

COLUMBUS TECHNICAL INSTITUTE

BULLETIN

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Course Descriptions

Columbus Tech's Course Numbering System

To make scheduling move more smoothly, no two courses at Columbus Tech have the same number. The first two digits of a course's four digit number identify for you the department; the last two numbers identify the individual course within the department

Listed below are the various departments in order of their course numbers. Refer to this chart to find in which department a given course can be found. For example, 7513 Family Counseling would be found in the Course Descriptions section under Social Services.

02xx ROTC	42xx Electronic Eng. Technology
09xx General Courses	43xx Industrial Eng. Technology
10xx Communication Skills	45xx Heating & Air Conditioning
11xx Mathematics	46xx Mechanical Eng. Technology
13xx Basic Science	51xx Civil Eng. Technology
15xx Behavioral Science	57xx Industrial Laboratory
22xx Hospitality Management	75xx Social Services
24xx Graphic Communications	76xx Safety
25xx Aviation Maintenance	78xx Law Enforcement
27xx Business Data Processing	79xx Fire Science
28xx Banking/Finance	80xx Medical Laboratory
29xx Retail Management	81xx Dental Laboratory
30xx Wholesale Management	82xx Optometric Assisting
33xx Secretarial Science	83xx Emergency Medical Services
34xx Insurance	84xx Mental Health
36xx Real Estate	85xx Nursing
37xx Accounting	86xx Respiratory Therapy
38xx Business Management	89xx Animal Health
41xx Automotive Maintenance	

Four digit course number - first two digits indicate the department; the second two identify the specific course. Two digits followed by XX, indicate an elective requirement for which only the department is specified; here the student may choose the specific course, subject to approval of his advisor. Where no digits appear, the elective may come from more than one department. It usually connotes a General Education course.

Technical Course - identifies courses within the student's major field. These may be used to work toward fulfilling departmental regulations that require students to take a certain number of technical courses.

Quarter - indicates which quarter or quarters the course is offered during the year. A-autumn, W-winter, SP-spring, SU-summer.

Prerequisites - identifies any course work that must have been successfully completed before the student is eligible to enroll for the course. For example, if the number 1002 were listed as a prerequisite for a course, then only students who have completed 1002 would be eligible to register for the course.

Class Hours - tells the number of hours per week a particular course meets in a lecture classroom.

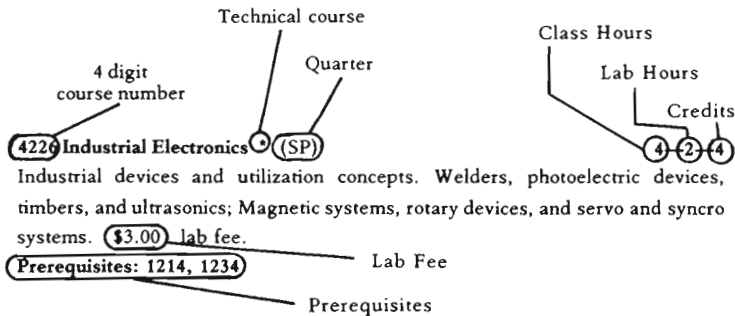
Class Hours - tells the number of hours per week a particular course meets in a lecture classroom.

Lab hours - tells the number of hours per week a particular class meets in a laboratory situation. This is usually in addition to class hours.

Credits - identifies the number of credits awarded to students who successfully complete the course.

Lab Fee - identifies the amount of money (if any) required of students registering for the course. This fee is needed to help offset the cost of consumable materials used in lab situations. Examples are chemicals, glassware, booklets, manuals, and edibles.

Explanation of Course Description Codes



Accounting Technology

3701 Principles of Accounting I*

5-3-6

An introductory course in accounting including: the meaning and purpose of accounting; accounting statements: balance sheet, income statement, and statement of retained earnings; the theory of debits and credits, ledger accounts and the trial balance, journalizing and posting; statement preparation; accounting records; adjusting and closing entries; accounting for notes and interest; and accounting for pre-paid, unearned, and accrued items. Application of accounting principles to sole proprietorships and partnerships. \$5.00 lab fee.

Prerequisites: 1141 and 3711

- 3702 Principles of Accounting II*** 5-3-6
A continuation of course no. 3701 including discussion of: valuation and cost allocation in accounting for a firm's investment in productive resources (inventories, plant and equipment and intangibles); accounting problems peculiar to corporations, focusing on long-term liabilities and stockholders' equity sections; and analysis of accounting data for planning and interpretation. \$6.00 lab fee.
Prerequisite: 3701
- 3703 Intermediate Accounting I*** 4-3-5
A continuation of accounting theory. An in-depth study of the accounting process and accounting records; the nature and content of accounting statements: balance sheets, income statements, statements of retained earnings; analysis of working capital; analysis and methods of valuation and statement presentation of the following items: cash and temporary investments, receivables, and inventories.
Prerequisite: 3702
- 3704 Intermediate Accounting II*** 4-3-5
A continuation of course no. 3703 including analysis and methods of valuation and statement presentation of the following items: current liabilities - contractual and contingent items; investments in plant, and equipment - their acquisition, use, retirement, depreciation and depletion, and reevaluation; intangible assets, deferred charges and long-term liabilities. \$3.00 lab fee.
Prerequisite: 3703
- 3711 Basic Business Machines*** 0-3-1
Instruction and practice in operation of office machines with major emphasis on electronic calculators. Familiarization with the operation of office reproducing machines. \$7.00 lab fee.
- 3712 Accounting Machines and Systems*** 2-3-3
Systems Fundamentals. Areas of systems activity within an organization: the systems department, its personnel and its operation, charting, systems communications and instruction manuals. Machine indoctrinations: punch cards, card-punch machines. Instruction and practice in setting up and using mini-computers. \$15.00 lab fee.
- 3713 Data Processing for Accountants*** 1-3-2
A survey of computer systems, hardware and software systems. The use and application of terminals and computer service centers. The application of mini-computers to accounting systems. \$12.00 lab fee.
Prerequisite: 3701
- 3714 Cost Accounting*** 4-3-5
A study of the field of job order cost accounting; the cost cycle; methods of handling materials, labor costs, and manufacturing overhead expenditures (controllable and uncontrollable); process cost accounting; by-products and joint products; fundamental cost-volume-profit relationships (break-even analysis); flexible and standard costs. \$4.00 lab fee.
Prerequisite: 3702
- 3716 Auditing*** 3-3-4
Independent and internal audits, professional ethics, legal liability, internal control, auditing standards and procedures. Evidential matter, auditors approach and techniques, reports, statistical sampling, management advisory services.
Prerequisite: 3703
- 3723 Business Finance*** 2-3-3
Forms of business organization; corporate securities; financing through securities; sources and management of working capital; administration of income; expansion and combination, reorganization, receivership, and dissolution. \$3.00 lab fee.
Prerequisite: 3702
- 3725 Financial Statement Analysis*** 2-3-3
Tools of analysis, percentages, comparisons - past performance, industry standards. Basic ratios-equity, current, quick, working capital, return on equity. Turnovers, inventories, receivables. \$3.00 lab fee.
Prerequisite: 3723
- 3735 State and Local Taxation*** 2-3-3
Payroll taxes, withholding and reports. Unemployment, industrial insurance contributions, workmen's relief funds. Franchise taxes. Personal property taxes. Classified and intangible taxes. City income taxes. Sales and use taxes. Real estate taxes. Vehicle and other taxes. \$5.00 lab fee.
Prerequisite: 3702
- 3736 Federal Taxation*** 4-3-5
Individual income taxes: returns, income exemptions, deductions, gains and losses, rates, adjustments. Problems of proprietorship, partnerships, corporations - inventories, depreciation, accounting, installment and deferred sales treatment. Filing requirements, payments, refunds, claims. Tax planning techniques. \$5.00 lab fee.
Prerequisite: 3702
- 3745 Advanced Accounting*** 4-3-5
Problems peculiar to partnerships, receiverships, fiduciaries, installment sales, consignments, insurance, estates and trusts; compound interest applications; governmental accounting; branches, consolidations, mergers and foreign exchange.
Prerequisite: 3704
- 3746 Accounting Practice*** 3-3-4
A detailed study of accounting systems as applied to specific industries. Industries studied: retailing, construction, utilities, and government. Material from all previous courses applied. Accounts from local firms presented and developed in clinic approach. \$6.00 lab fee.
Prerequisite: 3704
- 3747 Advanced Taxation*** 3-3-4
A continuation of Federal Taxation 3736, including non-liquidating distributions, accumulated earnings and undistributed income. Sub-chapter S corporations, stock redemption and partial liquidations, corporate re-organization and estate and gift taxation.
Prerequisite: 3704 and 3736
- 3748 Controllership/CPA Review*** 3-3-4
Executive accounting problems of industrial accounting organizations; study and analysis of cost systems, accounting data and special problems of manufacturing industries that confront management accountants/practical accounting problems and questions on accounting theory, law and auditing as presented in C.P.A. examinations.
Prerequisite: 3704
- 3749 Public Administration/Fund Accounting*** 3-3-4
Accounting principles, standards and procedures applicable to enterprises operated not-for-profit; covers governmental units, institutions such as universities and hospitals, charitable organizations, fraternal organizations, religious groups, clubs, etc.
Prerequisite: 3704
- 3761 Managerial Accounting** 3-3-4
Management accounting is concerned with accumulating, classifying, and interpreting costs and other information that induce and aid individual executives in fulfilling organizational objectives as revealed explicitly or implicitly by top management. \$3.00 lab fee.

