EGCC
EASTERN
GATEWAY
COMMUNITY
COLLEGE
ONgRats
Eastern Gateway
Community College
2011-2012
Catalog

Eastern Gateway Community College

Jefferson County Campus, 4000 Sunset Boulevard Steubenville, Ohio 43952 (740) 264-5591 or 1-800-68-College

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THE CATALOG PURPOSE

While this catalog is intended to be a fair summary of certain matters of interest to students, its readers should be aware (1) that this catalog is not intended to be a complete statement of all procedures, policies, rules, and regulations by which the college is operated, (2) that the college reserves the right to change without notice any academic or other requirements, course offerings, course contents, which may be contained in this catalog, and (3) that departmental procedures, policies, rules, and regulations, whether or not contained in this catalog, may be applicable to students in those departments. All policies, procedures, rules, and regulations mentioned herein are available for public inspection. ALL STATEMENTS IN THIS PUBLICATION ARE NOT TO BE REGARDED AS OFFERS TO CONTRACT.

A student is responsible for meeting all requirements for graduation. A student's advisor may assist in planning programs, but the final responsibility for meeting graduation requirements rests with each student. In addition, students planning to transfer to another institution have the sole responsibility to determine that their course of study at the college will qualify for such transfer.

Eastern Gateway Community College does not discriminate on the basis of race, color, religion, sex, national origin, age, ancestry, or nonperformance related disabilities in the admission of students, employment of individuals, or in activities conducted by the college. The following person has been designated to handle inquiries regarding the non-discrimination policies: James Morgan, vice president for administrative services, Title IX and Section 504 coordinator, Office 2625, 4000 Sunset Blvd., Steubenville, Ohio 43952, 740-264-5591, ext. 119, jmorgan@egcc.edu. Inquiries regarding students with disabilities should be directed to the director of Learning Skills Lab, Section 504 Student Manager, Office 3305, 4000 Sunset Blvd., Steubenville, Ohio 43952, 740-264-5591, ext. 214.

Eastern Gateway Community College is an equal opportunity institution.

Student complaints/appeals about the application or misapplication of any policy or procedure contained in this catalog, including equal opportunity and sexual harassment, should be processed according to the procedures found in this catalog and/or contained in a separate student handbook provided in some programs.

Complainants are advised that, where practical, an attempt to resolve problems and concerns informally prior to submission of a formal appeal is recommended or required.

Sexual Harassment Policy

In accordance with Equal Employment Opportunity Commission (EEOC) guidelines and Title VII of the Civil Rights Act of 1964, conduct creating an intimidating, hostile, or offensive working environment will not be tolerated. It is the policy of the college that sexual harassment or other offensive behavior as defined by the EEOC, will not be tolerated at any time while on college property by employees, vendors, students, or the Board of Trustees.

General Information

History

On October 29, 1965, the Battelle Memorial Institute of Columbus, Ohio, completed a survey financed jointly by the Jefferson County commissioners and the Steubenville Area Development Council to determine area needs for training and education. The Battelle findings indicated a definite need for post-high school technical education, prompting the creation of the Jefferson County Technical Institute District. The institute was chartered for operation on September 16, 1966, as a public two-year institute by the Ohio Board of Regents, and a Board of Trustees was appointed in compliance with Chapter 3357 of the Ohio Revised Code. Area acceptance and support for the technical institute was confirmed in fall 1966, when Jefferson County voters approved a one mill, 10-year levy to assist in the support of the facility.

An 84.7-acre tract of land in the northwest section of Steubenville, Ohio, was obtained by the trustees and construction of the building began in October 1967. Less than one year later, on September 23, 1968, the doors opened to admit the initial class of 320 students. Phase II of the campus building program, providing a second floor on the library, a nursing skills laboratory, student lounges, classrooms, and expanded parking lots, was completed in early 1972. In 1976, Phase III construction doubled the space in the lecture hall, increasing the capacity to over 300 students.

In 1976 and 1986, Jefferson County voters approved 10-year renewals of the one mill levy. The Ohio Board of Regents approved a name change for the institute to Jefferson Technical College in 1977.

In fall 1978, Phase IV was completed, providing three outdoor tennis courts and two outdoor basketball courts.

Phase V was completed in winter 1983. The health wing addition and room renovation provided the college with three new labs, two classrooms, and six faculty offices. The computer center was remodeled to accommodate a new computer. In addition, space was converted to the individualized industrial engineering lab.

Phase VI was completed in early 1989 and includes three computer labs, a business/industry conference room and computer services facilities.

Phase VII was completed in fall 1993 with renovations to existing offices, construction of new offices and workspace, and the conversion of a large open court area into a fully enclosed year-round student lounge.

In 1992, the Board of Trustees empowered a citizens committee to study the idea of converting the college to a community college. The committee proposed the change in June 1993. In October 1993, the Ohio attorney general determined that the college could transfer the local levy to a community college operation. In September 1994, the Ohio Board of Regents approved a request from Jefferson Technical College to expand its charter from technical to community college. In February 1995, the Ohio Board of Regents approved a five-year operation plan and the North Central Association approved the change in the Colleges Statement of Affiliation status to include the Associate of Arts and Associate of Science degrees. On July 1, 1995, Jefferson Community College began officially serving the public.

In March 1996, Jefferson County residents voted to replace the one mill technical college levy with a one mill levy to operate the community college for 10 years. The levy was renewed in 2006.

Phase VIII was completed in August 1996. In addition to repairing the first floor of the health wing, a second floor was added. This floor contains one classroom, four labs, and nine faculty offices.

In 2004, EGCC acquired a vacated business structure adjacent to the main building on the Jefferson County Campus. Following renovation of the first floor, the Department of Workforce and Community Outreach moved into the training center in 2005. The first floor holds two computer labs and four classrooms. In addition to office space, there are a kitchenette and work areas. The renovated second floor opened in 2011 with a wellness center and administrative offices.

Following the University System of Ohio's Strategic Plan and recommendations from an implementation committee, the Ohio General Assembly passed legislation in 2009 to expand the college's services direct and to change its name to Eastern Gateway Community College. The college now serves Columbiana, Jefferson, Mahoning and Trumbull Counties with seven locations.

Since 1968, 45,976 different students have enrolled in one or more classes for credit applicable to a higher education degree or certificate or in a non-credit course.

Mission

Eastern Gateway Community College serves to advance the ability of residents, workers, and companies to learn, grow, and prosper into the future through affordable and accessible education fostered by strong community and educational partnerships.

Eastern Gateway's vision statement is: Transforming our region and enhancing economic competitiveness through creative, innovative, and partnership-based education.

Core Values

In carrying out its mission, Eastern Gateway Community College will manifest the following core values:

- **Opportunity:** We believe educational access fosters economic opportunity
- **Transferability:** We uphold transferability of college credits as a lower cost option toward advanced college degrees
- **Affordability:** We strive for the most affordable ways to earn a college education
- **Empowerment:** We believe in motivating and empowering our community to achieve
- **Excellence:** We commit to quality and excellence in all that we do
- **Advancement:** We promote career advancement through educational attainment
- **Flexibility:** We aspire for flexibility in our programs and services so more people can pursue and earn a college degree
- **Learning:** We embrace lifelong learning as the key to future prosperity
- **Diversity:** We promote diversity through educational opportunities

Accreditation & Memberships

Eastern Gateway Community College is accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools (NCA), 30 N. LaSalle St., Suite 2400, Chicago, IL, 800-621-7440.

Jefferson County Technical Institute was initially accredited during the NCA's annual meeting on March 25, 1973. The college was reaccredited in 1976, 1981, and 1989. The college underwent a focused visit by NCA in 1994. In February 1995, the college received approval to change its College Statement of Affiliation status to become Jefferson Community College and to offer the Associate of Arts and Associate of Science Degrees. The college's student assessment plan also was approved. The college was accredited as a community college in 1997. The college was reaccredited in 2007. A focused visit was conducted in 2009. The next comprehensive visit is schedule for 2017.

The college is a member of the American Association of Collegiate Registrars and Admissions Officers and has been a member of the American Association of Community Colleges since November 1971. Membership is also held in the Ohio Association of Community Colleges.

The college is a full member in the Ohio College Association, which is the association of private and state-assisted institutions of higher learning in Ohio.

Eastern Gateway Community College is approved for veterans' training.

The Dental Assisting Certificate Program is accredited by the Commission on Dental Education, American Dental Association. The Emergency Medical Technician-Intermediate, and EMT-Paramedic courses are approved by the Ohio Department of Public Safety Services Division of EMS; the program number is 5-3-011. The EGCC Medical Assisting Program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org), on recommendation of the Curriculum Review Board of the American Association of Medical Assistants Endowment (AAMAE), Commission on Accreditation of Allied Health Education Programs, 1361 Park St., Clearwater, FL, 33756, phone 727-210-2350. The Clinical Laboratory Technician Program is accredited by the National Accrediting Agency for Clinical Laboratories Sciences (NAACLS) 8410 West Bryn Mawr Ave., Suite 670, Chicago, Ill., 60631, 773-714-8880; the program number is 034084.

The Practical Nursing Program is approved by the Ohio Board of Nursing (#20163). The Radiologic Technology Program is accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT). The program number is 0274000. The Respiratory Therapy Program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) on recommendation of the Committee on Accreditation for Respiratory Care (COARC); the program number is 200326.

Eastern Gateway's coding program is approved by the American Health Information Management Association (AHIMA). This designation acknowledges the coding program as having been evaluated by a peer review process against a national minimum set of standards for entry-level coding professionals. This process allows academic institutions, health care organizations, and private companies to be acknowledged as offering an AHIMA Approved Coding Certificate Program (EPC Code C043).

Partnerships

Eastern Gateway Community College will use some programs from other colleges in the state to deliver in-demand programs more quickly. Through these delivery partners, the college will bring additional quality programs to its various sites. Not all programs will be available at all sites; although students may select any program offered by the college.

Facilities

Eastern Gateway Community College's Jefferson County Campus has two distinct facilities. The main building currently consists of about 160,000 square feet, housing 22 classrooms and 36 laboratories in a multi-winged structure. In addition to numerous computer labs, there are interactive distance learning rooms and "smart" classrooms. There are two student lounges and faculty and administrative offices. A Preschool and bookstore are located on the lower level.

The college's Department of Workforce and Community Outreach occupies the Pugliese Training Center, adjacent to the main building. The training center contains two computer labs, four classrooms, office and work areas. The second floor of the training center is being renovated for a wellness center and administrative offices.

The college's sites include the Valley Center, located in the educational wing of Northside Medical Center, 500 Gypsy Lane, Youngstown, and the Warren Center, 103 Market Street, Warren. In addition to administrative and student services office space, there are classrooms and computer labs. Others sites are Choffin Career and Technical Center, Youngstown; Columbiana County Career and Technical Center, Lisbon; Mahoning County Career and Technical Center, Canfield; and Trumbull Career and Technical Center, Warren.

Admissions

As a public institution of higher education, Eastern Gateway Community College adheres to an "open door" admissions policy. Although the minimum requirement for college admission is a high school diploma, General Educational Development (GED) certificate, or completion of an approved home school program, applicants are not necessarily accepted to any course or program without adequate preparation.

Placement testing and admissions counseling are used by the Admissions Office to guide students to appropriate programs, classes, and career goals.

Details on admissions procedures and the various program requirements are available at the Admissions Office.

Class Schedule

Each semester the college posts the class schedule on its web site. The schedule contains course listings with descriptions, dates, times, locations and prerequisites. The schedule is subject to change.

The college reserves the right to cancel a course when the registration is not sufficient to warrant its continuance, divide a class if enrollment is too large for efficient instruction, change the time of a scheduled course or section, and/or change instructors when necessary.

Practicum Experience

Practicum experiences, including clinical education and clinical laboratory, emphasizing observation and practice, have been established to enhance classroom instruction and laboratory practice. This concept is in operation in Business, Engineering, Information Technologies, Humanities and Social Sciences; Public Service programs such as education; and Health Sciences programs. Proof of health insurance may be required. Students participating in the practicum programs usually earn one credit hour for each seven clock hours/week/semester under the close supervision of practicing professionals or college faculty at cooperating agencies' locations.

Evening/Flexibly Scheduled/ Accelerated Classes

The evening classes offered by the college are an integral part of the majority of programs presented. The instructors, many of whom teach courses during the day, provide a quality experience for the evening students. These classes are organized so individuals from the community may obtain a degree, broaden their personal background, improve their present employment situation, or retrain for new occupational opportunities. Those individuals who desire to attend evening classes must make formal application and are responsible for meeting the matriculation and academic requirements of the college. Courses from the degree programs offered in the evening are scheduled on a rotating basis. Offices and personnel for assistance and the college bookstore are open on specific evenings for the evening students' benefit. In addition, the college serves the community by offering courses to various groups when a need and interest are indicated. Announcement of evening courses, together with class schedules, fees, and other information are included in the class schedule. EGCC also offers flexibly scheduled (or flex) classes, including late-start courses, accelerated courses, and one-credit five-week courses to accommodate students with unusual schedules. Listings for the non-traditionally scheduled courses and late-added courses may be found on the EGCC web site at www.egcc.edu, in the printed schedule, on fliers, and by calling the Admissions Office.

Some associate degrees and certificates may be attained by attending **only** evening classes. Students are advised to consult with a Admissions Office advisor about the availability of the programs for evening study.

Credit for Life Experience

Eastern Gateway Community College now awards credit for verified learning resulting from prior experience. This credit can be awarded when the learning is college equivalent, possessing value in and of itself and contributing to the personal career development of the learner in the concentration identified in the degree approval. This includes training classes and courses taken at non-accredited technical institutions. The advisor or faculty member helps the student to identify the learning outcomes of the experience in order to ascertain how well these outcomes match those of a particular course or program at EGCC. If it is determined that 70% of the learning outcomes can be directly linked to an existing course, EGCC course credit may be granted upon the presentation of a portfolio documenting the work that the student has done and/or relevant training coursework. If the learning is not closely allied to an existing course but is significant value and of college level, special topics credit may be granted. The dean, faculty members, and/or advisors of the student will make this decision based on the student's documented evidence of the learning experience. Students will be strongly advised to take the portfolio courses offered at EGCC to help them more effectively present their documentation to deans, faculty, and advisors.

A student applying for credit for life experience has several options. The credit awarded may be applied to the student's chosen degree program at EGCC, or students may choose to enroll in one of two specialized degree programs for adults with varied experiences and education. The Associate of Technical Study Type B degree awards a degree to a student in a technical major not covered by current programs at EGCC. The Associate of Individualized Study degree is a program designed to award a degree to a student in a specialized area not already covered in EGCC degree programs or by the Associate of Technical Study Type B degree. (See the Associate of Technical Study section in the catalog for a fuller explanation of these degree programs.) Both degrees are awarded for the satisfactory completion of a minimum of 60 semester credit hours in an individually planned program, which may include credits awarded by the college for courses completed or training received by a student at other post-secondary institutions, vocational centers and/or other education enterprises judged by the institution to be of college level and credit given for life experience.

For the application procedure prior to completion of 12 semester credit hours, an application form outlining the area of concentration and designating course areas for further study must be approved and signed by the appropriate dean. The student's individual curriculum must contain the designated minimums for technical studies (when applicable) and the general education courses applicable to that degree program or that designated for the Associate of Individualized Study or Associate of Technical Study (Type B).

If approved for an Associate of Technical Study Degree (Type B), Associate of Individualized Study degree, or for any other degree program at EGCC, the candidate must complete no less than 18 semester credit hours of course work under the supervision at EGCC.

A maximum of 42 credit hours can be recognized by EGCC for course work and/or training completed in other public, private, or propriety post-secondary institutions, vocational centers, and/or schools conducted by business and industry, credit-for-life experience prior to the declaration of candidacy for either the Associate of Individualized Study or the Associate of Technical Study degrees.

Academic Programs

Not All Programs Are Offered At All College Sites

Degrees Offered: Associate of Arts (AA)
Associate of Science (AS)
Associate of Applied Business (AAB)
Associate of Applied Science (AAS)
Associate of Individualized Study (AIS)
Associate of Technical Study (ATS)

Programs Offered: Not all programs are offered at all sites

Associate of Arts and Associate of Science Degrees

Associate of Technical Study (Type A & B)
Course of study developed to meet individualized needs of students, employers or the community (ATS)

Allied Health Careers, Biological Sciences, and Public Services Programs

Associate of Science for Biological Sciences Transfer (AS)
Dental Assisting Technology
- Dental Assisting (AAS)
- Dental Assisting (Certificate)
- Dental Assisting EFDA (Certificate)

Emergency Medical Services
- EMT-Intermediate (Certification)
- EMT-Intermediate to Paramedic (Certification)
- EMT-Paramedic (Certification)

Health Information Management
- Health Information Management (AAS)

Horticulture Technology
- Horticulture (AAS) (offered in conjunction with KSU-Salem)

LPN to RN Access in Nursing (AAS)*
Medical Assisting Technology
- Medical Assisting (AAS)
- Medical Assisting (Certificate)
- Medical Machine Transcription (Certificate)
- Medical Office Management (Certificate)

Medical Coding Specialist
- Medical Coding Specialist (Certificate)

Medical Laboratory Technology
- Medical Laboratory Technician (AAS)

Nurse Aide TCE Program
Phlebotomy (Certificate)
Practical Nursing
- Practical Nursing (Certificate)

Radiologic Technology
- Radiologic Technology (AAS)

Respiratory Therapy Technology
- Respiratory Therapy (AAS)

Criminal Justice Technology
- Corrections (AAS)
- Law Enforcement (AAS)
- Law Enforcement with Police Academy (AAS)

Teacher Education (AA)
- Early Childhood Emphasis
- Middle Childhood Emphasis
- Intervention Specialist Emphasis

Business, Engineering, and Information Technologies Programs

Accounting Technology
- Accounting (AAB)

Administrative Assistant Technology
- Administrative Assistant (AAB)
- Administrative Assistant (Certificate)

Associate of Science
(Mathematics, chemistry, physics and geology)
Business Management Technology
- Business Management (AAB)
- Business Management (Certificate)
- Real Estate Management (Certificate)

Computer Engineering Technology-Industrial IT
- Application Specialist (AAS)*

Design Engineering Technology
- Drafting/Design (AAS)

Electrical/Electronics Engineering Technology
- Electrical (AAS)
- Electronics (AAS)
- CISCO Certified Networking Associate (CCNA) (Certificate)
- Programmable Logic Controllers (Certificate)

Entrepreneurship (AAB)*
- Entrepreneurship Certificate of Proficiency*

Information Technology
- Information Technology (Type A-ATS)

Internet and Interactive Digital Media
- Internet and Interactive Digital Media (AAB)
- Computer Software (Certificate)

Mechanical Engineering Technology
- Mechanical (AAS)

Paralegal
- Paralegal (AAB)
- Paralegal (Certificate)

Power Plant
- Power Plant (ATS) (offered in conjunction with YSU)

Technical Study
- Building/Construction Trades Technology (Type B-ATS)
- Electric Utilities Technician (Type A-ATS)
- Electro-Mechanical Engineering Technology (Type A-ATS)
- Industrial/Manufacturing Trades Technology (Type B-ATS)
- Instrumentation and Control Technology (Type A-ATS)
- Utilities Services Production/Maintenance Trade Technology (Type B-ATS)

Welding
- Welding Technology (AAB)*
- Welding One Year and Short-Term Technical Certificate*
- Welding (Certificate)
- Advanced Welding (Certificate)

Humanities and Social Sciences Programs

Associate of Arts
Associate of Individualized Study
Associate of Science

* *Programs delivered by the college's partner - Lorain County Community College*

Academic Degrees

Eastern Gateway Community College currently offers six degrees with more than three dozen majors. These include the Associate of Arts and Associate of Science degrees; Associate of Applied Science, Associate of Applied Business, and Associate of Technical Study degrees. Numerous certification programs are available. Technology programs are grouped by discipline into Business, Engineering, and Information Technologies; Health Sciences; and Humanities and Social Sciences.

The college grants the Associate of Arts (AA) and Associate of Science (AS) degrees. The *Associate of Arts* (AA) parallels the first two years of a traditional university liberal arts degree. It provides the student seeking transfer to a four-year college or university with the lower-division courses generally required by the four-year institution. It provides an excellent academic background and will permit a student to select a major course of study in the arts or business. The *Associate of Science Degree* (AS) parallels the first two years of a traditional university general professional degree with the first two lower-division year courses preparing the student to be able to select a major. In addition to the general AA and AS degrees, the college has developed specialized AA degrees: the *Associate of Arts: Teacher Education with Early Childhood, Middle Childhood or Intervention Specialist Emphases*. This particular degree is designed to more closely match those specialized majors than the general AA. If your baccalaureate interest lies in one of these areas, consult with your advisor, dean, or the transfer coordinator for more information.

Both the AA and AS degree can be ends unto themselves in a general education field or used as stepping stones to a baccalaureate degree at a four-year college or university.

In addition to the AA and AS degrees, the college also offers the following associate degrees.

The *Associate of Applied Business Degree* (AAB) is a technical degree that prepares the student seeking immediate employment after graduation in the areas of accounting, business, and business-related technologies. The *Associate of Applied Science Degree* (AAS) is a technical degree which prepares the student in a professional area such as Information and Engineering Technology, Health Sciences, or Criminal Justice.

The *Associate of Technical Study Degree* (ATS) is a technical degree which serves students seeking a specific employment position. A number of ATS programs can be found in the Engineering Technologies section of this catalog. The ATS degree offers, through the Type B Program, the option of using previously acquired education and skills to develop, in conjunction with an advisor, a portfolio granting credit for previous education and/or experience. These programs are described in more detail throughout the catalog.

The *Associate of Individualized Study* (AIS) is a degree for students wishing to choose an area of concentration that is not offered by another degree awarded by the college. The AIS degree is appropriate for those students who may have earned credit hours in a variety of programs, possibly at multiple institutions, because of changing job opportunities, person need or desire, or other circumstances. The degree combines the existing educational disciplines at the college with a student's educational history, college credits, and experience to create an area of concentration that best serves the need of a student, especially in connection with career or job objectives.

Unlike other majors at the college, this degree is personalized. Therefore, before students may pursue this degree, they must have completed an application for the AIS degree, have their proposed curriculum approved curriculum by a team made up of three faculty members, and have the final permission of the department dean. For more information about the Associate of Individualized Study degree, contact the department dean.

The technology degree programs require that approximately one-half of the individual's course work at the college be technical in nature. This work will be organized in such a manner as to present courses which offer preparation for gainful employment following graduation or which may form the basis for continued study. The remaining approximately one-half of the student's course work will be composed of general studies courses. These courses attempt to provide additional growth in the student's social awareness, personal communications, critical thinking, problem solving, and, in most cases, computational and computer literacy skills.

Overviews of each of the college degrees by program are listed in the sequences of study section (see index). The overview explains and expands the sequence of courses and other academic information to include expected learning outcomes. Specific course descriptions are arranged in alphabetical order by course code and number in the course description guide.

The Ohio Board of Regents (OBR) requires a *minimum* of 60 semester hours for an associate degree. Each degree program, major, and certificate offered by EGCC has been approved by the OBR as outlined in the catalog. As a result, the student may be required to earn more than the minimum semester credit hours to complete the degree, major or certificate requirements as designed by EGCC and approved by the OBR.

Associate of Technical Study

The Associate of Technical Study Degree (Type A or Type B) is awarded for successful completion of an individually planned technical education program designed to respond to needs for specialized technical education not currently available in the college's formal degree programs. As with all technical associate degree programs, the program leading to an Associate of Technical Study Degree must have an area of concentration which is the equivalent of 30 semester credit hours in technical studies. This concentration must be clearly identifiable with a career objective. The general studies (approximately 14 credits) and basic technically related (approximately 14 credits) components must also be satisfied. A minimum of 60 semester credit hours is required for all degrees offered by EGCC.

Associate of Technical Study (Type A)

The area of concentration for a Type A degree consists of a coherent combination of technical courses selectively drawn from two or more technical programs currently offered by the college. This combination must serve a career objective which would not be adequately addressed by any single existing college program. A minimum of 16 credits concentrated in a particular technology is required. The technical study degree is usually a course of study developed by the college, the employer or potential employer, and the student to meet specific employment and academic needs.

Associate of Technical Study (Type B)

The Type B degree is awarded for successful completion of an individually planned technical education program designed to respond to the needs of a concentrated specialized technology. Some portion of the required level or expertise in this specialization must be currently held by the student. This technical specialization may have been obtained through formal education, apprenticeship, journeyman, other occupational skill training program or unique life experiences. This background **must** be documented as to the nature of the experience, identified learning outcomes of the experience, how the learning outcomes were obtained, how the learning was verified and by whom. It is the student's responsibility to develop a portfolio that specifically: (1) links the learning outcomes of previous learning experiences to an existing Eastern Gateway Community College course for which direct course credit may be granted; or, (2) documents and provides rationale for previous learning to be of significant value and of an appropriate college level that internship credit or special topic credit, in the amount determined by the reviewing technical study council, may be awarded. The portfolio may result in credits granted for specific courses already offered at the college or in a specific number of credits awarded as a block in the specialized area. Credits awarded for life experience that matches a specific course already offered at EGCC also may be applied to the Type A program or the Associate of Individualized Study degree.

In all cases, the basic ATS degree requirements will apply. The block credit awarded for the specialized technology will not exceed 30 technical block credits where one block credit is the equivalent of 15 hours of college-level education, as a minimum. The individual, with the assistance of an advisor, can select from a list of electives provided by faculty advisors and the dean and complete the technical block of study. The remaining nontechnical academic portion of the program will be completed under other degree programs. Final approval of the ATS Type B degree and granting of the ATS degree rests with the department dean.

General

All Associate of Technical Study programs (Type A and B) are coordinated by the department deans, and faculty. Portfolios are evaluated by the faculty connected to the specialized study program. The student interested in pursuing an ATS Type A degree must meet with the appropriate department dean who will assign a faculty advisor to assist the student. ATS Type A and B programs must be approved by the appropriate dean for award of credit. Exceptions to these requirements require approval. The student has the sole responsibility of developing the documentation (portfolio) for a Type B proposal. The student must provide all verification and supporting documents for the request and will usually be currently employed in the specialized technology undertaken. **The Veterans Administration requires prior approval of the Type B program before payment will be made.**

The college currently offers Type A programs in Instrumentation and Control, Electro-Mechanical, and Information Technology, and Type B programs in the general areas of Building/Construction Trades Technology, Electric Utilities Technician, Industrial/Manufacturing Trades Technology, and Utilities Services Production/Maintenance Trades.

All student regulations and fees apply.

Collegewide General Education and Outcomes for Degree Programs

The foundation of EGCC's curriculum is the general education program. General education is designed to offer students the traditional objectives of higher education while encouraging students to develop themselves to the fullest extent possible. The role of general education in a contemporary college curriculum is to address needs and objectives not adequately served by the specialized and upper-division courses within a chosen academic program. Through general education, a student gains personal enrichment, cultural awareness, and breadth of knowledge. Additionally, it has been shown that a foundation in general education courses can better prepare students for today's ever-changing job market, easing the transition between careers. General education also creates in students an awareness of higher education's role within the larger community.

Therefore, EGCC's specialized programs have established minimum standards in terms of credit hours, grade points, and distribution requirements within the general education program. Students should consult their advisor, the Admissions Office, or the current EGCC catalog for more information regarding your specific program's general education requirements.

General Education Outcomes

At the time of graduation, EGCC students should be able to effectively demonstrate the following outcomes:

Communication Skill

- Exhibit oral and written skills through active listening and reading.
- Interpret language in a manner necessary for achievement of academic and professional goals.

Information Literacy

- Utilize a variety of public and private sources, including degree-specific technology, to retrieve and use data.
- Operate a computer in multi-tasking situations, creating documents with a variety of computer programs.

Critical Thinking Skill

- Solve critical thinking problems, gaining proficiency in making decisions and performing numerical operations.
- Display the ability to analyze, synthesize, make inferences and evaluate data.

Cultural and Social Literacy

- Distinguish the principles underlying human, personal, and interpersonal relationships as well as the impact of local and national current affairs.
- Contribute as a member of social and professional groups, therefore developing a work ethic.
- Recognize the importance and value of diversity in personal, professional and academic situations.

Prerequisites for Courses

A prerequisite course is a course that is required prior to taking an advanced course. Courses requiring a prerequisite have those prerequisites listed below their course descriptions in the course description guide in this catalog. Students may bypass some prerequisites through placement testing. ACT and SAT scores, Advanced Placement credits, and proficiency examinations. All degree-seeking students placing into MTH081 General Math and ENG083 Integrated Reading and Writing I must complete these courses even if the courses are not required for the degree.

Admissions

Eastern Gateway Community College, as a state-supported, higher education institution, has an "open-door" admission policy. The minimum qualification for admission to the college is a high school diploma, a General Educational Development (GED) certificate, or completion of an approved home school program. This does not mean that applicants are accepted directly to all courses or programs without an adequate background. Eastern Gateway Community College offers many introductory courses which provide applicants the opportunity to develop sufficient background to enter the program of their choice.

Persons lacking a high school diploma or equivalent may be admitted by the college as special students if certain conditions are met. Information about the conditions is available in the Admissions Office. If admitted, these persons will be permitted to attempt a maximum of 30 semester credit hours while pursuing a GED. Proof of earning a high school diploma or a GED must be presented to continue taking credit courses at the college once this maximum is reached.

High school students who are age 16 may enroll in courses with the recommendation of their guidance counselor or principal as a special student. The college participates in the post-secondary enrollment option program approved by the Ohio legislature. Information is available through the Admissions Office or from a high school counselor. The college also has agreements with some secondary schools to allow credits to be granted for courses taken in high school via Tech Prep. Conditions for the granting of these credits are that the student attend EGCC immediately after graduating from high school and successfully complete 12 credit hours at the college.

To apply to EGCC, applicants may obtain an application from the Jefferson County Campus Admissions Office, the Valley Center, the Warren Center, or apply online at www.egcc.edu. This should be completed and returned to the Admissions Office. A nonrefundable admissions fee of $20 will be assessed each student during registration at the first semester of enrollment.

High school graduates must request that their high school forward an official transcript of their high school grades to the Jefferson County Campus Admissions Office. A transcript request form is located in the back of this catalog. If submission of a high school transcript is impractical, the director of admissions may accept other documentation of high school graduation such as military records, transcript of college degrees awarded, etc. Applicants having GED certificates are required to have an official GED transcript sent to the Admissions Office on the Jefferson County Campus by the Department of Education from the state in which the test was taken. Applicants who have previously attended another college must request for an official transcript(s) to be sent to the Jefferson County Campus Admissions Office.

All credentials submitted for admissions become the property of the college and are not returnable or transferable.

The applicant is responsible to supply truthful and complete information on the application for admissions. If the college subsequently determines that financial aid or some other service was provided to the student based upon inaccurate information provided, the student may be denied further consideration for the service and/or may be required to reimburse any overpayment resulting from the use of the invalid information.

Successful implementation of an "open-door" admissions policy requires an emphasis on pretesting and admissions advising; therefore, a personal advising session is in the best interest of the student.

Foreign student admissions requirements are listed under instructional fees.

Although the Jefferson County Campus Admissions Office processes all admissions requirements for students enrolled in courses at all Eastern Gateway sites, admissions advisors are able to assist new, transfer, and returning students at the Jefferson County Campus, the Valley Center, the Warren Center and on a rotating basis at its partner career centers.

Placement Testing Policy

As a means of assisting students in selecting appropriate courses, all new full-time and part-time degree or certificate seeking students, and students who wish to enroll in a chemistry, math or English course or other course(s) requiring an English, math or related prerequisite, are required to take college placement tests, which are to be completed prior to class registration. The college currently uses the COMPASS placement test, which identifies students' academic strengths and weaknesses in the areas of writing, reading, and mathematics. This is supplemented by anatomy and chemistry placement tests specifically designed by EGCC, and dependent upon the student's major. The test results will be used to determine whether a new student will register for college-level coursework, introductory course work, or developmental coursework. Placement testing may be waived for persons presenting evidence of successful completion of college-level coursework in the subject areas tested (i.e., college transcript or grade report). Placement testing may also be waived for persons presenting official ACT/SAT sub-scores for English, reading, and mathematics. These sub-scores may be used alone or in conjunction with the COMPASS placement test to determine the correct placement for a student. ACT/SAT scores more than five years old will not be accepted. Students testing into developmental coursework will be required to enroll in those courses and complete all required coursework in concurrent semesters.

Students who are attending EGCC in the summer term from another institution may present a letter from his/her home institution stating the home institution will guarantee acceptance of an EGCC course(s). This letter will waive required testing for the course(s) listed on the letter. EGCC will assume the home institution has prepared the student for the EGCC course(s).

No fees are associated with placement testing. A student may retest one time per subject area. Information about all testing requirements is available in the Admissions Offices on the Jefferson County Campus or at the Valley Center.

The American College Test (ACT) is administered at selected sites throughout the year. ACT application packets listing the test dates and locations are available in the Admissions Offices.

While placement test results will not affect admission to EGCC, they may affect acceptance in a course or program. Students who have not graduated high school and have not earned a GED must achieve the federally mandated placement cut-off scores to enroll at EGCC. Each applicant

is urged to complete placement testing as soon as possible. Further information on placement testing or select program entry requirements is available in the individual program descriptions, which appear in the catalog, or by contacting the Admissions Office on the Jefferson County Campus or at the Valley Center.

SAT Scores and Placement

English:

0-299	ENG083 Integrated Reading and Writing I
300-498	ENG095 Integrated Reading and Writing II
499-800	ENG101 English Composition I

Math:

0-440	Student must take COMPASS
441-620	Student may take any of these: BUS111, CIS230, MTH100, MTH101, MTH102, MTH110, MTH111, MTH120, MTH121, MTH128
621-800	Student may take any of these: Any course listed above for the 441-620 category and/or the following: MTH210, MTH220

Students wishing to use ACT scores may enroll in classes based on the following list. Any student scoring 0-18 on the ACT may elect to take the COMPASS placement test to determine placement.

ACT Scores and Placement

English:

0-12	ENG083 Integrated Reading and Writing I
13-18	ENG095 Integrated Reading and Writing II
19-36	ENG101 English Composition I

Math:

0-21	Student must take COMPASS
22-27	Student may take any of these: BUS111, CIS230, MTH100, MTH101, MTH102, MTH110, MTH111, MTH120, MTH121, MTH128
28-36	Student may take any of these: Any course listed above for the 22-27 category and/or the following: MTH210, MTH220

Program Admission Standards

Students who are pursuing degrees or certificates leading to application for professional licensure or certification, and/or who will be participating in clinical placements, internships, practicums through their program, should be aware that their host facility may require a criminal background check, finger-printing, or drug screening. In such situations, each student is responsible for obtaining and paying for the background check or other screening process and for delivering required documentation to the facility. Although the college will make reasonable efforts to place admitted students in field experiences and internships, it will be up to the host facility to determine whether a student will be allowed to work at that facility. Host facilities may consider expunged convictions in placement decisions. Students shall further be aware that a criminal record may jeopardize licensure by the state certification body. Students should consult the licensing or certification body corresponding to their intended occupation for more details. Successful completion of a program of study at the college does not guarantee licensure, certification, or employment in the relevant occupation. Standards may change during a student's program of study.

Entering Dates

Students may enter Eastern Gateway Community College at the beginning of any regular enrollment period. This does not mean, however, that the courses usually taken in the first semester of a given curriculum sequence will be offered each semester and courses with prerequisites may not be open to the new student. As a result, the length of time required for completion of most programs may be lengthened by entering the college at a time other than the fall semester.

High School Diploma/Equivalency

In order to enroll (except special students) and/or graduate from Eastern Gateway Community College, a student must submit an official high school transcript or equivalency documenting a student's graduation from high school or completion of a high school equivalency program by the sixth week of the term. An official copy of a transcript or equivalency is one that has not been in the student's possession but has been mailed, faxed or e-mailed directly from the issuing institution to Eastern Gateway Community College's Admissions Office.

Eastern Gateway Community College will consider the following appropriate documentation of high school graduation or equivalency:

1. High school transcript annotating high school graduation date
2. GED transcript from testing agency
3. Certificate of completion of an approved home school program signed by the program principal
4. An academic transcript of a student who has successfully completed at least a two-year program (60 semester hours) that is acceptable for full credit towards a bachelor's degree.

Advanced Placement Credits

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 in the fall term 2009:

1. Students obtaining an Advanced Placement (AP) exam score of 3 or above will be awarded the aligned course(s) and credits for the AP exam area(s) successfully completed.
2. General education courses and credits received will be applied towards graduation and will satisfy a general education requirement if the course(s) to which the AP area is equivalent and fulfills 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 towards graduation where such elective credit options exist within the academic major.
4. Additional courses or credits may be available when a score of 4 or 5 is obtained. Award of credit for higher score values varies depending on the institution and academic discipline.
5. In academic disciplines containing highly dependent sequences (Sciences, Technology, Engineering and Mathematics –STEM) students are strongly advised to confer with the college advising staff to ensure they have the appropriate foundation to be successful in advanced coursework within the sequence.
6. Students interested in getting college credit for Advanced Placement should have their scores sent to the Admissions Office at Eastern Gateway Community College for evaluation.

STUDENT ADMISSIONS GUIDE DETERMINE YOUR STUDENT STATUS AND GOAL

	If you are	And your goal is	Step 1 Special Application Procedures	Step 2 Welcome	Step 3 Placement Testing	Step 4 Advising/ Registration
NEW	New, first time in college - seeking to enroll at EGCC after graduation or GED completion	Seeking a degree or certificate at EGCC after graduation or GED completion	None	Obtain information on the specific steps for enrollment from the Admissions Office on the Jefferson County Campus or Valley Center	Complete placement testing for English, reading, and mathematics, etc. Contact the Admissions Office or Valley Center for testing hours	The Admissions Office provides Student Orientation Advising and Registration (SOAR)
FORMER	A)Former EGCC student whose last date of attendance was prior to 2000 B) Former EGCC student whose last date of attendance was 2000 or after	Seeking a degree or certificate at EGCC and/or other college/university	You do not need to reapply; however, you must have your student file reactivated and updated	Obtain information on the specific steps for enrollment from A) Admissions Office or B) TRIO Student Support Services/ Academic Advising	Placement testing may be recommended. Consult A) an Admissions Office advisor or B) a TRIO Student Support Services advisor	A) Make an appointment in the Admissions Office, highly recommended to attend SOAR or B) Make an appointment with the TRIO Student Support Services/ Academic Advising or your assigned advisor Attend SOAR
TRANSFER	Incoming transfer student who has attended another college or university and adults with prior college	Seeking a degree or certificate at EGCC or other college/ university	Have **official** transcript sent directly from the issuing institution to: EGCC Admissions Office, 4000 Sunset Blvd., Steubenville OH 43952 **NOTE**: Hand carried transcripts are not considered official, unless sealed/ stamped. EGCC must have transcripts before starting classes	Obtain information on the specific steps for enrollment from Admissions Office	Placement testing may be recommended even if you have previous college experience. Contact the Admissions Office or Valley Center	The Admissions Office provides Student Orientation Advising and Registration (SOAR)
TRANSIENT	Seeking a degree at another college or university	To complete a course(s) at EGCC for transfer credit	Declare transient as your major on the EGCC application for admission	Highly recommended that you receive written permission (Transient Student Form) from your home institution to enroll at EGCC to guarantee transfer of your credits	If you do not receive written permission to enroll at EGCC and the course has a prerequisite, you will need to follow EGCC placement guidelines or submit unofficial transcripts to waive testing	An Admissions Office advisor assists you in scheduling your class(es)
PI/CD	Taking a class for personal interest or career development	Not seeking a degree or certificate	Indicate personal interest on college application form	Obtain information on the specific steps for enrollment from Admissions Office	Placement testing may be required and is determined by the appropriate dean	Admissions Office advisor will help you schedule classes
EARLY ENROLLMENT	High school student enrolling in Post Secondary Enrollment Option (PSEO)- (SB-140) or dual enrollment program while still attending high school	Taking EGCC classes while still a high school student	Complete placement tests for reading, math, and English. Contact the Admissions Office for testing hours. After placement testing, obtain an early enrollment application from EGCC Admissions Office. Send the completed application & all requirements to EGCC Admission Office	Refer to written correspondence from the applicable early enrollment program	Refer to special early enrollment application process	High school guidance counselor will explain the equivalency of a given EGCC course in meeting high school graduation requirements. EGCC admissions advisors advise about EGCC academic programs

Allied Health Sciences Programs
Summary of Program Application/Admission Criteria 2011-2012

Program	Dental Assisting	EFDA	Medical Assisting	Medical Lab Technician	Medical Lab Accelerated
Medical History	Required	None	Required	Required	Required
Health Insurance Verification	Required	Required	Required	Required	Required
High School Transcript or GED Score of 45 or Certificate of Homeschool Completion	Required	Required	Required	Required	Required
For Associate Degrees and PN Program: ACT Composite Score (for people who took ACT 10/89 and after) OR a SAT Score is Required Check with Admissions Office if ACT was taken before 10/89	ACT 17* OR SAT 680 Score not required for certificate	Not Required	ACT 17* OR SAT 680 Score not required for certificate	ACT 18* OR SAT 720	Not Required
College Placement Tests and/or Proficiency English, Reading Math Anatomy Algebra Chemistry Other**	Required Required – – – Keyboarding**	No Placement Tests Required	Required Required – – – Keyboarding**	Required Required – Required Required –	None required, student should have a BS with 16 semester or 23 quarter hours of sciences
Courses to be scheduled based on placement scores/prerequisites	ENG083 ENG095 MTH081	–	BUS111 ENG083 ENG095 HSC101 MTH081 AAT102	CHM091 ENG083 ENG095 MTH081 MTH095 MTH099	–
Program Pre-Entrance Exam/ Requirements and/or Professional Credential	None	CDA, RDH or CODA Radiology License 2 years work experience***	None	None	B.S. Degree
Maximum Class Size	24	7	25	16	included in MLT seats

It is the responsibility of the applicant to submit completed program prerequisites to the Department of Allied Health, Biological Sciences, and Public Services.

* If ACT or SAT Scores are below the minimum required by a specific program but the student has achieved a GPA of at least 2.5 within the last 5 years (taking a minimum of 9 credits concurrently of college-level courses) then the ACT/SAT scores can be waived. Courses that begin with a 0 (zero) are not college-level courses. ACT/SAT scores are waived for students who have previously earned a minimum of an associate degree or completed an equivalent program approved by the program director/ dean.

**** Keyboarding, word processing or computer course in high school or college or passing grade on typing proficiency test is required for dental assisting. Keyboarding course in college with a "D" or better or passing grade on proficiency test is required for medical assisting. For Phlebotomy acceptance, completion of HSC101 with a grade of "C" or better is required. Students who declare Practical Nursing as their major after April 30, 2008, must complete HSC101 and MTH095 with a grade of "C" or better and have a required ACT composite score of 17 for program admission.**

*** For Dental Assisting graduates from colleges other than Eastern Gateway Community College
The Dental and Medical Assisting Programs offer both a one-year certificate and an associate degree.

ALLIED HEALTH SCIENCES PROGRAMS
SUMMARY OF PROGRAM APPLICATION/ADMISSION CRITERIA 2011-2012

Program	Paramedic	Phlebotomy	Practical Nursing	Radiologic Technology	Respiratory Therapy
Medical History	Required	Required	Required	Required	Required
Health Insurance Verification	Required	Required	Required	Required	Required
High School Transcript or GED Score of 45 or Certificate of Homeschool Completion	Required	Required	Required	Required	Required
For Associate Degrees and PN Program: ACT Composite Score (for people who took ACT 10/89 and after) OR a SAT Score is Required Check with Admissions Office if ACT was taken before 10/89	Not Required	Not Required	ACT 17* OR SAT 680	ACT 17* OR SAT 680	ACT 17* OR SAT 680
College Placement Tests and/or Proficiency English, Reading Math Anatomy Algebra Chemistry Other**	 Required Required – – –	 Required – – – – HSC101**	 Required Required Required Required – HSC101**	 Required Required Required Required – –	 Required Required Required Required Required –
Courses to be scheduled based on placement scores/prerequisites	ENG083 ENG095 MTH081	ENG083 ENG095 ENG094	BIO101 ENG083 ENG095 MTH081 MTH095	BIO101 ENG083 ENG095 MTH081 MTH095 RAD099 with "C" or better	BIO107 CHM091 ENG083 ENG095 MTH081 MTH095 MTH099
Successful Completion of Program Pre-Entrance Exam and/or Professional Credentials	EMS Exam	None	Successful completion of TEAS entrance exam	None	None
Maximum Class Size	16	16	55	16	21

It is the responsibility of the applicant to submit completed program prerequisites to the Department of Allied Health, Biological Sciences, and Public Services.

* If ACT or SAT Scores are below the minimum required by a specific program but the student has achieved a GPA of at least 2.5 within the last 5 years (taking a minimum of 9 credits concurrently of college-level courses) then the ACT/SAT scores can be waived. Courses that begin with a 0 (zero) are not college-level courses. ACT/SAT scores are waived for students who have previously earned a minimum of an associate degree or completed an equivalent program approved by the program director/dean.

**** Keyboarding, word processing or computer course in high school or college or passing grade on typing proficiency test is required for dental assisting. Keyboarding course in college with a "D" or better or passing grade on proficiency test is required for medical assisting. For Phlebotomy acceptance, completion of HSC101 with a grade of "C" or better is required. Students who declare Practical Nursing as their major after April 30, 2008, must complete HSC101 and MTH095 with a grade of "C" or better and have a required ACT composite score of 17 for program admission.**

*** For Dental Assisting graduates from colleges other than Eastern Gateway Community College
The Dental and Medical Assisting Programs offer both a one-year certificate and an associate degree.

Transient Students

If you are seeking a degree at another institution and wish to take a course at EGCC for transfer credit, you will be considered a transient student. You are not required to submit an official transcript from your other college or university attended in order to enroll with EGCC. If the course in which you wish to enroll has a prerequisite, you must have written permission (Transient Student Form) or an unofficial transcript from your home college or university to waive the prerequisite. You must also complete an EGCC admission application and indicate transient as your major. EGCC recommends all transient students receive written permission from the home institution to guarantee transfer of credit

Early Enrollment High School Student

Qualified high school students may register for courses at the college under terms and conditions prescribed by the Ohio General Assembly, the Ohio Board of Regents, and the college. Information about early enrollment qualifications and the post-secondary enrollment option, and required application forms can be obtained from the high school guidance counselor or the Admissions Offices on the Jefferson County Campus or at the Valley Center.

Being placed in the college situation where the median age of the students is 28 and where it is taken for granted that a high level of social maturity exists in each student could make early enrollment a negative experience for some high school students. For this reason, careful consideration should be given to not only the student's intellectual readiness to handle college-level work, but also to whether the student is emotionally and socially ready to function in a completely adult environment.

Re~Admission to the College

A student who has been suspended from the college for academic deficiency may request readmission at the end of a minimum of one semester separation.

For further information, students should refer to the Academic Standards section of this catalog.

Student Housing

Eastern Gateway Community College does not offer residential housing at its sites; however, students seeking housing may contact the Admissions Office for potential external housing sources.

Fresh~Start Policy

A student who has not attended Eastern Gateway Community College or any other accredited higher education institution for a period of six years or more may request the college to invoke the "fresh-start" policy. The fresh-start policy is designed for students with poor past academic records and who desire an opportunity to begin anew. The policy requires college approval and should be discussed with an advisor, admissions officer, and/or appropriate dean. The fresh-start program is an all-or-nothing program in which the college either accepts all of a student's previous credits or, in the alternative, the college accepts none of the student's past credits -- a true "fresh start." Policy applications can be obtained at the student records office.

If a fresh start request is approved, the courses will remain on the student's academic record. However, all grades will be changed to a "Z" to represent "forgiven." The grade is non-punitive and will not be counted or reflected in the student's grade point average.

Students should note that federal financial aid regulations do not recognize academic forgiveness. In evaluating a student's satisfactory academic progress for financial aid purposes, all courses that apply must be included toward his/her program of study.

Registration

Class registration dates and times will be announced via student e-mail and posted on the college's web calendar. The class schedule is available at http://selfservice.egcc.edu/SelfService/Search/SectionSearch.aspx. All students are responsible for meeting all registration dates and procedures announced.

A student is not considered to be enrolled in a course until registration has been completed during the announced registration period. Each student must submit a schedule of classes, and all fees must be paid or payment arranged in order to complete the entire registration process.

Scheduling

Prior to the start of each semester, continuing and returning students should meet with their faculty advisor to select appropriate courses for the next semester. After meeting with their advisor, students are encouraged to register via Self Service. If a student cannot register through Self Service, they can schedule courses at the TRIO Student Support Services/Academic Advising Office. If submitting a schedule through TRIO, students must complete a Schedule Request form. They must be sure they complete the form accurately, particularly course and section numbers and credit hours. Students will benefit greatly by spending a little extra time on their original schedule so they will not have to make changes later.

Electronic Registration

Continuing and returning students register using the college's electronic registration process. The Self Service link can be located on the college's web site www.egcc.edu.

In order to register, a student must also have completed all required placement tests, met all prerequisites, and have no restrictions (academic or financial). Students should always consult with their advisors about scheduling.

The student will be advised by e-mail regarding the status of the schedule.

New students will register through the admissions process.

Self Service

Self Service is the web service that provides students access to information regarding their enrollment at EGCC. This web portal will enable the student to check grades, transcript, student account, progress towards a selected degree, and also permits online registration. Visitors and students may access this site through the EGCC home page, www.egcc.edu, or by going to http://selfservice.egcc.edu. Prior to the start of classes, students receive information regarding login and passwords. Students should retain this information for use throughout their career at EGCC.

E~Mail Address For Students

All academic students have a college e-mail account. EGCC is working in cooperation with Google to provide this service to its students. The URL for the student e-mail login is: http://mail.google.com/a/student.egcc.edu. Prior to the start of classes, a student will receive information regarding a login and password. It will be necessary for the student to check e-mail periodically as the college will use this method to correspond with students regarding important notices. Additionally, Self Service will use a student's e-mail account to update him/her on registration requests.

Late Registration

Students may register for classes during the announced late registration period. A late fee may apply. Registration after the late registration period of the semester is permitted only under unusual circumstances and requires the approval of the course instructor. The student may be required to provide written documentation to support the request for late entry and may be charged a late fee.

Auditing

A student with proper prerequisites may register for and attend certain courses as an auditor. The student is not held responsible for the regular class work and preparation of assignments and receives no credit for the course. All regular fees, as well as other applicable fees, are required and the course is considered part of the total course load. Audited courses will not apply towards the fulfillment of graduation requirements or to the total load in determining financial aid eligibility.

A student enrolling as an auditor will be permitted to enroll only after the regular students have been accommodated.

A student who has registered as an auditor may change from audit to credit or credit to audit **only during the first 14 calendar days** of each regular semester (first seven days of Summer Sessions I and II). A student must complete and submit a student schedule change form.

Student Status

Based on a student's credit hour enrollment for a specified semester, Eastern Gateway classifies the student as:

Full Time: 12 or more credit hours
3/4 Time: 9 to 11 credit hours
1/2 Time: 6 to 8 credit hours

Students enrolled for five or less credit hours are considered less than 1/2 Time.

Proficiency Examination

The purpose of this examination is to permit students who believe they are qualified through education, training, and/or experience the opportunity to pass over certain courses in order to take more advanced work.

The proficiency examination, which must be requested, will be comprehensive enough to be representative of the entire content of a course and is offered during the regular semester.

Students desiring to take the proficiency examination must apply to enroll in Eastern Gateway Community College and secure the proper form from student records. The student must then receive approval of the appropriate department dean, after consultation with an advisor and/or the instructor involved. Upon approval, the student must pay the appropriate fee to the Business Office for each proficiency examination taken. The student will then return the form to the examiner. The examiner will record the grade, and the results will be reviewed by the department dean. The department dean will make the recommendation to student records that the credits passed by the examination become a part of the student's permanent record or to be maintained with the student admission application.

A student is not eligible to take a proficiency examination more than once for each course, nor is a student eligible to take a proficiency examination for a course the student has previously taken.

CLEP Testing

The College-Level Examination Program (CLEP) is a national testing program administered by the College Board designed to measure student academic proficiency gained through nontraditional educational experiences such as correspondence courses, military training, and on-the-job training programs. Detailed information about CLEP testing is available through the Admissions Office. A student can be granted college credit at Eastern Gateway Community College for selected courses based on the results of CLEP testing. To receive credit, the student must achieve or exceed the American Council on Education (ACE) recommended minimum score.

Persons desiring to achieve credit through CLEP testing should have official copies of test scores sent to the registrar. The college will accept only scores less than six years old, and only exam scores for which there are equivalent courses offered at Eastern Gateway Community College. It is also the decision of the department dean to determine if that CLEP exam credit will count toward graduation. Individuals who desire to take CLEP exams should make arrangements with Franciscan University of Steubenville, Youngstown State University or Kent State University, which are national CLEP testing centers.

Transfer Credit

Eastern Gateway Community College does not require submission of official college transcripts. It is highly recommended that a student with previous college level course work submit official transcripts from all institutions and complete the transcript evaluation process.

Transfer students must comply with all admission procedures for Eastern Gateway Community College and its program delivery partners. An official evaluation of transfer credit will not be completed until the student has been admitted to EGCC, has submitted official transcripts from all attended post-secondary institutions and has completed an EGCC Transcript Evaluation Request form.

An official transcript is one that has been received directly from the issuing institution. Records that have been opened or have been in the hands of the student (i.e. student copies of transcripts, grade reports, diplomas) are not considered official documents.

The grades earned at other institutions will not be averaged with the grades earned at EGCC. Only credits and hours are transferable; transfer grade point averages and/or grades do not replace EGCC grades on the official EGCC transcript. Transfer credit is granted for college-level and some technical courses earned at institutions of higher education for which students receive a grade of "C" or higher and will be designated with a grade of "P" on the student's academic transcript. If the degree program at EGCC allows a grade of "D", the course will be applied to that major and will be designated with a grade of "V" on the student's academic transcript. Credit received on a satisfactory/unsatisfactory or credit/no credit basis will be evaluated using the same process as graded courses. EGCC translates satisfactory or credit as the equivalent of the student having passed the class. The only credits that will be accepted for transfer will be those that are applicable to the student's intended degree program at EGCC. Credit from other institutions will be evaluated by the transfer coordinator or academic dean.

Transcript Evaluation process:

1. Complete all EGCC admission procedures prior to requesting evaluation of college level and/or military transcripts.

2. Complete and return the Transcript Evaluation Request form to the Admissions Office.

3. You are required to request an official transcript from the appropriate official of each separate institution of higher education attended. Complete a Request for Official Transcript form (included in the Transcript Evaluation Request form packet) for each institution you attended. This includes:

- In-state college transcripts
- Out-of-state college transcripts
- International transcripts
- Military transcripts
- AP/CLEP transcripts

4. The transferability of credit is awarded by the EGCC transfer coordinator.

5. You will receive a credit acceptance letter from the EGCC Student Records Office when your evaluation is completed. Your evaluation becomes part of your permanent student file.

All EGCC students who wish to complete course work at another institution and have credit from such course work accepted by EGCC must obtain approval from the transfer coordinator prior to registration at the other institution.

Only credits from institutions accredited by regional accreditation agencies such as the North Central Association of Colleges and Schools or national, professional and specialized accrediting agencies and associations such as the Accrediting Council of Independent Schools and Colleges and the Distance Education Training Council will be accepted.

Credits from institutions not accredited by one of the above commissions will be evaluated if the institution is accredited by the U.S. Department of Education. However acceptance is not guaranteed but will be decided on a case-by-case basis.

Appeals Process for Transfer Courses

If a student believes that his or her credit was not transferred properly, he or she is encouraged to discuss the situation with the transfer coordinator. The transfer coordinator will re-evaluate the transcript and in most cases the issue can be resolved at this level.

If the student is not satisfied with the decision, they must complete the following steps:

1. The student may appeal in writing to the dean of the division.
2. If the issue is not resolved to the student's satisfaction, the student needs to contact the office of the vice president for academic affairs and provide a copy of the appeal.
3. If the request is denied, the written correspondence to the student will outline the process for appealing to the state-level articulation and transfer appeals review committee of the Ohio Board of Regents.

If a course is refused by another institution, the student may also appeal to that institution, although this process depends on the location of the institution, whether or not the institution is public or private, and the type of agreements in existence between EGCC and that institution.

Students should immediately notify the EGCC transfer coordinator if a course they believe should transfer is refused.

Returning Students

Students in good standing who have previously attended EGCC are welcome to return to the college when they wish to continue their studies. Such students should contact the Student Records Office prior to registration to update their status as returning students. Students should see the catalog-in-force for conditions.

Veterans Educational Benefits Information

Veterans attending EGCC may be eligible to receive benefits through the Department of Veterans Affairs when pursuing most associate degree programs or a dual degree. The veteran's coordinator is located in the Enrollment Management Office.

How to Apply for Benefits:

Veterans or eligible dependents wishing to enroll should:

1. Contact the veteran's coordinator.
2. Complete the VA Application Form for Education Benefits. The VA application form is available from the Veterans Office 1-888-GIBILL-1 or is online at www.gibill.va.gov. This form should be completed before the start of the enrollment period.
3. Provide a copy of the Veteran's DD214 (Authorization for Separation from Active duty) or Certificate of Eligibility for Chapter 1606.
4. Indicate the applicant's VA claim number on the application, if a prior claim was filed with the VA.
5. Enroll every term in courses meeting the curriculum requirements in the student's program of study.

Each term the college veteran's coordinator reviews and certifies each veteran for the number of credit hours taken.

Change of Course Schedule

Veterans who wish to change their course schedules during the term should inform the veteran's coordinator immediately so that courses that are part of the VA approved program can be certified for payment.

Responsibilities of Veteran Students

Veteran students should be sure to:

1. Consult with an advisor and enroll in courses meeting the curriculum requirements of the program of study.
2. Attend classes regularly and complete course requirements satisfactorily to continue receiving VA benefits.

3. Notify the veteran's coordinator when they:
   - Drop or add courses
   - Withdraw from classes
   - Stop attending classes on a regular basis
   - Change name, address and/or telephone number
   - Change educational major
   - Have any concerns or questions about benefits

Awarding of College Credit for Military Training/Experience

Eastern Gateway Community College is committed to the acceptance and awarding of college credit for training and experience in the United States Armed Forces or National Guard, as long as it has been approved by the American Council on Education or a regional accrediting body, such as the Higher Learning Commission. A student interested in receiving this type of credit will follow the same process for transcript evaluation listed under Transfer Credit in the catalog.

EGCC Veterans' Priority of Service Policy

Eastern Gateway is a recipient of a Department of Labor grant. An agreement to implement priority of service is a condition for receipt of all Department of Labor program funds. Priority of service applies to every qualified job training program funded, in whole or in part, by the Department of Labor. Explicit requirements for Department of Labor grant recipients are covered in the December 19, 2008 Federal Register, 20 CFR Part 1010, Department of Labor, Veterans' Employment and Training Service. For all programs and job opportunities, veterans must meet the program or job eligibility requirements in order to obtain priority of service.

Who is covered? (1) A veteran who was discharged or released under conditions other than dishonorable; (2) The spouse of any of the following individuals: (i) any veteran who died of a service-connected disability, (ii) any member of the Armed Forces serving on active duty who, at the time of application for assistance under this section, is listed and has been so listed for a total of more than 90 days: (I) missing in action, (II) captured in line of duty by a hostile force, or (III) forcibly detained or interned in line of duty by a foreign government or power; (3) Any veteran who has a total disability resulting from a service-connected disability; (4) Any veteran who died while a disability so evaluated was in existence.

Priority of Service includes:

- Veterans recalled to active duty may be withdrawn from his/her courses at any time during the semester entitling the student to a 100% refund of any tuition and fees paid by the veteran. Documentation of departure orders is required.
- A veteran, and the veteran's spouse and any dependent of the veteran, who meets both of the following conditions will be granted in state residency for tuition purposes: (i) The veteran either served one or more years on active duty and was honorably discharged or received a medical discharge that was related to the military service or (ii) was killed while serving on active duty or has been declared to be missing in action or a prisoner of war.
- Priority Registration: Three days advance registration of the advertised registration dates for any veteran for any program funded in whole or in part by the Department of Labor grant.
- Veteran applicants for employment will be given priority consideration for any job opportunity funded by the Department of Labor grant. (Documentation of veteran status required if hired.)

Adding Courses

Students may add courses to their schedules during the first week of a regular semester and on the first two days of Summer Sessions I and II with the instructor's approval. The appropriate form can be obtained from the Jefferson County Campus Student Records Office or the Valley Center. The addition of credit hours may increase the student's tuition and fees. Students may change sections of the same course during the first two weeks of the semester (first week of Summer Sessions I and II). No student may change sections after the second week of classes, except self-paced classes, without approval of the dean.

Dropping Courses

Students may drop courses from their schedules during the first two weeks of a regular semester and first week of Summer Sessions I and II. The Business Office will refund, where applicable, a student's fees during the first two weeks of a regular semester or first week of Summer Sessions I and II, according to the established refund schedule. Drops after the second week are considered to be withdrawals. Students may withdraw from a course through the 10th week of the regular semester (or its 60% equivalent for summer, flexibly scheduled, or mini terms).

The student must obtain and sign a schedule change form to be returned to the Jefferson County Campus Student Records Office or the Valley Center for processing. Dropping a course may affect student financial aid receipt and health insurance if carried on a parent's policy.

Withdrawal from a Course

Students will receive a grade for each class on their schedules after the second week of the semester (first week of Summer Sessions I and II). Students may withdraw from a course through the 10th week of the regular semester (or its equivalent for summer, flexibly scheduled, or mini terms). A student who wishes to withdraw from a class must obtain a request form (forms at Student Records or Admissions), have the form signed by the course instructor, and return the form to the Jefferson County Campus Student Records Office or the Valley Center. A grade of "W" will be received.

To avoid the possibility of receiving an unfavorable letter grade for the course, this form must be completed with all required signatures and returned to Student Records.

Early withdrawal from a course does not prohibit the student, at the discretion of the instructor, from attending the remainder of the academic classes and sitting for the final examination in preparation for retaking the course. However, withdrawal from a course may affect financial aid benefits even if attendance and testing are continued.

Withdrawals are not subject to refunds. The grade of "W" is recorded as zero hours earned and zero quality points. Withdrawals from a course(s) may affect receipt of student financial aid.

Withdrawal without Notification

A full- or part-time student who withdraws, drops out, or stops attending a course without following the prescribed withdrawal procedure will receive an official transcript grade of "F" or "N" for the course and forfeit all fees paid. Forms are available at Student Records or the Valley Center.

EGCC Academic Withdrawal Grade Assignment

EGCC faculty are permitted to assign an academic withdrawal (AW) grade at any time during the semester in cases of excessive student absences. If the instructor intends to use AW, the conditions for assigning this grade will be stated clearly in the syllabus. Instructors will notify students of their use/non-use of AW on the first day of class and/or in the course syllabus. Stipulations for the use of this grade assignment option will be approved by the college and communicated by the instructor. At no time should a student assume an academic withdrawal will be assigned, but rather should pursue a withdrawal if attendance is stopped.

Transcript Requests

Transcript requests must be made to the Jefferson County Campus Student Records Office in writing and signed by the student. All requests must include full, handwritten signature, Social Security or student identification number, current home address, daytime phone number, former name(s), and full address of where the transcript is to be mailed. If the transcript is to be sent to a fax machine, the student must include in his/her request that his/her educational records to be sent to a specific fax number. A student is required to sign for release of academic records before a copy of the transcript is released.

A $5 fee is charged for each transcript provided. The fee is payable at the time the transcript request is made. If faxing a request, use 740-266-2991 and include credit card information plus expiration date for billing or a call may be made to the student records clerk to provide credit card information by calling 740-264-5591 x 130. Current students should allow at least 24 hours for processing of transcript and other official documents. Other student requests will be processed within 14 days.

Changes in Name, Address, Major, Etc.

The Student Records Office maintains a substantial amount of information about each student which is used by the college to forward official correspondence and communications and to administer and improve planned education. Keeping the college advised of current mailing and phone information is the responsibility of the student. Students should notify the Student Records Office immediately if the student's name, address, phone number, etc., changes during enrollment, by completing the change of name/address form, which is available at the Jefferson County Campus Student Records Office or the Valley Center. Students also may submit an address correction through Self Service.

Changing Majors

The requirements to be met for completion of the new major will become those listed in the official catalog which is current at the time the change in major was approved and implemented. A change of major must be submitted prior to registration.

Financial Aid

The Financial Aid Office administers federal, state, institutional and privately funded financial aid awards. Financial aid can be in the form of grants, scholarships, employment and loans. Financial aid is awarded to students enrolled in degree or certificate programs. A student must demonstrate financial need to be eligible for most student aid programs. A student's financial need is the difference between the student's cost of attendance (COA) at the school and the amount the family is expected to contribute to the student's education (EFC).

Student Aid Programs

Students must complete the Free Application for Federal Student Aid (FAFSA) for Eastern Gateway Community College and for programs offered by the college's delivery partner colleges.

Federal Pell Grant – The Federal Pell Grant is gift aid, which does not have to be repaid. The grant is available to full- and part-time students. The U.S. Department of Education's Expected Family Contribution (EFC) determines eligibility.

Federal Supplemental Educational Opportunity Grant (FSEOG) – The FSEOG is gift aid, which does not have to be repaid, for students demonstrating financial need. FSEOG awards must be targeted to exceptionally needy students with priority given to Pell Grant recipients.

Federal Work Study (FWS) – This program allows students with demonstrated financial need, enrolled at least half time, to earn money at an on campus or off campus job to help pay for their educational expenses. Tutoring, mentoring and community service positions are also available. Part-time employment averaging 10-20 hours week is available for students on this program.

Loans

Federal Direct Stafford Loans – Direct Loans are low-interest loans for students and parents to help pay for the cost of a student's education

While we hope borrowing will be minimal or unnecessary, we understand that educational loans can help families pay college bills. Most undergraduate students and parents are eligible to borrow federal student loans.

The amount in Direct Loan funds that you are eligible to borrow each academic year is limited by (1) your grade level (2) whether you are a dependent or an independent student, (3) your financial need, and (4) your cost of attendance.

Direct Subsidized Loan – This is a loan for a student based on financial need as determined by federal regulations. No interest is charged while you are in school at least half-time, during your grace period, or during deferment periods.

Direct Unsubsidized Loan – This is a loan for a student that is not based on financial need. Interest is charged during all periods. With the unsubsidized Stafford loan, you can defer the interest payments until after graduation by capitalizing the interest. This adds the interest payments to the loan balance, increasing the size and cost of the loan. Important Note: All students, regardless of need, are eligible for the unsubsidized Stafford Loan.

Dependent Student	Base Amount (Subsidized or Unsubsidized)	Additional Unsubsidized Loan	Total Annual Combined Maximum Amount of Subsidized & Unsubsidized Loans
Freshman	$3,500	$2,000	$5,500
Sophomore	$4,500	$2,000	$6,500

Independent Student (and Dependent Students Whose Parents are Denied a PLUS Loan)	Base Amount (Subsidized or Unsubsidized)	Additional Unsubsidized Loan	Total Annual Combined Maximum Amount of Subsidized & Unsubsidized Loans
Freshman	$3,500	$6,000	$9,500
Sophomore	$4,500	$6,000	$10,500

Direct ParentPLUS Loan – Parents of dependent students may borrow an unsubsidized loan. PLUS loans help pay for education expenses up to the cost of attendance minus all other financial assistance. Interest is charged during all periods. Parent PLUS loan borrowers cannot have an adverse credit history (a credit check will be done). In addition, parents and their dependent child must be U.S. citizens or eligible noncitizens, must not be in default on any federal education loans or owe an overpayment on a federal education grant, and must meet other general eligibility requirements for the Federal Student Aid programs. There are no set limits for Direct PLUS Loans, but you may not borrow more than the cost of your child's education minus any other financial aid received, such as a Direct Subsidized or Unsubsidized Loan. The school will determine the actual amount you may borrow.

Loan Entrance Counseling

Entrance loan counseling is required for first-time Federal Loan borrowers at Eastern Gateway. Counseling can be completed online and will help you understand your rights and obligations as a student loan borrower. Loan counseling must be completed before you can receive loan funds.

Loan Fees - The loan origination fee is another expense of borrowing a Direct Loan. The origination fee is subtracted proportionately from each loan disbursement.

Fees and Interest Rebate - The interest rate for new loans is fixed. Effective July 1, 2011, the Subsidized Direct Loan interest rate for the 2011-2012 academic year will be 3.4%; the interest rate for the Unsubsidized Direct Stafford Loan will be 6.8%. Beginning July 1, 2011, the Subsidized and Unsubsidized Federal Direct Loans have a 1.0% origination fee and also offer a .5% rebate on the origination fee – resulting in a net fee of .5%, which will be deducted from the gross amount of the loan borrowed. Once you enter repayment, if you make your first 12 monthly payments on time, the rebate becomes permanent. If you fail to make 12 on-time monthly payments; however, a charge for the initial rebate will be added to the outstanding balance of the loan.

The interest rate for the Direct Parent PLUS Loan is a fixed rate of 7.9%. The Federal Direct PLUS Loan has a 4% origination fee and also offers a 1.5% rebate on the origination fee – resulting in a net fee of 2.5%, which will be deducted from the gross amount of the loan borrowed. The 12 on-time payment rule also applies to the PLUS loan in order to keep the rebate.

Alternative Education Loans - In addition to, or in place of federal, state, institutional and private financial aid programs, there are alternative loan programs offered by various lending institutions to assist students in paying for their educational expenses. Eastern Gateway Community College's Office of Financial Aid has information and applications for third-party alternative loans that are available. The loans are negotiated between the student and the bank and often times a credit check is required for approval. Students may borrow up to the cost of attendance. Approval is solely at the discretion of the lending institution. Contact the Financial Aid Office for further information.

Other Sources of Aid

Eastern Gateway Community College works closely with many local agencies to assist students in securing funds for college. The agencies include Workforce Investment Act (WIA), Bureau of Vocational Rehabilitation (BVR), and Trade Adjustment Act (TAA). For more information, students must contact the individual agency.

College Grant Programs

Horizon Grant -- Eastern Gateway Community College has established a tuition grant program for Jefferson County residents to help in their pursuit of higher education. Grants for the 2011-2012 academic year will be awarded to high school seniors applying to the college from state-chartered, public, and private high schools, and approved home school programs. The high school graduate must be a Jefferson County resident and have a cumulative final high school grade point average of 2.5 or better. The grant will cover tuition charges for credit courses for four successive semesters of attendance, provided the student enrolls full time starting with the fall of 2011. Students wishing to enroll in the summer term immediately upon high school graduation will be eligible for the Horizon Grant as long as the student registers full time (12 credit hours or more). Those enrolling in the summer term will have this term considered one of the four terms of eligibility. It is imperative that students make arrangements for their final high school transcript to be mailed to EGCC prior to the start of the summer term in order to determine their eligibility. Also, the Free Application for Federal Student Aid must also be completed and aid used before the Horizon Grant will be applied. The grant does not cover books, supplies, lab/materials or technology fees.

Students must apply for and use, if eligible, all federal and state financial aid sources before this grant will be applied.

Students receiving the Horizon Grant are subject to the same Standards of Academic Progress (SAP) as financial aid recipients. Refer to Standards of Academic Progress (SAP) in the financial aid section of the catalog. Once a student has the Horizon Grant suspended, it cannot be appealed.

Upper Ohio Valley Grant -- Eastern Gateway Community College has established a tuition grant program for Jefferson County high school graduates. Grants for the 2011-2012 academic year will be awarded to residents from the Upper Ohio Valley counties bordering Jefferson County and West Virginia reciprocity counties, who graduate in 2011 FROM A JEFFERSON COUNTY HIGH SCHOOL

(or have successfully completed a program offered by the Jefferson County Joint Vocational School). Recipients must have a cumulative final high school grade point average of 2.5 or better. The grant will cover tuition charges for credit courses for four successive semester of attendance, provided the student enrolls full time starting with the fall of 2011. Students wishing to enroll in the summer term immediately upon high school graduation will be eligible for the Upper Ohio Valley Grant as long as the student registers full time (12 credit hours or more). Those enrolling in the summer term will have this term considered one of the four terms of eligibility. It is imperative that students make arrangements for their final high school transcript to be mailed to EGCC prior to the start of the summer term in order to determine their eligibility. Also, the Free Application for Federal Student Aid must also be completed and aid used before the Upper Ohio Valley Grant will be applied. The grant does not cover books, supplies, lab/materials or technology fees.

Students must apply for and use, if eligible, all federal and state financial aid sources before this grant will be applied.

Scholarships

Eastern Gateway Community College offers a limited number of scholarships. Eligibility is based on academic excellence and personal achievement. Financial need is considered as an underlying factor. Applications for scholarship are taken each spring through March 1 (unless an earlier date is specified by the donor) for the following academic year. Applications are available at the Financial Aid Office. The college will not discriminate in the administration of these programs against any individual on the basis of race, color, national origin, sex, religion, or handicap.

Alumni Scholarship -- Four scholarships will be offered to full-time Eastern Gateway Community College students who are in the last year of study. It is based upon student involvement, academic performance, and financial need.

American Electric Power (AEP) Scholarship – EGCC students pursuing a major pertaining to the electric industry are eligible. Applicants must be an AEP Ohio customer or son or daughter of such customer with a primary residence served by AEP Ohio. They must be receiving service at the time of the scholarship award. Must be enrolled for the purpose of earning an associate degree or formal certificate. Applicants must have attained a high school (or college attended) GPA of at least 2.75 or the GED equivalent. Total household income must be 200% of poverty level. Recipient must maintain a grade point average of at least 2.75 each semester or forfeit the scholarship award.

Douglas and Betty Applegate Public Service Scholarship -- This scholarship will be awarded to a Jefferson County resident with a cumulative grade point average of 3.0 or better who has completed at least 12 semester credit hours of coursework at EGCC. The student should be pursuing a degree in the field of political science, government or public administration. A student who is enrolled in the Associate of Arts or Associate of Science program who intends to transfer to a four-year college to pursue a bachelor's degree in one of these fields would be eligible to apply. The recipient must maintain a 3.0 grade point average to retain eligibility.

Bergholz Community Foundation Scholarship – This scholarship was established by the Bergholz Community Foundation in 2005. The foundation's goal is to assist residents of the Edison Local School District pursuing an associate degree or certificate. Recipient must have a 2.5 GPA or above in high school or previous college work. The scholarship fund will be an endowed, restricted fund in which the interest income only shall be distributed for scholarship use.

Berkman Scholarship - The Berkman Scholarship was established in 2002 by Louis Berkman whose goal is to assist local residents pursuing an associate degree or certificate in higher education at EGCC. The scholarship fund will award a scholarship up to the amount of tuition for an eligible recipient after all other aid is applied. Any employee or dependent of an employee of Louis Berkman Co. will receive first consideration for the scholarship. If there are no employees or dependents of employees eligible, the scholarship will be available to assist other qualified full- or part-time students. Students must complete the Free Application for Federal Student Aid (FAFSA) before the Berkman Scholarship can be awarded. Students receiving the Berkman Scholarship must maintain a cumulative grade point average of 2.0. This award is available for those enrolled in six or more credit hours.

Blaner Gift in Memory of Barbara Blaner Shields – This gift was established in 2002 by Dorothy Blaner in memory of her sister, Barbara. Barbara Blaner Shields enrolled at the Jefferson County Technical Institute in fall 1969 and graduated with an Associate of Applied Business Degree in business management in 1972. During her life, Barbara worked in visual fashion display, in a local credit bureau business, and in the food services department of a city school district. She was a beloved mother, wife, daughter, sister, and aunt. Her life is honored by providing a monetary gift in the amount of $300. The scholarship will be awarded to a graduating EGCC student who is transferring to a four-year college and is pursuing a bachelor's degree. Priority will be given to applicants transferring to a culinary arts, education, or business program. The recipient must be a resident of Toronto, Ohio.

Civic Service League of Steubenville Scholarship – This scholarship is available to any Jefferson County resident who is enrolled full time or part time at Eastern Gateway Community College. The scholarship is available to new or continuing students and there is no minimum number of credit hours required for eligibility. The recipient will be required to maintain a 2.0 grade point average in order to continue receiving the scholarship for the second semester. The scholarship recipient must demonstrate outstanding scholarship.

