



EASTERN GATEWAY  
COMMUNITY COLLEGE

2015-2016 CATALOG

# EASTERN GATEWAY COMMUNITY COLLEGE

JEFFERSON CAMPUS, 4000 SUNSET BOULEVARD STEUBENVILLE, OHIO 43952 740.264.5591 OR 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 at the time of publication, 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. NO STATEMENTS IN THIS PUBLICATION ARE TO BE REGARDED AS CREATING ANY CONTRACT OR CONTRACTUAL OBLIGATION.

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 performance 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: Sherri VanTassel, vice president for administrative services, Title IX and Section 504 coordinator, Office

204, 4000 Sunset Blvd., Steubenville, Ohio 43952, 740-264-5591 or svantassel@egcc.edu. Inquiries regarding students with disabilities should be directed to the Student Success Center director, Section 504 Student Manager, Office 1509, 4000 Sunset Blvd., Steubenville, Ohio 43952, 740-264-5591.

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 OF THE COLLEGE

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 to 300 seats.

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 Higher Learning Commission 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 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 service district and to change its name to Eastern Gateway Community College. The college now serves Columbiana, Jefferson, Mahoning and Trumbull Counties with several locations. In addition to the main campus in Jefferson County, the college offers classes at its Valley

Center in Youngstown and Warren Center in Warren as well as Choffin Career and Technical Center, Mahoning County Career and Technical Center, and Trumbull Career and Technical Center.

Since 1968, 55,713 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 provides quality, student-centered, future-focused higher education. Valuing accessibility, affordability and equity, the College helps students achieve successful learning outcomes, engages educational and community partners, and serves the citizens of Columbiana, Jefferson, Mahoning and Trumbull Counties.

### 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, 230 S. LaSalle St., Suite 7-500, Chicago, IL, 800-621-7440.

Jefferson County Technical Institute was initially accredited during the HLC's annual meeting on March 25, 1973. The college was reaccredited in 1976, 1981, and 1989. The college underwent a focused visit by HLC 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 Responder, Emergency Medical Technician, Advanced Emergency Medical Technician and Paramedic courses are approved by the Ohio Department of Public Safety Services Division of EMS; the program number is 316. The Paramedic Program holds a Letter of Review Status with the Committee on Accreditation of Education and Programs for the Emergency Medical Services Professions; the program number is 600635. The EGCC Medical Assisting Program is accredited by the Commission on Accreditation of Allied Health Education Programs ([www.caahep.org](http://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 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.

## 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 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 contains the Gateway Wellness Center and eight administrative offices.

The college's locations include the main campus at 4000 Sunset Boulevard, Steubenville; Valley Center, 101 East Federal Street, Youngstown, and the Warren Center, 239 Main Street, Warren. Other delivery sites are Choffin Career and Technical Center, Youngstown; Mahoning County Career and Technical Center, Canfield; and Trumbull Career and Technical Center, Warren.

## 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 complete a general college 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. Eastern Gateway 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 college's web site at [www.egcc.edu](http://www.egcc.edu) 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 an Admissions Office advisor about the availability of the programs for evening study.

## PRIOR LEARNING ASSESSMENT

What is prior learning experience? Prior learning assessment allows you to fast track your future by having some of your previous work and life experiences turned into college credit.

A student applying for credit for life experience has several options. Eastern Gateway Community College 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 PLA advisor will assist the student in identifying learning outcomes and to ascertain how well those outcomes match those in a particular course or program at Eastern Gateway Community College.

### Portfolio Based Credit

If a student has relevant training or work experience that can be directly linked to an existing course at Eastern Gateway, course credit may be granted upon the pre-

sentation of a portfolio documenting the work the student had done. If the learning is not closely aligned to an existing course but has significant value and of college level, special topics credit may be granted. CAEL will be utilized to assist in the portfolio submission. Applicants are advised to take the portfolio course, PLA100, offered at each Eastern Gateway location to help them more effectively present the documentation of their work experience.

### Credit by Exam

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 and enroll in Eastern Gateway Community College through the PLA advisor. 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 administer the examination and record the grade. If the challenge course requires a manual proficiency, the student must complete all components of the manual examination to the satisfaction of the examiner. The PLA advisor will make the recommendation to student records that the credits passed by the examination become a part of the student's permanent record.

### Military Training and 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 (ACE) or a regional accrediting institute 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.

### 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 in the Admissions Office or from the PLA advisor. 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.

### How Do I Begin?

Students will schedule an appointment to meet with the PLA advisor, Robin Snider-Flohr, 740.266.9729. Students should be prepared to discuss experiences, certifications and non-credit coursework to determine the next steps in gaining credit. The PLA advisor will work with the student on the method of assessment to pursue. A qualified expert faculty will also review all final work. A student can earn up to 30 hours of credit for portfolio, the military transfer and credit by exam.

The credit awarded may be applied to the student's chosen degree program at Eastern Gateway, 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 Eastern Gateway. 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 Eastern Gateway degree programs or by the As-

sociate 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.

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

A maximum of 42 credit hours can be recognized by Eastern Gateway for course work and/or training completed in other public, private, or proprietary 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. 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.

## TRANSFER CREDIT

Eastern Gateway Community College requires submission of official transcripts from all previously attended institutions of higher education prior to registering for courses.

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 Eastern Gateway, has submitted official transcripts from all attended post-secondary institutions.

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 Eastern Gateway. Only credits and hours are transferable; transfer grade point averages and/or grades do not replace Eastern Gateway grades on the official Eastern Gateway 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 Eastern Gateway 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. Eastern Gateway 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 Eastern Gateway. Credit from other institutions will be evaluated by the transfer coordinator, academic dean or faculty.

### Transcript Evaluation process:

1. Complete all Eastern Gateway admission procedures prior to requesting evaluation of college level and/or military transcripts.
2. 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
3. The transferability of credit is awarded by the Eastern Gateway transfer coordinator.
4. You will receive a credit acceptance letter from the Eastern Gateway transfer coordinator when your evaluation is completed. Your evaluation becomes part of your permanent student file.

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

Credits from institutions accredited by regional accreditation agencies such as The Higher Learning Commission will be accepted. Credits from institutions not accredited by a regional accreditation agency will be evaluated; however, acceptance is not guaranteed and will be decided on a case-by-case basis.

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 and student 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 Eastern Gateway and that institution.

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

## 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)

**Business, Engineering, and Information Technologies Programs**

- Accounting Technology
  - Accounting (AAB)
  - Accounting (Certificate)
- Additive and Digital Manufacturing
  - Additive and Digital Manufacturing (Certificate)
- 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)
- Design Engineering Technology
  - Drafting/Design (AAS)
- Electrical/Electronics Engineering Technology
  - Electrical/Electronics (AAS)
  - Programmable Logic Controllers (Certificate)
- Entrepreneurship Studies
  - Entrepreneurship Studies (Certificate)
- Information Technology
  - Help Desk (Certificate)
  - Information Technology (Type A-ATS)
  - Information Technology (Certificate)
- Internet and Interactive Digital Media
  - Internet and Interactive Digital Media (AAB)
  - Computer Software (Certificate)
- Mechanical Engineering Technology
  - Mechanical (AAS)
- Natural Gas Operations
  - Natural Gas Operations (ATS)
- Oil and Gas Industry
  - Oil and Gas Industry Operation and Maintenance Technician (Certificate)
- Paralegal
  - Paralegal (AAB)
  - Paralegal (Certificate)
- Power Plant
  - Power Plant (Type A-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)
- Utilities Services Production/Maintenance Trade Technology (Type B-ATS)

- Welding
  - Welding (ATS)
  - Welding (Certificate)
  - Advanced Welding (Certificate)

**Health 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
  - Emergency Medical Technician (Certification)
  - Advanced Emergency Medical Technician (Certification)
  - Paramedic (Certification)
- Environmental Science
  - Environmental Science (AAS)
  - Environmental Science with Water/Wastewater (AAS)
- Health Information Management
  - Health Information Management (AAS)
- Health Service (AAS)
- LPN to ADN (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)
- Nurse Aide TCE Program
- Patient Home Navigator (Certificate)
- 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)
  - Police Academy (Certificate)
  - Private Security/Loss Prevention (AAS)
- Prekindergarten Care and Education
  - Prekindergarten Care and Education (AAS)
  - Prekindergarten Care and Education (Certificate)
- Teacher Education (AA)
  - Early Childhood Emphasis
  - Middle Childhood Emphasis
  - Intervention Specialist Emphasis

**Humanities and Social Sciences Programs**

- Associate of Arts
- Associate of Individualized Study
- Associate of Science

## 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, Associate of Technical Study and Associate of Individualized Study degrees. Numerous certification programs are available. Technology programs are grouped by discipline into Business, Engineering, and Information Technologies; Health and Public Services; and Humanities, Social Sciences and Mathematics.

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 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 ATSType 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 Electric Utilities Technician, Electro-Mechanical, and Information Technology, Natural Gas Operations, and Power Plant; and Type B programs in the general areas of Building/Construction Trades Technology, 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 meaning all applicants are granted conditional acceptance. Conditional acceptance allows a person to enroll in a course or courses as a non-degree or certificate seeking student provided they have met any applicable prerequisites via placement testing or proof of previous equivalent college credit earned. Students enrolled under conditional acceptance are not eligible to receive financial aid funding, declare a degree or certificate or earn more than 30 credit hours. If the 30-hour maximum is reached, a registration hold will be placed on the student until proof of a high school diploma or equivalent is presented.

In order to be granted general acceptance to the college, meaning the student would be eligible to declare and pursue a degree or certificate and be academically eligible for financial aid, the Admissions Office must receive an official, final high school transcript or equivalent.

General acceptance is not meant to suggest that applicants are eligible to take any course or program of their choosing. Each student must provide proof of an adequate background to enter any course or program which has a prerequisite. This can be established via the free placement testing offered by the college or submission of previous college credit for evaluation. If an applicant does not place into the desired courses, Eastern Gateway Community College offers introductory courses which provide the opportunity to develop sufficient background and subsequently enter the desired course/program. The applicant also has the option, prior to registration, to enroll in the placement test preparation program detailed at the end of the Placement Testing Policy.

Applications for general admission can be obtained at [www.egcc.edu](http://www.egcc.edu). They are also available at the Jefferson Campus or Valley Center Admissions Offices and the Warren Center. The application is to be completed and returned to the Admissions Office before taking placement testing.

The applicant is responsible to supply truthful and complete information throughout the admissions process and

on all documents submitted. 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.

Although the Jefferson Campus Admissions Office processes all admissions requirements for students intending to enroll at any Eastern Gateway site, admissions advisors are able to assist the following students at the Jefferson Campus, the Valley Center, and the Warren Center: first-time Eastern Gateway students, non-degree or certificate-seeking students, College Credit Plus students, and international students.

### HIGH SCHOOL TRANSCRIPTS/EQUIVALENCY

In order to enroll and receive financial aid, and/or declare a degree or certificate at Eastern Gateway Community College, a student must submit an official, final high school transcript or equivalency. An official copy of a transcript or equivalency is one that has been mailed or faxed directly from the issuing institution to Eastern Gateway Community College’s Admissions Office. The college may also be able to accept a transcript or equivalency which has been issued to the student provided it is clearly in the original sealed envelope from the issuing institution and has no evidence of tampering. Eastern Gateway Community College will consider the following appropriate documentation of high school graduation or equivalency:

1. Official, final high school transcript. Must have graduation date and school seal if mailed. Faxed transcripts must have graduation date and clearly be faxed directly from the high school to Eastern Gateway’s Admissions Office.
2. Original, official GED certificate and scores or GED transcript directly from the Department of Education of the state in which the test was taken. If a student is able to log into an online account to access GED scores we will accept a print out as long as an EGCC staff member witnesses the student log into the account on an EGCC computer to verify

the print out is of official scores. Due to the inability to verify authenticity, a certificate alone is not acceptable unless it is sent from the state via Parchment.

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 a two-year program acceptable for full credit towards a bachelor’s degree.

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

### PLACEMENT TESTING POLICY

Successful implementation of an “open-door” admissions policy requires an emphasis on pretesting. Therefore, all degree or certificate seeking students, and those 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.

The college administers a computerized placement test, free of charge, which identifies students’ academic strengths and weaknesses in the areas of writing, reading, and mathematics.

A photo ID must be supplied in order to take placement testing. A scientific calculator may be used for the math portion of the test. Dependent upon major, a student may also elect to take an anatomy or chemistry placement test specifically designed by EGCC. All test results will be used to determine whether a new student will register for college-level coursework, introductory course work, or developmental coursework. Scores will be acceptable for placement for four years. One retest will be permitted in each subject area within a four-year period.

All degree-seeking students placing into a developmental English and/or math will be required to enroll in at least one in the first semester. The student must then continue the course sequence in consecutive semesters until all needed for the selected major have been completed with a “C” or better.

Placement testing may be waived for persons presenting an unofficial college

transcript or grade report showing successful completion, within the last five years, of coursework equivalent to that required by Eastern Gateway in the subject areas tested. Placement testing may also be waived for persons presenting official ACT/SAT sub-scores received within the past five years for English and mathematics. Prior coursework and sub-scores may be used alone or in conjunction with the college's placement test to determine the correct placement for a student.

The ACT is not administered at Eastern Gateway but there are local offerings throughout the year. ACT application packets, listing the test dates and locations, are available in the Admissions Office.

Students wishing to use ACT/SAT scores may enroll in classes based on the following lists.

**ACT Scores and Placement**

*English:*

0-12 ENG083 Integrated Reading and Writing I

13-17 ENG095 Integrated Reading and Writing II

18-36 ENG101 English Composition I

*Reading:*

21 College level

*Math:*

0-21 Student must take placement test  
22-27 Student may enroll in:

MTH100, MTH101, MTH102  
MTH103, MTH110, MTH111,  
MTH120, MTH121, MTH128

28-36 Student may enroll in MTH210, MTH220 or any course listed as appropriate for scores 22-27

**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

*Reading:*

450 College level

*Math:*

0-440 Student must take placement test  
441-620 Student may enroll in:

MTH100, MTH101, MTH102  
MTH103, MTH110, MTH111,  
MTH120, MTH121, MTH128

621-800 Student may enroll in MTH210, MTH220

**Placement test preparation:**

Anyone 18 or older can participate in the free Bridge program at EGCC which is made possible by ABLÉ. The computer-based program was created by Pearson Education to help students develop the skills needed to improve placement scores. It is offered between semesters and students who complete the program will be allowed to retest before registering for courses. The program has been successful in increasing scores which can lead to tuition dollars saved and fewer courses required. Contact ABLÉ at 740-266-9903 for more information.

**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.

**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, or 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.

**EARLY ENROLLMENT  
HIGH SCHOOL STUDENT**

The minimum age at which a person may enroll in any course, without a concurrently enrolled guardian, is 16. 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. Qualified students may register for courses at the college though it is important to note, traditional financial aid is not available for those without a high school diploma or equivalent.

The college participates in the College Credit Plus program approved by the Ohio legislature. High school students interested in participating should seek information from their school's guidance 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. The conditions for granting Tech Prep credits are that the student attends EGCC immediately after graduating from high school and successfully completes 12 credit hours at the college.

## 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 must complete a general admission application and indicate transient as your major. If the course in which you wish to enroll does not have a prerequisite you will simply need to contact admissions after your application has been submitted in order to enroll. If the course in which you wish to enroll does have a prerequisite, you must have written permission (Transient Student Form) or an unofficial transcript from your home college or university to waive the prerequisite. EGCC recommends all transient students receive written permission from the home institution to guarantee transfer of credit even if EGCC does not require it to waive a prerequisite.

## INTERNATIONAL 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, the state of Ohio or the USA for purposes of tuition calculation.

Foreign student admission requirements are as follows:

1. Completed application for admission
2. Letter of intent
3. Proof of secondary school completion
4. Minimum score of 550 on the paper-based Test of English as a Foreign Language (TOEFL) or equivalent score on other versions of the TOEFL; or 6.5 on the IELTS
5. 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);
6. 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 will be sent to the foreign student. Upon arrival to the U.S. and before registering for courses the student must:

1. Complete College placement testing
2. Acquire and show proof of U.S. health insurance
3. Proof of immunizations

Foreign student costs are listed in the fees section of the catalog.

## RE-ADMISSION TO THE COLLEGE

A student who has been suspended from the college for academic deficiency may request readmission. 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.

## 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 institu-

tion 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 for evaluation.

## FRESH-START PROCEDURE

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" procedure. The fresh-start procedure is designed for students with poor academic records during previous attendance who desire an opportunity to begin anew. The procedure requires college approval and should be discussed with an advisor and/or appropriate dean.

The fresh-start procedure is an all-or-nothing procedure in which the college is agreeing to disregard ALL of the student's previous credits -- a true "fresh start". If a student wishes for any previous grades to remain applicable, they should not apply for a "fresh start". Applications for "fresh start" can be obtained from 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. Academically forgiven courses can still be considered in evaluating a student's satisfactory academic progress for financial aid purposes.

**HEALTH SCIENCES PROGRAMS**  
**SUMMARY OF PROGRAM APPLICATION/ADMISSION CRITERIA 2015-2016**

Program	Dental Assisting	EFDA	EMT	Paramedic & Advanced EMT	Medical Assisting
Medical History	Required	Hepatitis Immunization	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
Courses to be scheduled based on placement scores/prerequisites	ENG095 MTH081	—	ENG083	ENG083 MTH081	
Successful Completion of Program Pre-Entrance Exam/Requirements and/or Professional Credential	*	CDA, RDH or CODA 2 years work experience** *	*	EMS Exam *	Successful completion of TEAS Entrance Exam *
Maximum Class Size	24	7	16	16	25

**It is the responsibility of the applicant to submit completed program prerequisites to the Department of Health and Public Services.**

\* **Current FBI and BCI and I background checks.**

\*\* For Dental Assisting graduates from colleges other than Eastern Gateway Community College.

Students with the following ACT or SAT scores or higher will not be required to sit for the placement test or developmental education courses as they are deemed college ready.

ACT -- English 18, Math 22

SAT -- Writing 499, Math 441

**HEALTH SCIENCES PROGRAMS  
SUMMARY OF PROGRAM APPLICATION/ADMISSION CRITERIA 2015~2016**

<b>Program</b>	<b>Phlebotomy</b>	<b>Practical Nursing</b>	<b>LPN to ADN</b>	<b>Radiologic Technology</b>	<b>Respiratory Therapy</b>
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
Courses to be scheduled based on placement scores/prerequisites	ENG083 ENG095 HSC101	ENG095 MTH095	BIO107 BIO108 CHM101 ENG101 PSY101	ENG083 ENG095 MTH095 RAD099	ENG083 ENG095 MTH099
Successful Completion of Program Pre-Entrance Exam/Requirements and/or Professional Credential	Successful completion of TEAS entrance exam *	Successful completion of TEAS entrance exam *	Current LPN licensure *	Successful completion of TEAS entrance exam *	Successful completion of TEAS entrance exam *
Maximum Class Size	16	44	30	16	21

**It is the responsibility of the applicant to submit completed program prerequisites to the Department of Health and Public Services.**

**\* Current FBI and BCI and I background checks.**

Students with the following ACT or SAT scores or higher will not be required to sit for the placement test or developmental education courses as they are deemed college ready.

ACT -- English 18, Math 22

SAT -- Writing 499, Math 441

## 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](http://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](http://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

A student wishing to enroll on or after the first day of the semester will be allowed to register based on the add procedure and must pay immediately. If classes beginning the first week of the semester are no longer available, students may still register for flexibly scheduled classes (classes that start later in the term). Flexibly scheduled classes will follow the same rule as regularly scheduled classes. Students may add courses the first week of the semester, providing the course still has at least one class meeting time remaining during that week.

### 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 mini terms). 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 and 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.

## 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](http://www.gibill.va.gov). This form should be completed before the start of the enrollment period. The Certificate of Eligibility received as a result of the application process must be provided to the veteran's coordinator.

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 this catalog.

## EGCC VETERANS' PRIORITY OF SERVICE PROCEDURE

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

Student may add courses the first week of the semester only, and on the first two days of summer mini terms. Students may change sections of the same course during the first two weeks of the semester (first week of summer mini terms). The appropriate form can be obtained from the Jefferson Campus Student Records Office or the Valley Center. The addition of credit hours may increase the student's tuition and fees. 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 mini terms. 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 mini terms, according to the established refund schedule. A student may withdraw from a course starting the third week through the 10th week of a regular semester (or its 60% equivalent for flexibly scheduled or mini terms).

The student must obtain an advisor signature on the schedule change form and submit the form to the Jefferson 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.

## ACADEMIC DROP

All Eastern Gateway faculty/instructors are permitted to assign an academic drop at the end of the second week of the semester if a student has never attended the class for the first two weeks. The faculty member uses a specialized form to complete this action.

## 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 mini terms). Students may withdraw from a course through the 10<sup>th</sup> 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 and return the completed form to the Jefferson 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.

## EGCC ACADEMIC WITHDRAWAL GRADE ASSIGNMENT

EGCC faculty are permitted to assign an academic withdrawal (W) grade at the start of the third week of a semester if the student has stopped attending the class. The faculty must attempt to contact the student at least three times by phone, email, and/or regular mail. An academic withdrawal (W) grade can be assigned by faculty until the financial aid freeze date of a regular semester in cases of excessive absences. If the instructor intends to use W, the conditions for assigning this grade will be stated clearly in the syllabus. Instructors will notify students of their use/non-use of W 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 can be made through the National Student Clearinghouse at [www.studentclearinghouse.org](http://www.studentclearinghouse.org) or through the college's website at [www.egcc.edu/more-topics/college-transcript](http://www.egcc.edu/more-topics/college-transcript). Written request also can be made to the Jefferson Campus Student Records Office. 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 \$10 fee is charged for each transcript provided. The fee is payable at the time the transcript request is made.

## 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 Campus Student Records Office or the Valley Center. Students may also submit address changes via Self-Service by selecting "My Profile" and then "Address".

### 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 eligible 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. The lifetime eligibility for Pell Grant is limited to 12 (twelve) semesters or 600 percent.

**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 10-15 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.

**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.

**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 counseling is required annually for all students wishing to take out any type of Direct Loan at Eastern Gateway (Subsidized, Unsubsidized, ParentPLUS). Counseling can be completed online and will help you understand your rights and obligations as a student loan borrower. Entrance counseling must be completed before a loan will be certified.

**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, 2014, the Subsidized and Unsubsidized Direct Loan interest rate is 4.66%. This rate is subject to change. Both subsidized and unsubsidized loans have an origination fee (1.073% subject to change), which will be deducted from the gross amount of the loan borrowed.

The interest rate for the Direct Parent PLUS Loan is a fixed rate of 7.21% (subject to change). The Federal Direct PLUS Loan has an origination fee of 4.2928% (subject to change), which will be deducted from the gross amount of the loan borrowed.

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

**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**

**GED Grant** -- Eastern Gateway Community College has established a tuition grant program for Jefferson, Columbiana, Mahoning and Trumbull County residents who have completed their GED in the past six months. Students must enroll for classes at EGCC in the semester immediately following the receipt of their Ohio High School Equivalency Diploma. All GED completers participating in this program must be Jefferson, Columbiana, Mahoning or Trumbull County residents.

The GED Grant will cover tuition charges for credit courses for two successive (excluding summer) semesters of attendance, up to 12 credit hours each semester. The grant does not cover books, supplies, labs or technology fees. All students must apply for and use all federal and state financial aid first before utilizing the EGCC's GED Grant. The FAFSA is required to determine eligibility.

An official copy of the GED Certificate/ Transcript must be received from the Department of Education to verify completion dates.

**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 2015-2016 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 2015. 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 grant sources before this grant will be applied.

Students receiving the Horizon Grant are subject to the same Satisfactory Academic Progress (SAP) as financial aid recipients. Refer to Satisfactory Academic Progress (SAP) in the financial aid section of the catalog. Once a student has the Horizon Grant terminated, 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 2015-2016 academic year will be awarded to residents from the Upper Ohio Valley counties bordering Jefferson County and West Virginia reciprocity counties, who graduate in 2015 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 semesters of attendance, provided the student enrolls full time starting with the

fall of 2015. 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.

**Gateway Grant** - Eastern Gateway Community College has established a tuition grant program for residents of Columbiana, Mahoning and Trumbull counties. Grants for the 2015-2016 academic year will be awarded to students who graduate in 2015 from a Columbiana, Mahoning or Trumbull County high 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 semesters of attendance provided the student enrolls full time starting with the fall of 2015. Students wishing to enroll in the summer term immediately upon high school graduation will be eligible for the Gateway Grant as long as the student is registered 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 be completed and aid used before the Gateway 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 grant sources before this grant will be applied.

Students receiving the Gateway Grant are subject to the same Satisfactory Academic Progress (SAP) for financial aid recipients. Refer to SAP in the financial aid section of the catalog. Once a student has the Gateway Grant terminated, it cannot be appealed.

## 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 scholarships are taken each spring term 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. They 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.

**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.

**Criss Family Scholarship** - This scholarship will be awarded to a student pursuing an Associate of Applied Business Degree. The recipient must have maintained at least a 3.0 GPA in high school or at EGCC. Recipient must be a resident of Jefferson County. Students must first apply for all available federal and state funding. If the student has received financial aid to cover all costs, the student would be ineligible for the scholarship. The recipient must be enrolled a minimum of six credit hours to receive the scholarship.

**Arthur J. D'Anniballe Scholarship** - Founding member of the college, the late 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 was also a founding board member of the EGCC Foundation Inc. His goal was to assist local residents who plan to pursue 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.

**Mr. & Mrs. John Di Loreto & Connor Meeks Memorial Scholarship** -- Applicants must have completed at least one semester of college work and have attained a cumulative GPA of at least 2.5 and must reside within the Edison Local School District. The money will be directly applied toward the payment of tuition and fees. Any funds remaining will be put on a charge account at the college bookstore for the student to use towards the purchase of required books and supplies. Recipient must enroll on at least a half-time basis (6 or more credit hours).

**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 pursuing 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.

**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.

**Hess Scholarship** - Hess Corporation is a leading global independent energy company engaged in the exploration and production of crude oil and natural gas. Traditional and non-traditional students are welcomed to apply and must be enrolled on a half time or full time basis. Applicants must have 2.5 GPA or better (high school or college) \*\*There is a separate application for this scholarship.\*\* Applicant must see financial aid for a scholarship application or obtain the application on the college's web site. Recipients must demonstrate financial aid (based on FAFSA results).

**Home Savings Scholarship** - This scholarship is available to residents of Mahoning, Trumbull or Columbiana counties who have already completed one year of study at EGCC are eligible. Applicants must be a business major (business management, accounting, information technology) and a 3.0 cumulative GPA.

**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.

**Knox Family Scholarship** - The Knox Family Scholarship was established in 2013 by Dr. Kenneth Knox, assistant professor, Eastern Gateway Community College, to assist local residents who are pursuing a Business Management degree at the college. Dr. Knox's intention is to assist students who have excelled in the academic field of business. Two \$500 scholarships will be awarded each year; one scholarship will be for students attending the Jefferson Campus and one scholarship will be for students attending the Valley Center

**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 an 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.

**Esther Simmons Charitable Trust** - This scholarship is available to residents of Jefferson County. The applicant must demonstrate financial need. There is no minimum GPA requirement. Preference will be given to first generation students.

**Irene W. Stetson Charitable Trust** - This scholarship is available to residents of Jefferson County. The applicant must demonstrate financial need. There is no minimum GPA requirement. Preference will be given to first generation students.

**Steven E. 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 is the former 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.**

1. Students can apply for financial aid by visiting the US. Department of Education financial aid website at [www.fafsa.gov](http://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.
2. Students and parents who have submitted their IRS tax return will be able to select the IRS Data Retrieval option to transfer tax information to the FAFSA. Students are strongly encouraged to select this option when completing the FAFSA online. There are distinct advantages in choosing this option:
  - By using the IRS Data Retrieval Option, students significantly lower the chances of selection for verification which will save time and expedite the application process.
  - If a student's FAFSA is selected for verification and the IRS Data Retrieval Option was used, the student may not be required to submit any tax return documentation.

3. Students **CANNOT** use the IRS Data Retrieval Option if one of the following apply:

- A married independent applicant and spouse who filed separate tax returns;
- When the parents of a dependent student filed separate tax returns.
- An applicant or applicant's parent who have had a change in marital status after the end of the tax year on December 31, 2015.
- The applicant, or parent or spouse, as applicable, who has filed an amended tax return, will not be able to use the IRS Data Retrieval. These families should contact the Financial Aid Office for more information.

**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. During the verification process, information reported on the FAFSA is verified for accuracy against documentation submitted by the student and/or their parents. An application may be selected for verification at any time throughout the award year.

When a student is selected for verification, they will be notified by the Student Aid Report (SAR) from the Department of Education and/or by a letter from Eastern Gateway Community College (EGCC). A student can also check their Self Service account to determine if any Verification Documents are required. Students selected for Verification will fall in to one of five Groups:

**V1 - STANDARD VERIFICATION FOR TAX FILERS:**

In addition to the Verification Worksheet, if the student and/or parent **were required** to file a U.S. Income Tax Return, the following information must be verified by the financial aid office:

- Adjusted Gross Income (AGI)
- U.S. Income Tax Paid
- Untaxed Portion of IRA Distributions
- Untaxed Portions of Pensions
- IRA Deductions and Payments
- Tax Exempt Interest Income
- Education Credits

- Number of Household Members
- Number in College
- Supplemental Nutrition Assistance Program (SNAP/Food stamps)
- Child Support Paid

The student and/or parent must provide the tax return information in one of the following ways:

- Internal Revenue Service (IRS) Data Retrieval Process in the FAFSA (preferred method)
- Tax Return Transcript from the IRS (visit [www.irs.gov/individuals/get-transcript](http://www.irs.gov/individuals/get-transcript) where you can print a copy or order one to be mailed to you)
- Tax Account Transcript from the IRS (only if original tax return was amended or adjusted)
- Copy of IRS Form 4868 for Extension Filers

**FOR NON-TAX FILERS:**

In addition to the Verification Worksheet, and if the student/parent were NOT required to file a U.S. Income Tax Return, the student and/or parent must provide a statement certifying that the individual (and/or couple) has not filed and is not required to file a U.S. Income Tax Return. The following must also be submitted:

- All W-2's for income reported on the FAFSA
- Sources and amounts of income earned as reported on the FAFSA
- Number of Household Members
- Number in College
- Supplemental Nutrition Assistance Program (SNAP/Food Stamps)
- Child Support Paid

**V3 - CHILD SUPPORT PAID VERIFICATION**

Student will have to complete the Verification Worksheet to confirm the Child Support Paid by the student (or spouse), the student's parent, or both, if reported on the FAFSA.

**V4 - CUSTOM VERIFICATION**

Student will have to provide the following information:

- High School Completion Status
- Identity/Statement of Education Purpose
- Supplemental Nutrition Assistance Program (SNAP/Food Stamps), if reported on FAFSA
- Child Support Paid, if reported on FAFSA

**V5 - AGGREGATE VERIFICATION**

In addition to the Verification Worksheet, the student must provide the following:

- High School Completion Status
- Identity/Statement of Education Purpose

**AND FOR TAX FILERS:**

In addition to the Verification Worksheet, if the student and/or parent **were required** to file a U.S. Income Tax Return, the following information must be verified by the financial aid office:

- Adjusted Gross Income (AGI)
- U.S. Income Tax Paid
- Untaxed Portion of IRA Distributions
- Untaxed Portions of Pensions
- IRA Deductions and Payments
- Tax Exempt Interest Income
- Education Credits
- Number of Household Members
- Number in College
- Supplemental Nutrition Assistance Program (SNAP/Food stamps), if reported on FAFSA
- Child Support Paid, if reported on FAFSA

The student and/or parent must provide the tax return information in one of the following ways:

- Internal Revenue Service (IRS) Data Retrieval Process in the FAFSA (**preferred method**)
- Tax Return Transcript from the IRS (visit [www.irs.gov/Individuals/Get-Transcript](http://www.irs.gov/Individuals/Get-Transcript) where you can print a copy or order one to be mailed to you)
- Tax Account Transcript from the IRS (**only** if original tax return was amended or adjusted)
- Copy of IRS Form 4868 for Extension Filers

**FOR NON-TAX FILERS:**

In addition to the Verification Worksheet, and if the student/parent **were NOT required** to file a U.S. Income Tax Return, the student and/or parent must provide a statement certifying that the individual (and/or couple) has not filed and is not required to file a U.S. Income Tax Return. The following must also be submitted:

- All W-2's for income reported on the FAFSA
- Sources and amounts of income earned as reported on the FAFSA
- Number of Household Members
- Number in College
- Supplemental Nutrition Assistance Program (SNAP/Food Stamps)
- Child Support Paid

**V6 - HOUSEHOLD RESOURCES FOR TAX FILERS**

In addition to the Verification Worksheet, if the student and/or parent were required to file a U.S. Income Tax Return, the following information must be verified by the financial aid office:

- Adjusted Gross Income (AGI)
- U.S. Income Tax Paid
- Untaxed Portions of IRA Distributions
- Untaxed Portions of Pensions
- IRA Deductions and Payments
- Tax Exempt Interest Income
- Other Untaxed Income on the 2015-2016 FAFSA
  - o Payments to tax-deferred pension and savings
  - o Child support received
  - o Housing, food and other living allowances paid to members of the military, clergy and others
  - o Veterans non-education benefits
  - o Other untaxed income
  - o Money received or paid on the applicant's behalf
- Education Credits
- Number of Household Members
- Number in College
- Supplemental Nutrition Assistance Program (SNAP-Food Stamps), if reported on FAFSA
- Child Support Paid, if reported on FAFSA

The student and/or parent must provide the tax return information in one of the following ways:

- Internal Revenue Services (IRS) Data Retrieval Process in the FAFSA (preferred method)
- Tax Return Transcript from the IRS (visit [www.irs.gov/Individuals/Get-Transcript](http://www.irs.gov/Individuals/Get-Transcript) where you can print a copy or order one to be mailed to you)

script where you can print a copy or order one to be mailed to you)

- Tax Account Transcript from the IRS (only if original tax return was amended or adjusted).
- Copy of IRS Form 4868 for Extension Filers

**FOR NON-TAX FILERS:**

- Income Earned from Work
- Other Untaxed Income on the 2015-2016 FAFSA
  - o Payments to tax-deferred pension and savings
  - o Child support received
  - o Housing, food and other living allowances paid to members of the military, clergy and others
  - o Veterans non-education benefits
  - o Other untaxed income
  - o Money received or paid on the applicant's behalf
- Number of Household Members
- Number in College
- Supplemental Nutrition Assistance Program (SNAP-Food Stamps), if reported on the FAFSA
- Child Support Paid, if reported on FAFSA

**NOTE:** 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 information, you are required by federal regulations to cooperate in the verification process. The college reserves the right to ask for additional documentation at any point during the process and may require students to obtain documentation from local, state or federal agencies.