Air Force ROTC

- 0201 World Military Systems I** 1-1-1.5
A study of the doctrine, mission and organization of the United States Air Force; United States strategic offensive forces.
Prerequisite: None
- 0202 World Military Systems II** 1-1-1.5
Aero space defense; missile defense; United States general purpose and aerospace support forces; the mission, resources, and operation of tactile air forces.
Prerequisite: None
- 0203 The Development of Air Power I** 1-1-1.5
Develops an understanding of the nature of and growth of aerospace power as it has evolved from the rudimentary flights of the Wright Brothers to the inception of the United States Air Force.
Prerequisite: None
- 0204 The Development of Air Power II** 1-1-1.5
The achievements of the United States Air Force During its first 25 years as a separate branch of the military. A view of the development of the air power and the impact on aerospace power today; concepts, doctrine, and employment of aerospace forces.
Prerequisite: None

Animal Health Technology

- 8902 Animal Health Technology I*(A)** 5-0-5
Discussion of the career opportunities and duties of a technician. The laws and ethics related to animal care and to animal health technicians. Pertinent records kept in an animal facility and a veterinary hospital. Other managerial information and basic accounting principles. An introduction to animal species, including physiological data, gestation, breeding information, important concepts of genetics, nutrition and research usage. \$35.00 lab fee.
- 8904 Animal Health and Diseases* (A,W)** 3-0-3
This course deals with animal health, disease prevention and signs of disease in each of the species.
Prerequisites: 1321,8907
- 8907 Animal Health Technology II*(W)** 4-2-5
Study of animal caging systems including kennel management, physical handling of the animals, proper restraint for certain procedures, environment temperature control, sanitation and sterilization, basic animal science and the principles of gnotobiotics. In addition, a general study of clinic operations from the front desk through all sections including the clinical laboratory. \$35.00 lab fee.
Prerequisite: 8986
- 8916 Clinical Procedures I[Surgery]*(SP)** 3-0-3
Discussion of surgery room preparation, animal preparation, animal aftercare, and assisting the veterinarian during surgery.
Prerequisites: 8902, 1322, 8907
- 8917 Clinical Procedures II[Radiology]*(SP)** 3-0-3
Lectures, demonstrations and laboratory exercises covering the following topics: Terminology, care and maintenance of radiological equipment and techniques of exposing and developing radiographs. Radiographic positioning, animal measurement, and instrument settings are studied.
Prerequisites: 1322, 8907
- 8918 Clinical Procedures III[Pharmacology]*(SU)** 3-0-3
The study of disinfectants, insecticides, anthelmintics, antibiotics and other drugs commonly used in veterinary medicine. The administration and calculation of the proper dosage is studied. \$35.00 lab fee.
Prerequisite: 1322
- 8919 Clinical Procedures IV[Anesthesiology]*(SP)** 3-0-3
The study of anesthetic agents and the use and maintenance of inhalation anesthetic equipment. Ancillary monitoring equipment are studied. Special surgical instruments are discussed.
Prerequisite: 1322
- 8926 Clinical Laboratory I*(SP,SU)** 2-6-5
Course designed to teach the use of equipment necessary to perform complete blood counts. Students learn to use the hemocytometer, pipet, centrifuge and spectrophotometer. Emphasis on the differential white blood counts and reticulocyte counts and most other tests utilized in a clinical hematology laboratory.
Prerequisites: 8907, 1313
- 8927 Clinical Laboratory II*(A,W)** 2-6-5
Student performs tests on urine, including protein, glucose and ketones, and other tests performed in routine urinalysis laboratory. Students learn characteristics of and tests performed on transudates, exudates, and cerebrospinal fluid. Students perform blood chemistries, including glucose, BUN, creatinine, bilirubin and enzymes. Special emphasis on the methods used in the clinical laboratory at the Ohio State University College of Veterinary Medicine.
Prerequisite: 8986
- 8929 Clinical Laboratory III*(A,W)** 2-6-5
Course includes processes necessary to identify causative agents of bacterial infections. Student performs susceptibility testing to identify chemical or antibiotic agents necessary for treatment. Basic bacteriological procedures which include isolation of colonies on culture plate and Gram stain are taught. Serologic procedures, identification of leptospirosis and brucellosis by antigen-antibody detections, are introduced.
Prerequisites: 8986, 1315
- 8931 Clinical Application I*(SP)** 0-6-3
Practical application of procedures used in Veterinary clinics and hospitals.

Includes drug and fluid administration, radiographs, surgical and anesthesiology procedures, collecting laboratory samples and any other tasks performed in Veterinary facilities. \$35.00 lab fee.

