 Cr. Hrs.

Students earn credit toward degree requirements for work learning experience. Students already working may apply to use that experience to meet internship requirements. Students establish learning outcomes and prepare related reports and/or projects each term. Twenty hours per week in the workplace. *Prerequisite(s): BIS 1120 AND MAN 2150 AND MRK 2101 AND MAT 2170 AND additional nine hours of MAN/MRK courses AND Approval of Department*

2279 Business Management Capstone
3 Cr. Hrs.

Assessment of achievement by Business Management degree students in attaining program outcomes by employing reflective learning through demonstration of management-related principles and practices. *Prerequisite(s): BIS 1120 AND MRK 2101 AND MAN 2150 AND MAT 2170 AND an additional nine hours of MAN/MRK courses*

Medical Assistant Technology (MAS)

1101 Introduction to Medical Assisting

3 Cr. Hrs.

Overview of the role of a medical assistant within the health care industry and different work environments, as well as the fundamentals of medical ethics and law in the medical office setting. *Prerequisite(s): ALH 1101 AND SCC 1101*

1102 Clinical Medical Assisting I

3 Cr. Hrs.

Introduction to clinical assisting procedures in the medical office, emphasizing patient preparation, medical history interviews, vital signs, positioning and draping, medical asepsis, assisting with physical exams, eye and ear assessment and procedures, pediatric health fair, theory and techniques of Basic Life Support as established by the American Heart Association. Two classroom, three lab hours per week. *Prerequisite(s): BIO 1121 AND Approval of Department*

1103 Clinical Medical Assisting II

4 Cr. Hrs.

Intermediate-level clinical procedures performed in a family practice setting such as medical microbiology, minor office surgery, administering therapeutic modalities, preparing and administering medications, electrocardiography, techniques required for patient assessment and treatment during medical office emergencies and the role of the medical assistant in urgent situations with the physician present and also during the physician's absence. Two classroom, six lab hours per week. *Prerequisite(s): MAS 1102 AND MAT 1130 OR MAT 1270 AND Restricted to Majors*

1110 Administrative Medical Assisting I

2 Cr. Hrs.

Administrative duties in a physician's office, including monitoring patient appointments, outpatient procedures, hospital admissions, medical and office equipment maintenance, storing supplies and pharmaceuticals, hiring, evaluating and managing personnel. One classroom, three lab hours per week. *Prerequisite(s): ENG 1101*

1130 Reimbursement Specialist Practicum

2 Cr. Hrs.

Student will complete seven hours per week of non-paid directed practice at a medical billing facility in order to obtain practical knowledge with medical reimbursement procedures. Students will, as part of this course, attend a one hour lecture per week in order to prepare to sit for the national credentialing certificate, Certified Medical Reimbursement Specialist. *Prerequisite(s): Approval of Department*
Co-requisite(s): MAS 2210

2201 Clinical Medical Assisting III

4 Cr. Hrs.

Techniques required to perform advanced/specialized procedures such as assisting with sigmoidoscopy, basic respiratory procedures, OB/GYN procedures, physical agents to promote tissue healing, basic nutrition and laboratory procedures. Two classroom, six lab hours per week. *Prerequisite(s): MAS 1103 AND ALH 1140 AND (ALH 2201 OR ALH 2202) AND Restricted to Majors*

2202 Medical Assisting Capstone

1 Cr. Hr.

Discussion of directed practice experience, preparation for the American Association of Medical Assistants (AAMA) National Certification Examination through student presentations, mock exam, skills practicals and discussion topics relative to the medical assisting profession. Three lab hours per week. *Prerequisite(s): MAS 2201 AND MAS 2210 AND Restricted to Majors*

2210 Medical Billing Specialist

2 Cr. Hrs.

This course is designed to introduce the student to the practice of medical billing within the medical office, including the use of computerized medical billing software. It is also designed to introduce the student to the principles of bookkeeping, automated and manual patient financial accounting, collection techniques, employee payroll and banking procedures. One classroom, three lab hours per week. *Prerequisite(s): HIM 1201*
Co-requisite(s): MAS 1130

2220 MAS Practicum I

3 Cr. Hrs.

Introduction to the ambulatory care clinical setting involving structured observation and unpaid participation in the administrative and clinical aspects of patient care under the supervision of a licensed physician or certified medical assistant, assisting with

patient preparation, physical examination, scheduling appointments, bookkeeping tasks. One classroom, fourteen practicum hours per week. *Prerequisite(s): MAS 1103 AND MAS 1110 AND Restricted to Majors*

2221 MAS Practicum II

3 Cr. Hrs.

Advanced experience in a physician's office, involving structured observations and unpaid participation in the administrative and clinical aspects of patient care under the supervision of a licensed physician, assisting with specialized clinical procedures, performing electrocardiograms, venipunctures and basic laboratory tests and advanced office management skills. One classroom, fourteen practicum hours per week. *Prerequisite(s): MAS 2201 AND MAS 2210 AND MAS 2220*

Mathematics (MAT)

1110 Math for Technologists

3 Cr. Hrs.

Compute with fractions, decimals, percentages and proportions to solve applications in technology; geometry; convert within and between metric and English systems of measurement; read and interpret measurement tools and gauges; simplify algebraic expressions, solve linear equations and graph linear equations. *Prerequisite(s): DEV 0025 or DEV 0075 with a grade of C or better OR satisfactory score on Sinclair Community College mathematics placement test*

1120 Business Mathematics

3 Cr. Hrs.

Review of arithmetic, mathematics of finance, mathematics of trade, payroll, taxes, insurance, elementary statistics. Traditional testing (proctored or in Testing Center) is used in all online sections. *Prerequisite(s): DEV 0025 or DEV 0075 with a grade of C or better OR satisfactory score on Sinclair Community College mathematics placement test*

1130 Allied Health Mathematics

3 Cr. Hrs.

Compute with fractions, decimals, percentages and proportions to solve allied health applications; convert within and between metric, household and apothecary systems; read and interpret allied health graphs, labels and forms; calculate and apply statistical concepts; solve problems

involving scientific notation. Traditional testing (proctored or in Testing Center) is used in all online sections. *Prerequisite(s): DEV 0025 or DEV 0075 with a grade of C or better OR satisfactory score on Sinclair Community College mathematics placement test*

1270 Beginning Algebra

3 Cr. Hrs.

Brief review of pre-algebra skills; simplifying algebraic expressions; solving first-degree equations and applied problems; introduction to graphing and graphing lines; systems of linear equations in two and three variables and applied problems; first-degree inequalities and applied problems; compound inequalities and set operations; absolute value equations and inequalities; two-variable inequalities and systems of inequalities and applied problems. Traditional testing (proctored or in Testing Center) is used in all online sections.

Prerequisite(s): DEV 0028 OR DEV 0078 with a grade of C or better OR satisfactory score on Sinclair Community College mathematics placement test

1280 Technical Mathematics I

4 Cr. Hrs.

Accuracy and precision with approximate numbers, geometry, functions, graphs, basic operations on polynomials, right-triangle trigonometry, systems of linear equations, factoring and quadratic equations. Scientific calculator required. *Prerequisite(s): MAT 1270 with a grade of C or better OR satisfactory score on Sinclair Community College mathematics placement test*

1290 Technical Mathematics II

4 Cr. Hrs.

Trigonometric functions of angles, radian measure, vectors, solving oblique triangles, graphs of trigonometric functions, inverse trigonometric functions, fractional exponents, complex numbers, exponential and logarithmic functions, systems of equations, theory of equations and fundamental trigonometric identities. Scientific calculator required.

Prerequisite(s): MAT 1280 with a grade of C or better OR satisfactory score on Sinclair Community College mathematics placement test

1295 Technical Mathematics III

5 Cr. Hrs.

Trigonometric identities, radical expressions, analytic geometry and the conic sections, polar coordinates, limits, differentiation, integration and numerical methods. Scientific

calculator required. *Prerequisite(s):*

MAT 1290 with a grade of C or better OR satisfactory score on Sinclair Community College mathematics placement test

1340 Mathematical Reasoning

4 Cr. Hrs.

This course integrates numeracy, proportional reasoning, algebraic reasoning and understanding of functions. An activity-based approach is used to explore numerical concepts, quantitative reasoning, graphical displays of data, proportional relationships in real-world problems, problem solving with equations and inequalities, functions and linear and exponential models.

Prerequisite(s): DEV 0028 OR DEV 0078 with a grade of C or better OR satisfactory score on Sinclair Community College mathematics placement test

1355 Intermediate Algebra I

3 Cr. Hrs.

Factoring; operations with polynomials and rational expressions; solving second-degree equations by factoring; operations with rational expressions; solving equations with rational expressions. *Prerequisite(s): MAT 1270 with a grade of C or better OR satisfactory score on Sinclair Community College mathematics placement test*

1365 Intermediate Algebra II

3 Cr. Hrs.

Operations with rational exponents, radical expressions and complex numbers; relations and functions; simplifying radical expressions; solving equations with radical expressions, quadratic equations by completing the square and the quadratic formula, equations quadratic in form; quadratic functions; variation.

Prerequisite(s): MAT 1355 with a grade of C or better OR satisfactory score on Sinclair Community College mathematics placement test

1370 Intermediate Algebra

5 Cr. Hrs.

Factoring; operations with polynomials and rational expressions; solving second-degree equations by factoring; operations with rational exponents, radical expressions and complex numbers; relations and functions; simplifying radical expressions; solving equations with rational expressions, equations with radical expressions, quadratic equations by completing the square and the quadratic formula, equations quadratic in form; quadratic functions;

variation. Traditional testing (proctored or in Testing Center) is used in all online sections. *Prerequisite(s): MAT 1270 with a grade of C or better OR satisfactory score on Sinclair Community College mathematics placement test*

1410 Numerical Concepts for Teachers

4 Cr. Hrs.

Introduction to the basic mathematical concepts of arithmetic and problem solving as appropriate for early- and middle-childhood teachers. An inquiry- and activity-based approach is used to explore problem solving, sets, functions, numeration systems, whole numbers, basic number theory, integers, rational numbers and real numbers. *Prerequisite(s): MAT 1365 OR MAT 1370 with a grade of C or better OR satisfactory score on the Sinclair Community College mathematics placement test*

1420 Algebra & Data Analysis for Teachers

4 Cr. Hrs.

Introduction to the concepts of using functions to model data, basic probability and basic statistics as appropriate for early- and middle-childhood teachers. An inquiry- and activity-based approach is used to explore linear and quadratic functions, linear inequalities, modeling data with functions, probability concepts, descriptive statistics and basic inferential statistics.

Prerequisite(s): MAT 1410 with a grade of C or better

1430 Geometry & Measurement for Teachers

4 Cr. Hrs.

Introduction to the concepts of geometry and measurement as appropriate for early- and middle-childhood teachers. An inquiry- and activity-based approach is used to explore basic two- and three-dimensional geometric concepts, basic geometric constructions, congruence, similarity, measurement, computing area and volume, symmetry and transformations of two-dimensional figures. *Prerequisite(s): MAT 1420 with a grade of C or better*

1440 Excursions in Mathematics

3 Cr. Hrs.

A mathematics appreciation course designed as a terminal college-level mathematics course for Liberal Arts majors. The course will explore various

applications of mathematics in the behavioral, computational, managerial, and social sciences. Topics from probability and statistics, finance, graph theory, voting, and other areas of mathematics will be covered. Traditional testing (proctored or in Testing Center) is used in all on-line sections. *Prerequisite(s): MAT 1270 OR MAT 1340 with a grade of C or better OR satisfactory score on the Sinclair Community College mathematics placement test*

1445 Quantitative Literacy
3 Cr. Hrs.

The course will explore various applications of mathematics in the social, finance, health and environmental fields with emphasis on developing informational, technological, logical, and visual reasoning skills. Topics from numeracy, probability and statistics, finance, mathematical modeling with linear, statistical, and exponential functions, and other areas of mathematics will be covered. *Prerequisite(s): MAT 1340 OR MAT 1365 OR MAT 1370*

1450 Introductory Statistics
4 Cr. Hrs.

An introduction to the fundamental ideas of statistics, including statistical methods to gather, analyze and present data; fundamentals of probability; statistical distributions, sampling distributions, confidence intervals, hypothesis testing, Chi-square tests, regression and correlation. Three classroom, two lab hours per week. *Prerequisite(s): MAT 1365 OR MAT 1370 with a grade of C or better OR satisfactory score on Sinclair Community College mathematics placement test*

1460 Finite Mathematics for Business Analysis
4 Cr. Hrs.

Applications of finite mathematics and functions to business analysis. Functions, financial mathematics, systems, matrices, inequalities, linear programming, sets, permutations and combinations and elementary probability and statistics. Traditional testing (proctored or in Testing Center) is used in all online sections. *Prerequisite(s): MAT 1365 OR MAT 1370 with a grade of C or better OR satisfactory score on the Sinclair Community College mathematics placement test*

1470 College Algebra
4 Cr. Hrs.

Polynomial, radical, rational, exponential and logarithmic functions and their graphs; roots of polynomial functions, rational and polynomial inequalities; conic sections; systems of linear and nonlinear equations; matrices; sequences and series; and applications. A scientific (nongraphing) calculator is required in most sections; however, some sections will require the use of a graphing calculator. Traditional testing (proctored or in Testing Center) is used in all online sections. *Prerequisite(s): MAT 1365 OR MAT 1370 with a grade of C or better OR satisfactory score on Sinclair Community College mathematics placement test*

1570 Trigonometry
3 Cr. Hrs.

Trigonometric functions of angles, solving right and oblique triangles, identities, trigonometric and inverse trigonometric equations, vectors, radian measure, graphs of trigonometric functions and inverse trigonometric functions. *Prerequisite(s): MAT 1470 with a grade of C or better OR satisfactory score on Sinclair Community College mathematics placement test*

1580 Precalculus
5 Cr. Hrs.

Polynomial, radical, rational, exponential and logarithmic functions and their graphs, roots of polynomial functions, rational and polynomial inequalities, conic sections, systems of linear equations; sequences and series. Trigonometric functions of angles, solving right and oblique triangles, trigonometric identities and equations, vectors, radian measure, graphs of trigonometric functions, inverse trigonometric functions and applications. A scientific (nongraphing) calculator is required. *Prerequisite(s): MAT 1290 OR MAT 1365 OR MAT 1370 with a grade of C or better OR satisfactory score on Sinclair Community College mathematics placement test*

2160 Calculus for Business & Economics
5 Cr. Hrs.

Functions and graphs, limits, continuity, derivatives, techniques of differentiation, applied problems in business and economics, exponential and logarithmic

functions, techniques of integration, applications of integration, functions of two variables, partial derivatives and applications. Traditional testing (proctored or in Testing Center) is used in all online sections. *Prerequisite(s): MAT 1460 OR MAT 1470 with a grade of C or better OR satisfactory score on Sinclair Community College mathematics placement test*

2170 Business Statistics I
4 Cr. Hrs.

Statistical techniques and methodology. Graphical and tabular presentation of data, probability, parameters, statistical distributions, sampling, confidence intervals and tests of hypotheses. Three classroom, two lab hours per week. Traditional testing (proctored or in Testing Center) is used in all online sections. *Prerequisite(s): MAT 1460 OR MAT 1470 with a grade of C or better OR satisfactory score on Sinclair Community College mathematics placement test*

2180 Business Statistics II
3 Cr. Hrs.

Statistical inferences, including estimation, confidence intervals, and tests of hypotheses for means, standard deviations and proportions; analysis of variance; regression analysis; chi-square; business applications. Students will develop a basic competency using a computer spreadsheet to perform statistical calculations. Two classroom, two lab hours per week. Traditional testing (proctored or in Testing Center) is used in all online sections. *Prerequisite(s): MAT 2170 with a grade of C or better OR satisfactory score on Sinclair Community College mathematics placement test*

2270 Calculus & Analytic Geometry I
5 Cr. Hrs.

Cartesian coordinate system, functions, limits and continuity of functions, the derivative and its applications, the integral and the Fundamental Theorem of Calculus. Derivatives and integrals involving piecewise, polynomial, rational, algebraic, exponential, logarithmic, trigonometric, inverse trigonometric and hyperbolic functions and their inverses. *Prerequisite(s): MAT 1295 OR MAT 1570 OR MAT 1580 with a grade of C or better OR satisfactory score on Sinclair Community College mathematics placement test*

2280 Calculus & Analytic Geometry II
5 Cr. Hrs.

Applications of the definite integral, techniques of integration, indeterminate form, L'Hopital's Rule, improper integrals, conic sections, infinite sequences and series, Taylor series, parametric equations, polar coordinates, solid analytic geometry, vectors in the plane and space, dot and cross product of two vectors. *Prerequisite(s): MAT 2270 with a grade of C or better OR satisfactory score on Sinclair Community College mathematics placement test*

2290 Calculus & Analytic Geometry III
5 Cr. Hrs.

Lines, planes and surfaces in space, vector-valued functions, arc length and curvature. Functions of several variables, partial derivatives with applications, multiple integrals with applications, line integrals, surface integrals, vector fields, Green's Theorem, the Divergence Theorem and Stokes's Theorem. *Prerequisite(s): MAT 2280 with a grade of C or better OR satisfactory score on Sinclair Community College mathematics placement test*

2310 Elementary Differential Equations
4 Cr. Hrs.

Solutions and applications of ordinary differential equations including separable, exact, homogeneous and non-homogeneous linear equations and others. Numerical approximation methods as well as substitutions, the total differential, separation of variables, integrating factors, undetermined coefficients, variation of parameters, Laplace Transforms and power series methods are covered. *Prerequisite(s): MAT 2280 with a grade of C or better OR satisfactory score on Sinclair Community College mathematics placement test*

2320 Linear Algebra
3 Cr. Hrs.

Systems of linear equations, matrices, determinants, linear transformations, Euclidean n-space, coordinate vectors, abstract vector spaces, dimension and rank, eigenvalues and eigenvectors. *Prerequisite(s): MAT 2280 with a grade of C or better OR satisfactory score on Sinclair Community College mathematics placement test*

2330 Differential Equations & Linear Algebra
5 Cr. Hrs.

Ordinary differential equations of first and second order including, the Laplace transform, numerical approximation methods and applications. Vectors in R^n , systems of linear equations, systems of differential equations, matrices, linear transformations, subspaces, dimension and rank, coordinate vectors, determinants, eigenvalues, eigenvectors and abstract vector spaces. *Prerequisite(s): MAT 2280 with a grade of C or better OR satisfactory score on Sinclair Community College mathematics placement test*

2570 Discrete Mathematics
4 Cr. Hrs.

Discrete Mathematics for Computer Science. Topics include formal logic, proofs, sets, combinatorics, graphs, trees, Boolean algebras, and base-n arithmetic. *Prerequisite(s): MAT 1460 OR MAT 1470 OR MAT 1580 with a C grade or better OR satisfactory score on Sinclair Community College mathematics placement test*

Mechanical Engineering (MEE)
2101 Statics for Engineers
3 Cr. Hrs.

Vectorial treatment of forces and moments. Analysis of trusses and frames. Centroids, friction and moment of inertia. Internal shear and moment for beams. Virtual work. This calculus-based course is designed for Engineering University Transfer students. Two classroom, two lab hours per week. *Prerequisite(s): MAT 2270 AND PHY 2201*

2201 Thermodynamics for Engineers
3 Cr. Hrs.

First and second laws of thermodynamics; thermodynamic properties of gases, vapors and gas-vapor mixtures; energy-systems analysis including power cycles, refrigeration cycles and air-conditioning processes. Introduction to thermodynamics of reacting mixtures. Two classroom, two lab hours per week. *Prerequisite(s): MAT 2280*

2301 Strength of Materials for Engineers
3 Cr. Hrs.

Stress and deformations, torsions, shear and moments in beams, stresses in beams, beam deflections, combined stresses and eccentric

loading. This course is calculus based. One classroom, four lab hours per week. *Prerequisite(s): MEE 2101*

2401 Dynamics for Engineers
3 Cr. Hrs.

Kinematics of particles and rigid bodies; acceleration, work, energy, impulse and momentum of particles and rigid bodies. Two classroom, two lab hours per week. *Prerequisite(s): MEE 2101*

Mechanical Engineering Technology (MET)
1101 Introduction to Engineering Drafting
2 Cr. Hrs.

Interpretation of engineering drawings. Includes principles of orthographic projection, drafting symbols, surface finish symbols, welding symbols and geometric dimensioning and tolerancing symbols. One classroom, two lab hours.

1111 Preparatory Math for Engineering Technology
3 Cr. Hrs.

Mathematics for engineering technology students to prepare them for critical thinking, analytical reasoning and problem solving. Students will apply math to typical engineering technology problems from a variety of fields. Two classroom, two lab hours per week. *Prerequisite(s): MAT 1270*

1131 Personal Computer Applications for Engineering Technology
1 Cr. Hr.

Applied computer tools to solve engineering technology problems, emphasizing the integration of word processing, spreadsheets, presentation software and engineering research skills using the Internet. Applications of an integrated approach to research papers, engineering technology analysis, technical laboratory reports and technical presentations. One-half classroom, one and one-half lab hours per week. *Prerequisite(s): DEV 0015 AND DEV 0025 OR DEV 0075*

1151 Guitar Manufacturing using Science, Technology, Engineering, & Mathematics (STEM) Concepts
3 Cr. Hrs.

This course looks at the design elements, manufacturing and assembly of solid-body electric guitars. Science, Technology,

Engineering & Mathematics (STEM) concepts that relate directly to guitars are used to help students make an applied learning connection. Two classroom, two lab hours per week.

1161 Software Tools for Engineering Technology

1 Cr. Hr.

Introduction to computer-based solution of engineering and engineering technology problems. Includes the fundamentals and applications of analytical software tools such as MathCAD and Excel for the documentation of work and the proper use of units and unit systems. Software solution applications include graphing functions and data, basic statistical calculations, use of matrices and vectors, solutions of simultaneous equations and an introduction to Boolean logic. One-half classroom, one and one-half lab hours per week.

Prerequisite(s): MAT 1280 OR MAT 1470 OR MAT 1580

1201 Introduction to Engineering Design using Inventor

3 Cr. Hrs.

Applying the process of designing and developing designs, products and solutions to problems. Parametric 3D CAD modeling creating parts, assemblies and detail drawings with dimensions to effectively communicate ideas. Two classroom, two lab hours per week. *Prerequisite(s): MAT 1270*

1231 Introduction to Drafting & Design using Inventor

4 Cr. Hrs.

Application of the process of design and the interpretation of engineering drawings. Includes design development, product development, and problem solution, principles of orthographic projection, drafting symbols, surface finish symbols, and geometric dimensioning and tolerancing symbols. Student is exposed to parametric 3D CAD modeling for the purpose of creating parts and assemblies and to properly dimension and detail drawings to effectively communicate design intent. Three classroom, three lab hours per week.

1241 Principles of Engineering

2 Cr. Hrs.

Development of student understanding of the engineering and engineering technology fields through applied math, science and technology principles. Introductory looks

into the applied learning of mechanics, strength of materials, free body diagrams and forces. One classroom, two lab hours per week. *Prerequisite(s): (MET 1201 OR MET 1231) AND (MAT 1280 OR MAT 1470)*

1281 Engineering Design & Development

2 Cr. Hrs.

An engineering research course where student teams develop a plan, design, construct and present a solution to an open-ended engineering problem using the skills developed in the program.

Time management tools, teaming skills, fabrication and parametric Computer Aided Drafting (CAD) skills are applied. One classroom, two lab hours per week.

Prerequisite(s): MET 1241

1301 SolidWorks Basics

3 Cr. Hrs.

Utilize SolidWorks mechanical design automation software to build parametric models of parts and assemblies and learn how to make drawings of those parts and assemblies. One classroom, six lab hours per week. *Prerequisite(s): MET 1101 OR MET 1231*

1331 NX (Unigraphics) Basics

3 Cr. Hrs.

An introduction to Unigraphics 3-D Modeling software intended for new Unigraphics users or individuals with basic CAD skills. Emphasis will be placed on the development of basic skills and methods to create solid models. One classroom, six lab hours per week. *Prerequisite(s): MET 1101 OR MET 1231*

1351 Solid Edge Basics

3 Cr. Hrs.

A computer-aided drafting course using Solid Edge software with information for new users on how to get started with the software. Emphasis on the development of basic skills and methods to create solid models. One classroom, six lab hours per week. *Prerequisite(s): MET 1101 OR MET 1231*

1371 CAD Concepts using AutoCAD

3 Cr. Hrs.

Computer-aided drafting using the latest release of AutoCAD. Topics include: drawing and editing tools, two- and three-

dimensional drawing, drawing layouts, scaling, dimensioning techniques and plotting. Two classroom, two lab hours per week.