Rev. George Crenshaw Scholarship -- The Rev. George Crenshaw Memorial Scholarship Fund was established in 1993 in memory of the Rev. George Crenshaw by family and friends. It is an endowed, restricted scholarship fund in which the interest income only will be distributed to needy and worthy full- or part-time students from Jefferson County. The scholarship is designed to assist students pursuing an associate degree or certificate at Eastern Gateway Community College.

Arthur J. D'Anniballe Scholarship – Founding member of the college, Arthur J. D'Anniballe established this scholarship in 2006. He served on the Board of Trustees for 25 years, 15 of those years as chairman. He is also a founding board member of the EGCC Foundation Inc., on which he continues to serve. His goal is to assist local residents who are pursuing an associate degree or certificate. Recipient must be a graduate of Steubenville or Catholic Central High School. The student must have maintained at least a 2.5 GPA in high school or at EGCC and be enrolled a minimum of 6 credit hours. The scholarship fund will be an endowed, restricted fund in which the interest income only shall be distributed for scholarship use. The scholarship amount will be determined each year based on the estimated amount of

the interest income. Students must first apply for all available federal and state funding. If an applicant has received financial aid to cover all costs, the student would be ineligible for the scholarship.

Defenbaugh Scholarship -- This scholarship is for second-year students who have completed 30 credit hours and are enrolled on a full-time basis, working toward an associate degree. The scholarship was established by the Board of Trustees at the college.

Eastern Gateway Community College Foundation Scholarship - This scholarship is to assist non-traditional students who are ineligible to receive financial assistance. Student must reside in Ohio or Brooke, Hancock, Marshall, Ohio or Wetzel counties in West Virginia. Students must apply for all assistance through the Free Application for Federal Student Aid (FAFSA). The recipient must be enrolled in a minimum of six credit hours.

Eastern Gateway Community College Leadership Book Stipend -- Any student attending or planning to attend EGCC may apply for a book stipend for the first year (two semesters) at the college. The applicants must be a full-time student with at least 12 credit hours per semester and possess the following leadership skills: demonstrate leadership activities in high school or community service organizations, must join and take a leadership role in Student Senate upon acceptance at EGCC, and maintain a 2.5 GPA. The stipend will pay for book charges of the student's first semester and will not exceed $500 per semester. The second stipend is contingent on how well the participant has fulfilled his/her commitment. The student activities coordinator has application forms.

Eastern Gateway Community College Scholarship - This scholarship was established by the staff and faculty at EGCC. The recipient must be pursing an associate or certificate degree, must have a cumulative GPA of a 3.0 and have completed a minimum of 24 credit hours.

Eastern Gateway Community College Second Chance Scholarship -- The Second Chance Scholarship was established by EGCC to aid students who have been determined ineligible to receive federal and/or state financial aid because of their previous academic record. The scholarship is designed to assist students pursuing an associate degree or certificate at the college.

Eastern Gateway Community College Transfer Scholarship – Awarded to an EGCC student who is transferring (and accepted) to another accredited college or university for a bachelor's degree program of any major. Student must have a 3.0 or higher GPA from EGCC. Applicants must have successfully completed two semesters as a full-time student at EGCC before transferring.

Edith Forester Scholarship -- The memorial scholarship is for a full- or part-time student accepted in the Practical Nursing Program. Applicants must be Jefferson County residents, have a minimum 3.0 GPA, and have a high school transcript on file. All federal and state aid must be used first to cover costs.

Nina Gentile Scholarship -- The Nina Gentile Scholarship was established in 2002 by Tony Gentile to honor his wife, Nina. The Gentiles' goal is to assist residents of Jefferson County pursuing an associate degree or certificate in higher education at EGCC. The scholarship will be awarded to an incoming freshman each academic year. The scholarship is for full- or part-time students.

Thomas George Scholarship - The Thomas George Scholarship will be awarded to a graduating senior of Edison High School. First priority is given to any "heirs at law" of Thomas George. If no George heir applies or is eligible, the recipient may be any other graduate. The student must have a cumulative GPA of 2.5. The recipient will be selected by officials at Edison High School. This award is for a full- or part-time student.

Hart Scholarship - The Thomas R. and Beth Hart Scholarship was established in 2003. Mr. Hart retired from Jefferson Technical College in 1990 as an associate professor in business technologies. The accounting program was Mr. Hart's interest and specialty. The Harts' goal is to assist residents of Jefferson County pursuing an associate degree in accounting technology at EGCC. The scholarship will award a $300 scholarship to an accounting student in his/her last semester of the accounting degree program providing adequate funding is available. Full- and part-time students may apply.

Jefferson County Academic Scholarship -- An academic scholarship is offered to a member of the senior class from every high school in Jefferson County to attend Eastern Gateway Community College full time. Eligibility criteria are high school class rank and overall quality point average. Applications are available through the high school guidance office. The scholarship will cover four semesters of tuition, fees, and the cost for necessary books and supplies per semester. Students who are awarded this scholarship must maintain a 2.75 grade point average in each semester of attendance at EGCC. This scholarship is supported by the Jefferson County 1 mill levy.

Samuel and Grace H. Johnston Scholarships -- The Samuel and Grace H. Johnston Scholarship is a memorial scholarship established by the late Samuel and Grace H. Johnston. Samuel Johnston was a trustee emeritus of Eastern Gateway Community College. Applicants must be working toward an associate degree and enrolled on a full-time basis in the engineering or computer science programs at the college. The student must also have a minimum grade point average of 3.0 if matriculating from high school or EGCC. Priority for these scholarships will be given to incoming first-year students.

McClellan Trust Fund -- The trust fund is a memorial established by the late Mrs. Lavina McClellan in memory of herself and her husband, the late F. Fred McClellan. Up to three recipients may be selected per year. Student must have a 2.75 GPA or above. Three recipients pursuing an associate degree or certificate with demonstrated financial aid need will be selected.

Nick A. Mougianis Memorial Scholarship - The Nick A. Mougianis Memorial Scholarship was established in honor of Mr. Mougianis who served on the EGCC Board of Trustees for 15 years and who served as board chairman for nine of those years. Mr. Mougianis was an insurance executive with Nationwide Insurance and his family and his fellow insurance professionals established the scholarship. The recipient must be pursuing an associate degree or certificate and must maintain a cumulative grade point average of 2.0 or better. A student is not eligible if (s)he has adequate funds from financial aid to cover all tuition, fees and book costs.

Helen L. And James F. Murray Scholarship - This scholarship was established by James F. Murray in loving memory of his wife, Helen Louise Poindexter Murray. The recipient must be a graduate from Steubenville High School and pursuing as associate degree at EGCC. Applicants must have a minimum 2.0 GPA. The award is for a full- or part-time student.

Naylor Scholarship -- This is a scholarship established by Douglas F. Naylor to assist part-time students who have achieved at least 25 credit hours and who are working toward an associate degree. Two recipients are selected.

Ohio Valley Panhellenic Scholarship – The Ohio Valley Panhellenic Scholarship was established by the Ohio Valley Panhellenic Association. The recipient must be a Jefferson County resident. The scholarship is designed to assist nontraditional, part-time students pursuing an associate degree or certificate at the college. The student must have completed at least six semester hours with a cumulative grade point average of 2.5 or higher prior to application.

Kimberly J. Patterson Scholarship - Dr. W. Hunter Vaughan established this scholarship in 2008 to assist local residents who are pursuing a degree or certificate at EGCC. Dr. Vaughan's intention is to assist students who have overcome overwhelming obstacles in order to enroll at EGCC. His scholarship is named after a former EGCC employee, Kim Patterson, who exemplifies these criteria. This scholarship will be an endowed, restricted fund in which the interest income only shall be distributed for scholarship use. The scholarship amount will be determined each year based on the estimated amount of the interest income. All applicants must complete the Free Application for Federal Student Aid. The student must have a cumulative grade point average of 2.0 or better.

Project BEST Scholarship -- The Project BEST Scholarship Fund was established by the Board of Directors of Project BEST, (Building Efficiency by Striving Together), a construction industry labor-management cooperative committee. Any employee or dependent child of a participating contractor and/or participating construction trade union who plans to enter Eastern Gateway Community College to pursue an associate degree is eligible to apply ("participating" means those contractors and/or construction trade unions participating in contributions made by Project BEST). The scholarship is to be used solely for educational expenses such as tuition, fees, and books. The basic eligibility criteria is determined by Project BEST.

Senior Citizens -- Ohio residents over 60 years of age may enroll for regular credit courses at EGCC and not be required to pay tuition or application fee through EGCC Senior Citizen Scholarship Program. The scholarship does not cover books, supplies, or lab/material/technology fees. Residents may enroll in credit courses on a space available basis provided they meet all course prerequisites.

Steven S. Strupe Memorial Scholarship – The family and friends of Steven E. Strupe established this memorial scholarship in 2005. The goal is to assist Buckeye Local School District graduates who exemplify the ideals Steven Strupe represented. The scholarship will be an endowed, restricted in which the interest income only shall be distributed for scholarship use. Applicants must be a candidate for graduation of the Buckeye Local School District or district that incorporates Buckeye Local should a consolidation ever occur in the year the scholarship application is made. The student must have attained a cumulative grade point average of 3.0 or better at the time the scholarship application is made. The applicant must be pursuing a degree or certificate at the college. Priority consideration will be given to students planning to enroll in an engineering program.

W. Hunter Vaughan, M.D. Scholarship -- Dr. W. Hunter Vaughan established this scholarship in 2007 to assist local residents who are pursuing an Associate of Applied Science Degree in Radiologic Technology. Dr. Vaughan serves on EGCC's Radiologic Technology Advisory Committee and as the medical director of radiologic services at Trinity Health Systems. The applicant must be a second year Radiologic Technology student in good academic standing with at least a 3.0 cumulative grade point average. The recipient will be nominated by the Radiologic Technology faculty members. The recipient must be enrolled on at least a part-time basis (six credit hours or more).

Applying for Aid

Financial aid applications are made available each January for the upcoming financial aid year, which begins with the Summer semester. Students should file their application as soon as their (and their parents, if applicable) tax information is available.

Completing the Free Application for Federal Student Aid (FAFSA) online is very efficient and convenient. Students who do not have Internet access can apply for financial aid by obtaining the paper FAFSA form from the Office of Financial Aid. Students mail the completed paper FAFSA to the federal processor. **Students should be aware this may take up to six weeks to process.**

The following steps should be taken when filing their FAFSA online:

1. Getting a PIN - Students and parents can save time by requesting personal identification numbers called PINs before the student applies for aid. If you are considered a dependent student for financial aid purposes, at least one of your parents must also have a PIN. The PIN can be used to electronically sign the FAFSA, which drastically decreases processing time. To request a PIN, go to www.pin.ed.gov
2. Once a student receives their pin, they can apply for financial aid by visiting the US. Department of Education financial aid website at www.fafsa.gov. Be sure to list the Federal School Code 007275 to ensure that your information is sent to Eastern Gateway Community College. By completing this form, the student is applying for both federal and state grants. Students are encouraged to apply early for all grants, scholarships and awards for which they may be eligible. This avoids untimely delays and ensures maximum award eligibility.

Verification:

The U.S. Department of Education selects approximately 30% of all FAFSA applicants for a process called verification. Verification is the process by which an educational institution confirms accuracy of the data reported (or not reported) on an individual student's FAFSA. If you are selected, students will be asked to complete a Verification Worksheet (Independent or Dependent, as the case may be) along with certain documents. Such documentation may include signed copies of the most recent Federal income tax return for you, your spouse (if any) and your parents (if you are a dependent student), proof of registration with Selective Service, copies of Social Security benefit statements, W-2's and 1099 forms. Spouse or parents' information, as well as other supporting documents may be requested, and may require students obtaining documentation from local, state, or federal agencies.

NOTICE: If your application is selected for verification, you must complete the verification process before your eligibility for financial aid can be determined, and therefore, before financial aid can be disbursed to you.

The Financial Aid Office may select someone for verification in addition to those selected by the U.S. Department of Education. If you are selected for verification of information, you are required by federal regulations to cooperate in the verification process.

Eligibility:

Federal financial aid is available to anyone who meets the following criteria:

1. Have a financial need as determined by your financial aid application (FAFSA), and reviewed or certified by Eastern Gateway Community College Office of Financial Aid.
2. Have a high-school diploma, a GED certificate, or pass an approved ability-to-benefit test.
3. Be enrolled or accepted for enrollment as a regular student in an eligible certificate, associate or transfer degree program.
4. Be a U.S. citizen or eligible non-citizen
5. Have a valid Social Security Number.
6. Meet standards of Satisfactory Academic Progress (SAP).
7. Not be in default on an educational loan nor owe a refund to any financial aid program. To track your federal student loans and grants, visit the National Student Loan Data System (NSLDS) Student Access Web Site at www.nslds.ed.gov
8. Certify that all information you provide on the Free Application for Federal Student Aid (FAFSA) application form is accurate and true, and that federal aid received will be used only for educational purposes.
9. Be registered, or formerly registered, with the Selective Service System, if you are a U.S. citizen or immigrant alien male aged 18 through 26. If you have not yet registered, you can do so at www.sss.gov.

State and external scholarships/funding agencies may have their own eligibility requirements. It is the student's responsibility to learn and understand the eligibility requirements of the funds they apply for and/or receive.

Since financial aid is initially awarded without regard to any outside sources of aid other than those the student listed on the application forms, a student's aid may be adjusted if outside awards are received. It is the obligation of each financial aid recipient to report all external grants and scholarships to the Financial Aid Office.

Undecided Majors & Financial Aid Eligibility

Undecided degree-seeking students are eligible to receive federal student aid until they have attempted a total of 30 credit hours. After undecided degree-seeking majors have more than 30 credit hours attempted (transfer and attempted at EGCC), they will not be eligible for financial aid. Students who become ineligible because they are undecided degree-seeking majors and have over 30 credits hours, will be placed on financial aid suspension until they declare their major.

Career counseling is available in the Admissions Office.

Repeated Courses and Financial Aid Eligibility

Previously Passed Courses: Financial aid will pay for one (1) retake of any previously passed course. There are exceptions to this rule and students should consult the financial aid office.

Previously Failed Courses: There is no limit to the number of times a student may receive aid for repeating classes for which he/she failed to receive credit. However, it is important to remember that repeated courses must be counted toward maximum time frame and students could potentially fall into Financial Aid Standards of Academic Progress troubles if they repeat a significant number of classes.

IMPORTANT: A reduction or repayment of financial aid may be required if it is determined that a student is repeating a course that does not qualify to be repeated.

Audited Courses and Financial Aid

Students are not eligible to receive financial aid for audited courses.

Payment of Aid

Eastern Gateway Community College uses a "freeze" date each semester to determine a student's enrollment status for awarding financial aid. The number of credit hours in which a student is enrolled on the freeze date is used to calculate the amount of federal financial aid the student will receive. This means that if a student adds or drops classes before the freeze date, the amount of financial aid for which the student is eligible will be affected. If classes are added or dropped after the freeze date, the financial aid will not change.

The exception to this policy is students who withdraw from all of their classes or who do not attend class(es). These students will have their financial aid recalculated based on their last day of attendance. As a result, a student could owe a refund to a grant program, to the college, and/or may jeopardize eligibility for future financial aid. Before withdrawing or dropping any classes that would reduce registered credit hours, students should consult with the Financial Aid Office staff to help determine the impact this would have on financial aid eligibility.

Attendance Verification

To be eligible for federal financial aid, attendance in class must be verified. Instructors will provide attendance information directly to the Office of Financial Aid. Instructors will determine your attendance for all courses, including online courses. For online courses, attendance is monitored either by tests taken or assignments submitted.

Should a situation arise where you do not establish attendance, your financial aid will be reduced down to the amount of credit hours you actually attend. For example, if you register for 12 credits at the beginning of the semester and the financial aid office receives attendance information from one instructor stating you never attended a three-credit hour course, your financial aid will be reduced to three-quarter enrollment. This could leave you in an "owing" situation with the college.

Satisfactory Academic Progress (SAP)

The Higher Education Act (HEA) of 1965 mandates institutions of higher education to establish a minimum standard of academic progress for students receiving federal financial aid under Title IV programs. Students who receive financial aid at Eastern Gateway Community College must maintain satisfactory academic progress in an eligible degree or certificate program. Federal regulations require that your entire EGCC record be reviewed for satisfactory academic progress, including terms for which you did not receive financial aid. These standards should not be confused with Probation or Good Standing as defined by academic regulations.

The Standards of Academic Progress (hereinafter referred to as "SAP") are established within the framework of applicable federal regulations specifically for

the purpose of determining the eligibility of students to receive aid under the generally funded Title IV programs, which include the following: Federal Pell Grant, Federal Supplemental Educational Opportunity Grant (FSEOG), and Federal Work Study (FWS), Federal Direct Stafford Loans and Federal Direct PLUS Loan. Additionally, EGCC applies these standards to all institutional grant and scholarship programs (i.e. Horizon Grant and Upper Ohio Valley).

Semester SAP Review

The college will measure the satisfactory academic progress of students receiving financial aid at the end of each semester. It is the responsibility of the student to be aware of his/her Satisfactory Academic Progress status for financial aid eligibility. The Financial Aid Office will notify students in writing as to the status of their aid. However, due to the limited time period between semesters, it is not always possible to notify students of their financial aid probation/suspension status before the start of the subsequent semester.

The standards were established to encourage students to successfully complete courses for which financial aid is received and to progress satisfactorily toward degree completion. Successful completion of a course is defined as receiving any of the following grades: A, B, C, D, or P. These grades are not considered successful course completion: F, W, I, N, or U.

Standards of Satisfactory Academic Progress (SAP) are measured using the following criteria:

A. Qualitative Standard - Each semester, the student must maintain a minimum cumulative 2.00 grade point average (GPA).

   Transfer credit hours will not be included in the qualitative GPA measure.

   For repeated courses, the last grade earned will be used in the computation of cumulative GPA when multiple attempts of a course exist. However, grades otherwise forgiven in the computation of cumulative GPA under the college's Fresh Start policy will be included in the computation of cumulative GPA for financial aid purposes.

B. Quantitative Standard - Each semester, a student must complete a percentage of all credit hours attempted, according to the following schedule:

Credit Hours Attempted	Credit Hours That Must be Completed
12 or more	9
9-11	6
6-8	3
2-5	2
1	1

A student's academic progress will be measured by comparing the number of attempted credit hours with the hours successfully completed. The result will be one of the following:

Financial Aid GOOD STANDING

- Student has met the Qualitative AND Quantitative Standards and is eligible for Title IV Aid.

Financial Aid WARNING

- Status assigned to a student who fails to meet the Qualitative and/or Quantitative standards at the end of the academic term (i.e. Summer, Fall, Spring)
- Student may continue to receive Title IV aid for one additional semester.
- No appeal necessary

Financial Aid TERMINATION

- If after one term on Financial Aid WARNING the student FAILS to meet the Qualitative and/or Quantitative standards, the student's aid is TERMINATED.

Financial Aid PROBATION

- Status assigned to a student who had their aid Terminated and who have appealed and had eligibility for Title IV aid reinstated.

Appeal for Reinstatement of Financial Aid

A student who loses their Title IV eligibility due to extenuating circumstances may appeal. Only one (1) appeal is permitted throughout the student's academic career at EGCC.

Extenuating circumstances that may be considered include:

- Personal illness or accident
- Serious illness or death within the immediate family
- Other circumstances beyond the reasonable control of the student

An "Appeal for Reinstatement of Financial Aid" form, including appropriate documentation, must be submitted to the Financial Aid Office. As part of the appeal, the student must explain what has changed in their situation that would allow them to demonstrate satisfactory academic progress at the next evaluation.

Examples of documentation could include:

- An obituary notice, divorce decree, letter from a physician, attorney, social services agency, parole officer, etc.

Students who have an Appeal for Reinstatement of Financial Aid approved will automatically be placed on Financial Aid Probation. This status assigned to a student who had their aid Terminated and who has appealed and had eligibility for Title IV aid reinstated. All students will be required to work with an advisor to outline their Academic Plan for successful completion of their certificate/degree program. Students on probation who successfully complete (quantitative and qualitative standards) their next term will move back to Good Standing. Those who do not progress will be evaluated on a case-by-case basis to see if progression was made in accordance to his/her academic plan.

C. Maximum Time Frame (MTF) - The student must complete his or her program of study in a time frame not to exceed 150 percent of the published length of the program for full-time students. This will be measured in credit hours (e.g., if the academic program length requires 60 credit hours, maximum time frame cannot exceed 90 credit hours attempted).

   Students who have been accepted into a program which qualifies for federal financial aid and who are required to take developmental courses as determined by placement testing, may receive federal financial aid for up to 30 semester hours of developmental coursework. The student's maximum time frame will be extended by the number of credit hours earned in each developmental course, subject to the 30-credit hour limitation.

The maximum time frame measure includes all attempts at a course (includes repeated courses).

The maximum time frame measure includes credit hours otherwise marked as forgiven under the college's Fresh Start policy.

All transfer credit hours applicable to the student's program of study will be included in the measurement of maximum time frame.

Change in Major or Degree

If a student changes majors, he/she is still required to complete the degree or certificate within the maximum time frame.

If a student graduates from a program of study at the college and desires to pursue another program, that student will assume the maximum time frame of the new program less any attempted hours related to courses not required in the program previously completed. A student's attempted credits count does not start over. All credits that a student has attempted count toward the maximum allowed for the student's new program.

Reinstatement of Financial Aid Eligibility

A student whose financial aid eligibility has been terminated or whose Appeal for Reinstatement of Financial Aid has been denied may conditionally regain his/her financial aid eligibility by successfully completing six or more credit hours at his/her own expense and maintain all provisions of SAP. It is the student's responsibility to notify the Financial Aid Office when this condition has been met.

Withdrawing From EGCC/R2T4

The Higher Education Amendments of 1998 mandates that students who withdraw (officially or unofficially) from all classes may only keep the financial aid they have "earned" up to the time of withdrawal. If you withdraw from school before 60% of the semester is over, you may have to return a portion of the funds received, even if your withdrawal is not determined until after the end of the term. Federal financial aid covered under this regulation includes PELL, and FSEOG grants and loans (Title IV Funds).

The withdrawal date used in the recalculation of a student's federal financial aid is the actual date the official withdrawal form is processed by the Student Records Office. If a student stops attending classes without notifying the college, the withdrawal date will be the midpoint of the semester or the last date of recorded attendance in class.

Title IV funds that were disbursed in excess of the earned amount must be returned by Eastern Gateway Community College and/or the student to the appropriate federal program.

The EGCC Financial Aid Office will notify students if they owe federal funds back to the government. The student will be billed for the amount the student owes to the Title IV programs resulting from the Return of Title IV funds calculation. Any grant and/or loan amounts the student has to return to the federal government must be repaid within 45 days after they receive notification from the Financial Aid Office. Students who owe an overpayment of Title IV funds are ineligible for further disbursements from the federal financial aid programs at any institution until the overpayment is paid in full or payment arrangements are made with the U.S. Department of Education. After 45 days, any Title IV repayment balance will be referred to the Department of Education for collection if satisfactory payment arrangements have not been made. Additionally, a national hold will be placed on a student's future aid eligibility at any institution through NSLDS (National Student Loan Data System).

The student may also be billed by the EGCC Business Office for any amount due the college resulting from the Return of Title IV funds to cover a tuition and fees balance that resulted after the college returned its unearned portion of the federal funds calculation that were used to cover tuition and fees. If a student does not pay funds due to the college, the student's records will be placed on financial hold. This means the student will not be permitted to register for classes or receive transcripts until the balance is paid. Additionally, after 60 days, the balance that remains on the student account will be turned over to the Ohio Attorney General for collection

The Eastern Gateway Financial Aid Office encourages students to read this policy carefully. **If a student is thinking about withdrawing from all classes PRIOR to completing 60% of the semester, the student should contact the Financial Aid Office to see how the withdrawal may affect any financial aid.**

Denial of Aid

Aid may be denied for several reasons: no need or insufficient demonstrated financial need, lack of institutional funds, failure to make satisfactory progress toward completion of the certificate or degree, default on a federal student loan or failure to submit required documentation.

Rights and Responsibilities

Students should read all information provided in the process of applying for financial aid in order to gain a greater knowledge of all the rights, as well as responsibilities, involved in receiving aid.

Renewal of Aid

Financial aid is NOT automatically renewed each year. **Students must reapply each year to be considered for financial assistance.**

Tuition and Fees

Instructional, General, and Surcharge Fees

All instructional, general, and surcharge fees are based on the number of credit hours and the student's residency status. **Before calculating your fees, students should check at www.egcc.edu for current rates.**

Jefferson County
$93 per credit hour

Other Ohio Residents
$99 per credit hour

Brooke, Hancock, Ohio, Marshall and Wetzel Counties in West Virginia
$99 per credit hour

Out of State
$126 per credit hour

Foreign
$158 per credit hour

All residents of Ohio and of Brooke, Hancock, Ohio, Marshall, and Wetzel Counties in West Virginia not registered for Selective Service or not filing exemption statement
$126 per credit hour

Selective Service Registration Compliance

House Bill 845 of the Ohio Revised Code requires that any male Ohio resident or male receiving benefits under Sections 3333.12,

3333.21, 3333.22, 3333.26, 3333.27, 5910.03 and 5910.032 of the ORC, being charged instate tuition by an Ohio public-assisted institution must be registered with or qualify for an exemption to registration of the Selective Service system in accordance with the Military Selective Service Act 62 Stat. 604, U.S.C.A.P.P. 453, as amended. Students not registered with the Selective Service will be charged out-of-state fees. This regulation includes West Virginia students attending through the reciprocity arrangement.

Application Fee

A one-time nonrefundable fee is assessed for all full-time and part-time students. The application fee is not refundable when courses are canceled. Foreign application fee is $100 and the fee for all others is $20.

Documentation Fee

A documentation fee of $150 is assessed all full- and part-time foreign students each academic semester.

Lab/Participation/Materials Technology Fees

Lab/participation/materials/technology fees are charged to students enrolling in most courses to cover the cost of consumable materials, supplies, film badges, liability insurance or other special costs. The fee is listed in the schedule of classes. All online courses are charged a $25 technology fee.

Auditing Fee

The fees for auditing a course are the same as a course taken for credit.

Noncredit Course Fee

Noncredit course fees vary. Area residents should contact the Department of Workforce and Community Outreach for courses being offered and costs.

Proficiency Examination Fee

A fee of $30 must accompany each petition for a proficiency examination.

Graduation Fee

A nonrefundable graduation fee of $75 must be paid one month before expected date of graduation. This fee includes the cap and gown purchase. All students completing the degree or certificate requirements are required to participate in the graduation ceremony. Students must have submitted a graduation candidacy request form and have on file with the college an official copy of their high school transcript or GED score before graduation is permitted.

Payment Plan

For those students who are enrolled in credit courses and need their tuition divided into payments, the college has contracted exclusively with Sallie Mae to offer the TuitionPay Plan. The TuitionPay Plan is the interest-free, debt free way to spread tuition payments over a number of months. Plan participants will get a convenient monthly payment option at a low enrollment fee. Students must have their payment plan established prior to the semester payment deadline. Contact the cashier or tuitionpay.salliemae.com for more information on how to get your payment plan started.

Foreign Students

Any person holding a student or other temporary visa will be considered a foreign student and shall not be considered a resident of Jefferson County or the state of Ohio or the USA for purposes of tuition calculation.

Foreign student admission requirements are as follows:

1. Graduation from secondary school;
2. Minimum score of 500 on the Test of English as a Foreign Language (TOEFL);
3. Proof of ability to pay for the planned education; note: all financial aid programs at Eastern Gateway Community College require U.S. citizenship; submit completed U.S. Immigration and Naturalization Service Affidavit of Support (Form I-134);
4. A sponsor in the service district who will provide housing.

The above requirements must be satisfied at least three months before the beginning of the first semester in which the foreign student wishes to enroll. Once the above requirements are satisfied, an I-20 Application for Visa and a college admission application will be sent to the foreign student.

Foreign student costs:
Application Fee: $100 submitted with application
Documentation Fee: $150 per semester
Tuition: International student rate

Senior Citizens

Ohio residents over 60 years of age may enroll for regular credit courses at EGCC under certain conditions and not be required to pay tuition through the EGCC Senior Citizen Scholarship Program. The scholarship does not cover lab/materials/technology fees, books, or supplies. In order to participate in this program, Ohio senior citizens should contact the Financial Aid Office.

Non~Payment of Fees and Other Obligations

Official grade reports, transcripts, and diplomas will not be issued until the student has cleared all financial obligations with the Business Office or returned all overdue books. Students with outstanding debts or overdue books at the college will not be permitted to register for classes until obligations are paid in full.

In addition, under Ohio Law, outstanding balances are turned over to the Ohio Attorney General for collection.

Fines, Returned Checks, and Check Cashing

Vehicles of any person violating the Jefferson County Campus parking regulations which prohibits parking in access routes will be towed at the discretion of the college. These routes have been posted.

A fee of $20 per check will be assessed to any person whose check is returned by the bank for any reason. Returned checks will not be redeposited by the college. Only cash or certified checks will be accepted after a second returned check is received by the college.

An identification card must be presented by the student in order to cash checks at the receptionist/information area. Checks made payable to Eastern Gateway Community College can be cashed for $10 or less. Only one check per day may be cashed.

Student Refunds

Students who are to receive refunds due to the dropping of classes for which they have paid will be mailed their refund checks after the second week of classes for fall and spring semesters. The mailing of refund checks during the summer sessions will vary according to the length of the session.

Refund of Tuition

To receive a refund of all or part of the tuition paid for a semester or summer term, a student must have completed the withdrawal process prescribed by the college. A student schedule change form must be signed by the student and submitted to the Admissions Office. The date used in calculating the amount of fees to be refunded will be the date that the official completed student schedule change form is received by the Admissions Office. Refunds will be issued according to the following schedule of refunds.

Students dismissed by Eastern Gateway Community College are not entitled to any refund of tuition and fees. Students are entitled to a full refund if the college cancels the course or does not permit a student to enroll or continue. Fees subject to refund are instructional, general, surcharge, and lab fees.

Refund of fees upon withdrawal from EGCC is as follows for fall and spring semesters, and Summer Session III:

	Tuition	Lab Fees
Prior to first calendar day of the semester/ Summer Session III	100%	100%
First 14 calendar days of the semester/Summer Session III (Saturday and Sunday are counted as calendar days.)	100%	100%

Refund of fees upon withdrawal from the college is as follows for Summer Sessions I and II:

	Tuition	Lab Fees
Prior to 1st calendar day of the summer session	100%	100%
First 7 calendar days of summer session (Saturday and Sunday are counted as calendar days.)	100%	100%

The first calendar day of a semester or summer session is the day the semester or term starts.

After the refund period, as outlined above, full or partial tuition and fee refunds are not made unless there are extreme extenuating circumstances. The student must file an appeal form.

Refund of fees for short term/flexibly scheduled courses is as follows:

Prior to the first day of the course, tuition and lab fees are refunded 100%. One hundred percent refund of tuition and fees after the start of the course is determined by the number of weeks in the course.

Length of course in weeks	Calendar Days for 100% Refund
1	1
2	2
3	3
4	4
5	5
6	6
7	7
8	8
9	9
10	10
11 & above	14

Delinquent Student Accounts

Any student registering at the college is reserving a space in those assigned classes and potentially limiting other students from enrolling in those classes.

Students enrolled in classes must follow the college's drop procedures in the time periods indicated in order to relieve themselves of the responsibility of tuition and fees for that semester.

Nonattendance at classes does not relieve tuition and fee obligations if the student does not complete the college's drop procedures.

As an institution that is supported by state and local tax funding, the college has an obligation to the taxpayers to collect all fees due the college.

According to Ohio Revised Code Section 131.02, state-supported institutions must certify their delinquent debts to the Ohio attorney general for collection.

Academic Standards

Degree Requirements

The Associate of Arts Degree, Associate of Science Degree, Associate of Applied Science Degree, Associate of Applied Business Degree, or Associate of Technical Study Degree is awarded to those who successfully complete:

1. A two-semester sequence in English or communications skills;

2. A minimum of 30 semester hours of technical courses (determined by the graduate's curriculum) if not in an AA or AS degree program;

3. The remaining required semester hours which include the general and basic-related required courses and appropriate electives;

4. A program curriculum chosen from the list of associate degrees available at Eastern Gateway Community College;

5. A minimum of 18 semester credit hours completed in residence at Eastern Gateway Community College;

6. Participation in the commencement exercises; all graduates are required to attend the May commencement ceremony; requests to be excused from attending must be based on extraordinary circumstances and must be **submitted in writing along with written documentation** regarding the circumstances to the executive vice president for academic and student affairs two weeks before the graduation ceremony; the executive vice president for academic and student affairs will approve or disapprove the request based upon the reason and evidence submitted;

7. A 2.00 overall average at Eastern Gateway Community College and if in a technology obtain a minimum of a "C" in each of the core courses identified; exceptions may be made by the department dean;

8. A student who has attained a cumulative grade point average of 3.50 or higher will receive honors recognition. Students with a cumulative grade point average of 3.50 to 3.749 will be awarded the recognition of cum laude; students attaining a 3.75 to 3.899 will be recognized with the title magna cum laude; and students achieving a 3.90 or higher will be awarded a degree with summa cum laude. Recognition is made at commencement.

Several programs offer certificates for graduation. The minimum requirements for certificate completion are found in the catalog description of the particular certificate program and are applicable.

All potential graduates must file an application for the associate degree or certificate through the executive vice president for academic and student affairs' office during the semester preceding the semester in which the program will be completed. The curriculum and degree requirements listed above are consistent with the Ohio Board of Regents' basic standards for granting the associate degree for approved Associate of Arts, Associate of Science and applied technical degrees. An official transcript, GED certificate, or other proof of graduation must be on file with the college before an associate degree or certificate can be awarded.

Dual Degrees

Students are permitted to purse dual degrees provided they are in good academic standing with the college. It is the student's responsibility to notify his/her academic department if the student is pursuing multiple degrees.

Student Competency

Eastern Gateway Community College has developed a process of education which requires a student to be competent in a designated major field before the student can graduate. Competency is defined as the ability to apply the essential skill and knowledge to perform in an occupation. Faculty's objectives are to teach and assist the student in learning and demonstrating this competence. This requires the faculty member to use a number of measurement techniques: performance examinations, on-the-job observations, and evaluations of supervisors and the student. It is recognized that the measurement process is subject to financial, physical, and instrument limitation.

Academic Honesty and Student Integrity

Student integrity and scholastic honesty are an integral part of the college's scholastic standard, academic quality, and a foundation for our society.

The college will not tolerate the breach of this integrity through cheating, plagiarism, or other forms of academic dishonesty. Faculty and staff will take precautions to prevent academic dishonesty, but it is also the student's joint responsibility to report known infractions to any college employee. Infractions impact the final grade/CPA of **all** students as well as the reputation of the college and the value of the degree earned. Confirmed violations may result in a failing grade on an assignment(s) or in the course(s).

Repeated incidents of scholastic dishonesty or a flagrant single offense may warrant action beyond a failing grade in the course.

Offenses which may warrant additional disciplinary action including disciplinary probation, professional probation, suspension, or expulsion, include the following:

1. Cheating, plagiarism, or other forms of scholastic dishonesty, including the use, without permission, of tests or other academic material belonging to a member of the college faculty or staff.
2. Furnishing false information to the college with intent to deceive.
3. Forgery, alteration or misuse of college documents, records, or identification cards.
4. Misuse of computer privileges, including unauthorized use of software, an account number, password, program or file. (See Computer Use Policy)

The student may appeal any actions affecting enrollment or grade using the Student Complaints/Appeals Process described in this catalog applies.

Students should read the Academic Honesty and Student Integrity Policy posted on the college's web site www.egcc.edu.

Marking and Credit System

The quality of course work at Eastern Gateway Community College is indicated by means of letter grades. Each letter grade, in turn, carries "quality points" which are used in computing the student's "cumulative point average (CPA)." Academic achievement which reflects competency will be recorded in letter grades at the end of each semester or summer term for all course work for which credit is granted. The credit hours attempted and quality points attained will enter into the computation of the student's cumulative point average.

The marking system in tabular form is as follows: Quality Points Per Semester Hour

A - Superior Quality	4.00
B - High Quality	3.00
C - Average	2.00
D - Below Average	1.00
F - Failing	0.00

I - The grade of "Incomplete" **(I)** may be given if a student, for reasons beyond his/her control, is unable to complete the work of a course by the end of the enrollment semester.

The student **must** arrange with the instructor to complete the requirements of each incomplete course within six weeks of the end of the current semester. If the student does not fulfill the course requirements as arranged, the incomplete grade "I" will be automatically converted to an **"F"** on the student's transcript at the end of the six-week period.

W - The grade of "Withdrawal" **(W)** is given after the second week of each regular semester or first week of Summer Sessions I, II and III. A student submits a withdrawal request form to the Admissions Office on or before the published withdrawal date. A **"W"** is recorded for the grade on the student's permanent record and is not computed in the CPA.

P- The grade of "Pass" **(P)** is given for a passing grade in a credit, non-degree course or a credit lab. Credit hours are recorded, but this grade is not included in cumulative point average computation. Credits are added to cumulative credits achieved. In addition, the grade of **"P"** is used to designate all "C" credit accepted as transfer from another institution.

V- The grade of "**V**" is used to designate the transfer of a "D" credit course.

N - The grade of "Non-Pass" **(N)** is given for a non-passing grade in credit, non-degree courses or a credit lab and is not computed in cumulative point averages.

U - The grade of "Audit" **(U)** is given for credit courses in which the student elects to be an auditor. This grade is not computed in the cumulative point average.

Catalog~In~Force

1. Requirements to earn a degree or certificate are based on the Catalog-In-Force at the time of the student's first term of study in his/her major.

2. First term of study is defined as that semester in which a student:

A. Has satisfied all prerequisite course work and other preconditions;

B. Has been fully accepted into a degree or certification; and

C. Has officially declared a major and registered for courses in the prescribed curriculum or major.

3. Credits for technical courses that have been earned more than five years prior to graduation will be subject to individual evaluation by the department dean and may, in some cases, need to be repeated.

4. Students who have been absent from the college for more than one year or who have been suspended and readmitted **must** follow the Catalog-In-Force requirements at time of their return. Additional requirements in specific programs may be applicable.

5. Exceptions to the above may be necessary when changes in certification or licensure standards mandate changes in academic requirements or in college programs. Additionally, courses in some disciplines occasionally may be deleted, changed or developed; therefore, the college may require substitutions to reflect these changes.

6. Final decisions regarding the Catalog-In-Force policy will be the responsibility of the specific department dean.

Attendance Policy

Since the mission of the college is to provide training and education that enables students to transfer to other education institutions or to secure immediate employment, the development of effective work attitudes is as important as the acquisition of technical skills. In industry, there are many examples of personnel policies which define guidelines for tardiness and absenteeism with resulting disciplinary action for those employees habitually late or absent. There are also many learning objectives in a college course which can be accomplished only when the student is present and participating in class discussion, exercises, simulations, and laboratory activities. Therefore, in the effort to encourage and develop responsible work habits and to assure maximum benefit from its course offerings, each academic program has an established attendance policy. Individual instructors are responsible for providing the details of the policy in writing during the first week of class.

Regular and punctual attendance may constitute one component of the student's ability to get an excellent final grade in a course. The makeup of missed class/course material is **solely** the responsibility of the student.

Cumulative Point Average

A student's cumulative point average (CPA) is the quotient obtained by dividing the total number of quality points earned by the total number of semester credit hours attempted. The CPA is computed at the end of each semester and is reported with the grades to the student. Credits achieved are not used in grade point average calculation.

Grade Reports

Grade reports are not issued to students. Students are required to obtain their grades from Self Service. Any student with overdue books or unpaid fees will be blocked from Self Service.

Any student enrolled in a regularly scheduled course whose performance is unsatisfactory will be sent, via e-mail, a deficiency notice near mid-semester. It is **required** that students receiving deficiency notices make an immediate appointment with their advisor and/or the instructor of the course in which the student is deficient. The student must assume the full responsibility for making conference arrangements.

Academic Honors

An academic honors list will be prepared and published each semester. Students shall be named for such recognition according to the following criteria:

A student who has achieved a minimum of 12 credit hours during the semester and has earned a grade point average of 3.5 or higher shall have obtained outstanding academic achievement warranting recognition on the Academic Honors List. Students named on the Academic Honors List may be eligible to participate in Eastern Gateway Community College's Alpha Omicron Nu Chapter of the Phi Theta Kappa honor society.

Academic Recognition ~~ Less than Full~time Students

Any student, who attempts six or more semester credit hours but less than 12 semester credit hours in any single academic semester, is eligible to receive a letter of academic recognition if a grade point average of 3.50 or greater is achieved during that academic semester. The recognition offers the student, enrolled for less than twelve semester credit hours and ineligible to receive normal academic honors, a form of academic recognition. The letter does not make the student eligible to participate in the college's Alpha Omicron Nu Chapter of Phi Theta Kappa, and it cannot be used to place the student on the academic honors list.

Any student request for correction and/or appeal concerning the academic recognition program will be processed through the normal college complaints/appeals process, see catalog listings.

Repeating Courses

A student may repeat a course in which a passing or failing grade has been received. All grades earned will show on a student's academic transcript; however, only the last grade earned will be counted in computing the grade point average at Eastern Gateway Community College.

The student must secure permission from the department dean to repeat a course more than once.

Maximum Load

The course load of a student may not exceed 18 semester credit hours of course work in a regular semester without the approval of the department dean or the executive vice president for academic and student affairs. A student may not ordinarily enroll in more than 21 semester credit hours of course work in a regular semester. Permissible exceptions to the 18-credit hour rule include

1. A prescribed curriculum requires the student to carry more than 18 credit hours in a semester;

2. A cumulative average for four years of work in high school is of 3.00 quality or higher if the student is beginning college-level work;

3. A cumulative average for course work taken at EGCC or at another recognized college or university is of 3.00 quality or higher.

During any summer term the course load of a full-time student may not exceed six semester hours per session; the maximum course load during the summer (all three sessions) may not exceed 12 hours, except as stated in 1.

Independent Study

As a general rule, the college discourages independent study arrangements of courses normally offered through its regular academic schedule. Exceptions will be considered only when the following conditions exist:

1. The course in question lacks sufficient enrollment to be held, and;

2. The course in question is necessary to maintain appropriate sequencing, and/or;

3. The course in question is required for graduation and the student is in his/her final semester, and;

4. The student is a regular, degree-seeking student and has been continuously enrolled at EGCC.

Independent study courses must follow the established course syllabus, use the approved textbook and generally cover the same content and assignments established for the course. The courses are to be taught by full-time faculty within the program (if one is available). Independent study courses will not generally be allowed during the summer term. Independent study courses must be approved by the program director, department dean and the executive vice president for academic and student affairs.

Probationary and Academic Suspension Policy

The extent to which a student's academic record is below a 2.0 average determines whether the student will be placed on probation, continued on probation, or suspended from the college. Each departmental academic standards committee will determine whether a student is subject to academic probation and associated credit hour limitations, or suspension under the following criteria:

1. A student who has attempted fewer than 30 semester hours is placed on probation when the cumulative average falls below 1.6. The student who has attempted more than 30 semester hours is placed on probation when the cumulative average falls below 2.0.

2. A student will remain on probation until the cumulative average is increased to 2.0 or higher.

3. A student who fails any **required** core or technical subject identified by the program will be placed on probation regardless of the cumulative average. This probationary status will continue until the failed course is repeated and passed. (For a list of required core and technical courses, refer to individual departments and programs elsewhere in this catalog.)

4. A student will be suspended from the college for one or more semesters when any one of the following occur:

a) Any student with a cumulative average of 1.0 or less (including freshmen);

b) Any student with up to 15 accumulated hours and a cumulative average of 1.3 or lower;

c) Any student with more than 15 accumulated hours and a cumulative average of 1.5 or lower;

d) Any student who has been on probation for two or more regular semesters (excluding summer.)

e) Any student who has been suspended for a second time within a five-year period will be suspended for a minimum of **2** calendar years.

5. Students enrolled in selected health programs who fail a **required** technical or **sequential** subject **will be dismissed** from the program.

6. A student placed on academic probation will be informed of this fact and the related load limitation after grade reports have been issued via a letter from the department dean. A copy of this letter will also be filed in the student's permanent record and with the student's advisor.

A student's improved performance subsequent to academic probation or suspension will be considered in further academic decisions.

Counseling services at Eastern Gateway Community College serve the primary function of helping students overcome barriers which block them from pursuing an educational or occupational goal. These barriers may take the form of personal concerns, an inappropriate choice of a major course of study, poor study skills, etc. Testing, counselor interviews, and materials are available to help a student overcome these barriers.

Student Regulations

Student Complaints/ Appeals Process

The college complaints/appeals process is available to any student who has concerns about college policies, who believes that college policies have not been properly applied to them, who has complaints about the actions or omissions of college employees, or who desires to request that an exception be made in his/her particular case. This process is designed to assist in resolving conflicts informally and where applicable, to provide students with due process. Matters which can be pursued through this process include, but are not limited to, equal opportunity, Americans with Disabilities Act, sexual harassment, accommodations, probation and suspension, acceptance of transfer credits, financial aid procedures, social penalties, refunds, and grading practices (grade appeals will only be considered within 12 months of when the grade was earned).

The complaints/appeals process is composed of informal and formal steps. It is the goal of the policy to resolve problems informally whenever possible. For this reason, students are advised to first discuss the complaint/appeal with the faculty or staff member with whom there is a disagreement or with his/her immediate supervisor before filing a formal complaint/appeal. In the case of a sexual harassment allegation, the student is not required to discuss the allegation informally with the alleged perpetrator. The college reserves the right to require the student to attempt to resolve the complaint/appeal in an informal manner before accepting and processing a formal appeal. Where applicable, the college reserves the right to require appropriate documentation before formally resolving an appeal.

The college will consider formal complaints as only those received in writing, signed by the complainant, and mailed or delivered to the college president or a vice president in the manner outlined in this policy.

To initiate the formal appeal process, the student must secure the Student Complaints/Appeals Form from any academic and student affairs office or The Valley Center, complete the form fully, attach any relevant documentation, sign

and date the form, and submit this material to the executive vice president for academic and student affairs' office within ten (10) calendar days from the date the student should have been aware of the situation giving rise to the appeal. The executive vice president for academic and student affairs will route the appeal form to the appropriate department administrator, who will review the information and if appropriate, conduct an investigation, including meeting with the student and others if necessary, and render a decision in writing to the student within ten (10) calendar days. The student may appeal the decision of the department administrator to the college president within ten (10) calendar days of the receipt of the response by obtaining, completing and submitting to the president's office an Appeal to President Form, which is available in the executive vice president for academic and student affairs' office. For the purposes of this policy, the date of receipt of the department administrator's response by the student will be the date the response was mailed to the student's last known address, plus two days. The decision of the president or his designee shall be final. The president may appoint a designee to review/render a decision on the appeal if the president is unavailable to personally consider the matter.

The college may be required to report information regarding complaints received to its accreditation agencies or various units of government. When this information is reported, the college will delete any personally identifying information unless a specific law or government regulation requires its inclusion.

Student Regulations Committee

Admission to EGCC carries with it obligations in regard to conduct both on campus and during the course of recognized and authorized off-campus activities. Students are expected to act in such a manner as to be a credit to both themselves and to Eastern Gateway Community College. Students are answerable to the laws governing the community as well as college regulations.

In order to provide the college community with a means for investigating incidents of social misconduct, the college has established the Student Regulations Committee.

Purposes

Specific committee purposes are:

1. To hear cases of social misconduct and recommend disciplinary measures to be applied in cases involving infraction of laws or regulations
2. To investigate and make recommendations regarding situations where an infraction of laws or regulations may exist but in which no person has been formally charged

The president and executive vice president for academic and student affairs reserve the option of referring or not referring specific cases and problems to this committee before imposing social penalties on a student(s). In those situations in which the president or executive vice president for academic and student affairs imposes penalties without consultation with this committee, the student(s) may request that the committee review the facts of the case and make a recommendation. The president of the college reserves the right to veto appeals and recommendations from this committee.

Membership

Membership of the committee shall consist of: the executive vice president for academic and student affairs (ex-officio-chairperson), the staff advisor to the Student Senate, a student records staff member, one faculty member at large appointed by the executive vice president for academic and student affairs, and the members of the Student Senate Executive Committee representing Business Engineering and Information Technologies/Undecided, and Health/Public Services Technologies.

Verification of Student Identity

Eastern Gateway Community College has a username and password procedure in place to verify student identity in online instruction. Online courses that require testing requires that exams are proctored at local libraries, community colleges, or other approved sites. The proctor is required/requested to validate the identity of the student by looking at a photo ID. Many of the classes offered are hybrid.

Computer Use Policy

Rules and policies regarding use of the computer facilities at Eastern Gateway Community College are included in the Student Policies section of this catalog. Students are referred to this section for the Network, Computer Resources and the Internet Acceptable Use Policy for Students and College Guests.

Children in Class

In order to provide an environment conducive to learning for all students and for safety reasons, the college prohibits parents or guardians from bringing children to class with them. Because it is recognized that many parents have regular or emergency child care problems, a Preschool is operated on the Jefferson County Campus. All parents are encouraged to use this service which can accommodate children from 18 months to 12 years of age. Preregistration of children is suggested; however, children can be placed in the Preschool on an emergency basis at any time. To arrange for regular or emergency service, students should contact the Preschool head teacher.

Auto Safety/Parking Restrictions

Standard regulations of driving and safety are expected to be observed by all drivers on the Jefferson County Campus. Tickets are given and fines levied when regulations governing the parking facilities are violated.

Parking is not allowed in the main driveway surrounding the Jefferson County Campus. This is designated as a fire lane, and illegally parked vehicles may be ticketed by the Steubenville Police Department and/or towed at the owner's expense. Security personnel may place "boots" on illegally parked vehicles.

On the Jefferson County Campus, using more than one parking space, parking on the grass, parking on pedestrian walkways and parking in spaces designated for handicapped individuals are strictly prohibited. The speed limit is 20 mph on campus. Stop signs are installed at all crosswalks for the safety of pedestrians. All vehicles must yield to pedestrians.

Parking guidelines at the college's other sites must be observed by all students.

Smoking on Campus

The use of tobacco products is prohibited inside the college's facilities. All use of tobacco is restricted to designated areas on the Jefferson County Campus. Facility guidelines are the college's other sites are followed.

Class Cancellation~~Weather

Classes will be held on a regular basis. Should the cancellation of classes be necessary as a result of an emergency or severe weather, especially during the winter months involving a heavy accumulation of snow/ice overnight, announcements will be made by local radio and television stations. Cancellations also are listed at www.egcc.edu, www.cancellations.com and www.myvalleyweather.com.

Eastern Gateway Community College's students are expected to make their own decisions regarding travel on snow-covered or icy highways. The college does not follow the same procedures as the secondary school systems, which are responsible for busing students to school. However, the college will attempt to make reasonable and timely decisions regarding delays (start times) and cancellations based on conditions which exist at the time.

When an announcement is made on radio/TV or the Internet that the college start time is delayed due to weather or other on-campus emergency, classes scheduled during the time of the "delay" will be canceled. The starting time announced (end of the delay) will be for classes normally starting or in session at that time. If a class would have been in session at the new start time, it will resume at the new time (e.g., a 9-11 a.m. class will resume at 10 a.m. if the delay indicates classes will start at 10 a.m.). All classes scheduled to be in session **will** resume at the new start time. Off-campus classes and clinical education will be conducted unless notified by the instructor, the department secretary, or a specific program's "snowball" phone chain.

Students should plan ahead for days when the college is open and the public schools are closed. This may include and require child care and understandings in advance with instructors regarding the consequences of absences under such circumstances.

Lost and Found

On the Jefferson County Campus, found articles are to be given to the person on duty at the information-visitors counter in the administrative wing or to the security person on duty. Individuals losing articles should check with the security person on duty periodically to see if the missing article has been turned into the college.

For lost and found services at the college's other sites, students should contact the site director.

Further student polices found in the catalog's Student Policies section.

Advising and Student Services

Advisors help students reach their academic goals by guiding the students in class selection and scheduling. New and undecided students are scheduled by an Admissions Office advisor. Continuing and returning are to be scheduled by advisors in their major course of study. Students should use the Self Service and/or maintain contact with their advisors through graduation. Deans assign advisors to every student, and the advisors' lists are maintained by the deans.

Faculty Advisors

The advisory system is designed to assist each student with problems that affect academic progress. This often includes referral of the student to other resources on campus.

New students are advised in the Admissions Office. As students progress towards their selected majors, they make a transition to a faculty advisor, who usually is actively involved in the student's major area of preparation.

The faculty advisor assists the student in the effective planning, which includes an academic plan of study, and successful completion of all phases of scheduling courses and the academic process. The advisor should be contacted immediately when encountering any academic program concern and, as a minimum, once a semester for advice.

Undecided Students

Students who set career goals have been found to reach these goals more often than students who do not set goals. Undecided students are strongly encouraged to receive career counseling with an admissions advisor to decide upon a major as soon as possible.

CSS106 Succeeding in College

All new first-time regular students are required to take CSS106 Succeeding in College. Students who transfer in a similar course or a minimum 12 semester hours with a 2.0 GPA may have the course waived. This graded, one-credit hour course meets regularly throughout the semester and covers such topics as adjusting to college life, programs of study, study skills, and test-taking skills.

Tutoring

The Learning Skills Lab on the Jefferson County Campus offers a variety of services to students who may be experiencing difficulty. These free services for EGCC students include:

Writing Lab – Located in room 1509 on the Jefferson County Campus, the Writing Lab puts students together with writing instructors for help with writing papers, proofreading, research, documentation, and basic word processing. This is a drop-in service, so there is no need to make an appointment. Students can bring their works-in-progress to the Writing Lab for help during posted hours.

Math Lab - Located in room 1509 on the Jefferson County Campus, the Math Lab offers help in any mathematical area. Math instructors are available during posted hours on a drop-in basis to answer math questions from any of the math courses offered at EGCC. Help may also be given for the math portions of other classes like Chemistry or Dosage Calculations.

Smarthinking.com – This internet based service provides on-line, real-time tutoring at any time and in any location. Contact Pam Richardson (prichardson@egcc.edu) to obtain a user name and password.

Tutoring Services for EGCC Students – Peer tutors sessions can be arranged at student request. Tutoring times are arranged at the convenience of the student and tutor. Those wishing to meet with a tutor or to become a tutor should contact Pam Richardson (prichardson@egcc.edu). Tutoring is available on the Jefferson County Campus and the Valley Center.

Online Classes 24/7 Support

Students taking online classes may receive 24/7 support by visiting www.egcc.edu and selecting 24/7 Online Class Support under Online Classes on the home page or by logging onto http://support.egcc.edu/ics/support/default.asp?deptID=8223.

Students may submit their questions through several options including an online live chat or via telephone.

Disabilities Services

Eastern Gateway Community College is committed to providing reasonable accommodations for students with disabilities within the classroom. Reasonable accommodations may include alternative methods of testing and/or showing mastery of required material, modification of time allowances for testing and/or required projects, notetakers, interpreters, and/or approved assistance equipment, access to lecture notes and materials such as overheads. Effective and reasonable accommodation in the classroom does not include fundamental alteration of the curriculum, classroom standards, or length of class. Accommodations will be made on a case-by-case basis by the college.

Students are responsible for notifying the college regarding any disabilities for which they may need special services. Students are provided a Health Information Form at the beginning of their first semester. Forms also may be obtained at the Admissions Office. At this time, the student also should make arrangements to meet with the Section 504 Student Manager in the Learning Skills Lab, Room 3301 in the upstairs library on the Jefferson County Campus. The manager will assist students in resolving immediate issues, provide assistance with academic concerns, and attempt to answer student questions. Pertinent documentation from a medical professional, psychiatrist, or psychologist must be provided to the Section 504 student manager.

College Attendance and Employment

Many students find it necessary to work while attending college. With careful and realistic planning, work and study may be combined successfully. Each semester hour in which the student is enrolled often requires hours of study/ preparation outside class; therefore, the following guide is strongly recommended.

The faculty recommends students employed full-time (40 or more hours per week) should attempt to carry no more than two courses (six to eight semester hours). Those employed part-time should carry a course load proportionate to their hours of employment.

Career Services

One of the student services at Eastern Gateway Community College is career services. This service is offered to all students and alumni of the college and is designed to assist in the quest for part-time and full-time employment. An annual Career Day also is held on the Jefferson County Campus, and potential graduates and students are encouraged to participate.

Career services are especially important to students seeking full-time employment upon graduation. Career services registration may be made at any time by an EGCC student, by submitting a resume to the Career Services Office. Graduating students are encouraged to register during the first semester of the year they intend to graduate.

The Career Services Office uses the college's web site at www.egcc.edu under career services and College Central Network for job postings and listings. Employer's employment postings may be listed at www.collegecentral.com/EGCC. Students, graduates, and alumni may register at www.collegecentral.com/EGCC.

For career counseling assistance, students may contact the Admissions Office.

Student Messages

The staff at Eastern Gateway Community College has many duties to perform so only emergency telephone messages will be delivered directly to the student on the Jefferson County Campus. An emergency is defined as any unanticipated situation involving death, illness, health, or safety which requires the immediate attention of the student.

Emergency notifications will be followed as determined at the college's other sites.

TRiO Student Support Services

The TRiO Student Support Services (SSS) program provides opportunities for academic development, assists students with basic college requirements, and serves to motivate students towards the successful completion of their postsecondary and/or higher education. The goal of SSS is to increase the college retention and graduation rates of its participants and facilitate the process of transition from one level of higher education to the next.

Who is eligible?

A student is eligible to participate in the TRiO Student Support Services Program if he or she meets all of the following requirements:

- Is a U.S. citizen or national of U.S.
- Is enrolled at EGCC or accepted for enrollment in the next academic term.
- Is a low-income individual (as determined by the federal guidelines) or a first generation college student (neither parent has a bachelor's degree) or an individual with a disability (as determined by the EGCC Learning Skills Lab).

The following services will be offered:

- Transition-to-College workshops and success seminars
- Academic advising and registration
- Tutoring
- Mentoring
- Cultural enrichment activities
- Career and transfer activities
- Grant-aid funding

How do students become involved?

Interested students should contact TRiO Student Support Services at 740-264-5591 ext. 114 or download the application and return it to EGCC TRiO Student Support Services office. View the SSS program at www.egcc.edu and view the Semester Calendar, TRiO newsletter, Help Sessions, and other items.

Student Support Services is a TRiO program 100% funded by the U.S. Department of Education.

TRiO Upward Bound

Eastern Gateway Community College's TRiO Upward Bound Program serves 50 high school students from Buckeye Local, Edison, Indian Creek and Steubenville high schools who are potential first generation college students and/or from families that meet federal income guidelines. Its purpose is to assist students in building the skills and motivation necessary to successfully complete high school and to enroll and succeed in a college or university. This is achieved through Saturday and summer classes, tutoring, test preparation, mentor-

ing, academic advising, career exploration, college visits, and cultural/educational enrichment through field trips, workshops and various activities.

Interested high school students should visit the project's page at www.egcc.edu for information, benefits, newsletters, and an application. The project also provides part-time and volunteer opportunities for college students and educators. For more information, contact the Upward Bound office at 740-264-5591, ext. 301 or via e-mail at upwardbound@egcc.edu. Upward Bound is 100 percent federally funded by the U.S. Department of Education.

Alumni Association

The Alumni Association of Eastern Gateway Community College is headed by the Alumni Council and is service-oriented. Association membership is on an annual basis and offers many advantages. All alumni are entitled to lifetime career services. The *Alumni Messenger* is printed to provide current and updated information about the Eastern Gateway Community College family and alumni.

Alumni may e-mail and keep EGCC up to date on employment status, promotions, educational accomplishments, marriages, birth announcements, and other newsworthy events. Alumni are urged to stay in touch with the college by e-mailing acoburn@egcc.edu.

The Alumni Association always is seeking members to assist in raising money for EGCC scholarships and to provide "in-kind" service to the community. All alumni are encouraged to join the association and be active in assisting EGCC students in accomplishing their goals.

Student Activities

Student Clubs and Organizations

The formation of student groups on campus is encouraged, provided these groups serve a positive function and do not duplicate the functions of the Student Senate or other groups.

To receive official sanction, a club must have approval of its activities by the executive vice president for academic and student affairs and be chartered by the Student Senate. Information about the procedures for starting clubs is available from the executive vice president for academic and student affairs.

Clubs may sponsor major social activities, special engagements, and, in some instances, provide financial aid through scholarships. Requests for use of college facilities by clubs and organizations should be directed to the student group coordinator on the Jefferson County Campus.

Student Advisory Committee

The Student Advisory Committee is another formal channel for student participation in institutional policy determination. The function of this group is to provide the college with feedback through meetings with the college president or vice presidents. This committee consists of the members of the Student Senate Executive Committee.

Student Senate

The Student Senate's major purpose is to assist the college in the development and operation of student nonacademic activities and to provide student input to the administration. This is a central body through which all student organizations are coordinated. Clubs and other student groups on the Jefferson County Campus must be chartered by the Student Senate.

Student Senate officers are elected. The Student Senate is composed of eligible representatives from the various curricular divisions plus some delegates at large. The constitution and information about the Student Senate are available from the coordinator of student groups who is the advisor to the Student Senate.

Dental Assisting Student Organization

The Student Dental Assisting Organization is open to those students enrolled in the Dental Assisting certificate program. The purpose of this group is to provide the student with the opportunity to develop leadership skills and self confidence, while promoting service learning. Members are invited to participate in Student American Dental Assistants Association (SADAA).

IT Club

The IT Club at Eastern Gateway Community College is comprised of students interested in computer technology. Group members participate in service learning by consulting, diagnosing, building and repairing computers for students, faculty, staff, and the general public free of charge. This hands-on approach allows students to increase their knowledge of computer systems, operating systems, hardware, applications, and computer repair as well as customer service. Activities include meetings, industry field trips, and an annual Computer Clinic.

Phi Theta Kappa

Phi Theta Kappa is an international honor society, the purpose of which is to promote scholarship, leadership, fellowship and service among qualified students. To join, a full- or part-time student must maintain a GPA of 3.55 or higher and accumulate at least 12 credit hours toward transfer or an associate degree. Membership is by invitation only and is open to both men and women. The Alpha Omicron Nu Chapter was chartered in 1989.

Society of African American Culture

The Society of African American Culture opens its membership to any student without regard to race, sex, religion, or national origin. The purpose is to promote African American educational, civic, and social activities, and to promote the general awareness of African/American minority cultures and achievements.

Intramural and Club Programs/Student Activities

Interested students at Eastern Gateway Community College conduct informal programs of athletic competition in softball, basketball, flag football, soccer, and golf on the Jefferson County Campus. During the year, cultural, recreational, family and public interest activities also are offered. Suggestions for intramural programs should be directed to the Student Senate.

Student teams take part in intercollegiate tournaments in Ohio.

EGCC Chorus

The EGCC Chorus is a group that gets together purely for the enjoyment of singing choral music. The chorus is open to all students, faculty, and staff and usually meets once a week during a regular semester on the Jefferson County Campus. No auditions are required for membership.

The EGCC Chorus, formed in 2006, performs for events and holidays such as Christmas and the Martin Luther King Community Celebration.

Other Affiliations

From time to time the college will assist students with membership to national and international organizations; such as, American Welding Association, Collegiate Secretaries International, International Society for Measurement and Control, Society of African American Culture and Society for the Advancement of Management.

Newsbreak

Newsbreak is a biweekly student newsletter containing announcements and articles of interest to the college community. Information is given to the coordinator of student activities who prepares and distributes the **Newsbreak**, which is posted on the college's web site.

Facilities

Library

The library is located in the center of the Jefferson County Campus building's main floor and features an open-stack arrangement, with adjoining work areas designed to facilitate study, research, and reading.

The library is open from 8 a.m. to 9 p.m., Monday through Thursday and until 4 p.m., Friday, when classes are in session. Saturday hours are 8 a.m. till noon, but reference assistance may not be available

The library is available for study and research to students, staff, and members of the public. However, public users desiring to access the internet via library computers must provide a current, valid ID before receiving a login and password. Library materials are circulated to persons possessing a current, valid, unexpired library barcode. Books and other items may be circulated for a time period of overnight to two weeks, depending on the publication. Interlibrary loan services are available.

A multimedia lab allows students to scan and edit digital images and video clips. Software is available for creating webpages. Any student may use the lab, but library staff members request that you learn how to use the equipment and software first. The lab also may be used for group work with three workstations that each accommodate five persons with one PC at each workstation.

Equipment for using various audiovisual materials is available. A coin-operated copy machine is available for patron use. For research purposes, back issues of periodicals and newspapers are on file in hard copy and online.

Online library services are available 24 hours a day, seven days a week for the use of all library patrons. These services include a catalog of the local collection, borrowing from OhioLINK, and full-text retrieval of thousands of periodical articles. OhioLINK is a statewide computer network that provides free access to the library collections of all state-related colleges and universities. OhioLINK also provides access to over 100 online research databases. Its services provide access to the same resources for the community college student as those enjoyed by students at the largest state institutions.

The upstairs area of the library is designated as a quiet study area (no conversation or noise permitted). Also in this area are two small study rooms where groups of up to four students may work together and not disturb other library patrons. To access the study rooms, contact library personnel.

Patrons may send FAX messages from the library by paying a cost recovery fee in the Business Office before requesting the FAX service. Incoming student FAXes may be sent to 740-264-1338.

Students not returning materials will have their grades held, have their transcripts held, may be refused re-registration, and may not be allowed to graduate. Patrons must pay for lost and/or damaged items.

Learning Skills Laboratory

The Learning Skills Lab on the Jefferson County Campus offers many free services to ensure student success and to provide students the opportunity to achieve their maximum potential. The Learning Skills Lab is committed to supporting students with their academic objectives by providing tutoring services, help sessions for math and writing, disability services and make-up testing. Services are based on a respect for the diversity of students' needs.

The Learning Skills Lab coordinates the math, English, and reading developmental education courses offered at Eastern Gateway Community College. These courses are designed to assist students in improving their basic skills in each area. A complete explanation of each course is given in the course description section of this catalog.

Make-up testing of tests missed during a class is arranged by the instructor. Make-up testing takes place in the Learning Skills Lab Monday through Thursday from 8 a.m.-3:30 p.m. Contact the lab for further information.

Bookstore

The Eastern Gateway Community College Bookstore is currently operated by Validis and is located in the south wing of the Jefferson County Campus. The bookstore carries all textbooks and supplies required for each course while additional materials, supplies, gift items, and EGCC apparel are also available.

Normal business hours are Monday through Friday from 8 a.m. to 4 p.m. Extended business hours are offered prior to the start of each semester with dates and times being posted on the bookstore website www.egccbookstore.com. Students can also arrange to have the required textbooks shipped to them from the bookstore. The website offers both ordering and shipping information.

The bookstore conducts a daily book buyback for a wholesale company, while the buyback for the college is held on the Jefferson County Campus at the end of each semester, usually during the week of finals. The dates and times for the college buyback are posted on campus and on the website.

The bookstore accepts payment in the form of cash, VISA, MasterCard, Discover, American Express, debit card, or personal check with (proper identification) for the purchase amount only.

Refunds/Exchanges are only accepted during the specified time periods each semester with the original sales receipt. All returned merchandise must be in new, saleable condition and any items wrapped in shrink wrap must be unopened to be eligible for return.

For further information, students may contact the bookstore at 740-264-5591 ext. 184/186.

Computer Laboratories

The college provides open access computer laboratories on the Jefferson County Campus, on a space available basis (classes and equipment) for the use of all registered students to do course work. Students are encouraged to use computer labs for all course work. A portion of materials fees paid for each course gives each student full access to computer labs when classes are not in session (see posted schedules) and equipment is available. Students enrolled with the Learning Skills Laboratory and students taking a continuing education course also may use the computer labs on the Jefferson County Campus. Students are referred to the Student Policies section of this catalog for the Network, Computer Resources and the Internet Acceptable Use Policy for Students and College Guests.

Facilities for Students with Special Needs

The Eastern Gateway Community College Jefferson County Campus is designed to facilitate accessibility by students with disabilities and makes other reasonable accommodations consistent with the Americans with Disabilities Act. Entry ramps, automatic doors, an elevator, designated parking, and accessible restrooms are among the specific design features. Labs in the computer wing have several specially equipped computer desks. Classrooms are equipped with handicap accessible tables.

Preschool

To assist students in locating care for their children, the college operates a licensed Preschool on the Jefferson County Campus for children age 18 months to 6 years. School-aged children also can attend the Preschool during the summer or when local schools are canceled. The service operates from 7:30 a.m. to 5 p.m. Monday through Friday. Parents are required to preregister children.

An hourly fee is charged. Parents who qualify economically may receive financial aid to pay for this service. Students should contact the Preschool for information.

Phonics, pre-kindergarten math, reading readiness exercises, art, activities, and social skill development are incorporated into weekly themes. This program is conducted in a warm and loving atmosphere.

Lockers

Lockers on the Jefferson County Campus are issued by the security office on a first come, first served basis during the fall registration. The locker that is issued remains the individual's throughout the academic year (August-May). Lockers are to be cleaned and vacated during the second week of May. No personal locks may be used on the lockers. No fee is charged for locker use. Eastern Gateway Community College retains the right to inspect the lockers at any time. The receptionist issues lockers.

Snack Bar, Hot Food Service, and Lounges

Hot breakfast and lunch service is available at the Jefferson County Campus snack bar, which is located in the student lounge. This service is offered Monday-Friday. Coin-operated food machines dispensing sandwiches, snacks, hot soup, candy, and a variety of soft drinks are provided for the convenience of the students in the lounge. Lounge seating and televisions also are available on the Jefferson County Campus.

Emergency Phones

Emergency phones are located strategically throughout the hallways of the Jefferson County Campus main building. These phones are designed to call security and the receptionist and if no answer 911. These phones will automatically direct security to the exact location of the call. If a phone is activated accidently, those responding should be informed that it is not an emergency.

Department of Workforce and Community Outreach

In today's global marketplace, rapidly changing job markets and new technologies, individuals are required to have broad-based, transferable skills. For this reason, lifelong learning for adults is increasingly more important. A majority of employed adults surveyed in 2008 stated that participating in work-related education and training is both career enhancing and financially beneficial. The Department of Workforce and Community Outreach provided work-related training and services for companies and individuals for more than 40 years.

The global marketplace is mirrored right here in our community. The pace of technological change, corporate downsizing, the need to upgrade skills to secure new employment or advance to higher positions and the declining power of a high school education have sent many workers back to school. The Department of Workforce and Community Outreach works with professional associations, state and national agencies, adult career center partners, and business and industry to develop programs that fit the needs of the community.

The department is located in the college's Pugliese Training Center at 110 John Scott Highway, Steubenville. The center is adjacent to the college's Jefferson County Campus.

Credit Courses

Credit courses scheduled by the Department of Workforce and Community Outreach are designed to help community members enter the job market with the edge they need to succeed in today's competitive workforce.

Tuition for these credit courses follows the cost per credit hour structure of credit courses offered in other academic departments. Some courses may have nominal lab fees.

Refund of fees is in compliance with the guidelines set in the student catalog. These refund guidelines do not apply to classes that start after the first week of any semester (flexibly scheduled courses). The $20 application fee is nonrefundable, regardless of when a course is scheduled to begin. Registration is through the Jefferson County Campus Admissions Office.

New students will receive an application and begin the one time registration process ($20 application fee is nonrefundable). The process has three steps:

1. Completion of the application
2. Taking a proficiency examination prior to the first week of classes (registration fee includes this test)
3. Enrollment into the course of choice is through the college's Admissions Office.

Returning students, those with a EGCC application on file, can also register in the Jefferson County Campus Admissions Office.

Professional Development CEUs

The department offers courses of an occupational nature which qualify professionals for continuing education units (CEU). The CEU's purpose is to give the individual a permanent, quantified record of courses taken to upgrade occupational knowledge and skills. Noncredit courses which carry CEUs are so designated in the course description. Programs planned for local professionals are approved through various state and national agencies.

The department offers or is prepared to develop and implement programs in virtually any subject for which sufficient demand is indicated by local professionals and which is consistent with the institution's community college mission.

Lifelong Learning

One in five Americans is over the age of 55 (U.S. Census Bureau, 2005), and with that number increasing, community colleges are being viewed as a great place for learning at all ages, both for career development and personal enrichment. Whether to advance a career acquire new skills, or to learn for the fun of it and connect with others, adults over age 55 are looking for ways to stay engaged. EGCC's lifelong learning programs for older adults are short-term, non-credit courses that promote creativity, entrepreneurship, and personal development. Courses include computer skills, crafts and hobbies, wellness, foreign language, and personal finance.

Ohio residents age 60 or older may also enroll in non-credit courses tuition-free, paying only lab and materials fees.

Personal Enrichment

Noncredit courses provide the opportunity for lifelong learning for all members of the community. Each semester classes in a variety of subjects and skills are offered in an informal and noncompetitive environment where an interest in learning is the primary consideration. Admission requirements, entrance examinations, and application fees are not required for enrollment. Courses and special programs are designed for adults and children. Certificates of achievement are given to students who have successfully completed skills-related classes.

Fees for noncredit courses will vary according to the length of the course, use of consumable materials, and use of special equipment. The department strives to keep these costs within reach of all those who may benefit from the learning experience. Fees are payable in full at the time of registration. Ohio residents 60 or older may enroll tuition-free on a space-available basis once the course is financially self-supporting. Tuition is waived but senior citizens will be charged for applicable lab/accreditation fees and any related instructional materials.

Noncredit Online Courses

Noncredit online courses from Education To Go are available in computer and Internet training, business management, small business development, and personal enrichment. A complete list of classes can be found at www.egcc.edu. Classes start the third Wednesday of every month and are usually six weeks in length. Students can register online but must submit payments to the Department of Workforce and Community Outreach.

Career and Workforce Training

Eastern Gateway Community College specializes in working with local businesses to assist them in identifying training/retraining needs. Training developed as a result of various forms of needs assessments can be customized, scheduled on or off campus, and offered for credit or noncredit. Customized training topics include, but are not limited to:

- OSHA Requirements
- Technical Training (welding, electrical, hydraulics, and PLCs)
- State/Nationally Required Certifications
- Train-The-Trainer
- Supervisory Training
- Safety Training
- Lean Manufacturing and Quality Programs
- Pre-Employment Training
- Computer/Software Applications

A portable computer lab is available to companies for computer-based training, conveniently bringing customized programs to the workplace.

Transitional Workforce Training

Short Term Training

Short Term Training programs are designed so that completers can receive training in six months or less that lead to employment. EGCC offers many certificates that help students learn new career skills in a hurry. The short term instruction opportunities are perfect for those who want to train for a good job, but aren't able to commit to a long-term degree.

Credit, non-credit, and blended (credit and non credit) programs provide valuable job skills for a great career. Credits earned can often be used as a stepping stone toward an associate's or bachelor's degree.

Financial aid opportunities or Individual Training Accounts (ITA) may be available for those who qualify. An ITA is a voucher issued by the Workforce Investment Board, to be used to pay for eligible individual's training costs.

STEP UP Pre-Employment Training

STEP UP, pre-employment training, offers area residents the opportunity to learn and improve needed workforce and basic computer skills. Open to adults 18 or older, it is a free program designed to prepare participants for the world of work by improving their workplace readiness skills. **STEP UP can not be taken in individual modules; participants must commit to the whole program.**

Funding is provided by the Ohio Adult Basic and Literacy Education (ABLE) Program.

ABLE/GED
& Academic Enrichment Classes

The ABLE program is for anyone interested in acquiring a General Education Diploma (GED) or if you have your high school diploma but need to improve your basic skills in English or math, upgrade academic skills for technical training / college, or get one-on-one literacy tutoring or writing help. Free Adult Basic and Literacy Education (ABLE) classes are available at the Pugliese Training Center and two other locations throughout the county. The program has experienced teachers who provide a friendly, adult classroom atmosphere with small classes and personal attention. Adults of all ages are welcome to attend but eighteen-year-old students must be officially withdrawn from school before enrolling in programs.

Official GED Testing Site

Eastern Gateway's Jefferson County Campus is an official testing site for the GED test. Tests are given two evenings a month at the main campus. Registration is required to take the test. Call the Learning Skills Lab for more information.