**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 or a GED certificate.
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.nsls.ed.gov](http://www.nsls.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](http://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 Satisfactory 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 standards.

The Financial Aid Satisfactory Academic Progress policy (hereinafter referred to as “SAP”) is 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 Stafford PLUS Loans. Additionally, EGCC applies these standards to all institutional grant and scholarship programs (i.e. Horizon Grant, Gateway Grant, Upper Ohio Valley Grant).

In order to receive Title IV Funds, students must be in an eligible program and enrolled in courses that are REQUIRED for their certificate or degree program.

## 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 Financial Aid Satisfactory Academic Progress status for financial aid eligibility. The Office of Financial Aid 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 status before the start of the subsequent semester.

Since federal regulations require the standards of progress to include all periods of enrollment at the college, then satisfactory academic progress will also be measured when (1) a student applies for financial aid when reenrolling following a break in enrollment, and (2) a student applies for financial aid following enrollment at his/her own expense in an effort to reestablish financial aid eligibility.

**Standards of Progress**

The standards were established to encourage students to successfully complete courses 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. The following grades are not considered successful completion of a course: F, W, I, N, or U.

Financial Aid Standards of Satisfactory Academic Progress (SAP) are measured using the following criteria (there are three components to SAP – qualitative, quantitative and maximum timeframe):

1. **Grade Point Average (Qualitative Standard)** – At the end of each semester, every student will be evaluated.

Students must maintain a minimum cumulative 2.00 grade point average (GPA).

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

**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 academic forgiveness policy will be included in the computation of cumulative GPA for financial aid purposes.

**AND**

2. **Completion of Attempted Credit Hours (Quantitative Standard/Pace)** – Students must complete at least 67% of all credit hours attempted each term (credit hours completed divided by the number of credit hours attempted). See examples:

**Student A**  
 Attempted 15    Completed 8    53%  
 (did not meet SAP)

**Student B**  
 Attempted 12    Completed 9    75%  
 (met SAP)

**Student C**  
 Attempted 6    Completed 3    50%  
 (did not meet SAP)

**Student D**  
 Attempted 9    Completed 6    67%  
 (met SAP)

After the qualitative and quantitative criteria have been evaluated, one of the following statuses will occur:

**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.

**Financial Aid ACADEMIC PLAN**

- Status assigned to a student to extend their Probationary period. This is done on a case-by-case basis to address a particular student’s situation. An Academic Plan may state that specific conditions must be met such as register for fewer credit hours, certain term grade point average required.

3. **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 the following:

- Repeated coursework
- Withdrawals
- Transfer credits
- Credit hours otherwise marked as forgiven under the college’s academic forgiveness policy.

**Withdraw (W)** – Withdrawals from a course are counted in the credits attempted. They are not calculated in the cumulative GPA. Complete withdrawal from a term subjects the student to the Return of Title IV Funds calculation as specified in the college’s R2T4 policy. A student must complete more than 60% of the semester in order to have earned 100% of the federal aid awarded.

**Audits (U)** – Audit classes receive no credit and do not influence grade point average. They are not counted in credits attempted and are not eligible for financial aid.

**Pass/Fail Classes (P/N)** - Pass/Fail classes are not calculated in the cumulative GPA but will be included in credits attempted.

**Incomplete Classes (I)** - Incomplete grades given at the end of semester automatically convert to an “F” at the end of the six-week period. These credits will be included in credits attempted. Students receiving an “I” (Incomplete) grade or have a grade change are responsible for notifying the financial aid office when the grade has been changed to a passing grade.

**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. Your attempted credits count does not start over. All credits that you have attempted count toward the maximum allowed for your new program.

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.

**Repeat Courses** – Students who fail a course may repeat the course and receive financial aid for the course (as long as they are meet-

ing SAP). Students who successfully pass a course and wish to repeat the course may do so only ONCE to be paid for the course. Example: Joey takes ENG101 and receives a grade of C. Joey is not happy with this grade and retakes the course. Financial aid will pay for Joey to retake the ENG101 course one time.

### 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. 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 to see if they may continue under the conditions of an Academic Plan.

Students will be notified in writing within twenty-one (21) working days following receipt of the appeal form and all supporting documentation the results of the appeal and any restrictions or conditions pertaining to their appeal.

### 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 6 or more credit hours at his/her own expense and maintain all provisions of SAP. It is the student's responsibility to notify the Office of Financial Aid 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 more than 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 determine eligibility.**

## 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](http://www.egcc.edu) for current rates. Fees are subject to change.**

#### Jefferson County

\$111 per credit hour

#### Other Ohio Residents

\$117 per credit hour

#### Brooke, Hancock, Ohio, Marshall

and Wetzel Counties in West Virginia

\$117 per credit hour

#### Out of State

\$145 per credit hour

#### Foreign

\$177 per credit hour

#### Out of Country

\$440 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  
\$145 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 in-state 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, out of country application fee is \$50, 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, except for out of country students.

### 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 \$35 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.

### PAYMENT PLAN

For those students who are enrolled in credit courses and need their tuition divided into payments, the college has contracted exclusively with Heartland ECSI to offer a tuition payment plan. A payment plan is an 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, if any. Students must have their payment plan established **prior** to the semester payment deadline. Contact the college's cashier office for more information on how to get your payment plan started.

### FOREIGN STUDENTS

Student costs are:

*Application Fee:* Refer to the section titled Application Fee for amount.

*Documentation Fee:* Refer to the section titled Documentation Fee for amount.

*Tuition:* Refer to the section titled Instruction, General, and Surcharge Fee for amount.

### 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 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 drop 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.

Refund of fees upon dropping from EGCC is as follows for fall and spring semesters, and summer mini term III:

	<b>Tuition</b>	<b>Lab Fees</b>
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 dropping from the college is as follows for Summer Sessions I and II:

	<b>Tuition</b>	<b>Lab Fees</b>
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.

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

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.

**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 procedure 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 procedure.

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, Associate of Technical Study Degree or Associate of Individualized Study 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. Courses below the 100 level (i.e., RAD099) do not count toward graduation.
7. 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;
8. 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;
9. 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 pursue dual degrees provided they are in good academic standing with the college. It is the student's responsibility to notify his/her academic department as well as student records 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 Procedure)

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

Students should read the Academic Honesty and Student Integrity Policy posted on the college's web site [www.egcc.edu](http://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 mini sessions. 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. Regular 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 regular 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.

### 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. A student may not enroll in more than 21 semester credit hours of course work in a regular semester without the approval of the executive vice president for academic and student affairs. 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.

The summer course load of a student may not exceed 12 hours. The maximum per mini term is Term I - 6, Term II - 6, and Term III - 12.

The academic definition of a full-time student is twelve (12) hours.

### 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.

### ACADEMIC PROBATION AND SUSPENSION POLICY

All students who receive a cumulative semester grade point average of less than 2.0 will be placed on probation.

The academic probation status will require the student to:

1. Meet with their academic advisor bi-monthly.
2. Repeat any courses that were below 2.0 GPA standards. (If the student decides to change his/her major, the financial aid policy will be explained to the student, so that the student is aware if he/she falls below a 2.0 GPA again it will affect financial aid funding. It will be recommended to the student to repeat

courses to increase his/her GPA to 2.0 as quickly as possible.)

3. Attend tutoring and/or Math/Writing Lab.
4. Limit enrollment to 12 credit hours.

If a student continues with a grade point average of less than 2.0 without substantive improvement in the next consecutive semester, the student will be academically suspended and required to complete an appeal form. The student will not be allowed to enroll in the next semester unless approval is granted.

**If a student continues with a grade point average of less than 2.0 without substantive improvement for three consecutive semesters, the student will be academically suspended for the next semester. Upon sitting out for one semester, the student is required to complete an appeal form again. The student will not be able to enroll in the next semester unless approval is granted.**

The academic suspension status will require the student on return to:

1. Meet with an academic advisor to develop an academic plan and to repeat courses that were below 2.0 GPA standards, if major remains the same.
2. Attend tutoring and/or Math/Writing Lab
3. Limit enrollment to 6 credit hours.

A student enrolled in selected health programs who fails required technical or sequential subjects will be dismissed from the program but not from the college.

All students placed on academic probation or suspension will be informed after grade reports are issued by a letter from the Academic Standards Committee. A copy of this letter will also be placed in the student's permanent record and with the academic adviser.

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

The Financial Aid Department will review each case for specific financial aid warnings and terminations.

## 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 and Public Services.

### 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.

## STUDENT AND EMPLOYEE IDS

All students and employees will be provided with a new Eastern Gateway Community College photo ID, starting with the 2014 fall semester. Students will be required to carry their photo ID at all times that they are on college property or engaging in college activities. Employees will be required to display their photo ID at all times that they are on college property or engaging in college activities. IDs must be presented upon request by security, administration, or other employees (as reasonable and necessary) to verify the person's status and authorization to occupy certain areas of the college. Photo IDs are an integral part of Eastern Gateway's safety and security program as well as its Identity Protection Program. A \$5 fee will be assessed to replace a lost or stolen ID. Students and employees must immediately report lost or stolen IDs to the security department.

## 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 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 all property owned or under the control of Eastern Gateway. 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 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 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.

At the college's Valley Center, parking permits for students are \$40 per semester. It is mandatory that students show proof of insurance. This permit allows the student to park on the third level only of the parking garage connected to the Valley Center.

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

## TOBACCO FREE CAMPUS

Eastern Gateway is tobacco-free at all its facilities, effective January 1, 2014.

The college's Board of Trustees revised its policy to prohibit smoking and the use of tobacco, tobacco products and tobacco-related products in or on all college-owned or leased property, including vehicles.

## 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 on SNAP, local radio and television stations. Cancellations also are listed at [www.egcc.edu](http://www.egcc.edu), [www.cancellations.com](http://www.cancellations.com) and [www.myvalleyweather.com](http://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 SNAP, 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 understanding in advance with instructors regarding the consequences of absences under such circumstances.

## LOST AND FOUND

On the Jefferson Campus and Valley Center, found articles are to be given to the person on duty at the information-visitors counter or to the security officer on duty. Individuals losing articles should check with the security officer 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 policies found in the catalog's Student Policies section.

## ACADEMIC ADVISING AND STUDENT SERVICES

Advisors help students reach their academic goals by guiding the students in class selection and scheduling. Undecided and transient students are scheduled by an Admissions Office advisor. New, continuing and returning are to be scheduled by faculty and professional academic 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/ PROFESSIONAL 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 Academic Advising Department. 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 or professional 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.

### ACADEMIC ADVISING

Academic advising allows students to clarify their desired educational goals in relation to Eastern Gateway's degree and certificate offerings. For continuing and former students, your faculty or professional academic advisor will review your progress on the core curriculum, review your major eligibility, discuss applicable academic policies, make individualized course recommendations for the upcoming semester, and make other applicable recommendations.

A student is required to meet with his/her faculty or academic advisor twice per year (once for the summer/fall term and once for the spring term). Eastern Gateway advises year round and early advisement is encouraged. If you are a continuing or former student and cannot facilitate time with your faculty advisor, Student Support Services/Academic Advising will be able to advise you. Early advising prepares you to participate in registering for courses early.

Student e-mail advising is available year-round through Eastern Gateway and through Self-Service.

Faculty or professional academic advisors provide excellent guidance to show you how to use Self-Service. Professional advisors/coaches and the staff also assist students with schedule adjustments. However, it is the student's responsibility to learn how to use Self-Service or see a faculty or professional academic advisor.

### 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 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 Student Success Centers at the Jefferson Campus and the Valley Center offer various services to students who may be experiencing difficulty. These free services for Eastern Gateway students include:

**Writing Tutoring Lab** – Located in room 1509 on the Jefferson Campus and in room C104 at the Valley Center, the Writing Lab puts students together with tutors for help with writing papers, proof-reading, research, documentation, and basic word processing. This is a walk-in service, so appointments are not required. Students may bring their work in progress to the Writing Lab for help during posted hours.

**Math Tutoring Lab** – Located in room 1509 on the Jefferson Campus and in room C104 at the Valley Center, the Math Lab offers help in any mathematical area. Math tutors are available during the posted hours on a drop-in basis to answer math questions from any math course offered at Eastern Gateway. Computer access is also available at both Student Success Center locations.

**E-tutoring** – This service provides online tutoring access to any Eastern Gateway student both on and off campus. A variety of courses is featured through the service including math courses ranging from developmental math up to and including calculus along with a 24-hour access to submit a writing assignment to etutoring's writing center. On the Jefferson Campus, contact Alisha Zack in room 1509 at azack@egcc.edu and at the Valley Center, contact Crystal Davis at cdavis@egcc.edu.

**Tutoring Services** – Eastern Gateway offers many tutoring options. Peer tutoring in the form of individual sessions or group sessions is available at the student's request along with walk-in services for math, writing and computer skills. Peer tutoring times are arranged at the convenience of the student and the tutor. Those wishing to meet with a tutor or to become a tutor should contact the Student Success Center at either location. All tutoring options are available at both the Jefferson Campus and the Valley Center.

## ONLINE CLASSES 24/7 SUPPORT

Students taking online classes may receive 24/7 support by visiting [www.egcc.edu](http://www.egcc.edu) and selecting 24/7 Online Class Support under Current Students then 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, note-takers, interpreters, and/or approved assistance equipment, access to lecture notes and materials such as overhead slides. 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 Student Success Center at the Jefferson Campus or the Valley Center. 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. Students who are interested should stop at the Student Success Center at the Jefferson Campus or the Valley Center.

## 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

Eastern Gateway Community College partners with Ohio Means Jobs to offer career services to its students and graduates. 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.

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 Ohio Means Jobs. Graduating students are encouraged to register during the first semester of the year they intend to graduate.

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 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 toward 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 Student Success Center).

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 at the Jefferson County Campus, 330.480.0726 at the Valley Center, or download the application and return it to EGCC TRIO Student Support Services office. View the SSS program at [www.egcc.edu](http://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 EDUCATIONAL OPPORTUNITY CENTER

Eastern Gateway's TRIO Educational Opportunity Center (EOC) program provides counseling and information on college admissions to qualified individuals who want to enter or continue a program of postsecondary education. The program also provides services to improve the financial and economic literacy of participants. An important objective of the program is to counsel participants on financial aid options, including basic financial planning skills, and to assist in the application process. The goal of the EOC program is to increase the number of participants who enroll in postsecondary education institutions.

The EOC Program provides opportunities for projects that include: academic advice, personal counseling, and career workshops; information on postsecondary education opportunities and student financial assistance; help in completing applications for college admissions, testing, and financial aid; coordination with nearby postsecondary institutions; media activities designed to involve and acquaint the community with higher education opportunities; tutoring; mentoring; education or counseling services designed to improve the financial and economic literacy of students; and programs and activities previously mentioned that are specially designed for students who are limited English proficient, students from groups that are traditionally underrepresented in postsecondary education, students with disabilities, students who are homeless children and youths, students who are in foster care or are aging out of foster care system or other disconnected students.

Federal regulations require that the participants be at least one of the following:

- A low-income student (family meets Federal Government Income Eligibility Guidelines, verified by Eastern Gateway)
- A first-generation college student (signifies that neither parent nor guardian has graduated from a four-year institution at the time of student's enrollment). Call 330.480.0726 or visit [www.egcc.edu](http://www.egcc.edu) for an application.

## TRIO UPWARD BOUND

Eastern Gateway Community College's TRIO Upward Bound Program helps 64 low-income, potential first-generation college students in grades 9-12 from Buckeye Local, Edison, Indian Creek, Steubenville and Toronto High Schools to prepare for postsecondary education. This is achieved through Saturday and summer classes, tutoring, test preparation, mentoring, academic advising, career exploration, college visits, cultural events, college admission and financial aid application help, and other activities.

Interested students should stop by their school's guidance office or call the college for more information and an application packet. Upward Bound also provides part-time and volunteer opportunities for college students and educators. The program is 100 percent federally funded by the U.S. Department of Education and was established in 2007.

TRIO Upward Bound may be reached at 740.264.5591.

## 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](mailto: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

During the academic year, the student activities coordinators will sponsor cultural, recreational, family and public interest activities to give students a more holistic college experience. Engagement in these out-of-class activities is encouraged to help enrich each student's time spent at Eastern Gateway Community College.

Suggestions for programming should be directed to the student activities coordinators.

### 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 Campus and the Valley Center 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 eligibility to run for an officer position within the Student Senate are available from the coordinator of student activities, who is the advisor to the Student Senate.

### 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. Clubs and organizations requesting the use of college facilities at the Jefferson Campus or the Valley Center should contact the respective student group coordinator.

### DENTAL ASSISTING STUDENT ORGANIZATION

The Student Dental Assisting Organization is open to those students enrolled in the Dental Assisting Programs. 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 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.

### 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.

### STUDENT NEWSLETTERS

**Eastern Gateway Gazette** is a student newsletter containing announcements and articles of interest to the Jefferson Campus, Steubenville. Information is given to the coordinator of student activities who prepares and distributes the **Gazette**.

**Valley Center News** is a publication of interest to students attending classes at the Valley Center, Youngstown.

When published, the newsletters are posted to the college's website.

## FACILITIES

### LIBRARY

Library services are available to all Eastern Gateway students. They may contact library staff online or by phone. Contact information is available online at the library's webpage. Books and other materials may be researched and ordered online as well. A library barcode must be used to access these services. Barcodes can be requested online or at a local pick-up/drop-off site. Pick-up/drop-off sites for library books and materials are available to students at the Valley Center and the Warren Center, as well as at the main library at the Jefferson Campus. Contact your site coordinator for more information about hours and services at these sites.

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.

#### Main Library

The main library is located in the center of the Jefferson Campus main building; it contains work areas designed to facilitate study, research, reading, and computer use. Internet access is available via PC workstations. WiFi is available for those wishing to bring personal devices.

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. The library is available for study and research to students, staff, and members of the public. Public users desiring to access the Internet via library computers must provide a current, valid photo 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. 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.

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 use 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.

#### Valley Center Information Commons

At the Valley Center's Information Commons, staff members provide traditional library services and also assist students in the use of Microsoft Office Suite products and other software required for student learning. The facility houses a small core collection of reference materials and basic items for circulation. Twenty computer workstations and a copy machine are available for student use. Hours of operation are the same hours as the Valley Center. The Information Commons will handle pick-up and drop-off of OhioLINK materials for the Valley Center.

#### Online Library Services (OhioLINK)

Online library services are available 24 hours a day, seven days a week for the use of all library patrons at [library.egcc.edu](http://library.egcc.edu). These services include a catalog of the Eastern Gateway collection, borrowing from the OhioLINK consortium, and full-text retrieval of thousands of periodical articles. OhioLINK is a statewide consortium that provides free access to the library collections of all the state-related and private colleges and universities in Ohio. The OhioLINK consortium also provides access to over 100 online research databases. It provides access to the same resources as those enjoyed by students at the largest state institutions.

### STUDENT SUCCESS CENTER

The Student Success Centers on the Jefferson Campus and the Valley Center coordinates the math and English 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.

The Student Success Centers offer many free services to ensure student success and to provide students the opportunity to achieve their maximum potential. The centers are committed to supporting students with their academic objectives by providing tutoring services, help sessions for math, writing, and disability services. Services are based on a respect for the diversity of students' needs.

Make-up testing of tests missed during a class is arranged by the instructor. Make-up testing takes place in the Student Success Centers.

### MATH EMPORIUM AT VALLEY CENTER

The Math Emporium at the Valley Center is designed as a learning center for developmental math students. Students are required to attend their regularly scheduled classes and have the opportunity to use the emporium outside of their class time depending on seat availability. The emporium seats 35 students, each with their own computer.

The emporium ensures students spend adequate time on task and receive on-demand assistance from an instructor or tutor. The emporium allows students to progress through their classes at their own pace.

## BOOKSTORE

The Eastern Gateway Community College Bookstore is currently operated by Nebraska Book Company and is located in the south wing of the Jefferson Campus, the Valley Center and Warren Center. The bookstore can supply students with all required textbooks and materials for each course as well as supplementary learning materials, gift items, and EGCC apparel.

Normal business hours at the Jefferson Campus and Valley Center are Monday through Friday from 8 a.m. to 4 p.m. Visit [www.egccbookstore.com](http://www.egccbookstore.com) for Warren Center hours. Extended business hours are offered prior to the start of each semester with dates and times being posted at [www.egccbookstore.com](http://www.egccbookstore.com). Students can also arrange to have the textbooks shipped to them from the bookstore. Ordering and shipping information can be found on the website.

Textbook buyback is done on a daily basis for a wholesale company. The best time to get top dollar for your books is during finals week. Price is based on the demand for the book, if a professor has selected it for the next term, and the condition of the book. Extended hours are offered during finals week for buyback and can be found on the website.

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

Refunds/Exchanges are only accepted during the specified time periods each semester and only 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 on the Jefferson Campus at 740-264-5591, Valley Center at 330-480-0726, Warren Center at 330-373-0104, or email [bookstore@egcc.edu](mailto:bookstore@egcc.edu).

## FACILITIES FOR STUDENTS

### WITH SPECIAL NEEDS

The Eastern Gateway Community College Jefferson Campus and Valley Center are 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 accessible tables.

### PRESCHOOL

To assist students in locating care for their children, the college operates a licensed Preschool on the Jefferson 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 supportive atmosphere.

### LOCKERS

Lockers are available on the Jefferson Campus and are issued free of charge by the college receptionist on a first come, first served basis. It is the student's responsibility to either renew with the receptionist and security, or clean out the locker by the end of summer mini Term III. Lockers that have not been renewed will be opened and the contents will be disposed of at the end of summer mini Term III. No personal locks may be used on the lockers. Eastern Gateway Community College retains the right to access and inspect the lockers at any time.

## SNACK BAR, HOT FOOD

### SERVICE, AND LOUNGES

Hot breakfast and lunch service is available at the Jefferson 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 Campus.

### EMERGENCY PHONES/SURVEILLANCE

Emergency phones are located strategically throughout the hallways of the Jefferson 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 accidentally, those responding should be informed that it is not an emergency.

The Valley Center is implementing video surveillance of public areas and electronic access control as part of ongoing renovations.

## 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 Center at 110 John Scott Highway, Steubenville.

### CREDIT COURSES

Credit courses scheduled by the department 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 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 Admissions Office.

**New students** will receive an application and begin the three-step process:

1. Completion of the application
2. Take a free proficiency test
3. Enrollment in desired course

**Returning students**, those with a EGCC application on file, can also register in the 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 carrying CEUs are so designated in the course description. Programs planned for professionals are approved through 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](http://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 this department.

### CAREER AND WORKFORCE TRAINING

Eastern Gateway 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, natural gas, 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.

## 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.

## 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. Eastern Gateway 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 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.

### Shale Industry Short Term Training

The department offers non-credit short term training programs targeting jobs in the shale industry. Several oil and gas companies have partnered with the college to support its training efforts by providing content expertise, making their work site available to the trainees and committing to interview successful completers as their workforce needs dictate. Discussions with company representatives of the natural gas industry have confirmed their preference in hiring locally to support their hiring needs in our region. EGCC continues to work with the Ohio Oil and Gas Association (OOGA) to identify contacts and develop relationships for the companies drilling in Jefferson, Columbiana, Mahoning and Trumbull counties.

### Shale Industry Entry Level Training:

Pre-employment training in the high-priority occupations (HPO) include:

- Drilling Operations
- Heavy Equipment Operation
- Health and Safety
- Industry Basics
- Water Transport/Management
- CDL

### PEC Basic-SafeLand/SafeGulf Orientation

The department is a certified provider for the non-credit SafeGulf/SafeLand Orientation course that meets the health and safety training standards required by the oil and gas industry. Over 25 of the leading oil and gas operators accept this orientation to meet their requirements. This course is designed to give each participant a general idea of life and safety issues in the oil and gas industry and provides a basic, awareness-level understanding of general safety information an employee should know before entering a company facility and while performing assigned work duties. Upon successful completion a student is issued a picture ID with a unique barcode. The student information is then stored in PEC's online database.

### Commercial Driver's License Training

Explosive industry growth coupled with a lack of qualified personnel to meet it means there are more jobs available in the trucking industry than ever before. In addition, the opportunity for CDL drivers finding a high paying job within the shale and natural gas industry is incredibly high. The Workforce and Community Outreach Department will offer a non-credit Class A Basic Truck Driver Training program in partnership with Big Rig Truck Driving School, Inc., an Ohio licensed CDL training provider. The Class A Basic Truck Driving training will prepare adults, 18 years of age or older, for entry-level positions as tractor-trailer drivers. This 160-hour program will include 40 hours of "hands-on" driving. The training will provide a CDL with a Hazmat Endorsement. For more information call Big Rig TDS 1.800.438.6180 or email bigrigmgr@bigrigtds.com.

### Basic to Advanced Welding Programs

The Workforce and Community Outreach Department Welding Programs provide non-credit training that prepares students to meet the demand for welders in construction, manufacturing, power generation, utilities and many other fields. Workers who

possess basic welding skills can easily shift from one industry to another depending on where the jobs are. Advanced programs are also offered for welding and welding related jobs in multiple industries. Advanced programs provide the skills preparation required for American Welding Society (AWS) and other industry certifications, based on individual ability. Instructors are AWS Certified (CWI/CWE), who come from various industries with a broad range of experience in the welding field.

### 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 Campus is an official testing site for the GED test. Tests are given two evenings a month at the Jefferson Campus. Registration is required to take the test. Call the Student Success Center for more information.

#### ABLE Placement Test Preparation

The ABLE program provides Summer and Spring "Bridge" college transitions programs to help improve scores on the placement test. These programs are provided and funded by ABLE, and available for anyone 18 years and older. Computer-based curriculum developed through Pearson Education is used to help students develop the skills needed to improve placement testing scores. All classes are free and offered between semesters. Students who complete the program have additional time to take the placement test. Contact the ABLE program at 740.264.5591 x1771 or azack@egcc.edu for more information.

# 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 five technical programs and eight 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 eight-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  
Internet and Interactive Digital Media  
Paralegal

### Associate of Applied Science (AAS) Degrees

Drafting/Design  
Optional Emphasis: Mechanical  
Electrical/Electronics  
Mechanical  
Welding

### Associate of Technical Studies (ATS-A) Degrees

Electric Utilities Technician  
Electro-Mechanical Engineering  
Information Technology  
Natural Gas Operations  
Power Plant

### Certificates

Accounting  
Additive and Digital Manufacturing  
Administrative Assistant  
Business Management  
Computer Software  
Entrepreneurship Studies  
Help Desk  
Information Technology  
Oil and Gas Industry Operation  
and Maintenance Technician  
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)

## 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
<b>AAT103</b> Keyboarding/Speedbuilding/ Formatting  ▲ 3	<b>AAT113</b> Advanced Speedbuilding/ Formatting  ▲ 3	<b>ACC100</b> Office Accounting  4	<b>AAT207</b> Office Publications  ▲ 3
<b>AAT108</b> Document Editing/ Proofreading/Formatting  ▲ 3	<b>AAT202</b> Introduction to Word Processing  ▲ 2	<b>AAT203</b> Advanced Word Processing  ▲ 3	<b>AAT214</b> General Office Procedures  ▲ 3
<b>CSS106</b> Succeeding in College  1	<b>CIS222</b> Spreadsheet Concepts  3	<b>AAT208</b> PowerPoint Concepts  ▲ 3	<b>AAT250</b> Administrative Assistant Practicum  ▲ 2
<b>ENG101</b> English Composition I  3	<b>ENG103</b> Business Communications  3	<b>CIS225</b> Database Concepts  3	<b>AAT251</b> Administrative Assistant Practicum Seminar  ▲ 1
<b>MGT201</b> Principles of Management  3	<b>MGT202</b> Organizational Behavior  3	<b>IDM111</b> Web Languages  3	<b>COM105</b> Interpersonal Communications  3
<b>MTH103</b> Business Math  3			<b>IDM elective*</b>  3
Credits 16	Credits 14	Credits 16	Credits 15

61 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
<b>ACC111</b> Financial Accounting I  ▲ 4	<b>ACC112</b> Financial Accounting II  ▲ 4	<b>ACC204</b> Tax Accounting  ▲ 4	<b>ACC212</b> Intermediate Accounting II  ▲ 4
<b>CIS101</b> Personal Computer Applications  3	<b>ACC121</b> Managerial Accounting  ▲ 4	<b>ACC211</b> Intermediate Accounting I  ▲ 4	<b>ACC215</b> Computerized Accounting  ▲ 3
<b>CSS106</b> Succeeding in College  1	<b>ACC125</b> Payroll Accounting  ▲ 3	<b>MGT201</b> Principles of Management  3	<b>BUS203</b> Business Law I  3
<b>ECO101</b> Macroeconomics  3	<b>CIS222</b> Spreadsheet Concepts  3	<b>MTH128</b> Statistics OR <b>MTH102</b> Survey of Math  3	<b>COM105</b> Interpersonal Communications  3
<b>ENG101</b> English Composition I  3	<b>ENG102</b> English Composition II  3		General Studies Elective  3
Credits 14	Credits 17	Credits 14	Credits 16

61 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. Work in and lead work teams.
2. Understand and prepare a business plan.
3. Understand and prepare a marketing plan.
4. Identify and utilize the four functions of management.

# BUSINESS MANAGEMENT

## SUGGESTED SEQUENCE OF REQUIRED COURSES

Semester I	Semester II	Semester III	Semester IV
<b>BUS101</b> Introduction to Business ▲ 3	<b>ACC111</b> Financial Accounting I 4	<b>BUS206</b> Entrepreneurship ▲ 3	<b>MGT206</b> Business Management Capstone ▲ 3
<b>CIS101</b> Personal Computer Applications 3	<b>BUS201</b> Principles of Marketing ▲ 3	<b>COM101</b> Public Speaking OR <b>COM105</b> Interpersonal Communications 3	<b>MGT208</b> Human Resources Management ▲ 3
<b>CSS106</b> Succeeding in College 1	<b>MGT201</b> Principles of Management ▲ 3	<b>ENG102</b> English Composition II OR <b>ENG103</b> Business Communication 3	<b>MTH103</b> Business Math OR <b>MTH120</b> College Algebra 3-4
<b>ECO102</b> Microeconomics 3	<b>PSC101</b> American Government 3	<b>MGT202</b> Organizational Behavior ▲ 3	Elective 3
<b>ENG101</b> English Composition I 3	<b>PSY101</b> General Psychology 3	Science Elective 3-4	Elective 3
Credits 14	Credits 16	Credits 15-16	Credits 15-16

60-62 Semester Credits

Electives:

Any BUS prefixed course

BIO102

COM101

ECO101

ENG201

ENG202

GSC102

PLA100

SOC101

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 AAB 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
<b>ART115</b> Digital Photography 3	<b>ENG102</b> English Composition II OR <b>ENG104</b> Technical and Professional Writing* 3	<b>COM150</b> Survey of Mass Media 3	<b>IDM251</b> Capstone in Internet and Interactive Media ▲ 1
<b>CSS106</b> Succeeding in College 1	<b>IDM201</b> Digital Images ▲ 3	Humanities Elective*** 3	Humanities Elective*** 3
<b>ENG101</b> English Composition I 3	<b>IDM203</b> Digital Animation ▲ 3	<b>IDM221</b> Advanced Web Languages ▲ 3	IDM Elective***** ▲ 3
<b>IDM111</b> Web Languages ▲ 3	<b>IDM211</b> Web Site Development 3	IDM Elective***** ▲ 3	IDM Elective***** ▲ 3
<b>IDM121</b> Interactive Media Programming ▲ 3	<b>MTH120</b> College Algebra OR <b>MTH128</b> Statistics** 3-4	IDM Elective***** ▲ 3	Math/Science Elective**** 3-4
<b>IDM151</b> Digital Portfolio Development ▲ 1			Social Science Elective***** 3
Social Science Elective***** 3			

Credits 17

Credits 15-16

Credits 15

Credits 16-17

63-65 Semester Credits

\*ENG102 is suggested for students desiring to transfer to a bachelor's degree program upon graduation.

\*\*MTH120 is suggested for students desiring to transfer to a bachelor's degree program upon graduation.

\*\*\*Humanities Electives: ART102, ART103, ART107, ART108, COM105, COM150, ENG102, ENG103, ENG104, ENG121, ENG151, JRN101, JRN201

\*\*\*\*Science Electives: BIO114, CHM102, ELE106, GEL111, GSC101, GSC102, MTH120, MTH121, MTH128, PHY107, STM111

\*\*\*\*\*Social Science Electives: ECO101, ECO102, GEO101, MGT201, PSC101, PSC105, PSY101, SOC101, SOC103

\*\*\*\*\*IDM Electives: Any IDM course not listed in the grid

▲ 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)

The Paralegal Program is designed to prepare students for employment in a law environment in both public and private sectors. The paralegal graduate will be performing legal preparations, such as closings, hearings, trials, and corporate meetings. Other duties include the gathering of relevant facts of cases, identifying appropriate laws and decisions, organizing information, and preparing legal arguments. Paralegals work in government agencies, law firms, corporations, real estate firms, as well as non-profit organizations.

The demand for paralegal professionals is expected to increase by more than 50% over the next ten years, according to the Bureau of Labor Statistics.

The paralegal degree program at Eastern Gateway Community College is open to any high school graduate or any person who has earned a GED certificate.

The paralegal graduate will:

1. Be able to apply their knowledge in rendering direct assistance to attorneys, law offices, judges, the government, corporations, insurance companies, banking institutions, and real estate offices.
2. Be proficient in the areas of preparing legal drafts and documents.
3. Be able to explain the concept of paralegal ethics and law office procedure
4. Be proficient in areas of legal research, drafting and writing.
5. Be able to use a combination of the Internet and internal and external library sources.