2101 Thermodynamics

3 Cr. Hrs.

The laws and application of the principles of thermodynamics as they apply to internal combustion engines, steam cycles and refrigeration. Two classroom, two lab hours per week. *Prerequisite(s): (PHY 1141 OR PHY 2201) AND (MET 2201 OR MEE 2101)*

2151 Material Science

3 Cr. Hrs.

Terminology, designations of metals and the relationship among the properties of metals, the environment and heat treatment processes. Selecting and testing materials. Factors related to the selection of nonmetallic materials and the relationship between the nature of the materials and their properties. Thermoplastics, thermosetting, ceramics, composites and glasses are included. Two classroom, two lab hours per week. *Prerequisite(s): MET 1101 AND (PHY 1131 OR PHY 1141) AND CHE 1111*

2201 Statics

3 Cr. Hrs.

Analysis of various types of two and three dimensional force systems, analysis of trusses, frames, friction, center of gravity and moment of inertia. Two classroom, three lab hours per week. *Prerequisite(s): MET 1111 AND MET 1161 AND (MAT 1290 OR MAT 1570 OR MAT 1580)*

2251 Strength of Materials

3 Cr. Hrs.

Stress and deformations, torsions, shear and moments in beams, stresses in beams, beam deflections, combined stresses. This course is algebra based. Two classroom, two lab hours per week. *Prerequisite(s): MET 2201 OR MEE 2101*

2301 Fluid Mechanics

3 Cr. Hrs.

Essentials of fluid properties, fluid statics, flow measurements, force of a fluid jet, open channel flow and losses through flow in pipes. Two classroom, two lab hours per week. *Prerequisite(s): MET 2201 OR MEE 2101*

2351 Dynamics
3 Cr. Hrs.

Kinematics and kinetics of rectilinear motion, curvilinear motion and rotation; plane motion, work, energy, power, impulse and momentum. Two classroom, two lab hours per week. *Prerequisite(s): MET 2201 OR MEE 2101*

2401 Machine Design
3 Cr. Hrs.

Design and evaluation of machine elements, design for safety, strength, stability and wear. Analysis and design of gears, shafts, drive systems, mechanical fasteners, permanent connections, roller and journal bearings and springs. A design project including an oral presentation and written report is required. Two classroom, three lab hours per week. *Prerequisite(s): MET 2251 AND PHY 1131*

2700 Mechanical Engineering Technology Internship
1 - 4 Cr. Hrs.

Students earn credits toward degree requirements for work learning experience. Students already working may apply to use that experience to meet internship requirements. Students establish learning outcomes and prepare related reports and/or projects each term. Ten work hours per week per credit hour. *Prerequisite(s): Approval of Department*

2711 Ethics for Engineering Technology Professionals
1 Cr. Hr.

Instruction to the core skills of an engineering professional. Technical skills, soft skills and team management techniques. Concepts of lifelong learning, continued personal improvement, engineering ethics, working in a diverse industry and future trends in engineering technology. One-half classroom, one and one-half lab hours per week. *Prerequisite(s): COM 2206 OR COM 2211 OR COM 2225 AND ENG 1101*

2780 Mechanical Engineering Technology Capstone
3 Cr. Hrs.

Assessment of achievement by Mechanical Engineering Technology students in attaining program outcomes by completing a project demonstrating principles and practice of the major. Teamwork on projects will be emphasized. One classroom, six lab hours per week. *Prerequisite(s): MET 2101 AND MET 2151 AND MET 2201 AND MET 2251 AND MET 1301 AND MAN 2110*

Mental Health Technology (MHT)
1101 Introduction to Human Services & Behavioral Health
2 Cr. Hrs.

Introduction to the field of human services and behavioral health. History and development of human services. Exploration of service delivery, roles, trends and career opportunities. Ethical/legal/professional behaviors. Technical terms. Self-awareness regarding values and biases. Examination of human services as a personal career choice. *Prerequisite(s): DEV 0035*

1130 Introduction to Addictive Illness
3 Cr. Hrs.

Theories and fundamentals of addictive illness and physical/mental effects of psychoactive drugs. Dynamics of addictive illness on persons, families and society. Knowledge of disease concept, stigmas, identification, assessment, trends in treatment and relapse process. Develop insights, challenge biases and identify personal and professional issues. Elements of professional/ethical behaviors. *Prerequisite(s): DEV 0035*

1155 Administration of Activity Programming I
4 Cr. Hrs.

This course will cover an introduction to activity practice settings, colloquy, professional framework, governmental regulations and advocacy common to this industry. In addition, this class will survey behavioral sciences and the adult client population as it pertains to senior adult models of care and the life course. Three classroom, three clinical hours (meets NCCAP practicum requirement) per week.

1200 Social Casework
2 Cr. Hrs.

Basic principles and skills for the professional helping relationship. Relationship and multicultural issues in professional practice. Casework problem-solving model of assessment, goals and action plan is applied. *Prerequisite(s): MHT 1101*

1201 Interviewing Skills
3 Cr. Hrs.

Basic interviewing, active listening skills, elements of the helping relationship, professional ethics and issues. Practice in

conducting interviews. Cultural factors in interviewing. Introduction to Motivational Interviewing. Health Information Portability and Accountability Act (HIPAA) privacy law. *Prerequisite(s): MHT 1101 AND Restricted to Majors*

1202 Motivational Interviewing
3 Cr. Hrs.

Learning and applying the model of Motivational Interviewing including engaging, focusing, evoking, and planning. Concepts of OARS, stages of change, communication skills, client ambivalence, developing discrepancies, change talk, client goals, and developing a change plan. *Prerequisite(s): Approval of Department*

1203 Professional Documentation
1 Cr. Hr.

Functional, legal and ethical aspects of documentation including mechanics of writing problem statements, intake and progress notes. Documentation systems. *Prerequisite(s): MHT 1101 AND Restricted to Majors*

1236 Assessment & Diagnosis of Substance Use Disorders
3 Cr. Hrs.

Holistic assessment and diagnosis of substance use disorders. Assessment skill development. Use of and interpretation of assessment instruments. Use of current Diagnostic and Statistical Manual (DSM) criteria related to substance use disorders. *Prerequisite(s): MHT 1130 AND Restricted to Majors*

1256 Administration of Activity Programming II
4 Cr. Hrs.

Refine person-centered care with adult client population. Care planning practices. Care giving practices. Contrast different possibilities for group settings and calendar production. Activity service standards and design elements for risk management. Policy and procedural development. Three classroom, three clinical hours per week (NCCAP requirements met).

1257 Administration of Activity Programming III
4 Cr. Hrs.

This course will provide the activity professional with the basic foundation for managing an activity department. The five functions of management will be explored and how to manage a departmental budget.

In addition, managerial communication will be practiced with a focus on coaching and motivating staff for better retention and employee satisfaction. Three classroom, three clinical hours per week.

2105 Psychosocial Methods
3 Cr. Hrs.

Applying advanced clinical interventions and treatment modalities for various client populations. Cognitive behavioral therapy and motivational interviewing are emphasized. Examining the nature of selected mental disorders from the current Diagnostic and Statistical Manual (DSM).
Prerequisite(s): MHT 1200 AND PSY 2217 AND Restricted to Majors

2111 Group Dynamics I
3 Cr. Hrs.

Introduction to interpersonal dynamics in therapeutic groups. Awareness of group leadership skills and personal issues affecting participation. Laboratory group promotes personal learning while providing experiential awareness of stages of group development. History of the group work method. Factors in group composition. Professional ethics. Practice in group facilitation. Two classroom, two lab hours per week. *Prerequisite(s): MHT 1201 AND Restricted to Majors Co-requisite(s): MHT 2112*

2112 Lab for Group Dynamics I
0 Cr. Hrs.

Co-requisite(s): MHT 2111

2121 Practicum I
5 Cr. Hrs.

First of two field experiences in human service delivery. Professional documentation and refinement of interviewing skills. Pharmacology in behavioral health. Three classroom, fourteen practicum hours per week. *Prerequisite(s): MHT 1201 AND Restricted to Majors*

2137 Treatment Techniques in Substance Use Disorders
3 Cr. Hrs.

Contemporary holistic treatment methods, including motivational interviewing. Models of treatment with individual, group, case management, intervention and families. Levels of care and stages of recovery. Ethical, legal and professional behaviors.
Prerequisite(s): MHT 1236 AND Restricted to Majors

2138 Ethical Issues in Behavioral Healthcare
2 Cr. Hrs.

Ethical codes and responsibilities in the human services field. Federal Confidentiality Regulations, case law, scope of practice, expectations of funding bodies and managed care. Principles of professional behavior with clients and self-awareness of their personal boundary and value concerns. Importance of cultural diversity. *Restricted to Majors*

2211 Group Dynamics II
3 Cr. Hrs.

Stages of group development, process planning, and group leadership skills. Advanced practice in group co-facilitation and critical analysis of group processes. Curative factors in groups. Laboratory group promotes personal learning while providing experiential awareness of group dynamics and stages of group development. Two classroom, two lab hours per week.
Prerequisite(s): MHT 2111 AND Restricted to Majors Co-requisite(s): MHT 2212

2212 Lab for Group Dynamics II
0 Cr. Hrs.

Prerequisite(s): MHT 2111 AND Restricted to Majors Co-requisite(s): MHT 2211

2222 Practicum II
5 Cr. Hrs.

Second of two semesters of field experience in human service delivery. Refinement of clinical documentation and clinical interviewing skills. Three classroom, fourteen practicum hours per week.
Prerequisite(s): MHT 2121 AND Restricted to Majors

2225 Residential Technician Practicum
3 Cr. Hrs.

Students in this course will demonstrate professional knowledge and skills for the residential technician including safety, health, communication, cultural diversity, residential services and the role of the residential staff. Two classroom, seven practicum hours per week at the agency for full 16-week semester. Four classroom, fourteen practicum hours per week for 8-week term. *Prerequisite(s): DEV 0035 AND all other required courses must be taken prior to or in conjunction with MHT 2225*

2232 Community Support
2 Cr. Hrs.

Philosophy, knowledge and skill components to effectively implement community support services. Content and guidelines authorized by the Ohio Department of Mental Health and ethical standards for the profession. Components of recovery and resiliency models and motivational interviewing. *Restricted to Majors*

2235 Family Dynamics of Addiction
3 Cr. Hrs.

Impact of substance use disorders on individual family members and overall family functioning. Focuses on the nature of addiction as a disease, its progression, symptoms and treatments. The nature of codependency is discussed. Insight is gained by the students regarding their biases about the disease of addiction.
Prerequisite(s): MHT 1130 AND Restricted to Majors

2239 Dual Diagnosis
2 Cr. Hrs.

Treatment of persons with substance use disorders and mental illness. Unique challenges and effective treatment models for client population are explored. Stages of Change and Motivational Interviewing. Community and support resources.
Prerequisite(s): MHT 1130 AND Restricted to Majors

2245 Mental Health & the Family
3 Cr. Hrs.

Underlying dynamics and interactional patterns in the functioning of the family system. The impact of family dysfunction upon children, parents and the family system. Issues and trends facing contemporary families and methodologies of clinical intervention are highlighted.
Prerequisite(s): ENG 1101 AND MHT 2105 AND Restricted to Majors

2250 Child & Adolescent Mental Health
3 Cr. Hrs.

Mental health and mental ill-health issues related to childhood and adolescents. Etiology and treatment approaches.

2252 Issues in Behavioral Health
1 - 3 Cr. Hrs.

Mental Health Technology elective course examining current social policies, best practices, and innovations and methods of treatment in behavioral health and human services.

2253 Issues in Chemical Dependency
1 - 3 Cr. Hrs.

Current research and issues regarding special populations. Trends and best practices in addictions.

Marketing (MRK)
2100 Foundations of Marketing
3 Cr. Hrs.

Foundations of Marketing is designed to provide a broad introduction to the field of marketing. Marketing is far more than just selling or advertising within a business setting; it is a major part of our everyday lives. This course will illustrate the importance of marketing and skills that are applicable to all specializations within business. *Prerequisite(s): MAN 1107*

2101 Principles of Marketing Management
3 Cr. Hrs.

Marketing strategies and decision making in the context of other business functions. Topics include: research and analysis of markets, environments and competition; market segmentation and selection of target markets; consumer and organizational behavior; planning and integration of product, price, promotion and distribution activities for profit and nonprofit, domestic and global settings. *Prerequisite(s): ECO 2180*

2102 Principles of Advertising
3 Cr. Hrs.

This course focuses on integrated marketing communications (IMC). The concepts of IMC enhance the equity of brands and show how advertising, promotion, packaging and branding strategies, point-of-purchase communications, public relations, event and cause-oriented sponsorships can affect the marketing of products, goods, services or ideas.

2135 Digital Marketing
R 3 Cr. Hrs.

Explore existing and emerging technologies and approaches used by successful digital marketers to acquire, cultivate and measure customer relationships. Topics such as social media, search engines, email, internet marketing, content management, emerging media and metrics will be studied.

R 2145 Principles of Retailing
3 Cr. Hrs.

Functions and concepts for the retail organization. Development and implementation of policies and procedures in planning, pricing, display, layout, buying and services from a management perspective. A consumer-centered approach to examining problems of various types.

2220 Solutions Studio
3 Cr. Hrs.

This course explores the marketing strategy and planning process. Special emphasis is given to analyzing marketing techniques used by innovative entrepreneurs. Students will work collaboratively to develop a marketing plan for a start-up or existing business.

2225 Sales Fundamentals
3 Cr. Hrs.

Along with exploring potential career opportunities, this course introduces students to the approaches and philosophies used by successful sales professionals. Topics such as identifying and communicating with prospects, identifying needs, matching presentation styles to the situation, handling objections, closing techniques and long-term relationship building strategies will be explored.

2230 Social Media & Consumer Engagement
3 Cr. Hrs.

Facebook, Twitter, LinkedIn, Twitter, Instagram, Google+, Blogging. Marketers are using social media to boost brand awareness, promote their business, find leads, expand their customer base and build a community of on-line brand ambassadors. In this course, students will study the mindset and psychology of on-line customers/prospective customers, and gain hands-on experience applying these tools to solve real-world business problems. *Prerequisite(s): MRK 2135*

2236 Consumer Behavior
3 Cr. Hrs.

This course is designed to enable students to acquire an understanding of the purchasing decision process for individuals, families and organizations. Psychological, societal, and cultural influences on consumer decisions will be studied. Marketing strategy implications of conceptual constructs will be discussed throughout the course.

Prerequisite(s): MRK 2101

Music (MUS)
1101 Introduction to Music
3 Cr. Hrs.

Fundamentals of music theory including notation of pitches, rhythms, scales, intervals, triads and chords.

1102 Introduction to Aural Skills
3 Cr. Hrs.

Fundamentals of sight singing, dictation, ear training including reading, hearing and notating rhythms, melodies and intervals.

1109 Introduction to Music Education
2 Cr. Hrs.

Aspects of professional music teaching and pedagogy including teaching methodologies and philosophies; elements of learning and teaching; variety of professional organizations and their resources will be introduced. *Prerequisite(s): ENG 1201 AND Approval of Department AND Restricted to Majors*

1110 Music Technology for Music Majors
1 Cr. Hr.

Introduction to technology resources used by music majors and future musicians. Typical music studio set-up. Sinclair systems (Angel), music notation software (Finale), MIDI (Cakewalk express), and digital audio recording (Audacity). *Co-requisite(s): MUS 1111*

1111 Music Theory I
3 Cr. Hrs.

First in a sequence of four music theory courses. Focus placed on diatonic melodic and harmonic structures, including scales and modes, intervals, tonality and keys, melodic organization, voice leading, instrument and voice ranges, transposition, triads and seventh chords. Activities include musical composition, analysis, listening, discussion and computer work. *Prerequisite(s): MUS 1101 AND Approval of Department Co-requisite(s): MUS 1110*

1112 Aural Skills I
1 Cr. Hr.

First in a sequence of four aural skills courses. Focus placed on diatonic melodic and harmonic structures within a more basic rhythmic environment. Practical transcription and singing skills are systematically studied. Activities include dictation of intervals, chords, melodies, harmonic progressions and rhythms, as well as singing of intervals, melodies and rhythms. *Prerequisite(s): Approval of Department*

1113 Music Theory II
3 Cr. Hrs.

Second in a sequence of four music theory courses. Focus placed on diatonic and chromatic melodic and harmonic structures, including voice leading, seventh chords, modulation, secondary dominant-functioning chords and binary and ternary forms. Activities include musical composition, analysis, listening, discussion and computer work. *Prerequisite(s): MUS 1111*

1114 Aural Skills II
1 Cr. Hr.

Second in a sequence of four aural skills courses. Focus placed on diatonic melodic and harmonic structures within a more challenging rhythmic environment. Practical transcription and singing skills systematically studied. Activities include interval, chord, melodic, harmonic progression and rhythm dictation, as well as singing of intervals, melodies and rhythms. *Prerequisite(s): MUS 1101*

1115 Piano for Music Majors I
1 Cr. Hr.

First semester of a four-semester sequence for nonpianist music majors. Instruction in correct piano playing techniques with emphasis on skills needed by future music educators. *Prerequisite(s): MUS 1101*

1116 Piano for Music Majors II
1 Cr. Hr.

Second semester of a four-semester sequence for nonpianist music majors. Continued instruction in correct piano playing techniques with emphasis on early intermediate repertoire. The integration of circle of fifths with the playing of all major and minor scales, chords and arpeggios is also stressed. *Prerequisite(s): MUS 1115*

1117 Vocal Diction I
2 Cr. Hrs.

Italian and German diction, studied with emphasis on correct pronunciation, with regard to clarity, expressiveness, fundamentals of the International Phonetic Alphabet and sound production as applied to singing and reading. *Prerequisite(s): Approval of Instructor*

1118 Vocal Diction II
2 Cr. Hrs.

German and French diction, studied with emphasis on correct pronunciation, with regard to clarity, expressiveness, fundamentals of the International Phonetic Alphabet and sound production as applied to singing and reading. *Prerequisite(s): MUS 1117 AND Approval of Instructor*

1119 Secondary Voice
1 Cr. Hr.

Private instruction in Applied Voice is given on the basis of one credit for 30-minute lessons for 15 weeks, with an expectation of 45 minutes per day of practice. Repertoire and technical requirements vary per term, according to the singing ability of the student. Secondary Voice is the required minor instrument for pianists and organists who are seeking an associate degree in music. Four semesters are required; MUS 1119 is the first of these. *Prerequisite(s): Approval of Department*

1121 Music Appreciation
3 Cr. Hrs.

Basic parameters of music through a survey of styles from Gregorian Chant to jazz and current popular styles focusing on melody, rhythm, harmony, performance media and form.

1122 History of Pop/Rock Music
3 Cr. Hrs.

The musical reasons and social conditions under which pop music and rock music have developed, with particular emphasis on music from 1955 until the present. The personalities, events and music that shaped this music and which continue to evolve today.

1123 World Music
3 Cr. Hrs.

A course that describes and analyzes historical-social elements of western culture, non-western culture, and the global interdependence of groups and individuals as seen in the music(s) of these various cultures.

1131 Chorale
1 Cr. Hr.

Large select SATB (soprano-alto-tenor-bass) choral ensemble specializing in the performance of significant choral repertoire representing varied styles, historical periods and languages. School and public performances required. *Prerequisite(s): Approval of Instructor*

1133 Chamber Choir
1 Cr. Hr.

Small select SATB (soprano-alto-tenor-bass) choral ensemble specializing in the performance of significant choral repertoire representing varied styles, historical periods and languages. School and public performances required. *Prerequisite(s): Audition required*

1135 Women's Ensemble
1 Cr. Hr.

Three-part female choral ensemble specializing in the performance of significant choral repertoire for women's voices, representing varied styles, historical periods and languages. School and public performances required. *Prerequisite(s): Approval of Instructor*

1137 Men's Ensemble
1 Cr. Hr.

The performance and presentation of choral literature written for male voices from all musical periods. The ensemble will present at least one public concert per semester. *Prerequisite(s): Audition and/or Approval of Instructor*

1139 Contemporary Gospel Ensemble
1 Cr. Hr.

The performance and presentation of mixed-voice choral literature from the African-American, spiritual and contemporary worship and praise music tradition. The ensemble will present at least one public concert per semester. *Prerequisite(s): Audition/Permission of Instructor*

1141 Wind Symphony
1 Cr. Hr.

Concentration on instrumental problems and techniques. Development of large and small group wind repertoire. Public performance is a major part of course activities. *Prerequisite(s): Audition required*

1143 Concert Band
1 Cr. Hr.

Concentration on instrumental problems and techniques. Development of large

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concert band repertoire. Public performance is a major part of course activities.

Prerequisite(s): Audition required

1145 Classical Guitar Ensemble R
1 Cr. Hr.

The study and performance of selected classical guitar ensemble literature. The size of the ensemble and the respective backgrounds of its players will determine the performance level of the repertoire. End-of-term performance. *Prerequisite(s): Approval of Instructor*

1147 Jazz Ensemble R
1 Cr. Hr.

Big band jazz ensemble open to college and community musicians. Concerts and appearances are scheduled during academic year. *Prerequisite(s): Audition required*

1151 Concert Handbell Choir R
1 Cr. Hr.

The study and performance of handbell ensemble repertoire, ranging from classical to novelty, sacred to secular and original to transcription, as well as aspects of the preparation of a program for performance. *Prerequisite(s): Audition required*

1153 Piano Ensemble R
1 Cr. Hr.

The learning of piano duets and duos for advanced students only. Public performance a primary goal. Familiarization with major composers and repertoire for piano ensemble performance. *Prerequisite(s): Approval of Instructor*

1171 Piano Class
3 Cr. Hrs.

Basic music reading skills and correct piano playing techniques acquired in a group setting. Simple chords and pieces. No piano playing or musical experience required.

1172 Voice Class
3 Cr. Hrs.

Fundamentals of vocal production, song literature, interpretation and performance skills are studied, either as a terminal course or to prepare students for possible private applied study. Combines lecture with group and individual singing.

1173 Guitar Class I R
1 Cr. Hr.

Fundamental study of guitar playing techniques. Students must provide their own acoustic instruments. (Electric guitars are not appropriate.)

1174 Guitar Class II

1 Cr. Hr.

Continuation of Guitar Class I with additional keys learned and more ensemble playing. Students must provide their own acoustic instruments. (Electric guitars are not appropriate.) *Prerequisite(s): MUS 1173*

1500 Applied Piano for Non-Majors

1 Cr. Hr.

Private instruction in piano is given on the basis of one credit for 30-minute lessons for 15 weeks, with an expectation of 45 minutes per day of practice. Repertoire and technical requirements according to advancement of student. *Prerequisite(s): Approval of Department*

1501 Applied Voice for Non-Majors

1 Cr. Hr.

Private instruction in voice is given on the basis of one credit for 30-minute lessons for 15 weeks, with an expectation of 45 minutes per day of practice. Repertoire and technical requirements according to advancement of student. *Prerequisite(s): Approval of Department*

1502 Applied Classical Guitar for Non-Majors

1 Cr. Hr.

Private instruction in classical guitar is given on the basis of one credit for 30-minute lessons for 15 weeks, with an expectation of 45 minutes per day of practice. Repertoire and technical requirements according to advancement of student. *Prerequisite(s): Approval of Department*

1503 Applied Flute for Non-Majors

1 Cr. Hr.

Private instruction in flute is given on the basis of one credit for 30-minute lessons for 15 weeks, with an expectation of 45 minutes per day of practice. Repertoire and technical requirements according to advancement of student. *Prerequisite(s): Approval of Department*

1504 Applied Clarinet for Non-Majors

1 Cr. Hr.

Private instruction in clarinet is given on the basis of one credit for 30-minute lessons for 15 weeks, with an expectation of 45 minutes per day of practice. Repertoire and technical

requirements according to advancement of student. *Prerequisite(s): Approval of Department*

1505 Applied Saxophone for Non-Majors R

1 Cr. Hr.

Private instruction in saxophone is given on the basis of one credit for 30-minute lessons for 15 weeks, with an expectation of 45 minutes per day of practice. Repertoire and technical requirements according to advancement of student. *Prerequisite(s): Approval of Department*

1506 Applied Oboe for Non-Majors R

1 Cr. Hr.

Private instruction in oboe is given on the basis of one credit for 30-minute lessons for 15 weeks, with an expectation of 45 minutes per day of practice. Repertoire and technical requirements according to advancement of student. *Prerequisite(s): Approval of Department*

1507 Applied Bassoon for Non-Majors R

1 Cr. Hr.

Private instruction in bassoon is given on the basis of one credit for 30-minute lessons for 15 weeks, with an expectation of 45 minutes per day of practice. Repertoire and technical requirements according to advancement of student. *Prerequisite(s): Approval of Department*

1508 Applied Trumpet for Non-Majors

1 Cr. Hr.

Private instruction in trumpet is given on the basis of one credit for 30-minute lessons for 15 weeks, with an expectation of 45 minutes per day of practice. Repertoire and technical requirements according to advancement of student. *Prerequisite(s): Approval of Department*

1509 Applied Trombone for Non-Majors R

1 Cr. Hr.

Private instruction in trombone is given on the basis of one credit for 30-minute lessons for 15 weeks, with an expectation of 45 minutes per day of practice. Repertoire and technical requirements according to advancement of student. *Prerequisite(s): Approval of Department*

- 1510 Applied French Horn for Non-Majors** **R**
1 Cr. Hr.
 Private instruction in french horn is given on the basis of one credit for 30-minute lessons for 15 weeks, with an expectation of 45 minutes per day of practice. Repertoire and technical requirements according to advancement of student. *Prerequisite(s): Approval of Department*
- 1511 Applied Baritone Horn for Non-Majors** **R**
1 Cr. Hr.
 Private instruction in baritone horn is given on the basis of one credit for 30-minute lessons for 15 weeks, with an expectation of 45 minutes per day of practice. Repertoire and technical requirements according to advancement of student. *Prerequisite(s): Approval of Department*
- 1512 Applied Tuba for Non-Majors** **R**
1 Cr. Hr.
 Private instruction in tuba is given on the basis of one credit for 30-minute lessons for 15 weeks, with an expectation of 45 minutes per day of practice. Repertoire and technical requirements according to advancement of student. *Prerequisite(s): Approval of Department*
- 1513 Applied Violin for Non-Major** **R**
1 Cr. Hr.
 Private instruction in violin is given on the basis of one credit for 30-minute lessons for 15 weeks, with an expectation of 45 minutes per day of practice. Repertoire and technical requirements according to advancement of student. *Prerequisite(s): Approval of Department*
- 1514 Applied Viola for Non-Majors** **R**
1 Cr. Hr.
 Private instruction in viola is given on the basis of one credit for 30-minute lessons for 15 weeks, with an expectation of 45 minutes per day of practice. Repertoire and technical requirements according to advancement of student. *Prerequisite(s): Approval of Department*
- 1515 Applied Cello for Non-Majors** **R**
1 Cr. Hr.
 Private instruction in cello is given on the basis of one credit for 30-minute lessons for 15 weeks, with an expectation of 45 minutes
- per day of practice. Repertoire and technical requirements according to advancement of student. *Prerequisite(s): Approval of Department*
- 1516 Applied String Bass for Non-Majors** **R**
1 Cr. Hr.
 Private instruction in string bass is given on the basis of one credit for 30-minute lessons for 15 weeks, with an expectation of 45 minutes per day of practice. Repertoire and technical requirements according to advancement of student. *Prerequisite(s): Approval of Department*
- 1517 Applied Percussion for Non-Majors** **R**
1 Cr. Hr.
 Private instruction in percussion is given on the basis of one credit for 30-minute lessons for 15 weeks, with an expectation of 45 minutes per day of practice. Repertoire and technical requirements according to advancement of student. *Prerequisite(s): Approval of Department*
- 1518 Applied Organ for Non-Major** **R**
1 Cr. Hr.
 Private instruction in organ is given on the basis of one credit for 30-minute lessons for 15 weeks, with an expectation of 45 minutes per day of practice. Repertoire and technical requirements according to advancement of student. *Prerequisite(s): Approval of Department*
- 1519 Applied Harpsichord for Non-Majors** **R**
1 Cr. Hr.
 Private instruction in harpsichord is given on the basis of one credit for 30-minute lessons for 15 weeks, with an expectation of 45 minutes per day of practice. Repertoire and technical requirements according to advancement of student. *Prerequisite(s): Approval of Department*
- 1520 Applied Popular Guitar for Non-Majors** **R**
1 Cr. Hr.
 Private instruction in popular guitar is given on the basis of one credit for 30-minute lessons for 15 weeks, with an expectation of 45 minutes per day of practice. Repertoire and technical requirements according to advancement of student. *Prerequisite(s): Approval of Department*
- 1521 Applied Electric Bass for Non-Majors** **R**
1 Cr. Hr.
 Private instruction in electric bass is given on the basis of one credit for 30-minute lessons for 15 weeks, with an expectation of 45 minutes per day of practice. Repertoire and technical requirements according to advancement of student. *Prerequisite(s): Approval of Department*
- 1522 Applied Jazz Drumming for Non-Majors** **R**
1 Cr. Hr.
 Private instruction in jazz drumming is given on the basis of one credit for 30-minute lessons for 15 weeks, with an expectation of 45 minutes per day of practice. Repertoire and technical requirements according to advancement of student. *Prerequisite(s): Approval of Department*
- 1523 Applied Jazz Piano for Non-Majors** **R**
1 Cr. Hr.
 Private instruction in jazz piano is given on the basis of one credit for 30-minute lessons for 15 weeks, with an expectation of 45 minutes per day of practice. Repertoire and technical requirements according to advancement of student. *Prerequisite(s): Approval of Department*
- 2111 Music Theory III**
3 Cr. Hrs.
 Third in a sequence of four music theory courses. Focus will be placed on more advanced chromatic melodic and harmonic structures, including borrowed chords, the Neapolitan chord and augmented-sixth chords. Activities include musical composition, analysis, listening, discussion and computer work. *Prerequisite(s): MUS 1113*
- 2112 Aural Skills III**
1 Cr. Hr.
 Third in a sequence of four aural skills courses. Focus placed on chromatic melodic and harmonic structures within a challenging rhythmic environment. Practical transcription and singing skills systematically studied. Activities include interval, chord, melodic, harmonic progression and rhythm dictation, as well as singing of intervals, melodies and rhythms. *Prerequisite(s): MUS 1114*

2113 Music Theory IV
3 Cr. Hrs.

Final course in a sequence of four music theory courses. Focus placed on advanced chromatic melodic and harmonic structures, including extended harmony, altered dominant chords, chromatic mediants, sonata and rondo forms, late 19th century and contemporary techniques. Activities include musical composition, analysis, listening, discussion and computer work.