Prerequisite: 8907

- 8932 Clinical Application II*(A,W)** 0-6-3
A continuation of course 8931. \$35.00 lab fee.
Prerequisites; 8931, 8986

- 8986 Clinical Experience I*(SU,A)** 0-30-6
A rotation through various departments and areas of the Ohio State University Veterinary Hospital. The student will work closely with junior and senior veterinary medical students under the supervision of College of Veterinary Medicine faculty. \$35.00 lab fee.
Prerequisite: 27 technical credits

- 8987 Clinical Experience II*(W,SP)** 0-30-6
A continuation of course 8986. This experience may be gained at other than the OSU Veterinary Hospital if approved by the Division Director and the Department Chairperson. \$35.00 lab fee.
Prerequisite: All 89XX courses

- 8988 Research Report*(W,SP)** 1-0-1
Selected research projects for senior students which may include both library research and laboratory investigation under supervision of the faculty, in the student's major field of interest. Presentation of a formal research paper is required.
Prerequisite: 36 technical credits

Architecture Technology

- 5101 Architectural Graphics I*(A)** 0-9-3
Lettering, line work, orthographic projections, isometric and oblique drawings, and preliminary drawing techniques used in the architect's office. Field trips. \$5.00 lab fee.

- 5102 Architectural Graphics II*(W)** 0-9-3
Descriptive geometry with the objective of developing problem solving techniques in three dimensions including the intersection of lines and surfaces, the intersection of surfaces, the development of irregular shapes, the intersection of solids and shades and shadows. \$5.00 lab fee.
Prerequisite: 5101

- 5103 Architectural Graphics III*(SP)** 1-11-5
Site development requirements including coordination with local government authorities for right-of-way, utilities, zoning and codes, development of topography and meets and bounds of property. Introduction of construction surveying and the use of the level and transit on the construction site. Field Trips. \$5.00 lab fee.
Prerequisite: 5102

- 5104 Architectural Graphics IV*(A)** 1-9-4
Line presentation with one, two, and three point perspective techniques and perspective chart techniques. Freehand and presentation drawing techniques used in the Architects' offices. \$5.00 lab fee.
Prerequisite: 5103

- 5105 Architectural Graphics V*(W)** 1-9-4
Generation of selected details utilized by trade mechanics involved with items as wall construction, elevator construction, roof structure and craneway construction. Multiple material floor and wall finish details, and the coordination of details within working drawings. Working drawing organization and specification notes. Field trips. \$5.00 lab fee.
Prerequisites: 5102, 5111,5112,5122

- 5106 Architectural Graphics VI*(SP)** 0-15-5
Complete working drawing project with office procedures and requirements emphasized. Detailed coordination with consultants' drawings and manufacturer's literature. Independent use of office product files and technical information. Field trips. \$5.00 lab fee.
Prerequisites: 5105, 5114, 5115, 5116, 5122, 5123

- 5111 Materials and Processes of Construction I*(A)** 2-4-4
The properties, standards, unit measurements, production processes, and economics of material systems. The materials considered are concrete, masonry, wood, steel, and non-ferrous metals and alloys. Field trips will be taken to local manufacturing plants and fabrication shops. \$3.00 lab fee.

5112 Materials and Processes of Construction II* (W) 2-4-4
The properties, standards, unit measurements, production processes, and economics of materials and their use in buildings are studied. The materials considered are plaster, acoustical finishes, waterproofing, roofing, flooring, wall coverings, doors, windows, hardware, glass, paints, and sealants. Field trips will be taken to construction sites as related to various materials. \$3.00 lab fee.

5114 Mechanical Systems I (Heating and Ventilating)* (W) 2-4-4
Fundamentals of comfort conditioning. Methods of heating, ventilating, and air conditioning; coordination with the elements of the building. Job construction techniques, detailing, schedules, trade association recommendations, shop drawings. Conventional symbols and nomenclature. Economic evaluations & research forecasts. Field trips. \$3.00 lab fee.

5115 Mechanical Systems II (Electrical Equipment)* (SP) 2-4-4
Fundamentals of lighting, electrical systems equipment for buildings. Essentials of electrical code and association standards. Conventional symbols, nomenclature and layouts. Coordination of electrical work with the elements of the building, computer techniques fixture and equipment schedules, electrical work economics, and research forecasts. Field trips \$3.00 lab fee.

5116 Mechanical Systems III (Plumbing and Sanitation)* (A) 2-2-3
Plumbing codes and standards, layout techniques, conventional symbols and nomenclature, coordination with other elements of building, schedules, details, shop drawings, economics, research forecasts, and computer analysis techniques. Field trips. \$3.00 lab fee.

5121 Survey of Architecture* (A) 3-2-4
A survey of architecture in America from 1600 to present. The men and ideas that shaped construction. Emphasis on modern construction.

5122 Structural Systems I (Wood)* (SP) 1-5-3
Wood construction techniques and detailing of conventional, post and beam, panel, prefabrication, light and heavy truss, millwork and laminated plywood systems. Shop drawing techniques and checking. Field trips. \$3.00 lab fee.
Prerequisites: 4644, 5111

5123 Structural Systems II (Steel)* (A) 1-5-3
Drafting room use of steel construction handbook and steel detailing. Structural plan layout, details, schedules, shop drawing techniques and checking, coordination of steel elements with other parts of building. Computer techniques in structural work, and economics of steel construction. Field trips. \$3.00 lab fee.
Prerequisites: 4645, 5111

5124 Structural Systems III (Concrete and Masonry)* (W) 1-5-3
Drafting room use of concrete reinforcing steel handbook and masonry handbook. Fundamentals of construction details and detailing, shop drawings, shop and job fabrication. Job layout and construction techniques. Coordination with other elements of the building, computer techniques, and economics of concrete and masonry construction. Field trips. \$3.00 lab fee.
Prerequisites: 4645, 5111

5125 Estimating* (SP) 1-5-3
Building cost estimating methods, detailed materials and labor takeoff methods, contractors' overhead costs, wage withholding, and payroll deductions. Insurance, tax, bond, and economics of construction costs. \$3.00 lab fee.
Prerequisites: 5111, 5112

5127 Specifications, Codes and Standards* (W) 2-4-4
The fundamentals of specifications organization into trade division, the content and referencing to other bidding and construction documents including contracts. Familiarization with Building Codes and Regulations used in the drawing production process. Utilization of manufacturer's and association standards used in the drawing production process. \$5.00 lab fee.
Prerequisites: 5111, 5112, 5101

Automotive Maintenance Technology

4101 Service Orientation* (A, W, SP, SU) 2-5-4
Basic course covering shop safety practices, structure of dealerships. Basic hand tool usage and maintenance and service publications. Concurrent with 4106 (offered in evenings only). Can be taken without 4106 with permission of instructor. \$5.00 lab fee.

4102 Service Orientation and Maintenance* (A, W, SP, SU) 5-10-9
A basic course covering safety, the use of service publications and the technical knowledge and skills in all areas of an automobile to reach a minimum skill level. The student will have the terminal skills for employment as an Automotive Service Station Attendant or a background to advance to a higher level by attending the intermediate and advanced level courses. This course is a combination of 4101 and 4106. \$10.00 lab fee.
Prerequisite: for all other automotive technical courses.