## PARALEGAL (AAB)

### SUGGESTED SEQUENCE OF REQUIRED COURSES

Semester I	Semester II	Semester III	Semester IV
<b>ACC100</b> Office Accounting 4	<b>BUS203</b> Business Law I 3	<b>PLG102*</b> Legal Research/Writing I ▲ 3	<b>COM105</b> Interpersonal Communications 3
<b>AAT102</b> Keyboarding/Speedbuilding for the Professional 2	<b>ENG102</b> English Composition II 3	<b>PLG105*</b> Litigation/Civil Procedures ▲ 3	<b>PLG103*</b> Legal Research/Writing II ▲ 3
<b>CSS106</b> Orientation to College 1	<b>MGT201</b> Principles of Management 3	<b>PLG201*</b> Real Property/Real Estate Law ▲ 3	<b>PLG203*</b> Torts ▲ 3
<b>ENG101</b> English Composition I 3	<b>PLG101*</b> Introduction to Paralegalism and Ethics ▲ 3	<b>PLG210*</b> Criminal Law ▲ 3	<b>PLG205*</b> Contracts ▲ 3
<b>GSC107</b> Technology for Professional/ Personal Use 3	<b>PSY101</b> General Psychology 3	<b>PLG215*</b> Family Law ▲ 3	<b>PLG212*</b> Estate Law ▲ 3
<b>MTH102</b> Survey of Mathematics 3			<b>PLG250</b> Paralegal Practicum ▲ 2
Credits 16	Credits 15	Credits 15	Credits 17

63 Semester Hours

▲ 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.

\*These courses will utilize Pearson CourseConnect content and will be housed in Blackboard.

## ACCOUNTING (CERTIFICATE)

The certificate in accounting is for individuals who desire a basic knowledge of accounting principles. Completion of the certificate would be helpful in seeking entry level employment in a financial or management position.

These 10 courses are also required in the associate degree accounting program for those who desire to continue their education.

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.
2. Complete all end-of-period work, including the adjusting and closing process, and the preparation of the 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 and maintain payroll records.

### SUGGESTED SEQUENCE OF REQUIRED COURSES

Semester I	Semester II
<b>ACC111</b> Financial Accounting I ▲ 4	<b>ACC112</b> Financial Accounting II ▲ 4
<b>CIS101</b> Personal Computer Applications 3	<b>ACC125</b> Payroll Accounting ▲ 3
<b>CSS106</b> Succeeding in College 1	<b>ACC215</b> Computerized Accounting ▲ 3
<b>COM105</b> Interpersonal Communications 3	<b>BUS203</b> Business Law I 3
<b>MGT201</b> Principles of Management 3	<b>CIS222</b> Spreadsheet Concepts 3

Credits 14

Credits 16

30 Semester Hours

▲ 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.

## 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
<b>ACC100</b> Office Accounting  4	<b>AAT203</b> Advanced Word Processing  ▲ 3
<b>AAT103</b> Keyboarding/Speedbuilding/ Formatting ▲ 3	<b>AAT214</b> General Office Procedures  ▲ 3
<b>AAT108</b> Document Editing/ Proofreading/Formatting ▲ 3	<b>CIS222</b> Spreadsheet Concepts  3
<b>AAT202</b> Introduction to Word Processing  ▲ 2	<b>ENG103</b> Business Communications  3
<b>CSS106</b> Succeeding in College  1	<b>MGT202</b> Organizational Behavior  3
<b>ENG101</b> English Composition I  3	<b>MTH103</b> Business Math  3

Credits 16

Credits 18

34 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 11 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. Work in and lead work teams.
2. Understand and prepare a business plan.
3. Understand and prepare a marketing plan.
4. Identify and utilize the four functions of management.

### SUGGESTED SEQUENCE OF REQUIRED COURSES

Semester I	Semester II
<b>ACC111</b> Financial Accounting I  ▲ 4	<b>BUS201</b> Principles of Marketing  ▲ 3
<b>BUS101</b> Introduction to Business  ▲ 3	<b>CIS222</b> Spreadsheet Concepts  ▲ 3
<b>CIS101</b> Personal Computer Applications  3	<b>ECO102</b> Microeconomics  3
<b>COM105</b> Interpersonal Communications OR <b>COM101</b> Public Speaking  3	<b>MGT201</b> Principles of Management  ▲ 3
<b>CSS106</b> Succeeding in College  1	<b>MGT202</b> Organizational Behavior  ▲ 3
<b>MTH103</b> Business Math  3	
Credits 17	Credits 15

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.

### SUGGESTED SEQUENCE OF REQUIRED COURSES

Semester I	Semester II
<b>AAT102</b> Keyboarding/Speedbuilding for the Professional 2	<b>AAT203</b> Advanced Word Processing ▲ 3
<b>AAT108</b> Document Editing/Proofreading/Formatting ▲ 3	<b>AAT207</b> Office Publications ▲ 3
<b>AAT202</b> Introduction to Word Processing 2	<b>CIS222</b> Spreadsheet Concepts ▲ 3
<b>AAT208</b> PowerPoint Concepts ▲ 3	<b>CIS225</b> Database Concepts 3
<b>CSS106</b> Succeeding in College 1	<b>ENG103</b> Business Communications 3
<b>ENG101</b> English Composition I 3	<b>MGT202</b> Organizational Behavior 3
<b>IDM111</b> Web Languages 3	

Credits 17

Credits 18

35 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.

## ENTREPRENEURSHIP STUDIES (CERTIFICATE)

This certificate is designed for students who are interested in starting their own business or being part of a growing business. In the first semester, students will take a college success course that will help to prepare them for their academic career. Students will also take a course in personal computer applications, which includes

Microsoft Word and Excel. Recent studies show that proficiency in those two programs give students the edge they need when seeking job opportunities. There is no college math required for this certificate. The credits earned will count toward the first year of the Business Management program.

The graduate will be able to:

1. Work in and lead work teams.
2. Understand and prepare a business plan.
3. Understand and prepare a marketing plan.
4. Identify and utilize the four functions of management.

### SUGGESTED SEQUENCE OF REQUIRED COURSES

Semester I	Semester II
<b>BUS101</b> Introduction to Business ▲ 3	<b>ACC111</b> Financial Accounting I 4
<b>BUS201</b> Principles of Marketing ▲ 3	<b>BUS206</b> Entrepreneurship ▲ 3
<b>CIS101</b> Personal Computer Applications 3	<b>MGT202</b> Organizational Behavior ▲ 3
<b>CSS106</b> Succeeding in College 1	<b>MGT206</b> Business Management Capstone ▲ 3
<b>ECO102</b> Microeconomics 3	<b>MGT208</b> Human Resources Management ▲ 3
<b>MGT201</b> Principles of Management ▲ 3	

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.

## PARALEGAL (CERTIFICATE)

The Paralegal Program is designed to prepare students for employment in a law environment in both public and private sectors. The paralegal graduate will be performing legal preparations, such as closings, hearings, trials, and corporate meetings. Other duties include the gathering of relevant facts of cases, identifying appropriate laws and decisions, organizing information, and preparing legal arguments. Paralegals work in government agencies, law firms, corporations, real estate firms, as well as non-profit organizations.

The demand for paralegal professionals is expected to increase by more than 50% over the next ten years, according to the Bureau of Labor Statistics.

The Paralegal certificate program is designed for anyone possessing at least an Associate Degree in any program.

The Paralegal graduate will:

1. Be able to apply their knowledge in rendering direct assistance to attorneys, law offices, judges, the government, corporations, insurance companies, banking institutions, and real estate offices.

2. Be proficient in the areas of preparing legal drafts and documents.
3. Be able to explain the concept of paralegal ethics and law office procedure
4. Be proficient in areas of legal research, drafting and writing.
5. Be able to use a combination of the Internet and internal and external library sources.

### SUGGESTED SEQUENCE OF REQUIRED COURSES

Semester I	Semester II
<b>GSC107</b> Technology for Professional/ Personal Use ▲ 3	<b>PLG103*</b> Legal Research and Writing II ▲ 2
<b>PLG101*</b> Introduction to Paralegalism and Ethics ▲ 3	<b>PLG203*</b> Torts ▲ 3
<b>PLG102*</b> Legal Research and Writing I ▲ 3	<b>PLG205*</b> Contracts ▲ 3
<b>PLG105*</b> Litigation/Civil Procedures ▲ 3	<b>PLG210*</b> Criminal Law ▲ 3
<b>PLG201*</b> Real Property/ Real Estate Law ▲ 3	<b>PLG212*</b> Estate Law ▲ 3
	<b>PLG215*</b> Family Law ▲ 3
Credits 15	Credits 17

32 Semester Hours

- ▲ Student must obtain a letter grade of C or better to progress to graduation/certification.  
 \*These courses will utilize Pearson CourseConnect content and will be housed in Blackboard.  
 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.

### SUGGESTED SEQUENCE OF REQUIRED COURSES

#### Semester I

<b>REA201</b> Principles of Real Estate ▲	3
<b>REA202</b> Real Estate Law ▲	3
<b>REA211</b> Real Estate Finance ▲	2
<b>REA212</b> 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.

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



## 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
<b>CSS106</b> Succeeding in College 1 ▲	<b>DES111</b> Drafting II 3 ▲	<b>COM101</b> Public Speaking 3 ▲	<b>CIV101</b> Surveying 3 ▲
<b>DES110</b> Drafting I 3 ▲	<b>DES115</b> AutoCAD I 3 ▲	<b>DES210</b> Descriptive Geometry 2 ▲	<b>DES201</b> Electrical Drafting 2 ▲
<b>ENG101</b> English Composition I 3 ▲	<b>MCH201</b> Applied Mechanics I (Statics) 3 ▲	<b>DES215</b> Computer Aided Design II 3 ▲	<b>DES220</b> Structural/ Architectural Drafting 2 ▲
<b>MCH110</b> Engineering Materials 2 ▲	<b>MTH210</b> Technical Calculus I 3 ▲	<b>DES222</b> Technical Illustration 2 ▲	<b>DES221</b> Piping Drafting/ Map Drafting 2 ▲
<b>MTH110</b> Technical Algebra 3 ▲	<b>PHY106</b> College Physics I 4 ▲	<b>ENG104</b> Technical and Professional Writing 3 ▲	<b>EGT291</b> IT and Engineering Practicum 1 ▲
<b>MTH111</b> Technical Trigonometry 3 ▲		<b>PHY107</b> College Physics II 4 ▲	General Studies Elective* 3 ▲
<b>◆MCH204</b> Introduction to Manufacturing Processes 3 ▲		<b>◆MCH210</b> Strength of Materials 3 ▲	<b>◆MCH202</b> Applied Mechanics II (Dynamics) 2 ▲
Credits 15	Credits 16	Credits 17	Credits 13

61 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 (TYPE A~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.

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	Summer	Semester III	Semester IV
<b>CSS106</b> Succeeding in College 1	<b>COM105</b> Interpersonal Communications 3	<b>CDL101</b> Driving for Lineman ▲ 2	<b>ENG104</b> Technical and Professional Writing 3	<b>ELE102</b> Circuits II 4
<b>EUT101</b> Lineman I ▲ 4	<b>ENG101</b> English Composition I 3		<b>ELE101</b> Circuits I ▲ 4	<b>ELE205</b> Power Distribution 3
<b>EUT102</b> Lineman II ▲ 4	<b>EUT103</b> Lineman III ▲ 4		<b>EUT201</b> Lineman V ▲ 4	<b>EUT203</b> Lineman VII ▲ 4
<b>HSC102</b> First Aid/CPR 1	<b>EUT104</b> Lineman IV ▲ 4		<b>EUT202</b> Lineman VI ▲ 4	<b>EUT204</b> Lineman VIII ▲ 4
<b>MTH110</b> Technical Algebra 3				General Studies Elective* 3
<b>MTH111</b> Technical Trigonometry 3				
Credits 16	Credits 14	Credits 2	Credits 15	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/ELECTRONICS (AAS)

The Electrical/Electronics Program is designed to provide a solid foundation in the principles of electricity. Beginning with basic electricity fundamentals, students move gradually to learn the theory of operations of electric machines commonly used in the industry. Students develop the practical skills needed to work with electrical machinery, electric and electronic machine control devices, and other electronic equipment. The course work includes theory and lab experience in troubleshooting, circuitry, industrial electronics, and electrical machinery practices, as well as programmable logic control (PLC). The program prepares students for positions in industry such as electrical technician, electronics technician, or field service technicians.

The graduate will be able to:

1. Demonstrate knowledge of basic electric concepts such as Ohm's law and Kirchoff's law.
2. Measure or calculate electrical quantities, such as voltage, current and power in electric circuits.
3. Program PLCs to control motors, relays, solenoids, or other electromechanical devices.
4. Demonstrate knowledge of operation and characteristics of various types of single phase and three phase motors.

### 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/ELECTRONICS

## SUGGESTED SEQUENCE OF REQUIRED COURSES

Semester I	Semester II	Semester III	Semester IV
<b>CSS106</b> Succeeding in College 1	<b>CHM102</b> General Chemistry I 4	<b>COM101</b> Public Speaking 3	<b>EGT291</b> IT and Engineering Practicum 1
<b>DES110</b> Drafting I ▲ 3	<b>ELE102</b> Circuits II ▲ 4	<b>ELE121</b> Electronic Circuits ▲ 4	<b>ELE205</b> Power Distribution ▲ 3
<b>ELE101</b> Circuits I ▲ 4	<b>MTH210</b> Technical Calculus I 3	<b>ELE202</b> A.C./D.C. Machinery ▲ 3	<b>ELE207</b> General Instrumentation ▲ 3
<b>ELE130</b> Digital Computer Systems ▲ 4	<b>PHY106</b> College Physics I 4	<b>ELE208</b> Industrial Controls ▲ 3	<b>ELE214</b> Programmable Logic Controllers ▲ 3
<b>MTH110</b> Technical Algebra ▲ 3		<b>ENG101</b> English Composition I 3	<b>ENG104</b> Technical and Professional Writing 3
<b>MTH111</b> Technical Trigonometry ▲ 3			General Studies Elective 3
Credits 18	Credits 15	Credits 16	Credits 16

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.

# ELECTRO~MECHANICAL ENGINEERING TECHNOLOGY (TYPE A-ATS)

STEELWORKER OF THE FUTURE

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 and 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 knowledge of electrical principles and AC/DC machinery.
4. Demonstrate knowledge of manufacturing processes on different machines, tools and materials by operating conventional and CNC equipment.
5. Apply concepts of statics to analyze and compute forces on and in structures that are at rest or moving with uniform velocity.
6. Demonstrate knowledge of principles of physics.
7. 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

STEELWORKER OF THE FUTURE

## SUGGESTED SEQUENCE OF REQUIRED COURSES

Semester I	Semester II	Semester III	Semester IV
<b>CSS106</b> Succeeding in College  1 ▲	<b>ELE102</b> Circuits II  4 ▲	<b>ELE202</b> AC/DC Machinery  4 ▲	<b>COM101</b> Public Speaking  3
<b>ELE101</b> Circuits I  4 ▲	<b>MCH201</b> Applied Mechanics I (Statics)  3 ▲	<b>ELE208</b> Industrial Controls  3 ▲	<b>EGT291</b> IT and Engineering Practicum  1-2
<b>MCH204</b> Introduction to Manufacturing Processes  3 ▲	<b>MGT210</b> Leadership Development and Team Building  3	<b>ENG101</b> English Composition I  3	<b>ENG104</b> Technical and Professional Writing  3
<b>MTH110</b> Technical Algebra  3 ▲	<b>MTH210</b> Technical Calculus I  3	<b>MCH110</b> Engineering Materials  2 ▲	<b>MCH202</b> Applied Mechanics II (Dynamics)  2 ▲
<b>MTH111</b> Technical Trigonometry  3 ▲	<b>PHY106</b> College Physics I  4 ▲	<b>MCH210</b> Strength of Materials  3 ▲	<b>MCH230</b> Mechanical Component Design  3 ▲
General Studies Elective  3			
Credits 17	Credits 17	Credits 14	Credits 12-13

60-61 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.

## ADDITIVE AND DIGITAL MANUFACTURING (CERTIFICATE)

The Additive Manufacturing program prepares a student for a career in Additive and Digital Manufacturing. Students will learn the history, current status and explore future uses of additive/advanced manufacturing. Students will also cover the basics of 3-D printing and will explore creativity, design and innovation and how these skills support 3-D manufacturing product development and additive manufacturing. Students will continue with an exploration of the relationship of manufacturing with the environment, delving into significant concerns about the unintended social, environmental, and economic consequences of rapid population growth,

economic growth and consumption of natural resources which influence manufacturing. Finally, students will explore how emerging, Innovation, Creativity and Design Thinking (ICDT), social media, and technologies such as 3-D printing and rapid prototyping are transforming career and entrepreneurial opportunities. Students will explore and develop a 21st century business plan, investigate different forms of entrepreneurial financing, the influence of crowd-sourcing and how the history of entrepreneurship affects entrepreneurship of today. The student will invent, design, and build a product. They learn how to create a business opportunity using social media and 21st century enabling technologies.

The graduate will be able to:

1. Work in teams.
2. Design and create products utilizing a 3-D printer.
3. Explain how 3-D printers might be used in a manufacturing setting.
4. Create a marketing plan for a start-up business.
5. Explain how to use social media to create a business opportunity.

### SUGGESTED SEQUENCE OF REQUIRED COURSES

Semester I	Semester II
<b>CSS106</b> Succeeding in College  1	<b>DES111</b> Drafting II ▲  3
<b>DES110</b> Drafting I ▲  3	<b>MGT210</b> Leadership Development and Team Building  3
<b>MTH110</b> Technical Algebra  3	<b>MTH111</b> Technical Trigonometry  3
<b>STM111</b> Manufacturing Product Design ▲ First 8 weeks 3	<b>STM130</b> Creative Entrepreneurship ▲  4
<b>STM120</b> Foundations of Additive Manufacturing ▲ Last 8 weeks 4	<b>STM140</b> Sustainable Manufacturing ▲  4
Credits 14	Credits 17

31 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.

## HELP DESK (CERTIFICATE)

The Help Desk Technician certificate provides a comprehensive understanding of various areas of IT including computer hardware, operating systems, networking, and security. Student will gain the skills needed to set up and manage high performance computer networks using the latest networking tools including TCP/IP, security firewalls, internet services and

more. Students will also receive training in a variety of current technologies including Microsoft client operating systems and CompTIA A+ training. Hands on experience is provided through computer simulations.

The Help Desk Technician certificate prepares students for careers as a desktop support technician or help desk specialist.

The graduate will be able to:

1. Install, upgrade, configure, and administer client computer hardware, software, and industry troubleshooting procedures.
2. Develop a functional understanding of network software configuration.

### SUGGESTED SEQUENCE OF REQUIRED COURSES

#### Semester I

<b>CSS106</b> Succeeding in College	1
<b>NET128*</b> Windows 8 Configuration ▲	4
<b>NET129*</b> A+ Essentials ▲	3
<b>NET130*</b> Fundamentals of Network+ ▲	4
<b>NET131*</b> A+ Practical Applications ▲	3

Credits 15

15 Semester Credits

\* 8-week courses -- Courses may be taken during the same semester

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

▲ Student must obtain a letter grade of C or better to progress to graduation/certification.

## INFORMATION TECHNOLOGY (TYPE A~ATS)

The Information Technology Program prepares students for careers as a desktop support technician or help desk specialist, associate network administrator, associate network engineer, or associate Linux administrator.

The information technology associate degree provides a comprehensive understanding of various areas of IT including computer hardware, operating systems, networking, and security. Student will gain the skills needed to set up and manage high performance computer networks using the latest networking tools including TCP/

IP, security firewalls, internet services and more. Students will also receive training in a variety of current technologies including Linux, Cisco and Microsoft. Hands on experience is provided through computer simulations.

The graduate will be able to:

1. Install, upgrade, configure, and administer client computer hardware, software, and industry troubleshooting procedures.
2. Develop a functional understanding of network software configuration.

3. Maintain and support information systems in a wide range of computing environments with Microsoft Windows and the integrated family of server products.
4. Maintain and support Linux OS computers and servers.
5. Demonstrate the knowledge of security practices and procedures.

### SUGGESTED SEQUENCE OF REQUIRED COURSES

Semester I	Semester II	Semester III	Semester IV
<b>CSS106</b> Succeeding in College  1 ▲	<b>NET132*</b> Switched Networks  4 ▲	<b>NET244*</b> Advanced Routing and Switching  4 ▲	<b>COM105</b> Interpersonal Communication  3
<b>NET128*</b> Windows 8 Configuration  4 ▲	<b>NET133*</b> Routed Networks  4 ▲	<b>NET245*</b> WAN and Network Management  4 ▲	<b>EGT291</b> IT and Engineering Practicum  1
<b>NET129*</b> A+ Essentials  3 ▲	<b>NET140*</b> Installing and Configuring Windows Server 2012  4 ▲	<b>MTH110</b> Technical Algebra  3	<b>ENG101</b> English Composition I  3
<b>NET130*</b> Fundamentals of Network+  4 ▲	<b>NET141*</b> Administering Windows Server 2012  4 ▲	<b>NET242*</b> Configuring Advanced Windows Server 2012 Services  4 ▲	<b>NET227</b> Linux  4 ▲
<b>NET131*</b> A+ Practical Applications  3 ▲			<b>NET232*</b> Security+  4 ▲
Credits 15	Credits 16	Credits 15	Credits 15
61 Semester Credits			

\* Eight-week courses may be taken during the same semester.

▲ Student must obtain a letter grade of C or better to progress to graduation.

Note: NET129 and NET131 must be taken concurrently.

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

## INFORMATION TECHNOLOGY (CERTIFICATE)

The information technology certificate provides a comprehensive understanding of various areas of IT including computer hardware, operating systems, networking, and security. 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, internet services and more. Students will also receive training in a variety of current technologies including

Microsoft client and server operating systems and CompTIA A+ training. Hands on experience is provided through computer simulations.

The information technology certificate prepares students for careers as a desktop support technician, help desk specialist, associate network administrator, or associate network engineer.

The graduate will be able to:

1. Install, upgrade, configure, and administer client computer hardware, software, and industry troubleshooting procedures.
2. Develop a functional understanding of network software configuration.
3. Maintain and support information systems in a wide range of computing environments with Microsoft Windows and the integrated family of server products.

### SUGGESTED SEQUENCE OF REQUIRED COURSES

Semester I	Semester II
<b>CSS106</b> Succeeding in College 1	<b>NET132*</b> Switch Networks ▲ 4
<b>NET128*</b> Windows 8 Configuration ▲ 4	<b>NET133*</b> Routed Networks ▲ 4
<b>NET129*</b> A+ Essentials ▲ 3	<b>NET140*</b> Installing and Configuring Windows Server 2012 ▲ 4
<b>NET130*</b> Fundamentals of Network+ ▲ 4	<b>NET141*</b> Administering Windows Server 2012 ▲ 4
<b>NET131*</b> A+ Practical Applications ▲ 3	
Credits 15	Credits 16

31 Semester Hours

\*Eight-week 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.

## 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
<b>CSS106</b> Succeeding in College 1 ▲	<b>DES111</b> Drafting II 3 ▲	<b>DES215</b> Computer Aided Design II OR <b>MCH102</b> Industrial Hydraulics 2-3 ▲	<b>COM101</b> Public Speaking 3
<b>DES110</b> Drafting I 3 ▲	<b>DES115</b> AutoCAD I 3 ▲	<b>MCH110</b> Engineering Materials 2	<b>DES221</b> Pipe Drafting/Map Drafting 2
<b>ENG101</b> English Composition I 3	<b>MCH201</b> Applied Mechanics I (Statics) 3 ▲	<b>MCH208</b> CNC (Milling & Lathe) OR substitute 3 ▲	<b>EGT291</b> IT and Engineering Practicum 1-2
<b>MCH204</b> Introduction to Manufacturing Processes 3 ▲	<b>MTH210</b> Technical Calculus I 3	<b>MCH210</b> Strength of Materials 3 ▲	<b>ENG104</b> Technical and Professional Writing 3
<b>MTH110</b> Technical Algebra 3 ▲	<b>PHY106</b> College Physics I 4	<b>PHY107</b> College Physics II 4	<b>MCH202</b> Applied Mechanics II (Dynamics) 2 ▲
<b>MTH111</b> Technical Trigonometry 3 ▲			<b>MCH230</b> Mechanical Component Design 3 ▲

Credits 16

Credits 16

Credits 14-15

Credits 14-15

60-62 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 stu-

dent 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
<b>CHM102</b> General Chemistry I  4	<b>PHY106</b> College Physics I  4	<b>DES110</b> Drafting I  3	<b>COM101</b> Public Speaking  3
<b>CSS106</b> Succeeding in College  1	Technical Elective**  3	<b>ENG104</b> Technical and Professional Writing  3	<b>DES115</b> AutoCAD I  3
<b>ENG101</b> English Composition I  3	Technical Elective**  3	<b>PHY107</b> College Physics II  4	General Studies Elective*  3
<b>MCH110</b> Engineering Materials  2	Technical Elective**  4	Technical Elective**  4	Technical Elective**  4
<b>MTH110</b> Technical Algebra  3			Technical Elective**  3
<b>MTH111</b> Technical Trigonometry  3			

Credits 16

Credits 14

Credits 14

Credits 16

60 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.

## WELDING (AAS)

The welding degree program is designed to provide students with sufficient knowledge and skills necessary to become a successful pipe welder. Content will cover v-groove welds in flat, horizontal, vertical and overhead positions on both plate and pipe steel. Theory will be augmented with hands-on laboratory instructions.

Upon completion of the degree, the graduate will be able to:

1. Demonstrate cutting skills required in the operations 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 groove welds in the horizontal, vertical and overhead positions on both plate and pipe steel.
5. Non-technical courses in the program will focus on improving student's business, communications, math and social skills.

### SUGGESTED SEQUENCE OF REQUIRED COURSES

Semester I	Semester II	Semester III	Semester IV
<b>CSS106</b> Orientation to College 1	<b>ENG101</b> English Composition I 3	<b>COM101</b> Public Speaking 3	<b>DES115</b> AutoCAD I 3
<b>MTH110</b> Technical Algebra 3	<b>WLD201</b> Shielded Metal Arc Welding (SMAW) III ▲ 4	<b>MCH204</b> Introduction to Manufacturing Process ▲ 3	<b>ENG104</b> Technical and Professional Writing 3
<b>MTH111</b> Technical Trigonometry 3	<b>WLD202</b> Blueprint Reading for Welders ▲ 4	<b>WLD211</b> Open Root Groove Welding On Plate ▲ First 8 weeks 4	<b>WLD212</b> Open Root Groove Welds on Pipe ▲ 4
<b>WLD101</b> Industrial and Welding Safety ▲ 2	Social Sciences Elective 3	<b>WLD213</b> Gas Metal Arc Welding ▲ Second 8 weeks 4	Humanities Elective 3
<b>WLD111</b> Shielded Metal Arc Welding (SMAW) I ▲ First 8 weeks 4		General Studies Humanities Elective 3	Science Elective 3
<b>WLD121</b> Shielded Metal Arc Welding (SMAW) II ▲ Second 8 weeks 4			
Credits 17	Credits 14	Credits 17	Credits 16

64 Semester Hours

▲ Student must obtain a letter grade of C or better to progress to graduation/certification.

Humanities Electives: ART107, ART115, COM101, COM105, ENG101, ENG102, HIS101, HIS102

Science Electives: BIO114, BIO115, CHM102, CHM103, PHY106, PHY107

Social Sciences Electives: ECO101, ECO102, ECO105, ECO201, MGT202, PSC101, PSC102, PSY101, SOC101, SOC110

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
<b>CSS106</b> Succeeding in College 1	<b>WLD201</b> Shielded Metal Arc Welding III (SMAW) ▲ 4
<b>WLD101</b> Industrial and Welding Safety ▲ 2	<b>WLD202</b> Blueprint Reading for Welders ▲ 4
<b>WLD111</b> Shielded Metal Arc Welding I (SMAW) ▲ 4	
<b>WLD121</b> Shielded Metal Arc Welding II (SMAW) ▲ 4	

Credits 11

Credits 8

19 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
<b>DES110</b> Drafting I ▲ 3	<b>DES115</b> AutoCAD I ▲ 3
<b>WLD211</b> Open Root Groove Welds on Plate ▲ 4	<b>MCH204</b> Introduction to Manufacturing Processes ▲ 3
<b>WLD213</b> Gas Metal Arc Welding (GMAW/Mig) & Flux Cored Arc Welding (FCAW) ▲ 4	<b>WLD212</b> Open Root Groove Welds on Pipe ▲ 4

Credits 11

Credits 10

21 Semester Credits

Student must pass ENG083, ENG095, and MTH095 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).

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

## NATURAL GAS OPERATIONS (TYPE A~ATS)

The Natural Gas Technology Program is designed to prepare students for employment in a career related to the oil and gas industry. A student will gain a solid understanding of the petroleum industry, geology, chemistry, physics, drilling methods, drilling operations, casing, cementing, production problems, solutions and uses of products.

The graduate will be able to demonstrate knowledge in the following areas: the petroleum industry, drilling, casing and solutions. Specifically, they will be able to demonstrate knowledge in the areas of core analysis, wireline log analysis and interpretation, making connections while

drilling, tripping pipe in and out of the well, assorted bottom holes assemblies and their purposes, variations of drilling fluids and uses, casing setting depths, fracturing, downhole circumstances and horizontal directional drilling.

### OPPORTUNITIES FOR BACCALAUREATE STUDIES

Students who successfully complete the associate's degree may continue their studies toward a bachelor's degree in Petroleum Engineering and/or Industrial Technology at various universities. Further informa-

tion regarding any of these opportunities is available through the dean of business, engineering and information technologies or transfer coordinator. As a petroleum engineer, they would be part of a team that would locate, recover, and maintain oil and gas supplies throughout the world.

The student is encouraged to meet with an advisor to discuss additional classes offered at Eastern Gateway that may transfer into a particular discipline. The student who would like to transfer Eastern Gateway credits to another institution must meet the prerequisites for the program at the college where transfer is desired.

### SUGGESTED SEQUENCE OF REQUIRED COURSES

Semester I	Semester II	Semester III	Semester IV
<b>CSS106</b> Orientation to College 1	<b>CIS101</b> Personal Computer Applications 3	<b>CHM102</b> General Chemistry I 4	<b>ELE208</b> Industrial Controls 3
<b>ELE101</b> Circuits I 4	<b>ELE102</b> Circuits II 4	<b>ELE202</b> AC/DC Machinery 3	<b>ENG104</b> Technical and Professional Writing 3
<b>GEL101</b> Introduction to Geology 4	<b>ENG101</b> English Composition I 3	<b>NGT161</b> Drilling Fluids ▲ 3	<b>NGT191</b> Casing and Cementing ▲ 3
<b>MTH110</b> Technical Algebra ▲ 3	<b>NGT111</b> Petroleum Geology ▲ 3	<b>WLD101</b> Industrial and Welding Safety 2	<b>NGT201</b> Horizontal Directional Drillings ▲ 3
<b>MTH111</b> Technical Trigonometry ▲ 3	<b>NGT151</b> Drilling Methods and Operations ▲ 3	Social Science Elective 3	<b>PHY106</b> College Physics I 4
<b>NGT101</b> Introduction to the Petroleum and Natural Gas Industry ▲ 3			
Credits 18	Credits 16	Credits 15	Credits 16
65 Semester Hours			

▲ Student must obtain a letter grade of C or better to progress to graduation/certification.

\* A list of general studies electives can be found at the beginning of the course descriptions section.

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

# OIL AND GAS INDUSTRY OPERATION AND MAINTENANCE TECHNICIAN (CERTIFICATE)

Prepares students for these careers:

- Well tender/ lease operator/ pumper
- Rig hand/ Roustabout
- Entry Level Laborer

Pre admission Requirements:

- High School Diploma/GED
- Valid Driver's License
- Criminal Background check
- Drug test
- Math assessment exam = test out of MTH095

## SUGGESTED SEQUENCE OF REQUIRED COURSES

### Semester I

<b>NGT121</b> Introduction to the Natural Gas, Oil and NGL Industry	4
<b>NGT131</b> Health Safety and Environment	4
<b>NGT141</b> Gas and Oil Industry Mechanical Basics	4
<b>NGT171</b> Introduction to Industry Equipment, Utilization, Operation and Maintenance	4

Credits 16

16 Semester Credits

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

## POWER PLANT (TYPE A~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, engi-

neering 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.

### SUGGESTED SEQUENCE OF REQUIRED COURSES

Semester I	Semester II	Summer	Semester III	Semester IV
<b>CIS101</b> Personal Computer Applications 3	<b>ECO102</b> Microeconomics 3	<b>EUT2699*</b> Electric Utility Co-op (optional) ▲ 2	<b>COM101</b> Public Speaking 3	<b>ELE207</b> General Instrumentation ▲ 3
<b>ELE101</b> Circuits I ▲ 4	<b>ELE102</b> Circuits II ▲ 4		<b>ELE202</b> AC/DC Machinery ▲ 3	<b>EUT2608/L*</b> Advanced Power Plant Systems and Lab ▲ 4
<b>EUT1502/L*</b> Power Plant Mechanical Equipment and Lab ▲ 6	<b>ENG101</b> English Composition I 3		<b>ENG102</b> English Composition II 3	<b>GSC101</b> Introduction to Physical Science 4
<b>MTH110</b> Technical Algebra ▲ 3	<b>EUT1503/L*</b> Power Plant Mechanical Equipment and Lab ▲ 4		<b>EUT2605/L*</b> Intermediate Power Plant Systems and Lab ▲ 4	<b>MGT201</b> Principles of Management 3
<b>MTH111</b> Technical Trigonometry ▲ 3			<b>EUT2606*</b> Power Plant Operator Practice ▲ 3	<b>PSY101</b> General Psychology 3
Credits 19	Credits 14	Credits 2	Credits 16	Credits 17

68 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.

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.