Prerequisite(s): MUS 2111

2114 Aural Skills IV
1 Cr. Hr.

Last in a sequence of four aural skills courses. Focus placed on advanced chromatic melodic and harmonic structures within an advanced rhythmic environment. Practical transcription and singing skills systematically studied. Activities include interval, chord, melodic, harmonic progression and rhythm dictation, as well as singing of intervals, melodies and rhythms.

Prerequisite(s): MUS 2112

2115 Piano for Music Majors III
1 Cr. Hr.

Third semester of a four-semester sequence for nonpianist music majors. Transposition and harmonization are emphasized.

Prerequisite(s): MUS 1116

2116 Piano for Music Majors IV
1 Cr. Hr.

Fourth semester of a four-semester sequence for nonpianist music majors. Sight reading and vertical four-part reading are emphasized. A comprehensive review of the skills acquired during the four-semester sequence precedes a year-end assessment of all these skills. *Prerequisite(s): MUS 2115*

2117 Survey of Musical Styles I
3 Cr. Hrs.

The historical styles of Western music in chronological sequence through analysis of various musical compositions and musical forms from the Medieval, Renaissance, Baroque and Classical eras. *Prerequisite(s): MUS 1112 AND ENG 1201 AND Approval of Department*

2118 Survey of Musical Styles II
3 Cr. Hrs.

The historical styles of Western music in chronological sequence through analysis of various musical compositions and musical forms from the early 19th century to contemporary times, including the

Romantic, Modern and 20th century eras.

Prerequisite(s): MUS 2117 AND Approval of Department

2210 Conducting Fundamentals
2 Cr. Hrs.

Fundamentals of conducting music ensembles with emphasis on basic baton technique, meters, cueing, addressing different styles, conducting terminology and score reading. *Prerequisite(s): MUS 1113 AND Approval of Department*

2211 Handbell Choir Conducting
1 Cr. Hr.

Major factors associated with direction of handbell ensembles, emphasizing organization of choirs, performance pedagogy, conducting techniques, repertoire selection, performance aspects and care of equipment.

2240 Music Practicum
1 Cr. Hr.

Music majors may receive credit for practical performance experiences such as performing in a (non-Sinclair) musical, opera, choral organization, etc. Arrangements must be made through department chairperson; only for those students who, due to scheduling impossibilities, cannot participate in Sinclair ensembles at their regularly scheduled times.

2251 Performance Class
1 Cr. Hr.

Performance repertoire from intermediate to advanced levels on one's instrument. Designed to anticipate and alleviate public performance problems. Emphasizing all aspects of technique and music.

Also addressed: sight reading in public, memorization of scores and nervousness/anxiety caused by stage fright. *Prerequisite(s): Instructor Approval*

2261 Applied Music Practicum
2 Cr. Hrs.

Applied music study for early-intermediate or advanced-level instrumentalists or singers. Sixty minute lessons for 15 weeks. No student recital or board examination obligations (although recital performance is optional, according to the desire of student.) Indefinitely repeatable *Prerequisite(s): Approval of Department*

2500 Applied Piano for Majors I
2 Cr. Hrs.

Private instruction in Applied Piano for music majors. Weekly one-hour lessons for 15 weeks, with an expectation of two

hours per day of practice. Student recital performances and board examinations required each semester. MUS 2500 is the first and second semesters of four required semesters of applied piano study. *Prerequisite(s): Approval of Department AND Approval of Division Advisor AND Restricted to Majors*

2501 Applied Piano for Majors II
2 Cr. Hrs.

Private instruction in Applied Piano for music majors. Weekly one-hour lessons for 15 weeks, with an expectation of two hours per day of practice. Student recital performances and board examinations required each semester. MUS 2501 is the third and fourth semesters of four required semesters of applied piano study. *Prerequisite(s): Approval of Department AND Approval of Division Advisor AND Restricted to Majors*

2502 Applied Voice for Majors I
2 Cr. Hrs.

Private instruction in Applied Voice for music majors. Weekly one-hour lessons for 15 weeks, with an expectation of two hours per day of practice. Student recital performances and board examinations required each semester. MUS 2502 is the first and second semesters of four required semesters of applied voice study. *Prerequisite(s): Approval of Department AND Approval of Division Advisor AND Restricted to Majors*

2503 Applied Voice for Majors II
2 Cr. Hrs.

Private instruction in Applied Voice for music majors. Weekly one-hour lessons for 15 weeks, with an expectation of two hours per day of practice. Student recital performances and board examinations required each semester. MUS 2503 is the third and fourth semesters of four required semesters of applied voice study. *Prerequisite(s): Approval of Department AND Approval of Division Advisor AND Restricted to Majors*

2504 Applied Classical Guitar for Majors I
2 Cr. Hrs.

Private instruction in Applied Classical Guitar for music majors. Weekly one-hour lessons for 15 weeks, with an expectation of two hours per day of practice. Student recital performances and board examinations required each semester. MUS 2504 is the

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first and second semesters of four required semesters of applied classical guitar study.
Prerequisite(s): Approval of Department AND Approval of Division Advisor AND Restricted to Majors

2505 Applied Classical Guitar for Majors II **R**
2 Cr. Hrs.

Private instruction in Applied Classical Guitar for music majors. Weekly one-hour lessons for 15 weeks, with an expectation of two hours per day of practice. Student recital performances and board examinations required each semester. MUS 2505 is the third and fourth semesters of four required semesters of applied classical guitar study.
Prerequisite(s): Approval of Department AND Approval of Division Advisor AND Restricted to Majors

2506 Applied Flute for Majors I **R**
2 Cr. Hrs.

Private instruction in Applied Flute for music majors. Weekly one-hour lessons for 15 weeks, with an expectation of two hours per day of practice. Student recital performances and board examinations required each semester. MUS 2506 is the first and second semesters of four required semesters of applied flute study.
Prerequisite(s): Approval of Department AND Approval of Division Advisor AND Restricted to Majors

2507 Applied Flute for Majors II **R**
2 Cr. Hrs.

Private instruction in Applied Flute for music majors. Weekly one-hour lessons for 15 weeks, with an expectation of two hours per day of practice. Student recital performances and board examinations required each semester. MUS 2507 is the third and fourth semesters of four required semesters of applied flute study.
Prerequisite(s): Approval of Department AND Approval of Division Advisor AND Restricted to Majors

2508 Applied Clarinet for Majors I **R**
2 Cr. Hrs.

Private instruction in Applied Clarinet for music majors. Weekly one-hour lessons for 15 weeks, with an expectation of two hours per day of practice. Student recital performances and board examinations required each semester. MUS 2508 is the first and second semesters of four required semesters of

applied clarinet study. *Prerequisite(s): Approval of Department AND Approval of Division Advisor AND Restricted to Majors*

2509 Applied Clarinet for Majors II
2 Cr. Hrs.

Private instruction in Applied Clarinet for music majors. Weekly one-hour lessons for 15 weeks, with an expectation of two hours per day of practice. Student recital performances and board examinations required each semester. MUS 2509 is the third and fourth semesters of four required semesters of applied clarinet study.
Prerequisite(s): Approval of Department AND Approval of Division Advisor AND Restricted to Majors

2510 Applied Saxophone for Majors I **R**
2 Cr. Hrs.

Private instruction in Applied Saxophone for music majors. Weekly one-hour lessons for 15 weeks, with an expectation of two hours per day of practice. Student recital performances and board examinations required each semester. MUS 2510 is the first and second semesters of four required semesters of applied saxophone study.
Prerequisite(s): Approval of Department AND Approval of Division Advisor AND Restricted to Majors

2511 Applied Saxophone for Majors II
2 Cr. Hrs.

Private instruction in Applied Saxophone for music majors. Weekly one-hour lessons for 15 weeks, with an expectation of two hours per day of practice. Student recital performances and board examinations required each semester. MUS 2511 is the third and fourth semesters of four required semesters of applied saxophone study.
Prerequisite(s): Approval of Department AND Approval of Division Advisor AND Restricted to Majors

2512 Applied Oboe for Majors I
2 Cr. Hrs.

Private instruction in Applied Oboe for music majors. Weekly one-hour lessons for 15 weeks, with an expectation of two hours per day of practice. Student recital performances and board examinations required each semester. MUS 2512 is the first and second semesters of four required

semesters of applied oboe study.
Prerequisite(s): Approval of Department AND Approval of Division Advisor AND Restricted to Majors

R 2513 Applied Oboe for Majors II **R**
2 Cr. Hrs.

Private instruction in Applied Oboe for music majors. Weekly one-hour lessons for 15 weeks, with an expectation of two hours per day of practice. Student recital performances and board examinations required each semester. MUS 2513 is the third and fourth semesters of four required semesters of applied oboe study.
Prerequisite(s): Approval of Department AND Approval of Division Advisor AND Restricted to Majors

R 2514 Applied Bassoon for Majors I **R**
2 Cr. Hrs.

Private instruction in Applied Bassoon for music majors. Weekly one-hour lessons for 15 weeks, with an expectation of two hours per day of practice. Student recital performances and board examinations required each semester. MUS 2514 is the first and second semesters of four required semesters of applied bassoon study.
Prerequisite(s): Approval of Department AND Approval of Division Advisor AND Restricted to Majors

R 2515 Applied Bassoon for Majors II **R**
2 Cr. Hrs.

Private instruction in Applied Bassoon for music majors. Weekly one-hour lessons for 15 weeks, with an expectation of two hours per day of practice. Student recital performances and board examinations required each semester. MUS 2515 is the third and fourth semesters of four required semesters of applied bassoon study.
Prerequisite(s): Approval of Department AND Approval of Division Advisor AND Restricted to Majors

R 2516 Applied Trumpet for Majors I **R**
2 Cr. Hrs.

Private instruction in Applied Trumpet for music majors. Weekly one-hour lessons for 15 weeks, with an expectation of two hours per day of practice. Student recital performances and board examinations required each semester. MUS 2516 is the first and second semesters of four required

semesters of applied trumpet study.

Prerequisite(s): Approval of Department AND Approval of Division Advisor AND Restricted to Majors

2517 Applied Trumpet for Majors II **R**
2 Cr. Hrs.

Private instruction in Applied Trumpet for music majors. Weekly one-hour lessons for 15 weeks, with an expectation of two hours per day of practice. Student recital performances and board examinations required each semester. MUS 2517 is the third and fourth semesters of four required semesters of applied trumpet study.

Prerequisite(s): Approval of Department AND Approval of Division Advisor AND Restricted to Majors

2518 Applied French Horn for Majors I **R**
2 Cr. Hrs.

Private instruction in Applied French Horn for music majors. Weekly one-hour lessons for 15 weeks, with an expectation of two hours per day of practice. Student recital performances and board examinations required each semester. MUS 2518 is the first and second semesters of four required semesters of applied French horn study.

Prerequisite(s): Approval of Department AND Approval of Division Advisor AND Restricted to Majors

2519 Applied French Horn for Majors II **R**
2 Cr. Hrs.

Private instruction in Applied French Horn for music majors. Weekly one-hour lessons for 15 weeks, with an expectation of two hours per day of practice. Student recital performances and board examinations required each semester. MUS 2519 is the third and fourth semesters of four required semesters of applied French horn study.

Prerequisite(s): Approval of Department AND Approval of Division Advisor AND Restricted to Majors

2520 Applied Baritone Horn for Majors I **R**
2 Cr. Hrs.

Private instruction in Applied Baritone Horn for music majors. Weekly one-hour lessons for 15 weeks, with an expectation of two hours per day of practice. Student recital performances and board examinations required each semester. MUS 2520 is the first and second semesters of four required

semesters of applied baritone horn study.

Prerequisite(s): Approval of Department AND Approval of Division Advisor AND Restricted to Majors

2521 Applied Baritone Horn for Majors II **R**
2 Cr. Hrs.

Private instruction in Applied Baritone Horn for music majors. Weekly one-hour lessons for 15 weeks, with an expectation of two hours per day of practice. Student recital performances and board examinations required each semester. MUS 2521 is the third and fourth semesters of four required semesters of applied baritone horn study.

Prerequisite(s): Approval of Department AND Approval of Division Advisor AND Restricted to Majors

2522 Applied Trombone for Majors I **R**
2 Cr. Hrs.

Private instruction in Applied Trombone for music majors. Weekly one-hour lessons for 15 weeks, with an expectation of two hours per day of practice. Student recital performances and board examinations required each semester. MUS 2522 is the first and second semesters of four required semesters of applied trombone study.

Prerequisite(s): Approval of Department AND Approval of Division Advisor AND Restricted to Majors

2523 Applied Trombone for Majors II **R**
2 Cr. Hrs.

Private instruction in Applied Trombone for music majors. Weekly one-hour lessons for 15 weeks, with an expectation of two hours per day of practice. Student recital performances and board examinations required each semester. MUS 2523 is the third and fourth semesters of four required semesters of applied trombone study.

Prerequisite(s): Approval of Department AND Approval of Division Advisor AND Restricted to Majors

2524 Applied Tuba for Majors I **R**
2 Cr. Hrs.

Private instruction in Applied Tuba for music majors. Weekly one-hour lessons for 15 weeks, with an expectation of two hours per day of practice. Student recital performances and board examinations required each semester. MUS 2524 is

the first and second semesters of four required semesters of applied tuba study.

Prerequisite(s): Approval of Department AND Approval of Division Advisor AND Restricted to Majors

2525 Applied Tuba for Majors II **R**
2 Cr. Hrs.

Private instruction in Applied Tuba for music majors. Weekly one-hour lessons for 15 weeks, with an expectation of two hours per day of practice. Student recital performances and board examinations required each semester. MUS 2525 is the third and fourth semesters of four required semesters of applied tuba study. *Prerequisite(s): Approval of Department AND Approval of Division Advisor AND Restricted to Majors*

2526 Applied Violin for Majors I **R**
2 Cr. Hrs.

Private instruction in Applied Violin for music majors. Weekly one-hour lessons for 15 weeks, with an expectation of two hours per day of practice. Student recital performances and board examinations required each semester. MUS 2526 is the first and second semesters of four required semesters of applied violin study.

Prerequisite(s): Approval of Department AND Approval of Division Advisor AND Restricted to Majors

2527 Applied Violin for Majors II **R**
2 Cr. Hrs.

Private instruction in Applied Violin for music majors. Weekly one-hour lessons for 15 weeks, with an expectation of two hours per day of practice. Student recital performances and board examinations required each semester. MUS 2527 is the third and fourth semesters of four required semesters of applied violin study.

Prerequisite(s): Approval of Department AND Approval of Division Advisor AND Restricted to Majors

2528 Applied Viola for Majors I **R**
2 Cr. Hrs.

Private instruction in Applied Viola for music majors. Weekly one-hour lessons for 15 weeks, with an expectation of two hours per day of practice. Student recital performances and board examinations required each semester. MUS 2528 is the first and second semesters of four required semesters of applied viola study. *Prerequisite(s): Approval*

*of Department AND Approval of Division
 Advisor AND Restricted to Majors*

**2529 Applied Viola for
 Majors II R
 2 Cr. Hrs.**

Private instruction in Applied Viola for music majors. Weekly one-hour lessons for 15 weeks, with an expectation of two hours per day of practice. Student recital performances and board examinations required each semester. MUS 2529 is the third and fourth semesters of four required semesters of applied viola study. *Prerequisite(s): Approval of Department AND Approval of Division Advisor AND Restricted to Majors*

**2530 Applied Cello for
 Majors I R
 2 Cr. Hrs.**

Private instruction in Applied Cello for music majors. Weekly one-hour lessons for 15 weeks, with an expectation of two hours per day of practice. Student recital performances and board examinations required each semester. MUS 2530 is the first and second semesters of four required semesters of applied cello study. *Prerequisite(s): Approval of Department AND Approval of Division Advisor AND Restricted to Majors*

**2531 Applied Cello for
 Majors II R
 2 Cr. Hrs.**

Private instruction in Applied Cello for music majors. Weekly one-hour lessons for 15 weeks, with an expectation of two hours per day of practice. Student recital performances and board examinations required each semester. MUS 2531 is the third and fourth semesters of four required semesters of applied cello study. *Prerequisite(s): Approval of Department AND Approval of Division Advisor AND Restricted to Majors*

**2532 Applied String Bass for
 Majors I R
 2 Cr. Hrs.**

Private instruction in Applied String Bass for music majors. Weekly one-hour lessons for 15 weeks, with an expectation of two hours per day of practice. Student recital performances and board examinations required each semester. MUS 2532 is the first and second semesters of four required semesters of applied string bass study. *Prerequisite(s): Approval of Department AND Approval of Division Advisor AND Restricted to Majors*

**2533 Applied String Bass for
 Majors II R
 2 Cr. Hrs.**

Private instruction in Applied String Bass for music majors. Weekly one-hour lessons for 15 weeks, with an expectation of two hours per day of practice. Student recital performances and board examinations required each semester. MUS 2533 is the third and fourth semesters of four required semesters of applied string bass study. *Prerequisite(s): Approval of Department AND Approval of Division Advisor AND Restricted to Majors*

**2534 Applied Percussion for
 Majors I R
 2 Cr. Hrs.**

Private instruction in Applied Percussion for music majors. Weekly one-hour lessons for 15 weeks, with an expectation of two hours per day of practice. Student recital performances and board examinations required each semester. MUS 2534 is the first and second semesters of four required semesters of applied percussion study. *Prerequisite(s): Approval of Department AND Approval of Division Advisor AND Restricted to Majors*

**2535 Applied Percussion for
 Majors II R
 2 Cr. Hrs.**

Private instruction in Applied Percussion for music majors. Weekly one-hour lessons for 15 weeks, with an expectation of two hours per day of practice. Student recital performances and board examinations required each semester. MUS 2535 is the third and fourth semesters of four required semesters of applied percussion study. *Prerequisite(s): Approval of Department AND Approval of Division Advisor AND Restricted to Majors*

**2536 Applied Organ for
 Majors I R
 2 Cr. Hrs.**

Private instruction in Applied Organ for music majors. Weekly one-hour lessons for 15 weeks, with an expectation of two hours per day of practice. Student recital performances and board examinations required each semester. MUS 2536 is the first and second semesters of four required semesters of applied organ study. *Prerequisite(s): Approval of Department AND Approval of Division Advisor AND Restricted to Majors*

**2537 Applied Organ for
 Majors II R
 2 Cr. Hrs.**

Private instruction in Applied Organ for music majors. Weekly one-hour lessons for 15 weeks, with an expectation of two hours per day of practice. Student recital performances and board examinations required each semester. MUS 2537 is the third and fourth semesters of four required semesters of applied organ study. *Prerequisite(s): Approval of Department AND Approval of Division Advisor AND Restricted to Majors*

**2538 Applied Harpsichord for
 Majors I R
 2 Cr. Hrs.**

Private instruction in Applied Harpsichord for music majors. Weekly one-hour lessons for 15 weeks, with an expectation of two hours per day of practice. Student recital performances and board examinations required each semester. MUS 2538 is the first and second semesters of four required semesters of applied harpsichord study. *Prerequisite(s): Approval of Department AND Approval of Division Advisor AND Restricted to Majors*

**2539 Applied Harpsichord for
 Majors II R
 2 Cr. Hrs.**

Private instruction in Applied Harpsichord for music majors. Weekly one-hour lessons for 15 weeks, with an expectation of two hours per day of practice. Student recital performances and board examinations required each semester. MUS 2539 is the third and fourth semesters of four required semesters of applied harpsichord study. *Prerequisite(s): Approval of Department AND Approval of Division Advisor AND Restricted to Majors*

Nursing (NSG)

1200 Introduction to Nursing

1 Cr. Hr.

Explores nursing as a personal career choice. An overview of practice areas, essential functions, basic ethical and legal responsibilities and professional behaviors expected of registered nurses and nursing students. Introduces program expectations and new graduate outcomes to create a personal developmental plan for success. 15 class hours. *Prerequisite(s): DEV 0035*

1400 Health & Illness I: Foundational Concepts in Nursing

7 Cr. Hrs.

Introduces program and foundational nursing concepts and nursing process. Utilizes knowledge from general education courses to assist students to plan and implement nursing care of individuals across the lifespan. Develops communication, assessment and basic psychomotor skills. 45 class, 90 lab, 90 clinical hours. *Prerequisite(s): (NSG 1111 OR NSG 1200) AND ALH 1101 AND BIO 1141 AND ENG 1101 AND Restricted to Majors*

1450 Professional Nursing I: Introduction to the Role of the Professional Nurse

2 Cr. Hrs.

Introduces the scope and practice of the nursing profession. Examines the role of the nurse in the health care team including communication and collaboration. Applies basic legal, ethical, and safety principles to the practice of nursing. 30 class hours. *Prerequisite(s): (NSG 1111 OR NSG 1200) AND ALH 1101 AND BIO 1141 AND ENG 1101 AND Restricted to Majors*

1500 Transition from Licensed Practical Nurse to Registered Nurse

3 Cr. Hrs.

Prepares for advanced placement into the RN program with foundational nursing concepts. Utilizes knowledge from general education courses and previous nursing education to care for individuals and families experiencing prevalent health issues across the lifespan. Focuses on scope of practice, critical thinking and refinement of psychomotor skills. 22.5 hours class, 45 hours lab, 22.5 clinical hours. *Restricted to Majors*

1600 Health & Illness II: Health & Wellness Concepts

7 Cr. Hrs.

Applies nursing concepts and utilizes the nursing process in health promotion and nursing care of individuals and families experiencing prevalent health issues across the lifespan, including introduction to care of the child-bearing family. 45 class, 45 lab, 135 clinical hours. *Restricted to Majors*

1650 Professional Nursing II: Healthcare System Concepts

2 Cr. Hrs.

Explores current federal and state laws, practice standards and organizational regulations that impact healthcare delivery and nursing practice. Identifies the importance of economic resources, ethical principles, and evidence-based practice in improving quality and safety to achieve optimal patient outcomes in a variety of healthcare settings. 30 class hours. *Restricted to Majors*

2400 Health & Illness III: Health & Wellness Concepts

7 Cr. Hrs.

Integrates nursing concepts and utilizes the nursing process to plan and provide nursing care to individuals and families experiencing complex physiologic and psychosocial health issues across the lifespan. Develops care competencies to enhance patient outcomes in a variety of settings. 45 class hours; 45 lab hours; 135 clinical hours. *Restricted to Majors*

2450 Professional Nursing III: Leadership & Management of Care

2 Cr. Hrs.

Facilitates development of leadership and management skills, with an emphasis on prioritization, delegation, supervision, and collaboration with the health care team. 30 class hours. *Restricted to Majors*

2600 Concept Synthesis

8 Cr. Hrs.

Synthesizes professional nursing and health and illness concepts to manage and plan collaborative care for individuals and families in a variety of settings. Facilitates the transition from student to beginning associate degree nurse, managing the care of a group of patients with the healthcare team. 45 class hours, 45 lab hours, 180 clinical hours. *Restricted to Majors*

Operations Technology (OPT)

1100 Tooling & Machining Metrology

2 Cr. Hrs.

Various measurement techniques involving shop measuring instruments; correct use and care of basic inspection instruments; interpretation of blueprints as well as machined products related to engineering needs. Introduction to Coordinate Measuring Machines (CMM). One classroom, three lab hours per week.