Ohio Valley Criminal Justice Training Association

The Ohio Valley Criminal Justice Training Association provides cost effective continuing education for local law enforcement professionals. A governing board of individuals employed in a variety of law enforcement careers determines training offerings based on input from the field. Membership requires individuals to be employed in the law enforcement profession and to pay an annual membership fee.

Allied Health Sciences, Biological Sciences, and Public Services

The Allied Health Sciences, Biological Sciences and Public Services Department offers a variety of career and transfer-oriented academic programs to serve the educational needs of the students and the community.

Objectives

1. The Allied Health Sciences, Biological Sciences and Public Services Department will incorporate the collegewide learning outcomes into each academic program.
2. The Allied Health Sciences, Biological Sciences and Public Services Department will provide students an educational environment conducive to learning in the classroom, lab, and off-campus facilities.

Allied Health Sciences, Biological Sciences and Public Services represent a series of degrees, certificates, programs, and courses which require "people skills," a caring attitude, and a commitment to helping others. The health field is service-oriented, meets specific community needs, and provides excellent self-satisfaction and personal rewards. The Ohio Board of Regents empowered EGCC to grant Associate of Applied Science Degrees and award certificates of achievement. The college awards, by approval of the Ohio Board of Nursing, a certificate in Practical Nursing. The college awards, by approval of the Ohio Department of Public Safety Service Division of EMS, certificates of completion for the EMT-Paramedic, Intermediate, and First Responder Programs.

Programs Available

Corrections (Associate Degree)

Dental Assisting (Associate Degree)

Dental Assisting (Certificate)

Expanded Functions Dental Assisting (Certificate)

EMT-Intermediate (Certificate)

EMT-Paramedic (Certificate)

Health Information Management (Associate Degree)

Horticulture (Associate Degree)

Law Enforcement (Associate Degree)

Law Enforcement with Police Academy (Associate Degree)

Medical Assisting (Associate Degree)

Medical Assisting (Certificate)

Medical Coding Specialist (Certificate)

Medical Laboratory Technician (Associate Degree)

Medical Office Management (Certificate)

Phlebotomy (Certificate)

Practical Nursing (Certificate)

Radiologic Technology (Associate Degree)

Respiratory Therapy (Associate Degree)

Teacher Education (Associate Degree)

Each program has been designed to provide the student with on-campus classroom and laboratory instruction and laboratory practice and/or practicum experience. This experience is complemented by planned observations and participation in supervised practicum, clinical lab, or clinical education experiences within cooperating clinical affiliates.

Technical Standards

The faculty recognize that the academic potential of an applicant must be complemented by evidence of good health; an indication of a real interest and desire to work with the sick or injured; a genuine concern for people; and desirable personal traits including an ability to interact and communicate effectively in writing, verbally and non-verbally with patients and other medical and health professionals; good grooming; moral integrity; and emotional maturity. A copy of technical standards specific for each program is mailed to all prospective students from the Admissions Office.

ACCESS to Nursing ~~ LPN to RN

Eastern Gateway Community College has partnered with Lorain County Community College in Elyria, OH, for delivery of the ACCESS (Achieving Continuing Career Education for Success and Satisfaction) program, which is designed for current licensed practical nurses who aspire the registered nurse associate degree. The classes for this program are offered at Choffin Career and Technical Center, Youngstown; Columbiana County Career and Technical Center, Lisbon; Mahoning County Career and Technical Center, Canfield; and Trumbull Career and Technical Center, Warren. This program is not available on the Jefferson County Campus.

Students in this program will take general education and developmental classes from Eastern Gateway and the nursing classes from Lorain. The clinical component is completed at facilities in Mahoning and surrounding counties. ACCESS Students receive advanced placement into clinical, an advantage which is earned by the successful completion of an LPN program. Program details are available at www.egcc.edu.

Admission Requirements

To enter the program, a student must possess Ohio licensure to practice as an LPN and be a graduate of an approved LPN program. A student must have completed all LPN courses and all science coursework with a "C" or better, as well as have a 2.5 grade point average in all prerequisite coursework. In addition, a student must possess credentials to administer medication in Ohio.

Health Requirements

The applicant accepted into a specific health science program must provide pre-entrance and/or pre-clinical or pre-practicum medical information prior to starting clinical education. In order for the applicant to progress successfully through the curriculum and function as a practicing member of the health care team after graduation, the following physical attributes also are needed: (1) visual acuity with corrective lenses if required; (2) hearing ability with auditory aids to understand the normal speaking voice without viewing the speaker's face; (3) sufficient physical ability to assess and perform CPR; (4) sufficient speaking ability to be able to question the client and to relay information about the patient verbally to others; and (5) enough manual dexterity to perform safe, effective procedures in the delivery of health care. The Medical/Dental Requirements Chart, located in this section, lists specific student health requirements by program. Forms are available in the college's Admissions Office.

Admissions Procedure

Admission to Eastern Gateway Community College **does not automatically** assure admission into a select health sciences program. All health sciences programs have additional requirements/prerequisites for admission that **must** be completed by the student **prior to** official program acceptance.

For some students additional requirements in chemistry, math, and/or anatomy (prerequisite courses) may be needed prior to acceptance. These requirements are identified in program admission packets, specific to each health major, available in the Admissions Office and mailed to inquiring students. Also, students should review the health sciences program admissions criteria on pages 12-13. Therefore, all prospective health students will be accepted into a specific health program "conditionally" until all program prerequisites are successfully completed. After all prerequisites are successfully completed, health students will be officially accepted into the program"on a seat available basis."

The prospective student must:

1. Notify the Admissions Office that all requirements have been completed.

2. Sign a "release form" to allow his/her records to be forwarded for review.

The Admissions Office then will forward the student's file to the Office of Health Sciences for review by both the program director and dean. Seats are only assigned to a student who has **completed** all program requirements. Upon official program acceptance, a letter will be mailed to the student with specific instructions. Alternate status letters also are mailed when program capacity is met.

Enrollment in health sciences programs is limited due to clinical availability. Potential applicants are encouraged to **apply early** for acceptance into a specific program.

Because of the rolling admission "open door" admittance policy, students can be in the middle of a semester, trying to complete specific prerequisites and program seats can become **unavailable. In the event that only one seat remains open, but more than one student's file is ready for review, a lottery draw will occur.**

Academic and Professional Standards

Applicants accepted for admission to a health program are required to follow approved program professional dress codes in college laboratory sessions and off-campus clinical sessions within cooperating affiliates. **Student health and liability insurance is mandatory for all students enrolled in health sciences.** Radiation badge monitoring services are mandatory for dental assisting and radiologic technology students. All students must carry health insurance at their own expense.

The student's **continuation** in a health technologies program may be contingent upon receiving a minimum grade of "C" in each technical and, in some programs, technically related course or laboratory; a minimum grade of "P" in all college and clinical (practicum) labs; and meeting class and clinical (practicum) attendance requirements. (See appropriate program handbook.) The student who fails to satisfactorily fulfill minimum academic requirements by the end of the semester or term will not be allowed to continue in the program. Students may apply for readmission; **if accepted, they must complete the program in its entirety during the second readmission period.**

Applicants accepted for admission into each health program will be provided with a student handbook, which contains specific policies and procedures that students must adhere to during their program enrollment.

The student who successfully completes a health science program and/or option will be endorsed by the college to sit for the appropriate state or national licensure, registration, or certification examination.

Medical/Dental Requirements Must Be Completed Before Starting Clinicals

Allied Health Programs	Dental Assisting Prior to DAS110	EFDA Prior to DAS205	EMT-Paramedic Prior to Clinical	Medical Assisting Prior to Practicum	Medical Laboratory Prior to MLT206	Accelerated MLT Prior to Clinical
Medical History	X		X	X	X	X
Physical Exam	X		X	X	X	X
Dental Exam	X					
Macroscopic Urinalysis			X			
Tetanus (within seven years)			X	X		
Tuberculosis Detection*	X		X	X	X	X
Hepatitis Vaccine	X****	X****	X	X	X***	X+
Verification of Antibody Status			X	X	X	X
MMR Vaccine**			X	X	X	X
Health Insurance	X	X	X	X	X	X
CPR Card	X*****	X*****	X	X		
Blood Borne Pathogen Card				X		
Color Blindness					X	X

Allied Health Programs	Phlebotomy Technician Prior to PLB102	Practical Nursing Prior to Clinical	Radiologic Technology Prior to Clinical	Respiratory Therapy Prior to Clinical
Medical History	X	X	X	X
Physical Exam	X	X	X	X
Tetanus (within seven years)		X	X	X
Tuberculosis Detection*	X	X	X	X
Hepatitis Vaccine	X	X	X	X
Verification of Antibody Status	X	X	X	X
MMR Vaccine**	X	X	X	X
Health Insurance	X	X	X	X
CPR Card		X	X	X
Blood Borne Pathogen Card			X	X
Color Blindness	X			

X Required
* Options: Mantoux or chest X-ray (Two-step Mantoux required)
** Titer if MMR prior to 1979
*** Prior to MLT102
**** Dental Assisting and EFDA students only required to take Hepatitis Vaccine
***** Course must be from a DANB-Accepted CPR Provider such as American Environmental Health and Safety; American Heart Association; American Red Cross; American Safety and Health Institute; Canadian Red Cross; Emergency Care and Safety Institute; Emergency First Response; Emergency Medical Training Associates; Medic First Aid; National Safety Council Green Cross; and Saudi Heart Association
+ Prior to program start date

Associate of Science: Biological Sciences Transfer

The Associate of Science for Biological Sciences Transfer is offered to approximate the first two years of a baccalaureate program in the health or biological sciences or for entrance to a specialized health professional program. This curriculum is designed for students who wish to transfer to a four-year institution to study premedical, predental or pre-veterinary medicine; physical or occupational therapy; optometry; biology; or any biological science. This program also is appropriate for any health technology student who wishes to pursue an education beyond the AAS degrees offered by the college.

EGCC's Transfer Module as approved by the Ohio Board of Regents is integrated into this curriculum to ensure a smooth transfer to upper-division programs. As such, this degree is **not** intended to prepare graduates for specific occupations.

Program outcomes:

1. Graduates will demonstrate competency in the science curriculum to fulfill freshmen and sophomore requirements for transfer to most four-year colleges.
2. Graduates will successfully complete the program requirements with a minimum of a 2.5 grade point average.
3. 95 percent of all students graduating from EGCC with an Associate of Science Biological Sciences Degree will transfer to a four-year institution of higher learning.

Opportunities for Baccalaureate Studies

The coursework includes the basic math and science courses that are generally acceptable to the transfer institution. The major emphasis is on completion of general education requirements that are part of the senior institution's requirements for health and life sciences majors. The curriculum also includes pertinent course work in the humanities and social sciences.

Students enrolling in this transfer program should be aware of the course requirements and applications of transfer credits at the institutions to which they are considering transferring.

Working closely with an academic advisor, a student will be able to tailor a program of study to fit the requirements of the desired transfer institution. It is the student's responsibility to meet requirements of a program and the needs in regards to transfer.

Information regarding transfer of credits to various colleges and universities is available through the dean of humanities and social sciences.

Associate of Science: Biological Sciences Transfer

Suggested Sequence of Required Courses

Semester I	Semester II	Semester III	Semester IV
BIO114 Principles of Biology I ▲ 4	**BIO115** Priniciples of Biology II ▲ 4	**CIS205** Internet Research 3	**CIS100S** Spreadsheet Basics 1
CIS100P Presentation Program Basics 1	**COM101** Public Speaking 3	**ENG104** Technical and Professional Writing 3	**PHI101** Introduction to Philosophy OR **BIO265H** Biological Evolution ▲ 3
CSS106 Succeeding in College 1	**ENG102** English Composition II 3	**HIS102** World Civilization II 3	**PSC101** American Government 3
ENG101 English Composition I 3	**HIS101** World Civilization I 3	**MTH128** Statistics 3	Applied Science Elective* 3-4
MTH120 College Algebra 4	**MTH121** College Trigonometry 3	Applied Science Elective* 4	Applied Science Elective* 4
SOC101 Introduction to Sociology 3	**PSY101** General Psychology 3		
Credits 16	Credits 19	Credits 16	Credits 14-15

65-66 Semester Credits

A list of general studies electives can be found at the beginning of the course descriptions section. **Elective selections are critical; therefore an appointment with an academic advisor is essential.**

▲ Student must obtain a letter grade of C or better in all courses with this symbol to progress to graduation.

NOTE: All first-time Eastern Gateway students are required to take CSS106.

* Applied Science Elective courses may be selected among the following:

BIO103	BIO265H
BIO107	CHM102
BIO108	CHM103
BIO203	CHM201
BIO204	GEL111
BIO205	PHY106
BIO206	PHY107
BIO207	

Dental Assisting (Certificate and AAS)

Dental Assisting Expanded Functions (Certificate)

A dental assistant works in a variety of office situations, both specialty and general practice, or in a dental clinic, hospital or in the armed forces, performing office and clinical assisting duties. Duties can include: assisting the dentist with examinations and fillings; preparing instruments; exposing radiographs; maintaining infection control; performing laboratory procedures; and performing reception and office management procedures.

The Dental Assisting Program is designed to provide the student with three dental career options leading to or enhancing employment in a dental office or dental clinic. Basic science courses prior to enrolling are encouraged; typing/computer course is required. (Passing grade in high school typing/computer course is acceptable.)

Dental Assisting Program application/ admissions criteria are identified on pages 12-13 in this catalog.

The one-year certificate option provides the student with opportunities to acquire knowledge in the area of dental terminology, dental materials, radiography, and chairside assisting. Classroom sessions are complemented by planned practical experiences in the college laboratory and dental offices. Upon successful completion of the one-year certificate program, the student will be eligible to sit for the National Certification Examination or the Ohio Dental Assistants Examination to become a certified dental assistant.

To be eligible for the national examination, a person must graduate from an accredited institution and have a current registration in CPR. Those successfully completing the examination are permitted to use the initials CDA following their names.

The CDA who desires to continue her/his education in dental assisting can enroll in second-year courses leading to an Associate Degree of Applied Science, Dental Assisting, with two optional pathways: transfer or EFDA.

A third option leads to a certificate in Dental Auxiliary (EFDA) for dental assisting graduates from colleges other than EGCC. This option is available to the certified dental assistant (CDA), registered dental hygienist (RDH), or Ohio certified dental assistant (CODA) who may be working full time and is interested in learning expanded restorative procedures in the college's dental clinic under the direct supervision of a licensed dentist. This program is designed for the part-time student. In spring semester, the student will be required to complete additional time on campus in the college's dental clinic. Along with a satllite program completed in the student's assigned dental office, this will fulfill a student's clinical requirements. Upon successful completion of the dental assisting restorative courses, the student qualifies to sit for the state of Ohio EFDA Examination. If successful on the state's written and clinical exam, the graduate is permitted to use the EFDA initials following his/her name. **Any student who fails the EFDA State Board Examination three times is required by the Ohio Commission on Dental Testing to retake the EFDA Program. These applicants will be granted re-admission into Eastern Gateway Community College's EFDA program only once.**

Upon completion of the dental assisting program options, the graduate will be able to:

1. Demonstrate a conduct of ethical, legal, and professional standards in personal, clinical, and patient care.
2. Demonstrate interpersonal communication skills with patients, dental health teams, and other related health professionals.
3. Meet the necessary requirements to successfully pass the state and national examination in all areas of clinical practice of dental assisting (infection control, radiology, chairside assisting, and related sciences).
4. Practice proper infection control as well as personal, clinical, and patient safety in all aspects of dentistry.

Upon completion of the EFDA program, the graduate will be able to:

1. Demonstrate the skill to place and finish all metallic and non-metallic restorations in a patient's dentition.
2. Demonstrate the skills to perform other clinical procedures approved by the Ohio Dental Board.
3. Meet requirements for placement of metallic and non-metallic restorations.

Dental Assisting (Certificate)

Suggested Sequence of Required Courses

Semester I	Semester II	Summer*
BIO101 Basic Anatomy 3	**DAS106** Chairside Assisting II ▲ 2	**DAS201*** Dental Assisting Seminar ▲ 1
DAS101 Introduction: Dental Assisting ▲ 1	**DAS107** Dental Materials II ▲ 3	**DAS202*** Dental Assisting Practicum ▲ 1
DAS102 Dental Sciences ▲ 4	**DAS108** Dental Anatomy ▲ 3	**ENG101** English Composition I 3
DAS103 Preventive Dentistry ▲ 2	**DAS109** Dental Radiology ▲ 4	**PSY101** General Psychology 3
DAS104 Dental Materials I ▲ 3	**DAS110** Clinical Education ▲ 2	
DAS105 Chairside Assisting I ▲ 4	**DAS111** Dental Administrative Procedures ▲ 2	
Credits 17	Credits 16	Credits 8

41 Semester Credits

See keyboarding requirements identified on pages 12-13. **See course descriptions for prerequisites and corequisites.**
* To be eligible to enroll in summer DAS201 and DAS202, the student must satisfy all courses in the preceding Semester I and Semester II with a minimum of a "C" average in each course; ENG101, and PSY101 must be satisfied or taken concurrently with practicum and seminar courses.
The student must submit current verification of CPR certification training from either: 1. American Heart Association-Basic Life Support for the Health Care Provider or 2. American Red Cross CPR for the Professional Rescuer to the program director prior to the start of Semester II. First aid/CPR courses (HSC102) are offered all semesters, including summer sessions.
▲ Student must obtain a letter grade of P (pass), or C or better in all courses with this symbol (see Dental Assisting Handbook) to progress to graduation/certification.
NOTE: All first-time Eastern Gateway students are required to take CSS106.

Dental Assisting (Associate)

Suggested Sequence of Required Courses

Semester I	Semester II	Summer *	Semester III	Semester IV
BIO101 Basic Anatomy 3	**DAS106** Chairside Assisting ▲ 2	**DAS201*** Dental Assisting Seminar ▲ 1	**BIO114** Principles of Biology ▲ 4	**BIO102** Human Anatomy/ Physiology ▲ 4
DAS101 Introduction: Dental Assisting ▲ 1	**DAS107** Dental Materials II ▲ 3	**DAS202*** Dental Assisting Practicum ▲ 1	**ENG102** English Composition II 3	**COM101** Public Speaking 3
DAS102 Dental Sciences ▲ 4	**DAS108** Dental Anatomy ▲ 3	**ENG101** English Composition I 3	**MTH128** Statistics 3	**SOC101** Introduction to Sociology 3
DAS103 Preventive Dentistry ▲ 2	**DAS109** Dental Radiology ▲ 4	**PSY101** General Psychology 3		General Studies Elective 3-4
DAS104 Dental Materials I ▲ 3	**DAS110** Clinical Education ▲ 2			
DAS105 Chairside Assisting I ▲ 4	**DAS111** Dental Administrative Procedures ▲ 2			
Credits 17	Credits 16	Credits 8	Credits 10	Credits 12-13

64-65 Semester Credits

See keyboarding requirements identified on pages 12-13. **See course descriptions for prerequisites and corequisites.**
*To be eligible to enroll in summer DAS201 and DAS202, the student must satisfy all courses in the preceeding Semester I and Semester II with a minimum of a "C" average in each course; ENG101, and PSY101 must be satisfied or taken concurrently with practicum and seminar courses.
The student must submit current verification of CPR certification training from either: 1. American Heart Association-Basic Life Support for the Health Care Provider or 2. American Red Cross CPR for the Professional Rescuer to the program director prior to the start of Semester II. First aid/CPR courses (HSC102) are offered all semester, including summer sessions.
▲ Student must obtain a letter grade of P (pass), or C or better in all courses with this symbol (see Dental Assisting Handbook) to progress to graduation/certification.
NOTE: All first-time Eastern Gateway students are required to take CSS106.

Expanded Functions Dental Auxiliary (EFDA)

Suggested Sequence of Required Courses

Semester I	Semester II	Summer
DAS203 Expanded Assisting I ▲ 4	**DAS204** Expanded Assisting II ▲ 3	**DAS206** Expanded Assisting III 1
	DAS205 Directed Clinic Practice ▲ 1	
Credits 4	Credits 4	Credits 1

9 Semester Credits

Students who are enrolled in this certificate program are not eligible to receive federal financial aid (Pell, FSEOG). This program is also ineligible for VA funding.

This program consists of two semesters and one summer session. Only eligible candidates can enroll in EFDA courses. Requirements for EFDA Program acceptance include the following criteria defined as an equivalent of an Associate Degree: Certified Dental Assistant (CDA), Registered Dental Hygienist (RDH), or Certified Ohio Dental Assistant (CODA), vertification of two years of professional work experience, Ohio radiographer license, and proof of hepatitis vaccination.

▲ Student must obtain a letter grade of P (pass), or C or better in all courses with this symbol. See the Dental Assisting Handbook for specifics regarding graduation and professional certification.

Any student who fails the EFDA State Board examination three times are required by the Ohio Commission on Dental Testing to retake the EFDA Program. These applicants will be granted re-admission only once back into the college's EFDA Program.

EMT~Paramedic (Certification)

Starts Fall Semester - Evening/Weekend Program

EMT Intermediate (Certification)

Starts Summer Session - Evening/Weekend Program

The Emergency Medical Services Technology Program offers the licensed EMT-B with one year of active squad experience (recommended) an opportunity to enroll in courses leading to the EMT-Intermediate (EMT-I) or EMT-Paramedic (EMT-P) status. The EMT-I program is a flexibly scheduled course. The EMT-P Program involves two semesters and one summer session. The EMS111 course is designed to allow the Ohio certified EMT-I to complete paramedic training by passing EMS108. Students should contact the program director for specifics.

EMT Program application/admissions criteria are identified on pages 12-13 in this catalog.

The student admitted to the college and desiring acceptance to the EMT-I and EMT-P programs must satisfy college admission requirements and:

1. Be at least 18 years of age;
2. Be a licensed Ohio EMT-Basic;
3. Be an active EMT-Basic for one year prior to entrance into the program (strongly recommended);
4. Provide official forms to document dates of recent tetanus immunization, TB test or chest X-ray, hepatitis vaccine, and physical examination prior to clinical experience;
5. Report as requested for personal interview with the EMT-P program director;
6. Not be currently charged with, incarcerated for, and/or on parole/probation for a felony charge.

While in supervised clinical training and after employment, the paramedic works under the direction of a physician. Knowing that the paramedic is a direct extension of the hospital-based physician, the EMT-P can serve as the physician's eyes, ears, and hands in the street or in the home -- anywhere that EMS is needed.

Essential attributes of the EMS candidate include demonstration by testing of academic potential, good physical health, the ability to relate well to people with calm, confident and rational judgment, and a thorough understanding of the operation of the EMS system. The EMT-P is a needed professional in pre-hospital care.

Given the knowledge, skill, and field experience, the EMT-Paramedic graduate will be able to:

1. Demonstrate professional conduct and interpersonal communication skills with patients, co-workers, and other health care professionals both verbally and in writing.
2. Initiate and continue pre-hospital care including the recognition of present conditions, assessment of the patient and initiation of appropriate therapies.
3. Evaluate and adjust the treatments according to patient response.
4. Meet the state of Ohio/National Registry requirements of the EMT-Paramedic examination.

A physical examination and proof of specific immunizations are required at the student's expense prior to clinical practicums.

Upon successful completion of the program, the graduate receives a certificate of completion and is eligible to apply for the National Registry Examination being offered as the state of Ohio examination.

Noncredit Emergency Medical Services (EMS) Training

Emergency Medical Technician - Basic

First Responder

Contact EMS program director for details

Continuing education/recertification classes for:

First Responder
EMT-Basic
EMT-Intermediate
EMT-Paramedic

American Heart Association -

Basic Life Support (BLS) courses
BLS Instructor Training courses
Advanced Cardiac Life Support (ACLS) courses
Pediatric Advanced Life Support (PALS) courses

Specific courses in first aid, auto extrication, vehicle rescue, farm extrication, etc. are available upon request.

All courses can be offered at off-campus locations subject to minimum student participation and Ohio Department of Public Safety regulations. Interested residents may contact the Department of Health Sciences or EMS Program director for further information and/or the development of specialized EMS training needs.

EMT~Paramedic Certification

Suggested Sequence of Required Courses

Semester I	Semester II	Summer
EMS108 Paramedic Theory and Practice I ▲ 10	**EMS109** Paramedic Theory and Practice II ▲ 10	**EMS110** Paramedic Theory and Practice III ▲ 5
Credits 10	Credits 10	Credits 5

25 Semester Credits

EMT~Intermediate Certification

Summer
EMS106 EMT Intermediate Course ▲ 8
Credits 8

8 Semester Credits

EMT~Intermediate to Paramedic Certification

Previously Completed
EMS106 EMT Intermediate Course ▲ 8

Semester I	Semester II	Summer
EMS111 EMT-I to Paramedic Fast Track ▲ 5	**EMS109** Paramedic Theory and Practice II ▲ 10	**EMS110** Paramedic Theory and Practice III ▲ 5
Credits 5	Credits 10	Credits 5

20-28 Semester Credits

Students who are enrolled in these certificate programs are not eligible to receive federal financial aid (Pell, FSEOG).
Students enrolled in the fast track program must have program and medical director approval.
▲ Student must obtain a letter grade of C or better in all courses with this symbol (see EMT Handbook) to progress to graduation/certification.
NOTE: All first-time Eastern Gateway students are required to take CSS106.

Medical Assisting Technology (Certificate and AAS)

Starts Fall Semester - Day Program

The medical assistant performs a variety of administrative duties dependent upon the physician's practice and unique office requirements. The duties may include acting as a secretary, bookkeeper, and receptionist; answering incoming calls; receiving mail; greeting patients; handling correspondence and filing; arranging for laboratory and X-ray procedures or hospital admissions; taking histories; and maintaining patient records, accounts and billing.

The clinical duties of a medical assistant include preparing patients and assisting the physician with examinations or treatment; measuring height and weight; and taking vital signs. The assistant may perform certain laboratory tests, take X-rays or EKGs, or assist with diagnostic and minor surgical procedures and the administration of injections or other medications.

Applicants are encouraged to take basic science, mathematics, and typing courses in high school or prior to entering the program. College courses in typing or AAT102 Keyboarding/Speed Building, BUS111 Business Math, and HSC101 Medical Terminology are **required** prior to Semester I.

Medical Assisting Program application/ admissions criteria are identified on pages 12-13 in this catalog.

Qualified students are enrolled in the one-year accelerated certificate program. Upon successful completion of the certificate program, the student may complete the required credits for the Associate of Applied Science Degree in Medical Assisting in the day or evening.

Upon completion of the Medical Assisting Program, the graduate will be able to:

1. Perform entry-level clinical procedures.
2. Perform entry-level administrative procedures.
3. Perform entry-level general procedures.
4. Meet requirements to sit for the AAMA basic certification examination.

A student qualifies to sit for the AAMA Basic Certification Examination upon completion of the one-year certificate program. Candidates for the Basic Certification Examination are required to pass the entire examination in one attempt. If successful, a certified medical assistant certificate will be issued, and the initials CMA may be used. If a candidate for the examination is not successful on the first attempt, the entire exam may be repeated. The exam is administered three times a year: January, October, and June.

The minimum length of enrollment as a full-time student to complete the accelerated certificate program is two semesters plus a summer term.

MEDICAL ASSISTING (CERTIFICATE)

SUGGESTED SEQUENCE OF REQUIRED COURSES

Semester I	Semester II	Summer
AAT202 Introduction to Word Processing ▲ 2	**ENG101** English Composition I 3	**COM101** Public Speaking OR **COM105** Interpersonal Communications 3
BIO101 Basic Anatomy ▲ 3	**HSC104** Medical Insurance ▲ 2	**MAS104** Medical Assisting Seminar ▲ 1
HSC102 First Aid/CPR ▲ 1	**HSC203** Pathophysiology ▲ 3	**MAS105** Medical Assisting Practicum ▲ 2
HSC103 Law and Ethics ▲ 1	**MAS102** Clinical Skills II ▲ 4	
HSC106 Administrative Medical Office Skills ▲ 3	**MAS103** Medical Assisting Laboratory Skills ▲ 2	
MAS101 Clinical Skills I ▲ 4	**PSY101** General Psychology 3	
Credits 14	Credits 17	Credits 6

44 Semester Credits*

*Successful completion of BUS111, HSC101, and AAT102 are required prerequisites for program admission. These courses are included in the total credits.
See course descriptions for prerequisites and corequisites.
▲ Student must obtain a letter grade of P (pass), or C or better in all courses with this symbol (see Medical Assisting Handbook) to progress to graduation/certification.
NOTE: All first-time Eastern Gateway students are required to take CSS106.

Medical Assisting (Associate)

Suggested Sequence of Required Courses

Semester I	Semester II	Summer	Semester III	Semester IV
AAT202 Introduction to Word Processing ▲ 2	**ENG101** English Composition I 3	**COM101** Public Speaking OR **COM105** Interpersonal Communications 3	**BIO102** Human Anatomy/ Physiology ▲ 4	**HIM216** Clinical Classification II ▲ 4
BIO101 Basic Anatomy ▲ 3	**HSC104** Medical Insurance ▲ 2	**MAS104** Medical Assisting Seminar ▲ 1	**ENG103** Business Composition 3	**HSC121** Nutrition for Health Care Providers ▲ 3
HSC102 First Aid/CPR ▲ 1	**HSC203** Pathophysiology ▲ 3	**MAS105** Medical Assisting Practicum ▲ 2	**HIM106** Clinical Classification I ▲ 4	
HSC103 Law and Ethics ▲ 1	**MAS102** Clinical Skills II ▲ 4		General Studies Elective* 3	
HSC106 Administrative Medical Office Skills ▲ 3	**MAS103** Medical Assisting Laboratory Skills ▲ 2			
MAS101 Clinical Skills I ▲ 4	**PSY101** General Psychology 3			
Credits 14	Credits 17	Credits 6	Credits 14	Credits 7

58 Semester Credits**

* A list of general studies electives can be found at the beginning of the course descriptions section.
Successful completion of BUS111, HSC101, and AAT102 are required prerequisites for program admission. These courses are included in the total credits.
See course descriptions for prerequisites and corequisites.
▲ Student must obtain a letter grade of P (pass), or C or better in all courses with this symbol (see Medical Assisting Handbook) to progress to graduation/certification.
NOTE: All first-time Eastern Gateway students are required to take CSS106.

MEDICAL LABORATORY TECHNICIAN (AAS)

STARTS FALL SEMESTER-DAY PROGRAM

The medical laboratory technician (MLT) aids the physician in the diagnosis and treatment of disease by performing a wide variety of complex diagnostic tests in a laboratory setting under the supervision of the medical laboratory scientist, pathologist, or physician.

The applicant interested in the MLT Program is encouraged to take chemistry, sciences, and advanced mathematics courses in high school.

MLT Program application/admissions criteria are identified on pages 12-13 in this catalog.

Facilities for a practicum at the end of the second year are based on the number of available openings in cooperating agencies. Some of these facilities are located outside the immediate area, which may necessitate obtaining temporary residence.

The MLT graduate performs routine laboratory procedures in the area of microbiology, blood banking, chemistry, immunology/serology, hematology, and urinalysis in hospitals, clinics, and independent laboratories. Following completion of the associate degree requirements, the MLT graduate is eligible to sit for the certification examination offered by the National Certification Agency for Medical Laboratory Personnel or the American Society of Clinical Pathologists. The successful candidate merits the right to use the title of MLT(ASCP).

Upon completion of the Medical Laboratory Technician Program, the graduate will be able to:

1. Demonstrate professional conduct and interpersonal communication skills with patients, co-workers, and other health care professionals.
2. Follow prescribed safety procedures in all areas of the laboratory and patient contact.
3. Perform, validate, interpret, and record routine analytical procedures on blood and other biological specimens using controls/automated equipment and/or manual methods, basic scientific principles and relating results to disease processes.
4. Collect, process, log, and preserve all specimens for lab testing.
5. Meet requirements to take the national certifying examination for medical laborary technician.

The MLT program is accredited by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS), 5600 N. River Road, Suite 720, Rosemont, Ill., 60018-5519 (773) 714-8880.

Two educational MLT tracks are available to the student: MLT Traditional and MLT Accelerated, refer to the curriculm grids for specifics.

ESSENTIONAL FUNCTIONS

Essentional functions include requirements that students be able to engage in during educational and training activities in such a way that will not significantly increase the occupational hazards affecting either the handicapped person, employees, other students, the general public, or the facilities in which the work is to be performed.

Standards and Functions

1. *Vision*

The student must be able to read charts and graphs, read instruments, scales, discriminate colors, read microscopic materials, and record results.

2. *Speech Hearing*

The student must be able to communicate effectively and accurately in order to elicit information. Must be able to assess non-verbal communication, and be able to adequately transmit information to all members of the health care team.

3. *Fine Motor Functions*

The student must perform all fine motor functions necessary to safely and accurately perform diagnostic procedures, and to manipulate tools, instruments, and equipment.

4. *PsychologicalStability*

The student must possess the psychological stability required to be able to respond quickly and efficiently in a manner appropriate to the situation.

TRANSFER OPPORTUNITY

Eastern Gateway Community College has an agreement with West Liberty State College for certified MLT graduates to continue their studies to obtain a bachelor's degree in clinical laboratory science or biotechnology. Also, the University of Cincinnati, University of Auburn, and Youngstown State University offer online bachelor degrees for certified MLT graduates. The program director has transfer details.

Medical Laboratory Technician (Traditional)

Suggested Sequence of Required Courses

Semester I	Semester II	Summer I	Semester IV	Semester V	Summer II
BIO114 Principles of Biology I ▲ 4	**BIO107** Human Anatomy/ Physiology I ▲ 4	**BIO108** Human Anatomy/ Physiology II ▲ 4	**MLT201** Immunohematology ▲ 4	**MLT205** Clinical Microbiology II ▲ 4	**MLT207** MLT Practicum/Seminar ▲ 3
CHM102 General Chemistry I ▲ 4	**CHM103** General Chemistry II ▲ 4	**ENG102** English Composition II OR Humanities Elective 3	**MLT202** Analysis of Body Fluids ▲ 2	**MLT206** Directed Clinical Practice ▲ 1	
MLT101 Introduction: Clinical Laboratory Science ▲ 3	**MLT102** Immunology/ Serology ▲ 4		**MLT203** Clinical Chemistry ▲ 4	**MLT208** MLT Seminar I ▲ 2	
ENG101 English Composition I 3	**MLT103** Hematology/ Coagulation ▲ 5		**MLT 204** Clinical Microbiology I ▲ 4	**COM101** Public Speaking OR General Studies Elective 3	
PSY101 General Psychology OR Social Science Elective 3	**MLT104** Abnormal Hematology ▲ 2			**PLB101** Phlebotomy ▲ 2	
Credits 17	Credits 19	Credits 7	Credits 14	Credits 12	Credits 3

72 Semester Credits

See course descriptions for prerequisites and corequisites.
▲ Student must obtain a letter grade of P (pass), or C or better in all courses with this symbol (see MLT Handbook) to progress to graduation/certification.
NOTE: All first-time Eastern Gateway students are required to take CSS106.
Following student acceptance/enrollment, the student must complete a criminal records check by the Ohio and Pennsylvania Boards of Criminal Identification and Investigation. This must be completed before enrollment in MLT207.

MEDICAL LABORATORY TECHNICIAN (ACCELERATED)

SUGGESTED SEQUENCE OF REQUIRED COURSES

Semester I	Semester II	Summer
MLT201 Immunohematology ▲ 4	**MLT102** Immunology/Serology ▲ 4	**MLT207** MLT Practicum/Seminar ▲ 3
MLT202 Analysis of Body Fluids ▲ 2	**MLT103** Hematology/Coagulation ▲ 4	
MLT203 Clinical Chemistry ▲ 4	**MLT104** Abnormal Hematology ▲ 2	
MLT204 Clinical Microbiology I ▲ 4	**MLT205** Clinical Microbiology II ▲ 4	
PLB101 Phlebotomy ▲ 3	**MLT208** MLT Seminar I ▲ 2	
Credits 17	Credits 16	Credits 3

36 Semester Credits*

▲ Student must obtain a letter grade of P (pass), or C or better in all courses with this symbol to progress to graduation/certification.
NOTE: All first-time Eastern Gateway students are required to take CSS106.

For the MLT Accelerated Program admission, a copy of the student's college transcript must be reviewed by the MLT Program director and/or department dean.

The MLT Accelerated Program is available for anyone who earned a bachelor's degree from an accredited college or university. The bachelor degree graduate should have successfully completed a minimum of 16 semester credit hours in college-level science courses with laboratory components (i.e. anatomy/physiology, chemistry, microbiology, general biology, and college-level math, ie. algebra/statistics). Following student acceptance/enrollment, the student must complete a criminal records check by the Ohio/Pennsylvania Boards of Criminal Identification and Investigation. This must be completed before enrollment in MLT207. The student must also have earned a minimum grade of "C" in all of the science courses. Upon meeting the stated requirements for accelerated MLT program admission, the student is exempt from EGCC college placement testing. Upon successful completion, the student will be awarded an Associate of Applied Science Degree in Medical Laboratory Technician.

Medical Coding Specialist (Certificate)

The Medical Coding Specialist certificate program prepares an individual to assign numerical codes to diagnoses, symptoms, and operative (surgical and invasive) procedures using the ICD-9-CM (International Classification of Disease - 9th Revision, Clinical Modification) and medical and surgical procedures according to CPT-4 (Current Procedural Terminology -- 4th Edition), and HCPCS Level II (Centers for Medicare and Medicaid Services Healthcare Common Procedure Coding System) describing non-physician services. CPT coding is used to describe services provided by physicians and is used for services provided by hospital outpatient, ancillary departments, emergency departments, and other ambulatory care facilities.

The Medical Coding Specialist Certificate of Completion, along with relevant work experience, can prepare a person to take the certification examination offered by the American Health Information Management Association to become a Certified Coding Associate (CCA). After further experience they may apply to become a Certified Coding Specialist (CCS). Individuals skilled in clinical coding are employed as coders for hospitals, physician's offices, peer review organizations, clinics, counsulting firms, and/or insurance companies.

Students may visit these websites for a further understanding of the coding certificate process:

www.healthinformationcareers.com

www.ahima.org/careers/college_search.asp

Eastern Gateway's coding program is approved by the American Health Information Management Association (AHIMA). This designation acknowledges the coding program as having been evaluated by a peer review process against a national minimum set of standards for entry-level coding professionals. This process allows academic institutions, healthcare organizations, and private companies to be acknowledged as offering an AHIMA Approved Coding Certificate Program (EPC Code C043).

The graduate will be able to:

1. Appy for the national certification examination for Certified Coding Associate (CCA) through AHIMA.
2. Code, classify, and index diagnoses and procedures for the purpose of reimbursement, standardization, retrieval, and statistical analysis.
3. Apply legal principles, policies, regulations, and standards for the control and use of health information.
4. Demonstrate knowledge of Health Insurance Portability Accountability Act (HIPAA) principles in a professional work place setting.
5. Understand the future application of ICD-10-CM and ICD-10-PCS coding.

Medical Coding Specialist (Certificate)

Suggested Sequence of Required Courses

Semester I	Semester II	Semester III
BIO108* Human Anatomy and Physiology II ▲ 4	**HIM104** Reimbursement Methodologies ▲ 2	**HIM105** Computer Software Applications in Healthcare ▲ 3
CSS106 Succeeding in College 1	**HIM108** Healthcare Delivery Systems ▲ 3	**HIM210** Advanced Coding ▲ 3
ENG101 English Composition I 3	**HIM216** Clinical Classifications Systems II ▲ 4	**HIM218** Professional Practicum ▲ 1
HIM102 Introduction to Health Records ▲ 3	**HSC201** Principles of Pharmacology ▲ 3	Elective 3
HIM106 Clinical Classifications System I ▲ 4	**HSC203** Pathophysiology ▲ 3	
Credits 15	Credits 15	Credits 10

40 Semester Credits

Program Prerequisites: BIO107, CIS100S, CIS100E, CIS100W and HSC101 must be completed prior to beginning Semester I of the program.
* BIO102 can be substituted for BIO108 if course already taken.
A list of general studies electives can be found at the beginning of the course descriptions section.
▲ Student must obtain a letter grade of C or better to progress to graduation/certification. Students failing to maintain this average or who obtain a "D" or "F" in medical coding certificate curriculum will be dismissed from the program and may be readmitted only one time.
Note: All first-time Eastern Gateway students are required to take CSS106.

Health Information Management (AAS)

The Health Information Management Program prepares the student for a variety of job opportunities including medical coder, department manager/supervisor, data analyst, and clerks who process records verifying accuracy and completeness. This program blends knowledge and skills from health information and business management, with computer applications and medicine to provide the necessary foundation for success.

Topics of study include medical coding (ICD-9-CM and CPT-4 with an introduction into ICD-10-CM), legal and ethical issues in health care, quality and performance improvement, health care statistics, reimbursement concepts, indexes and registries related to health care, and the management aspects of health information.

This associate's degree program incorporates the Medical Coding Specialist Certificate program as the first year. Completion of that portion of the program, along with relevant work experience, can prepare a person to take the certification examination offered by the American Health Information Management Association to become a Certified Coding Associate (CCA) and after further experience, the Certified Coding Specialist (CCS). Individuals skilled in clinical coding are employed as coders for hospitals, physician's offices, peer review organizations, clinics, consulting firms, and/or insurance companies.

The graduate will be able to:

1. Apply for the national certification examination for Certified Coding Associate (CCA) through AHIMA.
2. Code, classify, and index diagnoses and procedures for the purpose of reimbursement, standardization, retrieval, and statistical analysis.
3. Apply legal/ethical principles, policies, regulations, and standards for the control and use of health information.
4. Demonstrate knowledge of Health Insurance Portability Accountability Act (HIPAA) principles in a professional work place setting.
5. Understand the future application of ICD-10-CM and ICD-10-PCS coding.
6. Manage health care indexes/registries.
7. Collect, analyze, and present healthcare statistics.
8. Participate in quality and performance improvement.
9. Apply the management functions of planning, organizing, leading, and controlling.

Health Information Management (AAS)

Suggested Sequence of Required Courses

Semester I	Semester II	Summer	Semester III	Semester IV
BIO108 Human Anatomy and Physiology II 4	**HIM104** Reimbursement Methodologies 2	**HIM105** Computer Software Applications in Healthcare 3	**COM101** Public Speaking 3	**ENG103** Business Communications 3
CSS106 Succeeding in College 1	**HIM108** Healthcare Delivery Systems 3	**HIM210** Advanced Coding 3	**HIM251** Healthcare Indexes/ Registries 2	**HIM215** Healthcare Quality and Statistics 2
ENG101 English Composition I 3	**HIM216** Clinical Classification System II 4	**HIM218** HIM Practicum I 1	**HIM252** Management of Health Information Systems 3	**HIM230** Legal and Ethical Concepts in Healthcare 2
HIM102 Introduction to Health Records 3	**HSC201** Pharmacology 3	Social Science Elective	**MTH128** Statistics 3	**HIM248** HIM Practicum II 2
HIM106 Clinical Classification Systems I 4	**HSC203** Pathophysiology 3		**PSY101** General Psychology 3	**HIM296** HIM Capstone and Seminar 2
				SOC101 Introduction to Sociology 3
Credits 15	Credits 15	Credits 10	Credits 14	Credits 14

68 Semester Credits

Program prerequisites are BIO107, CIS100S, CIS100E, CIS100W and HSC101.
▲ Student must obtain a letter grade of C or better in all courses with this symbol for graduation/certification.
NOTE: All first-time Eastern Gateway students are required to take CSS106.

Medical Machine Transcription (Certificate)

The Medical Machine Transcription certificate program prepares students to become transcription professionals. The curriculum emphasizes familiarity with the terminology of the medical profession, basic medical office procedures, and basic and advanced transcribing techniques. Graduates may work in a variety of settings, including physicians' offices, hospitals and other medical facilities.

The graduate will be able to:

1. Keyboard accurately at a minimum of 45 words per minute.
2. Apply, pronounce and spell medical terms accurately, including various medical areas of specialization and terminology for diagnostic procedures, surgical procedures, and common prescription drugs.
3. Transcribe a variety of medical documents accurately and effectively using a transcribing machine.
4. Maintain manual and electronic records control systems, including scheduling of patients and completing various insurance forms.

Medical Machine Transcription (Certificate)

Suggested Sequence of Required Courses

Semester I	Semester II
AAT103 Keyboarding/Speedbuilding/ Formatting ▲ 3	**AAT203** Advanced Word Processing ▲ 3
AAT212 Medical Machine Transcription ▲ 3	**AAT222** Advanced Medical Machine Transcription ▲ 2
BIO101 Basic Anatomy ▲ 3	**CIS100S** Spreadsheet Basics 1
CSS106 Succeeding in College 1	**ENG103** Business Communications 3
HSC101 Medical Terminology ▲ 2	**MGT202** Organizational Behavior 3
HSC106 Administrative Medical Office Skills ▲ 3	
Credits 15	Credits 11

26 Semester Credits

▲ Student must obtain a letter grade of C or better to progress to graduation/certification.
Note: All first-time Eastern Gateway students are required to take CSS106.

Medical Office Management (Certificate)

Suggested Sequence of Required Courses

Semester I	Semester II
ACC101 Financial Accounting I 4	**ACC102** Financial Accounting II 4
BUS203 Business Law I 3	**CIS222** Spreadsheet Concepts 3
MGT210 Leadership Development/ Team Building 3	**MGT201** Principals of Management 3
MTH128 Statistics 3	**MGT202** Organizational Behavior 3
Credits 13	Credits 13

26 Semester Credits

The Medical Office Management Certificate Program provides college-level preparation for a career as an office manager in a medical outpatient setting.
An associate degree in medical assisting must be completed prior to this certificate.
NOTE: All first-time Eastern Gateway students are required to take CSS106.
Upon completion of the Medical Office Management Certificate, the graduate will be able to:

1. Perform basic supervisory skills.
2. Perform spreadsheet and word applications.
3. Perform accounting functions.

HORTICULTURE TECHNOLOGY (AAS)

The Associate of Applied Science Degree in Horticulture requires the student to choose one concentration area of Urban Forestry; Landscape Design and Construction; or Turf Grass Management. Upon completion of the curriculum requirement as listed within the articulation agreement data and those courses scheduled to be taken at Eastern Gateway Community College and Kent State University-Salem Campus, students shall receive an Associate of Applied Science Degree (AAS) from Kent State University-Salem Campus.

During the course of the program, students will be co-enrolled at both campuses as required by each institution's requirement and/or enrolled from the start at Kent State University-Salem Campus and augment those classes listed from Eastern Gateway Community College via prior appropriate KSU documentation. Each college's tuition rates apply to their courses.

SUGGESTED SEQUENCE OF REQUIRED COURSES

Semester I	Semester I	Summer	Semester III	Semester IV
BIO206 Botany ▲ 4	**BSCI 26003*** Plant Identification I Woody Plants ▲ 3	**COMT 11000*** Computer Systems 3	**BSCI 26004*** Plant Identification II Herbaceous ▲ 13	**BSCI 26002*** Ecological Principles of Pest Management ▲ 3
ENG101 English Composition I 3	**BUS101** Introduction to Business 3	**HORT*** Co-op Concentration 26011, 26021 or 26031 Note: repeat choice Summer I & II ▲ 3	**GEOG 16001*** Soils ▲ 3	**BUS207** Salesmanship 3
GEOL 21062* Environmental Geology ▲ 3	**COM101** Public Speaking 3	**HORT 26018*** Landscape Construction ▲ 3	**HORT* Concentration** 26046 or 26032 ▲ 3	**CHEM 10030*** Chemistry in Our World ▲ 4
HORT 16001* Opportunities in Horticulture ▲ 1	**ENG102** English Composition II 3		**HORT 26001*** Occupational Regulations and Safety ▲ 2	**HORT 26012*** Concentration Urban Forestry ▲ **3**
MTH120 College Algebra ▲ 3	**HORT*** Concentration 26010, 26020 or 26030 ▲ **3**		**HORT 26016*** Irrigation Design and Drainage ▲ 3	**LER Elective*** 3
Technical Elective** 3				
Credits 17	Credits 15	Credits 9	Credits 14	Credits 16

71 Semester Credits

▲ Student must obtain a letter grade of P (pass), or C or better in all courses with this symbol to progress to graduation/certification.
*Course offered at Kent State University-Salem Campus
**Course choice requires advisor's prior approval for program credit
Note: All first-time Eastern Gateway students are required to take CSS106.

PHLEBOTOMY TECHNICIAN (CERTIFICATE)

STARTS FALL AND SPRING SEMESTERS - EVENING PROGRAM

The Phlebotomy Technician (PBT) is a person trained to obtain blood specimens by venipuncture and capillary puncture techniques. Phlebotomy involves the correct identification of the patient prior to sample collection and proper labeling of the specimen after collection. The phlebotomist must select the appropriate specimen container(s) for the specified test(s) and collect the appropriate amount of blood by venipuncture (vacuum tube, needle and syringe or butterfly) or dermal puncture for each test.

Receipt, transportation, processing and handling of specimens other than blood (urine, throat cultures, etc.) may be the phlebotomist's responsibility since they serve as an extension of the clinical laboratory.

In addition to technical, clerical and interpersonal skills, the phlebotomist must develop strong organizational skills to efficiently handle a heavy workload and maintain accuracy, often under stressful conditions. Performance of computer operations and record keeping are also required.

PBT Program application/admissions criteria are identified on pages 12-13 in this catalog. Specifically, placement testing in English and reading, as well as completion of HSC101, are prerequisites for program admission.

Clinical facilities for PLB102 Phlebotomy Practicum/Seminar are based on the number of available openings in cooperating agencies. Some of these facilities are located outside the immediate area, which may necessitate obtaining temporary residence.

Following the completion of the certificate degree requirements, the PBT graduate is eligible to sit for the certification examination offered by the National Credentialing Agency for Laboratory Personnel or the American Society of Clinical Pathologists.

Upon completion of the Phlebotomy Technician Program, the graduate will be able to:

1. Demonstrate professional conduct and interpersonal communication skills with patients, co-workers, and other health care professionals.

2. Follow prescribed safety procedures in all areas of the laboratory and patient contact.

3. Collect, process, log and preserve all specimens for lab testing.

4. Meet requirements to take the national certifying examination for phlebotomy technician.

ESSENTIONAL FUNCTIONS

Essential functions include requirements that students be able to engage in during educational and training activities in such a way that will not significantly increase the occupational hazards affecting the handicapped person, employees, other students, the general public, or the facilities in which the work is to be performed.

Standard and Functions

1. *Manual Dexterity*
Ability to use hand(s) or prosthetic devices with coordination.

2. *Fine Motor Skills*
Ability to manipulate small objects with fingertips or adaptive devices.

3. *Mobility*
Ability to maneuver in the laboratory and patient-care settings.

4. *Vision*
Ability to distinguish red, yellow and blue colors.

5. *Speech and Hearing*
Ability to communicate effectively and accurately in order to elicit information. Must be able to assess non-verbal communication and be able to adequately transmit information to all members of the health care team.

6. *Reading and Writing*
Ability to communicate effectively in the written form and read, understand and follow directions in English.

7. *Psychological Stability*
Possess the psychological stability required to be able to respond quickly and efficiently in manner appropriate to the situation.

SUGGESTED SEQUENCE OF REQUIRED COURSES

Semester I	Semester II
PLB101 Phlebotomy ▲ 3	**PLB102*** Phlebotomy Practicum/Seminar ▲ 5
Credits 3	Credits 5

8 Semester Credits

Students who are enrolled in this certificate program are not eligible to receive federal financial aid (Pell, FSEOG).

See course descriptions for prerequisites and corequisites.
▲Student must obtain a letter grade of P (pass), or C or better in all courses with this symbol (see PBT Handbook) to progress to graduation/certification.
NOTE: All first-time Eastern Gateway students are required to take CSS106.
***Theory courses are taught in the evening. All clinical education assignments required in the practicum component of PLB102 are scheduled during daylight hours, Monday through Friday. The student is assigned by the program director to one or more local hospitals/facilities within a 100-mile radius from the college.**

Practical Nursing (Certificate)

Starts Summer Session
Day Program

The one-year certificate in practical nursing is designed to meet the need in nursing services for a worker who will share in direct patient care. The program graduate is prepared to give safe, competent nursing care within a select range of patient-care situations at the direction of the registered nurse and/or licensed physician.

Practical Nursing Program application/ admissions criteria are identified on pages 12-13 in this catalog.

The individual who successfully completes all program requirements is awarded a certificate in practical nursing and is eligible to sit for the National Council Licensing Examination for Practical Nurses (NCLEX-PN). Successful passing of this exam merits the graduate the right to apply for state licensure as a licensed practical nurse and use the initials LPN.

Upon completion of the certificate in practical nursing, the graduate will be able to:

1. Use effective communication skills with clients and heatlh team members.
2. Utilize the nursing process when delivering nursing care to meet the client's physical and psychosocial needs while adhering to the ethical principles and legal framework inherent to practical nursing.
3. Demonstrate technical proficiency in the nursing skills necessary to fulfill the role of an entry-level practical nurse.
4. Provide the client with a safe, effective environment while utilizing concepts from the conceptual framework of the school of nursing when assisting clients to deal with their health status.
5. Meet requirements for the NCLEX-PN.

PRACTICAL NURSING

SUGGESTED SEQUENCE OF REQUIRED COURSES

Summer	Semester I	Semester I
BIO102 Human Anatomy/Physiology ▲ 4	**PNR101** Introduction to Practical Nursing ▲ 3	**PNR106** Medical/Surgical Nursing II ▲ 6
ENG101 English Composition I ▲ 3	**PNR102** Practical Nursing Fundamentals ▲ 7	**PNR107** Maternal/Child Health Nursing ▲ 6
HSC105 Dosage Calculations for Healthcare Professionals ▲ 1	**PNR104** Medical/Surgical Nursing I ▲ 5	
HSC121 Nutrition for Health Care Providers ▲ 3	**PNR105** Growth and Development ▲ 2	
PSY101 General Psychology ▲ 3		
Credits 14	Credits 17	Credits 12

43 Semester Credits

All students entering the PN program must meet the requirements in place at the time of admission.
Program Prerequisites:

- HSC101 with a "C" or better; refer to Summary of Program Application/Admission Criteria 2011-2012 for other prerequisites
- ACT score of 17 or better or successful completion of three concurrent college-level classes
- MTHO095
- Successful completion of TEAS entrance exam (may only be taken twice)

Prior to Semester II:

- Submit a current CPR card (American Heart Association Basic Life Support for the Healthcare Provider or American Red Cross CPR for the Professional Rescuer). Submit a copy to program director and EGCC medical records specialist.
- Submit a current Ohio STNA card. HSC108 Nurse Aide TCE Program courses are offered. Submit a copy to program director; EGCC recognizes Ohio as well as out-of-state current student aide licenses as verification.

A criminal records check by the Ohio Bureau of Criminal Identification and Investigation will be completed the first week of Semester II prior to beginning the first clinical experience.

- The bureau will forward this information to the Ohio Board of Nursing
- Clinical sites reserve the right to prohibit a student with a criminal background history from caring for patients in their facilities based on the infraction.
- The Ohio Board of Nursing has the right to prohibit a nursing graduate to take the State Board Exam based on a past felony conviction. See www.nursing.ohio.gov.

HSC102 and HSC108 are offered each semester at EGCC.
A random drug test will be conducted during the Practical Nursing Program.
▲ Student must obtain a letter grade of P (pass), or C or better in all courses with this symbol (see Practical Nursing Handbook) to progress to graduation/certification. A "C" in a PN course is **80%**.
NOTE: All first-time Eastern Gateway students are required to take CSS106.

RADIOLOGIC TECHNOLOGY (AAS)

STARTS FALL SEMESTER - DAY PROGRAM

The mission of the college is to provide a center of learning that enriches lives, connects with students, promotes diversity, builds communities, and educates for tomorrow through career, transfer, workforce, and community education. The mission of the Radiologic Technology Program is to provide quality education in the radiographic sciences by proficient instruction, effective testing and utilization of a competency-based clinical education plan.

A radiologic technologist or medical radiographer assists a radiologist (M.D.) in the detection, diagnosis, and treatment of disease and injury through the use of X-rays in hospitals, clinics, and other health agencies. Knowledge of human anatomy is essential to correctly position a patient in order to obtain accurate radiographs. An understanding of radiation exposure (proper voltage, current, exposure time, and equipment) is necessary to obtain quality results and ensure the safety of both patient and technologist. **Continuous standing, equipment manipulation, lifting of non-ambulatory patients, and effective communication skills are required to work proficiently, often in an emergency situation.**

Required high school courses include algebra and two sciences. Physics is strongly recommended. Other recommended courses include Algebra II, geometry, trigonometry, anatomy and physiology, computer science, biology, and chemistry.

Radiologic Technology Program application/admissions criteria are identified on pages 12-13 in this catalog.

Facilities for clinical education include the Trinity Medical Center West, Weirton Medical Center and East Ohio Regional Hospital. Each student is assigned to a hospital in the first fall semester of the program; clinical education begins in the sixth week. During the next three semesters and two summer sessions, the student will spend two to five clinical days (7 a.m. to 3:30 p.m.) per week in the assigned hospital. The second-year student occasionally is assigned afternoon or evening clinical rotations. A copy of the Joint Review Committee on Education in Radiologic Technology's "Standards" for an accredited educational program in radiologic sciences is available at the college through the office of the program director.

The graduate is eligible to take the registration examination sponsored by the American Registry of Radiologic Technologists (ARRT) upon completion of the associate degree requirements. The successful completion of the ARRT examination allows the graduate to use the initials R.T. (R) (American Registered Technologist in Radiography) after his/her name.

Upon completion of the Radiologic Technology Program, the graduate will be able to:

1. Perform tasks and apply skills to function as an entry-level radiographer.
2. Demonstrate abilities in communication, critical thinking, and problem-solving necessary for professional practice.
3. Develop and apply professional attitudes, behaviors, and ethics.

RADIOLOGIC TECHNOLOGY PROGRAM CLINICAL EDUCATION SCHEDULE

First Year*

Semester I -- Fall
8 hours per week for 9 weeks = 72 hours
Semester II -- Spring
16 hours per week for 15 weeks = 240 hours
Summer Session I
16 hours per week for 5 weeks = 80 hours
Summer Session II
40 hours per week for 5 weeks = 200 hours

Second Year*

Semester III -- Fall
24 hours per week for 15 weeks = 360 hours
Semester IV -- Spring
24 hours per week for 15 weeks = 360 hours
Summer Session I
24 hours per week for 5 weeks = 120 hours

Due to the risk of radiation to an unborn fetus, especially during the first trimester, any student who becomes pregnant during the program should inform the program director immediately. If the student voluntarily states that she is pregnant then she will be advised about any revisions in her clinical schedule needed to ensure protection for both mother and child, as well as attainment of academic/program clinical competencies. The student's time in the program may need lengthened to ensure that all competencies and requirements are achieved prior to graduation. The student will be provided with an additional film badge, at her own expense, to be worn waist level which will monitor any radiation exposure during the pregnancy.

RADIOLOGIC TECHNOLOGY

SUGGESTED SEQUENCE OF REQUIRED COURSES

Semester I	Semester II	Summer	Semester III	Semester IV	Summer I
BIO102 Human Anatomy/ Physiology ▲ 4	**CIS100 Series** Student selection with advisor approval 3	**ENG101** English Composition I 3	**ENG104** Technical/ Professional Writing 3	**COM101** Public Speaking 3	**RAD206** Clinical Education VI ▲ 1
HSC102 First Aid/CPR ▲ 1	**RAD105** Radiography I ▲ 4	**PSY101** General Psychology 3	**RAD201** Radiography II ▲ 4	**HSC101** Medical Terminology ▲ 2	
RAD101 Introduction: Radiography ▲ 1	**RAD106** Radiographic Procedures II ▲ 5	**RAD108** Clinical Education III ▲ 2	**RAD202** Radiologic Physics ▲ 3	**RAD204** Radiography III ▲ 3	
RAD102 Radiographic Procedures I ▲ 4	**RAD107** Clinical Education II ▲ 2		**RAD203** Clinical Education IV ▲ 4	**RAD205** Clinical Education V ▲ 4	
RAD103 Clinical Education I ▲ 1			**RAD207** Special Modalities and Interventional Procedures ▲ 2		
RAD104 Methods of Patient Care ▲ 3					
Credits 14	Credits 14	Credits 8	Credits 16	Credits 12	Credits 1

65 Semester Credits

All students seeking admission into this program must complete RAD099 with a grade of "C" or better.
All students must successfully undergo a background check prior to their clinical experience
See course descriptions for prerequisites and corequisites.

▲ Student must obtain a letter grade of P (pass), or C or better in all courses with this symbol (see Radiology Technology Handbook) to progress to graduation/certification.

NOTE: All first-time Eastern Gateway students are required to take CSS106.

Respiratory Therapy (AAS)

Starts Fall Semester - Day Program

The Respiratory Therapy Program is designed to prepare graduates to participate in patient assessment, perform diagnostic testing, administer therapeutic treatments, maintain patient ventilation through mechanical support, and participate in the rehabilitation of patients with pulmonary disease. Students and graduates will participate in the treatment and care of patients of every age in a variety of locations. This profession requires an ability to interact and communicate effectively with patients and other health professionals. The respiratory therapist must be able to establish and maintain a rapport with patients, demonstrate an ability to work with mechanical systems, and work with others as part of the health care team.

Preferred high school course work includes algebra, chemistry, and one additional science. Other recommended course work includes Algebra II, biology, geometry, anatomy and physiology.

Respiratory Therapy Program application/admissions criteria are identified on pages 12-13 in this catalog.

Upon successful completion of this program, the graduate will be eligible to sit for both the entry-level certification, written and clinical simulation registry examinations of the National Board for Respiratory Care (NBRC). Successful completion of the entry-level and advance practitioner examinations will entitle the graduate to use the Certified Respiratory Therapist (CRT) and Registered Respiratory Therapist (RRT) credentials, respectively. In addition to credentials, a license to practice is required by most states, including Ohio.

Upon completion of the Respiratory Therapy Program, the graduate will be able to:

1. Demonstrate the ability to comprehend, apply, and evaluate clinical informaiton relevant to the role as registered respiratory therapy practitioner.
2. Demonstrate technical proficiency in all skills necessary to fulfill the role as a registered respiratory therapy practitioner.
3. Demonstrate personal behaviors consistent with professional and employer expectations for the registered respiratory therapy practitioner.

Respiratory Therapy

Suggested Sequence of Required Courses

Semester I	Semester II	Summer	Semester III	Semester IV
BIO107 Human Anatomy and Physiology I 4	**BIO108** Human Anatomy and PhysiologyII 4	**CIS100 Series** Computers 3	**RES201** Critical Care I ▲ 4	**RES204** Critical Care II ▲ 4
CHM102 General Chemistry I 4	**RES102** Basic Respiratory Therapeutics ▲ 4	**ENG101** English Composition I 3	**RES202** Cardiopulmonary Pathology ▲ 2	**RES205** Respiratory Seminar ▲ 1
HSC101 Medical Terminology 2	**RES104** Clinical Application I ▲ 2	**RES105** Cardiopulmonary Diagnostics/ Rehabilitation ▲ 2	**RES203** Clinical Application III ▲ 4	**RES206** Clinical Application IV ▲ 6
HSC102 First Aid CPR 1	**RES107** Cardiopulmonary/ Renal Anatomy/ Physiology ▲ 4	**RES106** Clinical Application II ▲ 1	Humanities Elective 3	General Studies Elective 3
RES101 Introduction to Respiratory ▲ 4		Social Science Elective 3		
RES103 Cardiopulmonary Pharmacology ▲ 2				
Credits 17	Credits 15	Credits 12	Credits 13	Credits 14

71 Semester Credits

See course descriptions for prerequisites and corequisites.
▲ Student must obtain a letter grade of P (pass), or C or better in all courses with this symbol (see Respiratory Therapy Handbook) to progress to graduation/certification.
NOTE: All first-time Eastern Gateway students are required to take CSS106.

Criminal Justice Programs

The field of criminal justice is never static. Changes in national and global society and technology have the collateral effect of altering the manner in which the justice system operates. Employment in criminal justice not only requires an individual to know how to perform duties but a further understanding of why these endeavors are necessary and what the anticipated outcomes are to accomplish is imperative.

Such knowledge is achieved through an understanding of the criminal justice system, the building of critical-thinking skills to understand, analyze, and synthesize problems and topics, and through the development of writing and interpersonal communication skills.

In order to achieve these desired attributes, the Criminal Justice Program has been developed into an interdisciplinary course of study merging the liberal arts and technical studies into a well-balanced curriculum. A degree in criminal justice provides a foundation for employment in the criminal justice field, for continuation to a four-year degree-granting institution, and serves as a basis for advanced studies.

The core courses provide a basic understanding of the nature of and society's reaction to crime as well as an in-depth explanation of the various components within the criminal justice system. The technically related electives offered in the program allow the student to take courses more specific to his or her area of concentration providing a well-rounded and academically enriching course of study.

At the completion of the program, the student will be able to:

1. Identify and discuss the components of the justice system and recurring ethical issues.
2. Compare and contrast the criminological explanations of crime and criminality.
3. Describe the role, function, and responsibilities of American law enforcement at the local, state, and federal levels.
4. Summarize the function of American corrections and organize the process of justice as it relates to correctional involvement.
5. Explain the categories of laws, describe the elements of a crime, and discuss the constitutional rights afforded by the justice system.

Transfer Opportunity

By combining the associate degree from Eastern Gateway Community College with a bachelor's completion program offered through Kent State University at East Liverpool, a student can earn a four-year degree in justice studies on Eastern Gateway's College Jefferson County Campus.

Application to the bachelor's completion program can be initiated when the student is ready to take at least one Kent State University course. Students will be admitted to Kent State University at East Liverpool as transfer students. Admission to the justice studies major will be granted to students who have earned a minimum 2.0 cumulative grade point average from EGCC and any other colleges or universities they have attended. Once admitted to Kent State University at East Liverpool, students who elect to take course work at Eastern Gateway will do so as transient students.

The director of justice studies at the Kent State University-East Liverpool campus has transfer details.

Corrections (AAS)

Changing social conditions, shifts in crime patterns and the presence of street gangs has impacted the field of corrections. As a result correctional employees must have a grounding in human behavior, possess strong interpersonal communications skills, be able to solve problems and think critically.

The interdisciplinary nature of the corrections curriculum is designed to provide students with these abilities by combining courses in the social and behavioral sciences with core classes that examine the organization, operation, and philosophy of each component of the corrections system.

The corrections major in the Associate of Applied Science will prepare students for employment in local, state or federal correctional facilities, juvenile detention centers, probation and parole, or for transfer to a four-year degree granting institution.

Upon completion of the program, the student will be able to:

1. Discuss the organization, operation, and philosophies of the various correctional agencies.
2. Identify and describe how procedural law are applied to issues of prisoner rights and the operation of correctional facilities.
3. Compare and contrast the categories of community-based corrections and discuss their impact on rehabilitation and recidivism.
4. Relate how ethics effects professionalism, identify ethical issues encountered in corrections, and compose solutions to ethical dilemmas.

CORRECTIONS

SUGGESTED SEQUENCE OF REQUIRED COURSES

Semester I	Semester II	Semester III	Semester IV
CJT101 Introduction to Criminal Justice ▲ 3	**CJT202** Criminal Investigation ▲ 3	**CJT212** Professionalism, Ethics, and Criminal Justice ▲ 3	**CJT105** Information Technology and Criminal Justice ▲ 3
CJT102 Procedural Law ▲ 3	**CJT215** Victimology ▲ 3	**COR202** Correctional Institutions in America ▲ 3	**CJT210** Introduction to Criminal Law ▲ 3
CJT103 Crisis Intervention ▲ 3	**COR200** Facility Safety and Fire Protection ▲ 3	**COR203** Criminology ▲ 3	**COR204** Community-Based Corrections ▲ 3
CSS106 Succeeding in College 1	**COR205** Juvenile Delinquency ▲ 3	**COR208** Constitutional Rights of Prisoners ▲ 3	**HSC102** First Aid/CPR ▲ 1
ENG101 English Composition I 3	**ENG102** English Composition II OR **ENG104** Technical and Professional Writing 3	**PSY101** General Psychology 3	**PSC101** American Government 3
MTH102 Survey of Mathematics OR **MTH 128** Statistics 3	**SOC101** Introduction to Sociology 3		Technically Related Elective* 3
Credits 16	Credits 18	Credits 15	Credits 16

65 Semester Credits

* Technically Related Electives
CJT106
CJT204
CJT206
CJT207
CJT208
CJT209
CJT216
CJT218
CJT220
CJT221
HIS240E

▲ Student must obtain a letter grade of C or better in all courses with this symbol for graduation/certification.
NOTE: All first-time Eastern Gateway students are required to take CSS106.

Law Enforcement (AAS)

Law enforcement agencies have raised the standards of hiring in response to changes in society and technological advances. Today officers must be skilled in problem solving, critical thinking, interpersonal communications, planning and organizing, human behavior, and social ecology.

The interdisciplinary nature of the Law Enforcement major in the Associate of Applied Science is intended to fulfill these demands by melding the social sciences and humanities with theoretical and pragmatic courses related to policing. The program is designed to provide students with the knowledge and skills necessary for employment with local, state, or federal agencies or transfer to a four-year degree granting institution.

Upon completion of the program, the student will be able to:

1. Discuss the role and function of policing and compare and contrast how legal prescriptions and community demands effect the delivery of services.
2. Describe the purpose of the criminal law and explain the elements of various criminal offenses.
3. Identify the Constitutional amendments and court decisions which directly impact law enforcement and apply the provisions of these amendments to specific scenarios.
4. Explain the concept of professionalism and ethics, identify how ethics effects the justice system and relate how discretion effects ethical considerations in policing.

LAW ENFORCEMENT

SUGGESTED SEQUENCE OF REQUIRED COURSES

Semester I	Semester II	Semester III	Semester IV
CJT101 Introduction: Criminal Justice ▲ 3	**CJT105** Information Technology and Investigation ▲ 3	**CJT201** Traffic Accident ▲ 3	**CJT210** Introduction to Criminal Law ▲ 3
CJT102 Procedural Law ▲ 3	**CJT202** Criminal Investigation ▲ 3	**CJT204** Criminal Identification ▲ 3	**CJT215** Victimology ▲ 3
CJT103 Crisis Intervention ▲ 3	**CJT213** Police Function ▲ 3	**CJT212** Professionalism, Ethics, and Criminal Justice ▲ 3	**COM101** Public Speaking OR **COM105** Interpersonal Communications 3
CSS106 Succeeding in College 1	**COR205** Juvenile Delinquency ▲ 3	**COR203** Criminology ▲ 3	**HSC102** First Aid/CPR 1
ENG101 English Composition I 3	**ENG102** English Composition II OR **ENG104** Technical and Professional Writing 3	**PSC101** American Government 3	Technically Related Elective* ▲ 3
MTH102 Survey of Mathematics OR **MTH128** Statistics 3	**PSY101** General Psychology 3	**SOC101** Introduction to Sociology 3	
Credits 16	Credits 18	Credits 18	Credits 13

65 Semester Credits

* Technically Related Electives

CJT106	COR202
CJT208	COR203
CJT216	COR204
CJT219	COR206
CJT220	COR208
CJT221	HIS240E
COR200	

▲ Student must obtain a letter grade of C or better in all courses with this symbol for graduation/certification.
NOTE: All first-time Eastern Gateway students are required to take CSS106.

Law Enforcement with Police Academy Option

Suggested Sequence of Required Courses

Semester I	Semester II	Semester III	Semester IV & V
CJT204 Criminal Identification 3	**CJT202** Criminal Investigation 3	**CJT201** Traffic Accident Investigation 3	**Police Academy Program** **Semester IV:** POA112 Self Defense POA113 Criminal Law POA115 Community Oriented Policing POA116 Physical Training POA120 Technical Report Writing **Semester V:** POA110 Firearms POA111 NHTSA Standards POA114 Police Procedures POA117 Physical Training II POA118 Self Defense II
CSS106 Succeeding in College OR **CSS103** Writing A Research Paper 1	**CJT215** Victimology 3	**CJT212** Professionalism, Ethics, and Criminal Justice 3	
ENG101 English Composition I 3	**COM101** Public Speaking OR **COM105** Interpersonal Communication 3	**COR203** Criminology 3	
MTH102 Survey of Mathematics OR **MTH128** Statistics 3	**COR205** Juvenile Delinquency 3	**PSC101** American Goverment 3	
PSY101 General Psychology 3	Technically Related Elective 3	**SOC101** Introduction to Sociology 3	
Credits 13	Credits 15	Credits 15	Credits 30

73 Semester Credits

▲ Student must obtain a letter grade of C or better in all courses with this symbol for graduation/certification.
NOTE: All first-time Eastern Gateway students are required to take CSS106.

Police Academy Program

The one-year program at EGCC will prepare the student to take the required Ohio Police Officer Training Commission (OPOTC) certification test to qualify as a police officer in the state of Ohio. The one-year program, which consists of 30 credit hours of instruction, hands on training and physical conditioning, exceeds the minimum OPOTC curriculum requirements. Classes are scheduled Monday–Friday from 5–10:30 p.m. with some weekend sessions. Students must attend a mandatory orientation prior to the beginning of the semester.

Eligibility Requirements

The first step in the application process is to determine program eligibility. The following guidelines established by OPOTC must be met in order to qualify for an "open enrollment" spot in the program (not sponsored by a police department).

1. Citizen of the United States
2. 18 years of age
3. High school graduate or GED
4. Possess a valid driver's license
5. No felony convictions. This may include felony convictions that have been sealed or expunged.
6. No domestic violence convictions

Physical Standards

An integral part of the academy curriculum is physical fitness and subject control (Defensive Tactics). Police Academy students are required to pass minimum physical conditioning as determined by OPOTC. These include timed pushups and sit-ups, a 1.5-mile run and other agility standards.

Those students who fail to meet the physical conditioning standards by the end of the second semester will not be permitted to sit for the certification exam.

Equipment

In addition to purchasing books the student will need the following equipment:

1. Firearm/holster
2. Hand cuffs/case
3. Gun belt
4. Extra magazines/case
5. Belt keepers
6. Flashlight/holder

Alternate Financing

See academy commander.

Teacher Education (AA)

The Teacher Education Program is designed to provide graduates the educational background needed to pursue careers in childcare centers, preschools, elementary, middle and secondary schools. Graduates of the Teacher Education Program will meet the licensing requirements for an administrator as specified by the Ohio Department of Job and Family Services Licensing rule. Candidates will be eligible to obtain an Associate License and/or an Educational Paraprofessional License or an Early Childhood License from the Ohio Department of Education. Candidates will also have the applicable educational background to transfer into baccalaureate programs in Early Childhood (PK-3), Middle Childhood (4-9), Secondary (10-12), or Intervention Specialist (Special Education).

Entering the Teacher Education Associate's Degree Program requires that the candidate:

- Has received a high school diploma, GED certificate, or has completed an approved home school program
- Completed and submitted for approval a records check through the Bureau of Criminal Investigation and Identification (prior to the second week of class). Certain convictions may prohibit the individual from completing the field work requirements of the degree

Once a candidate has been accepted into the Teacher Education Program, the candidate must meet the following requirements:

- Maintains a minimum GPA of 2.0 (GPA for transfer depends upon transferring institution)
- Demonstrate the professional attributes of an educator when working with children and fellow educators, i.e. professional appearance, responsibility, teamwork
- Compile the professional portfolio required for graduation
- Complete all course requirements for graduation

Upon completion of the program, students will enter the education profession with the following attributes:

- Communication skills focusing on effective written and oral communications in an educational setting with parents, fellow educational professionals and community and business leaders
- Knowledge needed to identify, assess, and assist with the education of a diverse student population
- Working foundation of the historical, philosophical, theoretical, and legal issues of education
- Practical professional skills to assist in the establishment and maintenance of an effective, productive, and safe educational setting
- Personal ethical standards and professional practices used by successful education professionals

The Ohio Department of Education has accredited Eastern Gateway's program to offer a two-year associate degree license.

Articulation agreements between Eastern Gateway Community College and northeastern Ohio four-year colleges have been formulated to allow for easy transition from the completion of the Teacher Education program to a baccalaureate education program. These specific articulation agreements ensure that all credits earned at Eastern Gateway Community College will transfer directly to a four-year baccalaureate program. Qualifying students may apply for the T.E.A.C.H. Scholarship.