### SUGGESTED SEQUENCE OF REQUIRED COURSES

Semester I	Semester II	Semester III	Semester IV
<b>CSS106</b> Succeeding in College 1 ▲	<b>ELE102</b> Circuits II 4 ▲	<b>ELE121</b> Electronic Circuit 4 ▲	<b>ELE214</b> Programmable Logic Controllers 3 ▲
<b>ELE101</b> Circuits I 4 ▲	<b>ELE202</b> AC/DC Machinery 3 ▲	<b>ENG101</b> English Composition I 3	<b>PHY106</b> College Physics I 4
<b>ELE130</b> Digital Computer Systems 4 ▲		<b>ELE208</b> Industrial Controls 3 ▲	
<b>MTH110</b> Technical Algebra 3			
<b>MTH111</b> 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.

## HEALTH AND PUBLIC SERVICES

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

Health 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 Eastern Gateway 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, or a degree as a Registered Nurse. 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)  
 Emergency Medical Technician (Certificate)  
 Advanced EMT to Paramedic (Certificate)  
 Paramedic (Certificate)  
 Environmental Science (Associate Degree)  
 Health Information Management (Associate Degree)  
 Health Service (Associate Degree)  
 Law Enforcement (Associate Degree)  
 Private Security/Loss Prevention (Associate Degree)  
 Law Enforcement with Police Academy (Associate Degree)  
 Police Academy (Certificate)  
 LPN to ADN (Associate Degree)  
 Medical Assisting (Associate Degree)  
 Medical Assisting (Certificate)  
 Medical Coding Specialist (Certificate)  
 Medical Machine Transcription (Certificate)  
 Medical Office Management (Certificate)  
 Patient Home Navigator (Certificate)  
 Phlebotomy (Certificate)  
 Practical Nursing (Certificate)  
 Radiologic Technology (Associate Degree)  
 Respiratory Therapy (Associate Degree)  
 Teacher Education (Associate Degree)  
 Prekindergarten Care and Education (Associate Degree)  
 Prekindergarten Care (Certificate)

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.

### 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.

## 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 program admissions criteria in the Admissions section of this catalog. 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. Apply to Eastern Gateway Community College. This must be completed prior to applying for any select health program.
2. Complete the Test of Essential Academic Skills (TEAS V AH) exam. If appropriate score is met, schedule an appointment with the academic advisor for select health programs. Schedule and complete program prerequisites as necessary. Complete the official health program acceptance application once **all** prerequisites are complete.
3. FBI/BCI and I background checks.

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.

## 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

HEALTH PROGRAMS	Dental Assisting Prior to DAS110	EFDA Prior to DAS205	EMT, Advanced EMT and Paramedic Prior to Clinical	Medical Assisting Prior to Practicum	Patient Home Navigator Prior to Clinical
Medical History	X	X	X	X	X
Physical Exam	X	X	X	X	X
Dental Exam	X	X			
Color Blindness Testing					
Tetanus (within seven years)			X	X	X
Tuberculosis Detection	X*	X*	X*	X*	X*
Hepatitis B Vaccine Series	X***	X***	X	X	X
MMR Vaccines I and II			X**	X**	X**
Varicella Vaccines (if no Hx of Chicken Pox)/Titer			X	X	X
Verification of Antibody Status			X	X	X
Influenza Vaccine			X	X	X
10 Panel Drug Screening			X▲	X▲	X▲
Health Insurance	X	X	X	X	X
CPR Card	X****	X****	X	X	X
Bloodborne Pathogen Card				X	
BCI&I/FBI Background Checks	X	X	X▲▲	X▲▲	X▲▲
Technical Standards	X	X	X	X	X
HEALTH PROGRAMS	Phlebotomy Technician Prior to PLB102	Practical Nursing Prior to Clinical	LPN to ADN Prior to Clinical	Radiologic Technology Prior to Clinical	Respiratory Therapy Prior to Clinical
Medical History	X	X	X	X	X
Physical Exam	X	X	X	X	X
Dental Exam					
Color Blindness Testing	X				
Tetanus (within seven years)		X	X	X	X
Tuberculosis Detection	X*	X*	X*	X*	X*
Hepatitis B Vaccine Series	X	X	X	X	X
MMR Vaccines I and II	X**	X**	X**	X**	X**
Varicella Vaccines (if no Hx of Chicken Pox)/Titer	X	X	X	X	X
Verification of Antibody Status	X	X	X	X	X
Influenza Vaccine	X	X	X	X	X
10 Panel Drug Screening	X▲	X	X		X
Health Insurance	X	X	X	X	X
CPR Card		X	X*****	X	X
Bloodborne Pathogen Card				X	X
BCI&I/FBI Background Check	X▲▲	X	X	X	X▲▲
Technical Standard	X	X	X	X	X

X Required

\* Options: Two-step Mantoux required (Chest X-ray **only** accepted if positive PPD)

\*\* Titer if MMR prior to 1979

\*\*\* Dental Assisting and EFDA students only required to complete Hepatitis B Vaccine Series

\*\*\*\* Course/certification 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\*\*\*\*\* Course must be **American Heart Association** Basic Life Support for Healthcare Provider

▲ May be required at specific clinical sites

▲▲ Pennsylvania background checks, ACTS 33, 34 and 73, may be required for specific clinical sites

## 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, pre-dental 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. Ninety-five percent of all students graduating from Eastern Gateway 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 transfer coordinator.

## ASSOCIATE OF SCIENCE: BIOLOGICAL SCIENCES TRANSFER

### SUGGESTED SEQUENCE OF REQUIRED COURSES

Semester I	Semester II	Semester III	Semester IV
<b>BIO114</b> Principles of Biology I  ▲ 4	<b>BIO115</b> Principles of Biology II  ▲ 4	<b>HIS102</b> World Civilization II  3	<b>PHI101</b> Introduction to Philosophy OR <b>BIO265H</b> Biological Evolution ▲ 3
<b>CIS101</b> Personal Computer Applications  3	<b>COM101</b> Public Speaking  3	<b>MTH128</b> Statistics  3	<b>PSC101</b> American Government  3
<b>CSS106</b> Succeeding in College  1	<b>ENG102</b> English Composition II  3	<b>PSY101</b> General Psychology  3	Applied Science Elective*  3-4
<b>ENG101</b> English Composition I  3	<b>HIS101</b> World Civilization I  3	Applied Science Elective*  4	Applied Science Elective*  4
<b>MTH120</b> College Algebra  4	<b>MTH121</b> College Trigonometry  3		
<b>SOC101</b> Introduction to Sociology  3			
Credits 18	Credits 16	Credits 13	Credits 13-14

60-61 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	

## HEALTH SERVICE (AAS)

Associate of Applied Science Health Professions is a composite of courses offered at Eastern Gateway Community College. It is designed for students interested in entering a health care profession. A standardized grid will assist those students who are undecided health majors and those who are preparing for a select health program

admission toward a terminal degree with an employable skill set. Preparing students with cross training in more than one health care profession offers a health generalist degree with specialization in phlebotomy and nursing assistant.

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

1. Demonstrate competency in the science curriculum.
2. Demonstrate professional conduct and interpersonal communication skills.
3. Meet requirements to successfully complete phlebotomy and/or nurse aid certification.

### SUGGESTED SEQUENCE OF REQUIRED COURSES

Semester I	Semester II	Semester III	Semester IV
<b>BIO107</b> Human Anatomy and Physiology I ▲ 4	<b>BIO108</b> Human Anatomy and Physiology II ▲ 4	<b>BIO203</b> Principles of Microbiology ▲ 4	<b>BIO103</b> Nutrition 3
<b>CSS106</b> Orientation to College 1	<b>CIS101</b> Personal Computer Applications 3	<b>HIM102</b> Introduction to Health Records 3	<b>HSC108 Nurse Aide/TCE OR PLB101 and PLB102</b> Phlebotomy 5
<b>ENG101</b> English Composition I 3	<b>CHM102</b> General Chemistry I 4	<b>HSC103</b> Law and Ethics 1	<b>BIO200</b> Principles of Pharmacology 3
<b>HSC101</b> Medical Terminology 2	<b>COM101</b> Public Speaking 3	<b>HSC104</b> Medical Insurance 3	<b>BIO201</b> Pathophysiology 3
<b>MTH120</b> College Algebra 4	<b>HSC102</b> First Aid/CPR 1	Technically Related Elective* 3-4	
<b>PSY101</b> General Psychology 3			
Credits 17	Credits 15	Credits 14-15	Credits 14

60-61 Semester Hours

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

\*Technically Related Electives allowed:

AAT203  
CHM103  
HSC106  
MTH128

## 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 are recommended.

**Dental Assisting Program application/admissions criteria are identified in the Admissions section 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 and online 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.

The EFDA 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. The time in the college's dental clinic and the satellite program completed in the student's assigned dental office will fulfill a student's clinical requirements. Upon successful completion of the EFDA 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 and Pennsylvania Dental Boards.
3. Meet requirements for placement of metallic and non-metallic restorations.

## DENTAL ASSISTING (CERTIFICATE)

### SUGGESTED SEQUENCE OF REQUIRED COURSES

Semester I	Semester II	Summer
<b>DAS102</b> Dental Sciences  ▲ 4	<b>DAS106</b> Chairside Assisting II  ▲ 2	<b>DAS201*</b> Dental Assisting Seminar  ▲ 1
<b>DAS103</b> Preventive Dentistry  ▲ 2	<b>DAS107</b> Dental Materials II  ▲ 3	<b>DAS202*</b> Dental Assisting Practicum  ▲ 1
<b>DAS104</b> Dental Materials I  ▲ 3	<b>DAS109</b> Dental Radiology  ▲ 4	
<b>DAS105</b> Chairside Assisting I  ▲ 4	<b>DAS110</b> Clinical Education  ▲ 2	
<b>DAS108</b> Dental Anatomy  ▲ 3	<b>DAS111</b> Dental Administrative Procedures  ▲ 2	
	<b>DAS112</b> Special Functions  ▲ 2	
Credits 16	Credits 15	Credits 2

33 Semester Credits

**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.

The student must submit current verification of CPR certification training to the medical records specialist prior to the start of Semester II (see the Dental Assisting Handbook for DANB approved courses). 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
<b>DAS102</b> Dental Sciences ▲ 4	<b>DAS106</b> Chairside Assisting II ▲ 2	<b>DAS201*</b> Dental Assisting Seminar ▲ 1	<b>COM101</b> Public Speaking 3	<b>ENG102</b> English Composition II 3
<b>DAS103</b> Preventive Dentistry ▲ 2	<b>DAS107</b> Dental Materials II ▲ 3	<b>DAS202*</b> Dental Assisting Practicum ▲ 1	<b>ENG101</b> English Composition I 3	<b>MTH128</b> Statistics OR <b>MTH102</b> Survey of Mathematics 3
<b>DAS104</b> Dental Materials I ▲ 3	<b>DAS109</b> Dental Radiology ▲ 4		<b>PSY101</b> General Psychology ▲ 3	<b>SOC101</b> Introduction to Sociology 3
<b>DAS105</b> Chairside Assisting I ▲ 4	<b>DAS110</b> Clinical Education ▲ 2		Biology Elective ▲ 3-4	Biology Elective ▲ 3-4
<b>DAS108</b> Dental Anatomy ▲ 3	<b>DAS111</b> Dental Administrative Procedures ▲ 2		General Studies Elective 3	General Studies Elective 3-4
	<b>DAS112</b> Special Functions ▲ 2			

Credits 16

Credits 15

Credits 2

Credits 15-16

Credits 15-16

63-65 Semester Credits

**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.

The student must submit current verification of CPR certification training to the medical records specialist prior to the start of Semester II (see the Dental Assisting Handbook for DANB approved courses). 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
<b>DAS203</b> Expanded Assisting I ▲ 4	<b>DAS204</b> Expanded Assisting II ▲ 3	<b>DAS206</b> Expanded Assisting III ▲ 1
	<b>DAS205</b> 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: Certified Dental Assistant (CDA), Registered Dental Hygienist (RDH), or Certified Ohio Dental Assistant (CODA), verification of two years of professional work experience, verification of current CPR certification, 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.**

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

## PARAMEDIC (CERTIFICATION)

### ADVANCED EMERGENCY MEDICAL TECHNICIAN (CERTIFICATION)

### EMERGENCY MEDICAL TECHNICIAN (CERTIFICATION)

The Emergency Medical Services Technology Program offers an opportunity to enroll in courses leading to certification as an Emergency Medical Technician, Advanced Emergency Medical Technician, or Paramedic.

**EMS Program application/admissions criteria are identified in the Admissions section in this catalog.**

The student admitted to the college and desiring acceptance to the Emergency Medical Technician, Advanced Emergency Medical Technician, or Paramedic programs must satisfy college admission requirements and:

#### All Programs

1. Be at least 18 years of age (Emergency Medical Technician students may be 17 and high school seniors);
2. High school graduate or equivalent;
3. 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;
4. Submit a BCI and FBI check with no felony convictions noted;
5. Report as requested for personal interview with the program director if required;
6. Proof of health insurance coverage.

#### Paramedic/Advanced Emergency Medical Technician

1. Be a licensed Ohio EMT;
2. Be an active EMT for one year prior to entrance into the program (strongly recommended);
3. Letter of recommendation from a supervisor or department officer, medical director, or EMS instructor.

4. Pass EMS entrance exam.

After course completion and certification, the EMS provider works under the direction of a physician. Knowing that the EMS provider is a direct extension of the hospital-based physician, the EMS provider can serve as the physician's eyes, ears, and hands in the street or in the home -- anywhere the 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.

Given the knowledge, skill, and field experience, the EMS 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 for certification at the level of program completion.

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

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 certification examination.

#### NONCREDIT EMERGENCY MEDICAL SERVICES (EMS) TRAINING

##### Emergency Medical Responder

Contact EMS program director for details

##### Continuing education/recertification classes for:

Emergency Medical Responder  
Emergency Medical Technician  
Advanced Emergency Medical Technician  
Paramedic

##### American Heart Association -

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

Specialty training courses 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.



## ENVIRONMENTAL SCIENCE (AAS)

The Environmental Science Program, leading to an Associate of Science Degree, is designed for the student desiring entry level positions in environmental science, green collar jobs, natural resources, resource management, or for those students transferring to a four-year institution with the desire to complete a Bachelor of Science Degree in Environmental Science. Completed course work also may lead to other fields in biological sciences. Field work, an internship and a portfolio of the student's work will be required for completion of the Associate of Science Degree in Environmental Science.

**Upon completion of the program, the graduate will have:**

1. An ability to apply knowledge of mathematics, science, and environmental monitoring techniques to problem solving processes.
2. An ability to design and conduct laboratory experiments and to critically analyze and interpret data.
3. An ability to design a system, component or process to meet desired needs with realistic constraints such as economic, environmental, social, health and safety, manufacturing and sustainability.
4. An ability to function on multi-disciplinary teams.
5. An ability to identify, formulate, and solve environmental problems.
6. An understanding of professional and ethical responsibility and understand as well as interpret current law, policy and procedure.
7. An ability to communicate effectively.
8. The broad education necessary to understand the impact of environmental solutions in a global, economic, environmental and societal context.
9. A recognition of the need for, and an ability to engage in life-long learning.
10. A knowledge of contemporary issues.
11. An ability to use the techniques, skills, and modern environmental science necessary for modern environmental practices.

## ENVIRONMENTAL SCIENCE

## SUGGESTED SEQUENCE OF REQUIRED COURSES

Semester I	Semester II	Summer	Semester III	Semester IV
<b>BIO114</b> Principles of Biology I 4	<b>BIO115</b> Principles of Biology II 4	<b>BIO204</b> Ecology 4	<b>CHM102</b> General Chemistry I 4	<b>ENV107</b> Environmental Geology ▲ 3
<b>CSS106</b> Succeeding in College 1	<b>ENG101</b> English Composition I 3	<b>ENV103</b> Environmental Field Biology ▲ 4	<b>ENG102</b> English Composition II 3	<b>ENV108</b> Environmental and Natural Resources Policy ▲ 3
<b>ENV101</b> Introduction to Environmental Science ▲ 4	<b>ENV102</b> Environmental Sustainability ▲ 3		<b>ENV106</b> Environmental Principles of Water & Waste Water Management ▲ 4	<b>ENV201</b> Current Issues in Environmental Science Seminar ▲ 1
<b>MTH120</b> College Algebra 4	<b>MTH128</b> Statistics 3		<b>MTH121</b> College Trigonometry 3	<b>ENV202</b> Environmental Soil Biology ▲ 4
				<b>PSY101</b> General Psychology 3
Credits 13	Credits 13	Credits 8	Credits 14	Credits 14

62 Semester Credit

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

## ENVIRONMENTAL SCIENCE WITH MAJOR IN WATER/WASTEWATER (AAS)

The Environmental Science Program, leading to an Associate of Science Degree, is designed for the student desiring entry level positions in environmental science, green collar jobs, natural resources, resource management, or for those students transferring to a four-year institution with the desire

to complete a Bachelor of Science Degree in Environmental Science. Completed course work also may lead to other fields in biological sciences. Field work, an internship and a portfolio of the student's work will be required for completion of the degree. The water/wastewater course work provides

necessary information to apply for the examination to become a certified Class A, I, II, III or IV water supply, water distribution, wastewater treatment or wastewater collection operator in the state of Ohio.

## ENVIRONMENTAL SCIENCE WITH MAJOR IN WATER/WASTEWATER

### SUGGESTED SEQUENCE OF REQUIRED COURSES

Semester I	Semester II	Semester III	Semester IV
<b>BIO114</b> Principles of Biology I  4	<b>BIO115</b> Principles of Biology II  4	<b>CHM101</b> Introduction to Chemistry  4	<b>CHM102</b> General Chemistry I  4
<b>COM101</b> Public Speaking  3	<b>ENG102</b> English Composition II  3	<b>ENV214</b> OTCO: Basic Wastewater Collection ▲ 3	<b>ENG104</b> Technical and Professional Writing  3
<b>CSS106</b> Succeeding in College  1	<b>ENV122</b> OTCO: Basic Water ▲ 3	<b>ENV215</b> OCTO: Water Distribution ▲ 3	<b>ENV108</b> Environmental and Natural Resources Policy  3
<b>ENG101</b> English Composition I  3	<b>MTH120</b> College Algebra  4	<b>PSY101</b> General Psychology  3	<b>ENV123</b> OTCO: Lab ▲ 3
<b>ENV120</b> OTCO: Basic Math for Water/WW Operators ▲ 3			<b>ENV216</b> OTCO: Utility Management ▲ 3
<b>ENV121</b> OTCO: Basic Wastewater ▲ 3			
Credits 17	Credits 14	Credits 13	Credits 16

60 Semester Credit

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

#### Water Certificate 1

<b>ENV120</b> Basic Math	3
<b>ENV122</b> Basic Water	3
<b>ENV123</b> OTCO Lab	3
Elective Backflow	3
Practicum	4

Credits 16

#### Wastewater Certificate 1

<b>ENV120</b> Basic Math	3
<b>ENV121</b> Basic Wastewater	3
<b>ENV123</b> OTCO Lab	3
Elective Backflow	3
Practicum	4

Credits 16

#### Advanced Water Certificate 2

Advanced Water	3
<b>ENV215</b> Water Distribution	3
<b>ENV216</b> Utility Management	3
Elective	3
Practicum	4

Credits 16

#### Advanced Wastewater Certificate 2

Advanced Wastewater	3
<b>ENV214</b> Water Collection	3
<b>ENV216</b> Utility Management	3
Elective	3
Practicum	4

Credits 16

#### GIS Technician Certificate

<b>ENV123</b> OTCO Lab	3
<b>ENV215</b> Water Distribution	3
<b>ENV216</b> Utility Management	3
GIS Data Capture/Blueprint	3
Practicum	4

Credits 16

Electives, all 3 hours:

- |    |                                         |
|----|-----------------------------------------|
| #1 | Pumps/Maintenance/<br>V alvesmotors     |
| #2 | SCADA/Basic Electric/<br>GIS/Blueprints |
| #3 | Backflow                                |

## MEDICAL ASSISTING TECHNOLOGY (CERTIFICATE AND AAS)

STARTS FALL AND SPRING SEMESTERS - 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 Key-

boarding/Speed Building, BUS111 Business Math, and HSC101 Medical Terminology are **required** prior to Semester I.

**Medical Assisting Program application/admissions criteria are identified in the Admissions section 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 (AAMA) may be used. If a candidate for the examination is not successful on the first attempt, the entire exam may be repeated.

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

# MEDICAL ASSISTING (CERTIFICATE)

## SUGGESTED SEQUENCE OF REQUIRED COURSES

Semester I	Semester II	Summer
<b>AAT102</b> Keyboarding Speedbuilding for the Health Professional OR <b>AAT103</b> Keyboarding/ Speedbuilding/Formatting 2-3 ▲	<b>BIO201</b> Pathophysiology ▲ 3	<b>MAS104</b> Medical Assisting Seminar ▲ 1
<b>BIO101</b> Basic Anatomy ▲ 3	<b>ENG101</b> English Composition I 3	<b>MAS105</b> Medical Assisting Practicum ▲ 2
<b>CSS106</b> Succeeding in College 1	<b>MAS102</b> Clinical Skills II ▲ 4	
<b>HSC106</b> Administrative Medical Office Skills ▲ 3	<b>MAS103</b> Medical Assisting Laboratory Skills ▲ 2	
<b>MAS101</b> Clinical Skills I ▲ 4	<b>PSY101</b> General Psychology 3	
Credits 13-14	Credits 15	Credits 3

31-32 Semester Credits\*

Students must have or obtain current Health Provider BCLS and BBP certification. The BCLS card must be valid/current through the duration of the Medical Assisting Program.

▲ 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
<b>AAT102</b> Keyboarding/Speedbuilding/Proofreading OR <b>AAT103</b> Keyboard/Speedbuilding/Formatting ▲ 2-3	<b>BIO201</b> Pathophysiology ▲ 3	<b>MAS104</b> Medical Assisting Seminar ▲ 1	<b>BIO107</b> Human Anatomy and Physiology I ▲ 4	<b>AAT202</b> Introduction to Word Processing ▲ 2
<b>BIO101</b> Basic Anatomy ▲ 3	<b>ENG101</b> English Composition I 3	<b>MAS105</b> Medical Assisting Practicum ▲ 2	<b>ENG103</b> Business Communications 3	<b>BIO103</b> Nutrition ▲ 3
<b>CSS106</b> Succeeding in College 1	<b>MAS102</b> Clinical Skills II ▲ 4		<b>HSC104</b> Medical Insurance ▲ 3	<b>BIO108</b> Human Anatomy and Physiology II ▲ 4
<b>HSC106</b> Administrative Medical Office Skills ▲ 3	<b>MAS103</b> Medical Assisting Laboratory Skills ▲ 2		General Studies Elective* 3	<b>BIO200</b> Principles of Pharmacology ▲ 3
<b>MAS101</b> Clinical Skills I ▲ 4	<b>PSY101</b> General Psychology 3			<b>COM101</b> Public Speaking OR <b>COM105</b> Interpersonal Communications 3

Credits 13-14

Credits 15

Credits 3

Credits 13

Credits 15

59-60 Semester Credits

Students must have or obtain current Health Provider BCLS and BBP certification. The BCLS card must be valid/current through the duration of the Medical Assisting Program.

\* A list of general studies electives can be found at the beginning of the course descriptions section.

▲ 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 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-10-CM/PCS (International Classification of Disease - 10th Revision, Clinical Modification and Procedure Coding System) 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, consulting firms, and/or insurance companies.

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

[www.healthinformationcareers.com](http://www.healthinformationcareers.com)

[www.ahima.org/certification/cca.aspx](http://www.ahima.org/certification/cca.aspx)

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 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.

# MEDICAL CODING SPECIALIST (CERTIFICATE)

## SUGGESTED SEQUENCE OF REQUIRED COURSES

Semester I	Semester II	Summer
<b>BIO200</b> Principles of Pharmacology  ▲ 3	<b>ENG101</b> English Composition I  3	<b>HIM210</b> Advanced Coding  ▲ 3
<b>BIO201</b> Pathophysiology  ▲ 3	<b>HIM104</b> Reimbursement Methodologies  ▲ 3	<b>HIM218</b> Professional Practicum I  ▲ 1
<b>HIM102</b> Introduction to Health Records  ▲ 3	<b>HIM113</b> HIM: Computers, Statistics and Quality  ▲ 4	<b>HIM230</b> Legal and Ethical Concepts in Healthcare  ▲ 3
<b>HIM106</b> Clinical Classification System I  ▲ 4	<b>HIM216</b> Clinical Classification System II  ▲ 4	ENG/SS/MGT Elective  3
Credits 13	Credits 14	Credits 10

37 Semester Credits

Program Prerequisites: BIO102 and HSC101 must be completed prior to beginning Semester I of the program. Students are required to have a BCI and I background check.

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. The student will be eligible to sit for the RHIT certification upon successful completion of the program.

Topics of study include medical coding (ICD-10-CM/PCS and CPT-4), 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 HIM associate degree program is accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM).

The graduate will be able to:

1. Sit for the RHIT, Registered Health Information Technician certification 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. Manage health care indexes/registries.
6. Collect, analyze, and present health-care statistics.
7. Participate in quality and performance improvement.
8. 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
<b>BIO201</b> Pathophysiology ▲ 3	<b>ENG101</b> English Composition I 3	<b>HIM210</b> Advanced Coding ▲ 3	<b>CIS101</b> Personal Computer Applications 3	<b>ENG103</b> Business Communications 3
<b>BIO200</b> Principles of Pharmacology ▲ 3	<b>HIM104</b> Reimbursement Methodologies ▲ 3	<b>HIM218</b> Professional Practicum I ▲ 1	<b>COM101</b> Public Speaking 3	<b>HIM248</b> HIM Practicum II ▲ 2
<b>HIM102</b> Introduction to Health Records ▲ 3	<b>HIM113</b> HIM: Computers, Statistics and Quality ▲ 4	<b>HIM230</b> Legal and Ethical Concepts in Healthcare ▲ 3	<b>HIM251</b> Healthcare Indexes/Registries ▲ 2	<b>HIM296</b> HIM Capstone and Seminar ▲ 2
<b>HIM106</b> Clinical Classification System I ▲ 4	<b>HIM216</b> Clinical Classification System II ▲ 4		<b>HIM252</b> Management of Health Information Services ▲ 3	<b>SOC101</b> Introduction to Sociology 3
			<b>PSY101</b> General Psychology 3	General Studies Elective 3
Credits 13	Credits 14	Credits 7	Credits 14	Credits 13

61 Semester Credits

Program prerequisites are BIO102 and HSC101.

Students are required to have a BCI and I background check.

▲ 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
<b>AAT103</b> Keyboarding/Speedbuilding/ Formatting ▲ 3	<b>AAT203</b> Advanced Word Processing ▲ 3
<b>AAT202</b> Introduction to Word Processing ▲ 2	<b>AAT222</b> Advanced Medical Machine Transcription ▲ 2
<b>AAT212</b> Medical Machine Transcription ▲ 2	<b>ENG103</b> Business Communications 3
<b>BIO101</b> Basic Anatomy ▲ 3	<b>HSC106</b> Administrative Medical Office Skills ▲ 3
<b>CSS106</b> Succeeding in College 1	<b>MGT202</b> Organizational Behavior 3
<b>HSC101</b> Medical Terminology ▲ 2	

Credits 13

Credits 14

27 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)

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.**

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.

### SUGGESTED SEQUENCE OF REQUIRED COURSES

Semester I	Semester II
<b>ACC111</b> Financial Accounting I <p style="text-align: right;">4</p>	<b>ACC112</b> Financial Accounting II <p style="text-align: right;">4</p>
<b>BUS203</b> Business Law I <p style="text-align: right;">3</p>	<b>CIS222</b> Spreadsheet Concepts <p style="text-align: right;">3</p>
<b>MGT210</b> Leadership Development/ Team Building <p style="text-align: right;">3</p>	<b>MGT201</b> Principals of Management <p style="text-align: right;">3</p>
<b>MTH128</b> Statistics <p style="text-align: right;">3</p>	<b>MGT202</b> Organizational Behavior <p style="text-align: right;">3</p>
Credits 13	Credits 13

26 Semester Credits

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

## PHLEBOTOMY TECHNICIAN (CERTIFICATE)

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 in the Admissions section 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 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.

### ESSENTIAL 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 I
<b>PLB101</b> Phlebotomy ▲ 3	<b>PLB102</b> Phlebotomy Practicum/ Seminar ▲ 2
Credits 3	Credits 2
5 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 may be 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.**

## PATIENT HOME NAVIGATOR (CERTIFICATE)

Healthcare advocacy is an emerging and exciting career. Health care advocates help patients receive the best health care possible by helping patients and their families navigate the healthcare system, which can be complex and daunting. As the new healthcare legislation further complicates access to healthcare and insurance coverage, patient home navigators assist patients and their families through the diagnosis, treat-

ment and prognosis. They identify resources and help patients and their families decode insurance coverage. Patient navigators work with clients to reduce barriers to healthcare.

The range of patient navigator duties varies widely. Some patient navigators work with patients through the screening and diagnosis. Others work with patients through treatment and even into survivorship or end of life. The patient navigators may work in community or healthcare settings.

Patient navigators lead patients to screening tests and provide health information. They also work with patients to identify and reduce barriers that keep patients from getting healthcare. They may link patients to healthcare providers or medical homes, assist with publicly funded health insurance, find financial assistance or help with transportation.

# PATIENT HOME NAVIGATOR

## SUGGESTED SEQUENCE OF REQUIRED COURSES

Semester I	Semester II	Summer
<b>BIO101</b> Basic Anatomy  3	<b>COM101</b> Public Speaking  3	<b>PHN104</b> Patient Home Navigator Seminar  ▲ 1
<b>ENG101</b> English Composition  3	<b>HSC104</b> Medical Insurance  3	<b>PHN105</b> Patient Home Navigator Externship  ▲ 2
<b>HSC106</b> Administrative Medical Office Skills  3	<b>PHN102</b> Patient Home Navigator II  ▲ 3	
<b>PHN101</b> Patient Home Navigator I  ▲ 3	<b>PHN103</b> End of Life Ethics  ▲ 3	
	<b>PSY101</b> General Psychology  3	
Credits 12	Credits 15	Credits 3

30 Semester Credits

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

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

## PRACTICAL NURSING (CERTIFICATE)

STARTS SUMMER SESSION

DAY PROGRAM ON THE JEFFERSON COUNTY CAMPUS ONLY

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 in the Admissions section 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 health 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 II
<b>BIO101</b> Basic Anatomy ▲ 3	<b>PNR101</b> Introduction to Practical Nursing ▲ 2	<b>PNR106</b> Medical/Surgical Nursing II ▲ 6
<b>ENG101</b> English Composition I ▲ 3	<b>PNR102</b> Practical Nursing Fundamentals ▲ 7	<b>PNR107</b> Maternal/Child Health Nursing ▲ 6
<b>HSC101</b> Medical Terminology ▲ 2	<b>PNR104</b> Medical/Surgical Nursing I ▲ 5	<b>PSY101</b> General Psychology ▲ 3
Credits 8	Credits 14	Credits 15

37 Semester Credits

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

**Program Prerequisites:**

- MTH095 with a grade of "C" or better.
- Successful completion of a Nursing Entrance Exam: TEAS Test (may be taken a maximum of two times).
  - ♦ **A student must wait to six months to retake if unsuccessful on first attempt.** The student must meet the benchmark score in place at the time the TEAS is taken.
  - ♦ Contact Admissions at 740.266.9712 for information and to schedule the online test.
  - ♦ Books and a practice test are available for purchase at [www.atitesting.com](http://www.atitesting.com).
- 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 EGCC medical records specialist.
- Submit a current Ohio STNA card. Submit a copy to EGCC medical records specialist.

HSC102 and HSC108 are offered each semester at EGCC.

A **criminal records check** by the Ohio Bureau of Criminal Identification and Investigation and FBI must be completed prior to applying to the PN Program.

- **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](http://www.nursing.ohio.gov).**

A random drug test may 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.

## LPN TO ADN (AAS)

The LPN to ADN Program provides for an efficient progression from Licensed Practical Nurse (LPN) to Registered Nurse (RN) with attaining an Associate Degree in Nursing (ADN) at Eastern Gateway Community College. The statewide nursing articulation model in northeast Ohio is called ACCESS (Achieving Continuing Career Education for Success and Satisfaction). It enables optimal educational mobility for nurses in Ohio to continue from LPN and progress to ADN and the Bachelor of Science Nursing Degree (BSN) at four-year colleges and universities.

Online and interactive video distance learning (IVDL) courses may be incorporated into the curriculum. Clinical experiences will be held at various hospitals and community settings in the area.

The EGCC program prepares graduates to provide direct care as a RN in acute, long-term, ambulatory, and community oriented settings. The program prepares the nurse to participate in health promotion and maintenance of activities for the individuals in the context of a family and community. Upon program completion, the ADN graduate is eligible to take the NCLEX examination for licensure as a registered nurse.

Respiratory therapists, certified medical assistants and paramedics desiring to transition to ADN can follow an access path which includes completion of the following admission requirements:

- Must hold current certification in their field.
- Must be currently employed in their field.
- Complete NUR100 and NUR101 with a "C" or better.
- Provide the EGCC Records Office with an official, final high school transcript or an official GED Score Report.
- Grade point average (GPA) of 2.0 once all prerequisites are completed.
- Complete BIO107 Anatomy & Physiology I or an equivalent course with a minimum grade of "C."
- Complete BIO108 Anatomy & Physiology II or an equivalent course with a minimum grade of "C."
- Complete PSY101 Introduction to Psychology or an equivalent course with a minimum grade of "C."
- Complete ENG101 Introduction to English or an equivalent course with a minimum grade of "C."
- Complete CHM101 Introduction to

Chemistry or an equivalent course with a minimum grade of "C." Note: This course requires MTH095 Elementary Algebra as a prerequisite.

- Complete current FBI and BCI and I background checks.
- Demonstrate proficiency in writing, reading and Intermediate Algebra, as evidenced by qualifying assessment scores (placement/Asset, ACT or SAT), or previously completed college-level English Composition and Mathematics courses (EGCC or Transfer), or the completion of academic foundation courses (at EGCC or equivalent courses at another college/university), with a minimum grade of "C."