1101 Introduction to Operations

3 Cr. Hrs.

Introduction to operations process design, process improvement and the skills, methods and techniques used to accomplish this; the interactions and relationships between people and process change and the interactions between different processes in organizations. Two classroom, two lab hours per week.

1110 Operations Work Measurement & Ergonomics

3 Cr. Hrs.

The application of fundamentals of work measurement techniques including taking time studies, calculating standard times, estimating product costs, performing work sampling and Methods Time Measurement (MTM). Also the understanding of how the human body reacts to loads and stresses and how poor work motions and workplace layouts can contribute to this. Two classroom, two lab hours per week. *Prerequisite(s): OPT 1101*

1112 World Class Quality Systems & Procedures

4 Cr. Hrs.

Improve customer relations, measure products and processes, analyze current process control and capability and define and audit the quality management system. Three classroom, two lab hours per week.

1113 Coordinate Measurement

3 Cr. Hrs.

Course will prepare students to use and program coordinate measurement machines, apply Geometric Dimensioning and Tolerancing (GD&T) principles, use advanced operating techniques for a servo driven coordinate measuring device. Two classroom, two lab hours per week. *Prerequisite(s): OPT 1100*

1125 World Class Operations
3 Cr. Hrs.

An overview of world-class operations principles, illustrating the many inter-related functions within successful companies, including design, planning, operations, sales and customer support. Additional focus on modern operations processes found in service industries, healthcare, transportation, food service, financial and retail. Special emphasis on resource planning and quality assurance.

1126 Supervision, Team Leadership & Project Management
3 Cr. Hrs.

Introduction to the fundamental techniques of industrial supervision and team leadership and the effective management of projects. Includes the five functions of supervision, team leadership functions, leadership styles and the Project Management Body of Knowledge.

1130 Lean Operations
3 Cr. Hrs.

Lean operations principles including lead time reduction, containerization, module design, standardized work and Takt time, Kanban, 5S's and Office Lean. Two classroom, two lab hours per week. *Prerequisite(s): OPT 1101*

1136 Plastics & Composites
3 Cr. Hrs.

Students will gain a basic understanding of plastics processes and manufacturing methods within a safe working environment. Two classroom, two lab hours per week.

1198 Excel for Engineering Technology
1 Cr. Hr.

Students will gain an understanding of Excel software and how to analyze and solve engineering technology problems, emphasizing the advanced use of spreadsheets, including programming with macros. Two lab hours per week.

2201 Statistical Process Control
3 Cr. Hrs.

Emphasis on process capability, control charts, techniques and analysis. This is followed by more advanced study of reliability, quality function deployment, design of experiments, failure mode effects analysis and quality costs. Two classroom, two lab hours per week. *Prerequisite(s): OPT 1101 AND OPT 1198*

2205 Manufacturing Processes
3 Cr. Hrs.

Students will gain a basic understanding of manufacturing processes within a safe working environment. *Prerequisite(s): OPT 1101*

2206 Value Analysis
2 Cr. Hrs.

An introduction to the purpose and need for Value Management techniques to reduce the cost of a product or process while maintaining the quality and functional requirements of the product or process.

2207 Operations Systems Analysis
3 Cr. Hrs.

Computer simulation to solve manufacturing and nonmanufacturing problems. Involves actual programming of computer models consisting of labor, material, processing times and resources to predict future outcome of different alternatives. *Prerequisite(s): OPT 1101*

2208 Engineering Technology Economics & Cost Analysis
3 Cr. Hrs.

Basic economic cost concepts, decisions, analysis and evaluations as applied to engineering design, production, maintenance and quality control. *Prerequisite(s): OPT 1198 AND MAT 1280*

2211 Industrial Risk Management
2 Cr. Hrs.

This course provides a comprehensive approach to the factors that contribute to safe and environmentally sound practices in business and industry.

2216 Facilities Planning
3 Cr. Hrs.

Students will gain a basic understanding of facility planning, layout strategies and material handling techniques within a safe working environment. Two classroom, two lab hours per week. *Prerequisite(s): OPT 2205*

2221 Quality Assurance
3 Cr. Hrs.

Course will prepare students to improve customer relations and supply chain management, and to define the appropriate financial reporting system, including performance measures such as quality costs. Two classroom, two lab hours per week. *Prerequisite(s): OPT 2201*

2223 Quality Systems & Auditing
2 Cr. Hrs.

Course will prepare students to understand the standards, requirements and implementation strategies of major quality systems including ISO, QS and AS. Additional focus on development and implementation of internal auditing programs. One classroom, two lab hours per week.

2225 Design & Process Failure Mode & Effects Analyses
1 Cr. Hr.

Course will prepare students to apply reliability prediction techniques including fault tree, Failure Mode and Effects Analyses (FMEA) and reliability block diagrams. Two lab hours per week. *Prerequisite(s): OPT 1101*

2240 Six Sigma: Green Belt
3 Cr. Hrs.

An applied introduction to Six Sigma using problem-solving tools, concepts and methodology to improve customer satisfaction. Includes application of Green Belt-based tools to reduce costs and improve business processes. Two classroom, two lab hours per week.

2251 Supply Chain Operations & Logistics
3 Cr. Hrs.

In-depth study of the technical and business functions of operations logistics, materials procurement and management and supply chain development and management in manufacturing, service industries and government in a global economy. *Prerequisite(s): OPT 1125 OR MAN 2155*

2267 Quality Certification Review
2 Cr. Hrs.

Course will prepare students to take American Society for Quality (ASQ) Certification exams in several areas of expertise, including Quality Engineering, Quality Auditor, Quality Improvement Associate, Quality Technician and others. One classroom, two lab hours per week.

2270 Operations Technology Internship
1 - 4 Cr. Hrs.

Students earn credit toward degree requirements for work co-op or internship work learning experience. Students already working may apply to use that experience

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to meet internship requirements. Students establish learning outcomes and prepare related reports and /or projects each semester. Ten co-op hours per week per credit hour. *Prerequisite(s): Approval of Department*

2277 Operations Technology Project

3 Cr. Hrs.

Application of Operations Technology Principles, using student teams for real or laboratory simulations of operations processes. Two classroom, two lab hours per week. *Prerequisite(s): Approval of Department*

2780 Operations Technology Capstone

3 Cr. Hrs.

Assessment of achievement by Operations Technology students in attaining program-related outcomes by completing a project demonstrating principles and practices of the major. *Prerequisite(s): Approval of Department*

Occupational Therapy Assistant (OTA)

1101 Introduction to Occupational Therapy Assistant

2 Cr. Hrs.

History, philosophy, ethics and definitions of occupational therapy; overview of occupational therapy practice areas; differences between occupational therapists and occupational therapy assistants; functions of professional and regulatory agencies; exploration of learning experiences within the OTA curriculum. One classroom, two lab hours per week.

1201 The Process of Development

2 Cr. Hrs.

Human development as a personal and universal experience; development of the self as an effective therapeutic tool. *Restricted to Majors*

1202 Functional Anatomy

3 Cr. Hrs.

Functional anatomy of neurological and musculoskeletal systems. Analysis of nervous systems, major joint and muscle groups involved in daily living tasks such as dressing, bathing, grooming, eating, cooking and housekeeping. *Restricted to Majors*

1251 Developmental Lab

3 Cr. Hrs.

Laboratory experiences in personal and normal development, including development of the self as an effective therapeutic tool, exploration of values, personal and cultural attitudes, sensitivity to cultural differences, group process, ethical decision making and safety issues relating to laboratory experiences. Six lab hours per week.

Restricted to Majors

1261 Directed Practice I

3 Cr. Hrs.

Introduction to people with physical, psychosocial and/or developmental disabilities. Using a holistic approach, observations will be documented in traditional occupational therapy note writing formats. Mentorship will be provided by second-year occupational therapy assistant students in collaboration with and direct supervision of an occupational therapist. Two classroom, five directed practice hours per week. *Restricted to Majors Co-requisite(s): OTA 1201 AND OTA 1251*

1301 Disease Processes

2 Cr. Hrs.

The effect of the features of major diseases and syndromes treated in the field of occupational therapy on occupational performance. *Prerequisite(s): OTA 1201 AND Restricted to Majors*

1302 Cultural Competency

2 Cr. Hrs.

The development of awareness of cultural norms, attitudes and beliefs and the value of diversity to allow effective interaction with individuals from different cultural and ethnic backgrounds. *Restricted to Majors*

1351 Evaluation Techniques

3 Cr. Hrs.

The screening and evaluation of occupational performance from conception to senescence within the cultural context of family and society. Includes the use of occupation for the purpose of assessment, specified screening tools, assessments, skilled observation, checklists, histories, interviews with the client/family/significant others and consultations with other professionals. Six lab hours per week. *Restricted to Majors*

1361 Directed Practice II

3 Cr. Hrs.

Continued experience in community settings, focus on observation and beginning to address goals created in collaboration with the occupational therapist. Interaction

with clients will be focused on creating and analyzing activities based on short-term goals. Responsibility for writing accurate and professional notes. Preparation for mentorship role the following semester. Two classroom, five directed practice hours per week. *Restricted to Majors Co-requisite(s): OTA 1301 AND OTA 1353*

2401 Treatment Approaches

2 Cr. Hrs.

Theories, models of practice and frames of reference that provide the foundation for the practice of occupational therapy.

Restricted to Majors

2451 Treatment Techniques I

3 Cr. Hrs.

Focus on intervention planning to increase levels of independence in areas of occupation; includes frames of reference and models of practice; professional communication, role of occupational therapy assistants in a variety of settings and practice areas. Six lab hours per week. *Restricted to Majors*

2461 Clinical Practicum I

3 Cr. Hrs.

Clinical practicum integrates the academic classroom instruction and clinical experiences in a traditional occupational therapy practice setting(s) under the direct supervision of an occupational therapy assistant and/or occupational therapist and coordinated by the academic fieldwork coordinator. Two classroom, seven practicum hours per week. *Restricted to Majors*

Co-requisite(s): OTA 2401 AND OTA 2451 AND OTA 2501 AND OTA 2551

2501 Occupational Therapy Assistant Capstone

2 Cr. Hrs.

Oral and written case presentations demonstrating skills and knowledge necessary for success in the clinical phase of the curriculum. *Restricted to Majors*

2551 Treatment Techniques II

2 Cr. Hrs.

Continued treatment implementation with groups and individuals; focus on compensatory strategies, low-tech and high-tech adaptive technology and case coordination. Four lab hours per week. *Restricted to Majors*

2560 Clinical Affiliation I**2 Cr. Hrs.**

First of two eight-week assignments of advanced clinical experience under the supervision of a licensed occupational therapist or licensed occupational therapy assistant which must be successfully completed before the student is eligible for national certification examination. Forty hours per week of co-op experience for half a semester. *Restricted to Majors*

2561 Clinical Issues I**1 Cr. Hr.**

Facilitation of increased practical knowledge and problem-solving skills to address professional, ethical, legal and social issues within clinical practice. *Restricted to Majors Co-requisite(s): OTA 2560*

2662 Clinical Affiliation II**2 Cr. Hrs.**

Second of two eight-week assignments of advanced clinical experience under the supervision of a licensed occupational therapist or licensed occupational therapy assistant which must be successfully completed before the student is eligible for national certification examination. Twenty hours per week of co-op experience per week for half a semester. *Prerequisite(s): OTA 2560 AND OTA 2561 AND Restricted to Majors*

2663 Clinical Issues II**1 Cr. Hr.**

Facilitation of discussion on issues related to the transition from student to entry-level occupational therapy assistant. Students will formulate appropriate action plan and continued development of collaborative and supervisory strategies in the practice of occupational therapy. *Restricted to Majors Co-requisite(s): OTA 2662*

Paralegal (PAR)**1101 Paralegal Principles****3 Cr. Hrs.**

The paralegal's role in the legal system is introduced. The function of case law, statutes, administrative regulations, constitutions and court rules are explored. *Prerequisite(s): Restricted to Majors AND Approval of Department Co-requisite(s): PAR 1102 AND PAR 1103*

1102 Legal Technology**1 Cr. Hr.**

This course develops student paralegal skills in introduction to the technology used by paralegals in law firm environments.

Prerequisite(s): Restricted to Majors AND Approval of Department Co-requisite(s): PAR 1101 AND PAR 1103

1103 Litigation**3 Cr. Hrs.**

Introduction to the civil system, courts, torts and civil pleadings. The student will develop skills in drafting basic pleadings. Note: This course must be taken concurrently with PAR 1101 and PAR 1102. *Prerequisite(s): Restricted to Majors AND Approval of Department Co-requisite(s): PAR 1101 AND PAR 1102*

1201 Legal Research & Writing**3 Cr. Hrs.**

This course develops student skills in researching Ohio's legal resources, writing legal memos and letters and using the Ohio Manual of Citations. Note: This may be taken concurrently with PAR 1103. *Prerequisite(s): PAR 1101 AND PAR 1102 with a grade of C or higher AND Restricted to Majors*

1202 Advanced Legal Technology**1 Cr. Hr.**

This course develops student paralegal skills in use of software in a legal environment, including spreadsheets, databases, data backup media, group calendaring and research on the Internet. *Prerequisite(s): PAR 1102 with a grade of C or higher AND Restricted to Majors*

1203 Advanced Litigation**3 Cr. Hrs.**

The paralegal's role in the litigation process, from pleadings through discovery and trial. This course develops student paralegal skills in drafting pleadings, use of discovery tools and litigation software. *Prerequisite(s): PAR 1101 AND PAR 1102 AND PAR 1103 with a grade of C or higher AND Restricted to Majors*

1204 Real Estate Law**3 Cr. Hrs.**

This course develops student paralegal skills in analyzing Ohio real estate law, preparing real estate transaction and litigation documents and locating real estate documents in public records. *Prerequisite(s): PAR 1101 AND PAR 1102 AND PAR 1103 with a grade of C or higher AND Restricted to Majors*

2301 Advanced Legal Research & Writing**3 Cr. Hrs.**

Develops skills introduced in Legal Research & Writing. This course covers research in federal and national legal resources, writing trial briefs, writing research memoranda and letters and using a citations manual. *Prerequisite(s): PAR 1201 with a grade of C or higher AND Restricted to Majors*

2302 Family Law**3 Cr. Hrs.**

This course develops student paralegal skills in preparation of documents in a domestic relations practice, including pleadings and forms. *Prerequisite(s): PAR 1101 AND PAR 1102 AND PAR 1103 with a grade of C or higher AND Restricted to Majors*

2303 Probate Law**3 Cr. Hrs.**

Summary and full administration of probate estates, adoptions, guardianships, name changes and minor settlements. *Prerequisite(s): PAR 1101 AND PAR 1102 AND PAR 1103 with a grade of C or higher AND Restricted to Majors*

2304 Paralegal Ethics**3 Cr. Hrs.**

Ethical issues facing paralegals, including the unauthorized practice of law, confidentiality, conflicts of interest, client privilege and work product. Regulation of the profession and legal environments. *Prerequisite(s): PAR 1101 AND PAR 1102 AND PAR 1103 with a grade of C or higher AND Restricted to Majors*

2401 Paralegal Internship**3 Cr. Hrs.**

Application of skills in a legal environment. Professionalism, resumes and interviewing skills. One classroom, fourteen practicum hours per week. *Prerequisite(s): PAR 1203 AND PAR 2301 AND PAR 2304 AND Restricted to Majors AND Approval of Department*

2501 Juvenile Law**1 Cr. Hr.**

Juvenile delinquency, child custody, child support and matters relating to juveniles in the justice system. *Prerequisite(s): PAR 1101 AND PAR 1102 AND PAR 1103 with a grade of C or higher AND Restricted to Majors*

2503 Intellectual Property
1 Cr. Hr.

Existing resources will be used. Podium classroom with individual student computer access required. Sinclair Library legal resources needed. Student Lexis/Nexis ID required. *Prerequisite(s): PAR 1101 AND PAR 1102 AND PAR 1103 with a grade of C or higher AND Restricted to Majors*

2504 Bankruptcy Law
2 Cr. Hrs.

This course develops student paralegal skills in bankruptcy data collection, preparation of bankruptcy schedules, and online filing of bankruptcy cases. This course develops student paralegal skills in bankruptcy data collection, preparation of bankruptcy schedules and online filing of bankruptcy cases. *Prerequisite(s): PAR 1101 AND PAR 1102 AND PAR 1103 with a grade of C or higher AND Restricted to Majors*

2505 Criminal Law
2 Cr. Hrs.

This course develops student paralegal skills in analyzing Ohio criminal law and Ohio criminal procedures and preparing criminal trial procedure documents. *Prerequisite(s): PAR 1101 AND PAR 1102 AND PAR 1103 with a grade of C or higher AND Restricted to Majors*

2506 Business Organizations
3 Cr. Hrs.

This course develops student paralegal skills in the organization, operation and dissolution of business organizations.. *Prerequisite(s): PAR 1101 AND PAR 1102 AND PAR 1103 with a grade of C or higher AND Restricted to Majors*

2507 Legal Interviewing Skills
1 Cr. Hr.

This course develops student paralegal skills in client and witness interviews, including using interpersonal skills and identifying ethical concerns. *Prerequisite(s): PAR 1101 AND PAR 1102 AND PAR 1103 with a grade of C or higher AND Restricted to Majors*

2508 Appellate Procedure
1 Cr. Hr.

This course develops student paralegal skills in initiating criminal and civil appeals. Requirements for ordering transcripts and organizing appellate briefs. *Prerequisite(s): PAR 1101 AND PAR 1102 AND PAR 1103 with a grade of C or higher AND Restricted to Majors*

2510 Criminal Law
3 Cr. Hrs.

This course develops students paralegal skills in analyzing Ohio criminal law, Ohio criminal procedure, and Ohio juvenile law and preparing documents utilized in both criminal and juvenile trial proceedings. *Prerequisite(s): PAR 1101 AND PAR 1102 AND PAR 1103 with a grade of C or higher AND Restricted to Majors*

2511 Online Legal Research
1 Cr. Hr.

Advanced use of computer-assisted research to find federal and state statutory and case law. Analysis of law. Students use LEXIS-NEXIS, and free legal resources. *Prerequisite(s): PAR 1201 with a grade of C or higher AND Restricted to Majors*

Physical Education (PED)
1101 Introduction to Swimming
1 Cr. Hr.

Introduction to Swimming introduces elementary aquatic skills, basic swimming strokes and personal water safety for the entry-level student. This course includes active participation and academics. Two lab hours per week.

1102 Fitness Swimming
1 Cr. Hr.

Fitness Swimming provides exercise for the intermediate and advanced swimmer. The course emphasizes stroke refinement, distance swimming and training techniques while improving cardiorespiratory endurance. This course includes both active participation and academics. Two lab hours per week. *Prerequisite(s): PED 1101*

1103 Beginning Scuba Diving
1 Cr. Hr.

Beginning Scuba Diving requires the students to develop physical skills and an understanding of diving physics and physiology, safe use of diving equipment, communications, safety rules and problem management. Open-water certification is available at additional cost. This course includes both active participation and academics. Two lab hours per week.

1104 Advanced Scuba Diving
1 Cr. Hr.

Advanced Scuba Diving requires the students to further develop their diving skills. Fundamental skills will be reviewed. Additional specialty skills will be included.

Advanced Open-Water certification is available at additional cost. This course includes both active participation and academics. Two lab hours per week. *Prerequisite(s): PED 1103 OR Approval of Department*

1105 Lifeguard Training
3 Cr. Hrs.

Successful completion of this course results in the following certifications: Lifeguard Training/First Aid, CPR/AED for the Professional Rescuer and Bloodborne Pathogens: Preventing Disease Transmission. Two classroom, two lab hours per week. *Prerequisite(s): PED 1102*

1106 Water Safety Instructor
3 Cr. Hrs.

Course covers methods and techniques of teaching swimming. Students who successfully fulfill course requirements are eligible for the American Red Cross Water Safety Instructor and Basic Water Rescue certifications. Two classroom, two lab hours per week. *Prerequisite(s): PED 1101*

1107 Golf
1 Cr. Hr.

Golf introduces students to the following topics: history, rules and regulations of the game, etiquette, club selection, techniques, swing analysis and playing strategies. This course includes both active participation and academics. Two lab hours per week.

1109 Bowling
1 Cr. Hr.

Bowling introduces students to the following topics: history, rules and regulations of the game, etiquette, ball selection, techniques and game strategies. This course includes both active participation and academics. Two lab hours per week.

1111 Volleyball
1 Cr. Hr.

Volleyball introduces students to the following topics: history, rules and regulations of the game, etiquette, skills and team strategies. This course includes both active participation and academics. Two lab hours per week.

1113 Basketball
1 Cr. Hr.

Basketball introduces the students to the following topics: history, rules and regulations of the game, etiquette, skills and team strategies. This course includes both active participation and academics. Two lab hours per week.

1115 Tennis I
1 Cr. Hr.

Tennis I is designed to offer the fundamentals of tennis. Basic rules and regulations of singles and doubles, stroke technique, parts of the court along with singles and doubles playing strategies will be the focus. This course includes both active participation and academics. Two lab hours per week.

1116 Tennis II
1 Cr. Hr.

Tennis II is designed for students who already have the fundamentals of tennis. Strategies and training techniques are emphasized to take the player to the next level of competition. This course includes both active participation and academics. Two lab hours per week. *Prerequisite(s): PED 1115 OR Approval of Department*

1117 Social Dance
1 Cr. Hr.

Social Dance introduces the fundamentals of popular social dances that include ballroom, country western and line. Basic skills, styles, techniques and movement patterns will be emphasized. This course includes both active participation and academics. Two lab hours per week.

1119 Martial Arts
1 Cr. Hr.

Martial Arts include Judo, Karate and other forms. The philosophy and skills related to these arts will be introduced. Mental and physical fundamentals, skills and techniques will be emphasized. This course includes both active participation and academics. Two lab hours per week.

1121 Fencing
1 Cr. Hr.

Fencing introduces the students to the following topics: history, rules and regulations of the sport, etiquette, skills, maneuvers and strategies. This course includes both active participation and academics. Two lab hours per week.

1201 Physical Fitness
1 Cr. Hr.

Physical Fitness is designed to offer a variety of fitness components; cardiorespiratory endurance, muscular strength and endurance and flexibility. Sections will focus on selected fitness programming; Nia Technique, Boot Camp, TRX Training, Functional Fitness and other programs. This course includes both active participation and academics. Two lab hours per week.

1203 Strength Training
1 Cr. Hr.

Strength Training introduces basic and intermediate strategies to develop an appropriate individual strength training program. Emphasis will be placed on understanding basic program design, implementing and execution of basic strength exercises. This course will include both active participation and academics. Two lab hours per week.

1205 Flexibility Fitness
1 Cr. Hr.

Flexibility Fitness introduces basic concepts for a safe and effective flexibility program. Proper stretching techniques along with exercises that improve flexibility, strength, balance and relaxation will be incorporated. This course includes both active participation and academics. Two lab hours per week.

1207 Yoga
1 Cr. Hr.

Yoga introduces the student to the philosophy and principles of yoga including coordination, strength, flexibility and meditation/relaxation. This course includes both active participation and academics. Two lab hours per week.

1209 Pilates
1 Cr. Hr.

Pilates is a specific body conditioning method. Pilates strengthens muscles, improves posture, balance and flexibility, and concentrates on training the mind and body to work together toward the goal of overall health and fitness. This course includes both active participation and academics. Two lab hours per week.

1211 Aquatic Exercise
1 Cr. Hr.

Aquatic Exercise provides cardiorespiratory endurance, muscular strength, endurance and flexibility workouts in the water. A variety of equipment and programming will be introduced to enhance the workout. Both swimmers and nonswimmers can participate in this course. This course includes both active participation and academics. Two lab hours per week.

1213 Aerobic Conditioning
1 Cr. Hr.

Aerobic conditioning is an energetic class composed of fitness techniques for cardiorespiratory endurance, muscular strength and endurance, coordination and

agility. The class provides a workout for all fitness levels. This course includes both active participation and academics. Two lab hours per week.

1215 Group Strength Training
1 Cr. Hr.

Group Strength Training incorporates both strength and endurance exercises using various types of equipment. Choreographed routines that incorporate different types of lifting techniques are performed. Emphasis is placed on correct body placement and proper technique. This course includes both active participation and academics. Two lab hours per week.

1217 Fitness Walking & Conditioning
1 Cr. Hr.

Fitness Walking and Conditioning is designed to introduce the proper walking techniques used for fitness. Programming will incorporate interval training, strengthening and stretching exercises along with monitoring of intensity. Various types of equipment will be introduced to enhance the workout experience. This course includes both active participation and academics. Two lab hours per week.

1219 Tai Chi
1 Cr. Hr.

Tai Chi is an ancient art that promotes serenity through gentle movements that connect the mind and body. The exercises are performed in a series of postures or movements in a slow graceful manner. This course includes both active participation and academics. Two lab hours per week.

1221 Core Conditioning
1 Cr. Hr.

Core Conditioning provides fitness techniques with an emphasis on the deepest muscles of the trunk, improving posture and coordination through stabilization and strength with a cardiorespiratory endurance component. This course includes both active participation and academics. Two lab hours per week.

1223 Indoor Group Cycling
1 Cr. Hr.

Indoor Group Cycling provides a group cardiorespiratory endurance workout. Proper seat setup, cycling techniques and body positioning will be emphasized. This

course includes both active participation and academics. Two lab hours per week.

Philosophy (PHI)

2204 Great Books: Philosophy 3 Cr. Hrs.

Introduction to selected great books in the history of Western Philosophy. Three eras will be introduced (ancient/medieval, modern and contemporary) and studied within their respective historical contexts.

2205 Introduction to Philosophy 3 Cr. Hrs.

Basic nature of philosophy, its relationship to physical and social sciences and theology and its value to the individual.

2206 Introduction to Ethics 3 Cr. Hrs.

Historical inquiry into the major concepts and attitudes of moral and ethical theory in Western society, emphasizing the role of human responsibility and the conditions for making ethical judgments.

2207 Logic 3 Cr. Hrs.

Principle elements in deductive and inductive logic. Analysis of three acts of the intellect and the laws of reasoning. Application of principles to specific cases.