4103 Service and Parts Management* (A, W, SP, SU) 3-6-5
This course will cover the management positions of an automobile dealership. The student will know the technical, legal and business knowledge necessary to achieve these positions after acquiring working experience in this field. Major emphasis is placed on the parts and service management units. \$5.00 lab fee.
Prerequisite: 6th Quarter Status

4104 Automotive Welding* (A, W, SP, SU) 1-4-3
Introductory course designed to provide students with basic entry level welding skills usable in the automotive service field. \$10.00 lab fee.

4106 Service Maintenance* (A, W, SP, SU) 3-5-5
Basic course covering the technical skills and knowledge in all areas of an automobile to reach a minimum skill level. Concurrent with 4101. (Offered in evenings only) Can be taken without 4101 only with permission of instructor. \$5.00 lab fee.

4111 Brake Systems* (A, W, SP, SU) 2-4-4
Course covers basic brake systems. Includes theory, testing and service on current brake systems. \$10.00 lab fee.

4112 Automotive Powerplants* (A, W, SP, SU) 3-6-5
Theory, diagnosis and repair of internal combustion engines. Course includes additional machine shop practices utilized in current automotive machine shops. Course is a combination of 4131 and 4132. (Offered in evenings only) \$30.00 lab fee.

4113 Basic Automotive Electricity* (A, W, SP, SU) 3-3-4
Introductory course covering basic principles of electricity and magnetism; automotive DC circuits; battery - theory, testing and service; use of automotive electrical test equipment; diagnosis techniques. \$8.00 lab fee.

4114 Automotive Electricity II* (A, W, SP, SU) 2-5-4
Course covers inspection, diagnosis, and service of automotive starting and charging systems. \$10.00 lab fee.
Prerequisite: 4113

4115 Engine Diagnosis and Tune-Up* (A, W, SP, SU) 4-8-7
An advanced course in engine performance analysis and tune-up. \$15.00 lab fee.

4116 Manual Transmission and Rear Axle* (A, W, SP, SU) 1-5-3
Operational theory, diagnosis and repair of clutches, manual transmissions, drive lines and differentials. \$10.00 lab fee.

4117 Induction and Environmental Systems* (A, W, SP, SU) 2-4-4
Designed to provide students with basic knowledge and skill in the following areas: (1) carburetion, (2) fuel delivery systems, (3) fuel injection, (4) supercharging and turbocharging, (5) environmental systems. \$10.00 lab fee.
Prerequisite: 4102

4121 Suspension and Steering Systems* (A, W, SP, SU) 2-4-4
Course covering basic suspension and steering systems. Course includes topics covering the theory, testing and service of current suspension and steering systems. \$10.00 lab fee.

4124 Electrical and Vacuum Systems* (A, W, SP, SU) 2-6-4
Advanced course covering vacuum devices; interpretation of chassis wiring diagrams and vacuum wiring diagrams; proper use of diagnostic equipment; repair of malfunctioning electrical and vacuum components. \$10.00 lab fee.
Prerequisite: 4113

4125 Automotive Accessories* (A, W, SP, SU) 2-4-4
Advanced course in the proper diagnosis, service and repair of power operated accessories, signaling devices, speed controls, wiper systems, etc. \$10.00 lab fee.
Prerequisite: 4113

4126 Automotive Diesel and Industrial Systems* (A, W, SP, SU) 2-10-6
An advanced course designed to provide students with knowledge and skill in:
(1) performance testing of an automobile using Sun's Roadmatic Chassis
Dynamometer and (2) automotive diesel applications. \$10.00 lab fee.
Prerequisite: 4102

4131 Automotive Powerplants I* (A, W, SP, SU) 2-3-3
Introductory theory, diagnosis and repair of internal combustion engines.
Course includes: proper use and care of service tools; internal combustion
engines principles; disassembly, inspection and repair techniques; lubrication;
cooling systems; engine performance testing. This course is the first
part of 4112. It is also a prerequisite for 4132. \$15.00 lab fee.

4132 Automotive Powerplants II* (A, W, SP, SU) 1-3-2
Advanced theory, diagnosis and repair of internal combustion engines.
Course includes additional machine shop practices utilized in current
automotive machine shops. This course is the second part of 4112. \$15.00 lab
fee.
Prerequisite: 4131

4135 Automatic Transmissions* (A, W, SP, SU) 2-5-4
Theory, operation and maintenance of currently used automatic transmis-
sions. Proper diagnosis of system malfunctions is stressed. \$10.00 lab fee.

4144 Air Conditioning* (A, W, SP, SU) 2-3-3
Basis course covering the theory and operation of automotive air
conditioning systems. Diagnosis, charging and minor service techniques for
currently found systems are covered. \$10.00 lab fee.

Aviation Maintenance Technology

2501 Aviation Theory* (A, SP) 4-3-5
Basic science for the aviation maintenance technician, including aerodyna-
mics of lifting and control surfaces, conditions for flight stability, weight and
balance effects, center of gravity limits, reports. Federal Air Regulations.
\$8.00 lab fee.

2502 Aircraft Construction and Design* (A, SP) 3-4-5
Blueprint reading and interpretation, fundamentals of drawing, drawing
sketches of hardware and materials used in construction of aircraft. \$8.00 lab
fee.

2504 Basic Aviation Maintenance* (A, SP) 4-6-6
Fabricating and installing fluid lines and fittings. Selecting and performing
non-destructive testing methods. Aircraft cleaning and corrosion control.
\$8.00 lab fee.

2505 Aircraft Structures I (Welding)* (W, SU) 2-3-3
Development of sufficient proficiency for the A and P maintenance
technician's license. Practice in oxyacetylene welding and analyzing welding
faults during routine inspection of airframe components. \$8.00 lab fee.

2506 Aircraft Structures II* (SU, SP) 7-13-12
Identification of aircraft metals and plastics, properties of aircraft metals,
heat treatment of fabricated parts, layout from blueprints, bending and
bending allowances, protective finishes, identification, selection and use of
inspection, and repair of wood structures, maintenance and repair of fabric
and fiberglass. \$8.00 lab fee.
Prerequisites: 2501, 2502, 2504, 2553

2508 Aircraft Environmental Control Systems* (SP, SU) 3-3-4
Inspection and repair and cabin atmosphere control systems; inspection
check, troubleshooting, service and repairing of ice and rain control
systems. Maintenance of aircraft fire control system. \$8.00 lab fee.
Prerequisites: 2501, 2502, 2504, 2553

2509 Aircraft Fluid Systems* (A, W, SP, SU) 8-9-11
Basic hydraulic and pneumatic principles. Basic hydraulic systems. Brake
systems. Hydraulic line, fittings, fluids, pumps, and actuating devices.
Inspection, troubleshooting, repair. Vacuum systems: maintenance, inspec-
tion, and repair. Aircraft fuel systems. \$8.00 lab fee.
Prerequisites: 2501, 2502, 2504, 2553