**LPN to ADN program application/admission criteria are identified in the Admissions section of this catalog.**

### Admission Requirements

- Provide the EGCC Records Office with an official, final high school transcript or an official GED Score Report.
- Provide the EGCC Records Office with an official, final transcript that reflects the date of your graduation from an approved Practical Nursing Program (a minimum grade of "C" is required in each course).
- Current LPN license with medication certification (NAPNES, OOPNE, or OBON).
- Grade point average (GPA) of 2.0 once all prerequisites are completed.
- Complete BIO107 Anatomy & Physiology I or an equivalent course with a minimum grade of "C."
- Complete BIO108 Anatomy & Physiology II or an equivalent course with a minimum grade of "C."
- Complete PSY101 Introduction to Psychology or an equivalent course with a minimum grade of "C."
- Complete ENG101 Introduction to English or an equivalent course with a minimum grade of "C."
- Complete CHM101 Introduction to Chemistry or an equivalent course with a minimum grade of "C." Note: This course requires MTH095 Elementary Algebra as a prerequisite.
- Complete current FBI and BCI and I background checks
- Demonstrate proficiency in writing, reading and Intermediate Algebra, as evidenced by qualifying assessment scores (placement/Asset, ACT or SAT), or pre-

viously completed college-level English Composition and Mathematics courses (EGCC or Transfer), or the completion of academic foundation courses (at EGCC or equivalent courses at another college/university), with a minimum grade of "C."

When all prerequisites are completed and your intent is to enter the next nursing class:

1. Initiate "Select Health Program Application" and "Major Declaration" for LPN to ADN program.

**Note:** Some or all of the support courses listed within the program curriculum may be completed prior to beginning the nursing courses.

Upon completion of the LPN to ADN Program, the graduate will be able to:

1. Select and integrate effective communication techniques when interacting with patients, families, and health team members taking into consideration their physiological, psychological, developmental, spiritual and socio-cultural needs.
2. As a care provider, collaborate with healthcare team members to develop and implement an individualized plan of nursing care for patients while adhering to the ethical and legal principles inherent to the practice of registered nursing.
3. Demonstrate technical proficiency in the nursing skills necessary to fulfill the role of an entry-level registered nurse.
4. Utilize critical thinking skills to design and implement a safe, effective environment for patients.
5. Relate principles from the conceptual framework of the School of Nursing to assist patients in adapting to changes along the health-illness continuum throughout the lifespan.
6. Coordinate and delegate holistic patient care in a variety of healthcare settings while adhering to the RN's scope of practice.
7. Assume responsibility and accountability for lifelong currency in the nursing profession.
8. Meet requirements for the NCLEX-RN.

# LPN TO ADN

## SUGGESTED SEQUENCE OF REQUIRED COURSES

Semester I	Semester II	Semester III	Semester IV	Semester V
<b>BIO200</b> Principles of Pharmacology ▲ 3	<b>BIO103</b> Nutrition ▲ 3	<b>NUR204</b> Maternal Health Nursing ▲ 3	<b>BIO203</b> Principles of Microbiology ▲ 4	<b>NUR207</b> Advanced Medical-Surgical Nursing III ▲ 5
<b>BIO201</b> Pathophysiology ▲ 3	<b>NUR200</b> Advanced Medical-Surgical Nursing I ▲ 5	<b>NUR205</b> Child Health Nursing ▲ 3	<b>NUR206</b> Advanced Medical-Surgical Nursing II ▲ 5	<b>NUR208</b> Nursing Leadership and Management ▲ 3
<b>CSS106</b> Succeeding in College ▲ 1	<b>NUR203</b> Mental Health Nursing ▲ 3	<b>SOC101</b> Introduction to Sociology ▲ 3		
<b>NUR201</b> PN to RN Transition Course ▲ 3				
Credits 10	Credits 11	Credits 9	Credits 9	Credits 8
47 Semester Credits				

All students entering the LPN to ADN Program must meet the requirements in place at the time of admission.

**Program Prerequisites:**

- BIO107, BIO108, CHM101, ENG101, and PSY101
  - Submit a current CPR card (American Heart Association Basic Life Support for the Healthcare Provider). Submit a copy to program administrator and Eastern Gateway medical records specialist.
  - A **criminal records check** by the Ohio Bureau of Criminal Identification and Investigation and FBI will be completed.
    - ❖ 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](http://www.nursing.ohio.gov).
  - A random drug test may be conducted during the LPN to ADN Program.
  - A drug test may be required by some clinical agencies and is the financial responsibility of the student.
  - NUR999 Nursing Proficiency (16 credits) granted as transfer of LPN training after successfully completing NUR201.
- ▲ Student must obtain a letter grade of P (pass), or C or better in all courses with this symbol (see LPN to ADN Handbook) to progress to graduation/certification. A "C" in a RN course is 80%.

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Respiratory therapists, certified medical assistants and paramedics desiring to transition to ADN can follow an access path which includes completion of the following admissions requirements:

- Must hold current certification in their field.
  - Must be currently employed in their field.
  - Complete NUR100 and NUR101 with a "C" or better.
  - BIO107, BIO108, CHM101, ENG101, and PSY101
  - Submit a current CPR card (American Heart Association Basic Life Support for the Healthcare Provider). Submit a copy to program administrator and Eastern Gateway medical records specialist.
  - A **criminal records check** by the Ohio Bureau of Criminal Identification and Investigation and FBI will be completed.
    - ❖ 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](http://www.nursing.ohio.gov).
  - A random drug test may be conducted during the LPN to ADN Program.
  - A drug test may be required by some clinical agencies and is the financial responsibility of the student.
- ▲ Student must obtain a letter grade of P (pass), or C or better in all courses with this symbol (see LPN to ADN Handbook) to progress to graduation/certification. A "C" in a RN course is 80%.

# 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 objective 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 in the Admissions section in this catalog.**

**Mission statement:**

The mission of the radiography program is to prepare competent, entry-level radiographers able to function within the health-care community.

**Goal:**

Students will be clinically competent.

**Student Learning Outcomes:**

Students will apply positioning skills.  
 Students will select technical factors.  
 Students will utilize radiation protection.

**Goal:**

Students will demonstrate communication skills.

**Student Learning Outcomes:**

Students will demonstrate written communication skills.  
 Students will demonstrate oral communication skills.

**Goal:**

Students will develop critical thinking skills.

**Student Learning Outcomes:**

Students will adapt standard procedures for non-routine patients.  
 Students will critique images to determine diagnostic quality.

**Goal:**

Students will model professionalism.

**Student Learning Outcomes:**

Students will demonstrate work ethics.  
 Students will be aware of professional organizations.

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
<b>BIO107</b> Human Anatomy/ Physiology I ▲ 4	<b>BIO108</b> Human Anatomy/ Physiology II ▲ 4	<b>RAD108</b> Directed Practice III ▲ 2	<b>ENG104</b> Technical/ Professional Writing 3	<b>COM101</b> Public Speaking 3
<b>ENG101</b> English Composition I 3	<b>RAD105</b> Radiography I ▲ 4		<b>PSY101</b> General Psychology 2	<b>RAD204</b> Radiography III ▲ 3
<b>RAD102</b> Radiographic Procedures I ▲ 4	<b>RAD106</b> Radiographic Procedures II ▲ 5		<b>RAD201</b> Radiography II ▲ 4	<b>RAD205</b> Directed Practice V ▲ 3
<b>RAD103</b> Directed Practice I ▲ 1	<b>RAD107</b> Directed Practice II ▲ 3		<b>RAD202</b> Radiologic Physics ▲ 3	General Elective 3
<b>RAD104</b> Methods of Patient Care with an Intro to Radiology ▲ 3			<b>RAD203</b> Directed Practice IV ▲ 3	General Elective 3
Credits 15	Credits 16	Credits 2	Credits 15	Credits 15

63 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 FBI and BCI and I background check prior to program admission.  
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 biology, geometry, anatomy and physiology.

**Respiratory Therapy Program application/admissions criteria are identified in the Admissions 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 information 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
<b>BIO107</b> Human Anatomy and Physiology I ▲ 4	<b>BIO108</b> Human Anatomy and Physiology II ▲ 4	<b>ENG101</b> English Composition I 3	<b>RES201</b> Critical Care I ▲ 4	<b>HSC122</b> ACLS Advanced Cardiac Life Support 1
<b>CHM101</b> Introduction to Chemistry 4	<b>RES102</b> Basic Respiratory Therapeutics ▲ 4	<b>RES105</b> Cardiopulmonary Diagnostics/Rehabilitation ▲ 2	<b>RES202</b> Cardiopulmonary Pathology ▲ 2	<b>HSC123</b> PALS Pediatric Advanced Life Support 1
<b>CSS106</b> Succeeding in College 1	<b>RES104</b> Practicum I ▲ 2	<b>RES106</b> Directed Practice I ▲ 2	<b>RES203</b> Practicum II ▲ 3	<b>RES204</b> Critical Care II ▲ 4
<b>RES101</b> Introduction to Respiratory ▲ 4	<b>RES107</b> Cardiopulmonary/ Renal Anatomy/ Physiology ▲ 5	Social Science Elective 3	Humanities Elective 3	<b>RES205</b> Respiratory Seminar ▲ 1
<b>RES103</b> Cardiopulmonary Pharmacology ▲ 2				<b>RES206</b> Practicum III ▲ 3
				General Studies Elective 3
Credits 15	Credits 15	Credits 10	Credits 12	Credits 13

65 Semester Credits

HSC101 Medical Terminology must be completed prior to or by the end of the first semester that the student is enrolled in the program. Student must have or must obtain current Health Provider BCLS and BBP certification. The BCLS card must be valid/current through the duration of program enrollment.

**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.

## 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 laws 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 affects 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
<b>CJT101</b> Introduction to Criminal Justice  ▲ 3	<b>CJT202</b> Criminal Investigation  ▲ 3	<b>CJT103</b> Crisis Intervention  ▲ 3	<b>CJT210</b> Introduction to Criminal Law  ▲ 3
<b>CJT102</b> Procedural Law  ▲ 3	<b>CJT215</b> Victimology  ▲ 3	<b>CJT212</b> Professionalism, Ethics, and Criminal Justice  ▲ 3	<b>COR204</b> Community-Based Corrections  ▲ 3
<b>CJT105</b> Technology and Data Security  ▲ 3	<b>COR205</b> Juvenile Delinquency  ▲ 3	<b>COR202</b> Correctional Institutions in America  ▲ 3	<b>HSC102</b> First Aid/CPR  ▲ 1
<b>CSS106</b> Succeeding in College  1	<b>ENG102</b> English Composition II OR <b>ENG104</b> Technical and Professional Writing  3	<b>COR203</b> Criminology  ▲ 3	<b>PSC101</b> American Government  3
<b>ENG101</b> English Composition I  3	<b>SOC101</b> Introduction to Sociology  3	<b>COR208</b> Constitutional Rights of Prisoners  ▲ 3	Technical Elective  3
<b>MTH128</b> Statistics  3		<b>PSY101</b> General Psychology  3	
Credits 16	Credits 15	Credits 18	Credits 13

62 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.

## 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.

### SUGGESTED SEQUENCE OF REQUIRED COURSES

Semester I	Semester II	Semester III	Semester IV
<b>CJT101</b> Introduction: Criminal Justice ▲ 3	<b>CJT202</b> Criminal Investigation ▲ 3	<b>CJT103</b> Crisis Intervention ▲ 3	<b>CJT210</b> Introduction to Criminal Law ▲ 3
<b>CJT102</b> Procedural Law ▲ 3	<b>CJT213</b> Police Function ▲ 3	<b>CJT204</b> Criminal Evidence ▲ 3	<b>CJT215</b> Victimology ▲ 3
<b>CJT105</b> Technology and Data Security ▲ 3	<b>CJT222</b> Homeland Security ▲ 3	<b>CJT212</b> Professionalism, Ethics, and Criminal Justice ▲ 3	<b>COM101</b> Public Speaking <b>OR</b> <b>COM105</b> Interpersonal Communication 3
<b>CSS106</b> Succeeding in College 1	<b>COR205</b> Juvenile Delinquency ▲ 3	<b>COR203</b> Criminology ▲ 3	<b>HSC102</b> First Aid/CPR 1
<b>ENG101</b> English Composition I 3	<b>ENG102</b> English Composition II <b>OR</b> <b>ENG104</b> Technical and Professional Writing 3	<b>PSC101</b> American Government 3	Humanities or Social Sciences Elective 3
<b>MTH128</b> Statistics 3	<b>PSY101</b> General Psychology 3	<b>SOC101</b> Introduction to Sociology 3	
Credits 16	Credits 18	Credits 18	Credits 13
65 Semester Credits			

\* Technically Related Electives

CJT106 CJT219 COR202 COR206  
CJT208 CJT220 COR203 COR208  
CJT216 CJT221 COR204 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.

# PRIVATE SECURITY/LOSS PREVENTION

## SUGGESTED SEQUENCE OF REQUIRED COURSES

Semester I	Semester II	Semester III	Semester IV
<b>CJT101</b> Introduction to Criminal Justice ▲ 3	<b>CJT202</b> Criminal Investigation ▲ 3	<b>CJT204</b> Criminal Evidence ▲ 3	<b>COM105</b> Interpersonal Communication 3
<b>CJT105</b> Technology and Data Security ▲ 3	<b>CJT222</b> Homeland Security ▲ 3	<b>CJT212</b> Professionalism, Ethics, and Criminal Justice ▲ 3	<b>PSY101</b> General Psychology 3
<b>CSS106</b> Succeeding in College 1	<b>ENG102</b> English Composition II OR <b>ENG104</b> Technical and Professional Writing 3	<b>MTH128</b> Statistics 3	Humanities or Social Science Elective 3
<b>ENG101</b> English Composition I 3	<b>SEC203</b> Principles of Physical Security Methods ▲ 3	<b>PSC101</b> American Government 3	Humanities or Social Science Elective 3
<b>SEC200</b> Industrial Safety/Fire Prevention ▲ 3	<b>SEC204</b> Commercial and Retail Security ▲ 3	<b>SOC101</b> Introduction to Sociology 3	
<b>SEC201</b> Introduction to Private Security ▲ 3		Humanities or Social Science Elective 3	
Credits 16	Credits 15	Credits 18	Credits 12

61 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.

# LAW ENFORCEMENT WITH POLICE ACADEMY OPTION

## SUGGESTED SEQUENCE OF REQUIRED COURSES

Semester I	Semester II	Semester III	Semester IV & V
<b>CJT101</b> Introduction to Criminal Justice ▲ 3	<b>CJT202</b> Criminal Investigation ▲ 3	<b>CJT204</b> Criminal Evidence ▲ 3	<b>Police Academy Program</b>  <b>Semester IV:</b> POA112 Self Defense I POA113 Criminal Law POA115 Community Oriented Policing POA116 Physical Training I POA120 Technical Report Writing  <b>Semester V:</b> POA110 Firearms POA111 NHTSA Standards POA114 Police Procedures POA117 Physical Training II POA118 Self Defense II
<b>CSS106</b> Succeeding in College 1	<b>CJT215</b> Victimology ▲ 3	<b>CJT212</b> Professionalism, Ethics, and Criminal Justice ▲ 3	
<b>ENG101</b> English Composition I 3	<b>COM101</b> Public Speaking OR <b>COM105</b> Interpersonal Communication 3	<b>PSC101</b> American Government 3	
<b>MTH102</b> Survey of Mathematics OR <b>MTH128</b> Statistics 3	<b>COR205</b> Juvenile Delinquency ▲ 3	<b>SOC101</b> Introduction to Sociology 3	
<b>PSY101</b> General Psychology 3			
Credits 13	Credits 12	Credits 12	Credits 33

70 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 Peace Officer Training Commission (OPOTC) certification test to qualify as a police officer in the state of Ohio. The one-year program, which consists of 33 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.

# POLICE ACADEMY (CERTIFICATE)

## EVENING

The one-year certificate program will prepare the student to take the required Ohio Peace Officer Training Commission (OPOTC) certification test to qualify as a police officer in the state of Ohio. The one-year program, which consists of 33 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 equivalent (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 Police 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 as well as 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

The program is approved for Federal Financial Aid (Pell) funding for those who qualify.

## SUGGESTED SEQUENCE OF REQUIRED COURSES

Semester I	Semester II
<b>POA112</b> Self Defense I <div style="text-align: right;">8</div>	<b>POA110</b> Firearms <div style="text-align: right;">2</div>
<b>POA113</b> Criminal Law <div style="text-align: right;">3</div>	<b>POA111</b> NHTSA Standards <div style="text-align: right;">4</div>
<b>POA115</b> Community Oriented Policing <div style="text-align: right;">3</div>	<b>POA114</b> Police Procedures <div style="text-align: right;">3</div>
<b>POA116</b> Physical Training I <div style="text-align: right;">1</div>	<b>POA117</b> Physical Training II <div style="text-align: right;">1</div>
<b>POA120</b> Technical Report Writing <div style="text-align: right;">4</div>	<b>POA118</b> Self Defense II <div style="text-align: right;">4</div>

Credits 19

Credits 14

33 Semester Credits

## 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 Educational Paraprofessional or Early Childhood Associate 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 third 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 I  
HIS104 U.S. History/Formative Period  
HIS105 U.S./Modern Period

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 I  
CHM201 Organic Chemistry

## PREKINDERGARTEN CARE AND EDUCATION (AAS)

The Prekindergarten Care and Education Program is designed to provide the educational background needed for graduates to pursue careers in preschool/childcare centers, and to meet state licensing requirements for an administrator as specified by the Ohio Department of Job and Family Services, Licensing Rules, #5101:2-12-25. The practicum will include placement in an infant/toddler or social service agency.

This option blends the early childhood preschool courses, which stress the care of the child from birth through age 4, with early childhood education courses now required by the state of Ohio. Requirements for entrance into the associate degree program include a records check through the Bureau of Criminal Investigation and Identification. Other requirements, as specified by the Ohio Department of Job and Family Services, must be completed prior to all practicums.

Upon completion of the Prekindergarten Care and Education Program, the graduate will be able to:

1. Apply principles of human growth, development and learning to the teaching of young children.
2. Plan appropriate learning experiences for individual children and groups of children.
3. Develop appropriate educational practices for young children to promote communication skills, and to foster the growth of skills in problem-solving, decision-making and critical thinking.
4. Recognize individual needs and use appropriate teaching strategies to address children's differences in developmental levels, ethnic backgrounds and learning styles.
5. Use effective communication skills with children, families and coworkers.
6. Recognize emergencies and provide appropriate first aid and CPR.
7. Assist in designing an environment for child guidance, including daily program structure, to create and sustain a positive learning environment for children.
8. Prevent, recognize and manage communicable diseases including the protection of child care staff members.
9. Assist in initiating assistance for recognized child abuse and neglect.
10. Meet the Ohio Department of Job and Family Services requirements for child daycare providers.

# TEACHER EDUCATION

## PREKINDERGARTEN CARE AND EDUCATION

### SUGGESTED SEQUENCE OF REQUIRED COURSES

Semester I	Semester II	Semester III	Semester IV
<b>ECE101</b> Cognitive and Physical Development of the Child  ▲ 3	<b>COM101</b> Public Speaking  3	<b>ECE111</b> Society, Family, and Diversity in Early Childhood  ▲ 3	<b>ECE104</b> Early Childhood Development Practicum  ▲ 2
<b>ECE103</b> Communicable Diseases/ Child Abuse Recognition  ▲ 1	<b>ECE102</b> Social and Emotional Development of the Child  ▲ 3	<b>ECE112</b> Integrating Language Arts and Literacy in the Early Childhood Curriculum  ▲ 3	<b>ECE105</b> Early Childhood Development Seminar  ▲ 1
<b>ECE110</b> Wellness and Safety in Early Childhood  ▲ 3	<b>EDU210</b> Children's Literature  ▲ 3	<b>EDU202</b> Classroom Management: Issues and Trends  ▲ 3	<b>ECE106</b> Care and Development of Toddlers  ▲ 3
<b>EDU105</b> Introduction to Education  ▲ 1	<b>PSY201</b> Child Development  3	<b>ENG102</b> English Composition II  3	<b>ECE113</b> Integrating Math and Science in the Early Childhood Curriculum  ▲ 3
<b>ENG101</b> English Composition I  3	<b>SOC101</b> Introduction to Sociology  3	<b>PSY219</b> Characteristics of Exceptional Children  3	<b>ECE114</b> Integrating Music, Art, and Play in the Early Childhood Curriculum  ▲ 3
<b>HSC102</b> First Aid/CPR  1			Elective  3
<b>PSY101</b> General Psychology  3			
Credits 15	Credits 15	Credits 15	Credits 15

60 Semester Credits

Technical Electives: ACC100, BUS101, BUS111, BUS206, ECE107, EDU200, EDU201, EDU203, MTH100 AND PSY220

▲ 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 and FBI prior to the third week of class. See course description.

# TEACHER EDUCATION (CERTIFICATE) PREKINDERGARTEN CARE

## SUGGESTED SEQUENCE OF REQUIRED COURSES

Semester I	Semester II
<b>ECE101</b> Cognitive and Physical Development of the Child ▲ 3	<b>COM101</b> Public Speaking 3
<b>ECE103</b> Communicable Diseases/ Child Abuse Recognition ▲ 1	<b>ECE102</b> Social and Emotional Development of the Child ▲ 3
<b>ECE110</b> Wellness and Safety in Early Childhood ▲ 3	<b>ECE104</b> Early Childhood Development Practicum ▲ 2
<b>EDU105</b> Introduction to Education 1	<b>ECE105</b> Early Childhood Development Seminar ▲ 1
<b>ENG101</b> English Composition I 3	<b>EDU202</b> Classroom Management: Issues and Trends ▲ 3
<b>HSC102</b> First Aid/CPR 1	<b>ENG210</b> Children's Literature ▲ 3
<b>PSY101</b> General Psychology 3	<b>PSY219</b> Characteristics of Exceptional Children ▲ 3
<b>PSY201</b> Child Development 3	
Credits 18	Credits 18

36 Semester Hours

▲ Student must obtain a letter grade of P (pass) or C or better in all courses with this symbol to earn the one-year certificate and/or continue towards an associate degree in prekindergarten care and education.

Some courses require a records check through BCI and I and FBI prior to the third week of class. See course description.

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

# TEACHER EDUCATION EARLY CHILDHOOD

## SUGGESTED SEQUENCE OF REQUIRED COURSES

Semester I	Semester II	Semester III	Semester IV
<b>ECE101</b> Cognitive and Physical Development of the Child ▲ 3	<b>EDU200</b> Foundations of Education ▲ 3	<b>ECE112</b> Integrating Language Arts and Literacy in the Early Childhood Curriculum ▲ 3	<b>ECE104/ECE105</b> Early Childhood Development Practicum/Seminar OR <b>EDU207/206</b> ▲ 3
<b>ECE110</b> Wellness and Safety in Early Childhood ▲ 3	<b>ECE102</b> Social and Emotional Development of the Child ▲ 3	<b>ECE113</b> Integrating Math and Science in the Early Childhood Curriculum ▲ 3	<b>EDU201</b> Instructional Technology ▲ 3
<b>EDU105</b> Introduction to Education ▲ 1	<b>ECE111</b> Society, Family, and Diversity in Early Childhood ▲ 3	<b>ECE114</b> Integrating Music, Art and Play in the Early Childhood Curriculum ▲ 3	<b>EDU210</b> Children's Literature ▲ 3
<b>ENG101</b> English Composition I 3	<b>ENG102</b> English Composition II 3	<b>EDU202</b> Classroom Management: Issues and Trends ▲ 3	<b>PSY220</b> Educational Psychology 3
<b>MTH100</b> Math for Elementary Teachers I 4	<b>GSC101</b> Introduction to Physical Science 4	<b>PSY219</b> Characteristics of Exceptional Children 3	
<b>PSY101</b> General Psychology 3			
Credits 17	Credits 16	Credits 15	Credits 12

60 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, and FBI prior to the third week of class. See course description.

# TEACHER EDUCATION MIDDLE CHILDHOOD

## SUGGESTED SEQUENCE OF REQUIRED COURSES

Semester I	Semester II	Semester III	Semester IV
<b>COM101</b> Public Speaking  3	<b>EDU210</b> Children's Literature OR <b>ENG201</b> Introduction to Literature  3 ▲	<b>ECE101</b> Cognitive & Physical Development of the Child OR <b>PSY201</b> Child Development OR <b>PSY206</b> Adolescent Development  3 ▲	<b>EDU201</b> Instructional Technology  3 ▲
<b>EDU105</b> Introduction to Education  1 ▲	<b>EDU200</b> Foundations of Education  3 ▲	<b>EDU202</b> Classroom Management: Issues and Trends  3 ▲	<b>EDU206/EDU207</b> Classroom Practicum/Seminar  3 ▲
<b>ENG101</b> English Composition I  3	<b>ENG102</b> English Composition II  3	<b>EDU203</b> Literacy, Language and Phonics  3 ▲	<b>PSY220</b> Educational Psychology  3
<b>MTH100</b> Math for Elementary Teachers I  4	<b>GSC101</b> Introduction to Physical Science  4	<b>PSY219</b> Characteristics of Exceptional Children  3	Elective*  3
<b>PSY101</b> General Psychology  3	<b>ART101</b> Survey of Art History <b>ART102</b> Beginning Drawing <b>ART104</b> Art History I OR <b>MUS101</b> Music Appreciation <b>MUS102</b> Music Fundamentals  3	Elective*  3	Elective*  3
Credits 14	Credits 16	Credits 15	Credits 15

60 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, and FBI prior to the third week of class. See course description.

# TEACHER EDUCATION INTERVENTION SPECIALIST

## SUGGESTED SEQUENCE OF REQUIRED COURSES

Semester I	Semester II	Semester III	Semester IV
<b>COM101</b> Public Speaking  3	<b>ART101/102/104</b> Art Appreciation/Fundamentals/ History OR <b>MUS101/102</b> Music Appreciation/ Fundamentals  3	<b>EDU202</b> Classroom Management: Issues and Trends  ▲ 3	<b>EDU201</b> Instructional Technology  ▲ 3
<b>EDU105</b> Introduction to Education  ▲ 1	<b>EDU200</b> Foundations of Education  ▲ 3	<b>EDU203</b> Literacy, Language, and Phonics  ▲ 3	<b>EDU206/EDU207</b> Classroom Practicum/Seminar  ▲ 3
<b>ENG101</b> English Composition I  3	<b>EDU210</b> Children’s Literature OR <b>ENG201</b> Introduction to Literature  ▲ 3	<b>PSY201</b> Child Development OR <b>PSY206</b> Adolescent Development  ▲ 3	<b>GSC101</b> Introduction to Physical Science  4
<b>MTH100</b> Math for Elementary Teachers I  4	<b>ENG102</b> English Composition II  3	<b>PSY219</b> Characteristics of Exceptional Children  3	<b>PSY220</b> Educational Psychology  3
<b>PSY101</b> General Psychology  3	<b>SOC101</b> Introduction to Sociology  3	Elective*  3	Elective*  3
Credits 14	Credits 15	Credits 15	Credits 16

60 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 and FBI, prior to the third week of class. See course description.

## 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. 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.

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 into a developmental English course 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 Transferology at [www.transferology.com](http://www.transferology.com) 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 directives 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 directives, 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 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 48 TAGs in 12 specific discipline areas presently involving 4,000 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. **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

ACC111 Financial Accounting I

ACC112 Financial Accounting II

ACC121 Managerial Accounting

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

#### Criminal Justice

CJT101 Introduction to Criminal Justice

CJT213 Police Function

COR202 Correctional Institutions  
in America

COR203 Criminology

#### Dietetics

BIO103 Nutrition

#### Economics

ECO101 Macroeconomics

ECO102 Microeconomics

#### Education

ECE101 Cognitive and Physical

Development of the Child

ECE111 Society, Family and Diversity  
in Early Childhood

EDU200 Foundations of Education

PSY219 Characteristics of Exceptional  
Children

PSY220 Educational Psychology

#### Electrical Engineering

ELE101 Circuits I

ELE102 Circuits II

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

#### Geography

GEO101 World Geography

GEO102 Physical Geography

GEO201 Human/Cultural Geography

#### Geology

GEL101 Introduction to Geology

#### Health Information Management

BIO201 Pathophysiology

CIS101 Personal Computer Applications

HIM104 Reimbursement Methodologies

HIM230 Legal and Ethical Concepts  
in Healthcare

HSC101 Medical Terminology

#### 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

**Mechanical Engineering**

DES115 Auto CAD I  
 MCH201 Applied Mechanics I (Statics)  
 MCH210 Strength of Materials  
 MCH204 Intro to Manufacturing Processes

**Philosophy**

PHI101 Introduction to Philosophy  
 PHI202 Ethics

**Physics**

PHY106 College Physics I  
 PHY107 College Physics II

**Political Science**

PSC101 American Government  
 PSC102 Comparative Politics

**Psychology**

PSY101 General Psychology  
 PSY201 Child Development  
 PSY203 Social Psychology  
 PSY205 Human Growth and Development  
 PSY206 Adolescent Development  
 PSY207 Adult Development  
 PSY211 Abnormal Psychology

**Public Relations and Advertising**

COM150 Survey of Mass Media

**Sociology**

SOC101 Introduction to Sociology  
 SOC110 Sociology of Marriage and Family  
 SOC205 Social Problems

**Studio/Fine Arts**

ART102 Beginning Drawing  
 ART103 Beginning Opaque Water Media  
 ART107 Photography  
 ART108 Design Foundations

**TRANSFEROLOGY**

Transferology 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 Transferology. Directions for accessing and registering to use Transferology are available at [www.egcc.edu](http://www.egcc.edu). Once a student becomes a member of Transferology (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 Transferology for guidance in planning the transfer process. Specifically, students should identify early in their collegiate studies an institution and major to which they desire to transfer.

Furthermore, students should determine if there are language requirements or any special course requirements that can be met during the freshman or sophomore year. This will enable students to plan and pursue a course of study that will articulate with the receiving institution's major. Students are encouraged to seek further information regarding transfer from both their advisor and the college or university to which they plan to transfer.

**OTHER TRANSFER ADVANTAGES**

EGCC has transfer 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<sup>2</sup>)**

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

The Transfer Module may be completed independently of degree requirements as follows: (3) three semester hours ENG101 English Composition I, six (6) semester hours representing two disciplines of social sciences, six (6) semester hours representing two disciplines of arts and humanities, six (6) semester hours of

science including at least one lab course, and three (3) semester hours of mathematics, plus additional courses from the list below to complete a block of at least 36 semester hours. Upon completion of the above, the student's transcript will designate TRANSFER MODULE COMPLETED.

### English/Oral Communication

Minimum 3 semester hours

- 3 ENG101 English Composition I
- 3 ENG102 English Composition I
- 3 COM101 Public Speaking (Optional)

### Mathematics, Statistics and Formal Logic

Minimum 3 semester hours

- 4 MTH120 College Algebra
- 3 MTH121 College Trigonometry
- 5 MTH220 Calculus and Analytic Geometry I
- 5 MTH221 Calculus and Analytic Geometry II

### Arts/Humanities

Minimum 6 semester hours

- 3 ENG201 Introduction to Literature
- 3 ENG202 Survey of World Literature
- 3 ENG252 Survey of British Literature I
- 3 ENG253 Survey of British Literature II
- 3 ENG254 American Literature: Early Period
- 3 ENG255 American Literature: Late Period
- 3 HIS101 World Civilization I
- 3 HIS102 World Civilization II
- 3 ART104 Art History I
- 3 ART105 Art History II
- 3 PHI101 Introduction to Philosophy

Additional hours

- 3 MUS101 Music Appreciation
- 3 ART101 Survey of Art History

### Social Sciences

Minimum 6 semester hours

- 3 ECO101 Macroeconomics
- 3 ECO102 Microeconomics
- 3 HIS104 US History I
- 3 HIS105 US History II
- 3 PSC101 American Government
- 3 PSY101 General Psychology
- 3 PSY203 Social Psychology
- 3 PSY205 Human Growth and Development
- 3 SOC101 Introduction to Sociology
- 3 SOC205 Social Problems

Additional hours

- 3 GEO101 World Geography

### Natural Sciences

Minimum 6 semester hours

- 4 PHY106 College Physics I
- 4 PHY107 College Physics II
- 4 CHM102 General Chemistry I
- 4 CHM103 General Chemistry II
- 4 BIO102 Human Anatomy and Physiology
- 4 BIO106 Introduction to Biological Sciences
- 4 BIO203 Principles of Microbiology
- 4 GEL111 Earth Science
- 4 BIO114 Principles of Biology I
- 4 BIO115 Principles of Biology II

## ASSOCIATE OF ARTS (AA)

The Associate of Arts degree at Eastern Gateway Community College requires a minimum of 60 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
<b>CSS106</b> Succeeding in College  ▲ 1	<b>ENG102</b> English Composition II  ▲ 3	<b>SOC101</b> Introduction to Sociology  ▲ 3	Elective  ▲ 3
<b>COM101</b> Public Speaking  ▲ 3	<b>MTH100</b> or above*  ▲ 3-5	Humanities Elective  ▲ 3	Elective  ▲ 3
<b>ENG101</b> English Composition I  ▲ 3	Biological Sciences Elective  ▲ 4	Literature Elective  ▲ 3	Elective  ▲ 3
<b>PSY101</b> General Psychology  ▲ 3	Elective  ▲ 3	Science Elective  ▲ 4	Humanities Elective  ▲ 3
Foreign Language OR Humanities Elective*  ▲ 3-4	Foreign Language OR Humanities Elective*  ▲ 3-4	Social Science Elective  ▲ 3	Social Science Elective  ▲ 3
Credits 13-14	Credits 16-19	Credits 16	Credits 15

60-64 Semester Credits

\* **Choosing 4-credit hour electives for these three classes allows a student to eliminate one 3-credit hour elective.**

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.** Suggestions for course selection based on your chosen major can be found in the Transfer Opportunities section of this catalog. Suggestions for course selection for general education electives can be found in the EGCC Transfer Module Courses section of this catalog. To help assure maximum transferability, before registering students should check transfer school requirements and articulation agreements for the most up-to-date information.

▲ 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 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 dean for business, engineering and information technologies.

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 student 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.

### SUGGESTED SEQUENCE OF REQUIRED COURSES

Semester I	Semester II	Semester III	Semester IV
<b>Area of Concentration</b>  ▲ 10	<b>Area of Concentration</b>  ▲ 11	<b>Related Course Work</b>  ▲ 9	<b>Related Course Work</b>  ▲ 9
<b>CSS106</b> Succeeding in College  1	Math Elective  3	Humanities Elective  3	<b>COM101</b> Public Speaking  3
<b>ENG101</b> English Composition I  3	English Elective  3	Social Science Elective  3	<b>CIS101</b> Personal Computer Applications  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 transferology.com.