Physics (PHY)

1100 Introduction to Physics 4 Cr. Hrs.

A survey of motion, forces, energy, thermodynamics, properties of matter, electricity and magnetism for nonscience majors. Three classroom, three lab hours per week. *Prerequisite(s): DEV 0025 OR DEV 0075 Co-requisite(s): PHY 1110*

1104 Sound, Light & Modern Physics 4 Cr. Hrs.

A survey of sound, light, color, atomic and nuclear physics and special relativity for nonscience majors. Three classroom, three lab hours per week. *Prerequisite(s): PHY 1100 OR PHY 1141 Co-requisite(s): PHY 1119*

1106 Physics for Technology 3 Cr. Hrs.

Survey of conceptual physics for technology majors. Topics include motion, forces, energy, electricity, magnetism, waves, sound, light, atomic structure and emission and absorption of radiation. Two classroom, two lab hours per week. *Prerequisite(s): DEV 0025 OR DEV 0075 Co-requisite(s): PHY 1107*

1107 Lab for Physics for Technology 0 Cr. Hrs.

Co-requisite(s): PHY 1106

1110 Lab for Introduction to Physics 0 Cr. Hrs.

Co-requisite(s): PHY 1100

1119 Lab for Sound, Light & Modern Physics 0 Cr. Hrs.

Co-requisite(s): PHY 1104

1131 Technical Physics 3 Cr. Hrs.

Algebra-based mechanics including kinematics, dynamics, statics, work, energy, power, rotational motion and fluids. Two classroom, two lab hours per week. *Prerequisite(s): MAT 1280*

1141 College Physics I 4 Cr. Hrs.

Algebra-based university-parallel sequence in mechanics, including vectors, statics, work and energy, momentum, rotational motion, elasticity, fluids and thermodynamics. Three classroom, three lab hours per week. *Prerequisite(s): MAT 1290 OR MAT 1470 OR MAT 1570 OR MAT 1580*

1142 College Physics II 4 Cr. Hrs.

Algebra-based university-parallel course in oscillations, waves, sound, optics, electricity, magnetism and electromagnetism. Three classroom, three lab hours per week. *Prerequisite(s): PHY 1141*

1161 Scientific Thought & Method 3 Cr. Hrs.

Exploration of methods employed in the natural sciences through interdisciplinary units designed to illustrate scientific thinking and related mathematical skills. Intended for students who plan to major in one of the natural sciences or engineering. Two classroom, two lab hours per week. *Prerequisite(s): MAT 1270*

2201 General Physics I 5 Cr. Hrs.

Fundamentals of mechanics including kinematics, dynamics, work and energy, momentum, oscillations, gravity, fluids, waves and sound, thermodynamics and kinetic theory, using calculus as appropriate. Four classroom, three lab hours per week. *Prerequisite(s): MAT 2270 Co-requisite(s): PHY 2207*

2202 General Physics II 5 Cr. Hrs.

Electrostatics, DC conduction and circuits, magnetism, electromagnetic induction, quantum mechanics, optics and special relativity. Calculus used extensively. Four classroom, three lab hours per week. *Prerequisite(s): PHY 2201 AND MAT 2280 Co-requisite(s): PHY 2208*

2207 Lab for General Physics I 0 Cr. Hrs.

Co-requisite(s): PHY 2201

2208 Lab for General Physics II 0 Cr. Hrs.

Co-requisite(s): PHY 2202

2245 Concepts in Physics 4 Cr. Hrs.

Basic concepts and applications of physics including motion, forces, electricity, magnetism and optics, emphasizing scientific inquiry and process skills integrated with mathematics. Elementary education majors only. Three classroom, two lab hours per week. *Prerequisite(s): MAT 1420*

Political Science (PLS)

1120 American Federal Government 3 Cr. Hrs.

American political system at the national level, including process of government; democratic theory and development of the U. S. Constitution; citizen participation through voting; interest groups and political parties; structure, functions and powers of legislative, executive and judicial branches; issues of civil liberties and equal rights.

1232 State & Local Government 3 Cr. Hrs.

The study of state and local governments (with emphasis on Ohio), organizational structures of state and local governments, state constitutions, county and city charters, state and local government powers and programs, financing, and taxation, and trends in government programs are all documented and analyzed.

2200 Political Life, Systems & Issues
3 Cr. Hrs.

Basic political and government concepts and systems, including ideologies and comparative political systems; current political issues in Asia, Africa, Europe, Latin America, along with United States interests and policy options.

2220 International Relations
3 Cr. Hrs.

Principles and techniques of international politics, including theories, organizations and different world perspectives.

2860 Model UN/International Issues
3 Cr. Hrs.

History and structure of the United Nations with an in-depth look at selected current world issues; participation in Model UN simulations and opportunity to attend the Dayton Model United Nations Conference and/or other Model UN conferences.

Prior Learning Assessment (PRL)
1100 Prior Learning Portfolio Development
2 Cr. Hrs.

This course will engage students in the process of preparing a portfolio for a specific Sinclair course describing and documenting learning gained from experience. Upon completion, the portfolio may be evaluated and college credit is awarded to the extent the learning is college equivalent.

1130 ATS/AIS Degree Development
1 Cr. Hr.

Development of the individual degree plan of study to be followed for successful completion of the ATS or AIS degree.
Prerequisite(s): Approval of Prior Learning Assessment Coordinator

2700 Prior Learning Internship
1 - 6 Cr. Hrs.

Students earn credits toward degree requirements for work learning experience. Students already working may apply to use that experience to meet internship requirements. Students establish learning outcomes and prepare related reports and/or projects each term. *Prerequisite(s): Permission of Co-op OR Approval of Department*

2780 ATS/AIS Capstone
2 Cr. Hrs.

Assessment of achievement by ATS/AIS students in attaining degree plan outcomes through a self-identified problem, reflective learning or portfolio. *Prerequisite(s): PRL 1130 AND Approval of Prior Learning Assessment Coordinator*

Psychology (PSY)
1100 General Psychology
3 Cr. Hrs.

University-parallel course covering history and systems of psychology, behavioral research methods, physiology of behavior, sensation, perception, learning, memory, consciousness, cognition, personality, lifespan development, gender, social psychology, motivation, emotion, stress, mental disorders and therapies.

Prerequisite(s): DEV 0035
1160 African American Psychology
3 Cr. Hrs.

Multidisciplinary study of theories, cultural themes and psychological constructs used to further promote understanding of thoughts, feelings and behaviors of African-Americans.

2126 Stress Management
3 Cr. Hrs.

Application of diverse stress management techniques. Topics covered include assertiveness, stress-related personality factors, holistic health, relaxation techniques, communication patterns, cognitive restructuring, and time management.

Prerequisite(s): PSY 1100
2180 Psychology of Gender
3 Cr. Hrs.

An introduction to the basic theories and principles of the psychology of gender in a multicultural context with emphasis on application of social psychology principles to professional and personal awareness. Gender perspectives are considered in a multicultural context. Topics include gender stereotypes and social constructions, theories of gender development, biological and cognitive differences, and implications of gender for work, family, and mental and physical health.

Prerequisite(s): PSY 1100
2200 Lifespan Human Development
3 Cr. Hrs.

Research and theory concerning the physical, cognitive and social development of a person from conception to death, including prenatal

and child development, adolescence, adult life crises, marriage, family, work, leisure and senescence. *Prerequisite(s): PSY 1100*

2205 Child Development
3 Cr. Hrs.

Research and theory concerning the physical, cognitive and psychosocial development of children from conception to puberty. Covers the impact of genetic, prenatal and environmental factors and challenges appropriate to this age range.

Prerequisite(s): PSY 1100
2206 Adolescent & Adult Development
3 Cr. Hrs.

Research and theory concerning physical, cognitive, social and psychological development from adolescence through old age. Focus is on developmental issues such as identity development, cognitive growth and developmental tasks such as education, marriage, family, work, leisure, aging and facing death. *Prerequisite(s): PSY 1100*

2214 Drugs & Behavior
3 Cr. Hrs.

An introduction to behavioral pharmacology examining the major classes of psychoactive substances. Topics include basic principles of neuropharmacology, pharmacodynamics (drug absorption, distribution and elimination) and physiology of tolerance and dependence for each class of drugs. *Prerequisite(s): PSY 1100*

2217 Abnormal Psychology
3 Cr. Hrs.

A study of the diagnostic criteria, symptoms, causes and treatments of disorders listed in the Diagnostic and Statistical Manual of Mental Disorders, with an emphasis on current clinical research. *Prerequisite(s): PSY 1100*

2218 Principles of Counseling
3 Cr. Hrs.

An introduction to professional issues in counseling with emphasis on the development of basic interviewing and counseling skills, a survey of classic and contemporary theories and techniques of the counseling process, and a comparison of various theoretical approaches.

Prerequisite(s): PSY 1100

2220 Personality Psychology
3 Cr. Hrs.

An introduction to personality with emphasis on principles, research and theories, including psychodynamic, ego-psychology, object relations, trait/biological, phenomenology, behavior-environmental and cognitive/self-regulation. *Prerequisite(s): PSY 1100*

2225 Social Psychology
3 Cr. Hrs.

A study of the interaction between individual and social environment within a multicultural context. Topics include: self-concept formation, attitudes, persuasion, attributions, group structure and processes, prejudice, aggression and violence. *Prerequisite(s): PSY 1100*

2228 Industrial Organizational Psychology
3 Cr. Hrs.

Introduction to the theories and practices of psychology in the workplace, including human resource management, organizational science, and human factors engineering. Specific topics include motivation and satisfaction, group decision making and development, leadership, workplace politics, employee selection and training, work-related stress, performance appraisal systems, and organizational improvement. *Prerequisite(s): PSY 1100*

2235 Behavioral Science Research Methods
3 Cr. Hrs.

Basic research methods for the behavioral sciences covering: correlational/descriptive and laboratory/experimental design methodology, dependent and independent variables, principles of measurement, and reading and writing scientific research reports. *Prerequisite(s): PSY 1100*

2236 Behavioral Science Statistics
3 Cr. Hrs.

Basic statistical techniques used in behavioral sciences, including descriptive and inferential statistics, frequency distributions, measures of central tendency and distribution, non-parametric statistics, hypothesis testing, tests of significance, analysis of variance and post-hoc tests. *Prerequisite(s): PSY 1100 AND PSY 2235*

2242 Educational Psychology
3 Cr. Hrs.

Principles of learning and development applied to educational settings emphasizing

research-supported development of effective learning in varied educational environments.

Prerequisite(s): PSY 1100

2270 Psychology Service Learning 1 - 3 Cr. Hrs.

This course will allow students to become involved in a field-related experience. This experience will deepen students' understanding of psychological topics and assist students in applying psychological principles to clinical settings. The specific learning outcomes and forms of evaluation will be determined by the supervising instructor and may vary with the nature of the field experience. Seven practicum hours per week per credit hour. *Prerequisite(s): PSY 1100*

Physical Therapist Assistant (PTA)
1106 Introduction to Physical Therapy
1 Cr. Hr.

Purpose, philosophy, history and development of the Physical Therapy (PT) profession, Physical Therapist Assistant (PTA) duties, PT/PTA relationship, essential functions, legal and ethical responsibilities and professional behaviors. Function of regulatory agencies, licensing bodies and professional associations.

1110 Professional Issues I
2 Cr. Hrs.

Scope and practice of the Physical Therapist Assistant (PTA), introduction to human response, critical thinking, decision making and collaborative practice, foundation of therapeutic communication and medical terminology for the PTA with the emphasis on documentation and current business practices. *Prerequisite(s): HIM 1101 AND Admission to Program AND Restricted to Majors*

1112 Pathology for Physical Therapist Assistant
3 Cr. Hrs.

Recognize and manage physiological responses in body systems related to physical interventions in commonly treated pathological conditions. *Prerequisite(s): BIO 1121 OR BIO 1141 AND Admission to Program AND Restricted to Majors*

1116 Anatomy & Kinesiology
5 Cr. Hrs.

Human anatomy and clinical kinesiology with emphasis on integration of

neuromusculoskeletal anatomy, physiology, physics principles and geometry in relationship to human movement. One classroom, eight lab hours per week.

Prerequisite(s): BIO 1121 OR BIO 1141 AND Admission to Program AND Restricted to Majors

1124 Clinical Procedures I
3 Cr. Hrs.

Physiology and clinical rationale for use and application of passive and mechanical physical agents, with emphasis on safe application of the treatment intervention following the plan of care and documentation of progress toward treatment goals.

One classroom, six lab hours per week.

Prerequisite(s): PTA 1116 AND Restricted to Majors

1129 Therapeutic Exercise
4 Cr. Hrs.

Theory of and clinical rationale for the use of basic therapeutic exercises, functional activities and orthopedic special tests, with application of these procedures to a general population and to those with common orthopedic and musculoskeletal diagnoses of the upper and lower extremities.

One classroom, nine lab hours per week.

Prerequisite(s): PTA 1116 AND Restricted to Majors

1144 Therapeutic Foundations
3 Cr. Hrs.

Theory, clinical rationale and application of common tests, measures and therapeutic interventions utilized in the practice of physical therapy, with emphasis on demonstration of knowledge, skillful performance and patient education related to these procedures in a variety of clinical settings with a variety of diagnoses. Nine lab hours per week. *Prerequisite(s): PTA 1116 AND Restricted to Majors*

2115 Professional Issues II
2 Cr. Hrs.

Understanding physical, cognitive, and psychosocial concepts of the aging process, professional ethics and caring. Exploration of specialty and niche areas of physical therapy practice. *Prerequisite(s): PTA 2238 AND Restricted to Majors*

2211 Clinical Practicum I
2 Cr. Hrs.

Introductory experience in the clinical setting under the supervision of a Physical Therapist or Physical Therapist Assistant clinical instructor. Application of theories and techniques for patient interventions,

documentation and interdisciplinary interactions. Forty hours per week for 38 days. *Prerequisite(s): PTA 1129 AND Restricted to Majors*

2212 Clinical Practicum II

2 Cr. Hrs.

Advanced experience in the clinical setting under the supervision of a Physical Therapist or Physical Therapist Assistant as the clinical instructor. Application of theories and techniques for patient interventions, documentation and interdisciplinary interactions. Forty hours per week for 38 days. *Prerequisite(s): PTA 2211 AND Restricted to Majors*

2221 Seminar for Clinical Practicum I

1 Cr. Hr.

Integration of didactic and clinical skills and their application of principles in the clinical setting. *Restricted to Majors*

2222 Seminar for Clinical Practicum II

1 Cr. Hr.

Integration of didactic and clinical skills and their application of principles in the clinical setting. *Prerequisite(s): PTA 2211 AND Restricted to Majors*

2226 Clinical Procedures II

2 Cr. Hrs.

Theory, rationale and clinical practice of manual therapy techniques and other therapeutic techniques frequently utilized in physical therapy for the purpose of enhancing movement, decreasing pain, improving overall health and function and reducing stress. Four hour lab per week. *Prerequisite(s): PTA 1116 AND PTA 1144 AND Restricted to Majors*

2230 Neuromuscular Rehabilitation

4 Cr. Hrs.

Structure and function of the nervous system, including changes across the life span and impact on human development. Use of therapeutic interventions for neurological, cardiovascular and pediatric pathologies. Two classroom, four lab hours per week. *Prerequisite(s): PTA 1144 AND Restricted to Majors*

2234 Practice Management

2 Cr. Hrs.

Study of management concepts, techniques, administrative skills and professional issues in the operation of a physical therapy practice. Legal and ethical issues involved

with business practices, health care reform and community education. Preparation for the state and national licensing examinations. *Prerequisite(s): PTA 2238 AND Restricted to Majors*

2238 Musculoskeletal Rehabilitation

2 Cr. Hrs.

Theory and application of physical therapy treatment techniques for more complex and specialized diagnoses across the lifespan, including but not limited to orthopedic spinal conditions, cardiovascular, pulmonary, obstetrical, endocrine and multisystem disorders. One classroom, three lab hours per week. *Prerequisite(s): PTA 1129 AND Restricted to Majors*

Radiologic Technology (RAT)

1101 Introduction to Radiologic Technology

2 Cr. Hrs.

Introduction to the field of radiologic technology, including history, basic radiation production and safety concepts, patient communication, clinical education, ethical, legal and professional issues.

1111 Clinical Practicum I

1 Cr. Hr.

Orientation to clinical facility and radiology department, introduction to competency performance of radiographic procedures, image analysis, radiation protection, patient care and team work. Seven practicum hours per week. *Restricted to Majors*

1121 Radiographic Procedures I

4 Cr. Hrs.

Radiographic anatomy, equipment manipulation, positioning and image analysis of the thorax, abdomen and appendicular skeleton. Three classroom, three lab hours per week. *Prerequisite(s): Restricted to Majors Co-requisite(s): RAT 1127*

1127 Lab for Radiographic Procedures I

0 Cr. Hrs.

Restricted to Majors Co-requisite(s): RAT 1121

1131 Patient Care in Radiologic Technology

3 Cr. Hrs.

Safety and assessment techniques related to care of the patient in a radiography department, including legal and professional aspects, elements of ethical behavior and practical dilemmas, and current infection control practices. Two classroom, three lab hours per week. *Restricted to Majors Co-requisite(s): RAT 1137*

1137 Lab for Patient Care in Radiologic Technology

0 Cr. Hrs.

Co-requisite(s): RAT 1131

1212 Clinical Practicum II

2 Cr. Hrs.

Continuation of clinical competency development to include spine, skull, contrast media procedures, mobile and surgical radiography, trauma radiography, exposure factors, radiation protection and image analysis/evaluations. Fourteen practicum hours per week. *Prerequisite(s): RAT 1111 AND Restricted to Majors*

1222 Radiographic Procedures II

5 Cr. Hrs.

Radiographic anatomy, positioning and image analysis of the spine, skull, gastrointestinal and genitourinary systems, as well as general pharmacological principles as they pertain to radiology. Alternative positioning for trauma and mobile radiography. Four classroom, three lab hours per week. *Prerequisite(s): RAT 1121 AND Restricted to Majors Co-requisite(s): RAT 1228*

1228 Lab for Radiographic Procedures II

0 Cr. Hrs.

Co-requisite(s): RAT 1222

1241 Radiologic Sciences I

3 Cr. Hrs.

This course is designed to help the student understand the concepts of electromagnetic energy, electricity, x-ray equipment, production of x-radiation and its interaction with matter. Special radiographic equipment including digital radiography and the concepts of radiation safety and protection will also be presented. *Prerequisite(s): RAT 1121 AND Restricted to Majors Co-requisite(s): RAT 1247*

1247 Lab for Radiologic Sciences I
0 Cr. Hrs.
Co-requisite(s): RAT 1241
2413 Clinical Practicum III
3 Cr. Hrs.

Continuation of clinical competency development to include diagnostic radiography, mobile radiography, contrast studies, pediatric, geriatric, advanced imaging, alternative shifts, radiation protection and image analysis. Twenty-one practicum hours per week. *Prerequisite(s): RAT 1212 AND Restricted to Majors*

2415 Radiographic Pathology
3 Cr. Hrs.

Introductory concepts of disease processes and etiologies with emphasis on radiographic appearances and exposure factor compensation. *Restricted to Majors*

2423 Radiographic Procedures III
3 Cr. Hrs.

Radiographic considerations related to geriatric, pediatric, advanced imaging procedures and modalities. Includes analysis of human anatomical structures using various anatomical planes. *Prerequisite(s): RAT 1222 AND Restricted to Majors*

2442 Radiologic Sciences II
4 Cr. Hrs.

Principles of digital imaging technology to include applications in exposure formulation, image quality factors and variables, and image management processes. Three classroom, two lab hours per week. *Prerequisite(s): RAT 1241 AND Restricted to Majors Co-requisite(s): RAT 2448*

2448 Lab for Radiologic Sciences II
0 Cr. Hrs.

Restricted to Majors Co-requisite(s): RAT 2442

2514 Clinical Practicum IV
3 Cr. Hrs.

Final clinical competency experience, including total exposure to the health care system and entry-level radiographer skills, completion of all program requirements (including final competency evaluations). Twenty-one practicum hours per week. *Prerequisite(s): RAT 2413 AND Restricted to Majors*

2526 Capstone in Radiologic Technology
4 Cr. Hrs.

Synthesis of current knowledge of radiologic technology concepts, professional development including certification and licensure requirements, ethical/legal responsibilities and transition from student to radiographer. *Restricted to Majors Co-requisite(s): RAT 2514*

2543 Radiologic Sciences III
2 Cr. Hrs.

Fundamental principles of molecular and cellular effects of x-ray interaction, along with a comprehensive study of health physics and radiation protection to include quality management and quality assurance testing of the radiographic system. Includes basic principles and applications of computed tomography. *Prerequisite(s): RAT 2442 AND Restricted to Majors*

2640 Computed Tomography Practicum
1 Cr. Hr.

A clinical education course that provides hands-on experience performing computed tomography procedures at an affiliate hospital and/or imaging center. Seven practicum hours per week. *Prerequisite(s): Approval of Department*

2641 Principles of Computed Tomography
2 Cr. Hrs.

Basic instrumentation and application concepts, including computer and x-ray unit components and their application to protocols for acquiring sectional images of various body systems. *Prerequisite(s): Approval of Department*

2643 Principles of Magnetic Resonance Imaging
2 Cr. Hrs.

Basic physics concepts involving the generation and construction of human planar images using magnetic resonance imaging technology. *Prerequisite(s): Approval of Department*

2644 Applications of Sectional Imaging
2 Cr. Hrs.

Magnetic resonance imaging procedures including patient preparation, positioning, imaging protocol, instrumentation and archiving. *Prerequisite(s): RAT 2641 OR RAT 2643 AND Approval of Department*

2645 Magnetic Resonance Imaging Practicum
1 Cr. Hr.

A clinical education course that provides hands-on experience performing magnetic resonance imaging procedures at an affiliate hospital and/or imaging center. Seven practicum hours per week. *Prerequisite(s): Approval of Department*

2647 Principles of Mammography
3 Cr. Hrs.

Comprehensive overview of mammographic concepts and equipment, including patient care/education, communication, anatomy and physiology, epidemiology, pathology, positioning techniques, interventional procedures, image analysis, imaging media and processing, quality assurance testing and principles of exposure. *Prerequisite(s): Approval of Department*

2649 Mammography Practicum
2 Cr. Hrs.

A clinical education course that provides hands-on experience performing mammographic procedures and quality assurance testing at an affiliate hospital and/or imaging center. Fourteen practicum hours per week. *Prerequisite(s): Approval of Department*

Religion (REL)
1111 Eastern Religions
3 Cr. Hrs.

Introduction to Far Eastern religions and cultural traditions, including beliefs, practices, stories and rituals, and historical context.

1112 Western Religions
3 Cr. Hrs.

Introduction to Western religions and cultural traditions, including beliefs, practices, stories, rituals and historical context.

1135 American Religious Movements
3 Cr. Hrs.

Examination of the history of unique American religious movements and their impact on our culture and thought.

2204 Great Books: The Bible & Western Culture
3 Cr. Hrs.

An exploration of how and why the Bible is viewed as a great book. Both the Old and New Testaments will be explored in their respective historical contexts.

2255 People & Religion
3 Cr. Hrs.

Overview of the rich diversity of human religiosity and the key beliefs, practices, stories and rituals that serve to connect humans to the sacred. Special attention to unique individuals within each religious tradition. A comparative look at religion in our society.

Real Estate (RES)
1100 Introduction to Real Estate
3 Cr. Hrs.

This course develops skills in areas encompassed in the real estate industry, including the market, investment, brokerage, contractual and property rights, as they affect both the investor and the purchaser. Agency law, fair housing and environmental issues as they concern the field will also be explored. This course is not an approved pre-licensing course.

1101 Real Estate Principles
3 Cr. Hrs.

This course develops skills in areas encompassed in the real estate industry, including the market, investment, brokerage, contractual and property rights, as they affect both the investor and the purchaser. Agency law, fair housing and environmental issues as they concern the field will also be explored. Seat hour requirements strictly enforced by state rule.

1102 Real Estate Abstracting
4 Cr. Hrs.

Examine how recorded documents affect real estate, terms used in abstracting and the function of public offices in the process. Additionally, demonstrate correct procedures in title search and in using indices records to determine ownership, outstanding interests and rights in interests.

1201 Real Estate Law
3 Cr. Hrs.

Explanation of the legal phases of a realty transaction. Examination of types of estates in land, co-ownership, mortgages, Ohio license law, landlord/ tenant law and legal factors in financing. Seat hour requirements strictly enforced by state rule.

1301 Real Estate Finance
1.5 Cr. Hrs.

Exploration of the institutions, methods, instruments and procedures involved in the financing of real estate, mortgage market and effects of government monetary/ fiscal

policy, the requirements for loan application, loan closing process, and defaults and foreclosures.

1302 Real Estate Investing
3 Cr. Hrs.

An analytical approach to investment in real estate. Financing, tax considerations, appraisal, internal rate of return, acquisitions and exchanges. Case studies are used to provide examples of investment analysis techniques.

1401 Real Estate Appraisal
1.5 Cr. Hrs.

Methodology of neighborhood, sites and building analysis, three basic techniques of appraising and the theory underlying these techniques.

1402 Property Management
2 Cr. Hrs.

Management of residential, business, and commercial properties. Topics presented are real estate taxes, public relations, leasing, accounting and insurance.

2170 Real Estate Internship R
2 Cr. Hrs.

Students will earn credits towards a degree requirement for work learning experience. Students establish learning outcomes and prepare related reports and/or projects each term. *Prerequisite(s): RES 1101 AND RES 1201 AND RES 1301 AND RES 1401 AND RES 1402 AND RES 1302 AND RES 1102 AND Approval of Department*

2401 Real Estate Capstone
2 Cr. Hrs.

Apply knowledge and practice skills acquired in real estate courses concerning principles, law, finance, appraisal, investing and property management through the use of case studies, simulations and role playing. *Prerequisite(s): RES 1101 AND RES 1102 AND RES 1201 AND RES 2301 AND RES 2302*

Respiratory Care (RET)
1100 Introduction to Respiratory Care
1 Cr. Hr.