Middle Childhood and Secondary
select classes based on specialization and transfer

HIS101 World Civilization
HIS104 U.S. History/Formative
HIS105 U.S./Modern

PHI101 Introduction to Philosophy
ECO101 Macroeconomics
PSC101 American Government

ENG208 Short Stories
ENG254 American Literature I: Early Period
ENG255 American Literature II: Late Period

MTH120 College Algebra
MTH220 Calculus and Analytic Geometry I
PSY211 Abnormal Psychology

MTH121 College Trigonometry

BIO204 Ecology
BIO205 Genetics
CHM103 General Chemistry II
PHY126 Science Engineering Physics I
PHY127 Science Engineering Physics II
GEL111 Earth Science

BIO115 Principles of Biology II
CHM102 General Chemistry
CHM201 Organic Chemistry

TEACHER EDUCATION (AA)
EARLY CHILDHOOD

SUGGESTED SEQUENCE OF REQUIRED COURSES

Semester I	Semester II	Semester III	Semester IV
CSS106 Succeeding in College ▲ 1	**EDU200** Foundations of Education ▲ 3	**BIO106** Introduction to the Biological Sciences 4	**ECE104/105** Early Childhood Development Practicum/Seminar OR **EDU207/206** ▲ 3
ECE101 Cognitive and Physical Development of the Child 3	**ECE102** Social and Emotional Development of the Child ▲ 3	**ECE112** Integrating Language Arts and Literacy in the Early Childhood Curriculum ▲ 3	**ECE113** Integrating Math and Science in the Early Childhood Curriculum ▲ 3
ECE110 Wellness and Safety in Early Childhood ▲ 3	**ECE111** Society, Family, and Diversity in Early Childhood ▲ 3	**EDU202** Classroom Management ▲ 3	**ECE114** Integrating Music, Art, and Play in the Early Childhood Curriculum ▲ 3
EDU105 Introduction to Education ▲ 1	**ENG102** English Composition II 3	**EDU203** Literacy, Language and Phonics ▲ 3	**EDU201** Instructional Technology ▲ 3
ENG101 English Composition I 3	**GSC101** Introduction to Physical Science 4	**PSY219** Characteristics of Exceptional Children 3	**EDU210** Children's Literature ▲ 3
MTH100 Math for Elementary Teachers 4			**PSY220** Educational Psychology 3
PSY101 General Psychology 3			
Credits 18	Credits 16	Credits 16	Credits 18

68 Semester Credits

▲ Student must obtain a letter grade of C or better in all courses with this symbol for graduation/certification.
NOTE: All first-time Eastern Gateway students are required to take CSS106.
Some courses require a records check through the Bureau of Criminal Investigation and Identification prior to the second week of class. See course description.

Teacher Education (AA)
Middle Childhood

Suggested Sequence of Required Courses

Semester I	Semester II	Semester III	Semester IV
BIO106 Introduction to the Biological Sciences 4	**EDU210** Children's Literature OR **ENG201** Introduction to Literature ▲ **3**	**ECE101** Cognitive & Physical Development of the Child OR **PSY201** Child Development OR **PSY206** Adolescent Development ▲ 3	**EDU107** Early Intervention Methods ▲ **3**
COM101 Public Speaking 3	**EDU200** Foundations of Education ▲ 3	**EDU202** Classroom Management ▲ 3	**EDU201** Instructional Technology ▲ 3
CSS106 Succeeding in College 1	**ENG102** English Composition II 3	**EDU 203** Literacy, Language and Phonics ▲ 3	**EDU206/207** Classroom Practicum/Seminar ▲ 3
EDU105 Introduction to Education ▲ 1	**MTH101** Math for Elementary TeachersII OR **GSC101** Intoduction to Physical Science 4	**PSY219** Characteristics of Exceptional Children 3	**PSY220** Educational Psychology 3
ENG101 English Composition I 3	**ART101** Survey of Art History **ART102** Beginning Drawing **ART104** Art History I OR **MUS101** Music Appreciation **MUS102** Music Fundamentals 3	Elective* 3	Elective* 3
MTH100 Math for Elementary Teachers I 4	**PSY101** General Psychology 3	Elective* 3	
Credits 16	Credits 19	Credits 18	Credits 15

68 Semester Credits

* Middle Childhood and Secondary select classes based on specialization and transfer.
▲ Student must obtain a letter grade of C or better in all courses with this symbol for graduation/certification.
NOTE: All first-time Eastern Gateway students are required to take CSS106.
Some courses require a records check through the Bureau of Criminal Investigation and Identification prior to the second week of class. See course description.

Teacher Education (AA)

Intervention Specialist

Suggested Sequence of Required Courses

Semester I	Semester II	Semester III	Semester IV
BIO106 Introduction to the Biological Sciences 4	**ART101/102/104** Art Appreciation/Fundamentals/ History OR **MUS101/102** Music Appreciation/ Fundamentals 3	**EDU106** Introduction to Children with Special Needs ▲ **3**	**EDU107** Early Intervention Methods ▲ 3
COM101 Public Speaking 3	**EDU200** Foundations of Education ▲ 3	**EDU202** Classroom Management ▲ 3	**EDU201** Instructional Technology ▲ 3
CSS106 Succeeding in College 1	**EDU210** Children's Literature OR **ENG 201** Introduction to Literature ▲ 3	**EDU203** Literacy, Language, and Phonics ▲ 3	**EDU206/207** Classroom Practicum/Seminar ▲ 3
EDU105 Introduction to Education ▲ 1	**ENG102** English Composition II 3	**GSC101** Introduction to Physical Science 4	**PSY220** Educational Psychology 3
ENG101 English Composition I 3	**PSY101** General Psychology 3	**PSY201** Child Development OR **PSY206** Adolescent Development ▲ 3	Elective* 3
MTH100 Math for Elementary Teachers I 4	**SOC101** Introduction to Sociology 3	**PSY219** Characteristics of Exceptional Children 3	
Credits 16	Credits 18	Credits 19	Credits 15

68 Semester Credits

* Middle Childhood and Secondary select classes based on specialization and transfer.
▲ Student must obtain a letter grade of C or better in all courses with this symbol for graduation/certification.
NOTE: All first-time Eastern Gateway students are required to take CSS106.
Some courses require a records check through the Bureau of Criminal Investigation and Identification prior to the second week of class. See course description.

BUSINESS, ENGINEERING, AND INFORMATION TECHNOLOGIES

A large proportion of the employment opportunities in the United States and abroad are in business, engineering and IT fields. Students at Eastern Gateway Community College are afforded the opportunity to prepare for a career in business, engineering, information technology and related fields and/or transfer to a four-year institution to further pursue a baccalaureate degree in majors related to those fields.

For business-minded students, Eastern Gateway Community College offers the option of pursuing an Associate of Applied Business degree in one of four technical programs and three certificate programs. For the student interested in engineering and information technology fields, the college offers Associate of Applied Science degrees and Associate of Technical Studies degrees in nine technical programs, as well as four certificates. The Associate of Science degree is designed for transfer.

General studies courses are offered in chemistry (general and organic), computer science, mathematics (college algebra and trigonometry, calculus and analytic geometry, and statistics), physics, geology and earth sciences.

It is imperative that entering students be adequately prepared for college-level study in mathematics, science and English, and begin their studies with the fall semester. Therefore, the student entering in a semester other than fall or not prepared for college-level courses, should expect to take extra time to satisfy degree requirements. Many courses in both the business and engineering areas are offered once a year. Students beginning out of sequence may also need extra time to satisfy degree requirements.

ACADEMIC PROGRAMS

The Business, Engineering and Information Technologies Department offers a number of degrees and certificates from which students may choose:

Associate of Science (AS) Degree
- Associate of Science
  (Mathematics, chemistry, physics and geology)

Associate of Applied Business (AAB) Degrees
- Accounting
- Administrative Assistant
- Business Management
  - Required Emphasis:
    - Marketing OR
    - Entrepreneurship OR
    - Real Estate
- Internet and Interactive Digital Media
- Paralegal

Associate of Applied Science (AAS) Degrees
- Drafting/Design
  - Optional Emphasis: Mechanical
- Electrical
- Electronics
- Mechanical

Associate of Technical Studies (ATS-A) Degrees
- Electro-Mechanical Engineering
- Information Technology
- Instrumentation and Control
- Power Plant
- Electric Utility Technician

Certificates
- Administrative Assistant
- Business Management
- CISCO Certified Network Associate (CCNA)
- Computer Software
- Paralegal
- Programmable Logic Controllers
- Real Estate
- Welding
- Advanced Welding

In addition, the following ATS-B interdisciplinary programs are also available. These degrees require that courses or other training in the area of concentration be completed at other higher education institutions, educational centers and/or other education enterprises judged by the college to be college level. It is the student's responsibility to provide validation of this training. See the dean for more information.

- **Building/Construction Trades Technology** (ATS-B)
- **Industrial/Manufacturing Trades Technology** (ATS-B)
- **Utilities Services Production/ Maintenance Trades Technology** (ATS-B)

DELIVERY PARTNER PROGRAMS

Eastern Gateway has partnered with Lorain County Community College in Elyria, OH, for delivery of the Alternative Energy Technology–Wind Turbine, Entrepreneurship, Industrial Computing Applications Specialist, and Welding Technology programs. The classes for this program are offered variously at the college's sites, except for the Jefferson County Campus. These programs are open to all students.

Entrepreneurship

This associate degree program is designed to prepare individuals for possible transfer or employment in a variety of management, business development and entrepreneur positions. The program focus is skill building in the area of entrepreneurship. A certificate program also is available.

IT Computing Applications Specialist

This associate degree provides graduates with the skills necessary to design and implement software and hardware interfaces and networking of equipment with computers, computing devices and communication systems for a variety of industrial sectors including healthcare, law enforcement, manufacturing/logistics/transportation and other sectors.

Welding Technology

This program is a stand-alone, two-year, full-time program that provides students with the knowledge, skills and professional behavior necessary for competent performance as a welding technician. The program is based on the occupational analyses and needs of the maintenance and fabrication welding industries. Students can earn a short-term technical certificate in welding operator.

Program details are available at www.egcc.edu.

Academic Standards

The faculty and dean work actively with each student providing leadership, motivation and holding students accountable for their academic success. The faculty represent diverse backgrounds and expertise. They are highly qualified and are committed to the success of all students. Faculty and staff serve as academic advisors to students in all majors. Students should refer to faculty and advisors for standards in each course.

All students are strongly encouraged to carefully study the collegewide academic standards found in the Student Handbook section of this catalog. In addition, the following department standards must be met in various programs and majors:

- Each program is composed of required technical courses in which a minimum of "C" is needed for successful progress toward a degree (these courses are identified on individual degree sequences).
- Credits transferred from other institutions which are more than five years old will be subject to evaluation on a course-by-course basis.
- Students who have been absent from the college for more than one regular semester (excluding summer) will be subject to re-evaluation on an individual basis. Students who have technical credits that are more than five years old will also be subject to a re-evaluation on an individual basis.
- The sequences of study outlined in this catalog are the responsibility of the student to complete to earn a degree. Any changes (including practicum) to these requirements must be pre-approved through the dean's office.

Any questions and/or concerns regarding academic standards should be addressed to the dean's office.

Laboratories

The Jefferson County Campus has computer labs where all computer-related courses meet. The computer labs provide the student with state-of-the-art computer hardware and software that will aid in preparing work for all of their classes. Open lab time is available for usage outside of class time as well. Students are encouraged to maximize their use of computers in all of their coursework.

Business, Engineering and Information Technologies laboratories on the Jefferson County Campus are representative of a strong commitment to state-of-the-art technologies. Current laboratories include: up-to-date computer software applications, digital electronics, electrical systems, hydraulic, mechanical, CAD, physical science and chemistry.

Some highlights of technologies available in these labs include programmable logic controllers, microcontrollers, power distribution and control systems, mechanical test equipment, plasma cutting system, infrared spectrophotometer and gas chromatograph, AutoCAD and CISCO routers and the latest technology in computer hardware and networking.

Career and Transfer Opportunities

To aid the student in job placement and determining career opportunities, Eastern Gateway Community College provides placement and counseling services. Faculty and staff are also valuable resources in career and job opportunity searches. The transfer coordinator, the admissions staff, and faculty are resources to those students seeking transfer opportunities. The college has many transfer articulation agreements with four-year institutions and is developing new agreements on a regular basis.

The AS program has been designed as parallel curricula to those of universities. These include transfer to programs in chemistry, geology, mathematics, and physics. A student may also pursue engineering technology and industrial technology fields at the baccalaureate level.

Current articulation agreements exist with many universities and colleges. For the most up-to-date list, students should check with the transfer coordinator.

Many diverse career opportunities exist for the graduates of business, engineering and information technology programs. Students are prepared to undertake professional positions in management, computer information, networking, maintenance, testing, design and fabrication of various industrial systems. Many corporations (small and large) seek successful graduates of these programs both within and outside the Ohio Valley. Every attempt is made to prepare graduates of a caliber suitable for responsible positions in business and industry. The Placement Office can provide more information regarding placement of past graduates.

The programs offered through the Business, Engineering and Information Technologies Department will enhance a student's opportunities for success in achieving their career goals and in life.

Faculty and Staff

Students have many opportunities to study and work with some of the most highly qualified faculty. Furthermore, the small size of business, engineering and science classes is a major help in student learning. The department faculty represents top academic credentials, many years of industrial work experience and many additional years of college teaching experience. On a continuous basis, all department faculty and staff seek to update and/or gain the knowledge and expertise necessary to remain at the cutting edge of science and technology. Students are encouraged to seek out such knowledge in the pursuit of their academic, career and professional growth goals.

ADMINISTRATIVE ASSISTANT TECHNOLOGY (AAB)

The Administrative Assistant Technology Program will prepare students for the continuously changing role of the office professional. Graduates will be proficient in basic secretarial skills, interpersonal skills, personal computer use, communication skills, and will be familiar with all aspects of office management.

The graduate will be able to:

1. Exhibit and proficiently use basic secretarial skills.
2. Exhibit interpersonal and communication skills.
3. Exhibit proficiency with personal computers in an office environment.
4. Exhibit familiarity with all aspects of office management.

SUGGESTED SEQUENCE OF REQUIRED COURSES

Semester I	Semester II	Semester III	Semester IV
AAT103 Keyboarding/Speedbuilding/ Formatting ▲ 3	**AAT113** Advanced Speedbuilding/ Formatting ▲ 3	**ACC100** Office Accounting 4	**AAT207** Office Publications ▲ 3
AAT108 Document Editing/ Proofreading/Formatting ▲ 3	**AAT202** Introduction to Word Processing ▲ 2	**AAT203** Advanced Word Processing ▲ 3	**AAT214** General Office Procedures ▲ 3
BUS101 Introduction to Business 3	**CIS222** Spreadsheet Concepts 3	**AAT208** PowerPoint Concepts ▲ 3	**AAT250** Administrative Assistant Practicum ▲ 2
BUS111 Business Math 3	**ENG103** Busienss Communications 3	**CIS225** Database Concepts 3	**AAT251** Administrative Assistant Practicum Seminar ▲ 1
CSS106 Succeeding in College 1	**MGT201** Principles of Management 3	**IDM101** Foundations of Digital Media 3	**COM105** Interpersonal Communications 3
ENG101 English Composition I 3	**MGT202** Organizational Behavior 3		**IDM elective*** 3
Credits 16	Credits 17	Credits 16	Credits 15

64 Semester Credits

* IDM201, IDM203, IDM204 or IDM205
▲ Student must obtain a letter grade of C or better to progress to graduation/certification.
Note: All first-time Eastern Gateway students are required to take CSS106.

ACCOUNTING (AAB)

The Accounting Program is designed to prepare students for employment in entry-level positions in both public and private accounting. The program also will prepare the student who wishes to continue towards a four-year degree in accounting.

As a paraprofessional, the program graduate is an important member of the management team performing cost analysis, analyzing the strengths and weaknesses of conventional financial statements, and utilizing knowledge of a firm's records to suggest improvements.

Students will have experience using computers for accounting applications, including spreadsheets, integrated general ledger packages, and payroll packages.

Eastern Gateway Community College accounting graduates are currently employed by both public and private accounting firms and by a broad variety of large and small businesses, government agencies, and nonprofit organizations. Many of our accounting graduates have also successfully pursued bachelor's degrees and CPA licenses.

The graduate will be able to:

1. Prepare and maintain a set of manual or computerized financial accounting records for a corporation or a sole proprietorship in accordance with generally accepted accounting principles, including daily transactions and the analysis of complex transactions.
2. Complete all end-of-period work, including the adjusting and closing process, and the preparation and analysis of the four financial statements.
3. Apply theory and practical applications of managerial accounting systems, including cost principles, for a manufacturer, merchandiser, and a service provider.
4. Prepare simple individual income tax returns and research tax questions.
5. Prepare and maintain payroll records.

ACCOUNTING

SUGGESTED SEQUENCE OF REQUIRED COURSES

Semester I	Semester II	Semester III	Semester IV
ACC111 Financial Accounting I ▲ 4	**ACC112** Financial Accounting II ▲ 4	**ACC211** Intermediate Accounting I ▲ 4	**ACC212** Intermediate Accounting II ▲ 4
BUS101 Introduction to Business 3	**ACC121** Managerial Accounting ▲ 4	**ACC215** Accounting Applications on Computers ▲ 3	**ACC218** Auditing ▲ 4
CIS100E, CIS100W and one other CIS100 series 3	**ACC125** Payroll Accouting ▲ 3	**ACC230** Tax Accounting I ▲ 3	**ACC231** Income Taxation II ▲ 3
CSS106 Succeeding in College 1	**CIS222** Spreadsheet Concepts 3	**BUS203** Business Law I 3	**MGT201** Principles of Management 3
ECO102 Microeconomics 3	**ENG102** English Composition II OR **ENG103** Business Communications 3	**COM105** Interperson Communications 3	General Studies Elective 3
ENG101 English Composition I 3			
Credits 17	Credits 17	Credits 16	Credits 17

67 Semester Credits

A list of general studies electives can be found at the beginning of the course descriptions section.
▲ Student must obtain a letter grade of C or better to progress to graduation/certification.
Note: All first-time Eastern Gateway students are required to take CSS106.

Business Management (AAB)

The Business Management Program is designed to provide the educational background to enable graduates to pursue careers in management. Employment forecasters predict that a shortage of supervisors will exist during the next decade. Business management technicians will be needed to fill these openings.

As a result of analyzing the business world, the business management courses have been developed so that the business management technician will understand all the interdependent aspects of business activities. This knowledge will make the business management technician a valuable member of the management team.

Areas of concentration in this program are leadership, human resources, finance, marketing, total quality management, accounting, and computer information.

Graduates are employed in career areas such as credit, real estate, purchasing, public relations, retailing, operations, account representatives, and banking. Numerous graduates are self employed. The technical business training provided at Eastern Gateway Community College lends itself to employment in a wide variety of business positions

The graduate will be able to:

1. Demonstrate the ability to influence individuals or group performance of assigned tasks.
2. Develop oral, written, and listening skills to relate effectively with fellow employees.
3. Demonstrate ability to work in groups/teams.
4. Demonstrate basics of business short- and long-term planning and organizational skills.
5. Identify problems and use of problem-solving skills to make appropriate ethical decisions.

BUSINESS MANAGEMENT

SUGGESTED SEQUENCE OF REQUIRED COURSES

Semester I	Semester II	Semester III	Semester IV
BUS101 Introduction to Business ▲ 3	**BUS111** Business Math OR **MTH120** College Algebra 3-4	**ACC111** Financial Accounting I 4	**BUS221** Business Ethics 3
BUS102 Foundations of E-Commerce 3	**BUS201** Principles of Marketing ▲ 3	**CIS222** Spreadsheet Concepts 3	**ENG102** English Compostion II or **ENG103** Business Communications 3
CIS100 Series Any three 3	**BUS203** Business Law I ▲ 3	**MGT202** Organizational Behavior ▲ 3	**MGT206** Career Success Seminar ▲ 1
COM101 Public Speaking 3	**ECO101** Macroeconomics 3	Technical Elective ▲ 2-3	General Studies Elective 3
CSS106 Succeeding in College 1	**MGT201** Principles of Management ▲ 3	Technical Elective ▲ 2-3	Technical Elective ▲ 2-3
ENG101 English Composition I 3			Technical Elective ▲ 3-4
Credits 16	Credits 15-16	Credits 14-16	Credits 15-17

60-65 Semester Credits

Technical Electives

Student must complete any of four of the following electives. It is suggested that students complete the electives within the track that is most appealing or relevant to the student's career interests.

Marketing Emphasis
BUS205 Advertising and Promotion (S)
BUS207 Salesmanship (S)
ECO105 Personal Finance
Humanities Elective

Small Business Emphasis
ACC121 Managerial Accounting (S)
BUS206 Small Business Management (S)
BUS210 Entrepreneurship (F)
MGT210 Leadership Development and Teambuilding (F)
OR
BUS250 Special Topics*
BUS251 Special Topics*
BUS252 Speical Topics*
*Prerequisite BUS206 and articulation

Real Estate Emphasis
REA201 Principles of Real Estate
REA202 Real Estate Law
REA211 Real Estate Finance
REA212 Real Estate Appraisal

Electronic Commerce Emphasis
IDM101 Foundations of Digital Meida
IDM111 Professional Internet Foundamentals
IDM211 Site Design Methodologies
IDM Elective

A list of general studies electives can be found at the beginning of the course descriptions section.
▲ Student must obtain a letter grade of C or better to progress to graduation/certification.
Note: All first-time Eastern Gateway students are required to take CSS106.

Internet and Interactive Digital Media (AAB)

Internet and Interactive Digital Media Design combines the study of web design, Internet technologies, digital animation, graphics, and computer programming with written and oral communication skills, graphic arts, and business knowledge to prepare students for careers in information technology, entrepreneurial opportunities, or transfer to a bachelor's degree. Students who complete the required coursework earn the Associate of Applied Science degree.

The program of study includes three primary areas. The primary focus is on information technologies. Students use industry standard software to develop digital media applications such as games and simulations, digital animations, electronic publications, and dynamic web sites. Students also learn fundamental programming used in digital media such as JavaScript, PHP, and ActionScript.

Second, students study writing, statistics, public speaking, and art to foster skills vital for career or continued educational advancement. Students learn to express critical ideas both written and verbally in a logical and concise manner so their creativity can effectively contribute to their further success. Finally, students choose from a variety of electives based upon their interests and desired goals.

Upon completion of the AAS Degree in Internet and Interactive Digital Media Design, students will:

1. Develop a portfolio exhibiting a body of work including web sites, digital images and graphics, digital animations, electronic and print publications, games and simulations, programs, and traditional art.
2. Design web sites using industry-standard tools; demonstrate a professional level understanding of Internet technologies, web languages, and emerging technologies.
3. Create original and edit existing digital images, graphics, publications, animations, and other digital media applications using industry standard tools and apply fundamental theoretical knowledge necessary for digital media professionals.
4. Write original and edit existing programs and scripts in languages commonly used in digital media at a professional level.
5. Demonstrate professionalism by working in teams as well as individually, understanding client needs, giving presentations, writing reports, conducting research, meeting deadlines, and employing critical problem solving skills.

To achieve these outcomes, most courses in the program of study combine theoretical concepts with hands-on, project-based learning. Student must demonstrate a high-level of competency in each area to gain an edge in the highly competitive field of Internet and Interactive Digital Media.

In addition to transfer opportunities, graduates are prepared for careers as web developers, web programmers, Internet/intranet application developer, independent designer or programmer, freelance digital artist, positions in advertising, graphic design and layout, instructional design, or as an assistant at regional software/game development companies.

Internet and Interactive Digital Media Design

Suggested Sequence of Required Courses

Semester I	Semester II	Semester III	Semester IV
ART115 Digital Photography 3	**ENG104** Technical and Professional Writing 3	**CIS225** Database Concepts 3	**COM101** Public Speaking 3
BUS102 Foundations of E-Commerce 3	**IDM121** Digital Media Programming ▲ 3	**IDM202** Digital Graphics ▲ 3	**IDM205** Digital Publishing ▲ 3
CSS106 Succeeding in College 1	**IDM201** Digital Images ▲ 3	**IDM203** Digital Animation ▲ 3	**IDM222** Simulation and Game Development ▲ 3
ENG101 English Composition I 3	**IDM211** Site Design Methodologies ▲ 3	**IDM221** Advanced Digital Media Programming ▲ 3	**IDM251** Capstone in Internet and Interactive Digital Media ▲ 1
IDM101 Foundations of Digital Media ▲ 3	**MTH128** Statistics 3	Technical Elective* 3	General Studies Elective 3
IDM111 Professional Internet Fundamentals ▲ 3			Technical Elective* 3
Credits 16	Credits 15	Credits 15	Credits 16

62 Semester Credits

*ART102, ART103, ART107, ART108, ART112, ART113, ART114, BUS205, BUS206, BUS207, BUS210, CIS222, IDM204, IDM275, JRN101, JRN201

▲ Student must obtain a letter grade of C or better to progress to graduation/certification.

Note: All first-time Eastern Gateway students are required to take CSS106.

PARALEGAL (AAB)

A paralegal is a non-lawyer who assists lawyers in their legal work. This includes performing legal preparations, such as closings, hearings, trials, and corporate meetings. Other duties include the gathering of relevant facts of cases, identifying appropriate law and decisinos, organizing information, preparing legal arguments, to identify a few. Paralegals work in government agencies, law firms, corporations, real estate firms a well as non-profit organizations.

The paralegal profession is considered on of the fastest growing professions today. The demand over the next ten years is expected to increase by 52 percent.

To enter the degree programs, students must be a high school or GED graduate. To enter the certificate program, students must hold an associate's degree in any field.

SUGGESTED SEQUENCE OF REQUIRED COURSES

Semester I	Semester II	Semester III	Semester IV
AAT103 Word Processing/Formatting 3	**BUS204** Business Law II 3	**BUS101** Introduction to Business 3	**CIS225** Database Concepts 3
BUS203 Business Law I 3	**ENG103** Business Communications **3**	M**TH128** Statistics 3	**COM105** Interpersonal Communications 3
CSS106 Orientation to College 1	**PLG103** Legal Research and Writing II ▲ 2	**GSC107** Technology for Professional/ Personal Use ▲ **3**	**PLG203** Torts ▲ 3
ENG101 English Composition I 3	**PLG201** Real Property/ Real Estate Law ▲ 4	**PLG212** Estate Law ▲ 3	**PLG205** Contracts ▲ 3
PLG101 Introduction to Paralegalism ▲ **2**	**PSY101** General Psychology 3	**PLG215** Family Law ▲ 3	**PLG210** Criminal Law ▲ 3
PLG102 Legal Research and Writing I ▲ 2	**Arts/Humanities Elective** 3	**SOC101** Introduction to Sociology 3	**PLG250** Paralegal Practicum ▲ 1-2
PLG105 Litogation/Civil Procedures ▲ 2			
Credits 16	Credits 18	Credits 18	Credits 16-17

68-69 Semester Hours

▲ Student must obtain a letter grade of C or better to progress to graduation/certification.
Note: All new first-time/full-time students are required to take CSS106.

ADMINISTRATIVE ASSISTANT (CERTIFICATE)

Special programs leading to a one-year office assistant certificate or a computer software certificate are available for those students not seeking an associate degree. These programs seek to provide students the necessary skills to obtain entry-level office assistant positions.

The graduate will be able to:

1. Exhibit and use proficiently basic secretarial skills.
2. Exhibit interpersonal and communication skills.
3. Exhibit proficiency with personal computers in an office environment.
4. Exhibit familiarity with all aspects of office management.

SUGGESTED SEQUENCE OF REQUIRED COURSES

Semester I	Semester II
ACC100 Office Accounting 4	**AAT203** Advanced Word Processing ▲ 2
AAT103 Keyboarding/Speedbuilding/ Formatting ▲ 3	**AAT214** General Office Procedures ▲ 3
ATT108 Document Editing/ Proofreading/Formatting ▲ 3	**BUS111** Business Math 3
AAT202 Introduction to Word Processing ▲ 2	**CIS222** Spreadsheet Concepts 3
CSS106 Succeeding in College 1	**ENG103** Business Communications 3
ENG101 English Composition I 3	**MGT202** Organizational Behavior 3
Credits 16	Credits 17

33 Semester Credits

▲ Student must obtain a letter grade of C or better to progress to graduation/certification.
Note: All first-time Eastern Gateway students are required to take CSS106.

Business Management (Certificate)

The certificate in Business Management is for individuals who desire knowledge of supervisory skills, or are employed in supervisory positions, or already hold a degree in a nonbusiness area. The program is designed to improve leadership, communication, and management skills. These 12 courses are also required in the associate degree program in business management technology for those who wish to continue their college education after earning the certificate.

The graduate will be able to:

1. Demonstrate the ability to influence individuals or group performance of assigned tasks.
2. Develop oral, written, and listening skills to relate effectively with fellow employees.
3. Demonstrate ability to work in groups and teams.
4. Identify problems and use of problem-solving skills to make appropriate ethical decisions.
5. Identify government regulations of business operations.

Business Management (Certificate)

Suggested Sequence of Required Courses

Semester I	Semester II
CIS100 Series Any three courses OR **CIS222** Spreadsheet Concepts 3	**BUS203** Business Law I 3
CSS106 Succeeding in College 1	**BUS221** Business Ethics 3
ENG101 English Composition I 3	**COM101** Public Speaking 3
MGT201 Principles of Management ▲ 3	**ENG102** English Composition II OR **ENG103** Business Communications 3
MGT210 Leadership Development and Team Building ▲	**MGT202** Organizational Behavior ▲ 3
PSY101 General Psychology 3	**MGT206** Career Success Seminar ▲ 1
Credits 16	Credits 16

32 Semester Credits

▲ Student must obtain a letter grade of C or better to progress to graduation/certification.
Note: All first-time Eastern Gateway students are required to take CSS106.

COMPUTER SOFTWARE (CERTIFICATE)

The Computer Software Certificate program is designed to prepare students to work in entry-level positions where knowledge of application software is essential. Graduates will be proficient in personal computer use, a variety of common software packages, and communication skills.

The graduate will be able to:

1. Learn and master keyboarding skills.
2. Manipulate databases and spreadsheets for business use, including planning and structuring, data retrieval, report generation and screen design.
3. Prepare professional presentations.
4. Create documents using HTML.

COMPUTER SOFTWARE (CERTIFICATE)

SUGGESTED SEQUENCE OF REQUIRED COURSES

Semester I	Semester II
AAT108 Document Editing/ Proofreading/Formatting ▲ 3	**AAT203** Advanced Word Processing ▲ 3
AAT208 PowerPoint Concepts ▲ **3**	**AAT207** Office Publications ▲ 3
CIS225 Database Concepts ▲ 3	**CIS222** Spreadsheet Concepts ▲ 3
CSS106 Succeeding in College 1	**ENG103** Business Communications 3
ENG101 English Composition 3	**MGT202** Organizational Behavior 3
IDM101 Foundations of Digital Media 3	
Credits 16	Credits 15

31 Semester Credits

Prerequisite: AAT103 or proficiency before entering program.
▲ Student must obtain a letter grade of C or better to progress to graduation/certification.
Note: All first-time Eastern Gateway students are required to take CSS106.

Real Estate (Certificate)

The Real Estate certificate program prepares students for careers as real estate agents. The courses in the program cover the objectives of the Ohio Real Estate Sales Associate License exam. Students will gain knowledge in business practices and ethics; agency and licensing; property characteristics, descriptions, ownership, interests and restrictions; property valuation and the appraisal process; sales contracts, financing resources, closing/settlement and transferring title; and property management. Students may complete all four courses in one semester, if they so choose.

Although the four courses listed below adequately prepare a student to sit for the licensing exam, students may wish to expand their business knowledge and communication skills. Students may wish to take other courses such as, but not limited to: Introduction to Business, Small Business Management, Principles of Marketing, and Interpersonal Communications.

The graduate will be able to:

1. Interpret real estate law as it pertains to real estate brokers and salespersons.
2. Have a working knowledge of financing processes such as mortgage loans and the mortgage market.
3. Use theory and principles of appraising urban property.

Real Estate (Certificate)

Suggested Sequence of Required Courses

Semester I

REA201 Principles of Real Estate ▲	3
REA202 Real Estate Law ▲	3
REA211 Real Estate Finance ▲	2
REA212 Real Estate Appraisal ▲	2

Credits 10

10 Semester Credits

Students who are enrolled in this certificate program are not eligible to receive any federal financial aid (Pell, FSEOG).
▲ Student must obtain a letter grade of C or better to progress to graduation/certification.

DRAFTING/DESIGN (AAS)

The drafting/design technician's primary responsibilities are to convert technical ideas into graphic form, either manually or by computer-aided drafting (CAD). They normally prepare drawings from sketches and instructions furnished by designers, engineers and scientists for engineering concerns, manufacturers, architects and the government.

Many are employed in research and development or planning departments. The type of drawing work done can include mechanical, electrical, structural, illustration, cartography and piping.

Drafting jobs may be classified as draftsman, design draftsman and engineering designer. The drafting/design graduate is qualified as a design draftsman and is capable of assuming a leadership position.

The graduate will be able to:

1. Develop and demonstrate the ability to read, understand and prepare technical drawings using tools and AutoCAD computer software.
2. Follow established engineering standards for analytical computation, design, and development.
3. Demonstrate professional traits such as accuracy, neatness, and organizational skills. Demonstrate the ability to read, write, and speak clearly, efficiently, and professionally.
4. Demonstrate the ability to draw, read, and interpret machine part drawings, electrical/electronic drawings, technical illustration drawings, structural/architectural drawings, and pipe and map drafting using manual drafting.

DRAFTING/DESIGN

SUGGESTED SEQUENCE OF REQUIRED COURSES

Semester I	Semester II	Semester III	Semester IV
CSS106 Succeeding in College 1	**DES111** Drafting II ▲ 3	**COM101** Public Speaking 3	**CIV101** Surveying ▲ 3
DES110 Drafting I ▲ 3	**DES115** Computer Aided Design I ▲ 3	**DES210** Descriptive Geometry ▲ 2	**DES201** Electrical Drafting ▲ 2
ENG101 English Composition I 3	**ENG104** Technical and Professional Writing 3	**DES215** Computer Aided Design II ▲ 2	**DES220** Structural/ Architectural Drafting ▲ 2
MCH110 Engineering Materials ▲ 2	**MCH201** Applied Mechanics I (Statics) ▲ 3	**DES222** Technical Illustration ▲ 2	**DES221** Piping Drafting/ Map Drafting ▲ 2
MTH110 Technical Algebra ▲ 3	**PHY106** College Physics I 4	**MTH210** Technical Calculus I 3	**EGT291** IT and Engineering Practicum 1-2
MTH111 Technical Trigonometry ▲ 3		**PHY107** College Physics II 4	**MGT206** Career Success Seminar 1-2
◆**MCH204** Intro to Manufacturing Processes 3		◆**MCH210** Strength of Materials 3	General Studies Elective* 3
			Technical Elective ** 3
			◆**MCH202** Applied Mechanics II (Dynamics) 2-3
Credits 15-18	Credits 16	Credits 16-19	Credits 17-21

64-74 Semester Credits

Drafting/Design with a Mechanical Emphasis: The student following the Mechanical Emphasis path will take the additional courses denoted by ◆. This may affect the total time and credits toward graduation.

* A list of general studies electives can be found at the beginning of the course descriptions section.
**Technical Electives
MCH102, MCH202, MCH208, MCH210
▲ Student must obtain a letter grade of C or better to progress to graduation/certification.
Note: All first-time Eastern Gateway students are required to take CSS106.

Electric Utilities Technician (ATS)

This degree is designed to allow the graduate to enter the field of electrical utility maintenance, more commonly known as a lineman or a line mechanic. This degree prepares students to work in fields utilizing the construction, maintenance, and repair of electric utility overhead and underground systems.

Significant laboratory fees are imbedded in the first and second years. This allows for a personalized equipment kit that students will keep, and will allow for commercial driver's license training.

Courses are sequenced and many are offered only one semester per year. Therefore, the student must plan ahead and complete any developmental courses prior to entering the program in the fall semester.

For more information regarding this degree, contact the dean of business, engineering and information technologies/ humanities and social sciences.

The graduate will be able to :

1. Master electrical distribution safe work practices.
2. Master safe and effective pole climbing.
3. Gain knowledge of basic electrical theory.
4. Perform overhead pole line construction operation and maintenance.

ELECTRIC UTILITIES TECHNICIAN

SUGGESTED SEQUENCE OF REQUIRED COURSES

Semester I	Semester II	Semester III	Semester IV
CSS106 Succeeding in College 1	**COM105** Interpersonal Communications 3	**CDL101** Driving for Lineman ▲ 2	**ELE102** Circuits II 4
EUT101 Lineman I ▲ 4	**ENG101** English Composition I 3	**ENG104** Technical and Professional Writing 3	**ELE203** Understanding the National Electric Code 3
EUT102 Lineman II ▲ 4	**EUT103** Lineman III ▲ 4	**ELE101** CIrcuits I ▲ 4	**EUT203** Lineman VII ▲ 4
HSC102 First Aid/CPR 1	**EUT104** Lineman IV ▲ 4	**EUT201** Lineman V ▲ 4	**EUT204** Lineman VIII ▲ 4
MTH110 Technical Algebra 3		**EUT202** Lineman VI ▲ 4	General Studies Elective* 3
MTH111 Technical Trigonometry 3			
Credits 16	Credits 14	Credits 17	Credits 18

65 Semester Credits

* A list of general studies electives can be found at the beginning of the course descriptions section.
▲ Student must obtain a letter grade of C or better to progress to graduation/certification.
Note: All first-time Eastern Gateway students are required to take CSS106.

Electrical (AAS)

The electrical major is designed to provide a solid foundation in the principles of electricity, with an emphasis on hands-on experience. Beginning with basic fundamentals, students move gradually to learn the theory of operation of electric machines commonly used in the industry, such as different types of direct current motors, and three phase and single phase motors. In the second year, students progress to learn how to program the PLC to control basic industrial processes. During the course of study students learn to pay close attention to the electrical safety standards and guidelines of the National Electrical Code (NEC). The relevant knowledge, the skills that industry needs today, and the competencies that are integrated into the curriculum are intended to prepare the graduate to be job-ready in the high-tech workplace at the end of two years and to enter into a rewarding career. Typical job titles include: supervisor of maintenance crew, electrical test technician, assembly technician, quality control specialist and field service representative.

The graduate will be able to:

1. Measure electrical quantities, such as voltage, current and power in electric circuits.
2. Program the PLC to control field devices, such as motors, relays, solenoids and other electromechanical devices and use its various mathematical functions.
3. Demonstrate knowledge of operation and characteristics of various types of single phase and three phase motors.
4. Demonstrate knowledge of single phase and three phase transformers and their various connection methods and their use in power distribution and utilization.
5. Demonstrate knowledge in applying the National Electrical Code in electrical wiring and control systems.

Opportunities for Baccalaureate Studies

Students who successfully complete the electrical major may continue their studies toward a bachelor's degree in Electrical or Electronics Engineering Technology and/or Industrial Technology at various universities. Further information regarding any of these opportunities is available through the dean of business, engineering and information technologies or transfer coordinator.

ELECTRICAL

SUGGESTED SEQUENCE OF REQUIRED COURSES

Semester I	Semester II	Semester III	Semester IV
CSS106 Succeeding in College 1	**CHM102** General Chemistry I 4	**COM101** Public Speaking 3	**EGT291** IT and Engineering Practicum 1-2
DES110 Drafting I ▲ 3	**ELE102** Circuits II ▲ 4	**ELE121** Electronic Circuits ▲ 4	**ELE203** Understanding the National Electrical Code ▲ 3
ELE101 Circuits I ▲ 4	**ELE104** DC Machinery ▲ 3	**ELE202** AC Machinery ▲ 3	**ELE205** Power Distribution ▲ 3
ENG101 English Composition I 3	**PHY106** College Physics I 4	**ELE208** Industrial Controls ▲ 3	**ELE207** General Instrumentation ▲ 3
MTH110 Technical Algebra ▲ 3	General Studies Elective 3	**ENG104** Technical and Professional Writing 3	**ELE214** Programmable Logic Controllers ▲ 3
MTH111 Technical Trigonometry ▲ 3			**MGT206** Career Success Seminar 1
			MTH210 Technical Calculus I 3
Credits 17	Credits 18	Credits 16	Credits 17-18

68-69 Semester Credits

* A list of general studies electives can be found at the beginning of the course descriptions section.
▲ Student must obtain a letter grade of C or better to progress to graduation/certification.
Note: All first-time Eastern Gateway students are required to take CSS106.

Electro~Mechanical Engineering Technology (Type A~ATS)

This program emphasizes those skills required by the highly competitive field of electro-mechanical technology. At the completion of the program, graduates will be engaged in designing, manufacturing, inspecting, operating, and maintaining various types of electro-mechanical systems. Within the mechanical component, manufacturing processes such as CNC & design aspects are emphasized. Within the electrical component, skills are developed in circuits, AC & DC machinery, and industrial programmable controller applications.

The graduate will be able to:

1. Demonstrate professional conduct and interpersonal communication skills (verbal and written) with coworkers and other technical personnel.
2. Demonstrate the ability to apply mathematical and geometric concepts.
3. Demonstrate the ability to produce engineering drawings using manual drafting tools and computer-aided design systems.
4. Demonstrate knowledge of electrical principles and AC/DC machinery.
5. Demonstrate knowledge of manufacturing processes on different machines, tools and materials by operating conventional and CNC equipment.
6. Apply concepts of statics to analyze and compute forces on and in structures that are at rest or moving with uniform velocity.
7. Demonstrate knowledge of principles of physics.
8. Demonstrate proficiency in industrial applications of programmable logic controllers.

Opportunities for Baccalaureate Studies

Students who successfully complete the electro-mechanical major may continue their studies toward a bachelor's degree in Mechanical or Manufacturing Engineering Technology and/or Industrial Technology at various universities. Further information regarding any of these opportunities is available through the dean of business, engineering and information technologies or transfer coordinator.

ELECTRO~MECHANICAL ENGINEERING TECHNOLOGY

SUGGESTED SEQUENCE OF REQUIRED COURSES

Semester I	Semester II	Semester III	Semester IV
CSS106 Succeeding in College 1	**DES111** Drafting II ▲ 3	**ELE202** AC Machinery ▲ 3	**COM101** Public Speaking 3
DES110 Drafting I ▲ 3	**DES115** Computer-Aided Design I ▲ 3	**ELE208** Industrial Controls ▲ 3	**EGT291** IT and Engineering Practicum 1-2
ELE101 Circuits I ▲ 4	**MCH201** Applied Mechanics I (Statics) ▲ 3	**ENG101** English Composition 3	**ELE104** D.C. Machinery ▲ 3
MCH204 Introduction to Manufacturing Processes ▲ 3	**MTH210** Technical Calculus I 3	**MCH110** Engineering Materials ▲ 2	**ENG104** Technical and Professional Writing 3
MTH110 Technical Algebra ▲ 3	**PHY106** College Physics I 4	**MCH208** CNC (Milling & Lathe) OR substitute ▲ 3	**MCH202** Applied Mechanics II (Dynamics) ▲ 2
MTH111 Technical Trigonometry ▲ 3		**MCH210** Strength of Materials ▲ 3	**MCH230** Mechanical Component Design ▲ 3
			MGT206 Career Success Seminar 1
Credits 17	Credits 16	Credits 17	Credits 16-17

66-67 Semester Credits

* A list of general studies electives can be found at the beginning of the course descriptions section.
▲ Student must obtain a letter grade of C or better to progress to graduation/certification.
Note: All first-time Eastern Gateway students are required to take CSS106.

Electronics (AAS)

Today we live in a technological world of constant change and evolution. The new high-tech and computerized society depends on a highly skills and specially trained corps of electronics engineering technicians to service the latest electronics equipment with new circuitry, new components, and new principles. The Electronics Engineering Technology Program provides the necessary training for graduates to obtain positions as electronics technicians, computer technicians, field service engineers, embedded programmers, local area network technicians, local area network administrators, and/or consumer electronics technicians.

The electronics program places a major emphasis on practical laboratory experience using state-of-the-art digital computers, microcontrollers, routers, switches, and other equipment used in industry. Electronics is one of the most exciting and rewarding technologies with broad and stable career opportunities.

The graduate will be able to:

1. Apply a knowledge of DC, AC, semiconductor, operational amplifier, and microprocessor theory and their function in analyzing systems operation.
2. Install, upgrade, configure, and administer computer networking systems hardware, software, and industry troubleshooting procedures.
3. Apply a detailed knowledge of microprocessor, embedded controller, embedded processor, and multiprocessor systems operation and relevant troubleshooting procedures.
4. Relate the fundamentals of digital processing, hardware, software, and systems troubleshooting procedures.
5. Obtain experience in problem solving both individually and in group situations.

Opportunities for Baccalaureate Studies

Students who successfully complete the electronics major may continue their studies toward a bachelor's degree in Electrical or Electronics Engineering Technology and/or Industrial Technology at various universities. Further information regarding any of these opportunities is available through the dean of business, engineering and information technologies or transfer coordinator.

ELECTRONICS

SUGGESTED SEQUENCE OF REQUIRED COURSES

Semester I	Semester II	Semester III	Semester IV
CSS106 Succeeding in College 1	**ELE102** Circuits II ▲ 4	**ELE121** Electronic Circuits ▲ 4	**COM101** Public Speaking 3
ELE101 Circuits I ▲ 4	**ENG101** English Composition I 3	**ELE106*** Computer Networking I (CISCO Semester I) ▲ 4	**EGT291** IT and Engineering Practicum 1-2
ELE130 Digital Computer Systems ▲ 4	**MTH210** Technical Calculus I 3	**ELE220** Programming and Interfacing Microprocessors and Microcontrollers 4	**ELE214** Programmable Logic Controllers ▲ 3
MTH110 Technical Algebra ▲ 3	**PHY106** College Physics I 4	**ELE222** Microcomputer Organization and Networking ▲ 4	**ENG104** Technical and Professional Writing 3
MTH111 Technical Trigonometry ▲ 3			**MGT206** Career Success Seminar 1
			General Studies Elective** 3
Credits 15	Credits 14	Credits 16	Credits 14-15

59-60 Semester Credits

* Eight-week course
** A list of general studies electives can be found at the beginning of the course descriptions section.
▲ Student must obtain a letter grade of C or better to progress to graduation/certification.
Note: All first-time Eastern Gateway students are required to take CSS106.

Information Technology (Type A~ATS)

Advances in networking and Internet technologies have created an increasing need for businesses to employ professionals trained in the information technology field. As a result of these advances, career opportunities in Network Administration have shown some of the fastest growth in the nation.

In our comprehensive program, complete coverage of hardware and operating systems is taught for several of the latest networking platforms. Students will gain the skills needed to set-up and manage high performance computer networks using the latest networking tools including TCP/IP, security firewalls, email and Internet services, and more. Students will also receive training in a variety of current technologies including CISCO, and Microsoft. In addition, students learn how to troubleshoot and repair personal computers. Hands-on experience is provided to our students through extensive lab time in each technology related course.

This hands-on training is a key aspect of the program as it helps graduates successfully make the transition from the classroom to the workplace.

The graduate will be able to:

1. Install, upgrade, configure, and administer computer networking systems hardware, software, and industry troubleshooting procedures.
2. Demonstrate professional conduct and interpersonal communication skills.
3. Develop a functional understanding of computer networks, hardware and systems.
4. Maintain and support information systems in a wide range of computing environments with Microsoft Windows and the integrated family of server products.

INFORMATION TECHNOLOGY

SUGGESTED SEQUENCE OF REQUIRED COURSES

Semester I	Semester II	Semester III	Semester IV
CSS106 Succeeding in College 1	**ELE206*** Computer Networking III (CISCO Semester III) ▲ 4	**ELE222** Microcomputer Organization and Networking ▲ 4	**COM105** Interpersonal Communications 3
ELE106* Computer Networking I (CISCO Semester I) ▲ 4	**ELE217*** Computer Networking IV (CISCO Semester IV) ▲ 4	**ENG104** Technical and Professional Writing 3	**EGT291** IT and Engineering Practicum 1-2
ELE107* Computer Networking II (CISCO Semester II) ▲ 4	**NET122*** Windows Server 2008 Network Infrastructure Configuration ▲ 4	**MTH110** Technical Algebra 3	**ELE231** Fundamentals of Wireless LANs ▲ 4
NET121* Windows Server 2008 Active Directory Configuration ▲ 4	**NET123*** Windows Server 2008 Administrator ▲ 4	**NET222*** Microsoft Exchange Server 2010 Configuration ▲ 4	**NET223*** Microsoft SQL Server 2008 Implementation & Maintenance ▲ 4
NET127* Windows 7 Configuration ▲ 4			**NET230** Fundamentals of Voice over IP ▲ 4
Credits 17	Credits 16	Credits 14	Credits 16-17

63-64 Semester Credits

* Eight-week courses -- courses may be taken during the same semester.
▲ Student must obtain a letter grade of C or better to progress to graduation.
Note: All first-time Eastern Gateway students are required to take CSS106.

Instrumentation and Control (Type A~ATS)

The Associate of Technical Study Program permits the student to earn a degree with an emphasis chosen from elements of two or more programs. Eastern Gateway Community College offers a technical study curriculum in instrumentation and control which is largely an amalgamation of the Electrical and Electronics Engineering Technology Programs. Graduates may seek employment in the electric power industry and in many other industries utilizing industrial control systems.

The graduate will be able to:

1. Measure electrical quantities in an electric circuit by using electronic test equipment, and analyze and troubleshoot typical electronic circuits.
2. Identify and troubleshoot basic Integrated Chip (IC) in a digital circuit and identify the functional blocks of a microprocessor/microcontroller.
3. Interpret voltage, current, power and phase angle readings generated by machines.
4. Demonstrate knowledge in programming and using programmable controllers such Allen Bradley PLCs.
5. Apply national safety codes such as the national electrical code to electrical machinery and wiring.

Opportunities for Baccalaureate Studies

Students who successfully complete the electrical major may continue their studies toward a bachelor's degree in Electrical or Electronics Engineering Technology and/or Industrial Technology at various universities. Further information regarding any of these opportunities is available through the dean of business, engineering and information technologies or transfer coordinator.

Instrumentation and Control

Suggested Sequence of Required Courses

Semester I	Semester II	Semester III	Semester IV
CHM102 General Chemistry I 4	**ELE102** Circuits II ▲ 4	**ELE202** AC Machinery ▲ 3	**COM101** Public Speaking 3
CSS106 Succeeding in College 1	**ELE104** DC Machinery ▲ 3	**ELE208** Industrial Controls ▲ 3	**ENG104** Technical and Professional Writing 3
ELE101 Circuits I ▲ 4	**ENG101** English Composition I 3	**ELE220** Programming and Identifying Microprocessors and Microcontrollers ▲ 4	**EGT291** IT and Engineering Practicum 1-2
ELE130 Digital Computer Systems ▲ 4	**PHY106** College Physics I 4	**DES110** Drafting I 3	**ELE205** Power Distribution ▲ 3
MTH110 Technical Algebra ▲ 3		**MTH210** Technical Calculus I 3	**ELE207** General Instrumentation ▲ 3
MTH111 Technical Trigonometry ▲ 3			**MGT206** Career Success Seminar 1
Credits 19	Credits 14	Credits 16	Credits 14-15

63-64 Semester Credits

* A list of general studies electives can be found at the beginning of the course descriptions section.
▲ Student must obtain a letter grade of C or better to progress to graduation/certification.
Note: All first-time Eastern Gateway students are required to take CSS106.

Mechanical (AAS)

The Mechanical Engineering Technology Program has a heavy emphasis on automated manufacturing, computer numerical control (CNC) equipment, and flexible manufacturing systems (FMS).

At the completion of the program, graduates will be engaged in designing, manufacturing, testing and developing, inspecting, operating, troubleshooting, and maintaining mechanical equipment and systems. The mechanical engineering technician can be called upon to develop and modify engineering drawings. The graduate will apply the principles of strength of materials, testing and inspecting of components in various stages of manufacturing, testing and calibrating of measuring instruments, determining material specifications, preparing lists of materials and determining cost requirements to satisfy company, government or other contract requirements. The skills acquired through this program also will enable the graduates to perform other tasks in various fields of engineering.

The graduate will be able to:

1. Demonstrate knowledge of manufacturing processes on different machines, tools and materials by operating a variety of manual and/or CNC (Lathe & Milling) machines.
2. Demonstrate proper use of drafting tools and AutoCAD to produce finished engineering drawings.
3. Demonstrate basic understanding of hydraulic and pneumatic concepts, components and systems used in the manufacturing environment and in manufactured products.
4. Apply concepts of statics to analyze and compute the forces on and in structures that are at rest or moving with uniform velocity.
5. Apply principles of strength and performance of materials to select and design structural components and systems.

Opportunities for Baccalaureate Studies

Students who successfully complete the mechanical major may continue their studies toward a bachelor's degree in Mechanical or Manufacturing Engineering Technology and/or Industrial Technology at various universities. Further information regarding any of these opportunities is available through the dean of business, engineering and information technologies or transfer coordinator.

MECHANICAL

SUGGESTED SEQUENCE OF REQUIRED COURSES

Semester I	Semester II	Semester III	Semester IV
CSS106 Succeeding in College 1	**DES111** Drafting II ▲ 3	**DES215** Computer Aided Design II OR **MCH102** Industrial Hydraulics ▲ 2-3	**COM101** Public Speaking 3
DES110 Drafting I ▲ 3	**DES115** Computer Aided Design I ▲ 3	**MCH110** Engineering Materials 2	**DES221** Pipe Drafting/Map Drafting 2
ENG101 English Composition I 3	**MCH201** Applied Mechanics I (Statics) ▲ 3	**MCH208** CNC (Milling & Lathe) OR substitute ▲ 3	**EGT291** IT and Engineering Practicum 1-2
MCH204 Introduction to Manufacturing Processes ▲ 3	**MTH210** Technical Calculus I 3	**MCH210** Strength of Materials ▲ 3	**ENG104** Technical and Professional Writing 3
MTH110 Technical Algebra ▲ 3	**PHY106** College Physics I 4	**PHY107** College Physics II 4	**MCH202** Applied Mechanics II (Dynamics) ▲ 2
MTH111 Technical Trigonometry ▲ 3			**MCH230** Mechanical Component Design ▲ 3
			MGT206 Career Success Seminar 1
Credits 16	Credits 16	Credits 14-15	Credits 15-16

61-63 Semester Credits

* A list of general studies electives can be found at the beginning of the course descriptions section.
▲ Student must obtain a letter grade of C or better to progress to graduation/certification.
Note: All first-time Eastern Gateway students are required to take CSS106.

Building/Construction Trades Technology (Type~B~ATS)
Industrial/Manufacturing Trades Technology (Type B~ATS)
Utilities Services Production/Maintenance Trades Technology (Type B~ATS)

Eastern Gateway Community College can award credit for verified learning resulting from prior experience; for instance, knowledge acquired through non-college experience. It is the student's responsibility to identify the learning outcomes of the experience, what was learned, what the specific objectives were, how those objectives were learned, from whom the objectives were learned, and if and how the learning can be directly linked to an existing college course. If it is determined that the learning can be directly linked, Eastern Gateway Community College course credit may be granted. If the learning is not closely allied to an existing course but is of significant value and of college level, special topics credit may be granted. This credit can be awarded when the learning is not specifically course related but is college equivalent, possessing value in and of itself, and contributing to the personal career development of the learner in the concentration identified in the degree approval. The dean will make this decision based on the student's documented evidence of the learning experience.

This degree (ATS-Type B) is awarded for the satisfactory completion of a minimum of 60 semester credit hours in an individually planned technical education program, which contains an area of concentration formed by credits awarded by the institution for courses completed or training received by a student at other higher education institutions, educational centers and/or other education enterprises judged by the institution to be of college level.

An interested student must file an application form outlining the area of concentration and designating course areas for further study, which must be approved and signed by the dean.

A sample sequence of courses follows for full-time day students in the ATS (Type B) programs for (1) Building/Construction Trades Technology; (2) Industrial/Manufacturing Trades Technology; (3) Utility Services Production /Maintenance Trades Technology. The sample sequence is identical for all three programs.

Under a proposed agreement with the Steubenville Joint Apprenticeship and Training Committee (IBEW-NECA), a graduate of the five-year Inside Apprenticeship program may seek an Associate of Technical Study (Type-B) in Electrical Trades Technology at Eastern Gateway Community College. Under this agreement, an apprenticeship graduate will receive up to 47 credits toward graduation and must complete the following courses (or approved alternates) within the maximum of four years: English Composition I, Technical and Professional Writing, Public Speaking, Technical Algebra, Technical Trigonometry, and College Physics I.

Information and conditions of admission to this program can be obtained by contacting the dean of information and engineering technologies.

The graduate will be able to:

1. Demonstrate professional conduct and interpersonal communication skills (verbal and written) with coworkers and other technical personnel.
2. Demonstrate competency in chosen major by verified prior experience and knowledge.
3. Obtain experience in problem-solving both individually and in group situations.
4. Demonstrate the ability to understand and apply mathematical concepts.

Building/Construction Trades Technology
Industrial/Manufacturing Trades Technology
Utilities Services Production/Maintenance Trades Technology

Suggested Sequence of Required Courses

Semester I	Semester II	Semester III	Semester IV
CHM102 General Chemistry I 4	**PHY106** College Physics I 4	**DES110** Drafting I ▲ 3	**COM101** Public Speaking 3
CSS106 Succeeding in College 1	Technical Elective** ▲ 3	**ENG104** Technical and Professional Writing 3	**DES115** Computer Aided Design I 3
ENG101 English Composition I 3	Technical Elective** ▲ 3	**PHY107** College Physics II 4	**MGT206** Career Success Seminar 1
MCH110 Engineering Materials 2	Technical Elective** ▲ 4	Technical Elective** ▲ 4	General Studies Elective* 3
MTH110 Technical Algebra ▲ 3			Technical Elective** ▲ 4
MTH111 Technical Trigonometry ▲ 3			Technical Elective** ▲ 3
Credits 16	Credits 14	Credits 14	Credits 17

61 Semester Credits

* A list of general studies electives can be found at the beginning of the course descriptions section.
** Technical Electives: Must be taken only upon the approval of the dean.
▲ Student must obtain a letter grade of C or better to progress to graduation/certification.
Note: All first-time Eastern Gateway students are required to take CSS106.

Power Plant (ATS)

The degree in Power Plant Technology is a collaboration between Eastern Gateway Community College and Youngstown State University. Upon completion of all program requirements, the student will receive an Associate of Technical Study Degree from Youngstown State University in Power Plant Technology. This program prepares students to become operators in power generating plants.

During the course of the program, students will be co-enrolled in both Eastern Gateway Community College and Youngstown State University. Most of the courses will be taught at EGCC, and many will be at EGCC's tuition rate. This allows for maximum convenience and lower cost to the student. Some of the laboratory classes will be divided between YSU and local power plants, allowing students to gain real-life work experience in a plant.

Courses are sequenced and many are offered only one semester per year. Therefore, students must plan ahead and complete any developmental courses prior to entering the program in the fall semester.

For more information regarding this degree, contact the dean of business, engineering and information technologies.

The graduate will be able to:

1. Perform basic operating functions in electric utility power plants and related industries.
2. Gain knowledge in electrical theory, electrical machinery and controls, boiler, turbine and generator operations, power plant instrumentation, and pollution control equipment.
3. Gain knowledge of college writing, oral communications and general education.

Power Plant

Suggested Sequence of Required Courses

Semester I	Semester II	Summer	Semester III	Semester IV
CIS100S Spreadsheet Basics OR **CIS222** Spreadsheet Concepts 1-3	**ECO102** Microeconomics 3	**EUT2699*** Electric Utility Co-op (optional) 2	**COM101** Public Speaking 3	**ELE207** General Instrumentation 3
ELE101 Circuits I 4	**ELE102** Circuits II 4		**ELE202** AC Machinery 3	**EUT2608/L*** Advanced Power Plant Systems and Lab 4
EUT1502/L* Power Plant Mechanical Equipment and Lab 6	**ELE104** DC Machinery 3		**ENG102** English Composition II 3	**GSC101** Introduction to Physical Science 4
MTH110 Technical Algebra 3	**ENG101** English Composition I 3		**EUT2605/L*** Intermediate Power Plant Systems and Lab 4	**HSC116** Principles of Wellness 3
MTH111 Technical Trigonometry 3	**EUT1503/L*** Power Plant Mechanical Equipment and Lab 4		**EUT2606*** Power Plant Operator Practice 3	**MGT201** Principles of Management 3
Credits 17-19	Credits 17	Credits 2	Credits 16	Credits 17

69-71 Semester Credits

▲ Student must obtain a letter grade of C or better to progress to graduation/certification.
* Course is offered by Youngstown State University - theory portion on EGCC campus, laboratory is on YSU campus/local power plant.

CISCO CERTIFIED NETWORK ASSOCIATE (CERTIFICATE)

The Cisco Certified Network Associate certification provides the participants the necessary knowledge and background to do basic network administration. CCNA certified professionals can install, configure, and operate LAN, WAN, and dial access services for small networks, including but not limited to use of these protocols: IP, IGRP, Serial, Frame Relay, IP RIP, VLANs, RIP, Ethernet, Access Lists.

Upon completion of the certificate, the graduate will be able to:

1. Demonstrate proficiency at configuring CISCO networking devices.
2. Demonstrate proficiency at operating and maintaining networks
3. Develop the necessary logic process for problem-solving.
4. Demonstrate professional conduct and interpersonal communication skills.
5. Demonstratean understanding of the role of humanities and social sciences in the modern world.

CISCO CERTIFIED NETWORK ASSOCIATE (CCNA)

SUGGESTED SEQUENCE OF REQUIRED COURSES

Semester I	Semester II
CSS106 Succeeding in College 1	**ELE206*** Computer Networking III (CISCO Semester III) ▲ 4
ELE106* Computer Networking I (CISCO Semester I) ▲ 4	**ELE217*** Computer Networking IV (CISCO Semester IV) ▲ 4
ELE107* Computer Networking II (CISCO Semester II) ▲ 4	**ELE231** Fundamentals of Wireless LANs ▲ 4
ELE222 Microcomputer Organization and Networking ▲ 4	**ENG104** Technical and Professional Writing 3
Credits 13	Credits 15

28 Semester Credits

*Eight-week courses -- courses may be taken during the same semester.
▲ Student must obtain a letter grade of C or better to progress to graduation/certification.
Note: All first-time Eastern Gateway students are required to take CSS106.

Programmable Logic Controllers (Certificate)

This certificate program is designed to allow the student to gain extensive knowledge about programming and troubleshooting Programmable Logic Controllers (PLC) in an industrial environment. PLCs are widely used to control industrial machinery, digital displays and circuitry, and sensors. Once they are linked together, they can share resources and information. Writing, documenting, storing, printing, editing and debugging ladder logic programs are essential to the operation of factories, steel plants and other manufacturing facilities. Technicians who can utilize advanced PLC programming techniques and instructions are in demand as industry updates the control process.

The graduate will be able to:

1. Explain the basic components of DC and AC machines and their operations.
2. Use Programmable Logic Controllers (PLCs) to control motors, sensors, displays and other devices and circuits.
3. Describe the hardware and software requirements for linking programmable logic controllers through data highway.
4. Use advanced programming techniques and apply shift register and sequence, as well as PID instructions to activate a variety of outputs.

Opportunities for Further Studies

Students who successfully complete the Programmable Logic Controller Certificate may seek an associate degree with additional coursework; subject to each program and/or major's requirements.

Programmable Logic Controllers

Suggested Sequence of Required Courses

Semester I	Semester II	Semester III	Semester IV
CSS106 Succeeding in College 1	**ELE102** Circuits II ▲ 4	**ELE121** Electronic Circuits ▲ 4	**ELE214** Programmable Logic Controllers ▲ 3
ELE101 Circuits I ▲ 4	**ELE104** DC Machinery ▲ 3	**ENG101** English Composition I 3	**PHY106** College Physics I 4
ELE130 Digital Computer Electronics ▲ 4		**ELE208** Industrial Controls ▲ 3	
MTH110 Technical Algebra 3			
MTH111 Technical Trigonometry 3			
Credits 15	Credits 7	Credits 10	Credits 7

39 Semester Credits

▲ Student must obtain a letter grade of C or better to progress to graduation/certification.
Note: All first-time Eastern Gateway students are required to take CSS106.

WELDING (CERTIFICATE)

The welding certificate program is designed to provide students with technical knowledge and skills for entry-level employment. Content will cover v-groove welds in flat, horizontal, vertical and overhead positions. Theory will be augmented with hand-on laboratory instruction.

Upon completion of the certificate, the graduate will be able to:

1. Demonstrate cutting skills required in the operation of various welding processes.
2. Apply industrial field safety techniques in the operation of various welding and cutting processes.
3. Read and interpret blueprints for welding professionals.
4. Prepare v-groove welds in the horizontal, vertical and overhead positions.

WELDING

SUGGESTED SEQUENCE OF REQUIRED COURSES

Semester I	Semester II
CSS106 Succeeding in College 1	**WLD121** Shielded Metal Arc Welding II (SMAW) ▲ 4
WLD101 Industrial and Welding Safety ▲ 2	**WLD201** Shielded Metal Arc Welding III (SMAW) ▲ 4
WLD102 Oxyfuel Cutting ▲ 2	**WLD202** Blueprint Reading for Welders ▲ 4
WLD111 Shielded Metal Arc Welding I (SMAW) ▲ 4	
Credits 9	Credits 12

21 Semester Credits

▲ Student must obtain a letter grade of C or better to progress to graduation/certification.
Note: All first-time Eastern Gateway students are required to take CSS106.

ADVANCED WELDING

SUGGESTED SEQUENCE OF REQUIRED COURSES

Semester I	Semester II
WLD211 Open Root Groove Welds on Plate ▲ 4	**WLD213** Gas Metal Arc Welding (GMAW/Mig) & Flux Cored Arc Welding (FCAW) ▲ 4
WLD212 Open Root Groove Welds on Pipe ▲ 4	**WLD214** Gas Tungsten Arc Welding (GTAW/Tig) ▲ 4
WLD222 Welding Fabrication, Layout, and Design ▲ 4	**WLD225** Introduction to Non-Destructive Testing ▲ 4
Credits 12	Credits 12

24 Semester Credits

Student must pass ENG081, ENG082, and MTH081 on the placement test to graduate with a certificate.
▲ Student must obtain a letter grade of C or better to progress to graduation/certification.
The certificate will be granted at the end of the program upon successful completion of a written and performance test (visual and guided bend).

Humanities and Social Sciences

The mission of the Department of Humanities and Social Sciences is to provide academic programming that prepares students for transfer to the baccalaureate level of study and enhances the knowledge of those pursuing a technical education at the college. Toward this end, the department offers a general Associate of Arts degree as well as a specific AA degree in teacher education. The classes provide a solid core curriculum aimed at expanding and making concrete students' understanding of the foundations of our culture and language and how these relate to other world cultures. Finally, the college offers intensive developmental course work to improve the chances of successful learning for those students identified as needing tutoring in language and study skills. Public service programs in criminal justice also are under this division.

Many general education courses are offered in the Humanities and Social Sciences Department. General education refers to the knowledge and skills that serve as the foundation to success within the program of study and throughout life. Minimum general education course requirements exist for most programs of study. Approximately one-half of degree requirements in most technical programs is comprised of general education courses. Additional general education courses are required for transfer and non-technical degrees.

Objectives:

1. Students planning to transfer to a four-year higher education institution for a baccalaureate degree not only earn transferable credits from an extensive array of courses in literature, writing, history, economics, art, music, psychology, and sociology but achieve the oral and written language skills, research, and information skills, team-work skills, problem-solving proficiency and familiarity with cultural events and facts necessary for the attainment of higher education degrees.
2. Students acquiring technical and business degrees achieve the necessary proficiency in writing and communication, psychological principles, team-work, critical thinking, and cultural knowledge to be successful in their chosen careers.
3. Students pursuing an AA degree acquire a solid foundation in the concepts, language, and attitudinal requirements pertinent to a liberal arts program of study and/or to a specific humanities or social science area.
4. Students identified as less than proficient in language and/or student skills acquire the appropriate level of language skill to succeed in a college program of study.
5. Students acquire social and team-work skills and an understanding of others by participating in the societies, clubs, and other activities of the college's humanities and social science division.

To achieve these objectives the division offers courses in literature and composition; public speaking, journalism, psychology, economics, art, music, foreign languages, geography, history, political science, psychology, and sociology.

Academic Standards

The faculty and dean work actively with each student but hold students accountable for their success. Students should review the standards in each course with the faculty or advisor. A grade of "C" or higher is required of all specified courses to count for graduation (See degree requirements for each major). Students who score 87 or below on the college reading placement test are advised to complete developmental course work before enrolling in general education content courses such as psychology, philosophy, or history.

Career and Transfer Opportunities

The college has many transfer articulation agreements with four-year institutions and is developing new agreements on a regular basis.

Students should be familiar with the catalog and the program at the four-year college or university to which they wish to transfer. Students should discuss their program of study with an advisor at the desired transfer institution. Some requirements may vary from one four-year institution and from one program to another. **It is the student's responsibility to make proper course selections in keeping with transfer plans.** All EGCC advisors have access to transfer information. Both advisors and students may access the web-based U.Select at www.transfer.org for transfer and degree information. For specific transfer information, a student may meet with the transfer coordinator.

Transfer Opportunities

Opportunities to transfer courses into four-year degree programs exist at Eastern Gateway Community College in several ways:

- Articulation Agreements
- Equivalency Guides
- Ohio Transfer Module
- Transfer Assurance Guide

A student interested in transfer should immediately contact his/her advisor so that early planning ensures success in the transfer process.

Students may also transfer credits into EGCC. The college accepts courses from accredited institutions that are equivalent to courses offered at EGCC. (See Transfer Credit under Registration for more specific information on transferring credits into EGCC.)

The Ohio Board of Regents, following the directive of the Ohio General Assembly, has developed statewide policies to facilitate transfer from one Ohio public college or university to another. Private colleges and universities in Ohio may or may not participate in transfer polices, so students should always check with the institution of their choice regarding transfer requirements. Colleges in other states are also not obliged to follow Ohio directives. Note that agreements between EGCC and private colleges and universities and between EGCC and colleges and universities in the Tri-State area also exist, and also note that most colleges in the United States do accept general education credits and sometimes credits in the major field from students transferring into their institution. Again it is important

that students plan transfer carefully and work with both EGCC and the institution to which the student is transferring.

Once students are admitted to a transfer institution, they are subject to the same rights, privileges and degree requirements as native students at that institution. Students are subject to the residency requirements of that institution.

Transfer Assurance Guide Courses (TAGs)

The Transfer Assurance Guides include the Ohio Transfer Module - both required and elective courses, and then moves beyond those courses into additional hours in pre-major and major courses. Courses in TAGs are guaranteed to transfer and apply directly to a student's major. In its totality, the TAGs become a guaranteed pathway for students and is a very powerful advising tool for faculty and other advisors. There are 39 TAGs in eight specific discipline areas presently involving 3,500+ approved matches. The TAGs are developed, approved, and monitored by Ohio's public institutions for higher education. Students must keep in mind that this guarantee only applies to Ohio public universities, although many private institutions in Ohio follow the same directives. Students should make sure to work with advisors at both institutions.

Following is the list of EGCC TAG approved courses as of spring 2010. **Always check with transferring institution before making decisions**.

Students may check the EGCC-approved Ohio Transfer Module courses listed under Transfer Module in this section.

Anthropology
ANT102 Cultural Anthropology

Art History
ART104 Art History I
ART105 Art History II

Biology
BIO114 Principles of Biology I
BIO115 Principles of Biology II

Business
BUS201 Principles of Marketing
BUS203 Business Law I
ENG103 Business Communications

Chemistry
CHM102 General Chemistry I
CHM103 General Chemistry II

Communication Studies
COM101 Public Speaking
COM105 Interpersonal Communications
COM110 Conference and Group Discussion

Dietetics
BIO103 Nutrition

Economics
ECO101 Macroeconomics
ECO102 Microeconomics

Education
EDU201 Instructional Technology
EDU200 Foundations of Education
PSY219 Characteristics of Exceptional Children
PSY220 Educational Psychology

Electrical Engineering
ELE101 Circuits I
ELE121 Electronic Circuits
ELE130 Digital Computer Systems

English Literature
ENG252 Survey of British Literature I
ENG253 Survey of British Literature II
ENG254 American Literature I: Early Period
ENG255 American Literature II: Late Period

Fine Arts
ART102 Beginning Drawing
ART103 Beginning Opaque Water Media
ART107 Photograpy
ART108 Design Foundations

Geography
GEO101 World Geography
GEO102 Physical Geography
GEO201 Human/Cultural Geography

Health Information Management
HSC101 Medical Terminology
HSC203 Pathophysiology

History
HIS101 World Civilization I
HIS102 World Civilization II
HIS104 U.S. History - Formative Period
HIS105 U.S. History - Modern Period

Math
MTH220 Calculus and Analytic Geometry I
MTH221 Calculus and Analytic Geometry II
MTH222 Calculus and Analytic Geometry III
MTH230 Differential Equations

Mechanical Engineering
MCH201 Applied Mechanics I (Statics)
MCH210 Strength of Materials

Medical Laboratory
MLT202 Analysis of Body Fluids

Philosophy
PHI101 Introduction to Philosophy
PHI202 Ethics

Physics
PHY106 College Physics I
PHY107 College Physics II

Political Science
PSC101 American Government
PSC102 Comparative Politics
PSC105 State and Local Government
PSC201 International Relations

Psychology
PSY101 General Psychology
PSY201 Child Development
PSY203 Social Psychology
PSY205 Human Growth and Development
PSY206 Adolescent Development
PSY207 Adult Development
PSY211 Abnormal Psychology
PSY218 Personality Theories

Public Relations and Advertising
COM150 Survey of Mass Media

Sociology
SOC101 Introduction to Sociology
SOC110 Sociology of Marriage and Family
SOC205 Social Problems

Theatre
THE150 Introduction to Acting

U.Select

The Course Applicability System, u.select, is a web-based tool used to see how courses taken at one institution transfer and apply toward a degree at another institution. All Ohio two-year and four-year public colleges and universities use u.select. Directions for accessing and registering to use u.select are available in brochures in the Admissions Office or from the transfer coordinator. Once a student becomes a member of u.select(free), he/she can:

- view course information and programs at other institutions
- check course equivalencies between institutions as determined by the receiving institution
- research degree requirements at the institution of your choice
- discover how the courses you have already taken apply toward a degree at another institution.
- store your coursework so that the system can analyze your program and let you know what courses you need for the institutions with which you are working
- send additional questions regarding transfer to a college or university

Student Responsibilities for Successful Transfer

In order to facilitate transfer with maximum applicability of transfer credit, prospective transfer students should plan a course of study that will meet the requirements of a degree program at the receiving institution. Students should use the Transfer Module, Transfer Assurance Guides, and Course Applicability System for guidance in planning the transfer process. Specifically, students should identify early in their collegiate studies an institution and major to which they desire to transfer.

Furthermore, students should determine if there are language requirements or any special course requirements that can be met during the freshman or sophomore year. This will enable students to plan and pursue a course of study that will articulate with the receiving institution's major. Students are encouraged to seek further information regarding transfer from both their advisor and the college or university to which they plan to transfer.

Other Transfer Advantages

EGCC has 2+2 agreements with many institutions. In most cases, the two years at EGCC also qualifies the student for an Associate of Arts degree from EGCC. Students are encouraged to apply for the two-year degree as many institutions accept two-year degrees in their entirety, rather than evaluate courses one by one. Do keep in mind that successful transfer depends upon careful planning, good advising, and maintaining the goal of a particular major. Changing a major after transferring may result in the loss of transferable credits.

Ohio Transfer Module

The Ohio Transfer Module (OTM), which is a subset or a complete set of a public college's or university's general education requirement that represents a common body of knowledge and academic skills, is comprised of 36-40 semester hours or 54-60 quarter hours of courses in the following fields: English composition and oral communication; mathematics, statistics and formal/symbolic logic; arts and humanities; social and behavioral sciences; and natural sciences. Additional elective hours from among the five areas make up the total hours for a completed Transfer Module.

Career Technical Credit Transfer (CT^2)

Legislation directs the Ohio Board of Regents to work collaboratively with the Ohio Department of Education, public adult and secondary career technical education, and state-supported institutions of higher education to establish criteria, policies, and procedures to transfer agree-upon technical courses from one system to another. Presently five areas of transfer are being developed: Nursing, Engineering Technology, Medical Assisting, Information Technology (Networking), and Automotive Technology.