The AS is designed for students who are planning to transfer into baccalaureate degree programs in science-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

### SUGGESTED SEQUENCE OF REQUIRED COURSES

Semester I	Semester II	Semester III	Semester IV
<b>CHM102</b> General Chemistry I*  ▲ 4	<b>CHM103</b> General Chemistry II*  ▲ 4	<b>PHY107**</b> College Physics II*  ▲ 4	<b>COM101</b> Public Speaking  3
<b>CSS106</b> Succeeding in College  1	<b>ENG102</b> English Composition II  ▲ 3	Foreign Language or Humanities Elective  3-4	<b>PHY06**</b> College Physics I  ▲ 4
<b>ENG101</b> English Composition I  ▲ 3	<b>MTH221</b> Calculus & Analytic Geometry II  ▲ 5	Social Science Elective  3	Foreign Language or Humanities Elective  ▲ 3-4
<b>MTH220</b> Calculus & Analytic Geometry I  ▲ 5	<b>PSY101</b> 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 description 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 Beginning Opaque Water Media  
 ART104 Art History I  
 ART105 Art History II  
 ART107 Photography  
 ART108 Design Foundations  
 ART111 Visual Art Seminar  
 ART113 Beginning Oil Painting  
 ART114 Beginning Water Color Painting  
 ART115 Digital Photography  
 ART121 Special Topics in Art  
 ASL101 Beginning American Sign Language I  
 ASL102 Beginning American Sign Language II  
 COM101 Public Speaking  
 COM105 Interpersonal Communication  
 COM110 Conference and Group Discussion  
 COM115 Oral Interpretation  
 COM150 Survey of Mass Media  
 COM210 Advanced Presentation Skills  
 EDU210 Children's Literature  
 ENG101 English Composition I  
 ENG102 English Composition II  
 ENG103 Business Communications  
 ENG104 Technical & Professional Writing  
 ENG151 Creative Writing  
 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  
 ENG215 Social Issues in Literature  
 ENG220 Modern Poetry  
 ENG254 American Literature I: Early Period  
 ENG255 American Literature II: Late Period

HIS101 World Civilization I  
 HIS102 World Civilization II  
 HIS117 History of Japan  
 HIS121 History of the Middle East  
 HIS122 History of Southeast Asia  
 JRN101 Basic Journalism  
 JRN201 Journalism and the Media  
 MGT210 Leadership Development and Team Building  
 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  
 THE201 History of Theater

**Mathematics**

MTH102 Survey of Mathematics\*  
 MTH120 College Algebra  
 MTH121 College Trigonometry  
 MTH128 Statistics  
 MTH220 Calculus/Analytic Geometry I  
 MTH221 Calculus/Analytic Geometry II

**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  
 CHM101 Introduction to Chemistry  
 CHM102 General Chemistry I  
 CHM103 General Chemistry II  
 CHM201 Organic Chemistry  
 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  
 HIS201 African-American History  
 MGT202 Organizational Behavior  
 PSC101 American Government  
 PSC102 Comparative Politics  
 PSY101 General Psychology  
 PSY201 Child Development  
 PSY203 Social Psychology  
 PSY205 Human Growth & Development  
 PSY206 Adolescent Development  
 PSY207 Adult Development  
 PSY211 Abnormal Psychology  
 PSY219 Characteristics of Exceptional Children  
 PSY220 Educational Psychology  
 SOC101 Introduction to Sociology  
 SOC102 Sport in American Society  
 SOC110 Sociology of Marriage and Family  
 SOC111 Introduction to Social Work  
 SOC202 Society and Institutions  
 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 semester or year

## Code Index

AAT	Administrative Assistant Technology	IDM	Interactive Digital Media
ACC	Accounting	JRN	Journalism
ANT	Anthropology	MAS	Medical Assisting Technology
ART	Art	MCH	Mechanical Engineering Technology
ASL	American Sign Language	MGT	Management
BIO	Biology	MTH	Mathematics
BUS	Business	MUS	Music
CDL	Commerical Drivers License	NGT	Natural Gas Technology
CHM	Chemistry	NET	Networking
CIS	Computer Information	NUR	Nursing LPN to ADN
CIV	Civil Engineering Technology	PED	Physical Education
CJT	Criminal Justice Technology	PHI	Philosophy
COM	Communications	PHN	Patient Home Navigator
COR	Corrections	PHY	Physics
CPS	Computer Sciences	PLA	Prior Learning Assessment
CSS	College Success Series	PLB	Phlebotomy
DAS	Dental Assisting Technology	PLG	Paralegal
DES	Design Engineering Technology	POA	Peace Officers Academy (Police Academy)
ECE	Teacher Education	PNR	Practical Nursing
ECO	Economics	PSA	Private Security Academy
EDU	Education	PSC	Political Science
EGT	Engineering Technologies	PSY	Psychology
ELE	Electrical/Electronics Engineering	RAD	Radiologic Technology
EMS	Emergency Medical Services	REA	Real Estate
ENG	English/Literature	RES	Respiratory Therapy Technology
ENV	Environmental Science	SEC	Security
EUT	Electric Utilities Technican	SOC	Sociology
GEL	Geology	SPA	Spanish
GEO	Geography	STM	Additive and Digital Manufacturing Technology
GSC	General Science	THE	Theatre
HIM	Medical Coding/Health Information Management	WLD	Welding
HIS	History		
HSC	Health Sciences		

## 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 Mathematics, ENG083 Integrated Reading and Writing I, and ENG095 Integrated Reading and Writing II 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

Prerequisites: ENG095, MTH081

**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

Prerequisites: ENG095, MTH081

**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

**ACC204 Tax Accounting 4 Credits**

Income taxes as they pertain to individuals and small businesses will be stressed. Topics include income inclusions and exclusions, adjustments, deductions, credits and capital transactions.

Theory 4 hours

Prerequisites: ENG095, MTH081

**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 Computerized Accounting 3 Credits**

This course introduces the student to the commercial accounting package QuickBooks. Students will learn how to account for receivables, payables, inventory, payroll, year-end adjusting entries, and bank reconciliations.

Theory 3 hours

Prerequisite: ACC111 or ACC100

**ACC221 Cost Accounting 4 Credits**

This course is a study of job order costing, process costing, handling of costs for joint and by products, standard costing, budget variances, and payroll procedures for a manufacturer.

Theory 4 hours

Prerequisite: ACC112

**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 popular 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

**ACC250 Accounting Practicum 2 Credits**

The student has on-the-job experience under close supervision, which enables the accounting student to apply principles learned in the classroom and to gain firsthand experience of current accounting practices.

Theory 2 hours

Prerequisites: ACC211, ACC215, CIS222

Corequisite: ACC251

**ACC251 Accounting Practicum Seminar 1 Credit**

This seminar is taken in conjunction with ACC250. The practicum is enhanced by a discussion of practicum experiences and coverage of selected accounting topics.

Prerequisites: ACC211, ACC215, CIS222

Corequisite: ACC250

## ADDITIVE AND DIGITAL

## MANUFACTURING TECHNOLOGY

**STM111 Manufacturing Product Design 3 Credits**

This course explores creativity, design and innovation and how these skills support manufacturing product development and additive manufacturing. Technical, scientific and practical roles and processes of creativity, design, critique, brainstorming and innovation are studied. Students have experiential opportunities using design and manufacturing applications and methodologies in a technology-rich environment. The 21st century skills of collaboration critical thinking and communication that machine operators need to perform as key contributors to the product development team are embedded in this course. Additionally, students learn the importance of entrepreneurial thinking and opportunities they will encounter in their career. Students will learn to critically assess their own work and the work of others from a global perspective, understanding that manufacturing product development is influenced by cultural and environmental context. Students, individually, and as members of multi-disciplinary product development teams to innovate and design products and solutions to real-world scenarios, evaluate their conceptual designs through an iterative process and then create their designs through remote use of digitally controlled prototyping and additive manufacturing equipment.

Theory 3 hours

**STM120 Foundations of Additive Manufacturing 4 Credits**

This course builds upon the prerequisite ICDD: Manufacturing Product Development. Students will learn the history, current status and explore future uses of additive/advanced manufacturing. Principal additive manufacturing technologies will be studied. Students will learn and apply modeling and design applications. Students, individually, and as members of multi-disciplinary product development teams will innovate and design products and solutions to real-world challenges, evaluate their conceptual designs through an iterative process and then create their designs through remote use of digitally controlled prototyping and additive manufacturing equipment. Students will be provided an opportunity to customize and build a 3-D printer.

Theory 4 hours

Prerequisites: STM111

**STM130 Creative Entrepreneurship 4 Credits**

This course explores how emerging ICT, social media, and technologies such as additive manufacturing and rapid prototyping are transforming career and entrepreneurial opportunities. Using the technical, teambuilding and project development skills learned in the prerequisite Innovation, Creativity and Design Thinking, students learn how to apply creative thinking, pursue entrepreneurial opportunities and affect their futures with emerging technologies. Students learn to develop a 21<sup>st</sup> century business plan, investigate different forms of entrepreneurial financing, the influence of crowd-sourcing and how the history of entrepreneurship affects entrepreneurship of today. They invent, design and build a product and then learn how to create a business opportunity using social media and 21<sup>st</sup> century enabling technologies.

Theory 4 hours

**STM140 Sustainable Manufacturing 4 Credits**

This course explores the relationship of manufacturing with the environment, delving into significant concerns about the unintended social, environmental and economic consequences of rapid population growth, economic growth and consumption of natural resources which influence manufacturing. Global warming, biomimicry, carbon footprints, life cycle analysis and sustainable produce design are among the topic areas. Alternatives for "green" manufacturing will be explored. Students will learn to think about the potential environment consequences of manufacturing and learn skills and knowledge to mitigate these impacts.

Theory 4 hours

Prerequisite: STM120

## 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 through 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

Prerequisites: AAT102 or AAT103 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: AAT103

**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 3 hours

**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 and AAT203 or AAT202, or dean approval

**AAT214 General Office Procedures 3 Credits**

This 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 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

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. Course may require participation in activities/events outside the classroom that relate to the outcomes of the course.

Theory 2 hours - Lab 2 hours

**ART111 Visual Art Seminar****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 20<sup>th</sup> century and how it has evolved into the art of the early 21<sup>st</sup> 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 20<sup>th</sup> and early 21<sup>st</sup> 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 Oil Painting****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: ART103; 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

**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 with a minimum of "C" or better
- 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
- BIO200 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
- BIO201 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
- 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
- BIO206 Botany 4 Credits**  
 This course presents basic concepts of plant biology for science majors, focusing on plant characteristics, plant identification, nomenclature structure and physiology, growth and development, plant genetics and evolution. Current topics in agriculture, horticulture, medicine, biotechnology, ecology, conservation and environmental issues will be discussed. A research project will be required, including data analysis and report writing. Laboratory work includes studies in plant structure and physiology, plant genetics, plant biotechnology, greenhouse and fieldwork will be required.  
 Theory 3 hours - Lab 2 hours
- 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  
 Prerequisite: ENG095
- 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  
 Corequisite: ECO102
- BUS203 Business Law I** **3 Credits**  
 This 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 Promotion** **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 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
- 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
- BUS211 Social Media Marketing** **3 Credits**  
 This course focuses on using social media portals to positively influence consumers toward a website, company, brand, product, service, or a person with the goal of the purchase of a product, online subscription or registration in an online community. Students develop a social media marketing strategy as a major project. Additional time outside of class is required to complete assignments and projects.  
 Theory 3 hours
- 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
- 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  
 Prerequisite: BUS206 and articulation agreement
- BUS253 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 articulation agreement
- BUS254 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 articulation agreement

**CHEMISTRY****CHM101 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 and the math necessary to complete calculations encountered in general chemistry. Laboratory activities reinforce theory and familiarize the student with basic laboratory equipment and techniques.

Theory 3 hours - Lab 2 hours

Prerequisite: MTH095 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: CHM101 and MTH095 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

**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

**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 communication ethics, 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 non-verbal 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 Presentational 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

Prerequisite: COM101

**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**

**CIS101 Personal Computer Applications 3 Credits**

This course teaches the basic terminology, concepts and use of computer systems. Hardware, personal productivity software, Internet usage, file management, electronic communication and networking technologies are also discussed. The course provides standardized, hands-on instruction in the most commonly used personal computer software for word processing, spreadsheet use, presentation graphics and database management. The course combines demonstration, hands-on, self-paced and online course management instruction. (This course complies fully with the OBR TAG requirements for OBU003 Computer Applications.)

Theory 3 hours

**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**

This 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: CIS101 or instructor approval

**CIS225 Database Concepts 3 Credits**

This 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: CIS101 or GSC107 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 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

**CORRECTIONS**

**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

**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

**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 Technology and Data Security 3 Credits**  
 This course is an overview of local and national computer and networked infrastructure that supports law enforcement and national security agencies including system protection. Global and financial implications of cyber terrorism will be studied as will the impact of cyber security on privacy and civil liberties.  
 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 Situational Crime Prevention will also be discussed.  
 Theory 3 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 Evidence 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 3 Credits**  
 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**  
 Field experience in an appropriate criminal justice agency under the direction of experienced and qualified professionals. The internship is designed so the student will be able to apply what they learned in the classroom to actual justice-related activities and issues. Twelve (12) hours of fieldwork per week required.  
 Internship 1-4 hours  
 Prerequisite: Program director approval

**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

**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

Prerequisite: CJT101

**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 American Criminal 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

**CJT222 Homeland Security 3 Credits**

Principles and practices associated with the emerging discipline of homeland security. Policies, directives, national plans, and legislation that shape and define the ongoing evolution of homeland security are presented. Key issues including civil liberties and diversity are discussed and homeland security's relationship to public safety, private security, and national security will be explored.

Theory 3 hours

**DENTAL ASSISTING TECHNOLOGY**

**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 program director 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 Dental Assisting Program

**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

**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

**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 specialties procedures. Cultivation of this material is achieved by discussion, study, demonstration and practice in laboratory sessions.

Theory 1 hour - Lab 2 hours

Prerequisite: Admission to Dental Assisting Program

**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

Prerequisite: Admission to Dental Assisting Program

**DAS108 Dental Anatomy 3 Credits**

The student is provided with an introduction to the basic structure of the human body. 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: Admission to Dental Assisting Program or waiver for practicing dental assistants with program director approval

**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: Admission to Dental Assisting Program

**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. Students meet weekly to discuss clinical experience.

Clinical 8 hours

Prerequisites: Admissions to the Dental Assisting Program 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. Ethical and legal considerations are included.

Theory 1 hour - Lab 2 hours

Prerequisite: Admission to the Dental Assisting Program or waiver for practicing dental assistants with program director approval

**DAS112 Special Functions 2 Credits**

Content of this course is designed to develop special functions for the student dental assistant. Coronal polishing, dental sealant placement, and nitrous oxide sedation are presented as required by the Ohio State Dental Board.

Theory 1 hour - Lab 2 hours

Prerequisite: Admission to the Dental Assisting Program or Certified Dental Assistant

**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: Admission to Dental Assisting Program and a minimum of "C" or "P" in all DAS courses from 102-112

**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 mini term - 40 contact hours per week)

Prerequisite: Admission to Dental Assisting Program and a minimum of "C" or "P" in all DAS courses from 102-112

**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 and Pennsylvania State Dental Practice Acts. This is accomplished through theory and on-campus laboratory sessions.

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.

Prerequisite: Admission to EFDA Program

**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 and Pennsylvania State Practice Acts may be performed at the discretion of the dentist.

Clinic 7 hours

Prerequisite: Admission to EFDA Program

**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: Admission to EFDA Program

**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 AutoCAD I****3 Credits**

This course teaches the student to use AutoCAD software and prepare drawings per power plant industry standards.

Theory 3 hours

Prerequisite: DES110, prerequisite waived if ATS major

**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****3 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 3 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**

This 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  
 Corequisites: CDL101, EUT202

**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  
 Corequisites: CDL101, EUT201

**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  
 Prerequisites: 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, sinusoidal 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, MTH110  
 Corequisite: MTH111

**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 digital systems. Emphasis is placed on combinational logic such as adders, subtractors, comparators, decoders, multiplexers and logic arrays and sequential devices such as flip flops, registers, counters, RAM (Random Access Memory) and control circuits.  
 Theory 3 hours - Lab 2 hours

**ELE202 AC/DC 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. The course describes methods of controlling the speed of motors and discusses the basics of variable speed drives. 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.  
 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. The course covers transformer theory, wiring devices, overcurrent protection, wire types, grounding and circuit design. Transformer labs are used to support theory. "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 compliance with safety codes, such as the National Electrical Code and the National Electrical Manufacturers Association (NEMA).  
 Theory 2 hours - Lab 2 hours  
 Prerequisite: ELE102

**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 study of Programmable Logic Controllers (PLC). A PLC is a specialized computer used to control machines and processes. The course includes a description of the hardware functions and the wiring of inputs and outputs. The PLC is programmed in relay ladder logic and all of the programming instructions are reviewed. The labs include building a complete hardware system and writing software programs, using learned instructions to control the hardware.  
 Theory 2 hours - Lab 2 hours  
 Prerequisites: ELE208 or instructor approval

## EMERGENCY MEDICAL SERVICES

**EMS105 Emergency Medical Technician 8 Credits**  
 This course prepares students to become certified as an Emergency Medical Technician. Topics covered include roles and responsibilities, personal safety, medical/legal considerations, airway management, CPR/AED use, as well as assessment and management of trauma, medical, and pediatric emergencies. Lecture and lab will be the primary methods of instruction. Students are required to complete specific classroom and clinical time, and must also demonstrate required skills competency in the lab setting as defined by the state curriculum. Upon successful completion of the course, students are eligible for National Registry testing at the Emergency Medical Technician level.  
 Theory/Lab 120 Hours - Clinical 10 hours  
 Prerequisites: High school diploma or equivalent; satisfy admission requirements

**EMS106 Advanced Emergency Medical Technician 11 Credits**  
 This course prepares the student to become certified as an Advanced EMT. Topics that will be covered include roles and responsibilities, personal safety, medical/legal considerations, airway management, CPR/AED/manual defibrillation use, medication administration, as well as advanced assessment and management of trauma, medical, cardiac, obstetric, and geriatric emergencies. Lecture and lab will be the primary methods of instruction. Students are required to complete specific classroom and clinical time, and must also demonstrate required skills competency in the lab setting as defined by the state curriculum. Upon successful completion of the course, the student is eligible for National Registry testing at the Advanced EMT level.  
 Theory/Lab 160 hours - Clinical 10 hours  
 Prerequisites: Current Ohio EMT Certification and program director approval

**EMS107 Anatomy and Physiology for Paramedicine 3 Credits**  
 This course introduces the student to the structure and function of the human body. The course is designed to provide an understanding of anatomy and physiology as a basis for the relationship to pathophysiology which will be studied extensively throughout the paramedic student's education.  
 Theory 3 hours

**EMS108 Paramedic Theory and Practice I 11 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.  
 Theory 11 hours  
 Prerequisites: Admission to the paramedic program, EMS105 or equivalent, EMS107 or equivalent  
 Corequisite: EMS112

**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, obstetrical, neonatal, and various other medical emergencies assessment and management will be covered. Lab sessions will reinforce the theory component.

Theory 8 hours

Prerequisites: EMS108, EMS112

Corequisite: EMS113

**EMS110 Paramedic Theory and Practice III 4 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.

Theory 4 hours

Prerequisite: EMS109, EMS113

Corequisite: EMS114

**EMS112 Paramedic Practical Application I 2 Credits**

This first clinical component provides the student the opportunity to become proficient in application of practical skills in patient assessment, airway management, and medication administration in the hospital setting. Students also will begin field clinical on paramedic units. The student will begin to integrate assessment and management of patients in the field setting.

Clinical 2 hours

Prerequisites: Admission to the paramedic program, EMS107

Corequisite: EMS108

**EMS113 Paramedic Practical Application II 2 Credits**

This second clinical component provides the student the opportunity to become proficient in application of practical skills in airway management, respiratory, cardiovascular care and obstetrics in the hospital setting. Students will continue field clinical on paramedic units. The student will integrate assessment and management of patients in the field setting.

Clinical 9 hours

Prerequisites: EMS108, EMS112

Corequisite: EMS109

**EMS114 Paramedic Practical Application III 2 Credits**

This final clinical component provides the student the opportunity to demonstrate proficiency in application of all skills and knowledge in the scope of practice. Students will continue field clinical on paramedic units. The student will integrate assessment and management of patients in the field setting. This clinical has a capstone experience referred to as the field summative evaluation. This is a final check-off for students where they will be expected to demonstrate knowledge, skills, and attitude consistent with that of an entry-level paramedic while performing in the field.

Clinical 7 hours

Prerequisite: EMS109

Corequisite: EMS110

**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 Emergency Medical Responder, Emergency Medical Technician, Advanced Emergency Medical Technician, Paramedic or is a registered nurse who holds a license to practice; at least five out of the last seven years experience as a Emergency Medical Responder, Emergency Medical Technician, Advanced Emergency Medical Technician, Paramedic 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**

**EGT101 Women in Sustainable Employment 3 Credits**

This course provides women the opportunity to learn about non-traditional career opportunities in a variety of industries such as construction, transportation, manufacturing, and utilities; to identify the core life skills essential to succeed in the field they choose; and to network with women jobseekers and tradeswomen to reach their goals. Topics include team building/communication, competitive edge/confidence, preparation for the non-traditional workplace, including sexual harrasment and conflict management and portfolio building needed to pursue an Associate of Technical Studies degree.

Theory 3 hours

**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\* 4 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 4 hours

Prerequisite: College placement test

\* Course not counted toward graduation

**ENG095 Integrated Reading and Writing II\* 4 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 4 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 for 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 style of documentation, and are required to produce a full-length research paper. Course may require participation in outside classroom activities/events that relate to the course outcomes.

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

**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

**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. This course will focus on readings from 20<sup>th</sup> century American literature and is a writing intensive course.

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

**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

**ENG252 Survey British Literature I Credits 3**

This course will study major British works from the Anglo-Saxon period to the late 18th century. In addition to reading and interpreting a wide variety of literature, the course also will focus on the literary movements and culture of this period. 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

Prerequisite: ENG101 or demonstrated writing skills

**ENG253 Survey British Literature II Credits 3**

This course will study major British works from the late 18th century to the modern period. In addition to reading and interpreting a wide variety of literature, the course also will focus on the literary movements and culture of this period. 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

Prerequisite: ENG101 or demonstrated writing skill

**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

Prerequisite: ENG101 or demonstrated writing skill

**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

Prerequisite: ENG101 or demonstrated writing skill

**ENVIRONMENTAL SCIENCE****ENV101 Introduction to Environmental Science 4 Credits**

An introduction to the interlinkages of nature with substantive materials from geology, biology, chemistry, physics, economics, anthropology, political sciences and many other areas. The role of humans as destroyers and conservationists in nature will be studied. Natural- and human-caused hazards and prevention will be investigated. This course will also provide an overview of the dynamics of the abiotic factors contributing to ecosystem structure and function. The course will include water resources and flood hazards, environmental hazards, soils, and waste management. It will deal both with natural factors and environments that have been affected by human intervention, as well as conservation of the resources on which society depends. Selected exercises designed to reinforce concepts including experiments, exercises, and field trips to introduce students to hands-on observation of significant environmental issues. The course has four required half-day field trips and one required full-day field trip.

Theory 3 hours - Lab 2 hours

**ENV102 Environment Sustainability 3 Credits**

This course will introduce students to the science of sustainability. It includes an overview of the origins of the concept of environmental sustainability and the development of sustainability science as an independent discipline and investigates the methodologies used by scientists to develop sustainable systems. The course also will explore the sustainability of technological advances in global food production. Topics include the origins of agriculture, soil energy and conservation, industrial vs. organic agriculture, integrated pest management, genetically modified organisms (GMOs), and biofuels. An overview of various renewable and non-renewable energy resources, their distribution, availability, patterns of use, and impact on the environment will be addressed. Students will evaluate relative energy efficiencies, as well as political and economic impacts on energy.

Theory 3 hours

- ENV103 Environmental Field Biology** 4 Credits  
Instrumental analysis of samples from aquatic systems involving automated colorimetry, atomic absorption spectrophotometry, gas chromatography, ion chromatography and high performance liquid chromatography. Students will learn basic analytical techniques and apply them in group projects investigating real world water quality problems.  
Theory 3 hours - Lab 2 hours
- ENV106 Environmental Principles of Water and Wastewater Management** 4 Credits  
This course will cover the components of a water-quality study, within the focus of a watershed. This course will also cover design concepts for environmental studies, sample collection, and aspects of data analysis. Students will conduct field sampling and laboratory exercises involving commonly measured properties in water studies. The course also will include an in-depth study of the four major categories of pollutants in raw sewage, the processes of preliminary, primary, secondary and tertiary sewage treatment, the methods for disinfecting sewage treatment effluent, and a thorough review of the Clean Water Act that governs such policy.  
Theory 4 hours
- ENV107 Environmental Geology** 3 Credits  
This course will investigate the complex interactions between humans and their geologic environment. Students will examine environmental aspects of natural hazards, surface processes, geologic resources, and local geology. Hands-on activities, field work, computer analysis, and student presentations will be an integral part of the course.  
Theory 3 hours
- ENV108 Environmental and Natural Resources Policy** 3 Credits  
Historical, ethical, economic, legal and policy aspects of environmental science are analyzed with an emphasis on their interrelationships. Various strategies of pollution abatement are considered.  
Theory 3 hours
- ENV120 OTCO: Basic Math for Waste/Wastewater** 3 Credits  
Basic water and wastewater math and compliance issues as they relate to water and wastewater will be covered.  
Theory 3 hours
- ENV121 OTCO: Basic Wastewater** 3 Credits  
Students will be exposed to the operation and maintenance procedures of a wastewater treatment facility, analyze and solve operational problems, learn operator responsibilities, contingency operating procedures, wastewater terms and wastewater equipment.  
Theory 3 hours
- ENV122 Basic Water** 3 Credits  
This course is designed to give the student a basic understanding to water plant operations. Students will learn the operations of various water treatment plants. They will learn how to analyze and solve operational problems including disinfection and detention time to name a few. A tour of a water treatment facility is included.  
Theory 3 hours
- ENV123 OTCO: Lab** 3 Credits  
This course is designed to give the student an overall view of the water and wastewater labs, testing methods, running basic tests, sampling procedures, chain of custody paperwork, Micro for water (MM mug and wastewater), EPA procedures along with an overview of the GIS program (12 hours), which will include some actual usage of the equipment and a basic overview of SCADA. Student will also get an overview and understanding of backflow and cross connection. Guest lecturers from the Ohio EPA will be scheduled along with subject matter experts.  
Theory 3 hours
- ENV201 Current Issues in Environmental Science Seminar** 1 Credit  
This course will consider biological and social issues underlying contemporary environmental problems. Students will be provided with an overview of nascent discipline of conservation biology. Case studies from around the nation (e.g., clean up of Lake Washington, Lake Erie, Exxon Valdez oil spill, spotted owl fracas, BP oil in the Gulf, Hurricane Katrina, and Hurricane Sandy) which will form fodder for discussions of the scientific and human elements of environmental decision-making are explored. Students will also be provided with exposure to current scientific research and policy initiatives. Course will include presentations by researchers, discussion of recent literature, and participation in educational workshops.  
Theory 3 hours
- ENV202 Environmental Soil Biology** 4 Credits  
This course will incorporate the principles of plant nutrition, soil nutrient availability, soil testing, and the principles of soil-plant-animal interactions and their influences on environmental and agricultural issues of global significance, sustainable agriculture, global climate change, and diversity conservation. The principles of soil chemistry, physics and biology will be used to determine the effects of soil management, agrichemical usage, livestock production, and vegetation on the environment using scales ranging from microsite to watershed. Soil will be studied as a three-phase system to include physical principles and measurements of soil properties, including density, texture, structure, water content, heat capacity, and transport coefficients, with the relationships of urban, agricultural and industrial contamination. This course will provide the physical, chemical and biological fate and transport processes of pollution in soils and to neighboring water bodies by use of modeling and application to landscape scale.  
Theory 4 hours
- ENV214 Basic Wastewater Collection** 3 Credits  
This course is designed to give students a basic understanding of the operation and maintenance of wastewater collection systems. Students will be exposed to basic math, inspection and collection procedures, pipeline cleaning, repair and new construction of pipes along with a basic understanding of lift stations.  
Theory 3 hours
- ENV215 Water Distribution** 3 Credits  
This course is designed to give students a basic understanding of water distribution systems. They will learn operation and maintenance of the system. The students will gain experience in basic hydraulics, pumps, disinfection and other distribution system properties.  
Theory 3 hours
- ENV216 Utility Management** 3 Credits  
This course is designed for students to give them an understanding of managing a public utility water and wastewater plant. The student will receive background information of the various job functions along with a review of communication skills but written and verbal.  
Theory 3 hours

**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

**GSC107 Technology for Professional/Personal Use 3 Credits**

This course exposes the student to the use of various computer software for professional and personal use. Included is the use of spreadsheets, databases, e-mail, financial software and the Internet.

Theory 3 hours

**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 - Lab 2-4 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 GEO102

**GEOLOGY****GEL101 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

**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 retrieval systems and control techniques for health records relative to numbering, forms, index systems, record retention, abstracting and analysis are instructed. Various media utilized in health information are presented. Additional topics include the organization of healthcare delivery in the U.S., the structure and operations of healthcare organizations, along with an overview of various healthcare providers. Introduction to accreditation, licensure, and certification will be presented.

Theory 3 hours

Prerequisite: Application to program

**HIM104 Reimbursement Methodologies 3 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 3 hours

Prerequisite: HIM102

Corequisite: HIM106

**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/PCS 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: BIO102, HSC101  
Corequisite: BIO201

**HIM113 HIM: Computers, Statistics and Quality 4 Credits**

This course provides an overview of computer applications, statistics and quality in HIM. Students will examine the national health information technology landscape as well as institution-specific IT systems. Healthcare quality and performance improvement principles will be introduced. Utilization review, performance improvement and quality assurance are discussed along with medical staff credentialing. Data collection, PI tools, calculation of statistics, report generation, and data display will be covered.

Theory 4 hours  
Prerequisites: HIM102, HIM106, HSC101

**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 payment classifications (APCs) will be studied. Coding in non-acute settings will be highlighted.

Theory 2 hours - Lab 2 hours  
Prerequisites: BIO102, HIM106, HIM216, HSC101, or instructor approval

**HIM216 Clinical Classification System II 4 Credits**

This course introduces the theory, concepts and application of CPT and HCPCS coding which will include the format and conventions of the classification systems. Additional focus will include national coding edits, and medical necessity. Software applications as well as utilization of coding manuals will be employed to assign codes.

Theory 4 hours  
Prerequisites: BIO102, HSC101

**HIM218 Professional Practicum I 1 Credit**

Advanced coding practice will provide the student with coding practice within a hospital, physician's office, clinic, and other healthcare 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; BIO102, HIM102, HIM104, HIM106, HIM216, HSC101

**HIM230 Legal and Ethical Concepts in Healthcare 3 Credits**

Study of legislative and regulatory processes that impact health care with particular focus on HIPAA. 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 healthcare and HIM will be addressed.

Theory 3 hours  
Prerequisites: HIM102, HIM104

**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  
Prerequisites: BIO102, HIM102, HIM104, HIM106, HIM210, HIM216, HIM218, HIM230, HIM251, HIM252, HSC101  
Corequisite: HIM296

**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  
Prerequisites: HIM102, HSC101

**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  
Prerequisite: HIM102

**HIM296 HIM Capstone 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  
Prerequisites: BIO102, HIM102, HIM104, HIM106, HIM210, HIM216, HIM218, HIM230, HIM251, HIM252, HSC101  
Corequisite: HIM248

**HEALTH SCIENCES**

**HSC099 Learning Strategies and Styles for the Allied Health Student 1 Credit**

This course is designed to aid the allied health student in developing learning strategies by teaching the problem-solving skills needed to think critically. Topics include evaluating information and decision-making, learning principles and styles, processing given information, time management and test-taking tips.