Respiratory Care as a profession to include standards of practice, regulating agencies, ethics and legal issues, education and program requirements, areas of clinical focus and employment outlook for a respiratory therapist. *Prerequisite(s): DEV 0035*

1101 Respiratory Care Fundamentals I
5 Cr. Hrs.

Respiratory care theory, physical assessment, equipment and skill development of procedures required for clinical practice, including vital signs, isolation precautions, body mechanics, respiratory vitals, airway management, oxygen therapy, humidity and aerosol therapy, medicinal therapy and fluidics. Four classroom, three lab hours per week.

Prerequisite(s): RET 1100 AND Restricted to Majors Co-requisite(s): RET 1102

1102 Lab for Respiratory Care Fundamentals I
0 Cr. Hrs.

Co-requisite(s): RET 1101

1124 Cardiopulmonary Pharmacology
2 Cr. Hrs.

Actions, effects, dosages and indications for drug classes commonly used to treat pulmonary and cardiovascular diseases.

Prerequisite(s): CHE 1111 AND Restricted to Majors

1125 Respiratory Care Sciences
4 Cr. Hrs.

Advanced study of adult lung, heart and renal anatomy and physiology, including: ventilation, pulmonary mechanics, diffusion, gas transport, cardiac function and pulmonary perfusion, acid-base balance and interpretation, control mechanisms and physiological stressors; microbiology and infection control methods; emphasis on application/integration of respiratory sciences to patient scenarios. *Prerequisite(s): BIO 1107*

1201 Respiratory Care Fundamentals II
5 Cr. Hrs.

Respiratory care theory, equipment and skill development of procedures required for clinical practice, including hyperinflation therapy, bronchopulmonary hygiene therapy, arterial blood gas puncture and analysis, pulse oximetry, electrocardiographs (ECGs), bronchoscopies, home care, cardiopulmonary rehabilitation and smoking cessation techniques. Four classroom, three laboratory hours per week. *Prerequisite(s): RET 1101 AND Restricted to Majors Co-requisite(s): RET 1202*

1202 Lab for Respiratory Care Fundamentals II
0 Cr. Hrs.
Co-requisite(s): RET 1201
1203 Respiratory Care Clinic I
3 Cr. Hrs.

Acquire and evaluate clinical data, initiate prescribed respiratory care treatments, manage life support activities, evaluate and monitor patient responses to therapy and modify the prescribed therapy to achieve the desired therapeutic objectives. Fifteen directed practice hours per week.

Prerequisite(s): RET 1101 AND Restricted to Majors
1205 Cardiopulmonary Disease Processes
3 Cr. Hrs.

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.

Prerequisite(s): RET 1101 AND Restricted to Majors
1301 Respiratory Care Fundamentals III
3 Cr. Hrs.

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.

Prerequisite(s): RET 1201 AND Restricted to Majors Co-requisite(s): RET 1301
1303 Respiratory Care Clinic II
1 Cr. Hr.

Enhance clinical skills by performing prescribed therapy, evaluating clinical data, assessing patient status and observing/performing diagnostic studies, rehabilitation, hyperbaric oxygen therapy and patient education in multiple health care settings. Seven practicum hours per week.

Prerequisite(s): RET 1201 AND Restricted to Majors
2101 Critical Care I
5 Cr. Hrs.

Assessment and treatment of the critically ill patient to include airway emergencies, physiology and improvement of oxygenation/ventilation, lung mechanics, positive airway pressure therapies, ventilator classification and management, weaning from mechanical ventilation and neonatal/pediatric mechanical ventilation. Four

classroom, three lab hours per week.

Prerequisite(s): RET 1301 AND Restricted to Majors
Co-requisite(s): RET 2102 AND RET 2103
2102 Lab for Critical Care I
0 Cr. Hrs.
2103 Respiratory Care Clinic III
3 Cr. Hrs.

Enhance clinical skills by performing prescribed mechanical ventilation within the critical care environment, diagnostic studies and evaluating clinical data on the adult and pediatric patient. Fifteen directed practice hours per week.

Prerequisite(s): RET 1301 AND Restricted to Majors
2201 Critical Care II
4 Cr. Hrs.

Management of advanced modes of ventilation, ventilator graphics interpretation, critical care assessment considerations, advanced procedures for the respiratory therapist in the critical care setting and homecare ventilation/disease management. Three classroom, three lab hours per week.

Prerequisite(s): RET 2101 AND Restricted to Major Co-requisite(s): RET 2202 AND RET 2203 AND 2204
2202 Lab for Critical Care II
0 Cr. Hrs.
2203 Respiratory Care Clinic IV
2 Cr. Hrs.

Apply adult, pediatric and neonatal clinical skills, including respiratory care procedures, diagnostics and mechanical ventilation within the critical care environment.

Ten directed practice hours per week.

Prerequisite(s): RET 2101 AND Restricted to Majors
2204 Respiratory Care Clinic V
1 Cr. Hr

Summative skills performance to include initiating prescribed respiratory care treatments, managing life-support activities, evaluating patient responses to such therapy and modifying therapy, performing diagnostic studies, rehabilitation, hyperbaric oxygen therapy, providing education for in-patient and home care environment and performing mechanical ventilation on adults, pediatrics and neonates. Seven practicum hours per week.

Prerequisite(s): RET 2101 AND Restricted to Majors
2220 Respiratory Care Emergency Preparedness
3 Cr. Hrs.

Advanced resuscitation techniques for the adult, pediatric, and neonatal patient with additional focus on disaster and epidemic preparedness/treatment and transport of the critically ill patient. Two classroom, three lab hours per week.

Prerequisite(s): RET 2101 AND RET 2250 AND Restricted to Majors
Co-requisite(s): RET 2222
2222 Lab for Respiratory Care Emergency Preparedness
0 Cr. Hrs.

Development of the fetus, anticipation of high-risk pregnancies and care of the newborn infant, emphasizing neonatal and pediatric physiology and diseases, including mechanical ventilation and pertinent diagnostics.

Restricted to Majors

Russian (RUS)
1100 Conversational Russian I
3 Cr. Hrs.

A foundation for gaining knowledge about Russian culture and basic phrases related to simple spoken Russian, including travel situations.

1105 Conversational Russian II
3 Cr. Hrs.

Develops conversational skills to a greater degree of complexity, covering more situations. Promotes free expression in Russian within more specific and complex cultural contents.

Prerequisite(s): RUS 1100

Sinclair Student Success Experience (SCC)
1101 First Year Experience
1 Cr. Hr.

This course is designed to help new students make a successful transition to Sinclair Community College. Topics include college resources; academic, career and personal goals; learning styles; the learning process; financial responsibility; stress and wellness; and an introduction to the general education competencies at Sinclair. Two lab hours per week.

Sociology (SOC)

1101 Introduction to Sociology

3 Cr. Hrs.

A critical analysis of contemporary American society with review of major sociological theories, research methods, culture, socialization, groups, social structure, social institutions, deviance, social inequalities, social processes and social change.

Prerequisite(s): DEV 0015

1108 Appalachian Families

3 Cr. Hrs.

A critical and analytical examination of the Appalachian experience from the 1700s through the present day with emphasis on the Appalachian family (both rural and urban) as a varied and complex social system, including an examination of the diverse populations within the Appalachian region.

1115 Sociology of Marriage & Family

3 Cr. Hrs.

This course is a sociological examination of theoretical perspectives on the institution of family. Topics include the historical context of the family, the role of marriage and family in society, family formation, socialization, divorce, parenting, family issues, family throughout the life course and social policy. Variations in family types and lifestyles among diverse groups worldwide are examined. *Prerequisite(s): SOC 1101*

1117 Popular Culture

3 Cr. Hrs.

Exploration of contemporary popular culture and popular culture in a historical context: examination of influence of popular culture on the development of a unique American society and culture through media, music, sports, entertainment and/or food.

1129 Sociological Aspects of Deafness

3 Cr. Hrs.

Studies implications of deafness of children and adults in the areas of language, family relationships, education, psychology, history, culture and societal roles.

1145 Introduction to Cultural Anthropology

3 Cr. Hrs.

An examination of what is meant by culture and a review of the various theories and methods in Cultural Anthropology. Includes a comparison of the similarities

and differences among world cultures as well as comparative analysis of family organization, religious beliefs, educational systems, economics and governmental systems.

1160 Sociology of Aging

3 Cr. Hrs.

Orientation to the sociological, biological and psychological dimensions of the aging process and society's response to its older members and social concerns. Examination of social forces that impact the aging process. *Prerequisite(s): SOC 1101*

1216 Sociology of Human Sexuality

3 Cr. Hrs.

A critical analysis of the interrelatedness of sociological, cultural, biological, psychological and religious factors influencing attitudes towards sexuality.

1219 Global Poverty

3 Cr. Hrs.

This course focuses on the issue of global poverty. It includes a comparison of relative poverty and absolute poverty. This course specifically examines three areas of global poverty through both a sociological and interdisciplinary perspective (including a comparison of western and nonwestern perspectives). The three areas include an examination of the many hypotheses and theories about the causes of global poverty, an examination of the consequences of poverty at the micro, meso and macro levels, and an examination of the theories and solutions to reduce/solve global poverty.

2130 Sociology of Family Violence

3 Cr. Hrs.

Sociological explanation of the nature and scope of family violence: child abuse, spousal abuse, elder abuse, sexual abuse, neglect and emotional abuse. Analysis of social and legal implications; intervention and prevention will be explored.

Prerequisite(s): SOC 1101

2205 Social Problems

3 Cr. Hrs.

An introduction to social problems facing large, complex societies using sociological theories and methodology to examine causes, treatments and solutions. Among the topics discussed are: mental illness, health care, alcohol and drug abuse,

violence, crime, delinquency, inequality, poverty, immigration, family, global and environmental issues. *Prerequisite(s): SOC 1101*

2208 Sociology of American Cities

3 Cr. Hrs.

The socioeconomic evolution and growth of cities, emphasizing affluence and poverty, racial and ethnic pluralism, physical and moral decay of inner cities and the effects on both urban and suburban residents.

Prerequisite(s): SOC 1101

2214 Applied Population Demography

3 Cr. Hrs.

Introduction to the study of human populations and the process that governs their change, fertility, migration and mortality. Application and comparison of demographic data related to the United States Census, emphasizing current and future social and economic trends through computer applications for demographic research.

2215 Race & Ethnicity

3 Cr. Hrs.

Sociological exploration of American racial and ethnic diversity. Emphasis given to the social construction of race and ethnicity, patterns of intergroup contact and global migration. Historical comparative analysis of selected groups with emphasis given to economic, political and structural inequalities. *Prerequisite(s): SOC 1101*

2226 Criminology

3 Cr. Hrs.

This course presents a framework for studying the nature and the causes of crime and criminal behavior. Focus is provided through criminal typologies and the myriad of theories using multi-disciplinary perspectives. *Prerequisite(s): SOC 1101*

Spanish (SPA)

1100 Conversational Spanish I 3 Cr. Hrs.

A foundation for gaining knowledge about Hispanic culture and basic phrases related to simple spoken Spanish, including travel situations.

1101 Elementary Spanish I 4 Cr. Hrs.

Foundation for understanding, speaking, reading and writing Spanish. Work outside of class and/or in the language laboratory is required.

1102 Elementary Spanish II 4 Cr. Hrs.

Foundation for understanding, speaking, reading, and writing Spanish. Work outside of class and/or in the language laboratory is required. *Prerequisite(s): SPA 1101*

1161 Conversational Spanish for Criminal Justice 3 Cr. Hrs.

Conversational Spanish focused on learning to communicate with Spanish-speaking individuals in the professional capacity of a law enforcement officer. Oral practice and discussions center on the understanding of the language within its cultural context. Considerable supplementary work required.

2201 Intermediate Spanish I 3 Cr. Hrs.

Reviews and extends basic principles through composition and conversation, stressing fluency. Work outside of class and/or in the language laboratory is required. *Prerequisite(s): SPA 1102*

2202 Intermediate Spanish II 3 Cr. Hrs.

Reviews and extends basic principles through composition and conversation, stressing fluency. Work outside of class and/or in the language laboratory is required. *Prerequisite(s): SPA 2201*

Surgical Technology (SUT)

1100 Sterile Processing I 4 Cr. Hrs.

An introduction to the principles, techniques and issues in the surgical and sterile processing environment. Topics include, sterile technique, packaging and wrapping techniques, sterilization overview, basic surgical instruments, basic microbiology, and hospital equipment identification. Three classroom, three lab hours per week. *Prerequisite(s): BIO 1107 AND HIM 1101 AND Restricted to Majors AND Overall GPA of 2.0*

1101 Tissue Banking I 4 Cr. Hrs.

Framework and environment for the practice of Tissue Banking. Focuses on safety through surgical sterile technique, overview and history of tissue banking, quality systems and the ethical and regulatory requirements set by the American Association of Tissue Banking (AATB), the U.S. Food and Drug Administration (FDA) and related regulatory agencies. *Prerequisite(s): BIO 1107 AND Restricted to Majors Co-requisite(s): SUT 1107*

1107 Lab for Tissue Banking I 1 Cr. Hr.

Framework and environment for the practice of sterile technique in Tissue Banking. Introduces the use of sterile technique, scrubbing gowning and gloving, skin preparations and sterile draping for tissue recovery and processing. Three lab hours per week. *Prerequisite(s): BIO 1107 AND Restricted to Majors Co-requisite(s): SUT 1101*

1110 Theory & Fundamentals 5 Cr. Hrs.

Discusses the framework and environment for the practice of Surgical Technology. Introduces the use of therapeutic communication, group process and critical thinking. Focuses on safety through preoperative preparation, sepsis and an overview of anesthesia. Introduces the techniques for preparing the operating room, instruments, supplies and the equipment to be used during a surgical procedure. *Prerequisite(s): ALH 1101 AND BIO 1121 AND BIO 1222 AND COM 2206 OR COM 2211 AND HIM 1101 AND ENG 1101 AND Restricted to Majors Co-requisite(s): SUT 1117*

1117 Laboratory for Theory & Fundamentals 1 Cr. Hr.

Beginning competencies in aseptic technique, surgical hand preparation, gowning and gloving techniques, patient positioning, patient skin preparation, patient draping and preoperative patient care techniques to include chart review, vital signs and surgical case management. Three lab hours per week. *Prerequisite(s): ALH 1101 AND BIO 1211 AND BIO 1222 AND COM 2206 OR COM 2211 AND HIM 1101 AND ENG 1101 AND Restricted to Majors Co-requisite(s): SUT 1110*

1120 The Surgical Process 2 Cr. Hrs.

Applies the techniques for preparing the operating room, instruments, supplies and the equipment to be used during a surgical procedure. Applies these techniques to basic abdominal surgeries. *Prerequisite(s): BIO 2205 AND PSY 1100 AND SUT 1110 AND Restricted to Majors Co-requisite(s): SUT 1127*

1127 Directed Practice for the Surgical Process 4 Cr. Hrs.

Implements the surgical process in the operating room for basic abdominal surgeries. Twenty directed practice hours per week. *Restricted to Majors Co-requisite(s): SUT 1120*

1200 Sterile Processing II 3 Cr. Hrs.

Offers advanced principles of inventory control, materials management, information technology, and quality control systems integral to the Sterile Processing department in health-care facilities. Introduces specialty surgical instrumentation and patient care equipment. Prepares the student to take the CRCST exam upon graduation and completion of 400 work related hours. *Prerequisite(s): SUT 1100 AND Restricted to Majors*

1207 Directed Practice for Sterile Processing II 3 Cr. Hrs.

Provides 'hands on' experience in a clinical environment to assist in integration of all concepts basic to the field of Sterile Processing. Students will participate in all areas of the Sterile Processing department to include decontamination, instrument set preparation, sterilization, case cart preparation, business technologies for storage

and distribution, and quality control and monitoring processes. Twenty-one directed practice hours per week. *Prerequisite(s): SUT 1100 AND Restricted to Majors*

2101 Tissue Banking II

2 Cr. Hrs.

Role transition to beginning Tissue Banking Technology practitioner. Emphasizes a common systematic approach to all tissue recovery and processing procedures. Introduces Tissue Banking Technologist's role on recovery and processing teams in all related environments. Certification exam review. *Prerequisite(s): SUT 1101 AND Restricted to Majors Co-requisite(s): SUT 2107*

2107 Practicum for Tissue Banking II

2 Cr. Hrs.

Role transition to beginning Tissue Banking Technology practitioner. Emphasizes a common systematic approach to all tissue recovery and processing procedures. Introduces Tissue Banking Technologist's role on recovery and processing teams in all related environments. Fourteen practicum hours per week. *Prerequisite(s): SUT 1101 AND Restricted to Majors Co-requisite(s): SUT 2101*

2110 Surgical Procedures I

2 Cr. Hrs.

Discusses specific surgical procedures of the gastrointestinal and biliary systems. *Prerequisite(s): BIO 2205 AND SUT 1120 AND SUT 1127 AND Restricted to Majors Co-requisite(s): SUT 2117*

2117 Directed Practice for Surgical Procedures I

4 Cr. Hrs.

Implements the surgical process in the operating room for general surgery procedures. Twenty directed practice hours per week. *Prerequisite(s): BIO 2205 AND SUT 1120 AND SUT 1127 AND Restricted to Majors Co-requisite(s): SUT 2110*

2120 Surgical Procedures II

5 Cr. Hrs.

Discusses OB-GYN, genitourinary, ophthalmic, ear/nose/throat, head and neck, oral, plastic, vascular and neuro surgical procedures. Explains the role of the scrub technologist when intraoperative emergencies occur. *Prerequisite(s): ALH 2201 AND SUT 2110 AND SUT 2117 AND Restricted to Majors Co-requisite(s): SUT 2127*

2127 Directed Practice Surgical Procedures II

4 Cr. Hrs.

Implements the surgical process in the operating room for OB-GYN, Genitourinary, Eye-Ear-Nose-Throat, Ophthalmology, Plastics, Vascular and Neuro surgical procedures. Twenty hours of directed practice per week. *Prerequisite(s): ALH 2201 AND SUT 2110 AND SUT 2117 AND Restricted to Majors Co-requisite(s): SUT 2120*

2200 Surgical Procedures III

5 Cr. Hrs.

Discusses specific orthopedic, cardiothoracic, open heart, trauma and pediatric procedures. Examines immediate postanesthesia care. Focuses on role transition to beginning Surgical Technology Practitioner. Emphasizes a common systematic approach to all surgeries. Introduces Surgical Technologist's role on specialty teams, as second circulator, in ambulatory surgery centers and in pediatrics. *Prerequisite(s): ALH 1140 AND MAT 1130 AND SUT 2120 AND SUT 2127 AND Restricted to Majors Co-requisite(s): SUT 2207*

2207 Directed Practice for Surgical Procedures III

4 Cr. Hrs.

Implements the surgical process in the operating room for orthopedic, neuro, thoracic, open heart, trauma, pediatrics. Implements the role transition to beginning Surgical Technology practitioner. Twenty hours of directed practice per week. *Prerequisite(s): ALH 1140 AND MAT 1130 AND SUT 2120 AND SUT 2127 AND Restricted to Majors Co-requisite(s): SUT 2200*

2300 Surgical Technology Review

2 Cr. Hrs.

This course will offer the Surgical Technology major the opportunity to review all program content in preparation for the national certification exam. Provides systematic review of all course material with related exams similar in design to the Certified Surgical Technologist (CST) Exam. *Prerequisite(s): SUT 2120 AND SUT 2127 Restricted to Majors*

Social Work (SWK)

1206 Introduction to Social Work

3 Cr. Hrs.

Explore how historical events have shaped the social work profession. Recognize personal values in the context of one's practice as social worker and identify roles and knowledge base required. Recognize social, cultural and economic justice issues related to vulnerable groups and the impact of inequality. Describe social work settings and various fields of practice. *Prerequisite(s): DEV 0015*

1213 Introduction to Social Welfare 3

3 Cr. Hrs.

Explore history, values, ideologies and ethics in development of social welfare in the United States and identify the role of government in the delivery of social services. Learn how institutional structures, including forms of oppression and discrimination, and human diversity issues influence the delivery of social services. Forty-eight hour agency observation required.

2207 Cultural Competence in a Diverse World

3 Cr. Hrs.

Set of skills to be effective with multicultural clients. Understanding of theories, which will enhance competence in terms of behaviors, attitudes and policies that come together to assist professionals to work effectively in cross-cultural situations. Strong emphasis on self-awareness of personal cultural values and beliefs to increase appreciation of multicultural identities. *Prerequisite(s): DEV 0015*

Theatre (THE)

1101 Theatre Appreciation

3 Cr. Hrs.

Theatre as an art form presented from the historical, literary and production points of view. Includes an exploration into the creative processes associated with the production of plays and the collaborative contributions of the actor, director, designers, playwright, critic and audience.

1103 Acting For The Non-Major

3 Cr. Hrs.

Introduction to the art of acting, focusing on acquainting nonmajors with the concepts and skills of the acting profession. Two classroom, two lab hours per week.

1105 Introduction to Theatre
3 Cr. Hrs.

An exploration of the artists, innovators and techniques that have influenced theatrical practices in historical and contemporary productions through research, script analysis and viewing theatre productions.

Prerequisite(s): Approval of Department

1106 Stagecraft
2 Cr. Hrs.

A study of techniques for building and handling theatrical scenery. Covers tools, materials and hardware used, along with standard safety practices and the artistic and practical considerations of scenery construction.

Prerequisite(s): DEV 0025 OR DEV 0075 AND Approval of Department

Co-requisite(s): THE 1107

1107 Lab for Stagecraft
1 Cr. Hr.

A study of techniques for building and handling theatrical scenery. Covers tools, materials and hardware used, along with standard safety practices and the artistic and practical considerations of scenery construction. Three lab hours per week.

Prerequisite(s): Approval of Department

Co-requisite(s): THE 1106

1111 Acting I
3 Cr. Hrs.

Basic training and practice in vocal, physical and creative processes used by the actor. One classroom, four lab hours per week.

Prerequisite(s): Approval of Department

1116 Stage Lighting Fundamentals
2 Cr. Hrs.

Study of theatrical lighting equipment, materials, methods and techniques.

Emphasis on technical aspects of stage lighting, with an introduction to the principles of lighting design. *Prerequisite(s): Approval of Department Co-requisite(s): THE 1117*

1117 Lab for Stage Lighting Fundamentals
1 Cr. Hr.

Study of theatrical lighting equipment, materials, methods and techniques. Emphasis on technical aspects of stage lighting, with an introduction to the principles of lighting design. Three lab hours per week. *Prerequisite(s): Approval of Department Co-requisite(s): THE 1116*

1118 Costume Fundamentals
2 Cr. Hrs.

Basic training in fundamental concepts and practices of costume design and construction. *Co-requisite(s): THE 1119*

1119 Lab for Costume Fundamentals
1 Cr. Hr.

Three lab hours per week.

Co-requisite(s): THE 1118

1120 Stage Make-up
2 Cr. Hrs.

Basic training in fundamental concepts and practices of stage make-up application. Four lab hours per week.

1194 Applied Theatre Technology I
1 Cr. Hr.

Lab experience in theatre technology; positions can include production assistant, front of house, run crew and construction crews for theatre department productions. Assignments are made through department faculty and staff. *Prerequisite(s): Approval of Department*

R
1196 Applied Theatre Technology II
1 Cr. Hr.

Continued lab experience in theatre technology; positions can include production assistant, front of house, run crew and construction crews for theatre department productions. Assignments are made through department faculty and staff.

Prerequisite(s): Approval of Department

R
1198 Applied Theatre Technology III
1 Cr. Hr.

Further lab experience in theatre technology; positions can include production assistant, front of house, run crew and construction crews for theatre department productions. Assignments are made through department faculty and staff. *Prerequisite(s): Approval of Department*

R
1199 Applied Theatre Performance
1 Cr. Hr.

Applied Theatre Performance provides the student the opportunity to receive credit for practical experience. *Prerequisite(s): Approval of Department*

R
1213 The Audition Process
3 Cr. Hrs.

Training and practice in current theatre audition techniques. Emphasis on choosing the audition piece, performing variety of auditions and cold readings. Includes the development of resume, cover letter and headshots for the actor. One classroom, four lab hours per week. *Prerequisite(s): THE 1111 with a grade of C or better AND Approval of Department*

2114 Voice & Movement for the Actor
3 Cr. Hrs.

Introduces the techniques of training the body and voice for the stage. Designed to bring about an awareness of the physical instrument through sound and movement. One classroom, four lab hours per week. *Prerequisite(s): THE 1213 with a grade of C or better AND Approval of Department*

2201 History of Theatre I
3 Cr. Hrs.

The world of theatre, from its origins through 1800 AD. A close look at the architecture, costuming, acting and plays of the Egyptian, Greek, Roman, Medieval, Renaissance, French Neoclassical and Medieval Asian periods.

2202 History of Theatre II
3 Cr. Hrs.

The world of theatre, from 1800 AD to the present day. A close look at the architecture, costuming, acting and plays of the Early American, Realism, Expressionism, Anti-Realism, Agit-Prop, Post-Modernist, American Realism, Musical Theatre and Contemporary Theatre styles. *Prerequisite(s): THE 2201*

2206 Script Analysis
3 Cr. Hrs.

Focus on discovering creative, in-depth techniques of script analysis and realizing different methods for researching the script. Techniques can be applied to understanding the script as an actor, director, designer, dramaturg or playwright. One classroom, four lab hours per week. *Prerequisite(s): THE 1105 with a grade of C or better AND Approval of Department*

2216 Acting II
3 Cr. Hrs.

Intermediate training and practice in vocal, physical and creative processes used by the actor. One classroom, four lab hours per week. *Prerequisite(s): THE 2114 with a grade of C or better AND Approval of Department*

2220 Theatre Portfolio
2 Cr. Hrs.

Process for creating a theatre resume and portfolio: development of presentation and interview skills. *Prerequisite(s): Approval of Department*

2240 Stage Management
3 Cr. Hrs.

An introduction to the creative and administrative work of the stage manager, including hands-on activities in learning the principles and practices of stage management. Attendance at department production rehearsals and performance required.

Two classroom, two lab hours per week.