2511 Aircraft Rigging, Assembly and Inspection* (A, W, SP, SU) 2-6-5
Airplane nomenclature. Disassembly and assembly sequence and proce-
dure. Alignment procedures. Airplane overhaul. Fundamentals and
methods of rigging. Stability in flight, control surfaces. Control cables:
inspection, installation, splicing. Landing gear assembly: types, mainten-
ance, repair. Fuel systems. Aircraft appliances and miscellaneous equip-
ment. Servicing and handling of aircraft. Heating, pressurization, and other
internal systems. Instrument installation and inspection. Weight and
balance review. Inspection of complete aircraft. Faa report forms. Helicopter
theory and maintenance. Aerodynamics of the helicopter. \$8.00 lab fee.
Prerequisites: Aviation Courses 2501 through 2509, 2553, 2557

2512 Powerplant Theory and Maintenance (Reciprocating Engines)*
(W, SU) 7-12-11
Principles, development, and design of internal combustion engines. Engine
maintenance, repair, and overhaul. Inspection and troubleshooting.
Identification of aircraft materials, parts, and components. Calibration of
tools and testing equipment. Engine run-in, testing, and maintenance.
Hazards of aircraft engine operation. Lubrication systems. \$8.00 lab fee.
Prerequisites: 2501, 2502, 2504, 2553

2513 Powerplant Theory and Maintenance (Turbine Engine)* (SP, SU) 3-3-4
Principles, development, design and classification of turbine engines.
Engine inspection, maintenance, repair and overhaul. Installation and
removal of turbine engines. \$8.00 lab fee.
Prerequisites: 2501, 2502, 2504, 2553

2514 Magnetos and Ignition Systems* (W, SP) 7-8-10
Basic electrical principles in ignition systems. Magneto theory, construction,
operation, overhaul. Review of combustion principles. Types of magnetos,
distributor. Magneto timing: internal and external. Harness construction,
inspection, overhaul, and testing. Booster systems. Low tension ignition
systems. Battery ignition systems. \$8.00 lab fee.
Prerequisites: 2501, 2502, 2504, 2553,

2515 Carburetion and Fuel Controls* (W, SP) 4-6-6
Float carburetors: theory, construction, operation, troubleshooting mainte-
nance, and overhaul. Pressure injection carburetors: theory, construction,
inspection, maintenance, and troubleshooting. Direct pressure injection
systems. Fuel systems and requirements: gravity and pressure systems.
Induction systems and supercharging. \$8.00 lab fee.
Prerequisites: 2501, 2502, 2504, 2553

2516 Propellers* (A, SP) 5-6-7
Aerodynamic principles of propellers. Propeller types, construction and
materials. Inspection, repair, and troubleshooting. Installation, removal,
tracking and balancing. Controllable propellers. Constant speed governor
control: construction, operation, maintenance, adjustment, troubleshooting.
Reversible propellers. Hazards of propeller operation. \$8.00 lab fee.
Prerequisites: 2501, 2502, 2504, 2553

2517 Powerplant and Systems Inspection* (A, W, SP, SU) 6-8-9
Condensation and coordination of previously accumulated knowledge.
Inspection of powerplants and powerplant systems, use of inspection
equipment and aids. Procedures for returning aircraft to active service.
\$8.00 lab fee.
Prerequisites: 2501, 2502, 2504, 2553, 2512, through 2516

2553 Basic Aviation Technology* (SU, W) 5-8-9
Basic electricity for the aviation maintenance system including reading and
interpreting electrical circuit diagrams utilized in troubleshooting aircraft
electrical systems. Batteries and generators. Performing ground operation
and servicing of aircraft. Understanding maintenance publications, forms
and records. \$8.00 lab fee.

2557 Aircraft Electrical Systems* (SP, SU) 6-10-10
Review of fundamentals of electricity. Generator control systems. Direct
current motors. Electrical engine starting systems: types, inspection,
maintenance, overhaul, troubleshooting. Review of basic alternating current
principles. Alternating current motors. Alternating current instrument
systems. Reading electrical blueprints. Wiring practices, bonding, shield-
ing. Electrical systems. Electrical power units. Radio installations, and
inspection. \$8.00 lab fee.
Prerequisites: 2501, 2502, 2504, 2553

2585 Advanced Aircraft Maintenance* 0-6-3
Advanced instruction in the maintenance rebuilding and overhaul of aircraft structures, systems, and powerplants. The course is designed to allow the student to concentrate in an area which will further his knowledge and skills. Work will be performed on actual aircraft. Offered on demand.

Banking/Finance Technology

2801 Introduction to Consumer Finance* (A, W, SP, SU) 3-0-3
A study of the history of consumer credit and social institutions, social aspects of consumer credit, institutions of consumer credit, customer relations in consumer credit, and operational aspects of consumer credit.

2803 Money and Banking* (A, W, SP, SU) 3-2-3
Control and operation of banking and monetary systems with emphasis on supply and demand and governmental control.

Prerequisites: 3806, 3761

2805 Analyzing Financial Statements* (A) 4-0-4
A fourth edition of the textbook is used for this course and is organized into two main sections: Characteristics of Financial Statements and Financial Statement Analysis. The first section serves as a useful review of basic accounting principles for those students who have studied accounting. For those who have not, this section provides the minimum accounting background necessary for profitable study of financial statement analysis.

2806 Principles of Bank Operations* (A, W, SP) 4-0-4
This course presents the fundamentals of bank functions in a descriptive fashion so that the beginning banker may acquire a broad (and operational) perspective. The descriptive orientation is intentional. Banking is increasingly dependent upon personnel who have the broad perspective so necessary for career advancement.

2807 Operation of a Consumer Credit Institution* (A) 3-0-3
Family credit counseling. The "informative" contribution to sound credit. Restrictive and regulatory obstacles to consumer credit. Regulations of finance charges on consumer installment credit.

2809 Bank Investments* 4-0-4
Because the bank's needs for primary reserves and loanable funds limit the funds available for investment, this course describes the nature of such funds and how their uses are determined. It also analyzes the primary and secondary reserve needs of commercial banks, the sources of reserves, and their random and cyclical fluctuations, and shows the influence of these factors on investment policy. This analysis is followed by a study of yield changes as they affect a bank's long-term holdings.

2811 Federal Reserve System* 4-0-4
This course examines the operations and policies of the Federal Reserve System during critical periods over the past 60 years. The approach taken is topical rather than chronological, thereby enabling students to compare and contrast Federal Reserve policies dealing with similar problems at different periods in time. Attention is given to international monetary affairs and economic developments affecting the American fiscal system.

2813 Credit Administration* (W) 5-0-5
Analytical study of credit control, and management of collections. Topics include: management and analysis of consumer and commercial credit, business credit, government credit, and foreign credit.
Prerequisites: 3806, 3813, 3761

2814 Personal Financial Management* 3-0-3
Methods of counseling the financially over-extended client, and recognizing danger signals in granting credit. Credit, borrowing, budgeting, relationships with financial institutions, savings, insurance, real estate and taxation.
Prerequisites: 3802, 3813, 3841.