Theory 1 hour

**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. AHA certificates Bloodborne Pathogen, First Aid and CPR/AED for Healthcare Providers 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** **3 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 3 hours
- HSC105 Dosage Calculations for Healthcare Providers** **1 Credit**  
This course is designed for students pursuing a career in nursing or other healthcare 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 Administrative 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
- 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
- HSC122 ACLS Advanced Cardiac Life Support** **1 Credit**  
This course provides healthcare providers with the knowledge and skills to intervene in adult advanced cardiac and respiratory emergencies.  
Theory 1 hour  
Prerequisite: Current BLS certification
- HSC123 PALS Pediatric Advanced Life Support** **1 Credit**  
This course provides healthcare providers with the knowledge and skills to intervene in pediatric advanced cardiac and respiratory emergencies.  
Theory 1 hour  
Prerequisite: Current BLS certification
- ## 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
- HIS117 History of Japan** **3 Credits**  
This course covers the entire span of Japanese history from the mythical goddess Amaterasu to the current economic recession. This class will place special emphasis on the immense cultural changes in Japanese society from the end of the Tokugawa Shogunate in 1868 to the modern, democratic state in the 20th century. We will also examine some unique cultural aspects of Japanese culture that have not changed.  
Theory 3 hours
- HIS121 History of the Middle East** **3 Credits**  
This course surveys the major social, economic, political & cultural transformations in the Middle East from before the rise of Islam to the present. Together we will examine the rise and spread of Islam, the dynamics of regional dynasties and empires, and will focus on the processes that have contributed to shaping the modern Middle East.  
Theory 3 hours

- HIS122 History of Southeast Asia** 3 Credits  
This course examines the history and culture of Southeast Asia. Its focus will be on the geography, traditions, comparative religions of the region; and on the colonial experience, on nationalism, cold wars, and post-colonial experiences of the various countries of the region.  
Theory 3 hours
- HIS123 Applied History** 3 Credits  
Applied history, also widely known as public history, is history taught in a way to incorporate historical events in a hands-on environment encouraging historical analysis, investigation, museum studies, archival work, historic preservation, documentaries and firsthand experience.  
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
- HIS240E History of American Criminal 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**
- IDM111 Web Languages** 3 Credits  
This course in web site development is designed to introduce the theory, history, and application of markup and scripting languages used in the creation of web sites. Languages covered include version 5 of Hyper Text Markup Language (HTML5), version 3 of Cascading Style sheets (CSS3), and JavaScript. Additional topics such as working with a web server, file-upload, image editing, and calculating download time are also covered. Students develop a web site using the languages covered as a major project. Assignments require additional time outside the classroom.  
Theory 3 hours  
Prerequisite: MTH095 or instructor approval
- IDM121 Interactive Media Programming** 3 Credits  
This course is an inductory course in computer programming designed to enhance the student's ability to master more complex interactive media programming such as ActionScript. Topics include logic, program design, flowcharting, objects, classes, variables, decision structures, loops, arrays, and lists. A major project is required. Assignments require additional time outside of class.  
Theory 3 hours  
Prerequisite: MTH095
- IDM151 Digital Portfolio Development** 1 Credit  
Developing a digital portfolio is the focus of this course which is required for all internet and interactive digital majors. Students will learn the importance of developing a portfolio of their work throughout the duration of their careers and how to distribute it to prospective employers. Students will develop a portfolio of their first semester work and present it in a public setting. Additional time beyond class is required for the completion of assignments.  
Theory 1 hour
- IDM201 Digital Images** 3 Credits  
This course introduces students to the creation and editing of bitmap and vector graphics. Industry standard software such as Photoshop and Illustrator are used as tools in this class. Students will complete a major project. Additional time is required beyond class time.  
Theory 3 hours  
Prerequisite: MTH095
- 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
- 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  
Prerequisites: IDM121 and MTH095
- 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  
Prerequisite: IDM111
- IDM205 Digital Publishing** 3 Credits  
Creation and editing of printed material in a digital environment is the focus of this course. Topics include page layout, electronic typesetting, and the CMYK color model. Students will complete a major project. Assignments require additional time outside the classroom.  
Theory 3 hours  
Prerequisite: MTH095
- IDM211 Web Site Development** 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: IDM111 and MTH095

**IDM221 Advanced Web Languages: PHP Programming 3 Credits**

Editing and creation of interactive web sites using PHP and server side scripting is the focus of this course. Students will complete a major project. Assignments require additional time outside the classroom.

Theory 3 hours

Prerequisite: IDM111, IDM121

**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

Prerequisite: ENG101

**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 Business Management Capstone 3 Credits**

This course prepares the student for future decision-making, whether job-seeking or pursuing a baccalaureate degree. Building on the courses in the Business Management program, the student will prepare an e-portfolio and will provide evidence of mastering the program objectives. Additionally, the student will develop a strategy for embarking on a job-search.

Theory 3 hours

Prerequisite: BUS101, BUS201, MGT201

**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 Mathematics\* 4 Credits**

This course is for those who need a review of basic arithmetic as indicated by the placement testing. This course and its successors (MTH095 and MTH099) are designed to provide the student with sufficient skills in mathematics to enroll in MTH110 or MTH120. Topics include whole numbers, fractions, decimals, ratio and proportions, measurement, and the real number system.

Theory 4 hours

\* Course not counted toward graduation

- MTH095 Introductory Algebra\*** **4 Credits**  
 This course and its successor MTH099 are designed to provide the student with sufficient skills in mathematics to enroll in college-level courses. It is primarily for students with little background in algebra. Topics include equations, inequalities and applications, graphing linear equations and inequalities in two variables, operations with exponents and polynomials, and factoring polynomials.  
 Theory 4 hours  
 Prerequisite: Appropriate score on the college placement test  
 \* Course not counted toward graduation
- MTH099 Intermediate Algebra\*** **4 Credits**  
 This course is designed to provide the student with sufficient skills in mathematics to enroll in college-level courses in the following areas: chemistry, electronics, health information, interactive digital media, mathematics and engineering. It is primarily for students with little background in algebra. This course is a continuation of MTH095 Introductory Algebra. Topics include rational expression, rational equations, systems of linear equations and inequalities, roots and radicals, quadratic equations, and geometry (if required).  
 Theory 4 hours  
 Prerequisites: MTH081 or MTH095 with a minimum grade of "C" or appropriate score on college placement test  
 \* 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
- MTH103 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
- 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: 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: 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: 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: 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: MTH099 with a minimum grade of "C" or appropriate score on placement test
- 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

**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.  
 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.  
 Theory 5 hours  
 Prerequisite: MTH220 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  
 Corequisites: MCH230, MTH111, PHY106

**MCH204 Introduction to Manufacturing Processes** **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  
 Corequisite: MTH111

**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  
 Prerequisite: Admission to Medical Assisting Program

**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  
 Prerequisite: Admission to Medical Assisting Program

**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 Admission to Medical Assisting Program

**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 session)

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

**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 session)

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

**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

**NATURAL GAS TECHNOLOGIES****NGT101 Introduction to the Petroleum and Natural Gas Industry 3 Credits**

This course provides an overview of the petroleum and natural gas industry. Topics include a brief history of the industry and how it has changed the economies of the world. Students will be introduced to the accumulation of hydrocarbons and entrained and underlying water in various stratigraphies. Students will also be introduced to various drilling methods, production problems and solutions, and uses of products evolved.

Theory 3 hours

**NGT111 Petroleum Geology 3 Credits**

This course provides students with the basic principles of geology and the migration of hydrocarbons and the accumulation in assorted stratigraphic traps. Reservoir rock properties such as porosity, permeability, and fluid saturations will be thoroughly discussed. Methods to determine these characteristics and properties, such as core analysis and wireline log analysis and interpretation, will be discussed and if possible, experimentally determined.

Theory 3 hours

**NGT121 Introduction to the Natural Gas, Oil and NGL Industry 4 Credits**

This course provides an overview of the natural gas, oil and natural gas liquids (NGL) industries. Topics include a brief history of the industry, products derived and how those products influence world economics. Students will be introduced to the theories of oil and gas geology, the formations in which oil and gas accumulate and how these oil and gas bearing reservoirs are located. The student will also be exposed to how these reservoirs are drilled to produce, process, transport, store, deliver and consume oil, natural gas and their by-products.

Theory 4 hours

Prerequisite: MTH095

Corequisites: NGT131, NGT141, NGT171

**NGT131 Health Safety and Environment 4 Credits**

This course provides students with an introduction to the HSE standards utilized in the oil and gas industry, earning an OSHA ten hour equivalent card. The students will be introduced to the application of HSE standards in the lab supporting this course. In addition to the safety requirements students will gain an understanding of environmental devices used in the field in the Oil and Gas industry. Students will also gain knowledge of environmental law and regulations including federal (EPA), state (ODNR) and local government requirements. Students will apply safe work practices using OSHA standards in a working lab. Students will be exposed to a hazard and have to identify the hazard and located the proper OSHA standard for the employee protection coverage required.

Theory 3 hours - Lab 1 hour

Prerequisite: MTH095

Corequisites: NGT121, NGT141, NGT151

**NGT141 Gas and Oil Industry Mechanical Basics 4 Credits**

This course is designed to transfer the basic skills sets to the student that are necessary for operation and maintenance technicians to perform effectively in the oil, gas and NGL industry. Students will be exposed to both theory and hands-on experiences in basic mechanical, electrical/electronic/control, hydraulic and pneumatic functions as they are utilized in the industry.

Theory 1 hour - Lab 3 hours

Prerequisite: MTH095

Corequisites: NGT121, NGT131, NGT171

**NGT151 Drilling Methods and Operations 3 Credits**

This course will discuss the various types of drilling rigs and how they are selected for drilling a well. Students will learn the components comprising the most popular rigs in use and their respective components and how they work congruously in drilling a well. Drilling, making connections, and tripping pipe into and out of the hole also will be discussed. Assorted bottom holes assemblies and the purpose thereof will be investigated.

Theory 3 hours

Prerequisite: NGT101

**NGT161 Drilling Fluids 3 Credits**

This course will discuss the various types of drilling fluids and why they are used in drilling a well. Students will learn selection of the drilling fluid, maintaining its integrity, and modifying its characteristics to coincide for compliance with various drilling circumstances. Special fluids will also be a topic for use in special drilling conditions.

Theory 3 hours

Prerequisite: NGT111

**NGT171 Introduction to Industry Equipment, Utilization, Operation and Maintenance 4 Credits**

This course will further expand the student's understanding of the oil and gas industry segments that were introduced in NGT121, including drilling, completion, production, processing, transportation, storage and distribution. During this class, the student will gain an in-depth knowledge of the devices and equipment utilized in the operation and maintenance of upstream, midstream and downstream assets, as well as the jobs and their associated roles and responsibilities throughout the oil, natural gas and LNG industry.

Theory 3 hours - Lab 1 hour

Prerequisite: MTH095

Corequisites: NGT121, NGT131, NGT141

**NGT191 Casing and Cementing 3 Credits**

This course will discuss the reason casing is run into the wellbore. Casing liners will also be discussed and reasons for the use of liners in completing the well. Casing setting depths and wellhead assemblies for casing also will be discussed along with cementing the casing in place including types of cement utilized in different downhole situations. Fracturing and the downhole assemblies used for securing casing and those for different types of downhole circumstances also will be discussed.

Theory 3 hours

Prerequisites: NGT151 and NGT161

**NGT201 Horizontal Directional Drilling (HDD) 3 Credits**

This course will demonstrate how drilling technology has advanced directional drilling using rotary steerable drilling tools and other smart downhole techniques and tools have progressed past the typical vertical and even basic horizontal well. Students will learn how as technology continues to advance there is an every growing need for multidisciplinary information and software to assist in the design and planning of complex wells. This course will offer a full understanding of drilling processes and engineering well design aspects. Well-path planning for directional and extended-reach wells will be explained in detail.

Theory 3 hours

Prerequisites: NGT151 and NGT161

**NETWORKING****NET128 Windows 8 Configuration 4 Credits**

This course teaches students how to install, network, access, monitor, and maintain the Windows 8 operating system. It also serves as initial preparation for those seeking to take the Microsoft Certified IT Professional (MCITP) examination 70-687: Win-

dows 8 Configuration. Topics include installing and upgrading to Windows 8, configuring hardware and applications, network connectivity, access to resources, remote access and mobility, monitoring and maintaining Windows clients, and configuring backup and recovery options.

Theory 4 hours

**NET129 A+ Essentials 3 Credits**

This course provides basic knowledge for properly installing, configuring, upgrading, and troubleshooting modern computer hardware. Coverage includes desktop and server systems, basic networking and security; it includes functions and characteristics of operating systems in common use. This course will help students prepare for the CompTIA A+ certification exam.

Theory 3 hours

**NET130 Fundamentals of Network+ 4 Credits**

This course covers the basic installation, configuration, management, and maintenance of a network infrastructure. Topics covered include basic networking concepts, layers of the OSI model, TCP/IP fundamentals, network installation and configuration, medias and topologies, network management, Wireless LAN client configuration, and basic network security.

Theory 4 hours

Prerequisite: NET129

**NET131 A+ Practical Application 3 Credits**

This course provides basic knowledge about installing, configuring, upgrading, maintaining and troubleshooting microcomputer hardware including CPUs, storage devices, adapters, video displays, printers and communication devices. Emphasis will be given to the current Windows operating system, small office/home office (SOHO) networks and security practices for both. This course will help students prepare for the CompTIA A+ certification exam.

Theory 3 hours

Prerequisite: NET129

**NET132 Switched Networks 4 Credits**

This course will provide students with an understanding of layer 2 switch concepts and the basics of Cisco switches. Topics will include Ethernet, OSI model vs. TCP/IP model, IOS command line interface, IOS CLI password configuration, basic device settings, layer 2 LAN switching, switch security, switch interface configuration, spanning tree concepts VLAN concepts, trunking concepts, IPv4 subnetting. NET132 and NET133 serve as the initial preparation for the Interconnecting Cisco Networking Devices 1 (ICND1) exam, which is a requirement to obtain the Cisco Certified Entry Networking Technician (CCENT) certification.

Theory 4 hours

Prerequisites: NET130 and NET131

**NET133 Routed Networks 4 Credits**

This course will provide students with an understanding of layer 3 routing concepts and the basics of Cisco routers. Topics will include static routing, dynamic routing, routing metrics, administrative distance, distance vector routing, link state routing, interVLAN routing, single area OSPF, route summarization, access control list (ACL), DHCP server configuration on a router, IPv6 addressing, and network address translation (NAT). NET132 and NET133 serve as the initial preparation for the Interconnecting Cisco Networking Devices I (ICND1) exam, which is a requirement to obtain the Cisco Certified Entry Networking Technician (CCENT) certification.

Theory 4 hours

Prerequisite: NET132

**NET140 Installing and Configuring Windows Server 2012 4 Credits**

This course teaches students how to install and configure server roles, features, and Hyper-V; deploy and configure core network services; install and administer Active Directory; and create and manage Group Policy. It also serves as initial preparation for those individuals seeking to take the Microsoft Certified Solutions Associate (MCSA) examination 70-410; Installing and Configuring Windows Server 2012.

Theory 4 hours

Prerequisite: NET128

**NET141 Administering Windows Server 2012 4 Credits**

This course teaches students how to deploy, manage, and maintain servers; configure file and print services; configure network services and access; configure a Network Policy Server infrastructure; configure and manage Active Directory; and configure and manage Group Policy. It also serves as initial preparation for those individuals seeking to take the Microsoft Certified Solutions Associate (MCSA) examination 70-411: Administering Windows Server 2012.

Theory 4 hours

Prerequisite: NET140

**NET227 Linux 4 Credits**

This course teaches students the knowledge and skills required of junior Linux administrators. It serves as initial preparation for the Comp TIA Linux+ exams LX0-101 and LX0-102. Topics covered include system architecture; Linux installation and package management; GNU and Unix commands; devices, Linux file systems, and file system hierarchy standards. Advanced topics include shells, scripting and data management; user interfaces and desktops; administrative tasks; essential system services; networking fundamentals; and security.

Theory 4 hours

Prerequisite: NET128 or instructor approval

**NET232 Security+ 4 Credits**

This course covers both network and Internet based security practices and conventions. This course includes planning, implementing, and managing network security. Through an exploration of security technologies, vulnerability assessment and attack methods, this course offers methods to minimize potential security risks by means of organizational policy, education and technology. This course helps students prepare for the CompTIA Security+ certification exam.

Theory 4 hours

Prerequisite: NET242 or ELE217

**NET242 Configuring Advanced Windows Server 2012 Services 4 Credits**

This course teaches students how to configure and manage high availability; configure file and storage solutions; implement business continuity and disaster recovery; configure network services; configure the Active Directory infrastructure; and configure identity and access solutions. It also serves as initial preparation for those seeking to take the Microsoft Certified Solutions Associate (MCSA) examination 70-412: Configuring Advanced Windows Server 2012 Services.

Theory 4 hours

Prerequisite: NET141

**NET244 Advanced Routing and Switching 4 Credits**

This course will provide students with an understanding of advance layer 3 routing and layer 2 switching concepts. Topics will include router configuration files, IOS licensing, spanning tree protocol and configuration, switch troubleshooting, IPv4 routing troubleshooting, InterVLAN routing troubleshooting, default gateway redundancy, multi area OSPF, EIGRP, and IPv6

routing. NET244 and NET245 serve as the initial preparation for the interconnecting Cisco Networking Devices 2 (ICND2) exam, which is one possible pathway to achieve the Cisco Certified Network Technician (CCNA) certification.

Theory 4 hours

Prerequisite: NET133

**NET245 WAN and Network Management 4 Credits**

This course will provide students with an understanding of wide area networks (WAN) and network management concepts. CCNA certification preparation is also an important part of this course. Topics will include leased lines, point-to-point protocol (PPP), frame relay, point-to-point over Ethernet (PPPoE), virtual private networks (VPN), WAN troubleshooting, simple network management protocol (SNMP), syslog, and Netflow. NET244 and NET245 serve as the initial preparation for the interconnecting Cisco Networking Devices 2 (ICND2) exam, which is one possible pathway to achieve the Cisco Certified Network Technician (CCNA) certification.

Theory 4 hours

Prerequisite: NET244

**NURSING LPN TO ADN****NUR100 Nature of Nursing 3 Credits**

This course is offered for licensed/certified healthcare workers entering the ADN transition program. It introduces a variety of topics that focus on the scope of practice for a registered nurse covering principles, concepts, and processes. In order to provide students with a holistic approach for nursing the following topics will be presented: the nature of nursing, contemporary health care, the nursing process, health beliefs and practices, promoting psychosocial needs, and integral aspects of nursing. NUR100 along with NUR101 must be completed with a "C" or better to meet requirements for acceptance into the ADN program.

Theory 3 hours

Corequisite: NUR101

**NUR101 Nursing Interventions 6 Credits**

This course focuses on the application of the nursing process as a problem-solving approach to clinical judgment in performing components of nursing care. Emphasis is placed on the psychosocial and physiological needs of the patient to provide a safe environment throughout all aspects of patient care. Included are health assessment and promotion of psychological health. A laboratory and clinical component are included. This course is offered in conjunction with NUR100 and must be completed with a "C" or better to meet requirements for acceptance into the ADN Program.

Theory 4 hours - Lab 2 hours - Clinical 30 hours

Corequisite: NUR100

**NUR200 Advanced Medical Surgical Nursing I 5 Credits**

This course will focus on fluid and electrolytes, immunology, diabetes, hematology and disaster planning. These topics will be needed to understand the purpose and process of laboratory tests with result interpretations correlated to medical, surgical and nursing concept maps. Laboratory sessions will review medication administration techniques and introduce IV bolus, IVPB, blood transfusions and blood sample collection peripherally. Drug dosage calculation, preparation and lab simulation are included. Clinical hours required.

Theory 45 hours - Clinical 64 hours - Lab 30 hours

Prerequisite: Admission to the LPN to ADN Program

**NUR201 LPN to ADN Transition Course 3 Credits**

This course is designed to enable the student to explore integrative concepts in nursing and assist the student in the transition from licensed practical nurse to registered nurse. Students will refine and update previous learning in addition to identifying goals for successful transition into the registered nursing program. Combined with classroom and nursing laboratory experiences including physical assessment and IV skills, the student learns through application of concepts. The student will demonstrate the ability to solve problems through the use of the nursing process with a focus on client assessment and nurse patient relationship. Laboratory required.

Theory 30 hours - Lab 30 hours

Prerequisite: Admission to the LPN to ADN Program

**NUR203 Mental-Health Nursing 3 Credits**

This course will emphasize the development of the nursing student to address the impact that acute and chronic behavioral health problems have on the adult patient. The student will focus the care to promote, restore and maintain optimum mental health in patients diagnosed with acute and chronic mental health disorders. Etiology, methods of assessment, diagnosis, treatment, and prognosis will be presented. Clinical required.

Theory 30 hours - Clinical 30 hours

Prerequisite: Admission to the LPN to ADN Program

**NUR204 Maternal-Health Nursing 3 Credits**

This course will assist the student with applying the nursing process to clients and families with child-bearing and problems related to the child-bearing process. Emphasis is placed on the family unit to promote, maintain, and restore health. The student will study the biophysical, psychosocial knowledge related to the care of both mother and baby. Clinical required.

Theory 30 hours - Clinical 30 hours

Prerequisite: Admission to the LPN to ADN Program

**NUR205 Child-Health Nursing 3 Credits**

This course will assist the student to correlate growth and development knowledge and to provide care for a child and family while promoting wellness, restoration and maintenance of health of the pediatric client with acute and chronic conditions. Clinical required.

Theory 30 hours - Clinical 30 hours

Prerequisite: Admission to the LPN to ADN Program

**NUR206 Advanced Medical-Surgical Nursing II 5 Credits**

This course will emphasize the student role of providing care to the client experiencing actual and potential physical alterations in an acute care facility. The focus of medical surgical content will include cardiovascular, respiratory, GI/hepatic, renal/urinary and reproductive. Knowledge of the biological, psychological and social sciences is incorporated. The student will perform collaborative and independent activities to serve as the care planner and client/family educator while developing skills in communication, delegation, and collaboration. The hospital experience will focus on further developing technical and organizational skills as well as critical thinking. Laboratory and clinical required.

Theory 45 hours - Lab 30 hours - Clinical 64 hours

Prerequisite: Admission to the LPN to ADN Program

**NUR207 Advanced Medical-Surgical Nursing III 5 Credits**

This course will emphasize the student role of providing care to the client experiencing actual and potential physical alterations in an acute care facility. The focus of medical surgical content will include endocrine, neurology, sensory, musculoskeletal and integumentary/burns. The student will continue to build clinical competencies in the synthesis of a plan of care and essential skills of critical thinking, prioritizing, collaboration and delegation. Laboratory and clinical required.

Theory 45 hours - Lab 30 hours - Clinical 64 hours

Prerequisite: Admission to the LPN to ADN Program

**NUR208 Nursing Leadership and Management 3 Credits**

This course will complete the student transition into the role of a member of the profession as a registered nurse. Emphasis is placed on the role as a manager of care to restore, maintain, and promote health for groups of patients. Various healthcare delivery systems, healthcare organizations, economic considerations, budget concerns, scheduling issues, professional development, and time management are among the topics to be included in the theory and laboratory experience. Delegation and follow-up techniques will be reinforced and demonstrated in NUR207 clinical. Laboratory required. The ATI three-day live review for the NCLEX is mandatory. Students must attend all three days.

Theory 30 hours - Clinical 90 hours

Prerequisite: Admission to the LPN to ADN Program

**PARALEGAL****PLG101 Introduction to Paralegalism and Ethics 3 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 3 hours

Corequisites: PLG102, PLG105, PLG201, PLG207

**PLG102 Legal Research and Writing I 3 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 3 hours

Corequisite: PLG101

**PLG103 Legal Research and Writing II 3 Credits**

A continuation of PLG102, this course covers more advanced computer assisted legal research techniques, as well as the drafting of legal documents such as legal memoranda, civil pleading, affidavit, legal correspondence, and other legal forms.

Theory 3 hours

Prerequisite: PLG101, PLG102

**PGL105 Litigation/Civil Procedures 3 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 to fact patterns.

Theory 2 hours

Corequisite: PLG101

**PLG201 Real Property/Real Estate Law 3 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 3 hours

Corequisite: PLG101

**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.  
 Theory 3 hours  
 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 several ways in which a contract can be entered, offered and accepted, oral contracts, fraud, and breach of contract.  
 Theory 3 hours  
 Prerequisite PLG101

**PLG207 Law Office Technology** **3 Credits**  
 This course exposes the student to the use of computer software in the law office. Included is the use of spreadsheets, databases, e-mail, billing software, and the Internet.  
 Theory 3 hours  
 Corequisite: 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. Also included 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.  
 Theory 2 hours  
 Practicum - a minimum of 210 hours  
 Prerequisite: instructor approval

**PATIENT HOME NAVIGATOR**

**PHN101 Patient Home Navigator I** **3 Credits**  
 This course will familiarize the student with the role of patient home navigator and includes understanding for the patients' healthcare needs, collaborating with both healthcare provider and patient, developing support systems for the patient, assist in follow-up care and scheduling.  
 Theory 3 hours

**PHN102 Patient Home Navigator II** **3 Credits**  
 This course is designed to familiarize the student with the role of the patient home navigator and includes fundamental knowledge to develop action plans for patients whose outcomes are not improving, utilize IT tools to manage population of patients within the practice, facilitate continuity of care to meet patients' needs in a timely and agreeable manner, seek research that provides evidence for improved outcomes, using an evidence-based approach for chronic disease management and preventive health care.  
 Theory 3 hours

**PHN103 End of Life Ethics** **3 Credits**  
 This course is designed to familiarize the student with the role of the patient home navigator and includes withdrawal vs. withholding treatment, active euthanasia vs. passive, assisted suicide, morals vs. legalities, stages of dying, right to die or right to refuse treatment.  
 Theory 3 hours

**PHN104 Patient Home Navigator Seminar** **1 Credit**  
 This seminar is designed to give the students the opportunity to discuss the practical experiences of PHN105. Guest speakers are invited to discuss available community resources and present topics dealing with aspects of the patient home navigator.  
 Theory 1 hour  
 Prerequisites: PHN101, PHN102, PHN103

**PHN105 Patient Home Navigator Externship** **2 Credits**  
 An opportunity is provided in this extern experience for practical application of the principles and skills gained during the previous two semesters. Students are assigned to a professional site for supervised practical experience. The student will be supervised at all times and receive no monetary reimbursement. The student is required to keep a log of daily practical experience.  
 Theory 2 hours

**PEACE OFFICERS ACADEMY (POLICE ACADEMY)**

**POA110 Firearms** **2 Credits**  
 This course follows the curriculum of the Ohio Peace Officer's Training Council's Basic Police Academy including safety procedures, fundamentals of pistol craft and proper handling of the shotgun.  
 Theory 1 hour - Lab 2 hours  
 Prerequisite: 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  
 Prerequisite: Based on college placement test, must meet all requirements of the Ohio Peace Officers Training Academy

**POA112 Self Defense I 8 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 and electronic control devices.

Theory 4 hours - Lab 8 hours

Prerequisite: 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

Prerequisite: 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

Prerequisite: Based on college placement test, must meet all requirements of the Ohio Peace Officers Training Academy

**POA115 Community Oriented Policing 3 Credits**

This 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

Prerequisite: Based on college placement test, must meet all requirements of the Ohio Peace Officers Training Academy

**POA116 Physical Training I 1 Credit**

This 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

Prerequisite: Based on college placement test, must meet all requirements of the Ohio Peace Officers Training Academy

**POA117 Physical Training II 1 Credit**

This 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 Standards for Age and Gender. The three tests consist of the mile and a half run, sit-ups, and push-ups.

Lab 2 hours

Prerequisite: 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

Prerequisite: 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 documents and storing of files.

Theory 4 hours

Prerequisite: 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

Prerequisite: PHI101 or instructor approval

**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****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

**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 3 Credits**

This 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 healthcare providers, composition and appearance of blood, safety, anticoagulants, and clinical relevance of laboratory tests are studied. In addition to problems encountered in phlebotomy, special specimens and nursery collections, will also be reviewed.

Theory 2 hours - Lab 2 hours  
Prerequisite: Meet minimum acceptable score ranges for English and reading placement tests and HSC101

**PLB102 Phlebotomy Practicum/Seminar 2 Credits**

This course is designed to be a continuation of PLB101 by providing phlebotomy experience in a CLIA regulated, accredited laboratory, per ASCP BOC guidelines. Documentation of 100 clock hours of clinical training and orientation in an accredited laboratory with a minimum performance of 100 successful unaided blood collections including venipunctures and skin punctures is required for passing. Seminar component helps to prepare the graduate for national registry certification.

Practicum 100 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

**PRACTICAL NURSING****PNR101 Introduction to Practical Nursing 2 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, healthcare 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 2 hours - Clinical as arranged  
Prerequisite: Admission to PN Program

**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 5 hours - Lab 4 hours - Clinical as arranged  
Prerequisite: Admission to PN Program

**PNR104 Medical/Surgical Nursing I 5 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 medications is initiated in the clinical setting.

Theory 3 hours - Lab 2 hours - Clinical as arranged  
Prerequisite: Admission to PN Program

**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  
Prerequisite: Admission to PN Program

**PNR107 Maternal/Child Health Nursing 6 Credits**

This course assists the student to integrate the nursing process while providing family healthcare. 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  
Prerequisite: Admission to PN Program

**PRIOR LEARNING ASSESSMENT****PLA100 Portfolio Development 3 Credits**

This course is six weeks long and includes a two-week optional portfolio development workshop immediately following. The course also includes one free portfolio assessment. The course is taught on the LearningCounts Learning Management Server (LMS) and leads students through on how to identify college-level learning, how to align it with college courses, and how to build a portfolio to earn college credit. Students have six months from the start of PLA100 to submit their first portfolio. The grading for the courses is Pass/Fail.

Theory 3 hours  
Prerequisite: ENG101 and prior online course

**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. Course may require participation in outside classroom activities/events that relate to the course outcomes.

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

**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. Course requires a BCI and I and FBI check prior to the third week of class.

Theory 3 hours

Prerequisite: PSY101

**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. Course may require participation in outside classroom activities/events that relate to the course outcomes. Course requires a BCI and I and FBI check prior to the third week of class.

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

**RAD102 Radiographic Procedures I 4 Credits**

Emphasis is placed on basic radiographic procedures of the chest, bony 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 Directed Practice 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 a six-hour day beginning mid-semester.

Clinical as arranged

Prerequisite: Admission to Radiologic Technology Program

**RAD104 Methods of Patient Care with an Introduction to Radiology 3 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. The student will also learn the history of radiology, basic radiation protection, production and control of the x-ray beam, professionalism, medicolegal considerations, medical terminology and the responsibilities of the radiographer.

Theory 2 hour - Lab 3 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 both digital and film-screen radiology. 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

**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 bones, body system, special modalities and interventional procedures. Radiographic variations for trauma pediatric, geriatric and atypical patients are also studied. Emphasis is on anatomy, patient positioning and use of contrast media for a variety of invasive techniques.

Theory 4 hours - Lab 3 hours

Prerequisite: Admission to Radiologic Technology Program

**RAD107 Directed Practice II 3 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 18 hours

Prerequisite: Admission to Radiologic Technology Program

**RAD108 Directed Practice 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 21 hours per week (offered in summer)

Prerequisite: Admission to Radiologic Technology Program

**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

Prerequisite: Admission to Radiologic Technology Program

**RAD202 Radiologic Physics 3 Credits**

General theories of physics including units of measurement; mechanics; structure of matter; electrostatics; magnetism; electro-dynamics-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: Admission to Radiologic Technology Program

**RAD203 Directed Practice IV 3 Credits**

Selected and supervised clinical education 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 18 hours

Prerequisite: Admission to Radiologic Technology Program

**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

Prerequisite: Admission to Radiologic Technology Program

**RAD205 Directed Practice V 3 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 18 hours

Prerequisite: Admission to Radiologic Technology Program

**REAL ESTATE****REA201 Principles of Real Estate 3 Credits**

An introductory course is taught in accordance with guidelines set by the National and Ohio Association of Realtors. Designed for

professional real estate people, as well as the general public, this 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

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. This course also contains topics such as equipment processing, quality assurance and infection control.

Theory 3 hours - Lab 3 hours

Prerequisite: Admission to Respiratory Therapy Program

**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

Prerequisite: Admission to Respiratory Therapy Program

**RES104 Practicum 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: Admission to Respiratory Therapy Program

**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

Prerequisite: Admission to Respiratory Therapy Program

**RES106 Directed Practice I 2 Credits**

In the clinical setting, students will begin to perform general care therapeutic modalities using various techniques and equipment.

Clinical practice 5 hours

Prerequisite: Admission to Respiratory Therapy Program

**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

**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

Prerequisite: Admission to Respiratory Therapy Program

**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

Prerequisite: Admission to Respiratory Therapy Program

**RES203 Practicum II 3 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 12 hours

Prerequisite: Admission to Respiratory Therapy Program

**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 Admission to Respiratory Therapy Program

**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

Prerequisite: Admission to Respiratory Therapy Program

**RES206 Practicum III 3 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 12 hours

Prerequisite: Admission to Respiratory Therapy Program

**SECURITY**

**SEC200 Industrial Safety/Fire Prevention 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 3 hours

**SEC201 Introduction to Private Security 3 Credits**

This course provides the student with an understanding of how private security and law enforcement work in tandem to solve problems and protect individuals and businesses. Focus is placed on security in businesses and industries, information/computer security, investigations, surveillance, and private security's role in homeland security. Students will be presented with career opportunities in this expanding field.

Theory 3 hours

**SEC203 Principles of Physical Security Methods 3 Credits**

A general overview of the function and operation of various areas of security is offered, such as theft and risk control, security survey, and loss prevention management in governmental and non-governmental institutions. The physical security requirements and standards; inanimate aspects including alarm and surveillance devices, animate aspects of protection; costing; planning; engineering; and integrated management systems are included.

Theory 3 hours

**SEC204 Commercial and Retail Security 3 Credits**

The student will concentrate on the operation of security departments, including the function of mercantile establishments, dishonest employees, shoplifters, receiving, shipping and warehousing, special laws and procedures.

Theory 3 hours

**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. This 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. This 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. This 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. This course requires a records check through the Bureau of Criminal Investigation and Identification and FBI prior to the third week of class. Observation hours may be required.

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. This course requires a records check through the Bureau of Criminal Investigation and Identification and FBI prior to the third week of class. Observation hours may be required.

Theory 3 hours

Prerequisite: ECE101

**ECE103 Communicable Diseases/Child Abuse Recognition 1 Credit**

This course concentrates on the prevention, recognition and management of communicable diseases including the protection of child care staff members. Child abuse and neglect including physical and behavioral indicators of child abuse; assisting families; reporting concerns; and the prevention of child abuse and neglect in daycare facilities, are included. This course satisfies the Ohio Department of Human Services inservice training requirements. This course requires a records check through the Bureau of Criminal Investigation and Identification and FBI prior to the third week of class. Observation hours may be required.

Theory 1 hour

**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. This course requires a records check through the Bureau of Criminal Investigation and Identification and FBI prior to the third week of class. Observation hours may be required.

Practicum -- 210 hours minimum

Prerequisites: ECE101, ECE102

Corequisite: ECE105

**ECE105 Early Childhood Development Seminar 1 Credit**

This seminar is designed to give the student an opportunity to discuss ECE104 practicum experiences. Guest lecturers will be invited. Based on enrollment and available sites, seminar may be scheduled in the spring semester or summer session. This course requires a records check through the Bureau of Criminal Investigation and Identification and FBI prior to the third week of class. Observation hours may be required.

Seminar 1 hour

Prerequisites: ECE101, ECE102

Corequisite: ECE104

**ECE106 Care and Development of Toddlers 3 Credits**

This course focuses on providing care for the infant and toddler-aged child. The areas of heredity, pregnancy and birth are included. The subject of school-age, latchkey programs, with the child care setting, also is discussed. This course requires a records check through the Bureau of Criminal Investigation and Identification and FBI prior to the third week of class. Observation hours may be required. Observation hours may be required.

Theory 3 hours

**ECE107 Administration of Childcare Centers 3 Credits**

This course focuses on current issues and trends in early childhood education. Included are social service agencies available to support and empower families and an introduction to family-oriented opportunities. This course requires a records check through the Bureau of Criminal Investigation and Identification and FBI prior to the third week of class. Observation hours may be required.