Prerequisite(s): THE 1105 AND Approval of Department

2255 Theatre Workshop
R
1 - 3 Cr. Hrs.

Focused on a specialized area in theatre. This course is designed to bring together performance, direction and design/technology. *Prerequisite(s): Approval of Department*

2270 Theatre Internship
R
1 - 4 Cr. Hrs.

Students earn credit toward certificate requirements for work learning experience related to the discipline of theatre. Students establish learning outcomes related to theatre and prepare reports and/or projects each term, detailing how the experience allowed for the application of theatre theory and/or skills. One credit hour will be earned for a minimum of seven practicum hours per week. *Prerequisite(s): Approval of Department*

2296 Applied Theatre Technology IV
1 - 3 Cr. Hrs.

Advanced practical experience in theatre design and technology. Participation in department production required.

Assignments made through department faculty and staff. *Prerequisite(s): Approval of Department*

2298 Applied Theatre Technology V
1 - 3 Cr. Hrs.

Further advanced practical experience in theatre design and technology. Participation in department production required.

Assignments made through department faculty and staff. *Prerequisite(s): Approval of Department*

2299 Theatre Practicum: Performance
R
1 - 3 Cr. Hrs.

This course provides the student who is interested in the performance aspects of production the opportunity to receive credit for practical experience. *Prerequisite(s): Approval of Department*

Veterinary Technology (VET)
1100 Introduction to Animal Sciences
1 Cr. Hr.

An introduction to a variety of employment opportunities available to those wishing to work with animals. The course will cover such topics as veterinary medicine, work with food and fiber animals, wildlife, zoo and exotic animals, animal retail and services, and research and laboratory animals.

1200 Introduction to Veterinary Technology
3 Cr. Hrs.

History, development and responsibilities of a veterinary technologist. Introduce such topics such as comparative anatomy, laboratory techniques, animal husbandry, common diseases and surgical techniques; while focusing on the basics of safe animal restraint, behavioral cues of animals, common vaccines and medications, and expectations for employment. Introduces surgical technique and the application and monitoring anesthesia, safe radiologic practices, further laboratory techniques, care and monitoring of small animals, exotics, and large animals. *Prerequisite(s): VET 1100 AND BIO 1111 AND BIO 1117 OR BIO 1171 AND ALH 1101 AND HIM 1101 AND MAT 1130 OR MAT 1270*

2100 Veterinary Technology I
8 Cr. Hrs.

Develops an understanding for the role diagnostic testing plays in the treatment of animals. Discusses the techniques employed to retrieve, handle, and evaluate laboratory samples. Develops the student's understanding of sterile technique, surgical technique and assistance, and anesthesia application and monitoring. Identifies and discusses the use of radiology, pharmacology, and records management in

veterinary medicine. This is a lecture course with some hands -on applications. Eight classroom hours per week. *Prerequisite(s): VET 1200 AND VET 2107 AND Restricted to Majors*

2101 Veterinary Technology II
6 Cr. Hrs.

Discussion of anatomy and physiology of multiple species. Proper use of medical and common terminology when discussing animal anatomy. Development and understanding of different physiologies on disease development, diagnoses, and treatment of animals Discusses the care and keeping of companion animals, farm animals, equines, exotic animals, and laboratory animals. *Prerequisite(s): VET 1200 AND VET 2107 AND Restricted to Majors*

2107 Technical Practicum I
2 Cr. Hrs.

Practicum course in which the student is paired with a screened veterinary practice in order to develop beginning practical skills within a hospital setting. Fourteen practicum hours per week in a Veterinary Practice. *Prerequisite(s): VET 1200 AND Restricted to Majors*

2200 Veterinary Technology III
8 Cr. Hrs.

Continues to help develop an understanding of the need for diagnostic testing to determine the best way to treat large and exotic animals. Discussion of techniques employed to retrieve, handle, and evaluate samples. Continued discussion of the use of radiology, pharmacology, and records management in Veterinary Medicine. Advances the student's understanding of sterile technique, surgical technique and assistance, and anesthesia application, monitoring, and recovery in animals. *Restricted to Majors*

2207 Technical Practicum II
2 Cr. Hrs.

Practicum course in which the student is paired with a screened veterinary practice in order to advance practical skills within a hospital setting. Included are observational experiences to large, laboratory, and exotic animal facilities to advance experience with a wide variety of animals. Fourteen practicum hours per week in a veterinary practice. *Prerequisite(s): VET 2107 AND Restricted to Majors*

2300 Preceptorship
2 Cr. Hrs.

During this 8-week period, each student will be partnered with an affiliate veterinary hospital. Within each practice, students will uphold proper professional attire and attitude and perform duties as set to them by the practice. This will be an unpaid preceptorship with twenty-five hours expected per week within the hospitals, the additional three hours a week to be used for research and preparation in order to present a senior capstone project. The student will meet weekly with the instructor to discuss progress and concerns. *Prerequisite(s): VET 2200 AND VET 2207 AND Restricted to Majors*

Visual Communication (VIS)
1100 Design Basics
4 Cr. Hrs.

Introduction to the fundamentals of two-dimensional and three-dimensional design. Students will apply critical and creative thinking techniques to applied projects that will explore the use of conceptualization, color, typography, image, modeling and applying the fundamentals of design. Two classroom, four lab hours per week.

1110 Design Drawing
4 Cr. Hrs.

Introduction to design drawing techniques as applied to visual communications, including stylization, perspective, shading and rendering. Two classroom, four lab hours per week.

1140 Design Processes I
4 Cr. Hrs.

Introduction to the design development process including hand sketching, creation of thumbnails, computer illustration, imaging, photo manipulation, page layout and composition techniques using industry-based software.

1180 History of Design
3 Cr. Hrs.

History of graphic design covering major designers and their work, as well as design movements. From the origins of graphic art including printing and typography through the rise of the Internet, this course will explore the connection between culture and technology in the evolution of graphic design. *Prerequisite(s): DEV 0035*

1208 Typography
4 Cr. Hrs.

Introduction to typography as an element and tool of visual communication. The concept of type as image is emphasized. Two classroom, four lab hours per week. *Prerequisite(s): VIS 1100 AND VIS 1140*

1218 Design Processes II
4 Cr. Hrs.

Introduction to media design, including digital video, animation and web-based software applications, for the development of online interactive media. Design basics and a hands-on approach emphasized. *Prerequisite(s): VIS 1140*

1250 Print Production
4 Cr. Hrs.

This course will provide the fundamentals of the various printing processes. It will include digital prepress techniques used to prepare layouts for the different processes used in the industry. *Prerequisite(s): VIS 1140*

2110 Design Principles
4 Cr. Hrs.

Development of an identity system, visual language, stationery system and identity manual. Exploration of advanced elements and principles of design; introduction to symbology. Two classroom, four lab hours per week. *Prerequisite(s): VIS 1110 AND VIS 1208 AND VIS 1250 AND VIS 1218*

2120 Design Applications I
4 Cr. Hrs.

Design Applications I will cover the development of a pictogram and wayfinding system that will be used as a component to an overall Identity Manual developed in Design Principles. Two classroom, four lab hours per week. *Prerequisite(s): VIS 1110 AND VIS 1208 AND VIS 1250 AND VIS 1218*

2160 Design Applications II
4 Cr. Hrs.

Advanced application of design principles. Emphasis will be placed on creating fully developed digital media. Two classroom, four lab hours per week. *Prerequisite(s): VIS 2110 AND VIS 2120*

2260 Visual Communications Portfolio
4 Cr. Hrs.

Graphic design business practices including individualized portfolio development, work experience and development of professional practice skills; including cost estimating, contract writing, sales and communication techniques. Two classroom, four lab hours per week. *Prerequisite(s): VIS 2110 AND VIS 2120*

2270 Design Internship
R
1 - 3 Cr. Hrs.

Students earn elective credits toward Visual Communications or Interior Design degree requirements for work-learning experience. Students establish learning outcomes and prepare related reports and/or projects in consultation with the employer and faculty. Twelve field experience hours per credit hour each week. *Prerequisite(s): Approval of Department*

The purpose of these policies and procedures is to help students succeed at Sinclair. Please carefully review and address any questions to instructors or the contacts provided.

This catalog is meant to serve as a guide and contains information for the academic year 2015 - 2016.

The college reserves the right to appeal, change, or amend rules, regulations, tuition and fees, and may withdraw, add to, or modify the policies, courses and programs listed herein.

For current information:

- (937) 512-3000
- 1-800-315-3000
- www.sinclair.edu

Adding/Dropping Courses

Before adding or withdrawing from one or more classes, students should consult an academic advisor and if, using financial aid to pay tuition, the Financial Aid & Scholarships office. The financial aid status of any student may be affected by withdrawing from one or more classes. Current or returning students must have a 2.0 cumulative grade point average to add or drop a course online.

A student who registers for 12 or more credit hours is considered full time. A student who registers for 11 credit hours or less is considered part time. Students may withdraw online or in person.

- To withdraw from a standard term course:
 - Withdraw during the first eight (8) calendar days of the term for 100% tuition refund and no record of the class on the transcript.
 - Withdrawal later than the first eight (8) calendar days, but during the first eight (8) weeks of the term, means no refund and a grade of W on the permanent record.
 - Short term courses of less than a term in length have special deadlines. Students should check the Registration Calendar at: www.sinclair.edu
- Complete the Add/Drop/Withdrawal Form available in the Registration & Student Records office, Dayton Campus, Building 10, Second Floor or at any regional center.
- Withdraw online through my.sinclair.edu
- To drop or withdraw from all classes for the term, students may also use the Communication Center, (937) 512-3000, 1-800-315-3000.
 - A copy of the processed Withdrawal Form will be mailed to the student. This is proof of withdrawal and should be kept for the student's records. Failure to follow one of these processes means the student will receive a grade, usually an F/Z, in the class.

Note to Veterans:

- Veteran education benefits will be affected by withdrawal from one or more classes.
- Veterans should first contact the Veteran Services office in person at the Dayton Campus, Building 10, Room 10323 or via email at: veterans@sinclair.edu

Financial Aid Add/Drop Census Date Policy (see Financial Aid page 18)

Administrative Withdrawal

Students may be administratively withdrawn from a class by their faculty member for nonattendance. Faculty must advise students in writing at the first class meeting what attendance record would constitute cause for administrative withdrawal. If students do not attend the first class, it is the students' responsibility to obtain a copy of all materials distributed at the first class meeting.

Students may also be administratively withdrawn from classes as a result of a student conduct hearing with either a hearing officer or the Student Conduct Hearing Panel. Administrative withdrawals may be made when it has been determined that the students' presence on campus is potentially detrimental to the college, faculty, staff, students or themselves.

Associate Degree

To be degree candidates, the students must:

- Fulfill requirements of the degree program and the institution.
- Complete a minimum of 60 semester hours (accredited programs must meet accreditation association requirements). Additionally, students must earn a minimum of 33 semester hours of their academic program from Sinclair, or must earn the last 20 semester hours of their academic program from Sinclair.
- Maintain a cumulative grade point average of at least 2.0.

Students have to meet degree requirements in effect at the time they begin study. However, if the course of study is prolonged beyond six years after beginning, consult with the department chairperson to determine graduation requirements. Sinclair will consider granting permission to graduate under a catalog more than six years old if they have been enrolled continuously and the degree program has not changed appreciably. Requests for this exception should be directed to the program chairperson and be approved by the division dean.

In order to earn more than one Associate's degree at Sinclair, a student must take a minimum of 12 credit hours in the second program that are different than the first. If a student qualifies for more than one degree using the same curriculum and does not take the minimum hours difference, the student may choose the degree to which they will be awarded.

Attendance

Students are expected to be present at all class sessions. It is the students' responsibility to read and understand the class attendance policy or the SinclairOnline course participation policy that will be defined in the syllabus for each course. It is the faculty member's responsibility to define attendance or participation requirements and to monitor and record the students' fulfillment of these requirements. It is a program's prerogative to have specific policies across multiple sections due to the unique requirements of that program. Attendance for traditional classes or participation for Sinclair Online classes may affect final grades, financial aid eligibility, and VA Education Benefits. This policy differs from the "Financial Aid Student Attendance Policy" which may be found on page 15 of the Financial Aid section).

Auditing a Course

To audit a course means:

- students may attend class
- students are not required to take exams
- students do not receive a grade or credit

To register for a class to be audited:

- Registration in audit status will be accepted only during designated late registration periods and before the first meeting of a class. Registration can only be done in person, Room 10231, Dayton Campus or at any of the regional centers. Check www.sinclair.edu for deadlines.
- Audit status must be indicated on the registration form by marking a "Y" in the audit column.
- The fee for auditing is the same as that for enrolling for credit. VA Educational Benefits may not be used to audit a course. In addition, financial aid may not be used to pay for courses that are audited.

Note: *Audit status cannot be changed to credit status, nor can credit status be changed to audit status once registration has been completed.*

Basic Skills Assessment Policy

Entry level assessment is crucial to providing students the opportunity to succeed in their educational pursuits. Educational research shows that students who are assessed and who then enroll in courses appropriate to their skill levels are four times more likely to succeed academically as those students who are not assessed or who ignore placement requirements. Because Sinclair Community College is committed to providing accessible, high quality education, the following assessment policy was implemented Fall 1990.

Prior to initial registration, students who designate themselves as degree or certificate seeking must be assessed for reading, language usage and writing, and numerical skills. Transfer students who are degree or certificate seeking and who do not have transferable equivalent math or English courses must be assessed. No degree or certificate seeking students can register for any credit courses until they have test scores on file. Students requiring testing accommodations should make arrangements with the department of Disability Services. English as a Second Language students should meet with the ESL Coordinator prior to assessment to determine the appropriate assessment steps.

Students who are not degree or certificate seeking, but who are taking courses for personal interest or career development, do not have to be assessed. However, with the exception of transfer students who have math or English credits accepted for equivalent courses, ALL students who take a mathematics or English class must be assessed prior to enrolling in those classes.

Students must begin mathematics and/or English course sequences at the level indicated by their assessment results. Students who possess less than a tenth grade level of mastery in reading must see an advisor before enrolling in any college level courses, except those specifically identified as exempt from this requirement.

Students taking classes with prerequisites must meet them either by assessment or transfer credit.

Certificate Programs

Certificate programs recognized by the Ohio Board of Regents require completion of a minimum of 30 semester hours of a specific curriculum with an overall grade point average of at least 2.0. To qualify for a Certificate of Completion, students must complete at least 9 credit hours of Sinclair course work within the area of study to fulfill the institution's requirements.

Changing an Academic Program

A student is required to select a single program of study. In order to change from one academic program to another, a student should meet with an academic advisor/coach or faculty advisor. The advisor will make the change, end other programs that are no longer being pursued, and ensure the student fully understands any implications or consequences that may occur as a result of such changes. Students may also initiate this process online by completing the Change Academic Program Form at: <http://www.sinclair.edu/services/advising/chprog>. Any change in academic program will be indicated on the student record and will not affect the cumulative grade point average.

Changing Sections of a Course

After the drop/add period and through the last day for withdrawal with a W grade, students can ask permission to change to any open section of the same course. Acceptable reasons for changing sections may include class conflict with work schedule, child care, transportation or health issues. To make this change students must do the following:

- See their academic advisor if classes have begun.
- Provide documentation for qualifying reason.
- Bring a drop/add form with the advisor's signature to Registration & Student Records, Dayton Campus or at any of the regional centers.

Children in Classes

Children (and others who are not officially enrolled) are not permitted in classrooms or laboratories when classes are in session. Additionally, children cannot be left unattended on campus at any time.

Degree Audit

Degree audit is a process that indicates the student's progress toward the completion of a degree program. Students request a degree audit from an academic advisor to determine how many classes they have completed for a specific academic program. If they change academic programs, a different degree audit must be done. Degree audits may also be done online (my.sinclair.edu, click on WebAdvisor).

Fresh Start Policy

Fresh Start allows a student, who has returned to the college after an absence of at least three years (9 semesters), and has completed specific requirements, a "one time only" option of having his or her grade point average recalculated from the point of re-enrollment without losing credit for previous course work for which a grade of **S**, **P**, **C** or better was earned. The Financial Aid & Scholarships office does not recognize the Fresh Start Policy or any changes it may have on a student's record.

The academic Fresh Start Policy and its conditions are as follows:

1. To be eligible for Fresh Start, a student must:
 - Re-enroll in the college after an absence of at least 9 consecutive semesters (including summers).
 - Successfully complete any required Developmental (DEV) courses anytime during their college experience based on an assessment of reading, language usage, writing and numerical skills.
 - Successful completion of a minimum of six credit hours after re-enrollment with grades of **S**, **P**, **C** or better. DEV courses do not count toward the 6 credit hours.

The following are examples of completion of the minimum first six credit hours.

Example 1: 1st sem: 6 hours – FS applied

Example 2: 1st sem: 15 hours –FS applied

Example 3: 1st sem: 3 hours
2nd sem: 3 hours – FS applied

Example 4: 1st sem: 2 hours
2nd sem: 3 hours
3rd sem: 8 hours – FS applied

- Request in writing that the policy be applied.

2. The policy can be applied only once and only to classes taken before re-enrollment. Once approved, the application of this policy against the student's record is irrevocable.
3. After a student elects Fresh Start and eligibility is verified, a notation will be added to the student's transcript indicating that all Sinclair credit hours earned prior to policy enactment will be subject to the following conditions:
 - Previous cumulative GPA is recalculated based upon the elimination of D, F, and Z grades
 - Credit earned at Sinclair with a grade of at least S, P, C or higher is carried over
 - Credit earned at Sinclair with a grade of D is forfeited
 - Grades from all course work taken at Sinclair will be shown on the transcript
4. Fresh Start may not be applied to any course previously used by the student to complete a degree or certificate.

The academic transcript will show:

The Fresh Start Policy has been applied for academic work taken at Sinclair prior to Term/Year.

Grades

The grade point average is computed by dividing the total points earned by the total credit hours attempted. Courses in which a student earns grades of X, I, W, P, N, S, IP, U, Y are not computed in the total credit hours attempted. These grades are considered in place of completion calculations for financial aid satisfactory academic progress evaluation.

Students may be given an I if their work has not been completed. The students must contact their instructor and request an I grade. If the instructor agrees, the students and instructor must sign the "Incomplete Grade Contract." When the required work is completed within 30 calendar days after the beginning of the next term, a grade will be submitted for the I grade. If this is not removed within this time, the I becomes an F. This time limit may be extended by special permission of the instructor.

If the student fails to contact the instructor to arrange an incomplete grade, the instructor is required to assign an F instead of an I for the term's work. For cases in which hardships are involved, the student may make up the work which could change the F to the grade otherwise deserved. The instructor's permission is required and must be done before term ends.

An N grade indicates the student attended classes and made satisfactory progress but did not complete all course requirements.

A Z grade indicates the students were registered for class but never attended.

To challenge a grade the student believes is incorrect he/she must contact the instructor as soon as possible. Under no circumstance will a grade be changed after two years have elapsed from the end of the term in which the grade was recorded. Within the two-year limitation, a petition may be filed with the office of the Associate Provost asking consideration for change of F grade to W, ONLY if emergency circumstances supported by documentation prevented either withdrawal by deadline date or completion of class requirement after that date.

Dean's List

To be eligible for the Dean's List in any term, students must have:

- Six or more credit hours of college level course work
- A grade point average of 3.4 with no grade below a C for that term
- Good academic standing

Courses for which students earn grades of X, IP, I, W, P, N, S, or Y are not computed into total credit hours attempted. Their placement on the Dean's List will be noted on their academic transcript.

Academic Intervention, Probation, Dismissal

1. All students must maintain a minimum academic performance of at least a 2.0 GPA cumulatively (2.0 or greater).
2. Students will be placed on the following academic standards:
 - First semester below 2.0 GPA—Academic Intervention
 - Second consecutive semester below 2.0 GPA—Academic Probation
 - Third consecutive semester below 2.0 GPA—Academic Dismissal
 If the term GPA is 2.0 or above, the student will remain on Academic Probation.
3. Students will be returned to good academic standing when a cumulative GPA of 2.0 or greater is earned.
4. Students who are on academic intervention will receive correspondence that refers students to academic/faculty advisors, and Student Services for advising, academic assistance, and information on the impact on financial aid.
5. Students who are on academic intervention must be seen by an academic/faculty advisor to:
 - a. register or add classes
 - b. receive additional support information or assistance.

Students whose semester GPA is 2.0 or greater, but whose cumulative GPA would cause them to be dismissed, will be granted an additional probationary period for each semester in which the semester GPA is 2.0 or greater.

NOTE: *Financial aid considers all assigned grades when calculating cumulative grade point average for satisfactory academic progress evaluation.*

| Grade | Quality Points | | |
|---|--|---|-----------|
| A | Excellent | 4 | 90 - 100% |
| B | Good | 3 | 80 - 89% |
| C | Average | 2 | 70 - 79% |
| D | Passing | 1 | 60 - 69 |
| F | Failure | 0 | 0 - 59 |
| Z | Non-Attendance | 0 | 0 - 59 |
| S | Satisfactory | 0 | |
| U | Unsatisfactory | 0 | |
| I | Incomplete | 0 | |
| Y | Proficiency Credit | 0 | |
| W | Withdrawal | 0 | |
| P | Pass | 0 | |
| N | Progress | 0 | |
| IP | In Progress | 0 | |
| X | Audit | 0 | |
| Grades not used in calculation of grade point averages | | | |
| AA | Articulation Agreement | | |
| AP | Advanced Placement | | |
| CL | College Level Examination Program (CLEP) | | |
| CT | Career Tech Credit Transfer | | |
| DS | DANTES (DSST) (Standardized Subject Test) | | |
| WC | WEBCAPE | | |
| Y | Proficiency Credit | | |
| - | No grade was assigned | | |

Graduation

The Registration & Student Records office is responsible for identifying students who have met all of the requirements for their programs. Once those students have been identified, they will be graduated.

Students will receive an email from the Registration & Student Records office during the term in which they are enrolled in the final courses needed to complete their degrees, certificates or short term certificates. This email will simply confirm that the student has indeed registered for the necessary courses and, pending successful completion of those courses, can expect to receive their diplomas or certificates at the end of the term. Once those courses have been completed successfully, students will be graduated. They will receive their diplomas or certificates through the U.S. Postal Service in three to four weeks after the end of the term.

Important points for graduating students to do during their last term:

- Check with an academic advisor to ensure their academic programs are correctly recorded.
- Check their Sinclair emails.
- Be sure the Registration & Student Records office has their correct mailing addresses.

Student must earn a minimum of 33 semester credit hours of their academic program from Sinclair or must earn the last 20 semester credit hours of their academic program at Sinclair.

Graduation honors are also noted on the transcript. Sinclair awards “graduation honors” for a cumulative grade point average of 3.4 to 3.899. The college awards “high honors” for a cumulative grade point average of 3.900 and above.

Participation in Commencement

Students earning their associate degrees will be offered the opportunity to participate in Sinclair's annual commencement ceremony. This ceremony takes place in May. Participation in the commencement ceremony is limited to those students earning associate degrees.

Guarantees

Sinclair Guarantee—What happens after graduation? The Sinclair Guarantee of Graduate Quality gives graduates two guarantees they can count on:

- A guarantee of transfer credit for graduates receiving Associate of Arts and Associate of Science degrees at Sinclair Community College, for entering a university parallel/transfer program with confidence
- A guarantee of job competency for those who have obtained an Associate of Applied Science degree at the college and wish to enter a technical career program

This tuition-free education as described below constitutes the sole and exclusive remedy under the Sinclair Guarantee of Graduate Quality.

Guarantee of Transfer Credit (AA and AS Degrees)—For students thinking about pursuing a four-year degree, Sinclair Community College guarantees to its Associate of Arts and Associate of Science graduates the transfer of course credits to those Ohio colleges or universities that have articulation agreements with Sinclair Community College.

The guarantee applies only to courses included in a written transfer/articulation plan that must be on file in the Provost office.

Limitations on the total number of credits accepted in transfer, grades required, relevant grade point average, and duration of transferability apply as stated in the catalog of the receiving institution. Cost of books, insurance, laboratory and activity fees, and other course related expenses are the responsibility of the graduates.

For details about the guarantee, see an academic advisor.

Guarantee for Job Competency (AAS Degrees)

Graduates looking for a technical job should be sure to tell potential employers that they are Sinclair graduates. Many of them know that Sinclair Community College guarantees appropriate technical job skills identified in the program outcomes for a specific degree to its Associate of Applied Science graduates. And, if the employer feels the graduates are lacking in technical job skills identified by the program outcomes for the specific degree program, the college will provide the graduates with up to nine (9) tuition free credit hours of additional training by Sinclair Community College, under the conditions of the guarantee policy.

The guarantee applies only to graduates employed on a full-time basis directly related to the area of program concentration as certified by the senior vice president and provost. Employment must commence within twelve (12) months of graduation.

Cost of books, insurance, uniforms, laboratory and activity fees, and other course related expenses are the responsibility of the graduates and/or the employers.

Special Conditions for the Job Competency Guarantee

The employer must:

- Certify in writing the employee is lacking job skills related directly to the degree's program outcomes.
- Specify areas of deficiency within six months of the initial employment.
- Develop a written educational plan for retraining the graduate in cooperation with the appropriate academic department at the college.

- Retraining will be limited to nine (9) semester hours of credit related to the identified skill deficiency and to those classes regularly scheduled during the period covered by the retraining plan, and must be completed within a calendar year from the time the educational plan is agreed upon.
- The guarantee does not imply the graduate will pass any licensing or qualifying examination for a particular career.

Harassment Policy

It is the policy of Sinclair Community College to maintain an environment free from harassment. The college's Student Harassment Policy (pertaining to student on student harassment) can be found on the Human Resources website. The college's Employee Harassment Policy and Procedure (pertaining to harassment by employees-against students or other employees) can be found on the Human Resources website.

Sexual harassment is one type of harassment. Examples of sexual harassment include unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature.

Inquiries concerning the Student Harassment Policy should be referred to the Vice President for Enrollment Management & Student Affairs. A complaint of harassment on the part of a student against another student should be reported to any of the following persons: Vice President for Enrollment Management & Student Affairs, Dean, or Department Chairperson.