Eastern Gateway Community College's Transfer Module Courses

Courses approved as general education transfer

	Semester Credit Hours
I. English Composition/Communication, 6 Semester Hours advised	
1. ENG101 English Composition I	3
2. ENG102 English Composition II	3
3. COM101 Public Speaking	3
Total English =	6

II. Humanities/Literature, 9 Semester Hours	
The student are advised to complete one of the following numbered 6-hour sequences:	
1. a. ENG201 Introduction to Literature **and**	3
b. ENG202 Survey of World Literature **or**	3
c. ENG254 American Literature I: Early Period	3
d. ENG255 American Literature II: Late Period	3
2. a. ENG252 Survey of British Literature I	3
b. ENG253 Survey of British Literature II	3
3. a. HIS101 World Civilization I **and**	3
b. HIS102 World Civilization II	3
4. a. ART104 Art History I	3
b. ART105 Art History II	3
5. a. PHI101 Introduction to Philosophy	3
b. PHI201 History of Philosophy	3
In addition, the student may complete any one of the following:	
1. ART101 Survey of Art History	3
2. ART104 or ART105 if not already selected	3
3. MUS101 Music Appreciation	3
4. PHI101 or PHI102 if not already selected	3
5. ENG205 Women in Literature	3
6. ENG207 Film and Literature	3
7. ENG208 Short Stories	3
8. ENG220 Modern Poetry	3
9. Any ENG listed in above sequences if ENG not already selected	3
10. HIS101 or HIS102 if not already selected	3
11. THE201 History of Theatre	3
12. COM101 Public Speaking	3
Total Humanities =	9

Students should check transfer requirements and recommended courses for majors.

	Semester Credit Hours
III. Social/Behavioral Sciences, 12 Semester Hours	
The student is advised to complete one of the following numbered 6-hour sequences:	
1. a. ECO101 Macroeconomics	3
b. ECO102 Microeconomics	3
2. a. HIS104 U.S. History - the Formative Period	3
b. HIS105 U.S. History - The Modern Period	3
3. a. PSC101 American Government	3
b. PSC102 World Government	3
4. a. PSY101 General Psychology	3
b. PSY205 Human Growth and Development	3
5. a. SOC101 Introduction to Sociology	3
b. PSY203 Social Psychology **or**	3
c. SOC205 Social Problems	3
In addition, the student may complete any **two** of the following.	
The student is limited to 9 semester hours in any one subject area:	
1. GEO101 World Geography	3
2. HIS104 U.S. History - The Formative Period	3
3. HIS105 U.S. History - The Modern Period	3
4. Any ECO course listed above	3
5. Any PSC course listed above	3
6. Any PSY course listed above	3
7. Any SOC course listed above	3
Total Social Science =	12

IV. Science, 8 Semester Hours	
1. a. PHY106 College Physics I	4
b. PHY107 College Physics II	4
2. a. PHY126 Science/Engineering Physics I	4
b. PHY127 Science/Engineering Physics II	4
3. a. CHM102 General Chemistry I	4
b. CHM103 General Chemistry II	4
1. a. BIO102 Human Anatomy & Physiology	4
2. a. BIO106 Introduction to Biological Sciences	4
3. a. BIO203 Principles of Microbiology	4
4. a. GEL111 Earth Science	4
5. a. BIO114 Principles of Biology I	4
b. BIO115 Principles of Biology II	4
6. a. GSC102 Science and the Environment	4
Total Science =	8

V. Mathematics, 3-4 Semester Hours	
1. MTH120 College Algebra	4
2. MTH121 College Trigonometry	3
3. MTH220 Calculus & Analytic Geometry I	5
Total Mathematics =	3

Total Module = 38 Semester Hours

Associate of Arts (AA)

The Associate of Arts degree at Eastern Gateway Community College requires a minimum of 63 semester hours. This degree provides a solid liberal arts and sciences education base and is flexible enough to permit the creation of a program to fulfill personal study desires. The student has the ability to choose electives that will satisfy a student's particular interests and future educational goals.

This degree also fulfills the general education requirements for most four-year colleges, and with the correct selection of electives, follows the Transfer Assurance Guides (TAGS) guidelines to transfer to state institutions in Ohio. This degree can be used for transfer into four year baccalaureate programs, usually giving substantial cost savings to the student completing the first two years of his/her baccalaureate program at Eastern Gateway Community College. A student pursuing this degree should work with a faculty advisor and the director of transfer in planning the academic program. The student should also consult with an advisor at the institution to which transfer is desired to avoid problems.

The graduate will be able to :

1. Demonstrate skills as original and critical thinkers, readers and writers.
2. Describe the interaction of history, culture, literature, economics and science as studied within a broad liberal arts curriculum.
3. Analyze and solve quantitative problems
4. Show evidence of breadth and scope of awareness of diverse approaches to knowledge.

Associate of Arts

Suggested Sequence of Required Courses

Semester I	Semester II	Semester III	Semester IV
CSS106 Succeeding in College ▲ 1	**ENG102** English Composition II 3	**ENG252, ENG253** **ENG254 or ENG255** ▲ 3	Elective ▲ 3
COM101 Public Speaking ▲ 3	**MTH128** Statistics OR **MTH120** College Algebra ▲ 3-4	Elective ▲ 3	Elective ▲ 3
ENG101 English Composition I ▲ 3	Biological Sciences Elective ▲ 4	Humanities Elective ▲ 3	Elective ▲ 3
PSY101 General Psychology ▲ 3	Elective ▲ 3	Science Elective ▲ 4	Humanities Elective ▲ 3
SOC101 Introduction to Sociology ▲ 3	Foreign Language OR Humanities Elective ▲ 3-4	Social Science Elective ▲ 3	Social Science Elective ▲ 3
Foreign Language OR Humanities Elective ▲ 3-4			
Credits 16-17	Credits 16-18	Credits 16	Credits 15

63-66 Semester Credits

Since the Associate of Arts can transfer into many diverse fields of study, **all electives should be chosen carefully, keeping both the future field of study and the transfer school destination in mind**. Some suggestions for different fields of study are listed below. To help assure maximum transferability, before registering, students should check transfer school requirements, TAG requirements, and articulation agreements for the most up-to-date information.

Psychology	**Sociology**	**English**	**Communications**	**Business**	
PSY201 OR 206 OR 207	SOC110	ENG254 OR 255	COM105	ACC121	ECO102
PSY203	SOC205		COM110	BUS201	ENG103
PSY211				BUS203	
PSY218				ECO101	

▲ Student must obtain a letter grade of C or better to progress to graduation/certification.
NOTE: All first-time Eastern Gateway students are required to take CSS106.

Associate of Individualized Study (AIS)

The Associate of Individualized Study (AIS) is a degree for students wishing to choose an area of concentration that is not offered by another degree awarded by the college. The AIS degree is appropriate for those students who may have earned credit hours in a variety of programs, possibly at multiple institutions, because of changing job opportunities, personal need or desire, or other circumstances. The degree combines the existing educational disciplines at the college with a student's educational history, college credits, and experience to create an area of concentration that best serves the need of the student, especially in connection with career or job objectives.

Unlike other majors at the college, this degree is personalized. Before students may pursue this degree, they must have completed an application for the AIS degree, have their proposed curriculum approved curriculum by a team made up of three faculty members, and have the final permission of the department dean. For more information about the Associate of Individualized Study degree, contact the department dean.

The AIS Degree program is designed by and for the student. The degree is built on the student's unique educational objectives. This AIS Degree is ideal for students who have a variety of college-level courses but no specific degree or who have attended different colleges so they have multiple transcripts. EGCC advisors will work to combine these credits with EGCC classes to create an individualized degree. Students also may request credit for life experience in place of a course offered at EGCC. This request must be accompanied by a portfolio that clearly demonstrates that the student has achieved at least 70% of the course outcomes for which credit is requested. These credits may be applied to the AIS degree. The procedure for requesting credit for life experience will be explained to the student when he or she makes the request. Taking a class in assembling a portfolio is advised.

A series of steps and a three-member advisory committee will be used to ensure the success of a student who is a candidate for the AIS degree.

1. The student will be required to complete an application for admission to the AIS program. This will be reviewed by the program director for humanities and social sciences.

2. One person from the college (in most cases a faculty member) must serve as a representative for the student's concentration area. This will serve as an indication that the applicant has reviewed the proposed program with an appropriate advisory committee member.

3. An appropriate department dean also must sign off on the application form.

Each applicant will have an advisory committee comprised of three people to help ensure that the students is on track with degree requirements.

The graduate will be able to :

1. Demonstrate skills as original and critical thinkers, readers and writers.
2. Describe the interaction of history, culture, literature, economics and science as studied within a broad liberal arts curriculum.
3. Analyze and solve quantitative problems
4. Show evidence of breadth and scope of awareness of diverse approaches to knowledge.

Associate of Individualized Study

Suggested Sequence of Required Courses

Semester I	Semester II	Semester III	Semester IV
Area of Concentration 10	**Area of Concentration** 11	**Related Course Work** 9	**Related Course Work** 9
CSS106 Succeeding in College 1	Math Elective 3	Humanities Elective 3	**COM101** Public Speaking 3
ENG101 English Composition I 3	English Elective 3	Social Science Elective 3	CIS100 Series 3
Credits 14	Credits 17	Credits 15	Credits 15

61 Semester Credits

NOTE: All first-time Eastern Gateway students are required to take CSS106.
This represents a possible sequence for the AIS Degree. Individual programs will vary based on areas of concentration and related course work

Associate of Science (AS)

(Mathematics, Chemistry, Physics, and Geology)

The Associate of Science Degree at Eastern Gateway Community College requires a minimum of 60 semester hours. This degree provides a solid science education base and is flexible enough to permit the creation of a program to fulfill personal study desires or fulfill transfer requirements.

This degree gives substantial cost savings to the student completing the first two years of his/her baccalaureate program at Eastern Gateway Community College. A student seeking this degree will work with a faculty advisor and the transfer coordinator in planning the academic program. The student also should consult with an advisor at the institution to which transfer is desired.

The Associate of Science (AS) Degree is a two-year degree program which parallels the first two years of a Bachelor of Science Degree at most four-year institutions. Depending upon the selection of electives in the AS degree, the student can progress into baccalaureate programs such as chemistry, physics, mathematics, and other fields of interest in the science disciplines.

Suggested course sequence for the AS degree appears in the following chart. A list of general studies electives can be found at the beginning of the course description guide. All course descriptions, including electives, are found in the catalog course description guide. In planning a schedule, the student should know that all courses are NOT offered all semesters. Course sequencing and elective selection are critical. An appointment with an advisor is essential.

Eastern Gateway Community College has articulation agreements with many local colleges and universities, both two- and four-year. Students may check with a dean or the transfer coordinator for an updated list or consult EGCC's web site or the Course Applicability System.

The AS is designed for students who are planning to transfer into baccalaureate degree programs in sicence-related disciplines offered at four-year institutions.

The coursework includes the basic courses that are generally acceptable to the transfer institution. The major emphasis is on completion of general education requirements that are part of the senior institution's requirements for science majors. These are in the areas of math, science, humanities and social sciences.

Students enrolling in this transfer program should be aware of the course requirements and application of transfer credits at the institutions to which they are considering transferring.

Working closely with the academic advisor and transfer coordinator, a student will be able to tailor a program of study to fit the requirements of the desired transfer institution. It is the student's responsibility to meet requirements of a program and the needs in regards to transfer.

Upon completion of the degree, the student will be able to:

1. Communicate effectively, using language, concepts and models of science.
2. Use the scientific method to define and solve problems independently and collaboratively.
3. Use a wide variety of laboratory techniques with accuracy, precision and safety.
4. Interpret scientific information accurately.
5. Demonstrate proficient library, mathematical and computer skills in data gathering and analysis.

Associate of Science (AS)

Suggested Sequence of Required Courses

Semester I	Semester II	Semester III	Semester IV
CHM102 General Chemistry I* ▲ 4	**CHM103** General Chemistry II* ▲ 4	**PHY107**** College Physics II* ▲ F 4	**COM101** Public Speaking 3
CSS106 Succeeding in College 1	**ENG102** English Composition II ▲ 3	Foreign Language or Humanities Elective 3-4	**PHY06**** College Physics I ▲ 4
ENG101 English Composition I ▲ 3	**MTH221** Calculus & Analytic Geometry II ▲ 5	Social Science Elective 3	Foreign Language or Humanities Elective ▲ 3-4
MTH220 Calculus & Analytic Geometry I ▲ 5	**PSY101** General Psychology 3	Social Science Elective 3	Social Science Elective 3
Foreign Language or Humanities Elective ▲ 3-4	Foreign Language or Humanities Elective ▲ 3-4		
Credits 16-17	Credits 18-19	Credits 13-14	Credits 13-14

60-64 Semester Credits

The student is encouraged to meet with his/her advisor to discuss additional classes offered at EGCC that may transfer into a particular discipline. The student who would like to transfer EGCC credits to another institution must meet the prerequisite(s) for the program at the college he/she wishes to transfer.
A list of general studies electives can be found at the beginning of the course descriptions section. The elective course descriptions are found in the course description guide of this catalog. Selection is critical, an appointment with an advisor or the transfer coordinator is essential.
* Check transfer requirements
** Students may take PHY106 prior to PHY107 (order not crucial). NOTE: PHY106 only offered in spring; PHY107 only offered in fall.
▲ Student must obtain a letter grade of C or better in all courses with this symbol for graduation/certification.
NOTE: All first-time Eastern Gateway students are required to take CSS106.

General Studies Electives

This list of general studies electives is offered by EGCC on a recurring basis. All electives may not be offered every semester, and it is extremely important that the student works with an advisor or the director of transfer to establish a sequence of courses which will: 1) allow the student to complete course work at Eastern Gateway Community College in a timely manner; and 2) ensure with some degree of confidence that the program completed will allow the student to transfer to his/her selected four-year institution with junior status. In some instances this may not be possible, but with prior planning and pre-developed agreements between the student and the gaining institution, many problems will be avoided.

Humanities
ART101 Survey of Art History
ART102 Beginning Drawing
ART103/113/114 Beginning Painting
ART104 Art History I
ART105 Art History II
ART107 Photography
ART108 Design Foundations
ART111 Modern Art
ART121 Special Topics in Art
ASL101 Beginning American Sign Language I
ASL102 Beginning American Sign Language II
COM101 Public Speaking
COM105 Interpersonal Communications
COM110 Conference and Group Discussion
COM115 Oral Interpretation
COM210 Advanced Presentational Skills
COM150 Survey of Mass Media
EDU210 Children's Literature
ENG101 English Composition I
ENG102 English Composition II
ENG103 Business Communications
ENG104 Technical & Professional Writing
ENG121 Writing for Publication
ENG151 Creative Writing
ENG152 Creative Writing and Publications
ENG201 Introduction to Literature
ENG202 Survey of World Literature
ENG203 Special Topics in Literature
ENG205 Women in Literature
ENG207 Film & Literature
ENG208 Short Stories
ENG212 Environmental Literature
ENG213 World Mythology
ENG215 Social Issues in Literature
ENG220 Modern Poetry
ENG222 Science Fiction Literature
ENG223 Shakespearean Plays
ENG230 Advanced Composition and Rhetoric
ENG254 American Literature I: Early Period
ENG255 American Literature II: Late Period
FRN101 Elementary French I
FRN102 Elementary French II
GRM101 Elementary German I
GRM102 Elementary German II
HIS101 World Civilization I
HIS102 World Civilization II
HIS106 The Twentieth Century
JRN101 Basic Journalism
JRN201 Journalism and the Media
MGT210 Leadership and TeamBuilding
MUS101 Music Appreciation
MUS102 Music Fundamentals
MUS121 Special Topics in Music
PHI101 Introduction to Philosophy
PHI201 History of Philosophy: Ancient through Modern
PHI240 Special Topics in Philosophy
SPA101 Elementary Spanish I
SPA102 Elementary Spanish II
SPA201 Intermediate Spanish I
SPA202 Intermediate Spanish II
THE101 Introduction to Theatre
THE150 Introduction to Acting
THE201 History of Theater
THE240 Special Topics in Theater

Mathematics
MTH102 Survey of Mathematics*
MTH120 College Algebra
MTH121 College Trigonometry
MTH128 Statistics
MTH220 Calculus/Analytic Geometry I
MTH221 Calculus/Analytic Geometry II
MTH222 Calculus/Analytic Geometry III
MTH230 Differential Equations

Science
BIO102 Human Anatomy & Physiology
BIO103 Nutrition
BIO106 Introduction to Biological Sciences*
BIO114 Principles of Biology I
BIO115 Principles of Biology II
BIO200 Principles of Pharmacology
BIO203 Principles of Microbiology
BIO204 Ecology
BIO205 Genetics
CHM102 General Chemistry I
CHM103 General Chemistry II
CHM201 Organic Chemistry
ELE106 Computer Networking I
GEL111 Earth Science*
GEL112 Geology of National Parks*
GSC101 Introduction to Physical Science*
GSC102 Science and Environment*
GSC110 Energy and Society*
PHY106 College Physics I
PHY107 College Physics II
PHY126 Science/Engineering Physics I
PHY127 Science/Engineering Physics II

Social Sciences
ANT101 Anthropology
ANT102 Cultural Anthropology
ECO101 Macroeconomics
ECO102 Microeconomics
ECO105 Personal Finance
ECO201 Money & Banking
EDU200 Foundations of Education
GEO101 World Geography
GEO102 Physical Geography
GEO201 Human/Cultural Geography
HIS104 U.S. History-Formative Period
HIS105 U.S. History-Modern Period
HIS119 The American Revolution
HIS120 History of Ohio
HIS201 African-American History
HIS202 Colonial American History
HIS203 U.S. History Since 1945
HIS204 American Military History
HIS240 Special Topics in History
MGT202 Organizational Behavior
PSC101 American Government
PSC102 Comparative Politics
PSC103 American Civics
PSC104 The American Presidency
PSC105 State and Local Government
PSC201 International Relations
PSY101 General Psychology
PSY102 Psychology of Human Relations
PSY201 Child Development
PSY203 Social Psychology
PSY205 Human Growth & Development
PSY206 Adolescent Development
PSY207 Adult Development
PSY211 Abnormal Psychology
PSY218 Personality Theories
PSY219 Characteristics of Exceptional Children
PSY220 Educational Psychology
PSY225 Psychosocial Aspects of Deafness
PSY265H Existential-Phenonomenological Psychology for Honor Students
SOC101 Introduction to Sociology
SOC102 Sport in American Society
SOC110 Sociology of Marriage and Family
SOC205 Social Problems

*Not open for credit toward graduation in science, health, or engineering areas, but does count as science requirement toward the Associate of Arts Degree.

Note: An elective (or free elective) may be chosen from any college-level (100 or above) course offered and is not limited to courses approved for general studies electives.

Course Description Guide

Courses arranged alphabetically by course code category
All courses carry a materials, participation or lab fee, see course schedule for amounts
Not all courses are offered every year

Code Index

AAT Administrative Assistant Technology
ACC Accounting
ANT Anthropology
ART Art
ASL American Sign Language
AVT Aviation
BIO Biology
BUS Business
CDL Commerical Drivers License
CHM Chemistry
CIS Computer Information
CIV Civil Engineering Technology
CJT Criminal Justice Technology
CLT Clinical Laboratory Technology
COM Communications
COR Corrections
CRS College Reading
CSS College Success Series
DAS Dental Assisting Technology
DBS Basic Skills
DES Design Engineering Technology
ECE Teacher Education
ECO Economics
EDU Education
EGT Engineering Technologies
ELE Electrical/Electronics Engineering
EMS Emergency Medical Services
ENG English/Literature
EUT Electric Utilities Technican
FIN Finance
FRN French
GEL Geology
GEO Geography
GER Geriatrics
GRM German
GSC General Science
HIM Medical Coding/Health Information Management
HIS History
HSC Health Sciences
IDM Interactive Digital Media
JRN Journalism
MAS Medical Assisting Technology
MCH Mechanical Engineering Technology
MGT Management
MTH Mathematics
MUS Music
NET Networking
PED Physical Education
PHI Philosophy
PHY Physics
PLB Phlebotomy
PLG Paralegal
POA Peace Officers Academy (Police Academy)
PNR Practical Nursing
PSC Political Science
PSY Psychology
RAD Radiologic Technology
REA Real Estate
RES Respiratory Therapy Technology
RET Retailing
SOC Sociology
SPA Spanish
THE Theatre
WLD Welding

Prerequisites for Courses

A prerequisite course is a course that is required prior to taking an advanced course. Courses requiring a prerequisite have those prerequisites listed below their course descriptions in the course description guide in this catalog. Students may bypass some prerequisites through placement testing. ACT and SAT scores, Advanced Placement credits, and proficiency examinations. All degree-seeking students placing into MTH081 General Math, ENG081 General English, and ENG092 General Reading must complete these courses even if the courses are not required for the degree.

Accounting

ACC100 Office Accounting 4 Credits
This introductory accounting course covers the transactional recording of cash receipts and cash payments, banking procedures, the handling of the general ledger and the preparation of financial statements. Also included are payroll procedures and a practice set for attorneys or physicians.
Theory 4 hours

ACC111 Financial Accounting I 4 Credits
This course is an introduction to fundamental accounting theory, concepts, and processes covering the accounting cycle, nature of accounts, and techniques for analyzing, classifying, recording and summarizing basic financial data. Emphasis is on the corporate financial structure with the preparation of the income statement, statement of retained earnings, balance sheet and cash flows statement for external reporting.
Theory 4 hours

ACC112 Financial Accounting II 4 Credits
This course is an in-depth look at the effect of business transactions on financial position. Coverage includes the recording of routine business transactions, the adjusting and closing process, and the preparation of financial statements. Emphasis will be on events affecting current assets, operating assets, current liabilities, long-term debt, and stockholders' equity.
Theory 4 hours
Prerequisite: ACC111

ACC121 Managerial Accounting 4 Credits
This course is an introduction to cost and management accounting with coverage cost accumulation, cost behavior and cost control. Additional topics include budgeting, standard costing, decentralized operations, differential analysis, activity-based costing, and capital investment analysis. Emphasis is on the internal use of accounting information.
Theory 4 hours
Prerequisite: ACC111

ACC125 Payroll Accounting 3 Credits
This course includes coverage of federal and state payroll laws, computation of wages and salaries, mandatory and optional payroll deductions, record-keeping regulations, reporting requirements and the accounting procedures for payroll.
Theory 3 hours
Prerequisite: ACC111

ACC211 Intermediate Accounting I 4 Credits
This course consists of a study of accounting theory, the underlying concepts of financial accounting and the preparation and analysis of the four financial statements. Also included is a study of the time value of money and the revenue/receivables/cash cycle.
Theory 4 hours
Prerequisite: ACC112

ACC212 Intermediate Accounting II 4 Credits
A continuation of ACC211, this course will cover revenue recognition topics such as percentage of completion accounting, long-term service contracts and the installment sales methods. Inventory, debt financing, equity financing, accounting for leases, and acquisition and retirement of non-current operating assets also will be covered.
Theory 4 hours
Prerequisite: ACC211

ACC215 Accounting Applications on Computers 3 Credits
This course introduces the student to a commercial-quality integrated accounting package that includes general ledger, accounts receivable, accounts payable, inventory, and other accounting applications.
Theory 3 hours
Prerequisite: ACC112

ACC218 Auditing 3 Credits
This course covers standards, objectives and procedures involved in examining and reporting on financial statements of business organizations. Topics include internal auditing standards, risk assessment, governance, ethics, audit technique, and emerging issues.
Theory 3 hours
Prerequisite: ACC211

ACC230 Income Taxation I 3 Credits
This course covers federal and state income taxes as they pertain to individuals and small businesses. Sole-proprietorships, partnerships, LLCs, S-Corps, and C-Corps will be stressed. Topics include income inclusions and exclusions, adjustments, deductions, credits and capital transactions. Emphasis will be placed on the tax law and theory.
Theory 3 hours

ACC231 Income Taxation II 3 Credits
This course covers federal and state income taxes as they pertain to individuals and small businesses. Sole-proprietorships, partnerships, LLCs, S-Corps, and C-Corps) will be stressed. Topics include income inclusions and exclusions, adjustments, deductions, credits and capital transactions. Federal Forms 1023 and 990 (exempt organizations) will also be addressed. Emphasis will be placed on tax return preparation.
Theory 3 hours
Prerequisite: ACC230

ACC241 Current Topics in Accounting 1-4 Credits
Designed for those entering the accounting profession or accounting professionals, this variable semester hour course may examine one or more of the following topics: analysis of corporate annual reports, professional ethics, legal responsibility, auditing standards and practices, accounting information systems, current popluar accounting software packages, or other topics of current interest to the accounting profession.
Theory 1-4 hours
Theory and/or lab hours assigned based on topics offered
Prerequisites: ACC211, ACC215, CIS222 or consent of dean

Administrative Assistant Technology

AAT102 Keyboarding/Speedbuilding for the Professional 2 Credits
This course begins with the basics of keyboarding and continues to develop speed and accuracy trough the use of computers.
Theory 1 hour – Lab 2 hours

AAT103 Keyboarding/Speedbuilding/Formatting 3 Credits
This course gives special emphasis on formatting, business correspondence, manuscripts, tabulations and business forms. Administrative Assistant Technology majors should enroll for this course.
Theory 1 hour – Lab 4 hours

AAT108 Document Editing/Proofreading/ Formatting 3 Credits
This course will develop and/or strengthen basic language and formatting skills to enable the student to proofread and edit business documents.
Theory 3 hours

AAT113 Advanced Formatting/Speedbuilding 3 Credits
This course continues development of keyboarding techniques to improve speed and accuracy. Emphasis is on producing mailable copies of business correspondence, forms, tabulations, rough drafts and allied data.
Theory 1 hour – Lab 4 hours
Prerequisite: AAT103

AAT202 Introduction to Word Processing 2 Credits
An introduction to the theory, concepts and basic functions for Microsoft Word for Windows, the course includes basic word processing, keyboarding, basic storing and editing. Assignments require lab time outside of class.
Theory 2 hours
Prerequisite: AAT102 or dean approval

AAT203 Advanced Word Processing 3 Credits
An advanced study of Microsoft Word and its basic functions is offered along with further development of keyboarding skills, basic storing and document editing. Assignments require lab time outside of class.
Theory 3 hours
Prerequisite: AAT103 and AAT202, or instructor approval

AAT207 Office Publications 3 Credits
Students learn to create professional-looking business documents, including newsletters, flyers, brochures and letterheads, modify predesigned templates; use graphics; and design their own documents. Course stresses writing, creativity, problem-solving, and decision making in preparation for an entry-level job.
Theory 3 hours
Prerequisite: AAT102

AAT208 PowerPoint Concepts 3 Credits
Microsoft PowerPoint is a complete presentation graphics program that will allow users to produce professional-looking presentations using overhead transparencies, 35mm slides, and handouts. Students will create presentations using tables, graphs, pictures, video, and animation effects. Students will be required to develop presentations in a team environment. Assignments require lab time outside of class.
Theory 2 hours - Lab 4 hours
Prerequisite: CIS100W or instructor approval

AAT212 Medical Machine Transcription 2 Credits
Students learn to transcribe from recorded dictation. Emphasis is on business correspondence and theory, spelling, punctuation, and listening skills.
Theory 1 hour – Lab 2 hours
Prerequisite: HSC101, AAT203 or AAT202 or dean approval

AAT214 General Office Procedures 3 Credits
The course focuses on both the computerized and non-computerized administrative tasks performed by secretaries and administrative assistants in today's electronic office. Topics include the high-tech workplace, success behaviors, office communications, meetings, conferences, travel, mail, records management, and career advancement.
Theory 3 hours
Prerequisite: AAT103

AAT222 Advanced Medical Machine Transcription 2 Credits
The advanced course provides additional, progressively more complex transcription of recorded medical dictation including theory, medical terminology, punctuation and spelling.
Theory 1 hour – Lab 2 Hours
Prerequisite: AAT212

AAT250 Administrative Assistant Practicum 2 Credits
The student will work in an actual business office situation for a minimum of 210 hours. The office will be chosen so that each student is exposed to as many different facets of the modern office as possible.
Practicum – a minimum of 210 hours
Prerequisite: instructor approval

AAT251 Administrative Assistant Practicum Seminar 1 Credit
This seminar is taken in conjunction with AAT250. The practicum is enhanced by a discussion of experiences and current office information topics. Guidelines for enrollment are available from the program director.
Theory 1 hour
Prerequisite: instructor approval

American Sign Language

ASL101 Beginning American Sign Language I 3 Credits
This course introduces the student to American Sign Language (ASL) and to the Deaf culture in America. Focus is on building sign vocabulary, fingerspelling, grammar and syntax rules, facial expressions, use of personal space, mime and the development of sensitivity and awareness of the Deaf community in America. The student is expected to acquire basic signing skills and sign vocabulary. This course is not designed to train the student to function as an interpreter for the Deaf. Course may require participation in outside classroom activities/events that relate to the course outcomes.
Theory 3 hours

ASL102 Beginning American Sign Language II 3 Credits
As a continuation of ASL101, this course focuses on building sign vocabulary, fingerspelling, grammar and syntax rules, facial expressions, use of personal space, mime and the development of sensitivity and awareness of the Deaf community in America. The student is expected to acquire basic signing skills and sign vocabulary. This course is not designed to function as an interpreter for the Deaf. Course may require participation in outside classroom activities/events that relate to the course outcomes.
Theory 3 hours
Prerequisite: ASL101 or proficiency

Anthropology

ANT101 Anthropology 3 Credits
This course studies the development of the modern human species by surveying the major findings of physical, archeological and cultural anthropologists. Emphasis will be placed on the student's ability to discern the major principles, approaches and assumptions associated with the field.
Theory 3 hours

ANT102 Cultural Anthropology 3 Credits
This course introduces students to the scientific study of human cultural development and functioning. In so doing, it addresses the methods of scientific research, the four-field approach to anthropology, and the emergence, development and interconnectedness of social institutions such as family, religion, economics and politics as described from various theoretical positions.
Theory 3 hours

Art

ART101 Survey of Art History 3 Credits
A general study and survey of art includes the nature of art, visual elements, the visual arts, history of world art, and applications of designs including crafts, industrial, graphic and computer-aided design. Course may require participation in outside classroom activities/events that relate to the course outcomes.
Theory 3 hours

ART102 Beginning Drawing 3 Credits
An introduction to the various concerns of drawing including gesture and contour drawing, rendering of volumetric form showing light and shadow, description of forms in space, and basic principles of compositional arrangement. Instruction in the use of black and white drawing media including pencil, charcoal, pen and ink, and ink washes. Drawing will be studied with reference to various historical and cultural styles and techniques. Students will also be encouraged to develop self expression and creativity.
Theory 2 hours - Lab 2 hours

ART103 Beginning Opaque Water Media 3 Credits
Introduction to techniques of acrylic, gouache, and other opaque water media, depending on student interest and individual class emphasis. Painting explored in historical context as well as student's individual style and interest. Composition, color use, and sources of inspiration studied through class assignments.
Theory 2 hours - Lab 2 hours
Prerequisite: ART102 or instructor approval

ART104 Art History I 3 Credits
A comprehensive survey of art from prehistoric times up to the 19th century, this survey will highlight different cultures with the primary focus on the major civilization and movements in the history of art. Course may require participation in outside classroom activities/events that relate to the course outcomes.
Theory 3 hours

ART105 Art History II 3 Credits
A comprehensive survey of art from the beginning of the 19th century to contemporary times, this course will focus on the major figures, influences, and movements during these centuries. This course will include a component comprised of a visual approach to design. Course may require participation in outside classroom activities/events that relate to the course outcomes.
Theory 3 hours

ART107 Photography 3 Credits
This practical course is designed to teach skills and techniques required to understand and operate the camera. Topics include the concepts that make lenses effective, an introduction to light-sensitive materials that make photography possible, effective techniques and tools used to control exposure, and the processing steps involved in producing usable negatives and printing them. Course is designed for anyone wanting to learn technical aspects of camera use and black and white processing.
Theory 2 hours - Lab 2 hours

ART108 Design Foundations 3 Credits
This course is a study of the elements of space, line, texture, shape, value, and color, and the principles of composition including balance, movement, harmony, variety, dominance, proportion, and economy in art and design. Elements and principles are studied with reference to various time periods and cultures. Students will translate theory into practice through studio projects in two- and three-dimensional design.
Theory 2 hours - Lab 2 hours

ART111 Modern Art 3 Credits
This course is an exploration of contemporary art theory, contemporary art practice, and global art issues. Students will examine the art of the 20th century and how it has evolved into the art of the early 21st century. Special attention will be given to the changing nature of theory and technique as artists discovered new issues to explore and searched for new means of expression in the changing cultures of the late 20th and early 21st centuries. Course may require participation in outside classroom activities/events that relate to the course outcomes.
Theory 3 hours

ART112 Intermediate Drawing 3 Credits
Continued exploration of the various concerns of drawing, including gesture and contour drawing, rendering of volumetric form showing light and shadow, description of forms in space, and basic principles of compositional arrangement. Instruction in the use of color drawing media will include pencils, pastels, and inks. Drawing will be studied with reference to various historical and cultural styles and techniques. Students will be encouraged to develop self-expression and creativity.
Theory 2 hours - Lab 2 hours
Prerequisite: ART102

ART113 Beginning Painting: Oil 3 Credits
An in-depth exploration of oil painting techniques using historical methods and students' individual interests, as well as a look at color theory and composition.
Theory 2 hours - Lab 2 hours
Prerequisite: ART102; recommended ART108

ART114 Beginning Watercolor Painting 3 Credits
An introduction to the techniques of watercolor as a transparent painting medium. Course will include the exploration of a variety of traditional and non-traditional watercolor methods. Watercolor techniques, composition, color use, development of sources of personal inspiration, and historical traditions will be studied through lecture, reading, and direct class painting assignments. Students will be encouraged to develop self-expression and creativity.
Theory 2 hours - Lab 2 hours
Prerequisite: ART102; recommended ART108

ART115 Digital Photography 3 Credits
This course is designed to teach the necessary skills and techniques associated with the operation of digital cameras. Topics include the concepts of effective techniques and tools to control exposure, basic digital camera use, including suggestions for shooting better digital pictures. Also included is a basic introduction to photo restoration and manipulation.
Theory 3 hours

ART121 Special Topics in Art 3 Credits
This course offers art topics selected by faculty that satisfy student need and humanities requirements. Course may require participation in outside classroom activities/events that relate to the course outcomes.
Theory 3 hours

Aviation

AVT101 Introduction to Aeronautics 3 Credits
Introduction to aeronautical and aerospace technology, including historical development, underlying science, and technical applications. The past, present, and future socio-economic, technical and political impacts of aviation on society are also explored.
Theory 3 hours

AVT103 Elements of Flight Theory 5 Credits
Basic instruction in all areas (including federal regulations, navigation, communication, NAS, weather, basic aerodynamics, aero-medical factors, etc.), which gives the student aeronautical knowledge required for a private pilot certificate.
Theory 5 hours

AVT200 Elements of Aviation Weather 3 Credits
Aviation weather provides an up-to-date and expanded course for professional pilots and others whose interest in weather is primarily in its application to flying. Particular emphasis is made on the tools and sources available for preflight planning and in-flight modifications.
Theory 3 hours
Prerequisite: AVT101

Biology

BIO101 Basic Anatomy 3 Credits
The student is provided with an introduction to the basic structure of the human body. Anatomical terminology, organ placement and body systems are included. Anatomical charts, models and audiovisual aids are used to re-enforce material presented.
Theory 3 hours

BIO102 Human Anatomy and Physiology 4 Credits
This course provides a detailed study of the structure and functions of the body's cells, tissues and organ systems. Laboratory activities are designed to enhance theory content.
Theory 3 hours - Lab 3 hours
Prerequisite: Minimum of a "C" in BIO101 or waiver by college placement test

BIO103 Nutrition 3 Credits
This course will cover the six basic nutrients (carbohydrate, fat, protein, vitamins, minerals and water) and their functions in the body. The role of nutrition in the prevention and treatment of disease and the promotion of good health will be emphasized. Topics also will include nutrition standards and guidelines, eating disorders, nutrition throughout the life cycle, weight management, food safety, and current and controversial issues in human nutrition.
Theory 3 hours

BIO106 Introduction to the Biological Sciences* 4 Credits
This is a biology survey course for the non-biology major. Topics covered in this course include the scientific method and the origins and classification of life; the anatomy of the cell; genetics and heredity; the human organism; and evolution. The course also will focus on the interactions between humans and their surrounding environment, and the effects humans have on the environment.
Theory 3 hours - Lab 2 hours
* Not open to students who have completed BIO114 and/or BIO115, and does not count toward the Associate of Science Degree as a science requirement, but does count as science requirement toward the Associate of Arts Degree

BIO107 Human Anatomy and Physiology I 4 Credits
This course provides a comprehensive study of the anatomy and physiology of the human body. Topics include body organization, biological chemistry, homeostasis, cytology, histology, and the integumentary, skeletal, muscular, nervous system, and special senses. Upon completion, students should be able to demonstrate an in-depth understanding of principles of anatomy and physiology and their interrelationships. Other topics that will be incorporated into the course include; pathophysiology, nutrition, metabolism, homeostatic mechanisms, fluid, electrolyte, and acid-base balance.
Theory 3 hours - Lab 2 hours

BIO108 Human Anatomy and Physiology II 4 Credits
This course provides a continuation of the comprehensive study of the anatomy and physiology of the human body. Topics include a review of the endocrine system, followed by an in-depth study of the cardiovascular, lymphatic, respiratory, digestive, urinary, and reproductive systems as well as metabolism, nutrition, pathophysiology, acid-base balance, and fluid and electrolyte balance.
Theory 3 hours - Lab 2 hours
Prerequisite: BIO107

BIO114 Principles of Biology I 4 Credits
This course considers the cellular level of biological organization. Topics include the chemical and physical foundations of life, structure and function of cells, cellular organelles, bioenergetics, metabolism, photosynthesis, biosynthesis, cell division and growth, information coding and transfer, and basic Mendelian and population genetics.
Theory 3 hours - Lab 2 hours

BIO115 Principles of Biology II 4 Credits
This course addresses the biology of organisms, both plants and animals. The course will emphasize the evolutionary history of life, plant and animal diversity, the present ecological adaptations of species, and relationships among populations in various environments.
Theory 3 hours - Lab 2 hours

BIO203 Principles of Microbiology 4 Credits
The basic principles of microbiology, including the study of bacteria, algae, protozoa and viruses, are presented. Topics will include the structure, physiology, classification, cultivation and control of microorganisms, and their role in producing disease. The interaction of these organisms with humans and the environment is covered, including their presence in food, water and industry.
Theory 3 hours - Lab 2 hours

BIO204 Ecology 4 Credits
This course is intended for anyone who is interested in the world around them. Ecology should be a part of liberal education for it is essential that students who major in such diverse fields as economics, sociology, engineering, political sciences, history, and English have some basic understanding of ecology for the simple reason that it impacts their lives. The student will learn to appreciate or arrive at informed opinions on such highly politicized environmental issues as clean air and water, wetland preservation, endangered species, logging, ozone depletion, global warming, flood control, after obtaining a firm grounding in ecological concepts.
Theory 3 hours - Lab 2 hours
Prerequisite: Biology transfer majors must have completed BIO114 and BIO115 before admission to this class to complete their transfer sequence, or by permission of the instructor

BIO205 Genetics 4 Credits
This course will focus on fundamentals of genetics including Mendelian Genetics, gene mapping, and non-Mendelian inheritance; DNA structure, replication and gene expression; DNA cloning and manipulation, applications of recombinant DNA technology, and the analysis of genomes, control of gene transcription and the genetics of cancer, DNA mutation and repair, chromosomal mutations; and population genetics, quantitative genetics and molecular evolution.
Theory 3 hours - Lab 2 hours
Prerequisite: Students will be required to complete BIO114 and BIO115 to fulfill the Ohio Transfer Module, or by permission of instructor

BIO207 Zoology 4 Credits
Zoology surveys comparative physiology, anatomy, morphology, behavior and ecology of animal taxa to provide an introduction to the principles, skills, and applications of biology for majors in biology, environmental science, and science education. The course emphasizes the diversity and evolutionary adaptations of animal groups. Lab assignments will include a research project, including data analysis and report writing, lab experiments, examinations of animal anatomy, morphology, and field work.
Theory 3 hours - Lab 2 hours

BIO265H Biological Evolution: Biology for Honors Students 3 Credits
This course will cover the main tenets of evolutionary theory, and the analytical methods, as it refers to the human case. Among other topics covered are the role of studies of modern primate social structure and anatomy play in the interpretation of human evolution as well as the key stages in the pattern of human evolution, both in terms of physical changes and cultural changes, as they are currently understood. The course will allow students to summarize the geographical location of major sites and finds, and be able to locate them and assess how successful palaeoanthropologists have been at explaining the development of human behavior and the processes of the human mind. Students will be able to compare and contrast the information about human evolution generated through the study of fossil/comparative anatomy, and archeology and be able to critically evaluate scientific papers and contribute to academic discussions and debates. Note that honors courses move at an accelerated pace, includes more material than the traditional course, and offer students the opportunity to hone their critical thinking and analytical writing skills. Additionally, these courses are meant to facilitate a seminar-like environment through close academic interaction with faculty and other honors students.
Theory 3 hours

Business

BUS101 Introduction to Business 3 Credits
This survey course introduces the student to an overall picture of American business and the opportunities it offers. Topics covered include management, human resources, forms of business ownership, union-management relations, ethics and social responsibility of business.
Theory 3 hours

BUS102 Foundations of E-Commerce 3 Credits
Doing business on the Internet is the focus of this course. Topics include basic e-commerce principles, electronic payment systems, supply chain management, pricing goods and services, and legal and ethical issues. This course provides coverage of all objectives E-Biz+ Certification.
Theory 3 hours

BUS111 Business Math 3 Credits
This course is intended for those who need to use mathematics in the solution of practical problems. Emphasis is on percentage formulas, commission, markup, discounts and inventory. Interest, taxes and financial statements also will be covered.
Theory 3 hours
Prerequisite: MTH081

BUS201 Principles of Marketing 3 Credits
This course covers the fundamentals of modern marketing, consumer behavior, marketing strategy, product pricing, promotion and distribution.
Theory 3 hours

BUS203 Business Law I 3 Credits
The course provides a practical knowledge of the legal environment of business, contracts and sales with reference to the Uniform Commercial Code.
Theory 3 hours

BUS204 Business Law II 3 Credits
This course builds upon the concepts studied in Business Law I and deals with matters involved in everyday business transactions. Included in the coverage are the areas of negotiable instruments, bankruptcy, agency, business organizations, and governmental regulations, both in the consumer and business areas.
Theory 3 hours
Prerequisite: BUS203

BUS205 Advertising and Promotions 3 Credits
The purpose and benefits of advertising and its effects on human behavior are reviewed. Also scheduled is an examination of the types of media including: newspapers, television, direct mail, radio, magazines and outdoor. The legal and moral aspects of advertising also are presented as well as ethical considerations.
Theory 3 hours

BUS206 Small Business Management 3 Credits
A fundamental study of the issues, concerns and procedures of planning and operating small businesses is offered in this course.
Theory 3 hours

BUS207 Salesmanship 3 Credits
Basic principles of selling with emphasis on placing the principles into practice are presented. The course emphasizes the human relations aspect of selling. Beginning the sale, overcoming objections, making effective demonstrations and closing the sale are also covered as well as the internal and external factors of customer behavior and ethical considerations.
Theory 3 hours

BUS210 Entrepreneurship 3 Credits
A presentation of small business management topics essential to the success of the entrepreneur. Emphasizes the traits of a successful business owner and helps the student identify opportunities for new ventures within the marketplace. Detailed topics include: business opportunities and trends, human relations and leadership, risk management, and social responsibility.
Theory 3 hours

BUS221 Business Ethics 3 Credits
This course will provide students with an understanding of the business system foundation encompassing various aspects of ethics in relation to the global marketplace, ecology, employee and employment issues, and consumer issues.
Theory 3 hours
Prerequisite: BUS101

BUS240 Special Topics in Business 1-3 Credits
This course offers advanced business topics selected by the dean/faculty that satisfy student needs and business requirements.
Theory 1-3 hours
Theory and/or hours assigned based on topics offered

BUS250 Business - Special Topics 3 Credits
This course is articulated credit only from approved career centers. Credit is offered for programs certified by the career center and is awarded contingent on completing all requirements of the Associate of Applied Business in business management
Theory 3 hours
Prerequisite: BUS206 and articluation agreement

BUS251 Business - Special Topics 3 Credits
This course is articulated credit only from approved career centers. Credit is offered for programs certified by the career center and is awarded contingent on completing all requirements of the Associate of Applied Business in business management
Theory 3 hours
Prerequisite: BUS206 and articluation agreement

BUS252 Business - Special Topics 3 Credits
This course is articulated credit only from approved career centers. Credit is offered for programs certified by the career center and is awarded contingent on completing all requirements of the Associate of Applied Business in business management
Theory 3 hours
Prerequisites: BUS206 and articluation agreement

Chemistry

CHM091 Introduction to Chemistry* 4 Credits
This introductory course is for the student with a limited knowledge of the basics of high school chemistry and a weak background in mathematics. Topics include the metric system, basic atomic structure, elements, compounds, mixtures, the periodic table, chemical nomenclature, stoichiometry. Laboratory activities reinforce theory and familiarize the student with basic laboratory equipment and techniques.
Theory 3 hours - Lab 2 hours
Prerequisite: MTH095 and MTH097 with a minimum grade of "C" or appropriate score on college placement test
* Course not counted toward graduation

CHM102 General Chemistry I 4 Credits
Topics include structure of atoms, molecules and ions, chemical reactions and stoichiometry, acid-base reactions, solutions and gas laws. Laboratory activities reinforce theory.
Theory 3 hours - Lab 2 hours
Prerequisite: CHM091 and MTH099 with a minimum grade of "C" or appropriate score on college chemistry placement test

CHM103 General Chemistry II 4 Credits
This course is a continuation of CHM102 and provides a study of chemical equilibria, thermodynamics, kinetics, the transition elements and nuclear chemistry. Laboratory activities reinforce theory.
Theory 3 hours - Lab 2 hours
Prerequisite: CHM102 with a minimum grade of "C"

CHM201 Organic Chemistry 4 Credits
This course is a study of the fundamental principles of organic chemistry. Topics include structure, nomenclature and characteristic reactions for the following: saturated and unsaturated hydrocarbons, alcohols, ethers, aldehydes, ketones, carboxylic acids, amines, amides, aromatic compounds, carbohydrates, lipids, proteins and nucleic acids. Enzymes, stereoisomers, and the metabolism of carbohydrates, lipids and proteins are included. Lab exercises reinforce theory.
Theory 3 hours - Lab 2 hours
Prerequisite: CHM102, CHM103

Civil Engineering Technology

CIV101 Surveying 3 Credits
Course topics include theory of measurement and errors: surveying field notes; distance measurement; leveling theory; field procedures and computations; study of angles, bearings and azimuths; field operations with transit, level and theodolite; traversing; and traverse computations.
Theory 2 hours - Lab 2 hours
Prerequisites: MTH110, MTH111

College Success Series

CSS091 Study Skills* 1-4 Credits
This course is designed to help the student improve study skills. Concepts emphasized will include motivation, time management, library orientation, test-taking, note-taking in a lecture situation and textbook annotation. Individual learning styles also will be addressed.
Theory 2 hours - Lab 2 hours
* Course not counted toward graduation

CSS092 College Study Skills* 1 Credit
This course is designed to help the student improve study skills. Concepts emphasized will include motivation, time management, library orientation, test taking, note taking in a lecture situation, and textbook annotation.
Theory 1 hour
* Course not counted toward graduation

CSS101 College Learning Seminar 1 Credit
This course will focus on the application of psychological principles of learning to college course materials and will help the students to take tests, write essays, and participate in class discussison. Students will apply a variety of techniques to actual course materials so as to experience the movement from bacis knowledge acquisition to higher-level thinking skills.
Theory 1 hour

CSS102 Writing College Assignments 1 Credit
This course will help students develop strategies for college assignments that require writing, including taking notes, performing well on essay tests, writing reports and summaries, and writing informal research papers. The class will include review and practice in revising and editing strategies.
Theory 1 hour

CSS103 Writing a Research Paper 1 Credit
This course focuses entirely on the research paper. The student will learn or review how to do the following: choose an appropriate topic, use information technologies to research a topic, narrow or broaden topics, correctly use both primary and secondary sources, avoid plagiarisum, take notes from sources, organize materials, correctly document in each of the four styles (MLA, APA, Chicago Style, CBE), edit, and proofread.
Theory 1 hour

CSS104 Learning Online 1 Credit
This course will help orient the student to the WebCT course platform, and focus on the active learning skills necessary to learn successfully in an online course. This course is highly recommended for students who wish to take courses online.
Theory 1 hour

CSS106 Succeeding in College 1 Credit
This course will provide the newly enrolled college student with information needed to make a smooth transition into the college experience. Students will gain an understanding of college policies and an awareness of services available to them including personal academic counseling and career planning. Students also will learn the skills and be knowledgeable about the resources necessary for success in college. This course is required of all first-time Eastern Gateway Community College students.
Theory 1 hour

CSS109 Critical Thinking 1 Credit
This course centers on the practical aspects of critical thinking necessary for students to evaluate information. The course intends to improve student's thinking through a variety of skills such as diagramming arguments, recognition of common types of arguments and fallacies and evaluation and analysis of arguments.
Theory 1 hour

CSS110 Modern Technology, Resume Writing and Job Search 1 Credit
This course will help a student use current technology to develop effective resumes, practice successful job-interviewing strategies, and search for career positions.
Theory 1 hour

CSS111 Exploring Career Choices 1 Credit
Exploring Career Choices is designed to help students determine their unique interests and abilities. This course is especially for students who have not yet declared a major, are undecided or unsure about a major, or those considering a career change. Interest surveys, self assessment tests, and ability assessments in career choice explorations will be included to help the student focus on planning a career that matches his or her interest, ability, and economic need.
Theory 1 hour

CSS115 Portfolio Development I 1 Credit
This course provides an introduction to the art of putting together an effective portfolio. Students will learn the components of a portfolio, such as the cover letter, life history, goals paper, chronological record, narrative of learning and documentation, and gain an understanding that the portfolio is an exercise in self-evaluation, introspection, analysis, and synthesis. The student learns the principles of organizing and documenting of past learning experiences in a clear and concise manner in order to achieve a particular educational and/or career goal.
Theory 1 hour

CSS116 Portfolio Development II 1 Credit
This course offers students continued guidance in assembling a portfolio, collecting data and presenting written items for evaluation and revision. The instructor will assist the student in deciding which elements or areas on which to focus, depending upon the purpose of the portfolio. If students are assembling the portfolio as a means to gain credit for life experience, this second module will help the student make decisions as to the goals of the portfolio and documentation needed.
Theory 1 hour

CSS117 Portfolio Development III 1 Credit
This course, the final module in the Portfolio Development series, students will finish assembling the portfolio and present it for evaluation by the instructor of the class, along with a preliminary check by the party for whom the portfolio is intended. The student may also use this module to revise and perfect a portfolio that is not yet acceptable or that has been returned for revision
Theory 1 hour

Commercial Drivers License

CDL101 Driving for Lineman 2 Credits
This course will cover the competencies necessary to obtain a CDL.
Theory 1 hour - Lab 2 hours
Prerequisite: Minimum grade of "C" in EUT101, EUT102, EUT103, EUT104
Corequisites: EUT201, EUT202

Communications

COM101 Public Speaking 3 Credits
This course is designed as a basic public speaking skills course for developing effective organization, delivery, invention, style, and memory in presentations. Projects and topics include listening skills, group work, demonstration, persuasion, and research. The course will also introduce using technology to enhance and support evidence in presentations. Students are required to present speeches with specific purposes. Course may require participation in outside classroom activities/events that relate to the course outcomes.
Theory 3 hours

COM105 Interpersonal Communications 3 Credits
Interpersonal Communications invites students to explore their present communication skills and to improve their competency in communicating with other people. Through reading and participating in class exercises, students will examine the basic elements of interpersonal communication including critical thinking, self-concept, perception, listening, verbal and nonverbal expression, emotional expression, conversational skills, personal relationships, intercultural communication, and conflict resolution. Course may require participation in outside classroom activities/events that relate to the course outcomes.
Theory 3 hours

COM110 Conference and Group Discussion 3 Credits
Through role play, discussion and participation, students will develop attitudes, skills and knowledge of methods necessary to participate effectively in discussion in conferences, committees, team work, collaborative writing and other small groups. Course may require participation in outside classroom activities/events that relate to the course outcomes.
Theory 3 hours

COM115 Oral Interpretation 3 Credits
Students will read literature orally and listen critically. Students will practice techniques for presenting literature dramatically. Emphasis will be placed on analyzing literary works, recognizing their emotional and dramatic value, and projecting those qualities through oral presentations. Writing assignments include response journals and short critical papers. Course may require participation in outside classroom activities/events that relate to the course outcomes.
Theory 3 hours

COM150 Survey of Mass Media 3 Credits
This course serves as an introduction to mass communications in that it assesses the major forms of mass media -- radio, television, film, newspapers, magazines, and other emerging media by examining the development, purpose, methods of operation, ethical concerns, and social impact. Course may require participation in outside classroom activities/events that relate to the course outcomes.
Theory 3 hours

COM210 Advanced Presentation Skills 3 Credits
This course will build on the knowledge and skills developed in COM101. Students will learn how to develop presentations that require extensive research, longer presentational times, and adaptation to diverse audiences. Attention is focused on competence with presentational technology, electronic presentations, and practical experience with speaking in business and organization settings. Course may require participation in outside classroom activities/events that relate to the course outcomes.
Theory 3 hours

COM290 Communications Seminar 1 Credit
Taken in conjunction with COM291, this course is a means of communication between the internship instructor and students. Various industry representatives will present topics such as proper interviewing techniques, resume writing, etc. A student will not be permitted ordinarily to take the course or the associated course, COM291, unless 46 credit hours have been achieved.
Seminar 1 hour
Prerequisite: Completion of 46 semester credit hours
Corequisite: COM291

COM291 Communications Internship 1 Credit
Students receive practical on-the-job knowledge of the application of information as related to the Associate of Arts Degree with a Communications Concentration. A student will not be permitted to take the course unless 46 credit hours have been achieved or permission of instructors.
Internship: A minimum of 105 hours per credit hour
Corequisite: COM290

Computer Information

CIS100D Database Management Basics 1 Credit
This course will introduce the student to database management, including terminology, simple table creation, data input and editing, viewing, sorting, and printing. Students will need to plan for lab time outside of class.
Theory 1 hour
Prerequisite: CIS100E

CIS100E Windows Environment 1 Credit
This course is designed to familiarize the student with the Windows operating system environment and essential operating system features and tasks, such as file management.
Theory 1 hour

CIS100I Internet Basics 1 Credit
This course will introduce the student to internet use, including searches, e-mail and attachments, website analysis, and printing. Students will need to plan for lab time outside of class.
Theory 1 hour

CIS100P Presentation Program Basics 1 Credit
This course will introduce the student to presentation program software, including terminology, slide creation and editing, special effects, on-screen presentations and printing. Students will need to plan for lab time outside of class.
Theory 1 hour

CIS100S Spreadsheet Basics 1 Credit
This course will introduce the student to spreadsheet software, including terminology, simple worksheet creation, simple formulas and functions, and basic printing. Students will need to plan for lab time outside of class.
Theory 1 hour
Prerequisite: CIS100E

CIS100W Word Processing Basics 1 Credit
This course will introduce the student to word processing software, including terminology, basic document creation and formatting, editing fundamentals and printing. Students will need to plan for lab time outside of class.
Theory 1 hour
Prerequisite: CIS100E

CIS205 Internet Research 3 Credits
Internet as a research tool is stressed in this course. Research techniques, differences, and evaluation of various websites for collegiate and professional purposes is stressed. In addition to web-based classwork, students also will complete assignments relating to evaluation and citation of web sources. Assignments require online time outside of class.
Theory 3 hours
Prerequisite: ENG101

CIS222 Spreadsheet Concepts 3 Credits
The course covers the most important and useful features of Microsoft Excel, including the skills required for Microsoft Office Specialist Certification. Specific topics include basic spreadsheet preparation, formatting, printing, and graphics to advanced topics that may include name and range tables, custom menus, forms control, and macro writing. Assignments require lab time outside of class.
Theory 3 hours
Prerequisite: CIS100E or instructor approval

CIS225 Database Concepts 3 Credits
The course covers the most important and useful features of Microsoft Access, including the skills required for Microsoft Office Specialist Certification. The course progresses from introductory topics including planning and structuring databases, data retrieval, report generation, and custom screen design to advanced topics that may include custom screens and menus, and programming using Access.
Theory 3 hours
Prerequisite: CIS100E or instructor approval

CIS229 Advanced Database Concepts 3 Credits
Advanced Microsoft Access is a continuation of CIS225, Microsoft Access. The course covers database techniques using Microsoft Access including using forms and macros to create switchboard applications, generating advanced reports, introducing Visual Basic for Applications (VBA), and administering a database once it is generated. Students will complete an independent project. This course requires lab time outside of class.
Theory 3 hours
Prerequisite: CIS225

Computer Sciences

CPS299 Special Projects in Information Technology 1-4 Credits
This course is designed to introduce the latest technologies and concepts required by the computer science field and industry. Students will have the opportunity to study technical subject matter not covered in other courses; such as, systems and networking certifications. May be used as a technical elective by any student pursing an engineering technology degree or certificate. May be repeated; however, those students repeating the same "Special Topics" course must notify the registrar.
Theory 1-4 hours
Prerequisite coursework and/or instructor approval may be required

Corrections

COR200 Facility Safety and Fire Protection 3 Credits
Concentrating on the principles and practices of safety, this course reviews interpretation and application of safety regulations, fire prevention and control, occupational hazards and personal safeguards (OSHA). The implementation of prevention programs, techniques of hazard analysis, risk management, emergency planning, survey of fire protection, equipment and their application to industrial hazards by understanding fire codes and standards are included.
Theory 2 hours - Lab 2 hours

COR202 Correctional Institutions in America 3 Credits
This examination of contemporary problems that exist within juvenile and adult penal institutions will include a study of inmate subcultures, riots, population control and homosexuality. This course also will examine comparative penal systems, treatment approaches and new alternatives.
Theory 3 hours
Prerequisite: Corrections Academy students must be employed as a full-time corrections officer

COR203 Criminology 3 Credits
This study of the social context of crime incorporates an examination of criminal behavior, specifically macrotheory which explains social structure and its effects; microtheory which explores how people become criminal; and bridging theories which attempt to explain both how social structures come about and reasons people become criminal.
Theory 3 hours

COR204 Community-Based Corrections 3 Credits
An explanation of the philosophy and programs of juvenile and adult probation supervision, aftercare parole, halfway houses, work release and educational release furloughs will be covered. The dilemma of surveillance-custody/control factor vs. supervision treatment will be examined. The introduction to classification will be analyzed. Citizen-agency relationships will be investigated along with the potential for using citizen volunteer programs.
Theory 3 hours

COR205 Juvenile Delinquency 3 Credits
An analysis of the social and psychological factors underlying delinquency is studied as well as the role of the police officer, juvenile court and probation officer in the prevention and treatment of juvenile offenders.
Theory 3 hours

COR206 Contemporary Topics: Corrections Each 3-Credit Courses
This special course is designed to assist a student with select topics dealing with contemporary issues in the field of corrections. Topics will be selected and may include but are not limited to: cultural diversity; suicide in custody; correctional law; prison violence; gangs in prisons; drugs, alcohol and other addictions.
Theory and/or lab hours assigned based on topics offered

COR208 Constitutional Right of Prisoners 3 Credits
This course traces the development of correctional case law which affects the administration and operation of jails, correctional institutions and parole services. A casebook method will be used to provide students with an understanding of specific judicial decisions relating to the constitutionality of correctional programs and processes.
Theory 3 hours

COR209 Community Restorative Justice 3 Credits
This course is designed to provide students with an understanding of the philosophy, practices, and context of restorative justice and victim-offender mediation.
Theory 3 hours

Criminal Justice Technology

CJT101 Introduction: Criminal Justice 3 Credits
A survey of the philosophy and principles of the American criminal justice system is offered. The roles of the peace officer, corrections officer and security officer are presented; respective functions within the system are examined.
Theory 3 hours

CJT102 Procedural Law 3 Credits
This course focuses on the various laws that govern policing, specifically those based on the U.S. Constitution, U.S. Supreme Court decisions, and statutes passed by Congress and state legislatures.
Theory 3 hours

CJT103 Crisis Intervention 3 Credits
This course presents a study of human relations on dealing with older adults; the physically or mentally challenged; rape victims; domestic violence victims; missing, abused and neglected children; and parents of those children.
Theory 3 hours

CJT105 Information Technology and Criminal Justice 3 Credits
This course is designed to provide the student with an understanding of the computer, use of personal computers, use of the Internet, and knowledge of cybercrime.
Theory 3 hours

CJT106 Crime Prevention 3 Credits
This course introduces the fundamental concepts of crime prevention and the various approaches undertaken to prevent crime such as primary, secondary, and tertiary prevention in various venues such as neighborhoods, businesses, and major event locations. Additional areas including Crime Prevention Through Environmental Design, Deterrence and Diffusion Theory, and Situtational Crime Prevention will also be discussed.
Theory 3 hours

CJT201 Traffic Accident Investigation 3 Credits
Accident reporting and investigation, use of template and the accident investigation kit, search for physical evidence, accident diagraming and charting, preparation of statements, and interviewing of witnesses are presented.
Theory 2 hours - Lab 2 hours

CJT202 Criminal Investigation 3 Credits
This course provides the student with methods of investigating crime scenes. Topics include: scene search, recording, sketching, photographing, use of lineups and fingerprint processing. Special emphasis will be placed on interviewing and interrogation. Assignments require lab time outside of class.
Theory 3 hours

CJT204 Criminal Identification 3 Credits
A study of the scientific means of identifying criminals through trace evidence is offered to acquaint the student with the best utilization of the crime laboratory.
Theory 3 hours - Lab 3 hours

CJT208 Contemporary Topics: Criminal Justice Each 3-Credit Courses
This special course is designed to assist a student with select topics dealing with contemporary issues in the law enforcement area. Topics will be selected to meet the current community needs and may include mental health training for police; jail and lockup management; organized crime; arson investigation; alcohol and drug abuse; and street survival.
Theory and/or Lab hours assigned based on topic offered

CJT208B Contemporary Topics: Organized Crimes 3 Credits
The objective of this course is to provide the student with an analysis of organized crime which provides a theoretical basis for understanding how criminal organizations are structured and how they function, including a history of organized crime with detailed coverage of the period from the late 19th century to the present. Two models of criminal hierarchies are examined in detail. Laws and law enforcement methods used to deal with organized crime are carefully reviewed and the crucial issues of official corruption and government policy are examined.
Theory 3 hours

CJT210 Introduction to Criminal Law 3 Credits
This course explores the development of criminal law in the United States; various crimes and their elements, including common law, the Model Penal Code, and criteria considered in determining capacity and defenses.
Theory 3 hours

CJT211 Criminal Justice Internship 1-4 Credits
Students receive practical on-the-job knowledge as related to criminal justice..
Internship 1-4 hours

CJT212 Professionalism, Ethics, and Criminal Justice 3 Credits
Students will study the theories and practices in areas of legality, morality, values, and ethics as they pertain to criminal justice. Included will be an analysis of contemporary topics affecting law enforcement, the judiciary and corrections, and methods for dealing with them as well as discussions pertaining to the profession and professional conduct.
Theory 3 hours
Prerequisite: CJT101 or instructor permission

CJT213 Police Function 3 Credits
This course provides an overview of American policing by analyzing its historical development, examining the current status of the police industry at the local, state, federal, and private levels; correlating police organizations with its officers and communities; examining basic functions of the police and assessing community policing, police misconduct and control, and the future of policing.
Theory 3 hours

CJT214 Rules of Evidence 3 Credits
A practical insight into the rules of evidence to include how to recognize evidence: the general rules government admissibility of evidence; the "hearsay" rule and its exceptions; the use of documentary evidence, written memoranda, photographs, and recordings; corpus delicti; opinion evidence, circumstantial evidence, evidential privileges.
Theory 3 hours

CJT215 Victimology 3 Credits
This course introduces students to the leading theories and research in the area of violent criminal behavior and victimization. Special emphasis will be placed on patterns of violent offending and victimization over time, victim-offender relationships, and the experience of victims in the criminal justice system. This course will address the major violent crimes of murder, rape, robbery, and assault.
Theory 3 hours

CJT216 Transnational Crimes 3 Credits
This course will examine emerging transnational crimes, explore the justice system of selected countries as a comparison to ours, and investigate the role of the United Nations in international crime and justice.
Theory 3 hours

CJT218 The Death Penalty – Pros and Cons 3 Credits
This course is designed to examine the ethical and moral issues relating to capital punishment by using major death penalty cases decided by the U.S. Supreme Court and general case law. This course will provide the student with a cross-national history, foundation cases, constitutional issues and the future of the death penalty.
Theory 3 hours

CJT219 Crime Scene Photography 3 Credits
The principles of photography and surveillance and their application to police work are studied. The student will become proficient in photographing, darkroom techniques and surveillance techniques.
Theory 2 hours - Lab 2 hours

CJT220 Police Supervision and Management 3 Credits
This course is a study of the organization, management, and administration of law enforcement agencies. Topics include police administration in the political arena, organizational theory, police organizational structure, leadership, organizational communication, police subsystem tasks, decision-making, performance evaluation, and organizational improvement.
Theory 3 hours

CJT221 History of the American Justice System 3 Credits
This course is a multi-disciplinary approach to the history of the justice system in the United States. By examining the social, political, and cultural contexts during significant historical periods in world history generally and the United States particularly, a foundation will be established leading to an understanding of how America's system of justice emerged and evolved. This course is also listed as HIS240E.
Theory 3 hours

Dental Assisting Technology

DAS101 Introduction: Dental Assisting 1 Credit
This course is designed to provide the student with an introduction to dental assisting. Topics include history of dentistry, role of the dental assistant, personal and professional growth, ethics and a working knowledge of dental terminology. Students are required to complete an observation in a dental office.
Theory 1 hour

DAS102 Dental Sciences 4 Credits
The student is given an overview of general and medical microbiology with emphasis on dental and periodontal aspects. General pathology and oral diseases are discussed along with highlights on dental anomalies and communicable disease. Drugs and medicines used in the dental office including nomenclature of drugs, proper administration, effects, actions and medical/dental emergencies are presented.
Theory 4 hours
Prerequisite: Admission to the Dental Assisting Program or waiver for practicing dental assistants with advisor approval

DAS103 Preventive Dentistry 2 Credits
The content of this course is designed to include the development of a caries control program. Special emphasis is given to oral hygiene, the study of dental plaque, the use of the toothbrush, the latest methods of preventing tooth decay, the equipment and methods used to prevent dental disorders, and coronal polishing technique. Communication techniques related to using nutrition in the prevention of disease and nutritional counseling methods are developed in lab sessions and in elementary classroom situations.
Theory 1 hour - Lab 2 hours
Prerequisite: Admission to the Dental Assisting Program or waiver for practicing dental assistants with advisor approval

DAS104 Dental Materials I 3 Credits
The student is introduced to the various materials used in the dental office. The physical and chemical properties of these materials are included. Emphasis is placed on manipulation and practical application of basic dental materials in the laboratory sessions. The maintenance and use of laboratory equipment, the proper handling of potentially hazardous wastes, and infection control procedures are included.
Theory 2 hours - Lab 2 hours
Prerequisite: Admission to Dental Assisting Program
Corequisite: DAS105

DAS105 Chairside Assisting I 4 Credits
An introduction to chairside assisting is provided. The principles and skills of chairside assisting are cultivated by observation, discussion, study, demonstration and practice in the laboratory sessions. Emphasis is placed on care of equipment and instruments, oral examinations and histories, dental charting, oral evacuation, four-handed dentistry, local anesthetics, cavity preparation, and sterilization and infection control procedures. Lab fee includes liability coverage fee.
Theory 2 hours - Lab 4 hours
Prerequisite: Admission to Dental Assisting Program
Corequisite: DAS104

DAS106 Chairside Assisting II 2 Credits
This course content builds upon the knowledge gained in DAS105, and it includes development of restorative and surgical procedures, specific surgical and restorative instruments, rubber dam placement, and all dental specialities procedures. Cultivation of this material is achieved by discussion, study, demonstration and practice in laboratory sessions.
Theory 1 hour - Lab 2 hours
Prerequisites: BIO101, DAS101, DAS102, DAS103, DAS104, DAS105
Corequisite: DAS107

DAS107 Dental Materials II 3 Credits
This course, a continuation of DAS104, includes the physical and chemical properties of advanced dental materials. Emphasis will be placed on manipulation and application of more complex dental materials used with advanced operative procedures; infection control; and handling of potentially hazardous wastes.
Theory 2 hours - Lab 3 hours
Prerequisites: BIO101, DAS101, DAS102, DAS103, DAS104, DAS105
Corequisite: DAS106

DAS108 Dental Anatomy 3 Credits
Dental nomenclature, form and function of the teeth and related structures, tooth development, and permanent and deciduous morphology are presented. Anatomical directional terms, muscles of mastication and facial expression, the blood supply to the head, fifth cranial nerve supply, salivary glands, and anatomical topography are emphasized. Familiarity with dental cytology, histology, and embryology is included.
Theory 3 hours
Prerequisites: DAS101

DAS109 Dental Radiology 4 Credits
This course concentrates on the principles of radiology, X-ray production, radiation safety, and health practices and hazards, including quality assurance and regulations. Radiographic interpretation, evaluation of common radiographic inadequacies, film identification, and mounting and darkroom procedures are included. In the required college laboratory sessions, exposing, processing, and mounting of intraoral and extra-oral radiographs will be completed.
Theory 2 hours - Lab 4 hours
Lab fee includes film badge services
Prerequisite: Minimum of a "C" or "P" in BIO101, DAS101, DAS102, DAS103, DAS104, DAS105
Corequisite: DAS108

DAS110 Clinical Education 2 Credits
Planned clinical educational experience in a dental office is intended to provide the student with the opportunity to use the principles and skills obtained in DAS105 and continued concurrently in DAS106. This experience will be supervised and evaluated.
Clinical 12 hours
Prerequisites: Minimum of a "C" or P" in DAS101, DAS102, DAS103, DAS104, DAS105 and proof of current CPR Certification

DAS111 Dental Administrative Procedures 2 Credits
This computerized course is designed to assist the student in developing sound dental business procedures while identifying the role of the dental assistant in office procedures. It will include patient scheduling, filing procedures, typing, financial records and insurance forms, financial systems, and telephone and collection techniques using the DENTRIX System.
Theory 1 hour - Lab 2 hours
Prerequisite: Minimum of "C" in DAS101, DAS102, DAS103, DAS104, DAS105

DAS201 Dental Assisting Seminar 1 Credit
This seminar is designed to encourage student participation in discussing the practical experience in assigned dental offices. Emphasis is placed on dental assisting curriculum activities for review. All areas of the curriculum are included (chair side assisting, dental materials, infection control, dental sciences, preventive dentistry, dental practice management and dental radiology). An opportunity is provided to review for the DANB (Dental Assisting National Board) Certification Examination.
Seminar 1 hour (Blocked in five-week summer session)
Prerequisite: Minimum of "C" or "P" in all DAS courses from 101-111
Corequisite: DAS202

DAS202 Dental Assisting Practicum 1 Credit
This course was designed to provide the student with an opportunity for practical application of the dental principles and skills gained in the previous two semesters of the program. The student is assigned to a dental office for supervised practical experience, and is required to provide an evaluation of office experiences and individual work experience sheets.
Practicum 8 hours - (Blocked in five-week summer session - 40 contact hours per week)
Prerequisite: Minimum of "C" or "P" in all DAS courses from 101-111
Corequisite: DAS201

DAS203 Expanded Assisting I 4 Credits
This course is designed to enhance the principles and skills of restorative assisting. Emphasis is placed on expanded functions in the area of operative dentistry and other functions as governed by the Ohio State Dental Practice Act. This is accomplished through theory and on-campus laboratory sessions.
Lab fee includes liability coverage
Prerequisite: Admission to EFDA Program

DAS204 Expanded Assisting II 3 Credits
This course is designed to enhance the principles and skills of restorative assisting. Emphasis is placed on expanded functions in the area of operative dentistry and other functions as governed by the Ohio State Dental Practice Act. This is accomplished through theory and on-campus laboratory sessions.
Lab fee includes film badge service
Prerequisite: DAS203

DAS205 Directed Clinic Practice 1 Credit
This planned, supervised and evaluated experience is taken under direct supervision of a licensed dentist and clinical instructor. Student will restore patient's teeth in a dental setting using non-metallic and metallic restorations. Additional clinical procedures permitted by the Ohio State Practice Act may be performed at the discretion of the dentist.
Clinic 7 hours
Prerequisite: DAS203
Corequisite: DAS204

DAS206 Expanded Assisting III 1 Credit
This course was designed to provide the student with an opportunity to have additional practice in the application of all classes of restorative procedures gained in the previous two semesters of the program. Emphasis will be placed on placing composite and amalgam restorations on a typodont to clinical competency.
Lab 7 hours
Prerequisites: DAS203, DAS204, DAS205

Design Engineering Technology

DES110 Drafting I 3 Credits
This is a basic course in freehand and mechanical drawing. Emphasis is on drafting theory, conventional practices and techniques. Course content includes lettering, lines, sketching, use of equipment and materials, geometric constructions, orthographic projection, dimensioning, primary auxiliary views, sections, isometric pictorials and overview of CAD.
Theory 3 hours

DES111 Drafting II 3 Credits
In this mechanical drafting class, topics include use of drafting equipment, geometric construction, fasteners, tolerance dimensions and working drawings. This is mechanical drawing class and basic drafting tools will be required.
Theory 3 hours
Prerequisite: DES110 or instructor approval

DES115 Computer Aided Design I 3 Credits
Computer-aided drafting (CAD) is introduced. Students learn to use and operate the CAD system to prepare drawings according to drafting industry standards.
Theory 3 hours
Prerequisite: DES110

DES201 Electrical Drafting 2 Credits
An introduction to the fundamentals of electrical/electronics drafting is given with the purpose to acquaint the student with the symbolism and diagrams used in the electrical/electronics field. This is a mechanical drawing class and basic drafting tools will be required.
Theory 2 hours
Prerequisites: DES110 and DES115 or instructor approval

DES210 Descriptive Geometry 2 Credits
Solving spatial problems by projections, visualizing space conditions and analyzing a given situation are topics covered in this course. The elements that are of concern are points, lines and planes. A direct application is made of orthographic projection methods and geometric figures. This is a mechanical drawing class and basic drafting tools will be required.
Theory 2 hours
Prerequisite: DES111 or instructor approval

DES215 Computer Aided Design II 2 Credits
This is a continuation of DES115 with emphasis on application. The construction of working drawings (orthographic projection, pictorials and diagrammatic representation) utilizing the computer equipment is studied and practiced. This course will have a project completed by a team of students as a capstone to their degree.
Theory 2 hours
Prerequisite: DES115 or instructor approval

DES220 Structural/Architectural Drafting 2 Credits
This is a course dealing with the conventional practices and procedures necessary in graphically describing structures. A set of drawings for a residence is constructed. Drawings also are made for steel and masonry construction. This is a mechanical drawing class, and basic drafting tools and CAD will be used.
Theory 2 hours
Prerequisites: DES111 and DES115 or instructor approval

DES221 Piping Drafting/Map Drafting 2 Credits
Working drawings for piping systems and maps used in the engineering/architectural areas are studied and drawn. Topics covered include symbolism and diagrams. This is a mechanical drawing class, and basic drafting tools and CAD will be used.
Theory 2 hours
Prerequisites: DES111 and DES115 or instructor approval

DES222 Technical Illustration 2 Credits
The axonometric, perspective and oblique forms of pictorial illustration are studied. Attention is given to the use of templates, dimensions and shading. This is a mechanical drawing class, and basic drafting tools and CAD will be used.
Theory 2 hours
Prerequisites: DES111 and DES115 or instructor approval

DES225 CAD Animation 2 Credits
This course is designed to help drafters conceptualize and communicate their design ideas. 3D Studio VIZ is a tool for designers who need to explore three-dimensional design ideas, to work with a variety of CAD programs and data, and to acquire flexibility in how to present their designs.
Theory 2 hours
Prerequisite: DES215 or instructor approval