2815 Business Financial Management* 4-0-4
This new five-volume set's primary objective is to acquaint the student thoroughly with the principles of finance as applied to the operations of a profit-seeking (nonbank) firm. Active participation in the process of financial administration and decision-making teaches the student to use the tools and techniques necessary for the efficient financial management of a modern business enterprise. An up-to-date overview of the activities of the modern business financial manager is provided.

2816 Agricultural Finance* 4-0-4
Reflecting the rapid growth of the off-farm agribusiness sectors (the suppliers of farm inputs), this course emphasizes general principles associated with the evaluation of management and the use of capital, rather than stressing the examination of land and labor resources, which are more closely aligned with agricultural production. An understanding of agricultural finance should help the banker in satisfying the credit needs of modern agriculture.

2818 Installment Credit* 4-0-4
In this course, the techniques of installment lending are presented concisely. Emphasis is placed on establishing the credit, obtaining and checking information, servicing the loan, and collecting the amounts due. Each phase of a bank's installment credit operation is carefully scrutinized. Other topics discussed are inventory financing, special loan programs, business development and advertising, and the public relations aspect of installment lending.

2819 Banking/Finance Seminar & Research* (W) 1-2-2
The student receives exposure to the practical aspects of banking/finance through a series of guest speakers, field trips, and projects.

2823 Corporation Finance* (A, SP) 5-0-5
A study of business organization. Means of financing, financial management of working capital, administration of income, expansion and merger, reorganization, receivership, and dissolution.
prerequisites: 3806 and 3761.

2827 Trust Functions and Services* 4-0-4
This course presents a complete picture of the services rendered by institutions engaged in trust business. Providing an introduction to the services and duties involved in trust operations, the course is intended for all bankers, not only those who are engaged in trust business. It endeavors to keep clear the distinction between business and legal aspects of trust functions.

2831 Savings and Time Deposits* 4-0-4
This course reflects recognition of the fact that a knowledge of the historical development of savings institutions and an awareness of the basic economic function of the savings process are necessary to an understanding of the current operations and policies of these institutions. It begins with a review of the economics of the savings process in order to clarify important differences between financial savings by individuals or organizations and real savings that appear as capital formation. Different types of financial savings are reviewed in order to describe the system of financial flows of income to capital investment.

2834 Management of Commercial Bank Funds* 4-0-4
This course deals with those necessary principles from which the student can derive an adequate philosophy of funds management. Differences between practices in large banks and smaller institutions are spelled out so that this text is useful to bankers in institutions of all sizes.

2836 International Banking* 4-0-4
The second edition of this text is an introduction to a vast field for those working in international departments, as well as for those involved in the domestic activities of their banks. The essential objective of this course is to present the basic framework and fundamentals of international banking: how money is transferred from one country to another, how trade is financed, what the international agencies are and how they supplement the work of commercial banks, and how money is changed from one currency to another.

2838 Law and Banking* 4-0-4
An introduction to basic American Law, presenting the rules of Law which under-ly banking. Topics include jurisprudence, the court system and civil procedure, contracts, quasi-contracts, property, torts and crimes, agencies, partnerships, corporations, sales of personal property, commercial paper, bank deposits and collections, documents of title, and secured transactions. Emphasis is on the Uniform Commercial Code.

2881 Banking/Finance Internship I (A, W, SP, SU) 0-25-4
The internship provides students with valuable on-the-job work experience and training in the banking and finance field. Students will learn actual job skills under the supervision of CTI and an employer. This an opportunity for students to earn money, acquire work experience and learn at the same time.

2882 Banking/Finance Internship II (A, W, SP, SU)	0-25-4
A continuation of 2881.	
2883 Banking/Finance Internship III (A, W, SP, SU)	0-25-4
A continuation of 2882.	
2885 Banking/Finance Special Problems I (A, W, SP, SU)	0-6-2
This course is to be taken concurrently with the internship. The job skills which the student is learning will be studied and reported in a term paper.	
2886 Banking/Finance Special Problems II (A, W, SP, SU)	0-6-2
A continuation of 2885.	
2887 Banking/Finance Special Problems III (A, W, SP, SU)	0-6-2
A continuation of 2886.	

Basic Sciences

1301-1306 Special Topics in Biological and Physical Sciences (on demand) 1-6
Selected materials from the regular course offerings, designed to meet specific needs. May be used for independent studies. Lab fee determined according to content.

1307 Review of Science Skills (A, W, SP, SU) 3-0-3
A course for students who lack the basic skills for entrance into 1341, 1342, and 1343. The skills emphasized are measurement, observation, graphing, and scientific reading. Students will participate in class exercises designed to give them practice in these skills.

1311 Inorganic Chemistry (A, W, SU) 4-3-5
An introductory course in fundamental chemical concepts and laboratory techniques. Topics include atomic structure, periodic classification of elements, chemical equations, chemical calculations, solutions, acids and bases, oxidation-reduction reactions, and the gas laws. \$8.00 lab fee.
Prerequisites: 1341 or equivalent.

1312 Organic Chemistry (W, SU) 4-3-5
A course in fundamental organic chemistry. The study of carbon compounds: aliphatic hydrocarbons, alcohols, ethers, aldehydes, ketones, organic acids, esters, amines, aromatic compounds. An introduction to carbohydrates, lipids, and proteins. Related laboratory. \$8.00 lab fee.
Prerequisite: 1311 or equivalent.

1313 General and Biological Chemistry (A, W) 3-3-4
The first half of the quarter is devoted to basic inorganic and organic chemistry as preparation for biological chemistry. The second half is devoted to the chemistry of life functions and emphasizes those aspects needed for later courses in physiology. \$8.00 lab fee.
Prerequisite: 1180 or equivalent, 1341 or equivalent.

1315 General Microbiology (W, SP) 2-5-4
Use of a bright field microscope and demonstration and explanation of other types. A study of bacteria and bacteriological techniques for cultivation and isolation in pure culture. Use of various stains and certain reagents used in biochemical techniques for identification. Aseptic and anaerobic techniques. Susceptibility testing. Introduction to mycology and parasitology. \$20.00 lab fee.
Prerequisite: 1341 or equivalent

1316 Microorganisms and Disease (On Demand) 3-0-3
A basic study of the concepts of microbial disease. Topics covered are host-parasite interactions and resistance and immunity to disease, including the development of the immune system and mechanisms of antigen-anti body reactions. Additional topics for detailed discussion are human airborne infections, food and waterborne infections and human contact diseases.
Prerequisite: 1315 or equivalent.

1321 Anatomy and Physiology I (A, SP) 2-5-4
Basic biological concepts are presented with emphasis on the cell, metabolic activities of the cell, genetics, and tissues. Organ systems covered are skeletal, muscular, digestive, reproductive, and urinary as oriented to man. The cat is utilized as a representative mammal in the laboratory. \$12.00 lab fee.

1322 Anatomy and Physiology II (W, SU) 3-3-4
This is a continuation of 1321 with emphasis on the integumentary, nervous, endocrine, respiratory, and circulatory systems of man. \$8.00 lab fee.
Prerequisite: 1321

1323 General Health Problems (W) 4-0-4
Emphasis is placed on contemporary problems associated with physical and social health within the community. The biologic causes as well as sociologic causes of the problems are discussed and analyzed. The scope of the course encompasses prenatal situations through old age.