Theory 3 hours

Prerequisite: ECE104 and ECE105 recommended

**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. This course requires a records check through the Bureau of Criminal Investigation and Identification and FBI prior to the third week of class. Observation hours may be required.

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 multi-cultural 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. This course requires a records check through the Bureau of Criminal Investigation and Identification and FBI prior to the third week of class. Observation hours may be required.

Field/lab hours - 10 required per week

**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. This course requires a records check through the Bureau of Criminal Investigation and Identification and FBI prior to the third week of class. Observation hours may be required.

Theory 3 hours

**ECE113 Integrating Math and Science 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. This course requires a records check through the Bureau of Criminal Investigation and Identification and FBI prior to the third week of class. Observation hours may be required.

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 familiarize 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. This course requires a records check through the Bureau of Criminal Investigation and Identification and FBI prior to the third week of class. Observation hours may be required.

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. This course requires a records check through the Bureau of Criminal Investigation and Identification and FBI prior to the third week of class. Observation hours may be required.

Theory 1 hour

Prerequisite: For education majors and must be completed before taking other education classes

**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. This course requires a records check through the Bureau of Criminal Investigation and Identification and FBI prior to the third week of class. Observation hours may be required.

Theory 3 hours

Prerequisite: 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. This course requires a records check through the Bureau of Criminal Investigation and Identification and FBI prior to the third week of class. Observation hours may be required.

Theory 2 hours - Lab 3 hour

**EDU202 Classroom Management: Issues and Trends 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. This course requires a records check through the Bureau of Criminal Investigation and Identification and FBI prior to the third week of class. Observation hours may be required.

Theory 3 hours

Prerequisite: EDU105

**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. This course requires a records check through the Bureau of Criminal Investigation and Identification and FBI prior to the third week of class. Observation hours may be required.

Theory 3 hours

Prerequisite: EDU200

**EDU206 Classroom 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 practice 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. This 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. This course requires a records check through the Bureau of Criminal Investigation and Identification and FBI prior to the third week of class. Observation hours will be required.

Prerequisites: EDU105, EDU200

Corequisite: EDU207

**EDU207 Classroom 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. This course requires a records check through the Bureau of Criminal Investigation and Identification and FBI prior to the third week of class. Observation hours may be required.

Theory 1 hour

Prerequisites: EDU105, EDU200

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. This 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. This course requires a records check through the Bureau of Criminal Investigation and Identification and FBI prior to the third week of class. Observation hours may be required.

Theory 3 hours

Prerequisite: ENG101 or demonstrated writing skill

**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 skill

**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 skill

**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: 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, WLD121 or 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, 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  
 Prerequisite: 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: 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, (WLD212 or WLD211) 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 WLD212), 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  
 Prerequisite: WLD202 or instructor approval

## STUDENT POLICIES AND PROCEDURES

### 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 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.

9. Forever Buckeye -- The State of Ohio's 2012-2013 budget establishes a new provision called "Forever Buckeye." This provision extends the in-state tuition rate to Ohio high school graduates having the current legal status to remain permanently in the United States, who had left Ohio but who returned to enroll in an Ohio public institution of higher education and who establishes a primary residence in Ohio by the first day of classes of the requested term. An Ohio high school does not include GED or home school. Eastern Gateway Community College is required to follow Ohio Board of Regents guidelines in interpreting and applying "Forever Buckeye" and Ohio Administrative Code 3333-1-10.

#### 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.

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.

- 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.

## 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

#### 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;

## 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, major, 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

## 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	Health Services Dean	Health Services Dean
Financial Records	Business Office	Vice President for Business Services
Financial Aid Records	Financial Aid Office	Director of Financial Aid
Placement Records	Career Services Office	Ohio Means Jobs
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

written request which identifies as precisely 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 healthcare, 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 procedure 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).

17. FERPA rights cease upon death. However, it is the procedure of EGCC that no records of deceased students be released after the date of death, unless specifically authorized by the executor of the deceased's estate or by the next of kin.

**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

#### RETURN OF TITLE IV FUNDS POLICY

The Higher Education Amendments of 1998 mandates that students who withdraw or stop attending all classes may only keep the financial aid they have "earned" up to the time of withdrawal. This includes students who do not complete all modules (courses which are not scheduled for the entire semester) for which the student was registered at the time the module began. If you completely withdraw from classes or stop attending all classes before attending 60% of the semester, 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.

Title IV financial aid programs subject to the Return calculation include Federal Pell Grant, Federal Supplemental Educational Opportunity Grant (FSEOG), and Federal Direct Stafford Loans. Federal Work-Study

earnings are not affected by Title IV regulations concerning the return of unearned federal financial aid. Only grants and loans are affected by this policy.

Eastern Gateway and the student may be required to return to the federal aid programs the amount of aid received in excess of the aid "earned" for the period the student remained enrolled. The portion of financial aid grants and loans funded, excluding Federal Work Study, which must be returned to financial aid programs will be based on the following components:

Date of withdrawal as determined by the college based on one of the following:

- The date the official withdrawal form is signed by the student. This represents the date the student began EGCC's withdrawal process OR
- The midpoint of the term, if the student doesn't officially withdraw. Grades of F, W, and I indicate an unofficial withdrawal. OR
- The date of documented attendance in an academically related activity.

Percentage of the enrollment period earned:

- Divide the number of days attended by the number of days in the term (including weekends and holidays).
- If official withdrawal occurs after the 60% date, the student has earned all of the financial aid received and no refund will be required.

Subtract the percentage earned from 100% to determine the percentage unearned:

- Multiply the total federal aid received by the calculated percentage unearned. This reflects the total amount of unearned federal aid.

Calculation of Institutional Return:

- Multiply the percent unearned by the institutional costs to determine the unearned institutional return. Requires student repayment to EGCC.

Calculation of Student Return:

- Subtract institutional return from the total amount of unearned federal aid. Requires student repayment to Department of Education.

If a student attends more than 60% of the term, all Title IV financial aid is considered earned. However, withdrawing from classes will affect a student's satisfactory academic progress and eligibility for additional financial aid.

Unearned Title IV funds are returned to Title IV programs based on a federally man-

dated formula. Under this formula, institutions are obligated to return unearned funds collected for institutional charges to the US Department of Education and/or the student loan lender. Students are obligated to return unearned funds beyond the institutional charges to the Department of Education.

When institutions have to return unearned Title IV funds from institutional charges, the money is returned to programs in the following order: Unsubsidized Direct Stafford Loan, Subsidized Direct Stafford Loan, PLUS Loans, Pell Grant, and FSEOG. These unearned Title IV funds are posted to the student's EGCC account and must be repaid.

When a student has to return unearned Title IV funds that he/she received beyond the institutional charges, the money is returned to programs in the following order: Unsubsidized Direct Stafford Loan, Subsidized Direct Stafford Loan, PLUS Loans, Pell Grant (50%) and FSEOG (50%). Note that student's responsibility for repayment of unearned Title IV grant money is reduced by half.

If a student owes unearned Title IV funds from a federal loan, the money is repaid to the lender in accordance with the terms and conditions of the promissory note.

The college is required to notify the student within 45 days of determining the student's withdrawal of any student portion of unearned Title IV funds from a federal grant. The student is allowed 45 days to repay the amount to Eastern Gateway Community College who will forward the funds to the Department of Education. After that time payment arrangements must be made with the U.S. Department of Education or eligibility for federal financial aid at any higher education institution will be denied. The student also needs to repay to the institution the money that EGCC is required to return to the Department of Education for the unearned institutional charges.

Students can repay the student portion of federal loans under the terms and conditions of the promissory note for the loan. However, the unearned portion of the loans that Eastern Gateway Community College must return is posted as a charge to the student account and must be repaid. Students who owe a balance on their student account will not be permitted to register for classes or receive transcripts until the balance has been satisfied. Additionally, a student account that remains delinquent more than 60 days will have their account turned over to the Ohio Attorney General's office for collection.

## FINANCIAL DISCLOSURE

Annual audited financial reports for several years are available at the college's website at [www.egcc.edu/more-topics/college-annual-business-audit-reports](http://www.egcc.edu/more-topics/college-annual-business-audit-reports).

The reports are audited annually by the Auditor of the State of Ohio or the auditor's appointee.

The annual audited financial report can be examined at the college's business office, room 2627, located at the Jefferson County Campus. The office is open Monday through Friday from 8 a.m. to 4:30 p.m.

## 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 ensure 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 logs 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 prop-

er 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 output 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 [www.egcc.edu](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](mailto:helpdesk@egcc.edu)

Mail: Eastern Gateway Community College  
Technology Services Department  
4000 Sunset Boulevard  
Steubenville, OH 43952

## POLICY REGARDING ALCOHOL/ILLCIT 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 Immuno-deficiency 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:
  - 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.
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](http://www.egcc.edu).

## 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:

- 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.
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.

## 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. The college's annual security report is published on the college's website at [www.egcc.edu/more-topics/annual-security-report](http://www.egcc.edu/more-topics/annual-security-report).

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 officer 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 and 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 all 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 legal 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 2009-2011 calendar years is provided to meet this federal requirement.

**No. of Occurrences on Jefferson County Campus**

Type of Crime	2011	2012	2013
Murder/non-negligent manslaughter	0	0	0
Negligent manslaughter	0	0	0
Sex offenses - Forcible	0	0	0
Sex offenses - Non-forcible	0	0	0
Robbery	0	0	0
Aggravated assault	0	0	0
Burglary	5	1	1
Motor vehicle theft	0	1	0
Arson	0	0	0

**No. of Occurrences on Non-Campus Property**

Type of Crime	2011	2012	2013
Murder/non-negligent manslaughter	0	0	0
Negligent manslaughter	0	0	0
Sex offenses - Forcible	0	0	0
Sex offenses - Non-forcible	0	0	0
Robbery	0	0	0
Aggravated assault	0	0	1
Burglary	0	1	0
Motor vehicle theft	0	0	0
Arson	0	0	0

**No. of Occurrences on Public Property**

Type of Crime	2011	2012	2013
Murder/non-negligent manslaughter	0	0	0
Negligent manslaughter	0	0	0
Sex offenses - Forcible	0	0	0
Sex offenses - Non-forcible	0	0	0
Robbery	0	0	0
Aggravated assault	0	0	0
Burglary	0	0	0
Motor vehicle theft	0	0	1
Arson	0	0	0

**Arrests on Jefferson County Campus**

	2011	2012	2013
Liquor Law Violations	0	0	1
Drug Abuse Violations	0	1	6
Weapons - Carrying Possessing, etc.	0	0	0

**Arrests on Non-Campus Property**

	2011	2012	2013
Liquor Law Violations	0	0	0
Drug Abuse Violations	0	0	0
Weapons - Carrying Possessing, etc.	0	0	1

**Arrests on Public Property**

	2011	2012	2013
Liquor Law Violations	0	0	0
Drug Abuse Violations	0	0	0
Weapons - Carrying Possessing, etc.	0	0	0

**Disciplinary Action/Judicial Referrals on Jefferson County Campus**

	2011	2012	2013
Liquor Law Violations	0	0	0
Drug Abuse Violations	8	1	1
Weapons - Carrying Possessing, etc.	0	0	0

**Disciplinary Action/Judicial Referrals on Non-Campus Property**

	2011	2012	2013
Liquor Law Violations	0	0	0
Drug Abuse Violations	0	0	0
Weapons - Carrying Possessing, etc.	0	0	0

**Disciplinary Action/Judicial Referrals on Public Property**

	2011	2012	2013
Liquor Law Violations	0	0	0
Drug Abuse Violations	0	0	0
Weapons - Carrying Possessing, etc.	0	0	0

**Hate Crimes**

No hate crimes reported in 2011, 2012, and 2013.

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.

7. The college will not tolerate sexual offenses committed on campus sites or any off-campus, college-sponsored activity. Victims of such offenses should preserve evidence in support of a criminal offense and report the offense to the local police who will have jurisdiction in the matter and to the security supervisor or officer on duty 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 produced 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 a sexual offense may be subject to campus-based penalties in addition to or separate from legal 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.

8. Eastern Gateway Community College will, upon written request, disclose to the alleged victim of any crime of violence, or a nonforcible sex offense, the results of any disciplinary proceeding conducted by the institution against a student who is the alleged perpetrator of such crime or offense. If the alleged victim is deceased as a result of the crime or offense, the information shall be provided, upon request, to the next of kin of the alleged victim. This provision applies to any disciplinary proceeding conducted by the college on or after August 12, 2009.
9. The college will not tolerate any student and/or employee engaging in sexual activities on property owned or under the control of the college. Such activities shall include, but not be limited to, excessive displays of public affection, intimate touching, contact with the genitals of another, and sexual intercourse. Such actions, even when consensual, may result in criminal and/or campus-based penalties.
10. 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 students, 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

Sherri VanTassel  
740.264.5591 x1806

#### 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 facilities, emergency alarm and building evacuation procedures are detailed below. All students should read and become familiar with these procedures for their sites.

#### 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 buildings. The person should then seek the closest Eastern Gateway employee 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 of the college 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 buildings 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.

## PHOTOGRAPHY AND VIDEO STATEMENT FOR EGCC

All students and employees are advised that Eastern Gateway Community College officials and others hired by the college take photographs and shoot videos throughout the year which may include images (as well as audio/video recordings of voices) of members of the student body and faculty/staff and reserves the right to use them for publicity, promotional and marketing purposes. The college also reserves the right to take photographs of campus facilities and scenes, events, faculty, staff and students for promotional purposes in any areas on campus or at any Eastern Gateway-sponsored event off campus where subjects do not have a normal and reasonable expectation of privacy. All such photographs are the property of Eastern Gateway and may be used for Eastern Gateway promotional purposes (e.g. electronic and printed publications, web sites, classroom use, college ads, etc.) without prior permission of the subjects.

As a general practice, there is no attempt to collect individual photo release forms from students and employees. Instead, we make the assumption that Eastern Gateway students and employees are our best resources for marketing the college and that they will welcome involvement in these activities. However, students who do not wish to have their images/voices used for this purpose must stipulate this in writing to the office of the executive vice president for academic and student affairs at the beginning of the semester. It is also expected that such students will excuse themselves from photo/video sessions and inform the Eastern Gateway photographer that they do not wish to be included. Employees who do not wish to have their images/voices used for this purpose must stipulate this in writing to the office of the vice president for administrative services.

## EGCC ACADEMIC WITHDRAWAL GRADE ASSIGNMENT

EGCC faculty are permitted to assign an Academic Withdrawal (W) grade beginning with the third week of a regular semester until the financial aid freeze date 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 beginning with the third week of a regular semester until the financial aid freeze date 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 With-

drawal, 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 once this action is taken. A copy of this official notification will be placed in the student's file.

## STUDENT RESPONSIBILITY FOR HEALTHCARE INSURANCE

The college does not provide healthcare insurance for students. Students are strongly encouraged to acquire appropriate healthcare 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 healthcare insurance, information about student plans is available through the Health and Public Services Office. Specific college programs may require proof of health insurance coverage as a requirement of participation in that program.

## 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.communitynotification.com](http://www.communitynotification.com).

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.icrimewatch.net/ohio.php](http://www.icrimewatch.net/ohio.php).

### 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 policies: Sherri VanTassel, vice president for administrative services and Title IX and Section 504 coordinator. The office is in room 204, Eastern Gateway Community College Puglise Center, 110 John Scott Highway, Steubenville, Ohio 43952; 740.264.5591, x1806; [svantassel@egcc.edu](mailto:svantassel@egcc.edu). The following people are designated to handle inquiries regarding students with disabilities: Alisha Zack at the Jefferson County Campus, room 1509. She may be reached at 740.264.5591 x1771 or [azack@egcc.edu](mailto:azack@egcc.edu). Crystal Davis at the Valley Center. She may be reached at 330.480.0726 x3110.

### 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 officer, 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](http://www.egcc.edu). Desktop Alerts on EGCC computers also are available. When receiving a call from the SNAP system, the number 222-222-2222 may appear.

### STUDENT RIGHT-TO-KNOW

The cohort represents the number of students who enrolled at Eastern Gateway Community College in the fall of 2010 as a first time, full-time student who 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 Educational Statistics' website at [nces.ed.gov/IPEDS/COOL/](http://nces.ed.gov/IPEDS/COOL/).

**Calculation of Graduation and Transfer-Out Rates**

	2010 Cohort	Total completers within 150%	Total transfer-out students	Graduation Rate Percent	Transfer-out Rate Percent
<b>Men</b>					
Nonresident alien	0	0	0	0	0
Hispanic/Latino	0	0	0	0	0
American Indian or Alaska Native	1	0	0	0	0
Asian	0	0	0	0	0
Black or African American	13	1	3	8%	23%
Native Hawaiian or Other Pacific Islander	0	0	0	0	0
White	107	24	23	22%	21%
Two or More Races	0	0	0	0	0
Race and ethnicity unknown	8	2	1	25%	13%
<i>Total Men</i>	129	27	27	21%	21%
<b>Female by</b>					
Nonresident alien	1	0	0	0	0
Hispanic/Latino	4	1	1	25%	25%
American Indian or Alaska Native	1	0	0	0	0
Asian	0	0	0	0	0
Black or African American	17	0	4	0	24%
Native Hawaiian or Other Pacific Islander	0	0	0	0	0
White	119	42	22	35%	18%
Two or More Races	4	1	0	25%	0
Race and ethnicity unknown	16	2	3	13%	19%
<i>Total Female</i>	162	42	30	26%	19%
<b>Grand Total</b>	291	69	57	24%	20%
<b>Financial Aid</b>					
Pell Grant Recipients	206	23	37	11%	18%
Subsidized Stafford Loan Recipients	38	3	10	0	0
No Federal Financial Aid	85	46	20	54%	24%

# DIRECTORY

## THE BOARD OF TRUSTEES

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- Vice Chair Sister Patricia McNicholas of Youngstown, Mahoning County, executive director, Beatitude House
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- Christine Dennison of Canfield, Mahoning County, retired faculty, Youngstown State University
- Derek Ferguson of Wintersville, Jefferson County, entrepreneur and commercial real estate developer
- Christopher Jaskiewicz of Vienna, Trumbull County, chief operating officer and president, Valley Electrical Consolidated, Inc.

**President Emeritus:** Edward L. Florak, Ed.D., and the late Fred S. Robie, Ph.D.

**Trustees Emeriti:** the late Arthur J. D'Anniballe, Dorothy Blaner, the late Harry B. Chalfant, Thomas D'Anniballe, the late Frank S. Dimit, E. Dale Featheringham, Patricia L. Fletcher, the late Samuel S. Johnston, Joseph S. Matthews, the late W. Joseph Michl, Ruel Mitchell, the late Nick A. Mougianis, Anthony L. Shreve, the late Brenard H. Watson, and the late James C. Wilson

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 B.S., University of Minnesota  
 M.S., Pittsburg State University  
 Ed.S., Pittsburg State University  
 Ph.D., Kansas State University

**Dr. Jimmie Bruce** President, Effective July 13, 2015  
 B.A., Western Kentucky University  
 M.A., Western Kentucky University  
 Ed.D., Texas A&M University

**Melanie DiCarlo** Administrative 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  
 Ed.D., Northern Illinois University

**Vicki L. Stephen** Administrative Assistant  
 A.A.B., Eastern Gateway Community College

**Amanda Coburn** Secretary, Career Planning  
 A.A.B., Eastern Gateway Community College  
 B.S., West Liberty State College

**James J. McGrail, III** Vice President for Business Services/Treasurer  
 B.S., West Virginia University

**Sonia Clark** Assistant to the Vice President for Business Services\*  
 A.A.B., ICM School of Business and Medical Careers

**Sherrilyn Farkus VanTassel** Vice President for Administrative Services  
 A.A.B., Eastern Gateway Community College  
 B.A., Wheeling Jesuit University  
 J.D., Duquesne

**Dena Anderson** Personnel Analyst  
 B.A., Wheeling Jesuit University  
 M.B.A., Wheeling Jesuit University

**Molly Orizczak** Payroll and Human Resources Clerk

**Sheila Riffle, PHR** Human Resources Generalist  
 PHR, SHRM-CP

**Anthony D'Apolito** Operations Manager Valley Center  
 B.S., Youngstown State University

### ACADEMIC AFFAIRS

**Dr. Robin S. Flohr** Dean, Health 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

**Karen Ciminero** LPN to ADN Program Administrator  
 B.S.N., Pennsylvania State University  
 M.S.N., Kent State University

**William Rensi/Edward Laman** Police Academy Joint Commanders

**Tyra Rogers** Academic Secretary/Medical Records Specialist\*  
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**Donna D. Singh** Secretary/Assistant to the Dean of Health and Public Services  
 A.A.B., Eastern Gateway Community College  
 Medical Coding Certificate, Eastern Gateway Community College  
 B.S., California Coast University  
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**Jerry Klinessmith** Dean of Business, Engineering, and Information Technologies  
 B.S., Kent State University  
 M.S., Walden University

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 A.A.S., Lorain County Community College  
 B.S.I.T., Cleveland State University

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 B.S., Pennsylvania State University  
 M.L.S., University of Pittsburgh  
 C.A.S., University of Pittsburgh

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 Early Childhood Certificate, Eastern Gateway Community College  
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**Christina Wanat** Dean of Humanities, Social Sciences and Mathematics  
 B.A., West Liberty State College  
 M.Ed., Jones International University

**Melissa J. Flinn** Secretary, Tech Prep  
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**Karla Martin** Director, ABLE/GED\*

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 A.A.B., Eastern Gateway Community College

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**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

**Tom Harris** Maintenance Worker

**John Lawson** Maintenance Worker  
 A.A.S., Eastern Gateway Community College

**Billy Moore Jr.** Maintenance Worker

**Brian Nemeth** Maintenance Worker

**Jason Sturch** Maintenance Worker

**Jill Freeman** Receptionist/Switchboard\*

**Joanne Straker** Receptionist/Switchboard\*

### BUSINESS SERVICES

**Joanna Flanigan** Executive Director of Finance  
 B.S., Wheeling Jesuit University  
 M.B.A., Florida Southern College

**Mary Ellen Horkey** Central Services Clerk\*  
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**Sara Porter** Accounting Assistant/Accounts Payable  
 A.A.B., Eastern Gateway Community College  
 B.S., University of Akron

**Tonya Logan** Director, Student Billing and Payroll  
 A.A.B., Eastern Gateway Community College  
 B.S., Franciscan University of Steubenville

**Donna Coil** Accounting Assistant/Accounts Receivable

**Director of Technology Services** **Open**  
**Patricia DiGiacobbe** Technology Support Specialist  
**Kevin Gilkey** IDVL Classroom Support Assistant\*  
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 B.S., Kaplan University  
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 B.S., Mountain State University  
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**Scott Rich** IDVL Classroom Support Specialist\*  
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 B.S., DeVry Institute of Technology  
 M.S., University of Phoenix  
**George Vein** Technology Support Specialist  
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 M.S., Youngstown State University  
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## HOPE PROGRAM

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**JoAnn Parish** Assistant Coordinator, Financial Aid  
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**Margaret Savko** Financial Aid Specialist\*

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**Sheryl Huggans** Secretary, Community Outreach  
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\*Regular part-time position

**FACULTY ~ FULL-TIME**

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CISCO Certified Network Associate (CCNA)  
Certified Performance Analyst in Ethernet  
CORE Certification in ATM switching  
MCP Microsoft Certified Professional

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B.A., West Virginia University  
M.P.A., West Virginia University  
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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+

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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

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**Michael Freeman** Instructor  
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**Thomas Hawley** Assistant Professor  
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M.D., Medical University of Silesia

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Ph.D., University of Rhode Island	
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M.S., University of Tennessee	
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M.S., University of Bridgeport	
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A.S., Robert Morris College	
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HUMANITIES AND SOCIAL SCIENCES

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M.A., Duquesne University	
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M.A., Ohio Dominion University	
<b>Shirley Fisher-Ciancetta</b>	Assistant Professor
B.A., Clarion University	
M.A., Northwestern University	
<b>Darrel Lawrence</b>	Associate Professor
B.A., California State North Ridge	
M.A., West Virginia University	
<b>Robert Raupach</b>	Instructor
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M.S., Cleveland State University	
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Ph.D., Northcentral University	
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M.L.S., University of Pittsburgh	
M.A., East Carolina University	
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M.A., Cleveland State University	
M.P.H., Kent State University	
<b>Beth Stull</b>	Associate Professor
B.A., Fairmont State College	
M.S., West Virginia University	
<b>Lynn Zvara</b>	Instructor
B.A., Youngstown State University	
M.A., Youngstown State University	

## ADVISORY COMMITTEES

### ACCOUNTING

<b>Ettor Canestraro</b> D'Anniballe and Co., CPAs	Staff Accountant
<b>Robert Chapman</b> KMC Corporation	Certified Public Accountant
<b>Bryanna Hennebert</b> WesBanco	Payroll Department
<b>Janet Marie Nolan</b> Lancia Convalescent Center	Controller
<b>Art Resch</b>	Former IRS Agent
<b>Michael Zinno</b> Jefferson County Board of MD/DD	Director of Finance

### ADMINISTRATIVE ASSISTANT TECHNOLOGY

<b>Brandi Bezak</b> Trinity West Medical Center	Transcriptionist
<b>Ruth E. Casey</b> Progress Alliance	Revolving Loan Fund Administrator
<b>D. Joan Lantry</b> Eastern Gateway Community College	Retired Administrative Assistant
<b>Karen A. Martin</b> Jefferson County Superintendent of Schools	Secretary
<b>Carole Patton</b> Eastern Gateway Community College Alumnus	
<b>Sheila Robinson</b> West Virginia Northern Community College	
<b>Nancy Trombetta</b> Huntington National Bank	??

### BUSINESS AND INDUSTRY

<b>Gregory Arnett</b> Severstal Wheeling	Training Coordinator
<b>Dwain Hultberg</b> Ohio Coatings Company	Process Control Manager
<b>Myron Rees</b> Severstal Wheeling	Training Coordinator
<b>Debbie Venci</b> Barium Chemicals	President
<b>Bob Yost</b> Titanium Metal Corporation	Human Resources Generalist

### BUSINESS MANAGEMENT

<b>Mark Bailey</b> SARCOM Enterprises	Support Leadership
<b>Scott Campbell</b> M&M True Value Hardware	Owner, Manager
<b>David Cook</b> Applebee's Grill & Bar	General Manager
<b>Edward Featheringham</b> Featheringham Realty	Owner/Auctioneer
<b>James Guida</b> Guida Realty	Owner
<b>Laurel Huggins McDowell</b> Manpower Temporary Services Inc.	Manager
<b>Vicki L. Parks</b> National City Bank	Sales Manager and Assistant Branch Manager
<b>Sue Pevac</b> Sue Pevac Sensible Business	Project Management
<b>Timothy Reinard</b> Weirton Transit Company	Manager
<b>Michael Rodgers</b>	Retired
<b>William Wood</b> M & M Hardware	Sales Representative

### CAREER SERVICES

<b>Michael J. Barber</b> The National Colloid Company	President
<b>Bradford D. Degenkolb</b> Holiday Inn of Weirton, WV	Sales Director
<b>Marie Gosney</b> Trinity Medical Center West	Employment Manager
<b>Jo A. Grimm</b> First Energy Generation Corporation	Generation Human Resources Manager
<b>Kenneth R. Johnson</b> V & M Star	General Manager
<b>William Moon</b> Frontier Communications	Northern Panhandle General Manager
<b>Teri Pasco</b> East Liverpool City Hospital	Human Resources Assistant Director
<b>Andrew Standardi III</b> Beverage Marketing	Operations Director
<b>Barbara Thompson</b> Jefferson County Community Action Partnership	Chief Executive Officer

### COMPUTER SCIENCE

<b>Dragan J. Lazic</b> The Ridgefield Group Inc.	Computer Networking Specialist
<b>Domenic Palumbo</b> Timet Corporation	IT Liaison
<b>George Parnicza</b> Troy Group	Director of Information

### DENTAL ASSISTING

**Ronald C. Ard, D.D.S.** Private Practice  
Weirton, West Virginia

**Thomas Brown, D.D.S.** Private Practice  
Wintersville, Ohio

**Jeffrey Caldwell, D.D.S.** Private Practice  
East Liverpool, Ohio

**Barry Conley** Zone Technology Sales Manager  
Sullivan and Schein Dental

**James Fraser, D.D.S.** Private Practice  
Wintersville, Ohio

**Judy Henthorne** EFDA, RDH  
Office of Dr. George Mascio

**Thomas Matanzo** Private Practice  
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**Eva Nagem** Dental Assistant  
Office of Dr. John Kramer

**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 Services

### 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. Theodore R. Bosela** Director,  
Youngstown State University School of Technology

**Stephen Purpura** Surveillance Technician  
Wheeling Island Race Track

### EMERGENCY MEDICAL SERVICES

**Fred Abdalla** Sheriff  
Jefferson County

**Bruce Champ, RN, EMT-P** AirEvac Lifeteam Flight Nurse  
Trinity Health System Emergency Department Nurse

**Frank Gaudio, M.D.** Program Medical Director  
The Washington Hospital

**Judy Hartley, EMT-P** Lieutenant  
Lane LifeTrans

**Robert Herceg, EMT-I** Vice President  
Ambulance Service Inc.

**Jason Lively, EMT-P** Billing Manager  
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**Brandon Montgomery, NRP** Captain  
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**Christine Radavoj, R.N.** Trinity School of Nursing  
Trinity Health Systems

**John Wright, EMT-P** Chief  
Mingo Junction Fire Department

### LAW ENFORCEMENT

**Karen D'Anniballe** Jefferson Security  
**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

### MECHANICAL ENGINEERING TECHNOLOGY

**W. McElhaney** Project Engineer, MAB  
Weirton Mittal Steel

**Jeff Miclea** Owner  
**David Velegol** Velegol Enterprises Inc.

### MEDICAL ASSISTING

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Trinity Health System

**Melissa Davis, CMA** Medical Assistant  
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**Melissa Timko** Medical Assistant  
DCI, Inc.

### MEDICAL CODING

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**Karen Floyd, CPD** Billing Manager  
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## PRACTICAL NURSING

**Cathy Cich, RN, B.S.N.** Charity Hospice  
**Carmel Esposito, RN, Ph.D.** Retired Registered Nurse  
**Jennie Scott, RN, MSN** Instructor  
 Eastern Gateway Community College  
**Janet Shultz, RN** Director of Nursing  
 Sienna Woods

## RADIOLOGIC TECHNOLOGY

**Eric Balzano, M.D.** Radiology Department Chairman  
 Weirton Medical Center  
**Frank Hamilton** PACS Administrator  
 Trinity Health System  
**Teresa Jones** Radiology Supervisor  
 Weirton Medical Center  
**Dennis Kelley** Director of Imaging Services  
 Trinity Health System  
**Linda K. Little** Radiology Technical Director  
 East Ohio Regional Hospital  
**Lewis Musso** Human Resources Vice President  
 Trinity Health System  
**Radiology Student**  
 Eastern Gateway Community College  
**Kerri Tush, R.T.(R)** Staff Radiographer  
 East Ohio Regional Hospital  
**W. Hunter Vaughan, M.D.** Retired Director of Radiology  
 Trinity Health System

## RESPIRATORY THERAPY

**Colleen Burns** Educator  
 UPMC Mercy  
**Robert Coppa** Therapist  
 Community Service Representative  
**Thomas DeFallo** Marketing Representative  
 Tri-State Medical  
**Educator TBA** Respiratory Services  
 UPMC Mercy Health Systems  
**Jason Mattern** Manager, Quality and Regulatory Compliance  
 Sal Chemical  
**Dr. H. Murray** Medical Director  
 UPMC Mercy  
**Ryan Stackhouse** Staff Therapist  
 Lifeline Hospital  
**Stacy Straughn** Coordinator, Pulmonary Rehabilitation  
 Trinity Medical Center West  
**Linda Tassej** Staff Therapist  
 UPMC Mercy  
**Larry Teramana** Respiratory Supervisor  
 Trinity Medical Center West  
**Matthew L. VanCamp** Community Relations Liaison  
 Bethany Hospice

## TEACHER EDUCATION

**Eunice Lincoff** Retired  
**Dolores Michnowicz** Counselor  
 Steubenville Catholic Central High School  
**Kathy Pavlik** Even Start Director and Parent Mentor  
 Steubenville City Schools  
**Todd Phillipson** Supervisor  
 Jefferson County Joint Vocational School  
**Juanita Shepherd Thorn** Director  
 Jefferson County Head Start  
**Patricia Westfall** Preschool Teacher  
 Roosevelt Elementary School

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## COLLEGE CALENDAR

## FALL SEMESTER 2015

August 24	Classes begin
September 7	Labor Day -- no classes
September 29	EGCC Fest -- no day classes on Jefferson Campus ONLY; classes 4-10 p.m. meet
October 21	Employee Development Workshop -- no classes
October 30	Last day to withdraw from regularly scheduled classes
November 11	Veterans Day observed -- college closed
November 26-29	Thanksgiving Recess -- college closed
December 5	Last day of classes
December 7-12	Final examinations

## SPRING SEMESTER 2016

January 18	Martin Luther King Day -- college closed
January 19	Classes begin
February 15	President's Day - college closed
March 14-19	Spring Break -- no classes
March 24	Last day to withdraw from regularly scheduled classes
March 25	Spring Holiday -- college closed
May 7	Last day of classes
May 9-14	Final examinations
May 17	26th Annual Honors Convocation
May 21	46th Annual Commencement

## SUMMER TERM 2016

## SUMMER SESSIONS I &amp; II -- FIVE WEEKS EACH

## SUMMER SESSION III -- TEN WEEKS

May 30	Memorial Day - college closed
May 31	Classes begin for Mini-terms I and III
June 24	Last day to withdraw from classes for Mini-term I
June 30-July 2	Final examinations for Mini-Term I
July 4	Independence Day Observation -- college closed
July 5	Classes begin for Mini-Term II
July 15	Last day to withdraw from classes for Mini-term III
July 29	Last day to withdraw from classes for Mini-term II
August 4-6	Final examinations for Mini-terms II and III

**Registration dates for all sessions are listed at [www.egcc.edu](http://www.egcc.edu)**