Economics

ECO101 Macroeconomics 3 Credits
The course deals with a basic understanding of the operation of our economic system. Presents a measurement of production, employment and income; demonstrates the role of money supply; relates the importance of international trade; explains current methods of economic analysis and development of economic policies; and explains the role of government in our economy. Course may require participation in outside classroom activities/events that relate to the course outcomes.
Theory 3 hours

ECO102 Microeconomics 3 Credits
Content of the course examines specific economic units; households, firms, industries, labor groups; and how these individual units behave in the marketplace. Market structures of pure competition, monopolistic competition, oligopolies and monopolies are examined. Course may require participation in outside classroom activities/events that relate to the course outcomes.
Theory 3 hours

ECO105 Personal Finance 3 Credits
This course provides students with an understanding of the fundamentals of personal finance, including budgeting, consumer credit, taxes, insurance, investment, and financial and retirement planning. This course will help the student make informed financial decisions through practical, real-world projects. Course may require participation in outside classroom activities/events that relate to the course outcomes.
Theory 3 hours

ECO201 Money and Banking 3 Credits
A study of the framework for the current money and banking environment is given. Monetary and fiscal policy and its limitations and implications are developed. The role of the Federal Reserve System is emphasized. Course may require participation in outside classroom activities/events that relate to the course outcomes.
Theory 3 hours
Prerequisite: ECO101

Electric Utilities Technician

EUT101 Lineman I 4 Credits
This is the first course in the Electric Utilities Technician Program. Students in this course will be presented with an overview of the field, job requirements and expectations, and beginning safety procedures. Basic pole climbing will also be covered and students will demonstrate proficiency in basic pole climbing and preparation. Other topics covered include personal protective equipment, selection of body belt and climbers, sharpening gaffs, and butt testing a wood pole.
Theory 3 hours - Lab 2 hours

EUT102 Lineman II 4 Credits
This is the second course in the electric utilities technician program,. Students in this course will continue the objectives to become a class D lineman. Included topics will be: knots, hoses, installing cross arms and pole top rescue.
Theory 3 hours - Lab 2 hours

EUT103 Lineman III 4 Credits
This is the third course in the Electric Utilities Technician Program. Students in this course will continue the objectives to become a Class D lineman. Topics discussed will include: identifying the various equipment used, understanding insulators and conductors, use of multi-meters and crimping tools, and determining voltage of various circuits.
Theory 3 hours - Lab 2 hours
Prerequisites: EUT101 and EUT102 with a grade of "C" or better

EUT104 Lineman IV 4 Credits
This is the fourth course in the Electric Utilities Technician Program. Students in this course will continue the objectives to become a class D lineman. Topics discussed will include: fire prevention and extinguishing techniques, proper chain saw operations and sawing through poles, setting up and securing ladders, splicing cable and reading registers.
Theory 3 hours - Lab 2 hours
Prerequisites: EUT101 and EUT102 with a grade of "C" or better

EUT201 Lineman V 4 Credits
This is the fifth course in the Electric Utilities Technician Program. Students in this course will continue the objectives to become a class D lineman. Topics discussed will include: rigging hoists, and setting and properly positioning poles using the digger derrick.
Theory 3 hours - Lab 2 hours
Prerequisites: EUT103 and EUT104 with a grade of "C" or better

EUT202 Lineman VI 4 Credits
This is the sixth course in the Electric Utilities Technician Program. Students in this course will continue to develop the skills needed to become a class D lineman. Topics discussed include setting up the truck.
Theory 3 hours - Lab 2 hours
Prerequisites: EUT103 and EUT104 with grade of "C" or better

EUT203 Lineman VII 4 Credits
This is one of the final courses in the Electric Utilities Technician Program. Students in this course will install grounds correctly, install line hoses and blankets, and install a 3-wire, single phase service.
Theory 3 hours - Lab 2 hours
Prequisites: EUT201 and EUT202 with a grade of "C" or better

EUT204 Lineman VIII 4 Credits
This is one of the final courses in the Electric Utilities Technician Program. Students in this course will trench for underground service and lay cable.
Theory 3 hours - Lab 2 hours
Prerequisites: EUT201 and EUT202 with a grade of "C" or better

Electrical/Electronics Engineering

ELE101 Circuits I 4 Credits
A basic understanding of direct current circuit behavior is the main theme for this course. Concepts such as current, voltage and resistance are introduced. Basic circuit principles such as Ohm's Law and Kirchhoff's Law are emphasized. Two linear elements, capacitor and inductor are also studied.
Theory 3 hours – Lab 2 hours
Prerequisite: MTH099 with a minimum grade of "C" or appropriate score on college placement test

ELE102 Circuits II 4 Credits
A continuation of ELE101 Circuits I, this course is geared to provide the student with a solid foundation in alternating current circuit principles and analysis. Students will be introduced to the concept of phasors and their application to electrical quantities such as current, voltage, and impedance. Some of the course topics are Phasor analysis, analysis of RLC circuits, siusoidal response of RLC circuits, resonance, and transformers. Laboratory experiments are designed to promote teamwork and provide an extensive hands-on opportunity for students to put theory into practice.
Theory 3 hours - Lab 2 hours
Prerequisites: ELE101, MTH111

ELE104 D.C. Machinery 3 Credits
This course presents the principles of operation and characteristics of the basic types of direct current machines, covers in particular, series, shunt, and compound generators and motors. In addition, the course describes methods for controlling the speed of dc motors, and discusses the basics of dc variable speed drives. Reference manuals and/or data sheets are referred to whenever appropriate. Laboratory experiments are designed to promote teamwork and provide an extensive hands-on opportunity for students to put theory into practice.
Theory 2 hours - Lab 2 hours
Prerequisite: ELE101

ELE106 Computer Networking I 4 Credits
This course is semester one of the CISCO Networking Academy Program. This course covers OSI model and industry standards, network topology, IP addressing, including subnet masks, networking components and basic network design.
Theory 4 hours

ELE107 Computer Networking II 4 Credits
This course is semester two of the CISCO Networking Academy Program. Beginning router configurations, and routed and routing protocols are explained in this class. Hands-on experiments will enforce the material learned in the classroom.
Theory 4 hours
Prerequisite: ELE106

ELE121 Electronic Circuits 4 Credits
This course will cover the function and operation of many electronic analog circuits that are found in such systems as: communication systems, test equipment, industrial controls and monitoring units.
Theory 3 hours – Lab 2 hours
Prerequisite: ELE101

ELE130 Digital Computer Systems 4 Credits
This course familiarizes the student with the basic theory and application of a variety of integrated chips. Emphasis is placed on digital-integrated circuit techniques as applied to combinational and sequential devices. Identifying and recognizing the operation of such devices are explored.
Theory 3 hours - Lab 2 hours

ELE202 A.C. Machinery 3 Credits
This course is designed to enable the student to understand, specify, connect and satisfactorily apply the various existing types of electric motors and generators. Strong emphasis is placed on the use of manuals/data sheets and machine specifications. Lab experiments are based on computational procedures which illuminate and clarify the basis of electrical machine operation and prepare the student for a realistic industrial situation. The intended result is that the student will be competent and comfortable with the requirements to specify the most effective machine for a specific job.
Theory 2 hours - Lab 2 hours
Prerequisite: ELE102

ELE203 Understanding the National Electrical Code 3 Credits
Students in this course will understand the terminology utilized inside the National Electrical Code (NEC) as well as the layout of each of the articles within the NEC. They will learn how to find and utilize information inside the NEC. Branch circuits, electrical services, wire sizing, wiring methods, and grounding requirements will be covered in this course. This course will cover excerpts from Chapters 1 to 3 of the NEC.
Theory 3 hours
Prerequisite: ELE101

ELE205 Power Distribution 3 Credits
The purpose of this course is to provide the student with a basic understanding of electrical distribution and associated power system concepts. Key concepts are presented by stressing applications-oriented theory. Concepts are presented through an "electrical power systems" model which includes power distribution as a key element. The other subsystems of this model include electrical power production, electrical power distribution, electrical power control, electrical power conversion, and electrical power measurement. "Real world" applications and operations are stressed through solving mathematical problems using the basic algebraic and trigonometric applications. *Safety* is a primary factor in working with electrical systems. Emphasis is placed on a compliance with safety codes, such as the National Electrical Code and the National Electrical Manufacturers Association.
Theory 2 hours - Lab 2 hours
Prerequisite: ELE102

ELE206 Computer Networking III 4 Credits
This course is semester three of the CISCO Networking Academy Program. Advanced router configurations, LAN switching theory and VLANs, advanced LAN and LAN switched design, Novell IPX, and threaded case studies are studied. Special emphasis will be placed on working with the required networking equipment.
Theory 4 hours
Prerequisite: ELE107

ELE207 General Instrumentation 3 Credits
This course is designed to meet the needs of the instrumentation technician who must learn the methods and devices that are used to measure variables in process control. Some of the topics are, measurement errors, pressure, level, flow, temperature, and humidity measurements, and the commonly used instruments for measuring these variables in the industry. Laboratory experiments are designed to promote teamwork and provide an extensive hands-on opportunity for students to put theory into practice.
Theory 2 hours - Lab 2 hours
Prerequisite: ELE102

ELE208 Industrial Controls 3 Credits
This course covers theory and application of control components and systems. With the use of manuals, handbooks/equipment specifications, students learn to think through the process of diagram development in connecting control devices from control pilot devices and electromagnetic motor starters to programmable logic controllers. The application area of the course is the field in which most students will be employed and will need knowledge. Consequently, control stations, in the lab, equipped with personal computers and programmable logic controllers are designed to be as state-of-the-art as possible.
Theory 2 hours - Lab 2 hours
Corequisite: ELE202

ELE214 Programmable Logic Controllers 3 Credits
This course is a continuation of ELE213, Advanced PLC instructions (Communication, Shift Register, Immediate I/O, Sequencer, PID) and index addressing mode are covered. In the lab, the instructor will provide a realistic situation that will enable the student to apply those instructions.
Theory 2 hours - Lab 2 hours
Prerequisites: ELE208 or instructor approval

ELE217 Computer Networking IV 4 Credits
This course is semester four of the CISCO Networking Academy Program. WAN theory and design, WAN technology, PPP, Frame Relay, ISDN, network troubleshooting, national SCANS skills, and threaded case studies are among many other subjects covered in this course. This course is the last course of the CISCO curriculum that prepares the student for the CISCO Certified Networking Associate (CCNA).
Theory 4 hours
Prerequisite: ELE206

ELE220 Programming and Interfacing Microprocessors and Microcontrollers 4 Credits
Programming a microcontroller and interfacing a readily available predesigned development board to an industrial application is emphasized. Students develop techniques to write real time code for microcontroller based products, test equipment, and process control applications. CPU instruction set, assembler directives, debugger commands, A/D and D/A conversations, and interfacing techniques are fully explored by using hands-on experiences in the lab.
Theory 3 hours - Lab 2 hours
Prerequisite: ELE130

ELE222 Microcomputer Organization and Networking 4 Credits
This course covers the fundamentals of computer software and hardware. Students will learn how to manage and maintain personal computers. Topics include computer components, operating systems, file storage, networking fundamentals, security, digital media, safety and environmental issues, and communication and professionalism. This course prepares students for the A+ certification.
Theory 4 hours

ELE231 Fundamentals of Wireless LANs 4 Credits
The Fundamentals of Wireless LANs course will cover the basics of wireless LANs. The course provides an overview of wireless standards, infrastructure and security. The course focuses on wireless clients, access points, antennas and standards architecture. The basics of designing, planning, and installing a wireless LAN will also be covered.
Theory 4 hours
Prerequisite: ELE106

Emergency Medical Services

EMS106 EMT Intermediate Course 8 Credits

This course prepares the student to function as an EMT Intermediate. Topics that will be covered are roles and responsibilities; medical/legal considertaions, basic and advanced airway management, trauma, medical, OB/GYN, and special considerations. Upon successful completion of theory, lab and clinical/field objectives, the student is eligible to apply for National Registry of EMT testing at the EMT-Intermediate level.

Theory/Lab 120 hours - Clinical 10 hours

Prerequisites: Current Ohio EMT-B Certification; satisfy admission requirements

EMS108 Paramedic Theory and Practice I 10 Credits

This course introduces the paramedic student to preparatory issues such as role and scope of the EMS system and paramedic. Paramedic wellness, ethics, medical legal, pathophysiology, and pharmacological issues will be addressed. Advance airway management techniques, patient assessment, and trauma assessment and management will be reviewed. Lab sessions will reinforce the theory component. Clinical education is planned in the emergency department, operating room, and several elective areas.

Theory 8 hours - Lab 4 hours - Clinical 7 hours

Prerequisities: Admission to the paramedic program, program director approval; current Ohio EMT B Certification

EMS109 Paramedic Theory and Practice II 10 Credits

This course is designed to introduce the student to medical emergencies. Cardiac, respiratory, endocrine, renal, neurological, toxicology, anaphylaxis, behavioral, environmental, gynecological, obstestrical, and various other medical emergencies assessment and management will be covered. Lab sessions will reinforce the theory component. Clinical education is planned in the emergency room, critical care, cardiac cath lab, and labor and delivery units, as well as field paramedic units.

Theory 8 hours - Lab 2 hours - Clinical 7 hours

Prerequisite: EMS108

EMS110 Paramedic Theory and Practice III 5 Credits

This course teaches the paramedic special conditions which may be encountered in the field such as pediatrics, geriatrics, special challenge patients, as well as assessment-based management, and EMS operations issues including incident command, rescue operations, haz-mat operations, and crime scene considerations. Lab sessions will reinforce the theory component. Clinical education is planned in the emergency room and field paramedic units which includes a field summative evaluation.

Theory 3 hours - Lab 2 hours - Clinical 8 hours

Prerequisite: EMS109

EMS111 EMT-I to Paramedic Fast Track 5 Credits

This course is designed to allow the Ohio certified EMT-Intermediate to complete EMT-Paramedic training without completion of EMS108. This course will allow recognition of the EMT-Intermediate training already completed, and to cover needed topics allowing quicker advancement to paramedic. Topics of study includes pathophysiology, advanced airway, medications/pharmacology, trauma review, medication administration, and associated labs. Upon successful completition, the student may enroll in EMS109.

Theory 3 hours - Lab 3 hours - Clinical 7 hours

Prerequisites: Program director approval, currently certified Ohio EMT-Intermediate, EMS106 (or old EMS100 and EMT-I transitional course) must have completed this course work at EGCC

EMS201 EMS Instructor Course 5 Credits

This course is designed for the certification of EMS instructors in the state of Ohio. The program will provide the student with instruction in adult learning, lesson plan design and development, media selection, instructional strategies, evaluation tools and techniques, and instructor presentation skills. It also provides a teaching internship, as well as an orientation to the state rules, regulations, and policies as it applies to EMS instruction. Candidates must successfully pass an Ohio EMS Division Techniques Exam upon course completion and meet any other specified requirements prior to certification as an EMS instructor as prescribed by the Ohio EMS Division.

Theory/Lab 7 hours - Practicum 10 hours total

Prerequisites: Possess a current Ohio certificate to practice as a first responder, EMT, EMT-I, EMT-P or is a registered nurse who holds a license to practice; at least five out of the last seven years experience as a first responder, EMT, EMT-I, EMT-P or registered nurse; pass a written exam as provided by the Ohio Division of EMS at the level of the individual's certificate to practice with a minimum score as specified by the Ohio Division of EMS; an applicant who is a RN must pass an exam at the paramedic level; pass a practical exam for the level of certification as prescribed by the Ohio Division of EMS; program director approval

Engineering Technologies

EGT291 IT and Engineering Practicum 1-2 Credits

Students receive practical on-the-job knowledge of the application of information and engineering technology principles. A student ordinarily will not be permitted to take this course unless 46 credit hours have been achieved or the permission of instructor.

Practicum - A minimum of 105 hours per credit hour

Corequisite: MGT206

EGT299 Special Topics in Information Technologies 1-4 Credits

This course is designed to introduce topics of special interest as well as new technologies. Students will have the opportunity to study technical subject matter not covered in other courses. This course may be used as a technical elective by any student pursuing an engineering technology degree or certificate. May be repeated; however, those students repeating the same "Special Topics" course must notify the registrar.

Theory 1-4 hours

Prerequisite coursework and/or instructor approval may be required

English/Literature

ENG083 Integrated Reading and Writing I* 5 Credits

Integrated Reading and Writing I is a technology enhanced course that prepares students for college or a career by developing language, writing, critical thinking and reading skills. Essays will be required. Students must earn a minimum of a C to advance to Integrated Reading and Writing II.

Theory 5 hours

Prerequisite: College placement test

* Course not counted toward graduation

ENG095 Integrated Reading and Writing II* 5 Credits
Integrated Reading and Writing II strengthens strategies for reading, writing and thinking. The students must produce several essays while mastering the writing process. Students must earn a minimum of a C to advance to ENG101 English Composition I.
Theory 5 hours
Prerequisite: ENG083 or college placement test
* Course not counted toward graduation

ENG101 English Composition I 3 Credits
This course is designed to improve writing skills and to introduce basic research skills. Emphasis is placed on writing that is appropriate to the situation and audience in content, organization, tone, and style. Students learn the strategies associated with composing: brainstorming, free writing, clustering, drafting, revising, editing, and proofreading. Students are required to produce a variety of essays demonstrating skill, and are introduced to library and on-line research methods. A short research paper using MLA documentation is required. Course may require participation in outside classroom activities/events that relate to the course outcomes.
Theory 3 hours
Prerequisite: "C" of better in ENG095 or appropriate placement score

ENG102 English Composition II 3 Credits
This course is designed for transfer and associate degree students in science and arts. The course focuses on argument and on how to approach essay writing and essay exams in the various disciplines. Students read and respond to essays, articles, and literature that illustrate argument and/or the various academic disciplines. Students are required to produce writing demonstrating these skills. Students are introduced to APA, CBE, and Chicago styles of documentation, and are required to produce a full-length research paper.
Theory 3 hours
Prerequisite: ENG101

ENG103 Business Communications 3 Credits
This course is designed to cover the writing projects that are required in the business world. Writing projects focus on business communication needs such as memos, letters, requests, order, and electronic mail. Topics include proper format, psychology of "customer service," job interviewing techniques, legal issues of the workplace, resume writing, and on-line research techniques. A researched business report is required.
Theory 3 hours
Prerequisite: ENG101 or instructor approval

ENG104 Technical and Professional Writing 3 Credits
This course is especially geared to students in technologies. The course is writing-intensive and requires a full-length research paper on a technical subject or a full-length study presented in a manner appropriate to the sciences. It also requires the writing of technical documents such as proposals, instruction, feasibility and informational reports, letters, and memos. Collaborative projects are also included along with correct formatting, electronic communication requirements and issues, and the use of graphic aids in workplace documents.
Theory 3 hours
Prerequisite: ENG101 or instructor approval

ENG 121 Writing for Publication 1 Credit
This course is available for students who wish to have an in-depth criticism of a manuscript or other publications. Also covered will be a survey of writers' markets and the manuscript submission process. Open to writers of the college's literary magazine also. Course may require participation in outside classroom activities/events that relate to the course outcomes.
Theory 1 hour

ENG151 Creative Writing 3 Credits
This course will introduce students to basic techniques and styles used by poets and fiction writers. Students will develop a portfolio of their own writings. Invention exercises and strategies will be emphasized, along with elements of style, plot, character development and theme. Students will also study the works of published writers as models. Course may require participation in outside classroom activities/events that relate to the course outcomes.
Theory 3 hours
Prerequisite: ENG101 or demonstrated writing skills

ENG152 Creative Writing and Publication 3 Credits
This course will continue the work begun in ENG151, emphasizing the writing of publishable works. Students will complete, revise, polish, and edit works from ENG151, and will learn the procedures involved in publication, i.e. writing query letters, researching publishers, and finding out about the role of agents. Course may require participation in outside classroom activities/events that relate to the course outcomes.
Theory 3 hours
Prerequisite: ENG101 or demonstrated writing skills

ENG153 Grant Writing Seminar 2 Credits
In this seminar the student will meet twice a week for one hour to discuss practicum work and receive instruction in researching and writing grants. This class is to be taken in conjunction with ENG154 Grant Writing Practicum.
Theory 2 hour

ENG154 Grant Writing Practicum 1 Credit
This class is taken in conjunction with ENG153 Grant Writing Seminar. Students will spend seven hours a week working for an organization on grant research and writing under the direction of the instructor.
Theory 1 hour

ENG201 Introduction to Literature 3 Credits
This course introduces students to major forms of literature–poetry, drama, short stories, novels, and/or film–and has them responding to these works with critical thought combined with personal insight and interpretation. Emphasis is on articulating responses and analyses through journal writing, in-class short essay responses, classroom discussions, and out-of-class essays. Course may require participation in outside classroom activities/events that relate to the course outcomes.
Theory 3 hours
Corequisite: ENG101 or demonstrated writing skills

ENG202 Survey of World Literature 3 Credits
Explores the great works of world literature in their historical contexts so that students may discover the variety and development of human thought and feeling in various cultures. Works of the Classical, Medieval, and Renaissance periods as well as the Neoclassical, Romantic, Modern, and Post-Modern eras in Europe as well as those from Asia, Africa, and Latin America will be covered in this course. Readings will include the forms of poetry, drama and fiction. This is a writing-intensive course requiring outside papers and essay tests. Approximately 80 percent of the course is devoted to the study of literature, while 20 percent of the course will be devoted to research projects and literary criticism.
Theory 3 hours
Prerequisite: ENG101 or demonstrated writing skills

ENG203 Special Topics in Literature 3 Credits
This course will offer fiction, poetry, essays and drama selected for specific college programs or career areas. Possible special topics might include: business literature, children's literature, women in literature, ethics in the business world, industrialization and the individual, and the environment. Course may require participation in outside classroom activities/events that relate to the course outcomes.
Theory 3 hours
Prerequisite: ENG101 or demonstrated writing skills

ENG205 Women in Literature 3 Credits
A survey of the images of women in literature from an historical, critical and thematic perspective is offered. Course focus will be on the stories, poems, and plays in American and British literature. Course may require participation in outside classroom activities/events that relate to the course outcomes.
Theory 3 hours
Prerequisite: ENG101 or demonstrated writing skills

ENG207 Film and Literature 3 Credits
This course will examine the various and complex relationships between literature and film. The language of film, the ways film has and does borrow from literature, and the criteria for artistic merit of a film will be studied. Course may require participation in outside classroom activities/events that relate to the course outcomes.
Theory 3 hours
Prerequisite: ENG101 or concurrent enrollment

ENG208 Short Stories 3 Credits
A study of short fiction from significant writers on six continents, the course focuses on theme and character analysis, plotting and style features. Course may require participation in outside classroom activities/events that relate to the course outcomes.
Theory 3 hours
Prerequisite: ENG101 or demonstrated writing skills

ENG212 Environmental Literature 3 Credits
The focus of this course is on the reading of essays, poems, stories and plays that explore environmental issues or that examine the relationship between human beings and their environments.
Theory 3 hours
Prerequisite: ENG101 or demonstrated writing skills

ENG213 World Mythology 3 Credits
This course surveys and compares myths from Greek, Roman, Chinese, Japanese, Scandinavian, Indian and Australian cultures. Significant mythic personages, themes and plotlines are studied for literary and cultural impacts and heritages. Course may require participation in outside classroom activities/events that relate to the course outcomes.
Theory 3 hours
Prerequisite: ENG101 or demonstrated writing skills

ENG215 Social Issues in Literature 3 Credits
This course explores plays, poetry, film, short stories, and essays. The emphasis will be placed on examining these works from the unique perspectives of social issues and themes. Such themes will include ethics, morality, satisfying work, happiness and success, and the culture of society. Course may require participation in outside classroom activities/events that relate to the course outcomes.
Theory 3 hours
Prerequisite: ENG101 or demonstrated writing skills

ENG220 Modern Poetry 3 Credits
Focus is on the study of modern poetry and its dominant themes. This course will also analyze the forms, images and sounds of poetry. Course may require participation in outside classroom activities/events that relate to the course outcomes.
Theory 3 hours
Prerequisite: ENG101 or demonstrated writing skills

ENG222 Science Fiction Literature 3 Credits
A survey of major works of science fiction literature, this course is designed to explore our culture's evolving attitude toward technology and the role it plays in our lives. Course may require participation in outside classroom activities/events that relate to the course outcomes.
Theory 3 hours
Prerequisite: ENG101 or demonstrated writing skills

ENG223 Shakespearean Plays 3 Credits
A study of some of Shakespeare's representative tragedies and comedies is offered. Focus will be on the theme, plot and motifs of each play, with some discussion of the background and history of the plays. The course also will examine how the themes of these plays are echoed in modern works of drama and fiction. Course may require participation in outside classroom activities/events that relate to the course outcomes.
Theory 3 hours
Prerequisite: ENG101 or demonstrated writing skills

ENG254 American Literature I: Early Period 3 Credits
This course is an examination of various writers and their styles from the historical standpoint from the Colonial period in the early 17th century to 1865. The student will gain an appreciation of our literary heritage and writing styles through active classroom discussions and sharing personal interpretations from the reading of various works in different genres. Critical writing will be required. This course may require participation in activities and events outside the classroom that relate to the course outcomes.
Theory 3 hours

ENG255 American Literature II: Late Period 3 Credits
This course is an examination of various writers and their styles from the historical standpoint from 1865 to the present. The student will gain an appreciation of our literary heritage and writing styles through active classroom discussions and sharing personal interpretations from the reading of various works in different genres. Critical writing will be required. This course may require participation in activities and events outside the classroom that relate to the course outcomes.
Theory 3 hours

Finance

FIN227 Current Topics in Banking and Finance 1-4 Credits
Designed for those entering the banking profession and banking professionals, this course examines one or more of the following topics: commercial bank fund management, financial institution management, regulatory environment of banking, trust management, or other topics of current interest to the profession.
Theory 1-4 hours
Theory and/or lab hours assigned based on topics offered
Prerequisite: FIN201 or dean approval

French

FRN101 Elementary French I 4 Credits
This course promotes the understanding, speaking, reading and writing of the French language for the student with no previous experience with the language of French.
Theory 4 hours

FRN102 Elementary French II 4 Credits
This continuation of Elementary French I includes advanced understanding of the French language and French culture.
Theory 4 hours
Prerequisite: FRN101

FRN201 Intermediate French I 4 Credits
In this course the student will review material from elemental French and continue learning to communicate in French at a more complex and fluent level. Class will be conducted mainly in French. Learning at all levels of language acquisition will take place: hearing, speaking, reading and writing. The student will learn about the culture, history and geography of French-speaking countries around the world.
Theory 4 hours
Prerequisite: FRN102 or proficiency

FRN202 Intermediate French II 4 Credits
This course will consist of reading, conversing and writing in French at a more advanced level. The class will be conducted totally in French. Culture, history, literature and music and geography of the French speaking countries will be studied. Emphasis will be placed on fluency in using French as a means of every day communication.
Theory 4 hours
Prerequisite: FRN201 or proficiency

General Science

GSC101 Introduction to Physical Science 4 Credits
An introduction to the fundamental principles of chemistry, physics and nuclear physics is offered. Intended for the non-science major, this course requires a minimum of science or mathematics background.
Theory 3 hours - Lab 2 hours
Not open for credit toward graduation in science, health, or engineering areas

GSC102 Science and the Environment 4 Credits
For the non-science major, an introductory course concerned with the science concepts behind the 20th and 21st century environmental issues such as the ozone layer, global warming, acid rain and others. Chemical phenomena methodology and theory are set in the context of social, political and economic issues. Laboratory activities familiarize each student with basic analysis techniques.
Theory 3 hours - Lab 2 hours
Not open for credit toward graduation in science, health, or engineering areas

GSC110 Energy and Society 4 Credits
For the non-science major, an introductory course in the physics principles behind societal uses of energy. Topics cover natural resources, environmental problems, traditional and alternative energy systems and energy conservation.
Theory 4 hours
Not open for credit toward graduation in science, health, or engineering areas

GSC299 Special Topics in Science 1-4 Credits
This course is designed to introduce topics of special interest as well as new technologies. Students will have the opportunity to study scientific subject matter not covered in other courses. Course may be repeated; however, those students repeating the same "Special Topics" course must notify the registrar. Prerequisite coursework and/or permission of the instructor may be required.
Theory 1-4 hours

Geography

GEO101 World Geography 3 Credits
A study and comparison of geographic conditions and differences as they relate to social, cultural, economic and political developments. Selected world regions will be studied.
Theory 3 hours

GEO102 Physical Geography 3 Credits
A study of the physical features and complex geographic systems of the Earth's surface. Topics will include the atmosphere, biosphere, hydrosphere, and lithosphere. The environmental impact resulting from the interaction between humans and the Earth's physical systems will be covered.
Theory 3 hours

GEO201 Human/Cultural Geography 3 Credits
A study of how and why humans have settled in the regions of the world and how their cultures have varied in relation to their different geographic settings. It examines the ways in which material culture, government, religion, language, economy have metamorphosed from one place to another. It also analyzes the similarities between different regions and cultures.
Theory 3 hours
Prerequisite: GEO101 or GEO 102

Geology

GEO101 Introduction to Geology 4 Credits
This course deals with the origin, composition, and structure of the Earth. It deals with the composition and structure of the Earth's interior; identification of common minerals and the three major rock groups; the concepts and processes of the evolution of various surface features of the Earth. This course serves the needs of non-science majors who are required to complete one or more science courses
Theory 3 hours -- Lab 2 hours

GEL111 Earth Science 4 Credits
An introduction to the fundamental principles of astronomy, geology, meteorology and oceanography. A review of the geologic time line also will be included.
Theory 4 hours
Not open for credit toward graduation in science, health, or engineering areas

GEL112 Geology of National Parks 4 Credits
This course will highlight the geological features of many of the National Parks in the United States. The history, location, basic geology and Native American experiences will be covered.
Theory 4 hours
Not open for credit toward graduation in science, health, or engineering areas

Geriatrics

GER102 Activities Director 6 Credits
This course is designed to provide specialized entry-level skills necessary for the employment as an activities director or the administration of an activity program as required by the Ohio Department of Health. Emphasis is placed on understanding residents and the aging process, causes of disorientation, evaluating outcomes as they relate to activities and education of older adults in the nursing home setting.
Theory 3 hours - Lab 6 hours

German

GRM101 Elementary German I 4 Credits
This course promotes the understanding, speaking, reading and writing of the German language for the student with no previous experience with the German language. It includes learning about German culture and history.
Theory 3 hours - Lab 2 hours

GRM102 Elementary German II 4 Credits
This course is a continuation of Elementary German I and includes more advanced understanding of the German language and culture.
Theory 3 hours - Lab 2 hours
Prerequisite: GRM101 or proficiency

GRM201 Intermediate German I 4 Credits
In this course the student will review from elementary German and will learn to communicate in German at a more complex and fluent level. Class will be conducted mainly in German. Learning at all levels of language acquisition will take place: hearing, speaking, reading, and writing. The student will learn about the culture, history, and geography of German-speaking counties around the world.
Theory 4 hours
Prerequisite: GRM102 or proficiency

GRM202 Intermediate German II 4 Credits
This course will consist of reading, conversing and writing in German at a more advanced level. The class will be conducted totally in German. Culture, history, literature, art, music and geography of the German speaking countries will be studied. German is particularly important in art and literature. Emphasis will be placed on fluency in using German as a means of every day communication.
Theory 4 hours
Prerequisite: GRM201 or proficiency

Health Information

HIM102 Introduction to Health Records 3 Credits
This course covers the history, philosophy, development, and functions of the health information management profession and the American Health Information Management Association. Emphasis is placed on the content of health records, documentation requirements, forms, screen designs, and data sets provided. The inspection of storage and retieval systems and control techniques for health records relative to numbering, forms, index systems, record retention, abstracting and analysis are instructed. Students will use software applications related to record processing accounts.
Theory 3 hours
Prerequisite: Application to program

HIM104 Reimbursement Methodologies 2 Credits
This course introduces the students to reimbursement issues and systems such as PPS, DRG, RBRVS, CPS, and APC, chargemasters, EDI billing techniques, and application programs. Advanced coding scenarios with the utilization of encoder application will be introduced.
Theory 2 hours
Prerequisite: HIM102
Corequisite: HIM106

HIM105 Computer Software Applications in Health Care 3 Credits
This course covers an overview of common software tools used in health care, including introduction to encoding tools and computer-assisted coding software which is used in health care data processing. Students are introduced to the electronic health record and the technique for collecting, storing, and retrieving health care data.
Theory 3 hours
Prerequisite: Application to program

HIM106 Clinical Classification System I 4 Credits
This course introduces the student to the nomenclature classification and indexing system in ICD-9-CM and ICD-10-CM utilized in coding diagnosis and procedures. Laboratory sessions will focus on the application of the related skills with accuracy and completeness using computerized and manual methods. Reimbursement systems and other coding systems also will be discussed.
Theory 3 hours - Lab 2 hours
Prerequisites: HIM102, HSC101
Corequisite: BIO102

HIM108 Health Care Delivery Systems 3 Credits
This course will give a thorough understanding of the types and levels of health care delivery systems in the U.S. and of the governing bodies that regulate the HIM processes. Knowledge of the different types of encoder systems, the licensure/regulatory agencies. The knowledge of the organization of health care delivery and the accreditation standards. Also, the student will learn to identify the issues involving the migration from a paper-based HIM to an electronic HIM.
Theory 3 hours
Prerequsites: Application to program, HIM102

HIM112 Health Care Statistics 3 Credits
The impact of health care statistics on the health care community (local and national) will be examined. Methods of data retrieval from available sources in conjunction with formulas designed for the tabulation of health statistics are used to express health care data. Additional topics include: organization of data measure of central tendency, variability and normal distribution.
Theory 3 hours
Prerequisite: MTH092 or equivalent

HIM210 Advanced Coding 3 Credits
Case scenarios are utilized. Emphasis is placed on selection of the principal diagnosis and principal procedure. Diagnosis-related groups (DRGs) and ambulatory patient groups (APGs) will be studied. Coding in non-acute settings will be highlighted.
Theory 2 hours - Lab 2 hours
Prerequisites: BIO101, BIO102, HIM103, HIM106, HIM216, HSC101, or instructor approval

HIM215 Health care Quality and Statistics 2 Credits
Health care quality and performance improvement principles are introduced. Data collection and use of performance improvement tools for data analysis are presented. Utilization review, performance improvement, and quality assurance are discussed along with medical staff credentialing. Students will compute health care statistics with an emphasis on correct formula application, report generation, and data display.
Theory 2 hours

HIM216 Clinical Classification System II 3 Credits
This course introduces theory, conception, application of CPT coding, and the relationship to the Centers of Medicare and Medicare serving health care. The common procedure coding system instruction from textbook and computer application, ambulatory, pathology classification, and casemix systems will be discussed.
Theory 3 hours
Prerequisites: BIO101, BIO102, HIM102, HIM106

HIM218 Professional Practicum 1 Credit
Advanced coding practice will provide the student with coding practice within a hospital, physician's office, clinic, and other health care settings. The student will utilize the software at the facility during the coding practice sessions. The program will be outlined with the employers so the students and the employers will benefit from the tasks in which the student will assist. The practicum is based on analysis of actual medical records with a learning focus on coding accuracy and speed.
Theory 1 hour
Prerequisites: Application to program; BIO201, HIM231, HIM233, HIM243, HSC101

HIM230 Legal and Ethical Concepts in Healthcare 2 Credits
Study of legislative and regulatory processes that impact health care with particular focus on HIM, Course includes privacy, security, and confidentiality issues related to HIM, record retention/destruction, release of information, advanced directives, consents, and patient rights issues. Compliance and liability will be discussed, and an introduction to legal terminology and the court system provided. Ethical concerns in health care and HIM will be addressed.
Theory 2 hours

HIM248 HIM Practicum II 2 Credits
Under the direct supervision of a health information professional, the student will participate in the daily activities of an HIM department. The opportunity to utilize the knowledge and skills attained throughout the HIM course of study is afforded through chart assembly/analysis/abstraction, release of information duties, filing, coding, and management applications.
Theory 2 hours

HIM251 Healthcare Indexes/Registries 2 Credits
Indexes and registries utilized in health care are presented with a focus on cancer and trauma registries. Registry activities including abstraction and cancer staging are presented. Data presentation and interpretation activities are contained in coursework.
Theory 2 hours

HIM252 Management of Health Information Services 3 Credits
Students are instructed in supervising and managing the resources of an HIM department, including the financial, organizational, and human resources. The management functions of planning, organizing, directing, and controlling are introduced. Budgets, revenue cycle management, performance evaluations, job descriptions, orientation and training procedures, workflow, leadership, and team building are some of the concepts that will be addressed.
Theory 3 hours

HIM296 HIM Captsone and Seminar 2 Credits
Seminar focus is devoted to current and future trends in health care with emphasis on their HIM impact as well as a review of knowledge gained in previous HIM courses. Continued development of HIM skills will be emphasized with practice assignments. Resume writing and interviewing skills will be covered. Capstone focus allows for an in-depth study of an HIM special interest. Students will complete a HIM project of their choice within guidelines, working under the director of the HIM instructor.
Theory 2 hours

Health Sciences

HSC101 Medical Terminology 2 Credits
This course is designed to equip the student with a working knowledge of the most common root words, prefixes and suffixes in medical terminology. Emphasis is placed on spelling, pronunciation, use of the medical dictionary, vocabulary building and common abbreviations. This course is offered as a self-paced tradition or online course.
Theory 2 hours
Prerequisite: Completion of ENG083 if required by placement testing and computer literacy; a minimum grade of "C" is required for all health students

HSC102 First Aid/CPR 1 Credit
How to recognize and respond to an emergency until medical help arrives; care for respiratory and cardiac emergencies for people of all ages; prevention of disease transmission, first aid skills and use of an automated external defibrillator are taught. Attendance of all scheduled classes is mandatory in order to meet course requirements. ARC certificates Bloodborne Pathogen-1 year, First Aid/Responding to Emergencies-3 years, and CPR/AED for the Professional rescuer and Health Care Provider-2 years are issued after satisfactory completion of course requirements.
Theory/Lab 20 hours total

HSC103 Law and Ethics 1 Credit
Legal aspects including legislation, statutes, licensure, malpractice and arbitration are presented. Ethical conduct, issues and bioethics also are covered with application in the medical office.
Theory 1 hour

HSC104 Medical Insurance 2 Credits
This course is designed to present a practical approach to insurance billing. Students will abstract information from patient records to complete an insurance claim accurately. Content includes basic medical and insurance abbreviations and terms; the most characteristic types of insurance coverage available in the U.S. (unemployment compensation, disability, worker's compensation, industrial insurance, federal Medicare, state Medicaid, group plans such as Blue Cross and Blue Shield, and Champus); computerized billing; and physician's personal insurance.
Theory 2 hours

HSC105 Dosage Calculations for Health Care Providers 1 Credit
The course is designed for students pursing a career in nursing or other health care professions. It is a problem-solving course with emphasis on mathematical skills for dosage calculations. Calculating intravenous (IV) infusion rates also will be included. A brief review of fractions, decimals, ratio, and percents as well as ratio-proportion problems will be conducted. The metric system, apothecary and household measurements are emphasized including abbreviations and conversions to better enable the student in determining drug dosages.
Theory 1 hour
Prerequisite: MTH095

HSC106 Administration Medical Office Skills 3 Credits
This computerized medical office practices course includes scheduling of patients, filing, typing and transcription techniques necessary to keep accurate financial records. Insurance forms as well as hospital forms will be included. The use of CPT-4 and ICD 9 Codes will be used to complete medical, patient and insurance records on a computer.
Theory 2 hours -- Lab 2 hours
Prerequisite: AAT102
Corequisites: HSC101, OIT102

HSC108 Nurse Aide TCE Program 5 Credits
This course is designed to provide specialized entry-level employment with long-term nursing/health care and retirement agencies as a nurse aide. The nurse aide is responsible for providing direct resident care under supervision of a registered nurse. The program provides theory, laboratory practice, and supervised patient care (clinical) as required by the Ohio Department of Health. After successful completion of the entire course, the student will be eligible to take the Ohio competency examination. This course requires 100 percent attendance. Students must purchase the required textbook.
Theory 4.5 hours - Lab 0.5 hours
Prerequisite: College placement test

HSC109 Introduction to Homemaker-Home Health Aid 1 Credit
This course is designed to provide specialized entry-levy employment with assisted living agencies as a home health aid. Curriculum includes the four sections of the National Home Caring Council's requirements for sitting for the national exam: maintaining a clean, safe and healthy home environment; food and nutrition; managing time, energy, money and other resources; and home maintenance when disease is present. Topics include the general guidelines for cleaning a house, nutritional problems of the ages and ill (including modified diets), use of resources and infectious disease control. After successful completion of the entire course, the student will be eligible to take the national competency examination.
Theory 1 hour
Prerequisite: HSC108 or advisor approval

HSC110 Special Topics in Electrocardiography 2 Credits
In this course, the student will learn the basic anatomy and physiology of the heart; the theory and practice of the EKG; and how to interpret basic arrhythmias. The student also will learn how to prepare a patient physically and psychologically for an EKG, and how to recognize and correct artifacts.
Theory 1 hour - Lab 2 hours

HSC115 Stress Management 1 Credit
This course will provide a wholistic view of stress, including the physical, mental, emotional, social and spiritual factors which cause stress. The student will learn how to recognize the symptoms of stress, and learn effective and constructive ways of coping with the effects of stress. Topics may include wellness, nutrition, eating disorders, communication skills, depression and anger, self-esteem, relaxation techniques and job burnout.
Theory 1 hour

HSC116 Principles of Wellness 3 Credits
This interdisciplinary course will emphasize the importance of self-responsibility and lifestyle choices which promote good health and overall wellness. The physical, mental, social, spiritual, emotional and occupational dimensions of wellness will be addressed. Topics will include nutrition, exercise, stress management, relationships, self-esteem, career satisfaction, self-care and other areas related to the wholistic health of the individual.
Theory 3 hours

HSC121 Nutrition for Health Care Providers 3 Credits
This course is designed for individuals entering into health care professions. It will provide a basic understanding of nutritional therapy and how to educate patients and their families about nutrition. It is divided into three sections. The first section introduces the basics of nutrition and shows how nutrition supports health. The second section will address some of the ways that poor nutrition may lead to disease and describe the potential impact of illnesses and medications on nutrient needs and nutritional health. The last section of the course will focus on medical nutrition therapy and its role in a variety of medical conditions. This course is open to all students and is required for all practical nursing students.
Theory 3 hours

HSC201 Principles of Pharmacology 3 Credits
This course offers the student an introduction to metric conversions, apothecary notations, reading drug labels and the calculation of dosages. An introduction to pharmacology, accurate measurement and administration of medication, federal drug legislation, and laws governing the distribution and use of narcotics is included. Drug classifications are discussed.
Theory 3 hours

HSC202 CPR Instructor Course 1 Credit
This course teaches the knowledge and instructional methods used in conducting a Basic Life Support (BLS) class according to the American Heart Association (AHA). The course completion card is issued for two years.
Theory/Lab 20 hours total
Prerequisite: current AHA-Health Care Provider (HCP) or American Red Cross Professional Rescuer CPR card; an understanding of BLS instructor retraining requirements

HSC203 Pathophysiology 3 Credits
This course encompasses the etiology, pathogenesis, manifestations, basic treatment and laboratory findings of select diseases of the human body. Attention is given to organic and infectious diseases, as well as immune dysfunction and neoplasia. A holistic approach to wellness and disease prevention is included.
Theory 3 hours
Prerequisite: Minimum of a "C" in BIO101 or waiver by college placement test

History

HIS101 World Civilization I 3 Credits
This course provides an overview of human cultural development from earliest times to 1700. Emphasis will be on the musical, artistic, religious, and cultural achievements of these groups. Key individuals, societies, and historic developments will also be examined.
Theory 3 hours

HIS102 World Civilization II 3 Credits
This course provides an overview of human cultural development since 1500. Emphasis will be on the musical, artistic, religious, and cultural achievements of these groups. Key individuals, societies, and historic developments will also be examined.
Theory 3 hours

HIS104 U.S. History - The Formative Period 3 Credits
A survey of United States history through 1877, the course covers the description and analysis of the major factors accounting for the transformation of the earliest settlements into a sovereign national power. Emphasis is placed on the role of immigration and the economic and political forces that shaped the United States.
Theory 3 hours

HIS105 U.S. History - The Modern Period 3 Credits
A survey of United States history since 1877 is offered in this course which covers the description and analysis of the rise of corporations, the development of an urban labor force, the changing role of government, and the integration of the United States into a global political and economic system.
Theory 3 hours

HIS106 The Twentieth Century 3 Credits
This course begins with an examination of Europe's postion of political, economic, and military dominance in the world in the decades before World War I. After a thorough treatment of the causes and effects of the Great War and the rise of Japan to great power status, the emphasis shifts to the international economic and political problems of the interwar era. The course will analyze the rise of authoritarian regimes of the right and left in Europe, the civil war in China and the Imperialist power's weakening grip on their colonies in Africa and Asia. World War II and the Holocaust figure prominently in the second half of the course, as do the decolonization process, the Cold War between the U.S. and the Soviet Union and post-Cold War issues such as ethnic conflict and responses to globalization.
Theory 3 hours

HIS119 The American Revolution 3 Credits
This course surveys the major political events and cultural issues in the American colonies (1620-1776) which led to the American Revolutionary War. The battles, military leaders, strategy, and the role of women during the American Revolutionary war will also be examined. The course will also analyze the dramatic political and economic ramifications of the War.
Theory 3 hours

HIS120 History of Ohio 3 Credits
This course begins by discussing the Native American communities that lived in the Ohio region before the appearance of European settlers. We then look at the settlement of the Ohio Valley and the initial contacts between Native Americans and European settlers. The course will examine the Ohio region during the colonial period and how the European culture changed that of the indigenous population. The traditions, immigration patterns, religion and early political life of the Ohio settlers will be covered. The second half of the course will focus on the growth of the state's cities and industries. Ohio's important political and economic roles in American history will be studied.
Theory 3 hours

HIS201 African-American History 3 Credits
This course will familiarize the student with African-American history from its roots in the early West African civilizations to American slavery and freedom, and ending with the modern civil rights movement and the present-day character of and challenges to the African-American community.
Theory 3 hours

HIS202 Colonial American History 3 Credits
This course surveys the history of the political, religious, social and military events in the British North American colonies from the exploration of Christopher Columbus to the end of the American Revolutionary War. It will cover the reasons for European colonization, the interaction between the European settlers and Native Americans, and the impact of the Trans-Atlantic slave trade.
Theory 3 hours

HIS203 U.S. History Since 1945 3 Credits
This course examines the dynamic changes to American culture, politics, military and world standing from 1945 to the present. The ideological battle between the United States and the Soviet Union during the early Cold War will be the focus of unit one. The myriad cultural changes during the 1960s and the disillusionment with the government during the 1970s will be the focus in unit two. Unit three focuses on the end of the Cold War and the America's role in the "New World Order". American culture and politics since 9-11 are the focus of unit four.
Theory 3 hours

HIS204 American Military History 3 Credits
This survey course will deal with the military history of the United States from the earliest European settlers to the current War on Terrorism. It will focus on the military groups (colonial militias, professional standing armies, mercenaries, and paid contractors) and the role they've played in American society. The course highlights the different political events and military technologies which transformed the American military.
Theory 3 hours

HIS240 Special Topics in History 1-3 Credits
This course offers advanced history topics selected by the dean and faculty that satisfy student needs and general studies/social science requirements.
Theory 1-3 hours
Theory and/or hours assigned based on topics offered

HIS240E History of the American Justice System 3 Credits
This course is a multi-disciplinary approach to the history of the justice system in the United States. By examining the social, political, and cultural contexts during significant historical periods in world history generally and the United States particularly, a foundation will be established leading to an understanding of how America's system of justice emerged and evolved. This course is also listed as CJT221.
Theory 3 hours

Interactive Digital Media

IDM101 Foundations of Digital Media 3 Credits
This is a survey course focusing on the theory of creating, modifying and using multimedia elements in appropriate and functional ways. Topics include computing theory, overview of computer hardware, file management, color theory, bitmap images, vector graphics, digital animation, and electronic publishing. The Adobe Creative Suite is used in this course. Students will complete a major project integrating all elements of topics covered in the course. Assignments require additional time outside the classroom.
Theory 3 hours

IDM111 Professional Internet Fundamentals 3 Credits
This course provides a basic overview of Internet technologies, networking technologies, and writing Web pages in XHTML. Students are required to complete a major project in this class. Assignments require additional time outside the classroom.
Theory 3 hours

IDM121 Digital Media Programming 3 Credits
This course is an introduction to programming 3-D animations. The primary tool is used is Alice 2.0. Students will learn the basics of computer programming as well as create their own 3-D animations.
Theory 3 hours
Prerequisite: MTH095

IDM201 Digital Images 3 Credits
Editing and creation of raster graphics is the focus of this course which covers the objectives for the Adobe Certified Expert (ACE) exam for Adobe Photoshop. Students will complete a major project. Assignments require additional time outside the classroom.
Theory 3 hours
Prerequisite: MTH095 and IDM101

IDM202 Digital Graphics 3 Credits
Editing and creation of vector graphics is the focus of this course which covers the objectives for the Adobe Certified Expert (ACE) exam for Adobe Illustrator. Students will complete a major project. Assignments require additional time outside the classroom.
Theory 3 hours
Prerequisite: MTH095 and IDM101

IDM203 Digital Animation 3 Credits
Editing and creation of digital animations is the focus of this course which covers the objectives for the Adobe Certified Expert (ACE) exam for Adobe Flash. Topics include drawing, tweening, and basic ActionScript. Students will complete a major project. Assignments require additional time outside the classroom.
Theory 3 hours
Prerequisite: MTH095 and IDM101

IDM204 Digital Video Production Credits 3
The creation, manipulation, editing, and production of video for use on the World Wide Web or other electronic distribution is the focus of this course. Students use hardware such as digital video camera, videotape, and capture cards and industry standard software such as Adobe Premiere to create short films. Students will write, edit, and produce a major project consisting of an original movie as well as a portfolio of other projects. Additional time beyond regular class time will be required to complete assignments and projects.
Theory 3 hours

IDM205 Digital Publishing 3 Credits
Editing and creation of digital portable document formats (PDFs) is the focus of this course which covers the objectives for the Adobe Certified Expert (ACE) exam for Adobe Acrobat. Topics include page layout, interactivity, and type setting. Students will complete a major project. Assignments require additional time outside the classroom.
Theory 3 hours
Prerequisite: MTH095 and IDM101

IDM211 Site Design Methodologies 3 Credits
Creation and editing of Web sites using state-of the-art site management software is the focus of this course which covers the objectives for the Adobe Certified Expert (ACE) exam for Adobe Dreamweaver. Web site development theory is covered extensively including such topics as branding, mind mapping, and site usability. Students will complete a major project. Additional time is required to complete assignments outside of class.
Theory 3 hours
Prerequisite: MTH095 and IDM101

IDM221 Advanced Digital Media Programming 3 Credits
Creating interactive animations using ActionScript is the focus of this course. Students will design interactive applications for use on web sites and other platforms. This course covers the Adobe Certified Expert (ACE) exam for ActionScript 3.0. Assignments require additional time outside the classroom.
Theory 3 hours
Prerequisite: IDM121 and IDM203

IDM222 Simulation and Game Development 3 Credits
Design and creation of interactive games using Adobe Flash is the focus of this course. Advanced topics in ActionScript and animation are the primary topics covered. Students complete a major project. Additional time is required beyond class time.
Theory 3 hours
Prerequisite: IDM221

IDM251 Capstone in Internet and Digital Media Design 1 Credit
The capstone course is designed to bring together all of the knowledge and skills gained in the Internet and Interactive Digital Media program. Students will develop a their portfolio, write and prepare for their career as a media designer. This course is required for graduation for all Internet and Interactive Digital Media students and should be taken in the student's final semester. The completion of the final graduation portfolio is the major project in this course.
Theory 1 hour
Prerequisite: 15 Credits of IDM courses including IDM201, IDM203, IDM211 and IDM221

IDM275 Special Topics in Internet and Digital Media Design 1-4 Credits
This course covers new and emerging topics in digital media and Internet design. Topics may vary.
Theory 1-4 hours
Prerequisite: Permission of instructor

Journalism

JRN101 Basic Journalism 3 Credits
Students will learn the basics of writing for newspapers, magazines, and electronic media. This course will cover writing and interviewing techniques, journalism ethics, proper style and organization and editing. Students will write a variety of articles on assignment representative of the diverse situations encountered by a working journalist. Basic layout techniques will be presented. Course may require participation in outside classroom activities/events that relate to the course outcomes.
Theory 3 hours

JRN201 Journalism and the Media 3 Credits
In this course students will learn advanced techniques used in writing for newspapers, magazines, and electronic media with a much stronger emphasis on electronic media and the ways technology is changing modern news reporting. Students will complete a variety of writing assignments under real-life, hands-on conditions designed to prepare them for work as print, radio, or television journalists. The history and evolution of journalism, basic media law, and the complex, ethical issues faced by working journalists will be presented. Course may require participation in outside classroom activities/events that relate to the course outcomes.
Theory 3 hours

Management

MGT201 Principles of Management 3 Credits
This course is a study of the four management functions of planning, organizing, directing and controlling used in organizations. This includes topics on decision-making, human relations, effective communications, group dynamics, change, leadership, motivation, ethics, quality and social responsibility.
Theory 3 hours

MGT202 Organizational Behavior 3 Credits
This course investigates the individual and group behavior at work while pursuing the nature of group dynamics and corporate culture. It involves the study of what people do in an organization and how the behavior affects the performance of the organization and emphasizes behavior related to jobs, absenteeism, employment turnover, productivity, human performance and management.
Theory 3 hours

MGT205 Introduction to Quality Improvement 3 Credits
This course introduces students to a systematic approach for applying quality technology to improve production in any type of organization. This includes the history of total quality management, analysis of customers' needs, power of process, empowerment, supplier quality and performance measurement.
Theory 3 hours
Prerequisite: Completion of 30 hours

MGT206 Career Success Seminar 1 Credit
This seminar prepares the student to make decisions regarding future plans. Topics to be examined are transfer options, career options, personal financial issues, and goal-setting. Additionally, the course prepares the student for job search activities with sections on personal presentation and interview preparation.
Theory 1 hour

MGT208 Human Resources Management 3 Credits
This course provides information necessary to develop policies and programs that attract, retain and motivate employees and includes staffing, leadership, supervision, discipline, training, labor management relations, compensation plans, benefits and appraisal systems.
Theory 3 hours
Prerequisite: MGT201 or instructor/dean approval

MGT210 Leadership Development and Team Building 3 Credits
This course has as its central focus the development of leadership ability. It provides a basic understanding of leadership and group dynamics theory, and an awareness of one's own ability and style of leadership. It provides the opportunity to develop essential leadership skills through the study and observation of these skills and the engaging in productive leadership behavior. It is a writing intensive course.
Theory 3 hours

Mathematics

MTH081 General Math* 5 Credits
This course is for those who need a review of basic arithmetic as indicated by the COMPASS placement testing. This course is designed to meet the needs of the individual student before the student enters the college classroom. Topics include addition, subtraction, multiplication and division of whole numbers, fractions, and decimals. Also included are percents and story problems involving arithmetic. This course covers basic calculator skills, order of operations, scientific notation, and beginning algebra skills.
Theory 5 hours
* Course not counted toward graduation

MTH090 Algebra Review 3 Credits
This course is designed to provide high school students with a review of algebra. Topics include real numbers and variable expressions, first-degree equations and inequalities, linear equations in two variables, systems of linear equations, polynomials, factoring, rational expressions, rational exponents and radicals, and quadratic equations. This course does not replace/substitute MTH081, MTH098, or MTH099.
Theory 3 hours
Prerequisite: Students must have completed at least two years of high school algebra

MTH095 Elementary Algebra* 5 Credits
This course and its successors (MTH098 and MTH099) are designed to provide the student with sufficient skills in mathematics to enroll in MTH110 or MTH120. It is primarily for students with little background in algebra. Topics include real numbers, algebraic expressions, linear equations & applications, formulas, linear inequalities, straight lines & functions, exponents & polynomials, factoring, solving quadratics by factoring, and rational expressions.
Theory 5 hours
Prerequisite: MTH081 with a minimum of "C" of appropriate score on college placement test
* Course not counted toward graduation

MTH098 Fundamental Geometry* 2 Credits
This course will cover the fundamental concepts of geometry. Topics include basic geometric shapes and formulas, Pythagorean Theorem and basic right triangle properties, area, volume, and application problems.
Theory 2 hours
Prerequisite: MTH095 with a minimum grade of "C" or appropriate score on college placement test
May take MTH099 and MTH098 in the same semester
* Course not counted toward graduation

MTH099 Intermediate Algebra * 5 Credits
This course is a continuation of MTH095 Elementary Algebra. Topics include a review of Elementary Algebra, straight lines and functions, systems of linear equations using two & three variables, roots, radicals, complex numbers, quadratic equations, introduction to conic sections, and synthetic division.
Theory 5 hours
Prerequisite: MTH095 with a minimum grade of "C" or appropriate score on college placement test
May take MTH098 and MTH099 in the same semester
* Course not counted toward graduation

MTH100 Mathematics for Elementary Teachers I 4 Credits
This course and its successor (MTH101) form a mathematical sequence intended for students interested in transferring into elementary education programs and related fields. Topics include problem-solving, sets, functions and logic, numeration systems, integers, rational numbers, exponents and decimals and mathematical applications. Teach techniques, recognition and use of connections among math ideas, and proper use of mathematical language will be stressed. Manipulatives also are introduced and activities that can be used in an elementary math classroom are presented.
Theory 4 hours
Prerequisites: MTH095 with a minimum grade of "C" or appropriate score on ACT, SAT, or college placement test

MTH101 Mathematics for Elementary Teachers II 4 Credits
This course and its predecessor (MTH100) form a mathematical sequence intended for students interested in transferring into elementary education programs and related fields. Topics include introductory geometry, construction and similarity, areas of polygons and circles, motion geometry and tessellations, and probability and statistics.
Theory 4 hours
Prerequisite: MTH100 with a minimum grade of "C"

MTH102 Survey of Mathematics 3 Credits
This course is intended for students who require a broad-based general overview of mathematics, especially those majoring in liberal arts. Topics include critical thinking skills, sets, logic, functions, geometry, probability, statistics, and graph theory. This course also includes persons and discoveries important to the discipline of mathematics.
Theory 3 hours
Prerequisite: MTH095 with a minimum grade of "C" or appropriate score on college placement test

MTH110 Technical Algebra 3 Credits
This course covers equations and their graphs, systems of linear equations, review of factoring, quadratic equations, exponents and radicals, exponentials and logarithms, and inequalities and absolute value.
Theory 3 hours
Prerequisite: MTH098 and MTH099 with a minimum grade of "C" or appropriate score on ACT, SAT, or college placement test

MTH111 Technical Trigonometry 3 Credits
This course covers right-triangle trigonometry, trigonometric functions, oblique triangles and vectors, graphing trigonometric functions, complex numbers and polar coordinates, and analytic geometry.
Theory 3 hours
Prerequisite: MTH098 and MTH099 with a minimum grade of "C" or appropriate score on ACT, SAT, or college placement test

MTH120 College Algebra 4 Credits
This course covers linear, quadratic, and absolute value equations and inequalities, graphs of elementary functions and non-functions, graphing of polynomial and rational functions, zeros of polynomial functions including the Fundamental Theorem of Algebra, exponential and logarithmic functions including graphs and applications, conic sections, systems of equations using matrices and determinants, matrix algebra, and partial fraction decomposition. Meets the general education requirement for AA degree..
Theory 4 hours
Prerequisite: MTH098 and MTH099 with a minimum grade of "C" or appropriate score on ACT, SAT, or college placement test

MTH121 College Trigonometry 3 Credits
This course is the second part of an algebra-trigonometry sequence. Topics include trigonometry functions and their graphs; trigonometric identities and equations; applications of trigonometry; complex numbers; and analytic geometry.
Theory 3 hours
Prerequisite: MTH098 and MTH099 with a minimum grade of "C" or appropriate score on ACT, SAT, or college placement test

MTH128 Statistics **3 Credits**
An introduction to statistics is given, including data, graphic representation, measures of central tendency and dispersion, probabilities, types of distribution, sampling, hypothesis, testing and elementary aspects of correlation.
Theory 3 hours
Prerequisite: MTH095 with a minimum grade of "C" or appropriate score on ACT, SAT, or placement test or dean approval

MTH210 Technical Calculus I **3 Credits**
An introduction to differential and integral calculus, this course includes differentiation and integration of algebraic and transcendental functions with applications to science and engineering.
Theory 3 hours
Prerequisites: MTH110 and MTH111 with a minimum grade of "C" or appropriate score on ACT, SAT, or college placement test

MTH211 Technical Calculus II **3 Credits**
A continuation of MTH210, course emphasis is placed on problem solution and application of the derivative and definite integral. Topics include derivatives and integrals of transcendental functions and methods of integration.
Theory 3 hours
Prerequisite: MTH210

MTH220 Calculus and Analytic Geometry I **5 Credits**
An introduction to differential and integral calculus, this course includes differentiation and integration of algebraic and transcendental functions with applications to science and engineering. This course meets the general educational requirement for Associate of Science and Associate of Arts degrees.
Theory 5 hours
Prerequisites: MTH120 and MTH121 with a minimum grade of "C " or appropriate score on ACT, SAT, or college placement test and four years of college preparatory mathematics (including pre-calculus)

MTH221 Calculus and Analytic Geometry II **5 Credits**
A continuation of Calculus and Analytical Geometry I, this course includes further calculus of transcendental functions; techniques of integration; polar coordinates; conic sections; and infinite series with applications to science and engineering. This course meets the general education requirement for Associate of Science and Associate of Arts Degrees.
Theory 5 hours
Prerequisite: MTH220 with a minimum grade of "C"

MTH222 Calculus and Analytic Geometry III **5 Credits**
This course includes the topics of parametric equations; solid analytical geometry; vectors and vector functions; multi-variable calculus; partial derivatives; multiple integrals; and introduction to linear algebra.
Theory 5 hours
Prerequisite: MTH221 with a minimum grade of "C"

MTH230 Differential Equations **4 Credits**
Topics of this ordinary differential equations course include techniques of first order differential equations; existence and uniqueness theorems for solutions; solutions of linear differential equations; systems of linear differential equations; LaPlace transforms and solutions of initial value problems.
Theory 4 hours
Prerequisite: MTH222 with a minimum grade of "C"

Mechanical Engineering Technology

MCH102 Industrial Hydraulics **3 Credits**
This is a basic course in the principles and theory of industrial hydraulics/pneumatics and the components of industrial hydraulic/pneumatic systems. Included are cylinders, pumps piping, motors, valves, flow control, pressure control valves and electrohydraulics. Fluid characteristics, basic troubleshooting and maintenance are included.
Theory 2 hours - Lab 2 hours

MCH110 Engineering Materials **2 Credits**
The field of material design engineering will be explored. The fundamental principles of industrial materials technology will be introduced. The material systems of metals, ceramics and polymers will be covered. Some information on composites also will be included. Atomic bonding systems, crystalline and amorphous structures of solids will be developed. Mechanical, chemical, physics properties and their measurement through physical testing will be explored. An emphasis on metals as an engineering material will be made.
Theory 2 hours

MCH201 Applied Mechanics I (Statics) **3 Credits**
This course provides analytical and graphical solutions of problems involving forces, moments, couples, equilibrium, forces in trusses, frames, simple machines and friction C.G. and moment of inertia. Emphasis is on solution of problems by logical process rather than by memorization of rules and/or formula.
Theory 3 hours
Prerequisite: MTH110
Corequisite: MTH111, PHY106

MCH202 Applied Mechanics II (Dynamics) **2 Credits**
This course stresses analytical and graphical solutions of problems involving linear and angular motion and acceleration; instantaneous centers; work energy and power; impulse and momentum. Emphasis is on solution of realistic problems by reasoning with a minimum of formula memorization.
Theory 2 hours
Prerequisite: MTH110
Corequisite: MTH111, PHY106

MCH204 Introduction to Manufacturing Process **3 Credits**
This course introduces the study of manufacturing processes, including machine tools. Topics include basic metal cutting process, such as lathe, mill, drill press, and grinder. Additionally, basic welding process will be covered.
Theory 2 hours - Lab 2 hours
Prerequisite: MTH095

MCH208 CNC (Lathe and Milling) **3 Credits**
This course provides an introduction to numerical control (NC) and computer numerical control (CNC) on lathe and vertical milling machine. Math required and machinery practices are reviewed. NC axes for various machines and standards for NC are studied. Lab work will use lathe and mill and Cortini lathe programming, using G and M industrial codes.
Theory 2 hours - Lab 2 hours
Prerequisite: MTH110
Corequisite: MTH111

MCH209 FMS (Flexible Manufacturing System) 3 Credits
Introduction to industrial robots and robots classification, and the application of robots in industry are presented. Various types of robotic systems will be covered as well as an introduction to the programming of robots in a flexible manufacturing system (FMS). Two D & M robots are programmed and coordinated with the milling and the lathe machines to produce a bench-mounted FMS. Programming of the robots is done both on the PC and "teach" pendants.
Theory 2 hours - Lab 2 hours
Prerequisite: MCH208

MCH210 Strength of Materials 3 Credits
Study is made of the application of external loads to rigid bodies and the analysis of the resulting stresses, strains, moments and shear diagrams. Topics include thermal expansion, bolted and welded joints, thin walled pressure vessels, beam stresses and deflection, beam design, column stresses and design.
Theory 3 hours
Prerequisite: MCH201 preferred

MCH230 Mechanical Component Design 3 Credits
This course is intended as a basic course in mechanical engineering design of machine components. After a review of basic fundamentals of strength of materials, material properties and mechanics, students will apply these concepts to specific machine components, such as gears, bearings, springs, shafts, clutches, brakes, belts, couplings and more.
Theory 3 hours
Prerequisite: MCH210
Corequisite: MCH202

Medical Assisting Technology

MAS101 Clinical Skills I 4 Credits
This course is designed to familiarize the student with the role of the medical assistant and includes fundamental microbiology and the role of microorganisms in diseases. Preparation of the patient for examination in the physician's office including specialty exams and procedures is explored. The importance of nutrition to health; care of instruments; the processing and sterilization of supplies; sterile technique; application of dressings; and suture removal is studied.
Theory 3 hours - Lab 2 hours
Lab fee includes liability coverage
Prerequisite: Admission to Medical Assisting Program; BUS111, HSC101, OIT102

MAS102 Clinical Skills II 4 Credits
This course is designed to familiarize the medical assistant with obtaining and recording vital signs; special diagnostic procedures including electrocardiography; the preparation and calculation of medications; and proper techniques for drug administration.
Theory 3 hours - Lab 2 hours
Prerequisites: Minimum of a "C" in BIO101, BUS111, HSC101, HSC103, MAS101

MAS103 Medical Assisting Laboratory Skills 2 Credits
This course is designed to introduce the medical assistant to diagnostic laboratory procedures performed in the physician's office. Principles of laboratory procedures and techniques are cultivated by observation, discussion, study and practice in the laboratory sessions. Emphasis is on collection, proper handling and identification of specimens. Basic hematologic procedures including hematocrit, hemoglobin, sedimentation rate determination and routine urinalysis are included.
Theory 1 hour - Lab 2 hours
Prerequisites: Minimum of a "C" in BIO101, BUS111, HS101, HSC103, MAS101; limited to MA majors

MAS104 Medical Assisting Seminar 1 Credit
This seminar is designed to give the student the opportunity to discuss the practical experiences of MAS105. Guest speakers are invited to discuss available community resources and present topics dealing with clinical and administrative aspects of the medical office.
Seminar 1 hour (Blocked in 5-week Summer Session I)
Prerequisites: Successful completion of all general, technically related, and technical courses included in the first two semesters of the MA program; and practicum coordinator approval
Corequisite: MAS105

MAS105 Medical Assisting Practicum 2 Credits
An opportunity is provided for practical application of the principles and skills gained during the previous two semesters. Students are assigned to a physician's office, health center, or clinic for observation and supervised practical experience. The student is required to keep a log of daily practicum experiences.
Practicum 32 hours (blocked in 5-week Summer Session I)
Prerequisites: Successful completion of all general, technically related and technical courses included in the first two semesters of the MA program; a practical proficiency exam and practicum coordinator approval are required if one year has elapsed since completion of MAS101, MAS102, and MAS103
Corequisite: MAS104

Medical Laboratory Technology

MLT101 Introduction: Medical Laboratory Technician 3 Credits
An orientation to the field of clinical technology is provided including the history, ethics and present status of the profession, and its relationship to other health professions and to the patient. Laboratory equipment and OSHA/CDC safety requirements are presented. A survey of the subject matter of each division of a clinical laboratory is presented, and laboratory experiences are included. Medical terminology and mathematical calculations related to course work are included.
Theory 2 hours - Lab 2 hours
Lab fee includes liability coverage fee
Prerequisite: Admission to MLT Program

MLT102 Immunology/Serology 4 Credits
This course provides a theoretical and practical basis for understanding the normal immune system, the role of the immune system in disease processes, and the application of immunologic techniques in the clinical laboratory. The laboratory sessions correlate with the lecture content and concentrate on immunological and serological in vitro tests.
Theory 2 hours - Lab 4 hours
Prerequisites: MLT101 or CHM201

MLT103 Hematology/Coagulation 5 Credits
This course concentrates on the origin, formation and differentiation of blood cells. Coagulation mechanisms are studied. The etiology, clinical symptoms, laboratory findings, treatment, and prognosis of various hematological and bleeding disorders are presented. Laboratory practice is correlated with theory content and includes techniques in counting blood cells, platelets, reticulocytes, hemaglobin studies and normal differentials.
Theory 2 hours - Lab 4 hours
Prerequisites: MLT101; limited to MLT majors

MLT104 Abnormal Hematology 2 Credits
This course builds upon MLT103 and stresses erythrocyte and leubocyte pathology in relation to disease states such as anemia and leukemia. Laboratory practice is correlated with theory and concentrates on abnormal differentials.
Theory 1 hour - Lab 2 hours

MLT201 Immunohematology 4 Credits
This course is a study of the blood group antigens and their corresponding antibodies. Collection, processing and compatibility testing of infant and adult blood for transfusion therapy is emphasized. Lab practice is correlated with theory content.
Theory 2 hours - Lab 4 hours
Lab fee includes liability coverage
Prerequisites: MLT101, MLT102, MLT103; limited to MLT majors and MLT Accelerated majors

MLT202 Analysis of Body Fluids 2 Credits
This course concentrates on the principles and practices of urinalysis which includes kidney function and qualitative-quantitative procedures for urine examination. The methodologies, expected values and diagnostic significance of other body fluid analyses also are emphasized. Lab practice is correlated with theory content.
Theory 1 hour - Lab 2 hours
Prerequisites: MLT101, MLT102, MLT103, CHM201, or MLT Accelerated majors

MLT203 Clinical Chemistry 4 Credits
This course concentrates on the analytical aspects of clinical laboratory chemistry. The methodologies, normal values and diagnostic significance of routine laboratory procedures on peripheral blood are emphasized. Diseases associated with these various clinical chemistry tests are presented. Manual and automated determinations are correlated with the theory content.
Theory 3 hours - Lab 3 hours
Prerequisites: MLT102, MLT103, CHM201; limited to MLT majors and MLT Accelerated majors

MLT204 Clinical Microbiology I 4 Credits
A study of the classification, morphology, cultivation and inhibition of microorganisms is presented. Emphasis is on bacteriology and mycology with an introduction to virology designed for the medical laboratory technician major.
Theory 2 hours - Lab 4 hours
Prerequisites: MLT102, MLT103; limited to MLT majors and MLT Accelerated majors

MLT205 Clinical Microbiology II 4 Credits
This course builds upon knowledge gained in MLT204. The pathogenicity and laboratory diagnosis of specific bacteria and parasites are presented. Laboratory practice is correlated with theory content.
Theory 2 hours - Lab 4 hours
Prerequisites: MLT201, MLT202, MLT203, MLT204; limited to MLT majors and MLT Accelerated majors

MLT206 Directed Clinical Practice 1 Credit
A supervised on-campus simulated clinical laboratory experience is provided for the student to perform assigned procedures normally done in the modern clinical lab. Quality control interpretations, storage, and handling laboratory samples, reporting of patient result, and troubleshooting of problems are included.
Lab 8 hours
Prerequisites: MLT201, MLT202, MLT203, MLT204; limited to MLT majors

MLT207 MLT Practicum/Seminar II 3 Credits
This course will provide the student with practical clinical experience in an approved, assigned off-campus clinical affiliate. The student will be expected to perform all of the routine tests normally performed in a clinical laboratory in the areas of microbiology, hematology, chemistry, blood banking, serology and urinalysis. Preparation of a case study including four departments of the clinical laboratory is required. Students will engage periodically in discussions which are directed by a faculty member in the review of concepts which are applied to practical situations and preparation for the national registry exam.
Clinical/Seminar 40 hours (per week)
Prerequisites: MLT205, MLT206, MLT208; limited to MLT majors and MLT Accelerated majors

MLT208 MLT Seminar I 2 Credits
The seminar serves as a guide in reviewing clinical laboratory science at the MLT level. Preparation of a resume and guidelines for job interviews are included. In preparation for the national registry exam, the student is required to pass a 200-question comprehensive exam covering all the material presented in the MLT curriculum with a minimum of a fifty percentile (50%).
Seminar 2 hours
Prerequisites: MLT201, MLT202, MLT203, MLT204; limited to MLT majors and MLT Accelerated majors

Music

MUS101 Music Appreciation 3 Credits
This course provides an overview of music history including the Middle Ages, Renaissance, Baroque, Classical, Romantic periods and 20th Century trends. Styles, mediums and prominent composers are discussed, while their principal works are heard. Parallels to other art forms are drawn, enabling students to more clearly comprehend the evolution of music. Course may require participation in outside classroom activities/events that relate to the course outcomes.
Theory 3 hours

MUS102 Music Fundamentals 3 Credits
A creative approach to music fundamentals is undertaken by placing an equal emphasis on conceptual understanding and skills mastery through drilling and practice. The student will become appreciative of the concise nature of music and literate in its language. Course may require participation in outside classroom activities/events that relate to the course outcomes.
Theory 3 hours

MUS121 Special Topics in Music 3 Credits
This course offers topics in music selected by faculty that satisfy student need and humanities requirements.
Theory 3 hours

NETWORKING

NET121 Windows Server 2008 Active Directory Configuration 4 Credits

This course teaches students how to plan, implement, configure, and maintain a Microsoft Windows Server 2008 Active Directory. It also serves as initial preparation for those individuals seeking to take the Microsoft Certified Technology Specialist (MCTS) examination 70-640: Windows Server 2008 Active Directory Configuration. Topics include the establishment of forests, sites, domains, and organizational units (OUs) to meet business requirements. FSMO roles and the Global Catalog are discussed. Group Policy is introduced for software deployment and user and com¬puter environment configuration. Additionally, students explore Active Directory maintenance, troubleshooting, and disaster recovery, and network services.

Theory 4 hours
Prerequisite: NET127

NET122 Windows Server 2008 Network Infrastructure Configuration 4 Credits

This course teaches students the skills and knowledge necessary to configure, manage, and troubleshoot a Microsoft Windows Server 2008 network infrastructure. It also serves as initial preparation for those individuals seeking to take the Microsoft Certified Technology Specialist (MCTS) examination 70-642: Windows Server 2008 Network Infrastructure Configuration. Topics covered include an introduction to networking concepts, installations and updates, Dynamic Host Configuration Protocol (DHCP), Domain Name System (DNS), file and print services, network security, Internet Protocol Security (IPSec), Routing and Remote Access (RRAS) and wireless networking.

Theory 4 hours
Prerequisite: NET121

NET123 Windows Server 2008 Administrator 4 Credits

This course teaches students how to plan, install, configure, administer, and support the primary services in the Microsoft Windows Server 2008 operating system. It also serves as initial preparation for those individuals seeking to take the Microsoft Certified IT Professional (MCITP) examination 70-646: Windows Server 2008 Administrator. The course begins by introducing the new server features and capabilities. Subsequent chapter topics include infrastructure services, Active Directory deployment, application services, file and print services, storage solutions, server availability, security, monitoring, and backups.