1324 Human Genetics and Society (W) 3-0-3
A study of Mendelian genetics as it relates to the human organism. Special emphasis is placed upon human genetic anomalies and their social and psychological ramifications. The role of genetic counseling is discussed.

1341 Survey of Chemistry (A, W, SP, SU) 3-3-4
Basic concepts of the physical sciences with an emphasis on the physical and chemical properties of matter. Related laboratory work and demonstrations. \$5.00 lab fee.

1342 Survey of Physics (A, W, SP, SU) 3-3-4
Emphasis is placed on the various forms of energy and their utilization. Forms of energy studied include heat, waves, sound, light, and electrical. The basic principles of Newton's laws are also introduced. Related laboratory work and demonstrations. \$3.00 lab fee.

1343 Introduction to Biological Sciences (A, W, SP, SU) 4-0-4
Fundamental principles of chemistry are presented during the first part with emphasis on the biological sciences. Topics include scientific method, metric system, atomic structure, elements and compounds, basic chemical reactions and a brief introduction to bio-chemistry, acids, bases, buffers, and enzymes. The second part covers basic biological concepts with emphasis on the cell, metabolic activities of the cell, genetics, and tissues.

1344 Introduction to Anatomy and Physiology (A, W, SP) 3-0-3
A general overview of normal human anatomy and physiology. Topics include the cell, tissues, musculo-skeletal, nervous, cardiovascular, genito-urinary, digestive, respiratory and endocrine systems.

1361 Human Anatomy (A, W) 2-4-4
The anatomy of the entire body is presented in detail. \$10.00 lab fee.

1362 Human Embryology (SP, SU) 2-0-2
The embryological development of humans from fertilization to birth.
Prerequisite: 1361

1363 Human Physiology and Biophysics I (W, SP) 3-3-4
The functioning of the various systems of the human body is presented in detail. Topics include cell physiology, metabolism, nutrition, digestion, body temperature regulation and the musculo-skeletal system. \$4.00 lab fee.
Prerequisite: 1361

1364 Human Physiology and Biophysics II (A, SU) 3-3-4
A continuation of 1363. The following topics are presented in an integrative manner: the respiratory system, the cardiovascular system and the renal system. \$4.00 lab fee.
Prerequisite: 1363

1365 Human Physiology and Biophysics III (A, W) 3-3-4
A continuation of 1364. The following topics are presented in an integrative manner: fluid and electrolyte balance, acid-base balance, endocrine and nervous systems. \$4.00 lab fee.

1371 Physics and Technology (On Demand) 3-0-3
A study of the development of physics and technology from antiquity to the present. Diverse attitudes of many scientists, writers and philosophers toward physics and technology, particularly in the nineteenth and twentieth centuries, are presented. Students are encouraged to look at all sides of controversial questions concerning present-day physics and technology.

1381 Physics I [Mechanics] (A, W, SP) 3-3-4
A course in the basic principles of mechanics. Major topics include equilibrium of rigid bodies, particle motion, Newton's laws of motion, work and energy, conservation principles, and rotational motion. Related laboratory and demonstrations. \$1.00 lab fee.
Prerequisite: 1110 or equivalent

1382 Physics II [Electricity and Magnetism](W,SP) 3-3-4
A course in the basic principles of electricity and magnetism. Major topics include electric charge and fields, capacitance and resistance, currents, DC circuits, magnetic forces and fields, magnetic properties of matter, induced electromotive force, and alternating current. Related laboratory and demonstrations. \$1.00 lab fee.
Prerequisite: 1110 or equivalent

1383 Physics III [Properties of Matter](A,SP,SU) 3-3-4
A course in the basic principles associated with the mechanical and thermal properties of matter. Major topics include elasticity, fluid mechanics, heat and temperature, energy transformations, heat transfer, ideal and real gases, thermodynamics, vibrations and wave motion. Related laboratory and demonstrations. \$1.00 lab fee.
Prerequisite: 1110 or equivalent

1384 Physics IV [Light and Modern Physics] (W) 3-3-4
A course in the basic principles of electromagnetic waves, physical and geometric optics, and atomic theory. Applications of the principles to optical instrumentation, electron vacuum tubes, solid state electron devices, X-ray tubes, and lasers are featured. Related laboratory and demonstrations. \$1.00 lab fee.
Prerequisite: 1110 or equivalent

1392 Medical Physics I [Mechanics and Heat](On Demand) 3-3-4
A course in the basic principles of mechanics and heat. The relationship between theory and experiment is emphasized through problem-solving, laboratory exercises and demonstrations. Applications to physiology are featured, and include such topics as biomechanics, circulation, respiration, body heat production and heat transfer. \$1.00 lab fee.
Prerequisite: 1181 or equivalent

1393 Medical Physics II [Electricity, Magnetism, and Optics](W,SU) 3-3-4
A course in the basic principles of electricity, magnetism, and optics which emphasizes the relationship between theory and experiment. Laboratory exercises and demonstrations are intended to provide practical experience in the use of measuring instruments, particularly those of the medical sciences. \$1.00 lab fee.
Prerequisite: 1181 or equivalent

Behavioral Sciences

1501 Beginning Philosophy 3-0-3
A study of the definitions and the historical development of philosophy. A survey of the great thinkers, systems of logic, scientific method, and existentialism will be included. \$1.00 lab fee.

1505 Social Issues in Economics 3-0-3
An introduction to the study of the socio-economic issues relative to supply, demand, and scarcity. \$1.00 lab fee.

1511 Animal Behavior 3-0-3
A general introduction to the field of Animal Behavior including: a) a history of the field; b) methods of research; c) insights obtained from laboratory and field research regarding learning, social organization, socialization and communication among various animal species; and d) practical applications of animal behavior research to the understanding of humans as animals, the training of pets, the conservation of endangered species, and the design and maintenance of zoos.

1514 General Sociology 3-0-3
An introductory course demonstrating application of the scientific method in treatment of the following topics: research methodology, theorists, culture and personality, social organization, social interaction, human ecology, and social change and social policy. \$1.00 lab fee.

1515 Human Behavior 3-0-3
A course designed to help the student develop his awareness of human behavior patterns, interpersonal communication and realization of self and other's interaction. \$1.00 lab fee.
Prerequisite: 1522 or 1514

1516 Political Science 3-0-3
An introductory course emphasizing the relationship between citizens and

government, and the roles played by each in policy making decisions. \$1.00 lab fee.

1518 Sociology of Urban Life 3-0-3
An introduction to the history, nature and problems of modern urbanism with an emphasis on social trends and life styles of the people of the city and their contributions to American Society and the world. \$1.00 lab fee.
Prerequisite: 1514

1522 General Psychology 3-0-3
A course demonstrating application of the scientific method and treatment of the traditional beginning psychology topics. \$1.00 lab fee.