Inquiries concerning the Employee Harassment Policy should be referred to the Equal Opportunity Officer/Director of Human Resources. A complaint of harassment on the part of a College employee against a student or another employee should be reported to the Equal Opportunity Officer/Director of Human Resources (who also serves as the College's Title IX Coordinator), the complaining employee's supervisor, the supervisor's superior, Department Chairperson, Dean, or Vice President for Enrollment Management and Student Affairs.

Honors Program

Academic Honors offers many rewards:

- Availability of Sinclair Academic Excellence Scholarships
- Opportunity to participate in Service Learning
- Academic challenge and personal enrichment
- Honors designation on transcript
- Special commendation as an Honors Scholar after completing required courses
- Attendance at regional meetings of Honors students and faculty from other colleges and universities
- Better preparation for entering baccalaureate and advanced programs
- Increased opportunities for financial aid and membership in honor organizations like Phi Theta Kappa
- Scholarships and/or transfer articulations with Miami University, University of Dayton and Wright State University.

Students can participate in Honors in two ways:

Individual Honors Courses

Students with a 2.8 GPA may enroll in individual Honors courses whether or not they plan to become Honors Scholars. To receive Honors credit, a student must earn a minimum of "B" in the course. What honors courses will be offered next term? Ask your instructor! Any course on campus or online beyond the DEV level may be taken with an Honors option, with the approval of the instructor and the department chair. To find courses, you can now search the online bulletin

by keyword. Enter “honors” in the search box under keyword and a list of courses offering honors options will come up. Please send corrections/addition /deletions to: **derek.petrey@sinclair.edu**

Honors Scholars Program

Students may apply to become Honors Scholars. We interview every term. Upon acceptance, scholars undertake to complete four honors experiences while maintaining an overall 3.25 GPA. Two of the four honors courses must be in different disciplines and one course must be Interdisciplinary. The interdisciplinary requirement may be waived if courses are taken from four different disciplines.

In addition to other financial aid and scholarships, Honors Scholars may apply for up to six Academic Excellence Scholarships on a per-term basis during their time in the program. Honors Scholars are required to fulfill a Service Learning requirement before completing the program. Students will perform unpaid community service as part of a selected Honors course or just on their own. Students seeking help in choosing a service project are encouraged to contact Sinclair’s Service Learning office at: **www.sinclair.edu/about/slearning**

Find the application and other Honors Program forms at:

www.sinclair.edu/departments/honors/forms/

More details about Service Learning visit:

www.sinclair.edu/departments/honors/particip/servicelearning

Late Registration

Students may register for open classes during Sinclair’s official late registration period.

Students may not register for any course that already has met once.

- Late registration period is the week before each term begins. See the online class schedule for exact dates for each term.
- A non-refundable late fee of \$30.00 is charged for all late registrations except when adding a class when the students have already registered for the term.
- To audit a class, students register during late registration; there is no late fee charge. Register in person only.

NOTE: SinclairOnline classes are considered to have met as of midnight on the second day of the term.

Military Training

Sinclair evaluates military training according to the American Council on Education recommendations. Contact the Registration & Student Records office for a list of official documentation that is acceptable for evaluation.

- Students must have applied for admission, been accepted at Sinclair, and paid fees.
- Students will receive credit only if Sinclair offers an equivalent course.
- Students who have received or transferred credit for a comparable college course, Sinclair will not award credit.
- Credit awarded is treated as transfer credit at Sinclair.
- Credits awarded as a result of military training do not apply toward the college residency requirements.

National Change of Address

In accordance with the new United States Postal Service regulations effective January 4, 2010 which requires all addresses to go through Post Office approved validation process. A process is ran every 90 days to verify your address matches with the United States Postal Office. If there is a discrepancy your address will be updated and could affect your residency/tuition.

One Year Time Limit on Math Prerequisites

The following policy applies to all math courses with an MAT course designation except for MAT 1110, MAT 1120, and MAT 1130.

Students registering for a MAT course are required to have completed the prerequisite course not more than one calendar year prior to the semester in which they are taking the given MAT class. This means the prerequisite course must have been taken in one of the three consecutive semesters (including summer) immediately prior to the semester in which they want to take the given MAT class. For example, in order to register for MAT 1370 in the fall of 2015, a student must have taken the prerequisite course (MAT 1270) no earlier than the fall 2014 semester.

Students whose prerequisites for MAT courses were completed more than one calendar year ago should see an academic advisor for assistance in registering for an MAT course.

NOTE: *This policy does NOT apply to math courses with a DEV course designation. It also does not apply to courses offered by other departments that have a MAT course as a prerequisite.*

Payment Plan

FACTS Tuition Payment Plan (available from Nelnet Business Solutions):
<http://facts.sinclair.edu>

FACTS is a payment plan offered to help students budget tuition costs. It automatically withdraws a non-refundable \$25 per term FACTS service fee, and the college tuition, from a credit card, checking account or savings account. This is not a loan program. There are no interest or finance charges. There is a maximum amount to qualify for the plan. Students are responsible to the college for all tuition and fees incurred as a result of registration. FACTS is only a convenient budget plan to assist students in managing their costs.

A deposit may be required. FACTS enrollment/payment dates for the current term are available at:
<http://facts.sinclair.edu>

If the \$25 service fee is not available for withdrawal, by FACTS, from the students' banks or credit card, students cannot participate in the FACTS payment plan. Students not participating in the plan, must pay fees that are due on the collegewide payment dates printed in the current term's schedule. FACTS will charge a \$30 "returned payment fee" for each unsuccessful attempt to withdraw funds from the students' financial institution.

Prior to the college's published refund date, if a tuition payment cannot be withdrawn from the students' bank or credit card, the course registration will be in an "unpaid" status and subject to deregistration of classes. If a payment is not available from the students' financial institution after the refund date, the college may proceed with collection activity without further notice.

Enrollment is made online at: <http://facts.sinclair.edu>. Students need the following information:

- The last seven digits located on the Tartan Card I.D. This is the student identification number.
- Name, address and email address of the person responsible for making the payments.

- A FACTS Access Code that students will create.
- If paying from a checking or savings account, students will need the bank name, telephone number, account number and routing number (located on their checks).
- If paying from a credit or debit card, students will need the card number and expiration date.

Personal Data

To change a name or address:

- Apply online at Web Advisor at: **my.sinclair.edu**, or
- Complete a change of information form at the office of Registration & Student Records or at any of the regional centers.

To change a social security number, students must bring a copy of their card to Registration & Student Records or at any of the regional centers.

Veterans must report any change to the Veteran Services office in person, Dayton Campus, Building 10, Room 10324 or via email at: **veterans@sinclair.edu**

A change of address does not automatically change residency for fee purposes. For that, students must file a separate application for a change of residency and show proof of eligibility at Registration & Student Records. For deadline dates, see Registration at:

www.sinclair.edu/services/registration; call (937) 512-3000 or 1-800-315-3000.

To change name, proper court documentation must be brought to Registration & Student Records or to any of the regional centers.

Prerequisites

Some beginning or advanced courses have prerequisites which are other courses that must be successfully completed first. Many beginning classes require the placement test or completion of developmental courses before students may enroll in them.

Transfer and transient students who want to substitute courses completed at another institution for Sinclair prerequisites may bring an unofficial transcript or a grade card to an academic advisor for review. If the students wish to receive credit for those courses at Sinclair, they must have their transcript sent from their former institution to the Sinclair office of Registration & Student Records.

Prior Learning Assessment Programs

Advanced Placement (AP) Program

The College Board's AP Program (<http://apcentral.collegeboard.com>) offers high school students the opportunity to earn college credit by providing examinations in 35 introductory courses in 20 fields. To have AP scores reported to Sinclair Community College, the school code is 1720. For AP exams taken in the past, contact the College Board at 888-225-5427 to request an official score report to be sent to Sinclair. Students obtaining an Advanced Placement (AP) exam score of 3 or above will be awarded the aligned course(s) and credits for the AP exam(s) successfully completed.

College Level Examination Program (CLEP)

The College Board (<http://www.collegeboard.org/clep/>) offers nationally standardized CLEP exams that may allow learners to earn college credit for knowledge acquired through on-the-job training, professional development, etc. CLEP exams are offered at the Sinclair Workforce Development Testing Center as well as other locations in the area. Student can select their testing location through the College Board website when applying. To have CLEP scores reported to Sinclair Community College, the school code is 1720. For CLEP exams completed in the past, contact the College Board for an official transcript.

DANTES Subject Specific Tests (DSST)

These nationally standardized exams (www.getcollegecredit.com) may be equivalent to certain Sinclair courses. DSST exams are offered at a variety of locations in the Dayton area, and students are able to select their location at the Get College Credit website when applying. To have DSST scores reported to Sinclair Community College, the school code is 9309. For DSST scores that have not been reported to Sinclair, contact Prometric for an official transcript at:

www.getcollegecredit.com/test_takers/

American Council on Education (ACE)

Students who have earned licensures, certifications or other credentials from professional training are able to submit their documentation for a free evaluation and possible college credit. Interested students should make an appointment with a PLA advisor by calling (937) 512-2800. Approved course equivalencies will be awarded and indicated as articulated credit on the student's transcript.

NOTE: *Transferability can only be determined by the accepting institution.*

Policies – AP, CLEP, DANTEs and ACE

- Students must be officially admitted to Sinclair and have paid the appropriate registration fee to have AP, CLEP, DANTEs and ACE course credits transcribed to his/her record.
- Course credits earned via AP, CLEP, DANTEs, and ACE do not apply toward college residency requirements.

Sinclair Proficiency Examinations

A learner who can demonstrate knowledge and ability in a particular subject area may earn credit for specific Sinclair courses without enrolling in them. This is done by taking a proficiency examination or by demonstrating a level of skill evaluated by the appropriate academic department. For a list of courses available for proficiency exams, visit:

<http://cmt.sinclair.edu/reports/proficiency/dspResults.cfm>

The fee for testing varies from course to course. To apply for a proficiency exam please contact a PLA advisor for your community by calling (937) 512-2800.

- Department approval may be required to take a proficiency examination.
- A proficiency examination cannot be taken until a student has completed a Sinclair Community College application and paid the appropriate fees.
- A student must have successfully completed course prerequisites before taking the proficiency examination. Exceptions to this requirement are made at the discretion of the department chairperson.
- A proficiency examination cannot be taken, nor credit awarded, for any course in the same term in which the student is enrolled for that same course.
- A proficiency examination can be taken only once for any course. A student may earn an A, B, C, D, or F grade for a proficiency examination; however, only an A, B, or C grade will be recorded on the student's transcript.
- Proficiency examinations do not apply toward the college residency requirements.
- Proficiency fees are NON-REFUNDABLE.
- Proficiency exam grades will be recorded on the student's transcript with a notation that clearly indicates grades were earned as a result of taking a proficiency exam. For example:
A. Transferability can only be determined by the accepting institution.

Portfolio Based Evaluations

Sinclair recognizes that the classroom isn't the only place where learning occurs. Many students bring to Sinclair a wealth of learning experiences and knowledge they've gained from work, training and other learning experiences. A portfolio allows the student to demonstrate learning for evaluation and possible equivalent college credit.

To submit a portfolio, students must enroll in PRL 1100 Portfolio Development where they will learn and develop a cohesive summary of learning and competency done. Students have the option of submitting the final portfolio to relevant department for review. There is a \$45 evaluation fee per portfolio, and students are able to submit any number of portfolios for review within the two years following successful completion of PRL1100.

Articulated Credit

Students who have earned licensures, certifications or other credentials from professional training are able to submit their documentation for a free evaluation and possible college credit. Interested students should make an appointment with a PLA advisor by calling 937.512.2800. Approved course equivalencies will be awarded and indicated as articulated credit on the student's transcript. Students who have earned licensures, certifications or other credentials from professional training are able to submit their documentation for a free evaluation and possible college credit. Interested students should make an appointment with a PLA advisor by calling 937.512.2800. Approved course equivalencies will be awarded and indicated as articulated credit on the student's transcript. **NOTE:** *These courses are not always transferable to other colleges, but they count toward fulfilling Sinclair graduation requirements.*

Readmission Policy for Dismissed Students

Students who have been dismissed from Sinclair for academic reasons and want to be readmitted must petition for readmission. The petition must be submitted to the academic advisor at least three weeks before the first day of classes for the term students want to enter. Only the division dean and division advisor can make exceptions to this requirement.

- Students may only be readmitted at the beginning of fall term classes.
- A student who is dismissed for the first time must remain out of school for a minimum of one term, including summer. (For example, if dismissal was at the end of fall term, the student cannot attend spring term, but may petition for readmission to summer term.)
- A student dismissed for a second time must remain out of school for one academic year (three terms).
- A student dismissed for the third time will not be readmitted to Sinclair unless there are documented, extenuating circumstances.
- Petitions for readmission are available from the student's academic advisor.

VETERANS NOTE: *To re-establish VA educational benefits, a student must submit a copy of the readmission petition to Veteran Services in person, Dayton Campus, Room 10323, or via email to veterans@sinclair.edu, after readmission to the college.*

Refund of Fees

- To receive a refund of fees, students must file the appropriate Drop/Add/Withdraw form in the Registration & Student Records office or through Web Advisor within the refund period, which is published online at registration.
- If students withdraw by the eighth calendar day from a full-term course (including Saturday and Sunday) of fall, spring and summer terms, a 100 percent refund will be issued without further action by students (see refund information at the end of this section). After that date, students will receive no refund for dropped classes. Different refund schedules apply for summer term, and for courses that have beginning and ending dates that do not correspond to the full-length term dates. For information, contact Registration & Student Records, Dayton Campus, Second Floor, Building 10, (937) 512-3000 or any of the regional centers.
- If students withdraw after the eighth day of the term, they will not receive a refund of tuition or fees unless the withdrawal was due to exceptional circumstances such as a medical

emergency. For consideration of the specific situation, students must submit a tuition refund appeal request to the Bursar's office, Second Floor, Building 10. Students may access this form at: www.sinclair.edu/services/bursar/refunds/tr

Follow the steps accordingly. Financial aid may be affected. Please refer to **Withdrawal & Return Title IV Funds** found on page 26 in the Financial Aid section.

- If Sinclair Community College cancels the student's class, the student will receive a 100 percent refund. Refunds are issued by check within 10 to 14 days after the close of the refund period. Checks will be mailed to the students' home address currently on file with the Registration & Student Records office. If payment was made by a credit or debit card the refund will be issued back to the card used for payment.

Repeating a Course

A student may repeat a course for any reason. When a course is repeated, the most recent grade will be used in calculating the cumulative grade point average (GPA) in place of the original grade. All grades will remain on the transcript even if they are not counted in the cumulative GPA.

There are some courses which will be counted in the cumulative GPA each time they are taken; the original grade is not replaced by the second one. Such courses are designated in the course descriptions with an R. If a student wants to have the previous grade in such a course replaced by a later grade, special arrangements must be made with the department chairperson.

Financial aid will only pay for one repetition of a passed course. For financial aid purposes, a D is considered passing. For additional information on the treatment of repeat courses and how they affect the Financial Aid section.

Residency Rules

Residency status of each student is determined during the admissions process. Tuition surcharges to the student and college's subsidy payments are based upon that decision. The definitions and rules used by all Ohio educational institutions are contained within the document entitled Ohio Board of Regents 3333-1-10, generically known as Rule 10.

A student who is a non-resident of Ohio must pay a tuition surcharge in addition to other fees. The following rules determine who can be considered an Ohio resident:

- To be considered a resident of Ohio a person must maintain residence in Ohio for 12 months, be qualified to vote in Ohio and to receive state welfare benefits, and be subject to tax liability under Section 5747.02 of the Ohio Revised Code. A person is not permitted to remain a resident of any other state or nation for any purpose within the time prescribed.
- A person who has established a place of residence in Ohio for the purpose of attending a college or university will be considered a non-resident for fee purposes.
- A person admitted to this country as a resident alien may establish Ohio residency in the same manner as any other non-resident.
- An alien admitted to this country on a student visa or other visas, which do not qualify the person to remain in this country on a permanent basis, will be considered a non-resident for fee purposes.

Within the above stated general rules, a student will be considered a resident for fee purposes if the student:

- Has resided in Ohio for at least 12 consecutive months immediately preceding enrollment and is not receiving, and has not received in that time period, financial support from persons or entities who are not residents of Ohio.
- Is a dependent student and at least one of his or her parents or legal guardians has been a resident for at least 12 consecutive months immediately preceding enrollment.

- Is living in Ohio and employed on a self-sustaining basis in Ohio, and is attending college on a part-time basis. The student's spouse who is a full-time homemaker will also be considered gainfully employed.
- Has a parent or spouse who has accepted full-time employment and has established a place of residence in the state of Ohio as of the first day of the term the student enrolls.

Specific Exceptions

The student, his or her dependents, and spouse are considered residents of Ohio if the person:

- Is on active duty in the armed forces of the United States and is stationed and resides in Ohio.
- Forever Buckeye extends the in-state resident tuition rate to any public or private Ohio high school graduate who leaves the state but returns to enroll in an undergraduate or graduate program at an Ohio college and also establishes residency in Ohio. The Forever Buckeyes provision of law removes the 12-month period of establishing domicile in Ohio before becoming eligible for in-state tuition rates.
- Is on active duty in the armed forces of the United States, and Ohio is the state of residence for legal purposes.
- Is transferred by his or her employer beyond the territorial limits of the 50 states of the United States and the District of Columbia, and Ohio is the state of residence for legal purposes.
- Has been employed as a migrant worker in Ohio and has worked in the state at least four months during each of the three years preceding the date of enrollment.

Montgomery County

A student who qualifies as a resident of Ohio, but does not qualify for Montgomery County residency, must pay an instructional surcharge in addition to other fees.

- The student must qualify as a resident of the state of Ohio in order to qualify as a resident of Montgomery County.
- A person who has established a place of residence in Montgomery County for the purpose of attending Sinclair will be considered a non-resident for fee purposes.
- A student who has been classified as a Montgomery County resident shall be considered to have lost his or her residency after he or she (or in the case of a minor), his or her parents or legal guardian move out of the county.

Within the above stated general rules, a student will be classified as a resident of Montgomery County for fee purposes if the student:

- Has resided in Montgomery County for at least 12 consecutive months immediately preceding enrollment at Sinclair and is not receiving, and has not directly or indirectly received during that time, financial support from persons or entities who are not residents of Montgomery County.
- Is a dependent student and at least one of his or her parents or legal guardians has been a resident of Montgomery County for at least 12 consecutive months preceding enrollment.
- Is gainfully employed on a self-sustaining basis and resides in Montgomery County and is enrolled on a part-time basis (less than 12 credit hours). The spouse who is a full-time homemaker will also be considered gainfully employed.
- Has a parent or spouse who has accepted full-time employment and has established a place of residence in Montgomery County as of the first day of the term the student enrolls.

Specific Exceptions

The student, his or her dependents, and spouse will be considered residents of Montgomery County if the person:

- Is on active duty in the armed forces of the United States and is assigned to Wright-Patterson Air Force Base.

- Entered active duty in the armed forces of the United States as a resident of Montgomery County and can provide proof of eligibility to vote in the county and intends to maintain Montgomery County as the legal residence.
- Has been employed as a migrant worker in Montgomery County and has worked in the county at least four months during each of the three years preceding the date he or she enrolled.

If a student has been classified as a non-resident of the State of Ohio or Montgomery County, he or she must apply for reclassification when the student meets the qualifications for residency. A change of address does not automatically change residency.

The student must present evidence to support the request for reclassification, including proof of place of residence, place of employment, and sources of financial support. If the student is reclassified from non-resident to resident of Ohio or Montgomery County, he or she will be eligible to pay the resident fees from the date of reclassification; the reclassification will not be retroactive to any previous term.

Information concerning residency, types of documents required, and residency forms are available at the Registration & Student Records office, Second Floor, Building 10. Requests for reclassification and supporting documents must be submitted prior to the deadline listed on the residency application.

Residency information obtained from the application for admission (more than the current address) will be used to determine residency for tuition purposes. If students feel they qualify as a State of Ohio or Montgomery County resident, contact the office of Registration & Student Records, (937) 512-3000, for specific policies, procedures, time frames, and required documentation.

Selective Service Fees

Ohio law requires that all males who are not in compliance with the federal Selective Service laws pay out-of-state fees. All males who are 18 through 25 years of age must be registered with Selective Service. Men who are on active duty in the U.S. military service are exempt. Students who are not in compliance will be assessed out-of-state fees and, if the fees are not paid within the specified period, the students will be withdrawn from all classes. Students may register at any U.S. post office or at: www.sss.gov. For information concerning status, call 1-708-688-2576, Monday-Friday, 8:30 a.m.-6:45 p.m.

The Tartan Card (Student I.D.)

The Tartan Card, proof of student status, is required to use college services or participate in college sponsored activities. The card electronically stores information about the students' enrollment status.

Card readers located on Sinclair campuses scan the information and provide access for such transactions as checking out materials in the Library, using the PAC, and parking facilities. Money put on the student account via the Tartan Card can also pay for various campus services such as books, food and copier use—so the students don't have to carry cash. On campus, money can be put on cards at transfer stations (the Dayton Campus, Buildings 4, 7, 8, 11, 13), or online at: www.sinclair.edu/services/tartancard

The Bursar office has a \$10 minimum deposit requirement at the Cashier's window. Students wanting to deposit less than \$10 must use the VTS machines, Café registers or the Online Card office. Money cannot be withdrawn from a Tartan Card after the deposit is made. Money may

only be taken off the card upon termination of the card and by filling out a Tartan Closure form at the Bursar office, or online under the refund information on the Bursar office pages. The Tartan Closures are processed at the end of each term. A check minus \$10 closing fee will be mailed to the students.

To avoid possible lines, the preferred method to put money on the Tartan Card link in the **my.sinclair.edu** portal or via the website at: **www.sinclair.edu/services/tartancard**

To get the first Tartan Card at no charge, present a fee bill and another photo I.D. to Registration & Student Records, Dayton Campus, Second Floor, Building 10 or at any of the regional centers. There is a \$5 replacement fee for damaged, lost, or stolen cards.

Information about additional services that may be available when using the Tartan Card can be found at: **www.sinclair.edu/services/tartancard**

Transcripts

For official transcripts of academic work completed at Sinclair, choose from these methods:

- Online—For the quickest way to order transcripts, visit **www.sinclair.edu/services/registration**. Transcripts ordered online will be produced and sent in one to two (1-2) business days.
- Mail—Mail the transcript request found on the Sinclair web page to the office of Registration & Student Records. Include the student I.D. number, birth date, the term last attended at Sinclair, legal signature, day time telephone number, and payment. Cost is \$5.00 per mailed transcript. Transcripts ordered by mail will be produced and mailed in five business days.
- Payment for transcripts can also be made at the Bursar office or at any of the regional centers.
- A financial hold on your student account will prevent you from receiving transcripts.

Tobacco Restriction

To comply with state law, smoking is prohibited on the campuses of Sinclair Community College except in officially designated locations.

Additionally, Sinclair restricts the use of any smokeless tobacco products, electronic cigarettes, or product intended to mimic tobacco products to these officially designated locations.

This policy is not intended to govern the use of nicotine patches, pills or gum.

Smoking is prohibited right outside the doorways and where in-take vents for the College ventilation system are located.

Approved designated areas for smoking are identified by the presence of a smoking receptacle.

Smokers and users of tobacco products must use the receptacles provided for disposal of waste and for smoking materials. Smoking is prohibited in any other area of the campus.

On the Dayton Campus the following areas are designated smoking areas and have specially marked signage:

- Building 2, southwest steps under the overhang
- Building 5, west side between Buildings 5 and 8
- Building 7, in the north terrace area in the Tartan Marketplace
- Building 7, south entrance on either side of the building
- In the center of the main plaza
- Building 8, entrance south side of plaza
- Building 10, north steps on east end
- Building 12, west plaza facing the main campus
- Building 12, southeast plaza facing Perry Street
- Building 13, west under the pedestrian bridge
- Building 14, east plaza facing Perry Street

- Building 16, near the air unit fencing
- Building 19, on Wilkinson Street north at the alley
- Building 20, near the art display
- Building 20, southeast plaza facing the Great Miami River
- Parking Lot A, first floor, behind the PMI office

Anyone smoking may also use any public sidewalk adjacent to Sinclair property.

The designated area for the Courseview Campus Center in Mason is on the lawn area at the east corner of Building A (between Buildings A and B). All areas of the regional centers in Huber Heights, Englewood and Preble County are smoke-free in compliance with the YMCA buildings with which the centers share space.

Waitlisting

An upgrade to registration allows students to electronically “wait in line” for the next available seat. As a vacancy becomes available, the next students on the waiting list will be automatically registered for the section. The students will then be notified via their **my.sinclair.edu** email address that they have been registered for the course section.

By placing his or her name on the waiting list a student is agreeing that he or she is financially obligated to pay for the courses. Tuition must be paid and follow the tuition payment schedule at: **www.sinclair.edu/services/registration**

Students will be able to add themselves to the waitlists up through 5:00 p.m. on the Monday of late registration. For the current term’s drop and withdraw dates, visit:

www.sinclair.edu/services/registration/dates

For more information visit: **www.sinclair.edu/services/registration**



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Parking Student and visitor parking is available in Lot A on Fifth Street

Walkways The student Parking Garage (Lot A) and Buildings 1-7 and 9-14 are connected on the third floor by a series of covered walkways. Buildings 1-8 and the Library are also connected at the basement or lower level.

Reading Room Numbers

| | | | | |
|------------|----|-------------|----------|----------|
| Room 5111 | is | Building 5 | Floor 1 | Room 111 |
| Room 8025 | is | Building 8 | Basement | Room 025 |
| Room 11346 | is | Building 11 | Floor 3 | Room 346 |

Academic Advising

Building 11, Room 11346
 (937) 512-3700

Bursar/Cashier

Building 10, Second Floor
 (937) 512-2606

Financial Aid & Scholarships

Building 10, Room 10324
 (937) 512-3000

New Student Enrollment Center

Building 10, Fourth Floor
 Lobby, (937) 512-3444

Testing Center

Building 10, Room 10445
 (937) 512-3000

Public Safety

Building 7, Room 7112
 (937) 512-2700

Registration & Student Records

Building 10, Second Floor
 (937) 512-3000

Student I.D. Cards

Registration, Building 10,
 Second Floor