Theory 4 hours
Prerequisite: NET122

NET127 Windows 7 Configuration 4 Credits

This course is for students preparing to become certified for the 70-680 Windows 7 Configuration exam. The Microsoft Official Academic Course (MOAC) lessons coorelate and are mapped to the Microsoft Certified Technology Specialist (MCTS) 70-680 certification exam. This course includes installing, deplyment, and upgrade to Windows 7. The text also covers new Windows 7 features such as BranchCache and HomeGroup networking. Additionally, you will master configuration pre-installation and post-installation system settings. Windows security features, network connectivity applications included with Windows 7, and mobel computing. The MOAC IT Professional series is the Official from Microsoft, turn-key Workforce training program that leads to professional certification.

Theory 4 hours

NET222 Microsoft Exchange Server 2010 Configuring 4 Credits

This course teaches students the skills and knowledge necessary to install and navigate a Microsoft Exchange Server 2010. This course covers installing Exchange servers; configuring Exchange recipients and public folders, client access (including Microsoft Outlook® Web Access), and message transport; monitoring databases, mail flow, and connectivity; generating reports; implementing high availability and recovery; and configuring message compliance and security. It also provides real-world scenarios, case study examples, and troubleshooting labs for the skills and expertise you can use on the job. The Microsoft Official Academic Course (MOAC) lessons correlate and are mapped to the Microsoft Certified Information Technology Professional, (MCITP) 70-662 certification exam.

Theory 4 hours
Prerequisite: NET123

NET223 Microsoft SQL Server 2008 Implementation and Maintenance 4 Credits

This course teaches students the skills and knowledge necessary to install and navigate a Microsoft SQL Server 2008. The Microsoft Official Academic Course (MOAC) lessons correlate and are mapped to the Microsoft Certified Information Technology Professional, (MCITP) 70-432 certification exam. This course covers installing and configuring Microsoft SQL Server and managing and maintaining databases and multidimensional databases, user accounts, database availability, recovery, and reporting. This text guides students through the design and implementation of security or server automation as well as monitoring and troubleshooting SQL Server activity.

Theory 4 hours
Prerequisite: NET123

NET230 Fundamentals of Voice over IP 4 Credits

This course teaches students the integration of voice and data networks. Topics covered will include: the public switched telephone network (pstn), signaling specifications (including bell system, isdn, and signaling system 7), modulation and compression of voice, quality of service (qos), h.323, session initiation protocol (sip), and gateway protocols. Business considerations of internet telephony are also addressed.

Theory 4 hours
Prerequisite: ELE107

PARALEGAL

PLG101 Introduction to Paralegalism 2 Credits

This course introduces the student to the paralegal profession, including the study of contracts, torts, civil and criminal law, and the state and federal court system. Also covered is the role of the paralegal in the law office.

Theory 2 hours

PLG102 Legal Research & Writing I 2 Credits

This course covers the purpose and function of the law library and computerized legal research techniques. Also stressed are legal analysis and writing skills, including the study of writing legal documents.

Theory 2 hours

PLG103 Legal Research & Writing II 2 Credits

A continuation of PLG102, this course covers more advanced computer assisted legal techniques, as well as the drafting of legal documents such as legal memoranda, civil pleading, affidavit, legal correspondence, and other legal forms.

Theory 2 hours
Prerequisite: PLG101, PLG102

PGL105 Litigation/Civil Procedures 2 Credits
This course covers the study of drafting litigation documents such as complaint, answer and discovery pleadings, and the Rules of Civil Procedure, including application of rules
Theory 2 hours
Prerequisite: PLG101 (for certificate) or
Corequisite: PLG101 (for degree)

PLG201 Real Property/Real Estate Law 4 Credits
This course involves the study of the law of real property, as well as specific types of real estate transactions, such as deeds, sales contracts, and leases. Also included are title searches, recording deeds, drafting an offer to purchase, and drafting closing documents.
Theory 4 hours
Prerequisite: PLG101 (for degree) or
Corequisite: PLG101 (for certificate)

PLG203 Torts 3 Credits
This course involves the basic principles of tort law (personal injury, products liability, malpractice) in order to study the responsibilities in a trial setting. Included will be the study of collecting and preparing evidence.
Prerequisite: PLG101

PLG205 Contracts 3 Credits
This course will give the student an understanding of the law of contracts, including the formation of a contract through its termination. This includes the several ways in which a contract can be entered, offer and acceptance, oral contracts, fraud, and breach of contract.
Theory 3 hours
Prerequisite PLG101

PLG210 Criminal Law 3 Credits
This course exposes the student to the skills necessary to analyze state and federal criminal procedures, draft a criminal summons and complaint, determine possible defenses for a defendant. Alsoincluded is the study of crimes against persons and property.
Theory 3 Credits
Prerequisite: PLG101

PLG212 Estate Law 3 Credits
This course focuses on the law of estate administration, including the determination of assets, wills, trusts, estate taxation, and transfer of property from decedent to beneficiaries.
Theory 3 hours
Prerequisite: PLG101

PLG215 Family Law 3 Credits
This course covers domestic relations, including laws of marriage, adoption, divorce, dissolution, annulment, children's rights, and family court proceedings.
Theory 3 hours
Prerequisite: PLG101

PLG250 Paralegal Practicum 2 Credits
This course offers the student the opportunity to gain practical experience in an actual law office, using the skills learned in their studies for actual cases. The student is expected to work a total of 210 hours on the job.
Practicum – a minimum of 210 hours
Theory 2 hours
Prerequisite: instructor approval

Peace Officers Academy (Police Academy)

POA110 Firearms 2 Credits
This course follows the curriculum of the Ohio Peace Officer's Training Councils Basic Police Academy including safety procedures, fundamentals of pistol craft and proper handling of the shotgun.
Theory 1 hour - Lab 2 hours
Prerequisites: Based on college placement test; must meet all requirements of Ohio Peace Officers Training Academy

POA111 NHTSA Standards and Procedures 4 Credits
This course follows the curriculum set down by the National Highway Traffic Safety Administration and the Ohio Peace Officers Training council's Basic Police Academy in stopping vehicles, giving field sobriety tests for drinking drivers, identification and apprehension of those drivers, the theory behind the use of radar and lidar speed detection units and stopping and approaching those vehicles. The National Highway Traffic Administration is considered the source of standards and procedures in dealing with traffic safety.
Theory 4 hours
Prerequisites: Based on college placement test; must meet all requirements of the Ohio Peace Officers Training Academy

POA112 Self Defense 2 Credits
This course follows the curriculum of the Ohio Peace Officer Training Council's Basic Police Academy self defense techniques, and the use of impact weapons.
Theory 1 hour - Lab 2 hours
Prerequisites: Based on college placement test; must meet all requirements of the Ohio Peace Officers Training Academy

POA113 Criminal Law 3 Credits
This course follows the curriculum of the Ohio Peace Officers Training Council's Basic Police Academy including the study of the Ohio revised Code, Laws of Arrest and The Juvenile Justice System.
Theory 3 hours
Prerequisites: Based on college placement test; must meet all requirements of the Ohio Peace Officers Training Academy

POA114 Police Procedures 3 Credits
This course follows the Curriculum of the Ohio Peace Officers Training Council's Basic Police Academy in supplying skills and knowledge in the areas of radio, L.E.A.D.S., communication, building searches, vehicle patrol techniques, responding to crimes in progress, handling civil disorders, subject control techniques, police report writing and prisoner booking and handling.
Theory 2 hours - Lab 2 hours
Prerequisites: Based on college placement test; must meet all requirements of the Ohio Peace Officers Training Academy

POA115 Community Orientated Policing 3 Credits
The course follows the curriculum of the Ohio Peace Officer Training Council's Basic Police Academy including the study and theory of the role of the American peace officer, philosophy and principles of the American criminal justice system, ethics and professionalism, civil liability and use of force, crime prevention, gang awareness, cultural diversity, controlling violent and non-violent crowds, communicating with the public and media. Special emphases will be placed on victims' rights and community policing.
Theory 3 hours
Prerequisites: Based on college placement test; must meet all requirements of the Ohio Peace Officers Training Academy

POA116 Physical Training 1 Credit
The course follows the curriculum of the Ohio Peace Officer Training Council's Basic Police Academy including the study of fitness related to endurance and job performance as a police officer. The class prepares the student to perform certain physical agility tests based on Cooper Standards for Age and Gender. Students will be required to meet this standard in their age and gender classification in three tests: the mile and a half run, sit-ups, and push-ups. The class will develop cardiovascular endurance along with upper body strength in order to pass OPOTA physical fitness standards.
Lab 2 hours
Prerequisites: Based on college placement test; must meet all requirements of the Ohio Peace Officers Training Academy

POA117 Physical Training II 1 Credit
The course follows the curriculum of the Ohio Peace Officer Training Council's Basic Police Academy and continues the study of fitness related to endurance and job performance as a police officer. The advanced class culminates with the student to performing the physical agility tests based on Cooper age and gender standards. The three tests consist of the mile and a half run, sit-ups, and push-ups.
Lab 2 hours
Prerequisites: Based on college placement test; must meet all requirements of the Ohio Peace Officers Training Academy

POA118 Self Defense II 4 Credits
This course follows the curriculum of PKC (Personal Knowledge Control) self defense techniques. The course will train the student in advanced hand-to-hand defensive tactics and defensive tactics using lethal and less lethal weapons. Topics covered are Firearms, Pepperball, ASP, OC Spray, Taser, PR24, Monadnock Baton and Patrol Knife.
Theory 2 hour - Lab 2 hours
Prerequisites: Based on college placement test; must meet all requirements of the Ohio Peace Officers Training Academy

POA119 Conversational Spanish 3 Credits
In this course the basic skills of reading, writing, and speaking Spanish will be taught. The emphasis will be on speaking Spanish in everyday situations such as greeting people, buying food and clothing, renting an apartment, eating in restaurant, etc. Students will talk with the teacher and each other in mock situations. Oral tests will be given regularly.
Theory 2 hours - Lab 2 hours
Prerequisites: Based on college placement test; must meet all requirements of the Ohio Peace Officers Training Academy

POA120 Technical Report Writing 4 Credits
This course focuses on the writing of clear, accurate, and factual reports of incidents and events that are crucial to personnel and/or court decisions in an organization the course will also include the use of computer and internet software necessary for the creation of document and storing of files.
Theory 4 hours
Prerequisites: Based on college placement test; must meet all requirements of the Ohio Peace Officers Training Academy

Philosophy

PHI101 Introduction to Philosophy 3 Credits
This introductory course will focus on several of the recurrent and central themes in the history of philosophy which have challenged our understanding of self and the universe. Special emphasis will be placed on the relevance these concerns hold for contemporary life.
Theory 3 hours

PHI201 History of Philosophy: Ancient through Modern 3 Credits
This course investigates the central themes of various philosophers from the Pre-Socratic period through the modern era. Topics include ethics, physics, religion, and metaphysics. Emphasis is placed on how ancient and medieval philosophy influences our modern understanding of the world, religion, science, and ourselves.
Theory 3 hours
Prerequisite: PHI101

PHI202 Ethics 3 Credits
This course provides an introduction to the area of philosophy known as ethics or morality. The course will examine several theories of ethics throughout the history of philosophy, including virtue, teleological and deontological ethics. Special emphasis is placed on how these ethical theories apply to contemporary ethical problems, such as abortion, capital punishment, and business problems.
Theory 3 hours

PHI240 Special Topics in Philosophy 1-3 Credits
This course offers an examination of advanced topics in philosophy and religion selected by the dean and faculty that satisfy student needs and general studies/ social science requirements. This course provides the student an opportunity to explore topics in greater detail.
Theory 1-3 hours
Prerequisite: PHI101

Physical Education

PED101 Personal Fitness 1 Credit
An opportunity to discover the benefits and scientific reasons for lifelong participation in fitness-enhancing activities is presented. Individualized to meet the needs of each participant.
Lab 2 hours

PED102 Weight Lifting 1 Credit
Introduction is given to progressive resistive exercise for men and women. Topics include strength training, types of equipment, exercise techniques, competitive weight lifting, bodybuilding and injury prevention.
Lab 2 hours

PED103 Fitness Walking 1 Credit
This class provides students with information on the benefits of walking for fitness. Such topics as health advantages, appropriate conditioning, pace, warm-up, and cool-down will be covered, including practical experience in the skills needed to achieve success in developing and adhering to a walking program.
Lab 2 hours

PED110 Introduction to Golf 1 Credit
Fundamental skills of golf are taught, including grip, stance, swing patterns, and putting as well as rules of course play. Refinement of swing, use of various clubs and types of shots are reviewed.
Lab 2 hours

PED131 Personal Fitness II 1 Credit
This class is the follow-up to Personal Fitness I. It is a natural continuation of the personal fitness plan developed for individuals in Personal Fitness I. As students are required to take two physical education classes for most programs, it allows students to take two classes back to back with continuity in content and goal.
Lab 2 hours
Prerequisite: PED101

PED132 Total Body Conditioning I 1 Credit
This class provides an opportunity for students with limited capabilities to participate in a credit physical education class. It is also appropriate for older students who may not have the stamina to participate in more strenuous physical activity. The course also is appealing to a broad range of students who may not be skilled in specific sports activities or who may be intimidated by more aggressive physical activities.
Lab 2 hours

Physics

PHY106 College Physics I 4 Credits
Subjects for this course include: mechanics - motion, force and motion - Newton's Law, work, energy, momentum, power, friction, circular motion and satellite mechanics, torque, power transmission, and rotational dynamics; mechanics properties of matter - the structure of matter, properties of solids, properties of liquids, and properties of gases; heat and thermodynamics - temperature and heat, heat and change of state, heat transfer, law of gases.
Theory 3 hours - Lab 2 hours
Prerequisite: MTH110
Corequisite: MTH111

PHY107 College Physics II 4 Credits
The topics included are electricity and magnetism - electrostatics, basic electric circuit, source and effect of electric current, magnetism and electromagnetism, electromagnetic induction, generator and motors; light and optics; wave motion and sound vibratory motion and waves, sound waves, acoustics; reflection and refraction, polarization, interference, and diffraction.
Theory 3 hours - Lab 2 hours
Prerequisites: MTH110, MTH111, or MTH120, MTH121

PHY126 Science/Engineering Physics I 4 Credits
A calculus-based course in the fundamental principles of mechanics for science majors and engineers, topics treated include vectors, equilibrium, kinematics and dynamics of a particle, energy, momentum, rotation, elasticity, simple harmonic motion and the behavior of fluids. Also includes temperature, thermal expansion, specific and latent heat, heat transfer, thermodynamics, kinetic theory, mechanical waves and sound with related laboratory and demonstrations.
Theory 3 hours - Lab 2 hours
Prerequisites: MTH220, high school physics and placement in ENG101

PHY127 Science/Engineering Physics II 4 Credits
A continuation of PHY126, topics covered include Coulomb's law, electric fields and potentials, capacitors and dielectrics, current and resistance, dc circuits, magnetic fields and forces, electromagnetic induction, magnetic properties of matter, ac circuits, electromagnetic waves, light, mirrors, lenses, interference, diffraction, polarization, relativity, photons, structure of atoms, nuclei and solids with related laboratory and demonstrations.
Theory 3 hours - Lab 2 hours
Prerequisites: MTH220, PHY126

Phlebotomy

PLB101 Phlebotomy 2-3 Credits
The course focuses on the principles and techniques of blood collection by both venipuncture and capillary puncture, using various types of equipment. Professional ethics and liability, communication with patients and health care providers, composition and appearance of blood, safety, anticoagulants, and clinical relevance of laboratory testes are studied. Problems encountered in phlebotomy, in addition to special specimen collection and the nursery, are also reviewed.
Theory 2 hours - Lab 2 hours
Prerequisite: Meet minimum acceptable score ranges for English and reading placement tests and HSC101 for phlebotomy majors only

PLB102 Phlebotomy Practicum/Seminar 5 Credits
The course is designed to be a continuation of PLB101 by providing 120 hours of applied phlebotomy experience in a CLIA regulated, accredited laboratory. Documentation of the minimum performance of 100 successful venipunctures (using vacuum tubes, butterflies or needles and syringes), 25 successful skin punctures and orientation in a full service laboratory is required for passing. Seminar component helps to prepare the graduate for national registry certification.
Practicum 120 hours - Seminar 1 hour
Prerequisites: PLB101 or proficiency assessment exam approved by program director, completed health record

Political Science

PSC101 American Government 3 Credits
This study of the nature and structure of American government includes an overview of federal, state, county, and municipal systems. Emphasis is placed on the structure of the U.S. Constitution, the functions of the three branches of government, and the major founding documents of the American system. Course may require participation in outside classroom activities/events that relate to the course outcomes.
Theory 3 hours

PSC102 Comparative Politics 3 Credits
This course studies and compares how governments in different nations function and the political patterns in those nations. Course may require participation in outside classroom activities/events that relate to the course outcomes.
Theory 3 hours

PSC103 American Civics 3 Credits
This course provides an overview of the rights, privileges and obligations of American citizens. Emphasis will be placed on the fundamental principles of human liberty, the rule of law, and representative democracy. The students will also learn about campaign and election process, the role of media and the necessity of civic participation to a healthy democracy.
Theory 3 hours

PSC104 The American Presidency 3 Credits
A survey level course examining the different American presidential administrations. The first unit will open with the Constitutional justification for and constraints on the office of the president. The second unit will analyze the policies, crises, and philosophy of each presidential administration. The third unit will focus on the relationship between the presidency and the citizenry and the role of commander in chief.
Theory 3 hours

PSC105 State and Local Government 3 Credits
This course introduces state and local government to the students in a clear and organized way. It examines the Constitution basis and constraints on state and local officials. It focuses on the varied state and municipal institutions and policies that affect student's lives. The course also covers state legislatures and constitutions, political parties, campaigns, state-local governmental relations, the judiciary, and role of governors and mayors.
Theory 3 hours

PSC201 International Relations 3 Credits
A study of the modern history of world politics from an international relations perspective. Attention will be given to the classical and modern theories in the discipline of international relations. This course will also cover the roles of states, intergovernmental organizations (IGOs), non-governmental organizations (NGOs), and how they interact within the international system. The nature of political decision-making, the causes of war, the roots of international terrorism and the environmental impact of foreign policy decisions will be analyzed.
Theory 3 hours

Practical Nursing

PNR101 Introduction to Practical Nursing 3 Credits
This course will provide a basic understanding of nursing concepts and will include topics such as the history of nursing, research and evidenced-based practice, theorists, legal and ethical issues, health care delivery systems, community and home nursing, critical thinking, health promotion and wellness, culture, complimentary medicine and alternative healing, caring, communication skills, documentation, patient teaching, and leadership and management. The student will be guided in obtaining the knowledge needed to give safe, competent nursing care in a clinical setting while adhering to the Practical Nurse's Scope of Practice.
Theory 3 hours
Prerequisite: Minimum of a "C" in HSC101 and all courses listed in Semester I of PN Grid, current STNA and CPR cards
Corequisites: PNR102, PNR104, PNR105

PNR102 Practical Nursing Fundamentals 7 Credits
This course, using both cognitive and behavioral activities, focuses on implementation of increasingly complex techniques within the framework of the nursing process. Emphasis is placed on those nursing activities which involve fundamentals of nursing; assessment and management of basic care concepts and skills; activity and comfort; documentation; surgical care; and IV therapy. To enhance the learning experience for the student, clinical laboratory experience in a long-term care center and/or an acute care hospital is correlated with classroom theory.
Theory 4 hours - Lab 4 hours - Clinical as arranged
Lab fee includes liability coverage
Prerequisite: Minimum of a "C" in HSC101 and all courses listed in Semester I of PN Grid, current STNA and CPR cards
Corequisites: PNR101, PNR104, PNR105

PNR104 Medical/Surgical Nursing I 4 Credits
This course is the introduction of basic scientific principles of the physiological responses to illness. Concepts of diseases and disorders of the body systems are presented including related chemotherapy and treatment. Principles and skills of drug administration are introduced in lab sessions. Clinical laboratory experience in a long-term care center and/or acute care hospital is correlated with classroom theory. Following completion of the lab practice session, supervised administration of medication is initiated in the clinical setting.
Theory 3 hours - Lab 2 hours - Clinical as arranged
Prerequisite: Minimum of a "C" in HSC101 and all courses listed in Semester I of PN Grid, current STNA and CPR cards
Corequisites: PNR101, PNR102, PNR105

PNR105 Growth and Development 2 Credits
The student practical nurse is assisted in developing a holistic approach to health care. Emphasis is placed on norms of growth and development across the life span; the family; and trends that affect the family as a unit. Physical, mental, cognitive, social and emotional aspects, and age specific play are included.
Theory 2 hours
Prerequisite: Minimum of a "C" in HSC101 and all courses listed in Semester I of PN Grid, current STNA and CPR cards; for practical nursing majors only
Corequisites: PNR101, PNR102, PNR104

PNR106 Medical/Surgical Nursing II 6 Credits
A continuation of PNR104, diseases and disorders that affect the remaining body systems are presented, including appropriate chemotherapy. Pharmacological principles and skills of drug administration are continued in the clinical laboratory under direct supervision. Select observational experiences will be provided as available.
Theory 5 hours - Clinical as arranged
- Directed Study 6.5 hours
Materials fee includes graduate pin and cap
Prerequisites: Minimum of a "C" in PNR101, PNR102, PNR104, PNR105, and current STNA and CPR Certification

PNR107 Maternal/Child Health Nursing 6 Credits
This course assists the student to integrate the nursing process while providing family health care. Nursing concepts, principles and interventions are presented with regard to childbearing, the neonate and children through the growth years. It incorporates facets of disease prevention and health promotion and maintenance. To enhance the learning experience for the student, clinical lab experience in a family birth center and an acute care pediatrics department is correlated with classroom theory.
Theory 5 hours - Clinical as arranged
-Directed Study 6.5 hours
Prerequisites: Minimum of a "C" in PNR101, PNR102, PNR104, PNR105, and current STNA and CPR Certification

Psychology

PSY101 General Psychology 3 Credits

This introductory course in psychology covers the foundations of human consciousness, senses, learning, memory, thinking, intelligence, development, and psychological disorders/treatment. As a survey course specific emphasis is placed on a detailed presentation of many of the noted historical and contemporary figures who have shaped this field of study. In addition, students will be exposed to the experimental method and other research methods used by psychologists. Course may require participation in outside classroom activities/events that relate to the course outcomes.

Theory 3 hours

PSY201 Child Development 3 Credits

This course focuses on an in-depth study of children's cognitive, social, emotional, and moral development. Both biological and psychological influences on behavior/personality development are examined. In addition, students will be exposed to both historical and contemporary researchers, their findings, and how these findings have practical significance. Those taking this course will be encouraged to critically evaluate the numerous competing theories that have arisen in this field as well as their practical applications, and will be challenged to develop their psychological vocabularies.

Theory 3 hours
Prerequisite: PSY101

PSY203 Social Psychology 3 Credits

This course studies human social interaction by exploring psychological understanding of such issues as aggression, group formation and dynamics, relationships, attitude formation and social influences. Emphasis will be placed on the student recognizing these principles in everyday life. Course may require participation in outside classroom activities/events that relate to the course outcomes.

Theory 3 hours
Prerequisite: PSY101

PSY205 Human Growth and Development 3 Credits

This course is designed to familiarize students with the major historical and contemporary theories of human life-span development from birth through adulthood and their applications in educational and counseling settings. Emphasis is placed upon cultivating students' ability to relate theoretical materials to real-life experiences and observations. Course may require some hours of observation and report. Course may require participation in outside classroom activities/events that relate to the course outcomes.

Theory 3 hours
Prerequisite: PSY101

PSY206 Adolescent Development 3 Credits

This course provides an in-depth study of the psychological development of adolescents. Both contemporary and historical theories/research will be presented and discussed that relate to the numerous developmental issues relevant to adolescence. An examination of the effects of puberty, modern culture, and the education system on development is also included. Students taking this course should not take PSY205 Human Growth and Development. Course may require participation in outside classroom activities/events that relate to the course outcomes.

Theory 3 hours
Prerequisite: PSY101 (PSY201 recommended)

PSY207 Adult Development 3 Credits

This course provides a detailed study of the psychological changes that occur during the adult years. Both historic and contemporary theories will be presented and discussed that relate to the numerous developmental issues relevant to adulthood. An examination of the physical changes of adulthood and their effect on development is also included. Students taking this course should not take PSY205 Human Growth and Development. Course may require participation in outside classroom activities/events that relate to the course outcomes.

Theory 3 hours
Prerequisite: PSY101

PSY211 Abnormal Psychology 3 Credits

This course will introduce students to the major mental disorders as classified by the American Psychiatric Association. Additionally, the etiology, assessment, and treatment of mental disorders will be presented from an integrated approach that comprises biological, social, and psychological influences. Moreover, students will be exposed to the DSM-IV-Test Revision classification system as well as advanced psychological terminology. Course may require participation in outside classroom activities/events that relate to the course outcomes.

Theory 3 hours
Prerequisite: PSY101

PSY218 Personality Theories 3 Credits

A study of the nature of human personality by examining the works of the major theorists who have shaped the field. Emphasis will be placed on developing the student's ability to discern the major principles, approaches and assumptions that distinguish each theoretical perspective. Course may require participation in outside classroom activities/events that relate to the course outcomes.

Theory 3 hours
Prerequisite: PSY101

PSY219 Characteristics of Exceptional Children 3 Credits

This course focuses on a study of childhood mental, emotional, and physical disorders and the relationship of these disorders to academic and social functioning. Also included is a study of gifted children and the unique challenges faced by this population. This course will also cover public policy issues as they relate to the successful adaptation of the child. Such topics as the provisions set forth in The Education For All Handicapped Children Act, I (i.e., IEP's and Mainstreaming) and other legislation relevant to the exceptional child will be presented. This course is designed for students enrolled in the Psychology, Education, and Child Development programs. Course requires 20 hours of observation and report.

Theory 3 hours
Prerequisites: PSY101; course requires a BCI check prior to the second week of class

PSY220 Educational Psychology 3 Credits

This course emphasizes applications of psychology to developmental patterns of pupils, methods of evaluation and assessment, and teacher-student interaction. Students will review the major theories in the history of learning and learn how these theories apply to teaching and learning. The course's focus will be on the processes by which information, skills, values, rules, and attitudes are transmitted from teachers to students and how the methods, measurement, procedures, and behaviors of teachers impact learners. A major issue will be diversity and differences among learners. Students will be given opportunities to engage in small group discussions as well as in experimental exercises designed to put into practice the ideas of major educational theorists. The student will learn about teaching and assessment in the real world through 20 hours of field experience.

Theory 3 hours
Prerequisites: PSY101; course requires a BCI check prior to the second week of class

PSY221 Alcoholism and Substance Abuse 3 Credits
This course covers the characteristics and treatment of alcohol, illegal substance, and prescription drug abuse and is an overview of diagnosis and assessment models for dependency prevention, counseling, and recovery and contexts of treatment.
Theory 3 hours
Prerequisite: PSY101

PSY230 Capstone Course: Research Methods 3 Credits
This course is designed to provide students with a detailed presentation of the quantitative research methods used in psychological research. Instruction in appropriate APA formatting of psychological literature is also included in this course. This course is writing intensive and open only to AA students majoring in psychology who have completed all requisite course work with a C or better.
Theory 3 hours

PSY240 Special Topics in Psychology 1-3 Credits
This course offers advanced psychology topics selected by the dean and faculty that satisfy student needs and general studies/social science requirements. Course may require participation in outside classroom activities/events that relate to the course outcomes.
Theory 1-3 hours
Theory and/or hours assigned based on topics offered

PSY265H Existential-Phenonomenological Psychology for Honor Students 3 Credits
This course will articulate an alternative psychology in which the works of existential philosophers such as Heidegger and Sartre combine with the phenomenology of Husserl to produce a science of human experience and action. Among topics addressed are free will, perception, personality development and psychotherapy. Please note that honors courses move at an accelerated pace, cover more ground than the traditional course, and offer students the opportunity to hone their critical thinking and analytical writing skills. Additionally, these courses are meant to facilitate a seminar-like environment through close academic interaction with faculty and other honors students.
Theory 3 hours
Prerequisite: PSY101

Radiologic Technology

RAD099 Introduction to Imaging 2 Credits
This course is intended to introduce the student radiographer to the fundamentals of radiation physics and imaging. Students will become familiar with radiologic terminology, fundamental formulas and applications, the essentials of physics, and imaging basics.
Theory 2 hours
Prerequisite: MTH095 with a grade of C or better

RAD101 Introduction: Radiography 1 Credit
This introduction to the profession of radiologic technology includes history, basic radiation protection, production and control of X-ray beam, professionalism, medicolegal considerations, medical terminology and responsibilities of the radiographer.
Theory 1 hour
Materials fee includes liability coverage/film badge service
Prerequisite: Admission to Radiologic Technology Program

RAD102 Radiographic Procedures I 4 Credits
Emphasis is placed on basic radiographic procedures of the chest, boney thorax, abdomen, upper extremity including the shoulder girdle, lower extremity, hips, pelvis and cervical spine. During laboratory sessions, educational experiences are planned to provide the student with opportunities to apply classroom theories.
Theory 3 hours - Lab 3 hours
Prerequisite: Admission to Radiologic Technology Program

RAD103 Clinical Education I 1 Credit
This course is designed to develop the student's basic competency in the manipulation of radiographic equipment and accessories. Selected and supervised clinical experiences are planned to reinforce learning and to provide clinical education opportunities to apply classroom theories. This course is blocked as eight-hour days beginning mid-semester.
Clinical 4 hours
Prerequisite: Admission to Radiologic Technology Program

RAD104 Methods of Patient Care 2 Credits
This course will provide the student radiographer with the basic concepts of patient care. Venipuncture technique, body mechanics, vital signs, asepsis, hospital emergencies, comfort measures, transporting, contrast media and pharmacology are included. This course includes observation, discussion, study and practice in laboratory sessions.
Theory 1 hour - Lab 2 hours
Prerequisite: Admission to Radiologic Technology Program

RAD105 Radiography I 4 Credits
Lecture and laboratory sessions focus on the primary factors of radiographic exposure and on proper utilization of accessory devices such as grids, intensifying screens and beam limiting devices. Emphasis is placed on overall image quality and technical factors affecting patient dosage and basic problem-solving techniques. This course concentrates on film construction, darkroom accessories and automated processor maintenance. During laboratory sessions educational experiences are planned to provide the student with opportunities to apply classroom theories.
Theory 3 hours - Lab 3 hours
Prerequisites: RAD101, RAD102, RAD103, RAD104

RAD106 Radiographic Procedures II 5 Credits
This course includes radiographic procedures of the lumbar and dorsal spines as well as the sacrum and coccyx, cranium, facial skeleton and body system. Radiographic variations for trauma pediatric, geriatric and atypical patients are studied. Emphasis is on anatomy, patient positioning and use of contrast media for a variety of invasive techniques. Radiographic film evaluation is included.
Theory 4 hours - Lab 3 hours
Prerequisites: RAD101, RAD102, RAD103, RAD104
Corequisite: RAD105

RAD107 Clinical Education II 2 Credits
Selected and supervised clinical experiences are planned to reinforce learning and to provide the student with clinical education opportunities in which to apply principles and techniques of radiographic procedures discussed in theory and lab.
Clinical 16 hours
Prerequisites: RAD101, RAD102, RAD103, RAD104

RAD108 Clinical Education III 2 Credits
Selected and supervised clinical experiences are planned to reinforce learning and provide the student with clinical education opportunities in which to apply principles and techniques of radiographic procedures discussed in theory and lab.
Clinical 16-40 hours (offered in summer)
Prerequisites: RAD105, RAD106, RAD107

RAD201 Radiography II **4 Credits**
This course focuses on the more advanced principles of radiographic imaging such as specialized equipment, advanced problem-solving and the technical aspects of quality assurance. Concentrating on the principles of radiation protection, topics also include: principles of radiobiology, effects of radiation and health physics. During laboratory sessions, educational experiences are planned to provide the student with opportunities to apply classroom theories.
Theory 3 hours - Lab 3 hours
Lab fee includes liability coverage and film badge service
Prerequisites: RAD105, RAD108

RAD202 Radiologic Physics **3 Credits**
General theories of physics including units of measurement; mechanics; structure of matter; electrostatics; magnetism; electrodynamics-electrical circuits; fundamentals of electromagnetism; and rectification are presented. The production and properties of X-ray, X-ray tubes, circuits and equipment are emphasized. Mathematical solutions of practical problems are included.
Theory 3 hours
Prerequisite: RAD108

RAD203 Clinical Education IV **4 Credits**
Selected and supervised clinical experiences are planned to reinforce learning and provide the student with clinical education opportunities in which to apply principles and techniques of radiographic procedures discussed in theory and lab.
Clinical 24 hours
Prerequisite: RAD108

RAD204 Radiography III **3 Credits**
This course is intended to acquaint the radiologic technology student with changes that occur through disease and injury and their application to radiologic technology. A general review of radiography also will be included.
Theory 3 hours
Prerequisites: RAD201, RAD202, RAD203

RAD205 Clinical Education V **4 Credits**
This course will provide a continuation of clinical education including planned, supervised and evaluated clinical activity in a hospital-based internship in which the student will apply principles of radiographic procedures previously mastered in theory and lab.
Clinical 24 hours
Prerequisites: RAD201, RAD202, RAD203

RAD206 Clinical Education VI **1 Credit**
This course will provide a continuation of clinical education including planned, supervised and evaluated clinical activity in a hospital-based internship in which the student will apply principles of radiographic procedures previously mastered in theory and lab.
Clinical 6 hours (Blocked 3 days a week for 5 weeks in summer - 24 hours per week)
Prerequisites: RAD204, RAD205

RAD207 Special Modalities and Internventional Procedures **2 Credits**
This course includes special modalities and interventional procedures. Special procedures equipment such as x-ray tubes and generators are presented as well as image intensification and various modes of image recording. Emphysis is placed on anatomy.
Theory 2 hours

Real Estate

REA201 Principles of Real Estate **3 Credits**
An introductory course is taught in accordance with guidelines set by the National and Ohio Associations of Realtors. Designed for professional real estate people, as well as the general public, the course covers elementary characteristics of real estate and various influences on real estate values. It also is a foundation for further study and preparation for securing a license.
Theory 3 hours

REA202 Real Estate Law **3 Credits**
All the areas of law dealing with real estate are studied. Emphasis is on the law of agency as applied to real estate brokers and salesmen. Law of fixtures, estates, leases, conveying of real estate, real estate managers, license laws of Ohio, zoning, cooperatives and condominiums are included.
Theory 3 hours

REA211 Real Estate Finance **2 Credits**
An examination of the nature of financing real estate is presented. Primary consideration is of an understanding of mortgage loans and the mortgage market. The effects of governmental monetary and fiscal policies also are considered.
Theory 2 hours

REA212 Real Estate Appraisal **2 Credits**
Theory and principles of appraising urban real property using the three basic techniques of appraising are studied in depth. A project is assigned to give the student practical experience in applying these techniques.
Theory 2 hours

Respiratory Therapy Technology

RES101 Introduction: Respiratory Therapy **4 Credits**
An introduction is given to respiratory therapy as a profession and to basic clinical assessment and care of patients. Professional aspects relating to the duties, responsibilities, professional ethics and liabilities of respiratory therapy personnel will be discussed. Principles and skills of basic patient care including patient assessment, record keeping, airway management and patient monitoring will be included.
Theory 3 hours - Lab 3 hours
Lab fee includes liability coverage
Prerequisite: Admission to Respiratory Therapy Program

RES102 Basic Respiratory Therapeutics **4 Credits**
Lecture and laboratory sessions are offered related to the administration of medical gases; devices used for the delivery of gases; and general respiratory therapy procedures, including IPPB, incentive spirometry, bronchopulmonary drainage and drug aerosol. Indications, hazards and contraindications will be included. The course also contains topics such as equipment processing, quality assurance and infection control.
Theory 3 hours - Lab 3 hours
Prerequisites: RES101, RES107

RES103 Cardiopulmonary Pharmacology **2 Credits**
The general principles of pharmacology including drug types; dispensing; dosage; effects, including contraindications; and regulations are presented in this course. Drug groups relating to respiratory therapy will be emphasized including bronchodilators, wetting agents, mucolytics, proteolytics, antibiotics and antiasthmatic drugs.
Theory 2 hours
Prerequisites: RES101, RES107

RES104 Clinical Application I 2 Credits
An introduction to the clinical setting is provided with an opportunity to begin initial care for the patient. Basic oxygen therapy and airway maintenance therapy will be emphasized.
Clinical practice 8 hours
Prerequisite: RES101

RES105 Cardiopulmonary Diagnostics/ Rehabilitation 2 Credits
A study of the methods available for determining lung function and capacity will be discussed. The topics include indications, equipment standards for testing, interpretation and methods for obtaining accurate results. Students will continue to study rehabilitative techniques and procedures for those patients who through testing were found to have pulmonary diseases. These methods will be presented as components of a rehabilitation program or home care.
Theory 1 hour - Lab 2 hours
Prerequisites: BIO105, RES102, RES103, RES104

RES106 Clinical Application II 1 Credit
In the clinical setting, students will begin to perform general care therapeutic modalities using various techniques and equipment.
Clinical practice 5 hours
Prerequisites: BIO105, RES102, RES103, RES104

RES107 Cardiopulmonary/Renal Anatomy/ Physiology 5 Credits
A detailed discussion is provided of the anatomy and physiology of the pulmonary, cardiac and renal systems. Physiologic topics will include mechanics of breathing, pulmonary defense mechanisms, gas diffusion, gas transport, cardiac electroconductive system, circulatory system, fluid and electrolyte balance, acid-base regulation, and interaction of the pulmonary, cardiac and renal systems. This course is designed for respiratory therapy majors.
Theory 5 hours
Prerequisite: Admission to Respiratory Therapy Program
Corequisites: BIO102, RES101

RES201 Critical Care I 4 Credits
The function and principles of operation of neonatal, pediatric and adult volume and pressure ventilators; high frequency ventilators; and continuous positive airway pressure devices will be reviewed. Concentration will be on specific controls, internal/external circuitry, monitoring systems and alarms.
Theory 3 hours - Lab 3 hours
Lab fee includes liability coverage
Prerequisites: RES105, RES106
Corequisite: RES203

RES202 Cardiopulmonary Pathology 2 Credits
This course will discuss the etiology, diagnosis and treatment of common pathologic processes which require respiratory care. Topics will include those pulmonary diseases, cardiac diseases, neurologic diseases, and traumatic injuries which require pulmonary treatment.
Theory 2 hours
Prerequisites: BIO105, RES105, RES106

RES203 Clinical Application III 4 Credits
Students will rotate in areas of the hospital to emphasize establishment and maintenance of artificial airways. An introduction to ventilator initiation and management in the critical care settings is included.
Clinical practice 16 hours
Prerequisites: RES105, RES106

RES204 Critical Care II 4 Credits
The theory and application of mechanical ventilation techniques with emphasis on physiologic effects for neonatal, pediatric and adult patients will be discussed. Patient initiation, evaluation, maintenance and weaning techniques will be incorporated. Hemodynamic monitoring and respiratory calculations will be practiced.
Theory 3 hours - Lab 2 hours
Prerequisites: RES201, RES202, RES203

RES205 Respiratory Seminar 1 Credit
This course reinforces the clinical education components of information gathering and decision-making related to assessment and treatment of cardiopulmonary impairment. Entry-level and advanced-level respiratory therapist comprehensive self-assessment testing will be administered.
Theory 1 hour
Prerequisites: RES201, RES202, RES203

RES206 Clinical Application IV 6 Credits
The final clinical component provides the opportunity to perform all procedures practiced throughout the clinical courses. Rotations in various critical care units, a neonatal intensive care unit, a pulmonary function laboratory and a home care company will be provided.
Clinical 24 hours
Prerequisites: RES201, RES202, RES203

Retailing

RET201 Principles of Retailing 3 Credits
A general survey of the entire retailing sphere of operation, especially from the viewpoint of management, is provided. Areas covered are store location, layout, merchandise, sales, advertising, promotion, publicity and employees. Careers in retailing are also discussed.
Theory 3 hours

RET243 Strategic Retail Management 3 Credits
This course is a detailed study on developing a strategy for retail organizations in an environment of change. It is designed to increase skills in planning, organizing, staffing and retail operations. Topics used in developing a strategy are included such as consumer behavior, marketing research, trading area analysis, site selection, store image, service offerings, promotion and security prevention. Strategy for retail service businesses is introduced. Preparing a store floor plan-layout is required.
Theory 3 hours
Prerequisites: BUS201, RET201

Sociology

SOC101 Introduction to Sociology 3 Credits
This course introduces students to the scientific study of human group behavior. In so doing, it addresses the methods of scientific research, the nature and functioning of culture and society, the impact of the social environment on individual behavior, and the interrelationships among social institutions such as family, education, religion, economics, and politics. Course may require participation in outside classroom activities/events that relate to the course outcomes.
Theory 3 hours

SOC102 Sport in American Society 3 Credits
This course will examine the nature of various sports and their role in American society from historical and contemporary perspectives. The course will consider the relationship between sports and such issues as gender, race, ethnicity, sexuality, nationalism, and the role of the media in order to determine how developments in sports have influenced, and have been influenced by American society and culture.
Theory 3 hours
Prerequisite: SOC101

SOC103 Social Class in America 3 Credits
This course will introduce students to the sociological study of economic classes in America with emphasis on recognizing and navigating the differing class norms as one attempts to exercise one's right to social mobility. Among topics covered are the role of language in hindering or facilitating social mobility, the "hidden rules" and norms of such mobility, the stages of economic change and the application of these concepts in everyday life.
Theory 3 hours

SOC110 Sociology of Marriage and Family 3 Credits
This course will analyze the social institutions of marriage and family from the perspective of modern sociological theory. Emphasis will be placed on the history and nature of the American forms of these institutions, but cross-cultural comparisons also will constitute an important element of the course material. Course may require participation in outside classroom activities/events that relate to the course outcomes.
Theory 3 hours
Prerequisite: SOC101

SOC205 Social Problems 3 Credits
This course applies theories introduced in the Introduction to Sociology course to real-world social problems. The course focuses on issues surrounding race, gender, classes, crime, education, the family, drug and alcohol abuse, international conflict and others. Course may require participation in outside classroom activities/events that relate to the course outcomes.
Theory 3 hours
Prerequisite: SOC101

Spanish

SPA101 Elementary Spanish I 4 Credits
This course is for students without high school Spanish or for those wishing to review basic grammatical concepts and vocabulary. It promotes the understanding, speaking, reading and writing of the Spanish language from the basics forward as well as the learning of the culture of the Hispanic world.
Theory 4 hours

SPA102 Elementary Spanish II 4 Credits
This course is a continuation of the understanding, speaking, reading and writing of the Spanish language from the basics forward as well as the learning of the culture of the Hispanic world.
Theory 4 hours
Prerequisite: SPA101 or proficiency

SPA201 Intermediate Spanish I 4 Credits
In this course the student will review material learned in Elementary Spanish and also learn to communicate in Spanish at a level beyond that taught in the first year. Learning at all levels of new language acquisition will take place: hearing, speaking, reading, and writing. The student will learn about the culture, history, and geography of Spanish-speaking countries around the world.
Theory 4 hours
Prerequisites: SPA101 and SPA102 or proficiency

SPA202 Intermediate Spanish II 4 Credits
This course will consist of reading, conversing, and writing in Spanish at a second year college level. The class will be conducted in Spanish. Attention will be given to culture, history, literature, geography, and music of the Spanish-speaking countries around the world. Emphasis will be placed on learning to use Spanish as a means of communication in the world of today.
Theory 4 hours
Prerequisites: SPA101, SPA102, SPA201 or proficiency

Teacher Education

ECE101 Cognitive and Physical Development of the Child 3 Credits
The historical and current perspective of child care centers will be presented. Methods to establish a safe, healthy and effective learning environment will be included. The focus will be on the physical and intellectual growth of young children. Also, effective ways of maintaining a commitment to professionalism will be included.
Theory 3 hours

ECE102 Social and Emotional Development of the Child 3 Credits
Methods to establish positive and productive relationships with families will be presented to ensure and construct a program responsive to the needs of young children. This course also includes methods teachers can use to support the social and emotional development of young children while providing positive guidance.
Theory 3 hours

ECE104 Early Childhood Development Practicum 2 Credits
On-campus site, or if already employed, the student's job site may be used as an integral segment of this teaching practicum experience. Based on student enrollment and available sites, practicum may be scheduled in the summer or fall semester.
Practicum -- 210 hours minimum
Prerequisite: ECE101; course requires a BCI check prior to the second week of class
Prerequisite/corequisite: ECE102
Corequisite: ECE105

ECE105 Early Childhood Development Seminar 1 Credit
This seminar is designed to give the student an opportunity to discuss ECD104 practicum experiences. Guest lecturers will be invited to participate. Based on enrollment and available sites, seminar may be scheduled in the spring semester or summer session.
Seminar 1 hour
Prerequisite: ECE101; course requires a BCI check prior to the second week of class
Prerequisite/corequisite: ECE102
Corequisite: ECE104

ECE110 Wellness and Safety in Early Childhood 3 Credits
This course is designed to cover the normal physical sequence of growth and development that occurs throughout early childhood along with special factors that can influence development such as safety, health, and nutrition. Current issues in regard to the health and safety of children also will be covered.
Theory 3 hours

ECE111 Society, Family, and Diversity in Early Childhood 3 Credits

In this course, students learn how to encourage children to become contributing members of their society, i.e. the family, the classroom, the community. Emphasis is on goals that encourage the development of the child's self-esteem and self-reliance. The aspiring teacher candidate learns ways to promote a multicultural classroom. Aspiring teachers also learn the importance of field trips and ways to plan and execute successful experiences. Methods of integrating multi-cultural, intergenerational, government, ecology, geography, community living, holiday celebrations, and current events into the curriculum are studied and practiced.

Field/lab hours - 10 required per week
Prerequisite: Course requires a BCI check prior to the second week of class

ECE112 Integrating Language and Literacy in the Early Childhood Curriculum 3 Credits

This course will cover the foundations of early literacy development, including theories and practices. Prospective teachers will observe and assess the learning needs of young children, and will learn ways to motivate reading and writing and to increase phonemic awareness. Family literacy issues will be presented and discussed, and prospective teachers will learn how to create a literacy environment in an early childhood classroom.

Theory 3 hours

ECE113 Integrating Math and Science Concepts in the Early Childhood Curriculum 3 Credits

This course shows the aspiring teachers how to use activities and environment to teach math and science concepts, including such concepts as one-to-one correspondence, number sense and counting, logic and classifying, comparing, early geometry (shapes), spatial sense, parts, and wholes. Aspiring teachers also will learn how to teach children early science concepts, including life science, physical science, earth and space science, environmental awareness, health, and nutrition.

Theory 3 hours

ECE114 Integrating Music, Art and Play in the Early Childhood Curriculum 3 Credits

This course studies children's creative expression and psychomotor development through play, developmental stages of art in two- and three-dimensional forms, musical chants, rhythms, and instruments. The course also will demonstrate ways to integrate creative drama and movement into the early childhood classroom. The course will familarize aspiring teachers with theories regarding play and creativity in young children, and will help aspiring teachers foster creativity in children through integrated practices and through physical environment.

Theory 3 hours

EDU105 Introduction to Education 1 Credit

This course is required for students who intend to major in education. The student will be introduced to practical aspects of teaching and prepare them for their education classes. The course will cover portfolio development, requirements for licensure, Praxis tests, organizations and agencies important to education and various degree and transfer options.

Theory 1 hour
Prerequisites: For education majors and must be completed before taking other education classes

EDU106 Introduction to Children with Special Needs 3 Credits

This course is for those students who intend to work with individuals with special needs. The course will provide the historical and legal bases for providing educational services to students with special needs. Course topics will include discussions of disabling conditions (classifications, causes, characteristics, etc.), intervention traditions and development, legislation, educational theories and methods, IEP (Individualized Educational Plan) overview, adaptive materials, and educator licensure and certification requirements. The course will require 20 hours of field observation.

Theory 3 hours
Prerequisites: EDU105

EDU107 Early Intervention Methods 3 Credits

This course examines various educational intervention techniques that would be used for students in the classroom who have mild through moderate special needs, whether these students are in the regular or a special class environment. Emphasis will be placed on the study of intervention processes, methods, and techniques relevant to assisting these students with special needs. Topics of discussion will include various reasons for educational intervention, the IEP (Individualized Educational Plan) process, educational intervention techniques and materials, and professional resources. This course will also review Ohio educator intervention licensure and certification. Twenty hours of field observation are required.

Theory 3 hour
Prerequisites: EDU105

EDU200 Foundations of Education 3 Credits

This is an introduction to the profession of education. It is designed to be a survey course for students who are interested in transferring into education programs and related fields. Candidates will explore five major themes: professionalism, diversity, democratic issues/social justice, curriculum and instruction, and finally legal and organizational issues. These themes will provide teacher candidates with a broad understanding of education and schooling in the United States. Twenty hours of observation/field work required.

Theory 3 hours
Prerequisite: Course requires a BCI check prior to the second week of class
Corequisite: EDU105

EDU201 Instructional Technology 3 Credits

This course is designed to teach future teachers to use multimedia computer systems, as well as other technology in the classroom. It covers basic computer use, word processing, database programs, spreadsheets, Internet and WWW use, web page design, and programming languages. Other areas covered include selecting and using Internet materials, designing multimedia presentations, copyright issues and the impact and interaction of the ethical, societal, educational and technological trends and issues. This class requires two hours of lecture and three hours of lab per week, one of which will be out-of-class lab assignments.

Theory 2 hours - Lab 3 hours
Prerequisites: CIS100P, CIS100S, CIS100W recommended for students with little or no computer experience

EDU202 Classroom Management 3 Credits

This course explores classroom organization and management, including lesson and unit planning, effective teaching practices, and assessment of instruction. It also includes discipline, rules and procedures, parental involvement, classroom design, and effective use of technology. Students are expected to develop a classroom management plan they can use in their own classroom. Twenty hours of field experience are required.

Theory 3 hours
Prerequisites: EDU105; course requires a BCI check prior to the second week of class

EDU203 Literacy, Language, and Phonics 3 Credits
The purpose of this course is to learn how language is acquired and developed. Listening, speaking, reading, and writing as ways to encode and decode language are studied within cultural contexts. Strategies for addressing learning styles and cultural differences in language use will be studied and practiced. Candidates will learn how human beings acquire literacy and how to foster the development of literate practices. Content reading issues will also be addressed.
Theory 3 hours
Prerequisite: EDU200

EDU206 Teaching Practicum 2 Credits
This practicum gives the prospective teacher the opportunity to work in a classroom setting at an off-campus site. The students will put into practive curriculum development methods and models of teaching strategies. The selection and sequence of content and learning activities should progress from more familiar deductive, teacher centered models to student centered models which stress inductive thinking, cooperative learning, modes of inquiry, problem-solving and creative thinking. The course will address the different learning styles and appropriate curriculum development. The practicum must be taken in conjunction with the seminar course and consists of 14 hours a week of practice experience at a variety of teaching levels.
Practicum 210 hours
Prerequisites: EDU105, EDU200; course requires a BCI check prior to the second week of class
Corequisite: EDU207

EDU207 Teaching Seminar 1 Credit
This seminar will focus on the models of teaching and curriculum issues that students will experience during their practicum in the classroom. Students meet one hour each week for discussion and problem solving based on their experiences.
Theory 1 hour
Prerequisites: EDU105, EDU200; course requires a BCI check prior to the second week of class
Corequisite: EDU206

EDU210 Children's Literature 3 Credits
Designed primarily for prospective pre-kindergarten and elementary teachers, this course explores the history, content, and value of poems, stories, and non-fiction written for children. Students will analyze and evaluate these works and learn techniques for involving children in reading and listening. The course will also explore the connection between children's literature and the linguistic, sociological, and psychological development of the child. Ten hours of field experience are required.
Theory 3 hours
Prerequisites: ENG101; course requires a BCI check prior to the second week of class

EDU299 Special Topics in Education 1-4 Credits
This course will allow the offering of various topics on education for teachers who are seeking continuing education credit courses. Courses on technology, literacy, federal regulations, ethics, discipline, and so on can be offered under this course heading.
Theory 1-4 credit hours

Theatre

THE101 Introduction to the Theatre 3 Credits
To increase comprehension, appreciation, and critical interpretation of the theatre, students will study literary and production elements, historical figures and current innovators, as well as the development of the art form and its effect on society. Technical production projects, literary analysis, and play production critiques encourage exploration of individual interests in theatre arts.
Theory 3 hours
Prerequisite: ENG101 or demonstrated writing skills

THE150 Introduction to Acting 3 Credits
This course is designed to give beginning acting students an opportunity to explore the basic skills and methods needed to create believable characters. Students participate in theatre "games", pantomime, and improvisational situations to help strengthen concentration, imagination, vocal quality, and body movement. Emphasis is placed on script analysis, character portrayal, and prepared monologue and scene work. Writing assignments include journals and short analysis papers.
Theory 3 hours

THE201 History of the Theatre 3 Credits
This course explores how theatre both mirrors and is influenced by the society and period in which it occurs. Students will examine pivotal plays throughout history and reflect on the culture that inspired them and the artists who crafted them.
Theory 3 hours
Prerequisite: ENG101 or demonstrated writing skills

THE240 Special Topics in Theatre 3 Credits
This course offers advanced classes on theatre topics selected for specific college programs or career areas. Possible special topics include Readers' Theatre, Children's Theatre, and Creative Dramatics.
Theory 3 hours
Prerequisite: ENG101

Welding

WLD101 Industrial and Welding Safety 2 Credits
This course will teach students through demonstration and practice the proper use of safety equipment, protective clothing, and procedures applicable to the cutting/welding of metals. Introduces common job-site hazards and protections such as lockout/tag out, and personal protective equipment (PPE). The course will also teach students how to safely operate Shielded Metal Arc Welding (SMAW) equipment, how to safely connect welding current, and demonstrates the safe use of tools for cleaning welds.
Theory 2 hours
Corequisites: WLD102 ,WLD111, WLD121 or instructor approval

WLD102 Oxyfuel Cutting 2 Credits
This course will teach students through demonstration and practice the safety requirements for oxyfuel cutting, oxyfuel cutting equipment, and setup requirements. Students will practice how to light, adjust, and properly shut down oxyfuel equipment. Students will perform cutting techniques that include straight line, piercing, bevels, washing and gouging.
Theory 1 hour - Lab 2 hours
Corequisites: WLD101, WLD111, WLD121 or instructor approval

WLD111 Shielded Metal Arc Welding (SMAW) I 4 Credits
This course will teach students through demonstration and practice basic metal preparation, weld quality, types of equipment and set-up, electrodes / selection, and beads / fillet welds. Content will cover flat and horizontal positions.
Theory 2 hours - Lab 4 hours
Corequisites: WLD101 ,WLD102, WLD121or instructor approval

WLD121 Shielded Metal Arc Welding (SMAW) II 4 Credits
This course will teach students through demonstration and practice preparation and setup of arc welding equipment and the process of striking an arc. Students will learn and practice how to detect and correct arc blow, make stringer, weave overlapping beads, and fillet welds. Content will cover vertical and overhead positions.
Theory 1 hour - Lab 6 hours
Corequisites: WLD101 ,WLD102, WLD111 or instructor approval

WLD 201 Shielded Metal Arc Welding (SMAW) III 4 Credits
This course will teach students through demonstration and practice weld setup and equipment for making groove welds in a flat, horizontal vertical, and overhead positions.
Theory 1 hour - Lab 6 hours
Corequisite: WLD202 or instructor approval

WLD 202 Blueprint Reading for Welders 4 Credits
This course will teach students through demonstration and practice how to read blueprints by identifying and explaining the different parts of welding symbols, drawings, specifications, and welding procedure specifications. Students will learn how to read welding details of drawings such as lines, fills, object views and dimensions.
Theory 4 hours
Corequisite: WLD201 or instructor approval

WLD211 Open Root Groove Welds on Plate 4 Credits
The student will learn the proper technique for welding 1G (flat position), 2G (horizontal position), 3G (vertical position), and 4G (overhead position) on plate. AWS code welding will be followed in this course of study. The testing parameters (visual and bend) are according to ASTM, ASME and AWS guidelines.
Theory 1 hour - Lab 6 hours
Prerequisites: WLD102, WLD201 or instructor approval

WLD212 Open Root Groove Welds on Pipe 4 Credits
The student will learn the proper technique for welding 2G, 5G, and 6G on pipe. AWS code welding will be followed in this course of study. The testing parameters (visual and bend) are according to ASTM, ASME and AWS guidelines.
Theory 1 hour - Lab 6 hours
Prerequisites: WLD102, WLD201, WLD211 or instructor approval

WLD213 Gas Metal Arc Welding (GMAW/Mig) and Flux Cored Arc Welding (FCAW) 4 Credits
GMAW/Mig and FCAW welding processes will be covered, showing the student the proper welding technique on mild steel for the fillet and open root type welds. The student should be able to perform production and maintenance welding on mild steel including high volume fabrication. The set-up of the welding machine for the two processes will be covered. The testing parameters (visual and bend) are according to ASTM, ASME and AWS guidelines.
Theory 2 hours - Lab 4 hours
Prerequisites: WLD202, (WLD211 or WLD213) or instructor approval

WLD214 Gas Tungsten Arc Welding (GTAW/Tig) 4 Credits
The GTAW/Tig welding process will be covered, showing the student the proper welding technique on mild steel for the fillet and open root type welds. The use of stainless steel will be introduced. The student should be able to perform production and maintenance welding on mild steel. Students will perform GTAW/Tig root with a SMAW cover on a 6" pipe. The testing parameters (visual and bend) are according to ASTM, ASME and AWS guidelines.
Theory 2 hours - Lab 4 hours
Prerequisites: WLD202, (WLD211 or WLD 212), WLD213 or instructor approval

WLD222 Welding Fabrication, Layout, and Design 4 Credits
Fitup procedures as to setting up and aligning parts of a weldment according to blueprint design specifications are covered. Related mathematics for materiel layout are covered. This course also includes structural and pipefitting techniques, the making of developments and templates, jig and fixture construction.
Theory 3 hour - Lab 2 hours
Prerequisites: WLD102, WLD202 or instructor approval

WLD225 Introduction to Non-Destructive Testing 4 Credits
This class will introduce the student to the disciplines of NDT such as: visual inspection, dye penetrant inspection, liquid penetrant inspection, magnetic particle testing, leak testing, ultrasonic testing, and radiographic interpretation. Program will follow ASME, AWS and SNDT guidelines.
Theory 3 hours - Lab 2 hours
Prerequisites: WLD202 or instructor approval

Student Policies

Residency Requirements

Ohio Board of Regent's Rules (Rule 3333-1-10) Ohio Student Residency for State Subsidy and Tuition Surcharge Purposes

A. Intent and Authority

1. It is the intent of the chancellor of the Ohio board of regents in promulgating this rule to exclude from treatment as residents, as that term is applied here, those persons who are present in the state of Ohio primarily for the purpose of receiving the benefit of a state-supported education.

2. This rule is adopted pursuant to Chapter 119 of the Revised Code, and under the authority conferred upon the chancellor of the Ohio board of regents by section 3333.31 of the Revised Code.

B. Definitions for Purposes of this Rule:

1. "Resident " shall mean any person who maintains a 12-month place or places of residence in Ohio, who is qualified as a resident to vote in Ohio and receive state public assistance , and who may be subjected to tax liability under section 5747.02 of the Revised Code, provided such person has not, within the time prescribed by this rule, declared himself or herself to be or allowed himself or herself to remain a resident of any other state or nation for any of these or other purposes.

2. "Financial support" as used in this rule, shall not include grants, scholarships and awards from persons or entities which are not related to the recipient.

3. An "institution of higher education" shall have the same meaning as "state institution of higher education" as that term is defined in section 3345.011 of the Revised Code, and shall also include private medical and dental colleges which receive direct subsidy from the state of Ohio.

4. "Domicile" as used in this rule is a person's permanent place of abode, so long as the person has the legal ability under federal and state law to reside permanently at that abode. For the purpose of this rule , only one domicile may be maintained at a given time.

5. "Dependent" shall mean a student who was claimed by at least one parent or guardian as a dependent on that person's internal revenue service tax filing for the previous tax year.

6. "Residency Officer" means the person or persons at an institution of higher education that has the responsibility for determining residency of students under this rule.

7. "Community Service Position" shall mean a position volunteering or working for:

(a) VISTA, Americorps, city year, the peace corps, or any similar program as determined by the chancellor of the Ohio board of regents; or

(b) An elected or appointed public official for a period of time not exceeding 24 consecutive months.

C. Residency for Subsidy and Tuition Surcharge Purposes

The following persons shall be classified as residents of the state of Ohio for subsidy and tuition surcharge purposes:

1. A student whose spouse, or a dependent student, at least one of whose parents or legal guardian, has been a resident of the state of Ohio for all other legal purposes for twelve consecutive months or more immediately preceding the enrollment of such student in an institution of higher education.

2. A person who has been a resident of Ohio for the purpose of this rule for at least twelve consecutive months immediately preceding his or her enrollment in an institution of higher education and who is not receiving, and has not directly or indirectly received in the preceding 12 consecutive months, financial support from persons or entities who are not residents of Ohio for all other legal purposes.

3. A dependent student of a parent or legal guardian, or the spouse of a person who, as of the first day of a term of enrollment, has accepted full-time, self-sustaining employment and established domicile in the state of Ohio for reasons other than gaining the benefit of favorable tuition rates.

Documentation of full-time employment and domicile shall include both of the following documents:

(a) A sworn statement from the employer or the employer's representative on the letterhead of the employer or the employer's representative certifying that the parent, legal guardian or spouse of the student is employed full-time in Ohio.

(b) A copy of the lease under which the parent, legal guardian or spouse is the lessee and occupant of rented residential property in the state; a copy of the closing statement on residential real property located in Ohio of which the parent, legal guardian or spouse is the owner and occupant; or if the parent, legal guardian or spouse is not the lessee or owner of the residence in which he or she has established domicile, a letter from the owner of the residence certifying that the parent, legal guardian or spouse resides at that residence.

4. A veteran, and the veteran's spouse and any dependent of the veteran, who meets both of the following conditions:

(a) The veteran either (i) served one or more years on active military duty and was honorably discharged or received a medical discharge that was related to the military service or (ii) was killed while serving on active military duty or has been declared to be missing in action or a prisoner of war.

(b) If the veteran seeks residency status for tuition surcharge purposes, the veteran has established domicile in this state as of the first day of term of enrollment in an institution of higher education. If the spouse or a dependent of the veteran seeks residency status for tuition surcharge purposes, the veteran and the spouse or dependent seeking residency status have established domicile in this state as of the first day of a term of enrollment in an institution of higher education, except that if the veteran was killed while serving on active military duty or has been declared to be missing in action or a prisoner of war, only the spouse or dependent seeking residency status shall be required to have established domicile in accordance with this division.

D. Additional criteria which may be considered in determining residency for the

purpose may include but are not limited to the following:

1. Criteria evidencing residency:

(a) If a person is subject to tax liability under section 5747.02 of the Revised Code;

(b) If a person qualifies to vote in Ohio;

(c) If a person is eligible to receive Ohio public assistance ;

(d) If a person has an Ohio's driver's license and/or motor vehicle registration.

2. Criteria evidencing lack of residency:

(a) If a person is a resident of or intends to be a resident of another state or nation for the purpose of tax liability, voting, receipt of public assistance , or student loan benefits (if the student qualified for that loan program by being a resident of that state or nation);

(b) If a person is a resident or intends to be a resident of another state or nation for any purpose other than tax liability, voting, or receipt of public assistance (see paragraph (D)(2)(a) of this rule).

3. For the purpose of determining residency for tuition surcharge purposes at Ohio's state-assisted colleges and universities, an individual's immigration status will not preclude an individual from obtaining resident status if that individual has the current legal status to remain permanently in the United States.

E. Exceptions to the general rule of residency for subsidy and tuition surcharge purposes:

1. A person who is living and is gainfully employed on a full-time or part-time and self-sustaining basis in Ohio and who is pursuing a part-time program of instruction at an institution of higher education shall be considered a resident of Ohio for these purposes.

2. A person who enters and currently remains upon active duty status in the United States military service while a resident of Ohio for all other legal purposes and his or her dependents shall be considered residents of Ohio for these purposes as long as Ohio remains the state of such person's domicile.

3. A person on active duty status in the United States military service who is stationed and resides in Ohio and his or her dependents shall be considered residents of Ohio for these purposes.

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

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

6. A person who was considered a resident under this rule at the time the person started a community service position as defined under this rule, and his or her spouse and dependents, shall be considered a residents of Ohio while in service and upon completion of service in the community service position.

7. A person who returns to the state of Ohio due to marital hardship, takes or has taken legal steps to end a marriage, and reestablishes financial dependence upon a parent or legal guardian (receives greater than fifty percent of his or her support from the parent or legal guardian), and his or her dependents shall be considered residents of Ohio.

8. A person who is a member of the Ohio national guard and who is domiciled in Ohio, and his or her spouse and dependents, shall be considered residents of Ohio while the person is in Ohio national guard service.

F. Procedures

1. A dependent person classified as a resident of Ohio for these purposes under the provisions of paragraph (C)(1) of this rule and who is enrolled in an institution of higher education when his or her parents or legal guardian removes their residency from the state of Ohio shall continue to be considered a resident during continuous full-time enrollment and until his or her completion of any one academic degree program.

2. In considering residency, removal of the student or the student's parents or legal guardian from Ohio shall not, during a period of twelve months following such removal, constitute relinquishment of Ohio residency status otherwise established under paragraph (C)(1) or (C)(2) of this rule.

3. For students who qualify for residency status under paragraph (C)(3) of this rule, residency status is lost immediately if the employed person upon whom resident student status was based accepts employment and establishes domicile outside Ohio less than twelve months after accepting employment and establishing domicile in Ohio.

4. Any person once classified as a nonresident, upon the completion of twelve consecutive months of residency, must apply to the institution he or she attends for reclassification as a resident of Ohio for these purposes if such person in fact wants to be reclassified as a resident. Should such person present clear and convincing proof that no part of his or her financial support is or in the preceding twelve consecutive months has been provided directly or indirectly by persons or entities who are not residents of Ohio for all other legal purposes, such person shall be reclassified as a resident.

Evidentiary determinations under this rule shall be made by the institution which may require, among other things, the submission of documentation regarding the sources of a student's actual financial support.

5. Any reclassification of a person who was once classified as a nonresident for these purposes shall have prospective application only from the date of such reclassification.

6. Any institution of higher education charged with reporting student enrollment to the chancellor of the Ohio board of regents for state subsidy purposes and assessing the tuition surcharge shall provide individual students with a fair and adequate opportunity to present proof of his or her Ohio residency for purposes of this rule. Such an institution may require the submission of affidavits and other documentary evidence

which it may deem necessary to a full and complete determination under this rule.

JEFFERSON COUNTY RESIDENCY REQUIREMENTS

Effective 1987, the following residency requirements must be met for a student to be eligible for in-district tuition rates:

1. As a general rule, a resident of Jefferson County shall mean any person who has maintained a 12-month place or places of residency in Jefferson County and who is qualified to vote as a resident of Jefferson County.
2. In order for a dependent student as defined by federal financial aid regulations to be eligible for the in-district tuition rate a parent or guardian of the student must have maintained a 12-month place or places of residency in Jefferson County and be qualified to vote as a resident of Jefferson County.
3. A veteran, and the veteran's spouse and any dependent of the veteran, who meets both of the following conditions:
   a. The veteran either (i) served one or more years on active military duty and was honorably discharged or received a medical discharge that was related to the military service or (ii) was killed while serving on active military duty or has been declared to be missing in action or a prisoner of war.
   b. If the veteran seeks residency status for tuition surcharge purposes, the veteran has established domicile in Jefferson County as of the first day of term of enrollment in an institution of higher education. If the spouse or a dependent of the veteran seeks residency status for tuition surcharge purposes, the veteran and the spouse or dependent seeking residency status have established domicile in Jefferson County as of the first day of a term of enrollment in an institution of higher education, except that if the veteran was killed while serving on active military duty or has been declared to be missing in action or a prisoner of war, only the spouse or dependent seeking residency status shall be required to have established domicile in accordance with this division.

Exceptions to the general rule:

1. For purposes of determining Jefferson County residency the following will be considered exceptions to the "12-month residency rule;"
   a. Active duty service in the U.S. military services;
   b. Hospitalization at an "out-of- county" health care facility;
   c. Enrollment on a full-time basis at an "out-of-county" higher education institution.
   d. An independent student, the spouse of an independent student, or a dependent child of a parent or legal guardian, has accepted full-time, self-sustaining employment and established domicile in Jefferson County for reasons other than gaining favorable tuition rates.
   e. Once-emancipated children returning to dependency upon parents who are Jefferson County residents will be considered Jefferson County residents.
   f. A person who is eligible, or whose benefits have been exhausted or have expired, for benefits under the Post 9/11 Veterans Educational Assistance Act of 2008 or any prior federal act establishing veterans' education benefits, who has been honorably discharged or released from service, who, as of the first day of a term of enrollment, is domiciled in Ohio.

FAMILY EDUCATION RIGHTS AND PRIVACY ACT OF 1974

Students will be notified of their FERPA rights annually by publication in the student handbook. A student's FERPA rights begin when the student submits an admissions application or a non-credit registration form to the college.

Who Has FERPA Rights at EGCC?

FERPA rights belong to the student at Eastern Gateway regardless of age. This applies to all students, including continuing education students, students auditing a class, distance education students, and former students.

Directory Information

Eastern Gateway Community College has classified the following information as "directory information": name, address, telephone number, e-mail, dates of attendance, enrollment status, degrees and awards received, and honors. If a student does not wish this information to be released to anyone, the student must file a non-disclosure form with student records.

Procedure to Inspect Education Records

Students may inspect and review their education records upon request to the appropriate record custodian.

Students should submit to the record custodian or an appropriate college staff person a written request which identifies as precisely

Types, Locations and Custodians of Education Records

Types	Location	Custodian
Admissions Records	Admissions Office (if student did not attend)	Director of Admissions
Admissions Records	Registrar's Office (if student did enroll)	Registrar
Cumulative Academic Records	Registrar's Office (if student did enroll)	Registrar
Health Records	Executive Vice President for Academic & Student Affairs	Executive Vice President for Academic & Student Affairs
Financial Records	Business Office	Vice President for Business Services
Financial Aid Records	Financial Aid Office	Director of Financial Aid
Placement Records	Placement & Alumni Office	Director of Career Planning, Placement, and Alumni
Disciplinary Records	Executive Vice President for Academic & Student Affairs	Executive Vice President for Academic & Student Affairs
Occasional Records (Student education records not included in the types listed above such as minutes of faculty committee meetings, copies of correspondence in offices not listed, etc.)	The appropriate official will collect such records, direct the student to their location, or otherwise make them available for inspection and review	The college staff person who maintains such occasional systems records

as possible the record or records he or she wishes to inspect.

The record custodian or an appropriate college staff person will make the needed arrangements for access as promptly as possible and notify the student of the time and place where the records may be inspected. Access must be given in 45 days or less from the receipt of the request.

When a record contains information about more than one student, the student may inspect and review only the records which relate to him.

Right of College to Refuse Access

The college reserves the right to refuse to permit a student to inspect the following records:

1. The financial statement of the student's parents.
2. Letters and statements of recommendation for which the student has waived his or her right of access, or which were placed in file before January 1, 1975.
3. Records connected with an application to attend the college if that application was denied.
4. Those records which are excluded from the FERPA definition of education records.

Refusal to Provide Copies

The college reserves the right to deny transcripts or copies of records not required to be made available by the FERPA in any of the following situations:

1. The student lives within commuting distance of the college.
2. The student has an unpaid financial obligation to the college.
3. There is an unresolved disciplinary action against the student.

Fees for Copies of Records

The fee for copies will be $1 per page.

Disclosure of Education Records

The college will disclose information from a student's education records only with the written consent of the student, *except:*

1. To school officials who have a legitimate educational interest in the records.

   A school official is:

   - a person employed by the college in an administrative, supervisory, academic or research, or support staff position.
   - a person serving on the Board of Trustees.
   - a person employed by or under contract to the college to perform a special task, such as the attorney or auditor.

   A school official has a legitimate educational interest if the official is:

   - performing a task that is specified in his or her position description or by a contract agreement.
   - performing a task related to a student's education.
   - performing a task related to the discipline of a student.
   - providing a service or benefit relating to the student or student's family, such as health care, counseling, job placement, or financial aid.
2. To officials of another school, upon request, in which a student seeks or intends to enroll. (NOTE: FERPA requires a college or university to make a reasonable attempt to notify the student of the transfer unless it states in its policy that it intends to forward records on request.)
3. To certain officials of the U.S. Department of Education, the Comptroller General, and state and local education authorities, in connection with certain state or federally supported education programs.
4. In connection with a student's request for or receipt of financial aid, as necessary to determine the eligibility, amount or conditions of the financial aid, or to enforce the terms and conditions of the aid.
5. If required by a state law requiring disclosure that was adopted before November 19, 1974.
6. To organizations conducting certain studies for or on behalf of the college.
7. To accrediting organizations to carry out their functions.
8. To parents of an eligible student who claim the student as a dependent for income tax purposes.
9. To comply with a judicial order or a lawfully issued subpoena.
10. To appropriate parties in a health or safety emergency.
11. Directory information.
12. To the student.
13. Results of a disciplinary hearing.
14. Results of a disciplinary hearing to an alleged victim of a crime of violence
15. Final results of a disciplinary hearing concerning a student who is an alleged perpetrator of a crime of violence and who is found to have committed a violation of the institution's rules or policies.
16. Disclosure to a parent of a student under 21 if the institution determines that the student has committed a violation of its drug or alcohol rules or policies (regardless of student's dependent status).

Record of Requests for Disclosure

The college will maintain a record of all requests for and/or disclosure of information from a student's education records. The record will indicate the name of the party making the request, any additional party to whom it may be redisclosed, and the legitimate interest the party had in requesting or obtaining the information. The record may be reviewed by the parents or eligible student.

Correction of Education Records

Students have the right to ask to have records corrected that they believe are inaccurate, misleading, or in violation of their privacy rights. Following are the procedures for the correction of records:

1. A student must ask (appropriate official of) the college to amend a record. In so doing, the student should identify the part of the record he or she wants changed and specify why he or she believes it is inaccurate, misleading, or in violation of his or her privacy or other rights.
2. The college may comply with the request or it may decide not to comply. If it decides not to comply, the college will notify the student of the decision and advise him/her of his/her right to a hearing to challenge the information believed to be inaccurate, misleading, or in violation of the student's rights.
3. Upon request, the college will arrange for a hearing and notify the student, reasonably in advance, of the date, place and time of the hearing.
4. The hearing will be conducted by a hearing officer who is a disinterested party; however, the hearing officer may be an official of the institution. The student shall be afforded a full and fair opportunity to present evidence relevant to the issues raised in the original request to amend the student's education records. The student may be assisted by one or more individuals, including an attorney.
5. The college will prepare a written decision based solely on the evidence

presented at the hearing. The decision includes a summary of the evidence presented and the reasons for the decision.

6. If the college decides that the challenged information is not inaccurate, misleading, or in violation of the student's right of privacy, it will notify the student that he or she has a right to place in the record a statement commenting on the challenged information and/or a statement setting forth reasons for disagreeing with the decision.
7. The statement will be maintained as part of the student's education records as long as the contested portion is maintained. If a state college discloses the contested portion of the record, it must also disclose the statement.
8. If the college decides that the information is inaccurate, misleading, or in violation of the student's right of privacy, it will amend the record and notify the student, in writing, that the record has been amended.

Right to File

The student has the right to file a complaint with the U.S. Department of Education concerning alleged failures by EGCC to comply with the requirements of FERPA. The name and address of the office that administers FERPA is
Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue S.W.
Washington D.C. 20202-4605

Financial Disclosure

Financial statements are available on an annual basis in the Business Office. These statements are audited annually by the Auditor of the State of Ohio or a designated independent CPA firm Additional financial information is prepared on a periodic basis. A request for financial information is to be made to the vice president for business services/treasurer. The college will make financial information available within a reasonable period of time.

Network, Computer Resources and the Internet Acceptable Use Policy for Students and College Guests

1.0 POLICY OVERVIEW

1.1. Access to Eastern Gateway Community College's (the college) networking facilities, computer resources and the internet is a privilege. The college's network, computer resources and the internet are provided solely to support its educational mission.

1.2. This policy is to be read, understood and adhered to at all times. Local, state and federal laws regarding the use of internet, e-mail and any other networking or computer resources made available by the college are also applicable.

1.3. The college insists that you conduct yourself honestly and appropriately when using the college's network, computer resources and the internet. You are to comply with software licensing rules, property rights, copyrights and the privacy and prerogatives of others.

1.4. All existing college policies related to plagiarism, sexual harassment, privacy and confidentiality also apply to your use of the college's network, computer resources, and the internet.

1.5. The college reserves the right to revoke all network privileges for any user at any time for violation of this policy.

2.0 VIOLATIONS

2.1 The following is a summary of violations of the acceptable use policy. The examples are not all inclusive.

2.1.1. Lending your account and/or accessing another person's account without permission.

2.1.2. Using illicit means to determine account passwords.

2.1.3. Attempting to gain access to the network or computer resources with non-standard or non-approved procedures.

2.1.4. Using the college's network, computer resources or the internet for commercial purposes.

2.1.5. Using the college's network, computer resources, or the internet to threaten, intimidate, or harass others.

2.1.6. Attempting to thwart computer system security in order to gain unauthorized access to the network or computer resources.

2.1.7. Unauthorized copying of commercial software when specific licensure prohibits such copying.

2.1.8. Sending chain letters or unauthorized mail list generation.

2.1.9. Placing obscene or harassing material so that it is accessible in public areas of the network.

2.2.0. Inspecting, modifying, or copying programs and/or data without proper consent and respect for copyright laws.

2.2.1. Tampering with the college's hardware, software, or other computer components.

2.2.2. Accessing or reading information of others without direct consent (this includes packet sniffing).

2.2.3. Providing other individuals with access to Eastern Gateway Community College network resources without direct consent from the Technology Services Department.

2.2.4. Authenticating as or impersonating another individual via e-mail or other methods.

2.2.5. Attempting to degrade or disrupt network and/or system performance.

3.0 SECURITY, PRIVACY AND COPYRIGHTS

3.1. The college will provide as secure of an environment on its networks as is possible. Security will be provided using widely accepted, cost effective methods for all network users. Network users must recognize, that as a participant in a community data facility, they also must be partially responsible for maintaining the security of information stored or retrieved via the college network. Information is a valuable resource and should be considered an entity worth protecting by using good judgment and respecting the policies and procedures in place at the college.

3.2. Data owned by others should be considered private and no attempt should be made to gain access to another's information. Care should be taken when reading, forwarding and printing electronic messages. Interfering with e-mail in any manner is a serious offense. Sharing of your network account places your data at risk. Always keep your password secure and select a unique password that cannot be easily discovered by others. Extreme care and responsible use of computer resources is required of all users. Each network user must be aware of the existence of copyright laws, licenses, trade secret agreements and other confidentiality agreements as they pertain to the resources they may access using the college network.

3.3. The college has made network resources available to the college community members with specific attention to ensure that the rights of all users are protected. Users who are granted access to the college network, including the hardware and software made available for network connectivity, agree to abide by the college's acceptable use policy.

3.4. The Technology Services department will establish and publicize the acceptable use policies and procedures. Secure access to the network will be provided using a network login and a user maintained password. The college will provide anti-virus software for each college-owned computer

attached to the network.

4.0 SECURITY, NETWORK AND INTERNET MONITORING

4.1. The college has security software and systems in place that can monitor and record network and internet usage. These systems are used to protect the college's network systems from security risks and software viruses. Our firewall and other systems record all internet traffic in and out of the college. This information can be used to monitor security violations and network bandwidth utilization. This information is also used to configure our networks and internet connection for optimum operation. Network usage information may also be used to insure compliance with college policies and procedures.

4.2. The college's network facilities are for the use of authorized users only. Individuals using the college's network facilities without authority, or in violation of stated policies, are subject to having all of their activities on the network monitored and recorded by system personnel. In the course of monitoring individuals improperly using network facilities, or in the course of system maintenance, the activities of other users may also be monitored. Users accessing the college's network consent to monitoring as stated in the Electronic Communications Privacy Act, 18 USC 2701-2711. Anyone using the college's network facilities expressly consents to such monitoring and understands that if such monitoring reveals violations of college policies and/or local, state and federal laws, such information may be provided to appropriate college and/or law enforcement officials.

4.3. The college reserves the right to limit (or block) access to certain internet sites and applications if it is determined that such access does not support its educational mission or is detrimental to the operation of the college's network systems. The college reserves the right to make all decisions regarding the necessity and appropriateness of access to specific internet sites and applications.

5.0 ILLEGAL ACTIVITIES

5.1. The college's network, computer resources and internet access must not be used to knowingly violate the laws and regulations of the United States or any other nation, or the laws and regulations of any state, city, province or other local jurisdiction in any material way. Use of any college resources for illegal activity is grounds for immediate expulsion or dismissal, and we will cooperate with any legitimate law enforcement activity.

6.0 PASSWORD PROTECTION

6.1. Each user is required to password protect his/her network account. It is advisable to protect your network account with a password and maintain the confidentiality of all passwords associated with your computing resources. It is strongly recommended that you use passwords that would be difficult to guess (e.g. not the names of family members, pets, etc.) It is also recommended that your password contain both numbers and alphabetic characters.

7.0 SEXUAL HARASSMENT

7.1. The display of any kind of sexually explicit image or document that can be seen by others (either intentionally or accidentally) on any college computer system is a violation of our policy on sexual harassment. In addition, sexually explicit material may not be archived, distributed, edited, or recorded using the college's network, computing resources or the internet.

8.0 GAME PLAYING

8.1. The college's networking facilities exist to support the educational mission of the college. Therefore, game playing and recreational chatting are discouraged. Users must relinquish their computer to other users needing network access for educational pursuits. Users of college computers must also cease from such activities if requested to do so by an official of the college or employee thereof (this includes requests from student lab assistants). Failure to abide by these regulations shall be considered a violation of the college's acceptable use policy.

9.0 ILLEGAL SOFTWARE

9.1. No person may use the college's network, computer resources or internet facilities to download or distribute pirated software or data. In addition, all users of the college's network facilities are expected to abide by software licensing rules and regulations. All software on college computers must be legally licensed.

10.0 HOSTING OF WEB SERVICES, FTP, ETC.

10.1. No person may set up or provide the hosting of internet Web, FTP or related services on the college's network without prior consent from the Technology Services department.

11.0 LOGGING OFF OF NETWORKS

11.1. All users must LOG OFF the college's networks when they are not actively using the services of such networks. User logins that span extended periods of time with no activity will not be allowed and will be considered violations of network policy and procedure.

12.0 USE OF COLLEGE PRINTING EQUIPMENT

12.1. The college's network printers are provided in support of the college's educational mission. College printers shall not be used for commercial purposes. Users may print personal e-mail messages, internet documents, etc., as long as they are not unreasonable in size or quantity. College printers shall not be used to produce more than three (3) copies of any single document. (This does not include rough drafts, etc.) unless prior permission has been received from the Technology Services Department. Photocopy machines should be used for producing multiple copies of the same document.

12.2. If you question whether the printing of a particular document is in violation of this policy, please contact the Technology Services department.

13.0 REMOTE ACCESS RESTRICTIONS

13.1. No person shall provide remote access to the college's networking facilities without direct permission from the Technology Services department. This would include the use of modems for dialing in to computers connected to the college's networks. Unauthorized remote access presents a serious security threat and will be considered a serious violation of the acceptable use policy. Any computer that is configured to provide dial-in access via a modem must be physically removed from the college's network unless permission has been granted from the Technology Services department.

14.0 INSTALLATION OF SOFTWARE ON COLLEGE COMPUTERS

14.1. It is a violation of college policy to install or attempt to install any software on college-owned computers without direct permission from the Technology Services department.

15.0 E-MAIL, USAGE, PRIVACY AND STORAGE

15.1. Electronic mail messages are considered by the college to have the same privacy protection as corresponding paper documents. Violation of the privacy of a user's e-mail documents will be considered a serious offense of the college's acceptable use policy. Users should act to protect their privacy by maintaining passwords and logging off the network immediately after each use. The privacy of e-mail for college constituents will be upheld in accordance with federal, state and local laws.

15.2. Tampering with the college's e-mail system or the e-mail of other users will be considered a serious offense. This includes

imitating or 'spoofing' someone else when sending e-mail. The college's e-mail system shall not be used for unsolicited mail (i.e. 'spamming'). Please be advised that many mail systems will return undeliverable mail to the 'postmaster' at its intended destination. This mail message may include all or a portion of the original message.

15.3. Users should act responsibly by purging read and unwanted e-mail from the system. Users should also actively manage and maintain e-mail that is coming in from automated mailing lists, etc. Users should unsubscribe from mailing lists and other automated resources when they will be unable to check their mail for extended periods of time.

15.4. The forwarding and distribution of chain letters and pyramid schemes via e-mail is prohibited at the college.

16.0 ACTIVITIES DETRIMENTAL TO NETWORK PERFORMANCE

16.1. The college reserves the right to prohibit any use of the college's network facilities that it deems detrimental to the performance and operation of the college's networks. Examples might include recreational uses of the network which consume an excessive amount of network bandwidth, etc.

17.0. WiFi CONNECTIONS

17.1. Students and guests of the college may utilize the WiFi technology that is available on campus and will receive limited troubleshooting and technical support from the college's Technology Services department.

17.2. Students and guests are responsible for obtaining their own network adapter for use during their enrollment.

17.3. Students and guests are required to have updated anti-virus software installed and active at all times they are connected to the college network. Not utilizing the proper anti-virus software may result in revocation of networking privileges.

17.4. Students and guests are ultimately responsible for the repair and maintenance of their own WiFi enabled device.

17.5. By connecting to the college's WiFi network, students and guests agree to the terms of this policy and that they are using the network at their own risk.

17.6. Protection of college computing resources from computer viruses and other malicious software is a high priority. Each user accessing the network is required to have anti-virus protection installed and operating on the WiFi enabled device they are using. All file input and out put activity must be scanned for viruses to prevent network infection.

18.0 COMPUTER LABS AND CLASSROOMS

18.1. In addition to the policies and procedures listed previously, the following apply to the college's computer labs and classrooms:

18.1.1. No eating, drinking, or smoking is permitted within college computer labs or computer classrooms.

18.1.2. No activities which disrupt the activities of others are allowed. (This includes the playing of music, applications which make noise, etc.). Portable devices with earphones are allowed if they do not interfere with others. Respect your neighbor.

18.1.3. All trash, paper scraps, etc. should be deposited in the appropriate trash and recycling receptacles. Please help keep these areas clean.

18.1.4. Lab and classroom users should close all programs and log off the computer when their work is completed.

18.1.5. Report all problems, etc. to Technology Services. If this is not possible, contact a college official. You may also e-mail to helpdesk@egcc.edu.

18.1.6. Do not take unused paper from the lab (other than scrap from the recycling receptacles). Unauthorized removal of paper will be considered theft and dealt with accordingly.

18.1.7. Do not tamper with, alter or destroy any hardware and/or software in the college's computer labs, computer classrooms.

19.0 NOTIFICATION OF VIOLATION OF POLICIES AND PROCEDURES

19.1. The college reserves the right to revoke network privileges for any user at any time. If the violation is of a non-critical nature, the Technology Services department or another appropriate official of the college will notify you at least once. Repeat violations will result in suspension or revocation of network privileges.

20.0 UPDATES TO POLICIES AND PROCEDURES

20.1. As a college network user, it is your responsibility to remain fully aware of changes to the college's acceptable use policy. A complete and up-to-date version of all the college's acceptable use policy will be available on Eastern Gateway Community College's web site at http://www.egcc.edu.

21.0 QUESTIONS REGARDING ACCEPTABLE USES

21.1. If you do not fully understand any policy or procedure listed as part of the college's acceptable use policy, you are responsible for seeking clarification from the Technology Services department. In addition, you are responsible for contacting the Technology Services department if you have questions regarding any use of the network, computer resources and the internet that are not explicitly described in the policies and procedures document. The Technology Services department may be contacted as follows:

e-mail: helpdesk@egcc.edu
Mail: Eastern Gateway Community College
Technology Services Department
4000 Sunset Boulevard
Steubenville, OH 43952

POLICY REGARDING ALCOHOL/ILLICIT DRUG USE

Mission

Among its background statements, Eastern Gateway Community College provides "opportunities for the student to develop increased personal and social responsibility as well as the knowledge, self-assurance and self-direction required to achieve personal satisfaction and approach self-actualization in life." In this context, the college believes students should be provided the education necessary to make responsible decisions regarding their own use of alcohol and the place alcohol and drug use has in the work place and in society.

Goals

To carry out this mission, the college has established the following goals with respect to alcohol and illicit drug use:

1. To provide an environment at the college that promotes responsible decision-making on the part of the students regarding alcohol and illicit drug use.
2. To provide the academic and support services students need in order to make responsible decisions regarding the use of alcohol and illicit drugs.
3. To provide an environment which reinforces the federal, state and local laws regarding the use of illicit drugs.
4. To provide to students who are experiencing difficulty in the responsible use of alcohol/drugs appropriate crisis intervention, counseling and referral to designated local agencies for treatment.
5. To provide students with the opportunity to influence the development of, and participate in, the Eastern Gateway

Community College Alcohol and Illicit Drug Use Policy and educational program.

Policy and Program

To reach these goals, Eastern Gateway Community College has established the following alcohol and illicit drug use policies and programs.

1. Environment

The college believes that quality education can best be achieved in an environment that is conducive to academic pursuits. The college also believes that alcohol and drug abuse are detrimental to the maintenance of such an environment. Eastern Gateway Community College therefore:

A. Forbids the unauthorized possession or use of alcohol or illicit drugs by students on campus, at intern stations, or at practicum sites. Violations should be reported to college staff, who will refer the information to the executive vice president for academic and student affairs for investigation and appropriate actions. Violations will result in imposition of penalties up to and including the immediate suspension or dismissal of the student from the college and possible referral to local law enforcement agencies for prosecution.

B. Imposes, at its discretion and determined on a case-by-case basis, penalties less severe than suspension, expulsion, and/or referral for prosecution dependent upon the circumstances. Some of these penalties include, but are not limited to, written warnings, probation, partial suspension and mandatory participation in a treatment program.

C. Forbids the unauthorized possession or use of alcohol and/or illicit drugs on campus by others (i.e. those who are not covered by the student and employee policies of the college). Such persons when discovered will be ordered to immediately leave campus and/or be reported to local law enforcement officials.

D. Forbids alcohol to be purchased, sold, or used on campus during any student function.

E. Encourages all persons on the campus to abide by the local and state laws pertaining to alcohol and drug use and will fully cooperate with law enforcement agencies to ensure these laws are enforced.

2. Education and Instruction

In order for students to make responsible decisions regarding the use of alcohol and to be cognizant of the health dangers and legal ramifications of drug abuse, students need appropriate and accurate information. To make this available to them, the college provides the following information:

A. The policy will be fully printed in the college catalog which is distributed to all students and employees.

B. During new student orientation, students are provided with:

   1. A review of the college's alcohol and illicit drug use policy and procedures.

C. Selected classes such as psychology, sociology, etc. will include exposure to appropriate information regarding alcohol and illicit drug use as part of their objectives.

D. The college library contains books, periodicals and other printed material which students are encouraged to consult for information about alcohol and illicit drug use, alcoholism and addiction, health risks associated with alcohol or drug use, and legal sanctions for violations of laws regarding alcohol and drug use.

3. Policy Review

In order that the Alcohol and Illicit Drug Use Policy is reviewed and revised to ensure that it continues to address institutional needs, the following procedures will be implemented:

A. All incidents in which the policy has been applied will be documented in a file to be maintained in the office of the executive vice president for academic and student affairs.

B. During summer, on an annual basis, the policy, any cases where the policy has been applied, and any other information or occurrences related to the policy will be reviewed by the president's cabinet. Desired changes based upon this review which will make the policy more effective in accomplishing its purpose will be made and communicated to the college community.

4. College policies regarding alcohol and illicit drug use by college employees are contained in a separate statement found in the employee handbooks and the personnel policy manual. Individuals who are also college student employees are subject to applicable policies and penalties contained in the employee policy statement as well as the student and general policy outlined above.

Control of Infectious Diseases

Purpose:

As an institution which is committed to nondiscrimination in the provision of educational services and in employment, the college must develop policies which ensure the rights of the individual and at the same time take necessary precautions to safeguard the health of all students and employees.

The following general procedures are implemented to reduce the risk of contagion of infectious diseases and, at the same time, to the degree possible, make educational and employment opportunities available to persons contracting infectious diseases. Specific divisions and departments of the college should develop specific procedures based on this general policy. The term student for the purposes of this policy includes credit students, noncredit students and children enrolled in the preschool.

1. It is the responsibility of all students and employees to comply with federal, state and local law regarding the reporting of infectious diseases which an individual has acquired or to which they have been exposed. The county and city health departments or a family physician can provide information regarding this matter.

2. Students or employees who have an infectious disease including Acquired Immune Deficiency Syndrome (AIDS), Aids Related Complex (ARC), or a positive HIV (Human Immunodeficiency Virus) antibody test will be allowed on campus for classroom attendance or for employment as long as they are physically able to satisfy course requirements or job duties/responsibilities and do not constitute a reasonable threat to the health of other students and employees. The college reserves the right to limit student/employee participation in laboratory work or in clinical or practicum assignments. The decision regarding whether an individual's particular disease constitutes a threat to students and/or employees or if limits will be

placed on the student's/employee's participation in classroom instruction, laboratory work, or clinical or practicum assignments will be made by the college president on a case-by-case basis. Students and/or college employees who have infectious diseases may be required to comply with health sanitation and safety procedures not required of all students or employees as a condition of continued attendance or employment.

3. All decisions regarding the continued enrollment or employment of an individual with an infectious disease and/or conditions placed on the continued enrollment or employment will be based on the most recent information and recommendations issued by the National Centers for Disease Control, the Ohio Department of Health, or the Jefferson County Department of Health. In addition, the college administration may confer with the student's/employee's private physician for information that may be pertinent to the decision.
4. All information concerning people with an infectious disease including AIDS, ARC, or a positive HIV antibody will be considered as confidential information. Any employee or student who has reason to believe that the presence of a student on campus constitutes a serious potential threat to students and employees should bring this matter to the attention of the executive vice president for academic and student affairs. Any employee or student who has reason to believe that the presence of an employee on campus constitutes a serious potential threat to students and employees should bring this matter to the attention of the vice president for administrative services. The appropriate vice president will inform the president of such notification. The president may share the information with other appropriate college personnel.
5. The college will provide education through referral to the local health department for students and employees with known infectious diseases to assist them in participating in programs and college life in a way which would maintain safety and safeguard health. Persons with an infectious illness including AIDS, ARC, or a positive HIV antibody test will be expected to comply with precautions which are based on current knowledge or real or potential modes of transmission.
6. During the prevalence of contagious diseases (such as measles or chicken pox) on campus, the college will attempt, through referral to the local health department, to counsel immunologically compromised individuals regarding special precautions.
7. Students and employees exposed to blood, body fluids, or items which are in direct contact with body fluids or waste will be instructed in current infection control techniques by the appropriate supervisor or faculty member.
8. College employees responsible for educating students and employees will periodically confer with the local health department to ensure practices are current.
9. Records regarding students with or exposure to infectious diseases will be retained in the Academic and Student Affairs Division. Records regarding employees with or exposed to infectious diseases will be retained in the Administrative Services Division.
10. Special precautions need to be taken by those infected and by students and employees in handling blood, body fluids, or items which are in direct contact with body fluids or body wastes. Each division or department which routinely contacts blood, body fluids, or items which are in direct contact with body fluids or body wastes must develop a specific policy on this matter for that area. The policy developed should include the following considerations:
    A. Blood, other body fluids, or items which are in direct contact with body fluids or body wastes from any person may harbor a number of organisms that are potentially infectious to others. It is prudent to treat blood, body fluids, or items which are in direct contact with body fluids or body wastes with caution regardless of the apparent health of the person.
    B. In handling blood, body fluids, or items which are in direct contact with body fluids or body wastes and to ensure proper cleaning and disinfection, it is recommended that: Surfaces soiled with blood, urine, feces, vomitus, etc. should be thoroughly washed with soap and water, then disinfected with a 10 percent solution of household bleach and water (one part bleach to nine parts water). This solution should be freshly prepared for each use.
    C. Personnel cleaning the spill should wear gloves and wash hands thoroughly when finished.
    D. Disposable towels should be used whenever possible.
    E. Plastic waste bags should be used whenever possible so that materials are not handled prior to disposal. Plastic liners should be removed and replaced with new liners each time the waste containers are emptied.
    F. Mops should be thoroughly rinsed in the disinfectant solution.
    G. For injuries that result in bleeding, nosebleeds, menstrual accidents, etc., the person assisting should wear gloves whenever possible. Direct contact is potentially infectious, especially when there are breaks in the skin, as in chapping or eczema. Proper handwashing (soap and running water for 15 seconds) significantly reduces the risk of infection from contact with all potentially infectious body fluids.

Disruptive Students

It is EGCC's policy that it will not permit disruptive behavior of a student to interfere with the educational efforts of others. Behavior that interferes with effective instruction or that interferes with the maintenance of an orderly and academically focused learning environment will not be tolerated.

These steps are recommended for addressing a disruptive student:

1. Advise the student individually and the class generally regarding what behaviors are considered disruptive. It may be advisable to outline expected behaviors as part of the course orientation at the first class session.
2. A student should be warned immediately when he/she engages in disruptive behavior. Once a student has been warned, repeated infractions should be brought to the attention of the dean.
3. If a student refuses to cooperate, becomes confrontational, or the behavior is so disruptive that it cannot be tolerated, immediately summon the college's security guard who will handle removing the student from class.

4. Once a case of misconduct has been reported to the dean and/or security, it will be investigated. As with any disciplinary matter, a student will be afforded due process rights.
5. Student misbehavior outside of the classroom also need not be overlooked or ignored by any college employee. Behaviors such as profanity use, vandalism, horseplay and loud talking in the hallways, etc. are not acceptable. An employee should not hesitate to advise a student of inappropriate behavior or report it to security, a dean or one of the vice presidents.

All students are expected to conduct themselves according to commonly accepted standards of academic and social courtesy. Therefore, as long as EGCC has communicated in advance its standards, consistently and fairly applies them, and follows due process in discipline matters, a disruptive student can be removed, temporarily or permanently, from courses and from the college in general.

Student Code of Conduct

Eastern Gateway Community College's Student Code of Conduct and Academic Honesty Policy is available at www.egcc.edu.

Campus Security

The federal government, through public law 102-26, requires all recipients of federal Title III aid to formulate and publish policies and statistics regarding campus security. The following is in compliance with the final regulations of this act, effective July 1, 1997, and amended in 1998.

1. All incidents of theft, vandalism, other criminal activity, or accidents should be reported immediately by the victim or those witnessing said incident to the vice president for administrative services, security guard on duty, information-visitor counter receptionist, or evening coordinator. Complete details of the incident should be provided. Procedures for reporting fires or tornadoes are outlined in the following sections of this catalog. As appropriate, the college will summon police, fire, or ambulance personnel to campus to assist in responding to incidents reported. In cases of criminal activity, the victim of such occurrences will be encouraged to file a report/charges with the local police department. The college also may elect to file a report/charges regarding any infraction of law occurring on campus.
2. The college has declared no part of its campus or grounds a public place. The only persons permitted on college property are those with legitimate need to be on campus related to the mission and goals of the college such as taking part in classes or activities sponsored by the college, attending activities sponsored by outside organizations approved through the college's outside building use policy, visitors touring the college as part of the admissions process, vendors doing business with the college and similar purposes. No one other than employees are generally permitted on campus after 10 p.m. The college reserves the right to question individuals on college property regarding their identity and reason for being at the college and request or order the individual(s) to leave college property if the reason for being on campus is not directly or indirectly related to the college's mission and goals as defined in this catalog as interpreted by the college administration. As appropriate, the college will utilize the resources of local law enforcement agencies in maintaining a safe and secure campus environment.
3. The college employs a security staff to enforce college policies dealing with safety and security issues. These employees do not have police powers and, as appropriate, summon the local police. The college encourages the reporting of any criminal activity occurring on campus to the security staff and/or local police. The college cooperates fully with any police investigations and will bring charges against perpetrators as appropriate. In addition to or separate from any civil penalties which criminal activity may engender, the college can impose campus-based penalties including but not limited to fines, probation, suspension, or expulsion from the college according to the procedures outlined in the Student Regulations Committee section of this catalog.
4. All Eastern Gateway Community College students are expected to abide by local, state and federal laws whether on campus or at an off-campus activity, clinical, etc. conducted by the college or in association with the college. The same reporting procedures, referral to local police agencies and campus-based penalties which would apply to on-campus criminal activity will apply to off-campus incidents occurring at college-sponsored activities as appropriate.
5. The college will not tolerate the illegal use of alcohol or drugs on campus or at off-campus activities. College policies and procedures regarding the use of alcohol and drugs are contained in the Policy Regarding Alcohol/Illicit Drug Use contained in this catalog.
6. All institutions which receive federal aid, including those which distribute federal aid to students, i.e. Pell Grants, Guaranteed Student Loans, Work-Study, etc. are required, effective 9/1/92, to inform students regarding the occurrence of certain crimes on campus. The following information total for 2007-2009 calendar years is provided to meet this federal requirement.

No. of Occurrences on Campus

Type of Crime	2007	2008	2009
Murder	0	0	0
Rape/sexual offenses--forcible or non-forcible	0	0	0
Robbery	3	0	0
Aggravated Assault	0	0	0
Burglary (lockers, missing books, etc.)	0	3	12
Motor Vehicle Theft	0	0	0
Weapon Law Violation	0	0	0
Liquor Law Violations	0	0	0
Drug Abuse Violations	0	0	1

The preceding information is based upon information reported to campus authorities or local police agencies and is defined according to the Uniform Crime Reporting System of the Department of Justice, Federal Bureau of Investigation and the modifications in such definition as implemented pursuant to the Hate Crime Statistics Act.

8. The college will not tolerate sexual offenses committed on campus or any off-campus, college-sponsored activity. Victims of such offenses should preserve evidence for the proof of a criminal offense and report the offense to the local police who will have jurisdiction in the matter and to the director of campus security who

will assist the victim in contacting the police if requested. To assist a student in avoiding being the victim of such offenses, the college makes available, periodically, commercially produce pamphlets regarding the subject. These are free and available in the self-help brochure rack located in the record/financial aid office complex. Referral to local sexual offense prevention and victim support services is available through the college's counseling staff.

Persons found guilty of sexual offense may be subject to campus-based penalties in addition to or separate from civil penalties which may occur including but not limited to: fines, probation, suspension, or expulsion from the college. In cases where the college is considering campus-based penalties: The accused and accuser will have the same opportunity to have others present during the proceedings, and both will be informed of any outcomes of the proceedings; in addition to other rights and procedures for such proceeding contained in the student regulations section of this catalog. Upon request from an alleged victim of a sexual offense, the college will attempt to change a victim's academic situation if this is directly related to the alleged offense, and other accommodations are reasonably available.

9. Any questions or comments regarding the college's policies and procedures related to campus crime and security should be directed to the vice president for administrative services, executive vice president for academic and student affairs, or college president.

Title IX and Section 504 Grievance Procedure

Students Alleged Discrimination Grievance Procedure

In accordance with Federal and State OCR (Office for Civil Rights) Guidelines, any student who believes Eastern Gateway Community College or any of the college's staff, teachers, and administrators have inadequately applied the principles of and/or regulations of Title VI of the Civil Rights Act of 1964 (race, color, national origin), Title IX of the Education Amendment Act of 1972 (sex/gender), and Section 504 of the Rehabilitation Act of 1973 (disability) she/he may bring forward a complaint which shall be referred to as a formal grievance. However, whenever possible and practical, an informal solution to the alleged grievance is encouraged and should be attempted at the dean or administrator level.

However, if an informal acceptable solution cannot be attained, formal Title IX and Section 504 grievance procedures shall commence. The complainant may file a complaint directly with the office for Civil Rights, U. S. Department of Education, and/or may use the internal grievance procedure indicated below.

STEP 1

An alleged formal discrimination grievance complaint should first be made to the dean or executive vice president for academic and student affairs within ten school days of the date the incident occurred.

STEP 2

If not resolved at Step 1, the decision may be appealed to the vice president for administrative services, Title IX and/or Section 504 Coordinator, within five school days.

Title IX/Section 504 Coordinator
James E. Morgan
740- 264-5591 ext. 119

STEP 3

If not resolved at Step 2, the decision may be appealed to the college's president who functions as the final mediator at the local level.

STEP 4

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

NOTE: Parents/guardians do not have to be present at the informal complaint meeting. However, parent(s) and/or guardian(s) must be present for youths under age 18 at all levels of the formal alleged discrimination process.

Emergency Alarms and Building Evacuation

For the safety of all persons using the college's Jefferson County Campus facilities, emergency alarm and building evacuation procedures are detailed below. All students should read and become familiar with these procedures for the Jefferson County Campus. Emergency procedures at the college's other sites will be followed.

Reporting Fire or Other Emergencies and Building Evacuation Procedures

1. Any person seeing a fire or heavy smoke during day hours should pull the closest fire alarm box located throughout the building. The person should then seek the closest Eastern Gateway mployee to report his/her name and the location of the fire. Any other emergency where the safety of persons in the building(s) is in immediate jeopardy also should be handled in the manner above.
2. If no fire or heavy smoke is observed but smoke is smelled or seen, the person noticing the smoke should not pull the alarm box. The person should inform the closest Eastern Gateway employee of the situation. Any other emergency which may require the evacuation of the building(s) should be reported in this manner. If there is any doubt regarding the potential seriousness of the emergency, the procedures outlined in No. 1 should be followed.
3. The bell chime/flashing lights are the signal that the building is to be evacuated because of fire or other emergency.
4. When this signal is heard or seen all students, college employees and visitors should proceed in an orderly manner to the closest exit. All outside exits are marked with a sign over the door. Each classroom has a sign with the closest exit identified. In addition, a map and detailed evacuation instructions are posted in each classroom. All doors should be left open during building evacuation.
5. Once outside, persons evacuating the building should congregate in the closest parking lot, staying at least 300 feet from the building(s). Evacuation of the building(s) does not mean automatic cancellation of class. Students and staff should remain in the parking lot area until a college official (president, vice president, dean or security staff) informs them to leave the grounds. Likewise, no person should re-enter the building(s) until advised to do so by one of these officials.
6. During evening hours of operation, the emergency notification and evacuation plan will be that outlined above. The evening coordinator will coordinate the alarm and evacuation procedures.

Tornado Alert Procedure

1. Any person hearing a radio or television announcement of a tornado watch should report this information either directly or through a college employee to the switchboard operator.

2. Any person either hearing an announcement of a tornado warning for the immediate vicinity of the college or sighting a tornado should report this information either directly or through a college employee to the switchboard operator.

3. The security staff will sound an air horn which signals the imminent approach of a tornado. Upon hearing this sound, students and staff should proceed in an orderly manner according to this plan:

Warning is three short blasts on a hand-held air horn, a 15-second delay followed by three short blasts again.

This alert will last for three minutes. Do not panic or run but proceed to the closest emergency shelter area listed below.

2nd Floor Rooms 2500-2527 will go to ground floor interior hallway, both sides of hallway; stay clear of doors and glass

Ground Floor Rooms 1500-1546 will go to the ground floor interior hallway, both sides of hallway; stay clear of doors and glass

2nd Floor Rooms 2200-2217 will go to the ground floor interior hallway, both sides of hallway; stay clear of doors and glass

Ground Floor Rooms 1201-1217 will go to the ground floor interior hallway, both sides of hallway; stay clear of doors and glass

Rooms 2600-2631 Go to maintenance area garage, loading dock area; stay clear of doors or glass

Rooms 2000-2102 Ground floor north wing interior hallways; stay clear of doors and glass

Notification to disperse will be one long blast, a 15-second delay, one long blast, 15-second delay. This will continue for one minute.

4. During evening hours information about the approach of a tornado will be delivered to the evening coordinator who will instruct the security staff to sound the alarm. The shelter locations will remain the same. During weekend hours the security guard should verbally instruct persons in the building regarding the location of the closest shelter area.

Fire and Tornado Information Distribution and Alarm Test Procedures

1. At least one time each semester the college will sound the evacuation and tornado alarms so that the students and employees are familiar with each signal. The alarm signal will be sounded each day of the week at an announced time during the day and evening hours. The dates and times for the sounding of alarms will be published in **Newsbreak**. Students will not leave class or the building during the test procedure. Students or employees who cannot hear the alarm(s) should report this fact and the location to the security staff or executive vice president for academic and student affairs.

2. Any time either alarm system sounds other than announced system tests times and dates all students, visitors and employees will implement the evacuation or tornado procedures. In case of any doubt when the alarm sounds, it should be assumed that the situation is not a test but a real emergency.

Policy on Food & Beverage Consumption on Campus

Consumption of food and beverages in classrooms, labs and lecture halls on the Jefferson County Campus can be unsanitary, distracting to students and instructors, and unsafe (particularly where chemicals are present); therefore the following policy is in place.

Policy

1. Consumption of food or beverages will not be permitted in the Eastern Gateway Community College building in any classroom, lecture hall, labs, library and computer complex. Food and beverages may be consumed in lounge, outside the lecture halls and other hallway areas.

2. Exceptions to this policy may be approved for special events such as class parties. Approval of the appropriate department head must be received prior to the event.

   A. If a special event is scheduled, all cans, food, paper and other residue from this event must be disposed of in the proper manner.

3. As responsible members of the college community, it is the responsibility of all students and employees to voluntarily comply with the enforcement of this policy. Violations of this policy should be courteously called to the attention of the violator by any member of the campus community observing the violation. Faculty members should inform students of the policy at the beginning of each term and not allow students to bring food or beverages into classrooms and other restricted areas. Repeated violation should be brought to the attention of the executive vice president for academic and student affairs or other appropriate division administrator, who will take appropriate action on a case-by-case basis to resolve the matter.

On~Campus Posting and Distribution of Material

The college's building and grounds are designated for use in achieving the goals of the institution. Use of the facilities is limited to those activities which support these goals and the continued ability of the college to provide general and technical education. No part of the college campus has been designated as a public place available for general use not related to the college's purposes.

The following written procedures are established to ensure that on-campus posting and distribution of material can be effectively administered and is consistent with the college's goals.

Procedures:

1. In order to identify accurately all bulletin boards located in the hallways or lounges, each board will be numbered; the number will be posted on the board.

2. All bulletin boards will be designated for specific uses. Use of each board will be restricted to the use designated. Material posted on the boards which is not consistent with the designated use will be removed. The executive vice president for academic and student affairs periodically will publish a list of the designated use for each board. This policy statement does not cover bulletin boards located in offices or classrooms.

3. All material posted on college bulletin boards (except material posted on bulletin boards designated for use by a particular major or technology) must be stamped to show approval for use by the executive vice president for academic and student affairs. Material posted on departmental or major bulletin boards must be approved by the appropriate administrator or staff member. Material not approved for posting will be removed.

4. Only material submitted by a student or full- or part-time college employee will be considered for approval for posting. The college bulletin boards are not available to nonstudents and non-employees.

5. Campus distribution of any materials by nonstudents or non-employees is not permitted.

6. No materials, announcements, signs, etc. may be posted on walls, windows, on the college grounds, or in any other places except the college bulletin boards.

7. The showcases located throughout the building are designated for classroom-related and student activities use. The executive vice president for academic and student affairs coordinates the use of the showcases.

8. The college reserves the right to deny the use of its bulletin boards, campus, or grounds to any individual or group if such use is judged by the college administration to be detrimental to the well-being of the college.

EGCC Academic Withdrawal Grade Assignment

EGCC faculty are permitted to assign an Academic Withdrawal (AW) grade at any time during the semester in cases of excessive student absences.The college hopes that this practice will advance and support the atmosphere of community learning at EGCC and will encourage students to contact instructors when they are absent from class.

According to the Academic Withdrawal stipulations, any individual instructor will be permitted to remove any student from any class roster if faced with an extended, unexcused student absence.
It is the faculty member's right to use or to NOT use this grade assignment. Instructors will notify students of their use/non-use of Academic Withdrawal on the first day of class and/or in the course syllabus. If the instructor intends to use Academic Withdrawal, the conditions for assigning this grade will be clearly stated in the syllabus. EGCC Academic Withdrawal will follow these stipulations:

- EGCC faculty may assign the Academic Withdrawal grade at any time during the semester for violations of instructor attendance requirements as stated in that instructor's syllabus.
- EGCC faculty will make every reasonable attempt to contact a student via phone or email before submitting an Academic Withdrawal, to ensure that the student is aware the action will be taken.
- Faculty members will keep detailed records of when contact was attempted in case of appeal.
- It is the responsibility of each EGCC student to ensure that his/her contact information is current and correct as recorded by the Student Records office. In the instance that a student's phone number, street address, and email address are all incorrect, and contact cannot be made by a EGCC faculty member, the academic withdrawal will be performed without notice.
- If so desired by a student, the student and faculty member can discuss avoiding the Academic Withdrawal on a case-by-case basis. However, it is up to the student to contact the faculty member within the allotted time given for a reply, as specified on the instructor's syllabus.
- The Academic Withdrawal is being instated only to remove absentee students from course rosters. This practice is not intended to be used by a student to avoid receiving a failing grade at the end of a term.
- All EGCC faculty members have the choice to assign an academic withdrawal grade. Students are advised to check with individual instructors, or consult course syllabi, for further information.
- A student will receive an official notification via letter once this action is taken. The letter will be placed in the student's file.

Student Responsibility for Health Care Insurance

The college does not provide health care insurance for students. Students are strongly encouraged to acquire appropriate health care coverage since the college is not responsible for health care costs that may result from illness or accidents that occur on or off campus, or as a result of participation in student activities, seminars, practicum/clinical sites or other work sites. Should a student want to acquire health care insurance, information about student plans is available through the enrollment management office. Specific college programs may require proof of health insurance coverage as a requirement of participation in that program.

Admissions Policy for Those Completing Homeschooling

The college will accept and process applications of homeschool graduates under the same guidelines as used for high school graduates and people who have attained a General Education Diploma (GED), as long as the homeschool graduates meet the prerequisites detailed in the policy maintained by the Division of Academic and Student Affairs.

Conditional Acceptance of Exceptionally Qualified Students under 16

Under very extraordinary circumstances, students under the age of 16 may be considered for admission to attend selected credit courses at Eastern Gateway if the applicant meets the conditions detailed in the policy maintained by the Division of Academic and Student Affairs.

Sexual Harassment Policy

The Eastern Gateway Community College administration, faculty, staff, student employees, students, and volunteers are responsible for assuring that the college maintains an environment for work and study free from sexual harassment. Sexual harassment is unlawful and impedes the realization of the college's mission of excellence in education, scholarship, and service. The college community seeks to eliminate sexual harassment through education and by encouraging faculty, staff, student employees, students, and volunteers to promptly report concerns or complaints.

1. Definition of Sexual Harassment

   Sexual harassment includes, but is not limited to, unwelcome or unwanted sexual advances, requests for sexual favors, and other verbal, visual or physical conduct of a sexual nature when any one of the following criteria is met:

   A. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic status;

   B. Submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions affecting such individual; or

   C. Such conduct has the purpose or

effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile, or offensive environment for working, or learning on campus.

Sexual harassment can occur between any individuals associated with the college, e.g. an employee and a supervisor; coworkers; faculty members; a faculty, staff member, or student and a customer, vendor, or contractor; students; or a student and a faculty member. Sexual harassment may occur between persons of the same sex or persons of the opposite sex.

2. Examples of Sexual Harassment

Examples of sexual harassment include, but are not limited to:

A. Direct or implied threats that submission to sexual advances will be a condition of employment, work status, promotion, grades, or letters of recommendation;

B. Direct propositions of a sexual nature and/or subtle pressure for sexual activity that is unwanted and unreasonably interferes with a person's work or academic environment;

C. Some incidents of physical assault;

D. A pattern of conduct that unreasonably interferes with the work or academic environment (not legitimately related to the subject matter of the course) including:

1. Sexual comments or inappropriate references to gender;

2. Sexually explicit statements, questions, jokes, or anecdotes regardless of the means of communication (oral, written, electronic, etc.)

3. Unwanted touching, patting, hugging, brushing against a person's body, or staring;

4. Inquiries or commentaries about sexual activity, experience, or orientation;

5. The display of inappropriate sexually oriented materials in a location where others can view them.

3. Reporting Procedure

The Eastern Gateway Community College Board of Trustees encourages and expects any employee or student who feels that he/she has been subjected to sexual harassment to promptly report the incident.

An employee should report any event involving sexual harassment to the vice president for administrative services or the college president.

A student should report a complaint of alleged harassment to the executive vice president for academic and student affairs or the college president.

Upon receipt of a sexual harassment complaint from an employee or student, the complaint should be promptly reported to the office of the vice president for administrative services. The vice president for administrative services possesses the responsibility and authority to receive and investigate all sexual harassment complaints involving college employees and students.

In the event the alleged harasser is the designated authority to receive and investigate complaints, the complainant should directly contact the college president or any college vice president.

College administrators, faculty, staff, student employees, and volunteers who witness and/or experience sexually harassing conduct are required to report such conduct to the vice president for administrative services or another designated college official.

All complaints will remain confidential to the maximum extent permitted under law.

4. Investigation

Unless withdrawn by the complainant, all complaints of sexual harassment will be immediately investigated and promptly resolved. The complainant will be asked to reduce any charge to writing to assure clarity and to document the process of investigation.

Upon receipt of an allegation of coworker, employee-to-student, student-to-student, or employee-to-member of the public sexual harassment, the vice president for administrative services or another designated college official will initiate an investigation into the complaint.

Investigations of alleged incidents of sexual harassment shall be confidential and conducted in a manner that respects both the privacy of all parties to the extent permitted by law and to the extent practical and appropriate under the circumstances.

If the investigation yields insufficient information to conclude sexual harassment has occurred, the matter will be recorded as unresolved; and the parties will be so notified. A written record of the investigation will be maintained by the administration separate and apart from any student or personnel file.

5. Discipline

Any employee who permits or engages in sexual harassment of anyone involved with the college (be it a student, employee, or member of the public) may be subject to disciplinary action up to and including termination/dismissal.

Any student who engages in the sexual harassment of anyone in the college setting may be subject to disciplinary action up to and including expulsion.

The range of discipline for employees includes, but is not limited to: demanding an apology; counseling the parties involved; requiring attendance at appropriate seminars/workshops; issuing an oral or written reprimand; transfer or reassignment; suspension; and the recommendation to the Board of Trustees that the individual against whom the claim is made be discharged.

The range of discipline for a student includes, but is not limited to: demanding an apology; issuing an oral or written warning; conducting a conference with the student; and expulsion.

6. Rights of Individual Who is the Subject of a Sexual Harassment Claim

An individual who is the subject of a sexual harassment complaint shall be offered the opportunity to be interviewed by the vice president for administrative services and to present his/her position with regard to the complaint. The individual is entitled to be accompanied during his/her interview with the vice president for administrative services by a representative of his/her choice. The individual may also submit his/her response to the complaint in writing.

7. Retaliation Prohibited

The Board of Trustees prohibits retaliatory behavior against any complainant or any participant in the complaint process. The initiation of a complaint of sexual harassment will not reflect negatively on the student or employee who initiates the complaint nor will it affect the individual's academic standing or employment status, rights, or privileges.

The Board of Trustees will not discriminate against, coerce, intimidate, threaten, or interfere with any individual because

the individual made a charge, testified, assisted, or participated in any manner in an investigation, proceeding, or hearing pursuant to this policy, or because that individual exercised, enjoyed, aided, or encouraged any other individual in the exercise of enjoyment of any right granted or protected by this policy.

8. Files and Record of Investigation

Sexual harassment complaints and investigation results shall not be made a part of any employee's personnel file or a student's academic record unless disciplinary action is taken against the individual.

9. Notice Requirements

A copy of this sexual harassment policy or relevant provisions thereof shall:

A. Be displayed in a prominent location in each college building;

B. Be provided to students and employees upon request;

C. Be included in employee and student handbooks;

D. Appear in any college publication that sets forth the college's comprehensive rules, regulations, procedures, policies and/or standards of conduct.

Sex Offender Notification

The Higher Education Act of 1965 requires institutions of higher education to advise its campus community where it can obtain information about registered sex offenders if such an offender is registered at the college. The local sheriff's offices are required to notify the college if a sexual offender residing in Columbiana, Jefferson, Mahoning, or Trumbull County is attending EGCC. Students may seek information regarding local sex offenders from the Ohio Attorney General at www.esorn.ag.state.oh.us.

As required by the Ohio Administrative Code, the college provides the following link to the Ohio statewide sex offender registry. The Electronic Sex Offender Registration and Notification (eSCORN) may be reached at www.escorn.ag.state.oh.us/secured/pl.aspx.

Non-Discrimination Policies

EGCC does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination polices: James Morgan, vice president for administrative services and Title IX and Section 504 coordinator. His office is in room 2625, Eastern Gateway Community College, 4000 Sunset Blvd., Steubenville, Ohio 43952; 740-264-5591, ext. 119; jmorgan@egcc.edu. The following person has been designated to handle inquiries regarding students with disabilities: Christina Wanat, chief administrator for student development. The office is in room 3301, Eastern Gateway Community College, 4000 Sunset Blvd., Steubenville, Ohio 43952; 740-264-5591, ext. 214; cwanat@egcc.edu.

Warning Notification Procedure

In accordance with the Clery Act, EGCC uses SNAP (Student Notification Alert Program) to notify students and employees of any campus emergency. Upon confirmation of an incident on a campus or in the immediate area of a campus, an emergency notification will be sent via SNAP without delay. This notification will be sent using voice message on cell phone or land line, text message, and/or email message. An annual test notification will be sent via SNAP.

In case of an emergency, contact the security guard, the vice president for administrative services, or any college administrator. In the event of a critical situation, contact the first available college employee who will in turn notify the appropriate person.

All students are urged to subscribe to SNAP to receive timely warnings as well as weather-related or emergency closings. Information on subscribing to SNAP can be found at www.egcc.edu. Desktop Alerts on EGCC computers also are available.

Student Right-To-Know

The cohort represents the number of students who enrolled at Eastern Gateway Community College in the fall of 2006 for the first time and indicated their goal was to receive a degree or certificate from the college. The following charts indicate the number of students who completed their designated program within 150% of the normal time. Additional information may be obtained from the National Center for Education Statistics' web site at nces.ed.gov/IPEDS/COOL/.

Cohort Determination Students	**Female**	**Male**	**Total**
Initial Cohort	134	128	262
Allowable Exclusions	0	2	2
FINAL COHORT	134	126	260
Completers			
Students who earned a degree or certificate from EGCC	48	19	67
Transfer-Outs			
Students who transferred before earning a degree from EGCC	17	16	33
Completion Rate (Total completers divided by cohort)	**36%**	**15%**	**26%**
Transfer Out Rate (Total transfer-out divided by cohort)	**13%**	**13%**	**13%**
Adjusted Completion Rate (Total Completers + Total Transfer-Outs divided by cohort)	**49%**	**28%**	**38%**

DIRECTORY

THE BOARD OF TRUSTEES

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- Vice Chairman William E. Mullane of Warren, Trumbull County, supervisor of school improvement and public relations, Astabula County Educational Service Center and Jefferson Area Local Schools
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- Mrs. Patricia L. Fletcher of Steubenville, Jefferson County, retired administrator/education specialist, Steubenville City Schools
- Mr. Presley Gillespie of Youngstown, Mahoning County, executive director, Youngstown Neighborhood Development Corporation
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- Ms. Kathi McNabb Welsh of Boardman, Mahoning County, chief deputy clerk, Mahoning County Clerk of Courts
- Mr. Dante J. Zambrini of Canfield, Mahoning County, superintendent, Canfield Local Schools

President Emeritus: Edward L. Florak, Ed.D., and the late Fred S. Robie, Ph.D.

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COLLEGE PERSONNEL

INSTITUTIONAL SERVICES

Dr. Laura M. Meeks President
B.S., University of Minnesota
M.S., Pittsburg State University
Ed.S., Pittsburg State University
Ph.D., Kansas State University

Melanie DiCarlo Administrative Assistant

Madelyn James Clerical Assistant*
A.A.B., Eastern Gateway Community College

Dr. James Baber Executive Vice President for Academic and Student Affairs
B.A., Jackson State University
M.S., Jackson State University
Ph.D., Northern Illinois University

Vicki L. Boroski Administrative Assistant
A.A.B., Eastern Gateway Community College

James J. McGrail, III Vice President for Business Services/Treasurer
B.S., West Virginia University

Darlene Hellock Executive Secretary/Assistant to the Vice President for Business Services

James E. Morgan Vice President for Administrative Services
B.S., West Virginia University

Sheila Riffle Administrative Assistant

Thomas A. Romack Vice President for Strategic Initiatives
B.S., The Ohio State University
M.S., Kent State University

Sondra J. Sutherland Coordinator, Academic Outreach and Associate Professor
MLS (ASCP) CM
Ohio Valley Hospital School of Medical Technology
B.S., Franciscan University of Steubenville
M.Ed., Ohio University

Ann M. Koon Director, Public Information and Web Coordinator
B.S., West Virginia University
Certified Web Author, University of Pittsburgh

Jayme Maley Director, Institutional Advancement
B.A., Robert Morris University
M.Ed., University of Pittsburgh

Judy Miller Director, Career Services and Alumni
A.A.B., Eastern Gateway Community College
B.S., Wheeling Jesuit University
M.S., Mountain State University

Amanda Coburn Secretary, Career Planning
A.A.B., Eastern Gateway Community College
B.S., West Liberty State College

ACADEMIC AFFAIRS

Dr. Robin S. Flohr Dean, Allied Health Careers and Public Services
R.N., Ohio Valley Hospital School of Nursing
B.S.N., West Liberty State College
M.B.A., Franciscan University of Steubenville
Ed.D., University of Sarasota

Donna D. Singh Secretary/Assistant to the Dean of Allied Health Careers, Biological Sciences and Public Services
A.A.B., Eastern Gateway Community College
Medical Coding Certificate, Eastern Gateway Community College
B.S., California Coast University

Martin Keith Thorn Director of Ohio Valley Criminal* Justice Training Association, Police Academy/Citizens Police Academy Commander

Vacant Dean of Business, Engineering, and Information Technologies and Humanities and Social Sciences

Carol Vitlip Secretary/Assistant to the Dean of Business, Engineering, and Information Technologies, and Humanities and Social Sciences
A.A.B., Eastern Gateway Community College

Lisa Pizzoferrato Faculty Secretary*

Lois Thompson Rekowski Director, Library Services
B.S., Pennsylvania State University
M.L.S., University of Pittsburgh
C.A.S., University of Pittsburgh

Angela Emery Library Assistant
Early Childhood Certificate, Eastern Gateway Community College
A.A., Eastern Gateway Community College

Holly Mavromatis Evening Library Assistant*

Christina Wanat Chief Administrator of Student Development
B.A., West Liberty State College
M.Ed., Jones International University

Melissa J. Flinn Secretary,Tech Prep
A.A.B., Eastern Gateway Community College

Cindy Leasure Secretary, Learning Skills Lab*
A.A.B., Eastern Gateway Community College

Roberta Parnicza Developmental Math Assistant Professor
A.A.S., West Virginia Northern Community College
B.S., Point Park College
MCP Microsoft Certified Professional
MCSA Microsoft Certified Systems Administrator
MCSE Microsoft Certified Systems Engineer

Alisha Zack Coordinator, ABLE*
B.A., Kent State University

ADMINISTRATIVE SERVICES

Julius J. Dziewatkoski Director, Building & Grounds
A.A.S., Eastern Gateway Community College

Robert Myler Assistant Director, Building & Grounds
A.A.S., Eastern Gateway Community College

Melissa J. Flinn Secretary to the Director of Building & Grounds
A.A.B., Eastern Gateway Community College

Freddie Allen Maintenance Worker*

Joan Corona Maintenance Worker*

Tom Harris Maintenance Worker

Micah Mayo Maintenance Worker

Billy Moore Jr. Maintenance Worker

Daniel Munis Maintenance Worker*

Charles Rice Maintenance Worker
A.A.S., Eastern Gateway Community College

Bret Warren Maintenance Worker
B.A., Capital University

Christopher A. McElroy Evening Coordinator*
A.A.B., Eastern Gateway Community College

Joanne Straker Receptionist/Switchboard*

Sally Wilson Receptionist/Switchboard*

BUSINESS SERVICES

Michael Payne Controller
B.S., Youngstown State University
M.B.A., Franciscan University of Steubenville
Certified Public Accountant

Marilyn Walker Accounting Assistant/Accounts Payable

Mary Ellen Horkey Central Services Clerk*
A.A.B., Eastern Gateway Community College

Tonya Logan Director, Student Billing and Payroll
A.A.B., Eastern Gateway Community College
Audrey Dziewatkoski Accounting Assistant/Payroll
Rose Timmerman Accounting Assistant/Accounts Receivable
Karen Tucci Director, Technology Services
A.A.B., Eastern Gateway Community College
B.S., Wheeling Jesuit College
M.B.A., Wheeling Jesuit University
Tonya Burrows Medical Records Specialist*
A.A.B., Eastern Gateway Community College On-line Support*
Patricia DiGiacobbe IVDL Classroom Support Assistant*
Michael Householder Technology Support Specialist
A.T.S., Eastern Gateway Community College
Marsha Jordan Secretary*
Monette Myers Assistant Director, Technology Services
A.A.B., Eastern Gateway Community College
Nattaphon Banchong IVDL Classroom Support Assistant*
David Smith Technology Support Specialist
B.S., DeVry Institute of Technology
George Vein IVDL Classroom Support Assistant*
A.A.S., Eastern Gateway Community College

Hope Program

Nicole Adams Program Adminstrator
B.S., Ball State University
M.S., Ball State University
Marie Little Office Manager
A.A.B., Eastern Gateway Community College
Jacqueline McCoy Director
B.S., University of Akron
Tiffany Higgins Recruitment Specialist
B.S., Ohio University
JoAnn Parish Financial Coordinator
A.A.B., ITTTechnical Institute
Jessica Robinson Student Coach
B.A., Allegheny College
M.A., Carlow University
Christina Thompson Student Coach
B.A., Otterbein College

Student Affairs

Dorothy Collins Director, TRIO Student Support Services/ Academic Advising
B.S., Youngstown State University
M.S., Youngstown State University
Carissa Henry Academic Advisor*
B.S., Ohio Univeristy
M.A., Ashland Theological Seminary
Marybeth Jones Secretary, TRIO Student Support Services/ Academic Advising
B.S., West Liberty University
Amanda Neider Academic Advisor*
Ty-Juan Young-Bright Academic Counselor/Coordinator TRIO
B.S., Youngstown State University
M.S., Youngstown State University
Frank Miodusewski Coordinator of Student Activities*
B.S., Youngstown State University
Patty Jo Sturch Dean, Enrollment Management and Student Information
A.S., Mitchell College
B.A., Elmira College
M.Ed., University of Dayton
Marsha D. Canter Student Information Clerk
A.A.B., Eastern Gateway Community College
Joann Harris Veteran's Certifying Clerk*
Elizabeth Modlin Secretary, Enrollment Management*
A.A., Eastern Gateway Community College
Donalyn Sutton Student Information Clerk

John Kula Director, Upward Bound
B.A., Clarion University of Pennsylvania
M.A., Indiana University of Pennsylvania
Heidi Yoder Academic Coordinator, Upward Bound
B.A., Edinboro University of Pennsylvania
M.A., Edinboro University of Pennsylvania
Marilyn Crew Office Manager
Dental Assisting Certificate, Eastern Gateway Community College
Kristen Taylor Director, Admissions
B.A., Ohio Dominican University
M.S.Ed., Capella University
Johnna Provenzano Transfer Coordinator
B.S., Franciscan University of Steubenville Recruiter/Advisor
Marlana Haynes Recruiter/Advisor*
A.A., Eastern Gateway Community College
B.S., Bethany College
Jane Lenkner Admissions Secretary*
Lori Fine Recruiter/Advisor*
B.A., University of Arizona
Angela Kirtdoll-Suggs Recruiter/Advisor*
B.S., West Liberty University
Dorothy Lanaghan Secretary, Admissions
Wendy Pakalnis Recruiter/Advisor*
B.A., Centenary College of Louisana
M.F.A., University of North Carolina
Ann Reynolds Recruiter/Advisor*
B.A., Franciscan University of Steubenville
William Kenneth Rupert Recruiter/Advisor
A.A., Eastern Gateway Community College
B.S., Bethany College
Sarah Taylor Admissions Secretary*
A.A., Columbus State Community College
Kelly Wilson Director, Financial Aid
A.A.B., Eastern Gateway Community College
B.A., Wheeling Jesuit University
M.S., Mountain State University
Marlise Barker Assistant Coordinator, Student Loans
B.A., Walsh University
Mary Beth Bauer Financial Aid Specialist
B.S., West Liberty University
Brenda Mallis Coordinator of Financial Aid
B.S., West Liberty State College
Sara Porter Financial Aid Specialist
A.A.B., Eastern Gateway Community College

Valley Center

Mya Hasson Coordinator, The Valley Center
B.S., Clarion University
M.Ed., Capella University
Theresa Shifflet Student Services Specialist*
B.S., Indiana University of Pennsylvania

Workforce and Community Outreach

Andrea Bell Director, Workforce and Community Outreach
B.S., H.Ec. Ed., Ohio University
Linda Slowikowski Secretary to the Director and Assistant Director, Workforce and Community Outreach
Tracee Joltes Assistant Director, Workforce and Community Outreach
B.A., Wheeling College
M.Ed., Texas A&M University
Hallie Barcalow Coordinator, Community Outreach*
B.S., Ohio University
Sheryl Huggans Secretary, Community Outreach
A.A.B., Eastern Gateway Community College

*Regular part-time position

FACULTY ~ FULL~TIME

ALLIED HEALTH CAREERS, BIOLOGICAL SCIENCES AND PUBLIC SERVICES

Lee Ann Ballard — Associate Professor
A.A.S., Danville Area Community College
B.A., Eastern Illinois University
M.C.J., University of Alabama

Cynthia K. Carducci — Associate Professor
R.R.T., B.S., The Ohio State University
M.Ed., Ohio University

Kathy Cruny — Associate Professor
R.R.T., B.S., Wheeling Jesuit College
M.Ed., University of Dayton

Michael Freeman — Instructor
Paramedic Certification, Davenport University (NREMT-P)
A.S., Monroe Community College

Shelly Gaumer — Associate Professor
A.A.S., R.T.(R) (ARRT), Eastern Gateway Community College
A.A.S., Eastern Gateway Community College
B.A., Wheeling Jesuit College
M.S.Ed., University of Dayton

Tammy Graham — Assistant Professor
CDA, RDH
Certificate, Eastern Gateway Community College
A.S., West Liberty State College
B.S., West Liberty State College
M.H.Sc., NOVA Southeastern University

Ericka E. Guz — Professor
R.N., Western Pennsylvania Hospital School of Nursing
B.S.N., West Virginia Wesleyan College
M.Ed., Franciscan University of Steubenville
M.S.N., Franciscan University of Steubenville

Thomas Hawley — Assistant Professor
A.A., Central Arizona College
B.S., Arizona State University
M.S., Arizona State University

Judith Hince — Associate Professor
R.N., B.S.N., Alderson Broaddus College
M.S., West Virginia University

Dana Meadows — Assistant Professor
Diploma, Ohio Valley School of Nursing
B.S.N., Wheeling Jesuit University
M.S.N., Franciscan University of Steubenvlle
F.N.P., Franciscan University of Steubenville

Connie Moore — Instructor
B.S., Franciscan University of Steubenville
A.A., Franciscan University of Steubenville
Medical Assisting Certificate, Eastern Gateway Community College

Tracy Miller — Instructor
B.S., Franciscan University of Steubenville
M.S., Franciscan University of Steubenville

Dr. Hamid Nawaz — Assistant Professor
B.S., Youngstown State University
M.S., Youngstown State University
M.D., Medical University of Silesia

Diane Roney — Professor
R.N., B.S.N., University of Pittsburgh
M.S.N., Duquesne University
Post-Master's Certificate, Duquesne University

Dr. Cathy Sistilli — Professor
B.S., Wheeling Jesuit University
Ph.D., University of Rhode Island

Robert Vance — Instructor
A.A.S., Eastern Gateway Community College
B.S., Shawnee State University
M.S., University of Tennessee

Stephanie A. Vance — Assistant Professor
B.S., Shawnee State University
M.S., University of Tennessee
M.S., University of Bridgeport

Anna Marie Welshans — Associate Professor
R.T.(R)(ARRT), Allegheny General Hospital
A.S., Robert Morris College
B.A., Wheeling Jesuit College
M.S.Ed., Capella University

BUSINESS, ENGINEERING, AND INFORMATION TECHNOLOGIES

Nghi Dao — Assistant Professor
B.S., University of Pittsburgh
M.S., University of Pittsburgh
CISCO Certified Academy Instructor (CCAI)
CISCO Certified Network Associate (CCNA)
Certified Performance Analyst in Ethernet
CORE Certification in ATM switching
MCP Microsoft Certified Professional

Thomas Dulaney — Associate Professor
B.A., West Virginia University
M.P.A., West Virginia University
M.L.I.S., Kent State University
MOUS Master, Microsoft Office User Specialist
CIW CI, Certified Internet Webmaster Certified Instructor
M CIW D, Master Certified Internet Webmaster Designer
A+, Network+, iNet+, e-Biz+

Eric Exley — Professor
B.S. (C.E.), Ohio Northern University
M.S. (C.E.), University of Pittsburgh
Professional Engineer (OH, PA, DE, WV, IN, MI, NC, SC, and MD)
Professional Surveyor (West Virginia)
Class III Operator Licenses: Wastewater Works (Ohio)

Dr. Ken Knox — Assistant Professor
B.A., Wheeling Jesuit College
M.S., Mountain State University
Ph.D., Capella University

William Knox — Assistant Professor
B.A., Marietta College
M.B.A., Wheeling Jesuit University

Bernard L. Levite — Professor
B.S., Bethany College
M.S., University of Toledo
M.S.Ed.A., University of Dayton

Gretchen Higgins McGuire — Assistant Professor
A.A.B., Eastern Gateway Community College
B.S.B.A., Wheeling Jesuit College
M.Ed., University of Dayton

Kelly Ragets — Instructor
B.S., Wright State University

Beth Stull — Associate Professor
B.A., Fairmont State College
M.S., West Virginia University

Marilyn Tubaugh — Associate Professor
A.A., Hocking Technical College
B.S., Wheeling Jesuit College
M.S., Capella University

HUMANITIES AND SOCIAL SCIENCES

Joseph Brom — Assistant Professor
B.S., Towson State University
M.A., Duquesne University

W.Brent Carney — Professor
B.A., West Liberty State College
M.A., Ohio Dominion University

Shirley Fisher-Ciancetta — Assistant Professor
B.A., Clarion University
M.A., Northwestern University

Darrel Lawrence — Assistant Professor
B.A., California State North Ridge
M.A., West Virginia University

Erin Lesnansky — Assistant Professor
B.A., Muskingum College
M.A., St. Bonaventure University

Dr. John L. Romanek — Associate Professor
B.A., Wheeling Jesuit College
M.A., Marshall University
Ph.D., Northcentral University

Dr. Anton P. Salinski — Assistant Professor
B.A., Duquesne University
M.A., Duquesne University
Ph.D., Duquesne University

ADVISORY COMMITTEES

ACCOUNTING

Ettor Canestraro — Staff Accountant
D'Anniballe and Co., CPAs
Robert Chapman — Certified Public Accountant
KMC Corporation
Bryanna Hennebert — Payroll Department
WesBanco
Janet Marie Nolan — Controller
Lancia Convalescent Center
Art Resch — Former IRS Agent
Michael Zinno — Director of Finance
Jefferson County Board of MD/DD

ADMINISTRATIVE ASSISTANT TECHNOLOGY

Brandi Bezak — Transcriptionist
Trinity West Medical Center
Ruth E. Casey — Revolving Loan Fund Administrator
Progress Alliance
D. Joan Lantry — Retired Administrative Assistant
Eastern Gateway Community College
Karen A. Martin — Secretary
Jefferson County Superintendent of Schools
Carole Patton — Eastern Gateway Community College Alumnus
Sheila Robinson — West Virginia Northern Community College
Nancy Trombetta — ??
Huntington National Bank

BUSINESS AND INDUSTRY

Gregory Arnett — Training Coordinator
Severstall Wheeling
Dwain Hultberg — Process Control Manager
Ohio Coatings Company
Myron Rees — Training Coordinator
Severstal Wheeling
Debbie Venci — President
Barium Chemicals
Bob Yost — Human Resources Generalist
Titanium Metal Corporation

BUSINESS MANAGEMENT

Mark Bailey — Support Leadership
SARCOM Enterprises
Scott Campbell — Owner, Manager
M&M True Value Hardware
David Cook — General Manager
Applebee's Grill & Bar
Edward Featheringham — Owner/Auctioneer
Featheringham Realty
James Guida — Owner
Guida Reality
Laurel Huggins McDowell — Manager
Manpower Temporary Services Inc.
Vicki L. Parks — Sales Manager and Assistant Branch Manager
National City Bank
Sue Pevac — Project Management
Sue Pevac Sensible Business
Timothy Reinard — Manager
Weirton Transit Company
Michael Rodgers — Retired
William Wood — Sales Representative
M & M Hardware

CAREER SERVICES

Michael J. Barber — President
The National Colloid Company
Bradford D. Degenkolb — Sales Director
Holiday Inn of Weirton, WV
Marie Gosney — Employment Manager
Trinity Medical Center West
Jo A. Grimm — Generation Human Resources Manager
First Energy Generation Corporation
Kenneth R. Johnson — General Manager
V & M Star
William Moon — Northern Panhandle General Manager
Frontier Communications
Teri Pasco — Human Resources Assistant Director
East Liverpool City Hospital
Andrew Standardi III — Operations Director
Beverage Marketing
Barbara Thompson — Chief Executive Officer
Jefferson County Community Action Partnership

COMPUTER SCIENCE

Dragan J. Lazic — Computer Networking Specialist
The Ridgefield Group Inc.
Domenic Palumbo — IT Liaison
Timet Corporation
George Parnicza — Director of Information
Troy Group

DENTAL ASSISTING

Ronald C. Ard, D.D.S. — Private Practice
Weirton, West Virginia
Thomas Brown, D.D.S — Private Practice
Wintersville, Ohio
Joseph V. Clause, D.D.S. — Private Practice
Steubenville, Ohio
Barry Conley — Zone Technology Sales Manager
Sullivan and Schein Dental
James Fraser, D.D.S. — Private Practice
Wintersville, Ohio
Maureen Hamil, CDA, EFDA — Expanded Functions DA
Office of Dr. David R. Blanc
Thomas Matanzo — Private Practice
Wintersivlle, Ohio
Eva Nagem — Dental Assistant
Office of Dr. John Kramer
Jamie Scott, C.D.A. — Certificed Dental Asistant
Office of Dr. Zambito
Toni Svec, CDA, EFDA — Expanded Functions DA
Office of Drs. Berg and Birong
Dental Assisting Student — Representative

DESIGN ENGINEERING TECHNOLOGY

Michael Dolak — City Engineer/Public Works
City of Steubenville
Jeffrey Oinonen — Bridge Engineer
Jefferson County
Evan A. Rowles — Professional Engineer
Atlantic Engineering Servi ces

ELECTRONIC COMMERCE

John Hornyak — Director of Distance Learning
Wheeling Jesuit University
Bryan Murray — National Sales & Marketing Manager
First Internet Services

ELECTRICAL/ELECTRONICS ENGINEERING

Gregory Antinone — General Foreman
Timet Corporation
Dr. Theordore R. Bosela — Director, School of Technology
Youngstown State University
Stephen Purpura — Surveillance Technician
Wheeling Island Race Track

EMERGENCY MEDICAL TECHNICIAN ~~PARAMEDIC

Ruth Eddy — Retired Administrator
Forester Nursing Home
Frank Gaudio, M.D. — Physician, Emergency Room
Sewickley Hospital
Robert Herceg, EMT-I — Vice President
Ambulance Service Inc.
Christine Radavoj, R.N. — Clinical Manager
Trinity Health Systems

LAW ENFORCEMENT

Bryan Felmet — Attorney
Eugene Gallo — Executive Director
Eastern Ohio Correction Center
Samuel Kerr — Judge
Jefferson County Juvenile Court
Ed Laman — Chief of Police
Wintersville
James Lee — Chief Probation Officer
Brooke County
Michael Maguschak, Jr. — Retired
Keith M. Thorn, Jr. — Wellsville Chief of Police
EGCC Police Academy Commander

MECHANICAL ENGINEERING TECHNOLOGY

W. McElhaney — Project Engineer, MAB
Weirton Mittal Steel
Jeff Miclea
David Velegol — Owner
Velegol Enterprises Inc.

MEDICAL ASSISTING

Shirley Coulter, CMA — Medical Assistant
Riverside Medical
Penny Dickinson — Management Services
Trinity Family Care Center
Joyceann King — Public Member
Tracy Miller — Office Manager
Riverside Medical
Dr. Frank Petrola — Program Advisor/Physician
Riverside Medical Group Inc.
Patty Sanfilippo — Office Manager
Dr. Nicholas Mastros
Shirley Turrentine, RN — Office Manager
Riverside Medical

MEDICAL CODING

Tina Everhart — Coder
Lifeline Hospital
Heather Flesch, RHIT — Coder
Trinity Medical Center West
Dianna Foley, RHIA — Program Director/Coding Consultant
Sharon McGraw — Medical Records Director
Harrison Community Hospital
Charlotte Morris — Student
Eastern Gateway Community College
Pam Parrish — Social Services Director
Harrison Community Hospital
Perry Parrish — Patient Accounting Director
Harrison Community Hospital
Linda Richards — Health Information Technology Director
National College
Amy Sutherin, RHIT — Coder
Trinity Medical Center West

MEDICAL LABORATORY SCIENCES

Darla Allen — Clinical Education Specialist
WPAHS Core Laboratories
Timothy Jones — Supervisor
East Ohio Regional Hospital
Dave Michetti — Lab Services Director
Weirton Medical Center
Mary Mihalyo — Retired
Catholic Central High School
Dr. Souheil Nassar — Pathologist
Ohio Valley Medical Center and East Ohio Regional Hospital
Susan Rayl — Diagnostic Sale Consultant
Delta Scientific
Mona Rowley — Office Manager
The Ridgefield Group
O. Dean Unzicker, M.A., MT(ASCP), SC, TMC — Lab Services Director
Trinity Health Systems

PRACTICAL NURSING

Cathy Cich, RN, B.S.N. — Charity Hospice
Kim Donnelly, RN, B.S.N. — Clinical Manager
Same Day Services/Outpatient Center, Trinity Health Systems
Carmel Esposito, RN, Ph.D. — Retired Registered Nurse
Sandra Ewusiak — Retired Faculty
Eastern Gateway Community College
Robbie Gibbons — Human Resources Director
Acuity Specialty Hospital
Judy Myers, LPN — Licensed Practical Nurse
Weirton Medical Center
Jan Potenzini — Nursing Director, Skilled Care Center
Trinity East Medical Center

RADIOLOGIC TECHNOLOGY

Eric Balzano — Radiology Department Chairman
Weirton Medical Center
Frank Hamilton — Radiology Manager
Trinty Health Systems
Stanley Kaczmarek, R.T.(R) — Chief Technologist
Weirton Medical Center
Linda K. Little — Radiology Technical Director
East Ohio Regional Hospital
Bridget McCord — Radiologist Technologist
Weirton Medical Center
Lewis Musso — Human Resources Vice President
Trinity Health System
Kerri Tush, R.T.(R) — StaffRadiographer
East Ohio Regional Hospital
W. Hunter Vaughan, M.D. — Directorof Radiology
Trinity Health System

RESPIRATORY THERAPY

Albert Augustine, R.R.T. — Educational/Clinical Services
University of Pittsburgh Medical Center
Robert Coppa — Staff Therapist
Apria Healthcare Systems
Thomas DeFallo — Marketing Representative
Tri-State Medical
Educator TBA — Respiratory Services
UPMC Mercy Health Systems
Jason Mattern — Manager, Quality and Regulatory Compliance
Sal Chemical
Satyasagar Morisetty, M.D., FCCP — Physican
Riverside Medical
Stacy Straughn — Coordinator, Pulmonary Rehabilitation
Trinity Medical Center West
Larry Teramana — Respiratory Supervisor
Trinity Medical Center West
Matthew L. VanCamp — Director, Respiratory Care
Uniontown Hospital
Thomas Walthers, M.D. — Medical Director, Respiratory Therapy Department
Trinity Medical Center West

TEACHER EDUCATION

Kathy Cardiff — Administrator
Daycare Depot
Mary Jo Guidi — Instructor
Belmont Career and Technical Center
Eunice Lincoff — Retired
Dolores Michnowicz — Counselor
Steubenville Catholic Central High School
Sherry Paul
Kathy Pavlik — Even Start Director and Parent Mentor
Steubenville City Schools
Todd Phillipson — Supervisor
Jefferson County Joint Vocational School
Dave Quattrochi — Principal
Wintersville Elementary School
Marjorie Radakovich — Teacher/Principal
Steubenville City Schools
Marilyn Roush — Preschool Director/Child Care Instructor
Jefferson County Joint Vocational School
Juanita Shepherd Thorn — Director
Jefferson County Head Start
Patricia Westfall — Preschool Teacher
Roosevelt Elementary School

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HIGH SCHOOL OR COLLEGE TRANSCRIPT REQUEST FORM

Instructions: ***Please complete this form and submit it to your high school or college records office.***

Your signature and the completed form is authorization to the high school or college to release an official copy of your final transcript to Eastern Gateway Community College.

NAME _____
LAST FIRST INITIAL (MAIDEN)

HOME ADDRESS _____
NUMBER AND STREET CITY STATE ZIP

HIGH SCHOOL _____

ADDRESS _____

CITY/STATE _____

BIRTH DATE _____
MONTH DAY YEAR

_____ GRADUATED _____
(MONTH/YEAR)

SOCIAL SECURITY NUMBER _____

EMAIL ADDRESS _____

I authorize an official copy of my final high school transcript transcript to be released to Eastern Gateway Community College.

_____
Signature of Applicant

Transcripts may be:

Mailed to: ADMISSIONS OFFICE
EASTERN GATEWAY COMMUNITY COLLEGE
JEFFERSON COUNTY CAMPUS
4000 SUNSET BOULEVARD
STEUBENVILLE OH 43952

Faxed to: Attention Admissions to 740.266.2944

EGCC EASTERN GATEWAY COMMUNITY COLLEGE

College Calendar

Fall Semester 2011

August 22	Classes begin
August 22-26	Late Registration
September 5	Labor Day -- no classes
September 27	EGCC Fest -- no day classes; classes 4-10 p.m. meet
October 19	Employee Development Workshop – no classes
October 25	Last day to withdraw from regularly scheduled classes
November 11	Veterans Day -- college closed
November 24-27	Thanksgiving Recess -- college closed
December 3	Last day of classes
December 5-10	Final examinations

Spring Semester 2012

January 16	Martin Luther King Day -- college closed
January 17	Classes begin
January 17-20	Late Registration
February 20	President's Day - college closed
March 11-17	Spring Break -- no classes
March 29	Last day to withdraw from regularly scheduled classes
April 6	Spring Holiday -- college closed
May 5	Last day of classes
May 7-12	Final examinations
May 15	23rd Annual Honors Convocation
May 19	43rd Annual Commencement

Summer Term 2012

Summer Sessions I & II ~~ Five Weeks Each

Summer Session III ~~ Ten Weeks

May 28	Memorial Day – college closed
May 29	Classes begin for Sessions I and III
May 29 -30	Late Registration for Sessions I and III
June 19	Last day to withdraw from classes for Session I
June 28-30	Final examinations for Session I
July 2	Classes begin for Session II
July 2-3	Late Registration for Session II
July 4	Independence Day Observation -- college closed
July 13	Last day to withdraw from classes for Session III
July 24	Last day to withdraw from classes for Session II
August 2-4	Final examinations for Sessions II and III

Registration dates for all sessions are listed at www.egcc.edu