1523 Child and Adolescent Psychology 4-0-4
A course to examine psychological aspects of the developmental stages from infancy through adolescence. \$1.00 lab fee.
Prerequisite: 1522

1524 Adult Psychology 4-0-4
A course which students explore and examine the various developmental stages of adulthood from youth to old age. Research is examined relating to adult development, terminal illness, death and dying. \$1.00 lab fee.
Prerequisite: 1523

1525 Marriage and Family Relations 3-0-3
An introduction to the impact of modern society upon the family as to dating, courtship, size of family, member relationships, economic problems, and stability factors associated with success in alternative life styles and marriage and family relations throughout the life span. \$1.00 lab fee.
Prerequisite: 1514 or 1522

1526 Abnormal Psychology 3-0-3
Abnormal Psychology is a course that presents to the students, information revealing the dramatic changes which have been taking place in the fields of mental health, illness and retardation. Also studied are the myths and philosophies based on authoritative, and scientifically accurate recent advances that have had greater input and significance than the combined developments of the previous half century. \$1.00 lab fee.
Prerequisite: 1522

1527 Contemporary Cultural Anthropology 3-0-3
This course is a survey of physical and cultural anthropology in order to provide the student with background information necessary for the examination of contemporary subcultural groups in the United States, Ohio and Metropolitan Columbus area. \$1.00 lab fee.
Prerequisite: 1514

1531 Child Development I 3-0-3
A study of the developmental patterns of children from conception up to chronological age of six years. \$1.00 lab fee.
Prerequisite: 1522

1532 Child Development II 3-0-3
A study of developmental patterns of children from the age of six through adolescence. \$1.00 lab fee.
Prerequisite: 1531

1533 Physical Handicaps 3-0-3
Orientation of the most common disabling conditions from infancy through aging, including the study of etiology, physical manifestations, and basic rehabilitation concepts. \$1.00 lab fee.
Prerequisite: 1522

1535 Speech and Audiology 3-0-3
A study of the distinctions between speech, hearing and language with emphasis on the normal course of speech sound development with recognition of "different" versus "deficient" speech patterns and hearing malfunctions. \$1.00 lab fee.
Prerequisite: 1522

1541 Community Sociology 4-0-4
The community will be explored from the sociological imagination perspective. The influence that mores, education, employment, attitudes, history and motives have upon the individual as well as the community at large will be studied. \$1.00 lab fee.
Prerequisite: 1514 or 1522

1542 Social Psychology I 4-0-4
A study of understanding behavior through the socio-cultural approach to psychological phenomena. Group dynamics is an integral part of the course. \$1.00 lab fee.
Prerequisite: 1514 or 1522 or 1515

1543 Social Psychology II 4-0-4
Students experience how to be a sensitive participant in a group. Group dynamics is incorporated with emphasis on understanding how one is perceived by the participant and observer. \$1.00 lab fee.
Prerequisite: 1542 or permission of instructor

1545 Institutional Racism 3-0-3
The purpose of this course is to provide students with knowledge and understanding of how institutional racism affects minorities from all levels of institutions. \$1.00 lab fee.
Prerequisite: 1514

1573 Adaptive Behavior I 3-0-3
An overview of man's learning to cope with the natural and social demands of his environment. The course includes discussions on coping processes from birth through infancy, childhood, adolescence, adulthood and geriatrics. \$1.00 lab fee.
Prerequisite: 1514 or 1522

1574 Adaptive Behavior II 3-0-3
An overview of problems of exceptionality, defect and maladaptive behavior as reflected by the failure to develop appropriate coping strategies. \$1.00 lab fee.
Prerequisite: 1573 or permission of instructor

1575 Industrial Psychology 3-0-3
A course emphasizing organization behavior, group behavior, personnel-psychology aspects of selection, training, supervision and labor-management relations of front-line management. The satisfaction of human needs in both work and living. \$1.00 lab fee.
Prerequisite: 1515, 1522

Independent Studies (On Demand)
Course No. 1591 Independent Study I 1 credit \$1.00 lab fee
Course No. 1592 Independent Study II 2 credits \$1.00 lab fee
Course No. 1593 Independent Study III 3 credits \$1.00 lab fee
Each of the above is an individualized, student-structured elective course that permits the student to pursue his own interests within the context of a faculty-guided program.
Prerequisite: one course in Psychology or Sociology or related subject and approval by instructor.

Business Data Processing Technology

2715 COBOL I* (A) 2-8-5
Introduction to the concepts and techniques of the COBOL programming language. Coding formats and processing methods are examined, e.g. direct access methods, table handling. \$25.00 lab fee.
Prerequisite: 2729

2717 RPG II* (W,SU) 2-8-5
Study of the fundamentals of Report Program, Generator (RPG) programming language particularly as it applies to small computer. \$25.00 lab fee.
Prerequisite: 2729

2718 FORTRAN IV* (A,SP,SU) 2-3-3
Introduction to the Fortran IV programming language as used in a business environment through the use of lecture and lab problems. \$25.00 lab fee.
Prerequisite: 2729

2719 P.L./1* (SP) 2-3-3
Introduction to the concepts and techniques of the PL/1 language, including the procedures concept, the declare verb, read, get, put, write features, page formatting; the use of the computer in solving problems in PL/1. \$25.00 lab fee.
Prerequisite: 2729

2721 Assembler Language I* (W,SP,SU) 2-8-5
Introduction to programming in Assembly Language. Proficiency in programming is achieved by the coding and running of lab problems on the computer. \$25.00 lab fee.
Prerequisite: 2729

2722 Assembler Language II* (SP,SU) 2-8-5
Introduction to magnetic disk properties and file organization concepts. Students code and run Assembly Language programs which process sequential disk files. \$25.00 lab fee.
Prerequisite: 2721

2723 Assembler Language III* (A,SU) 2-8-5
The utility sort/merge program is introduced and all aspects of programming indexed sequential files are studied in theory and in the lab environment using Assembly Language. \$25.00 lab fee.
Prerequisite: 2722

2726 Systems Analysis I* (A) 4-0-4
Introduction to the science of systems analysis, to include introduction to models, simulation, and an overview of specific business systems.
Prerequisite: 2722

2727 Systems Analysis II* (W) 5-0-5
Explanation of systems flowcharting and documentation and detailed discussion of common business applications. Also, a case is used to explore how the science of systems analysis can be applied to a medium size business.
Prerequisite: 2726

2728 Advanced Topics in B.D.P.* (W) 3-0-3
Selected topics of current interest will be presented, including a discussion of operating systems and OS job control language.
Prerequisite: 2723

2729 Principles of Business Data Processing* (A,W,SP) 4-2-5
This course is designed to introduce the student to: (1) the Business Data Processing Technology, (2) how computers are used in business, (3) the use of the keypunch machine, and (4) the flowcharting and problem solving process. \$5.00 lab fee.

2755 COBOL II* (W) 2-8-5
A continuation of 2715, COBOL I. Advanced topics in the COBOL language are examined including the SORT feature, Indexed, Sequential, access methods and COBOL linkage conventions. \$25.00 lab fee.
Prerequisite: 2715

2756 COBOL III* (SP) 2-8-5
A continuation of COBOL II covering advanced topics such as direct file organization, maintenance programming, and on-line programming using terminals. \$25.00 lab fee.
Prerequisite: 2755

2757 Final Project* (SP) 2-8-5
System design and implementation of a challenging computer project. \$25.00 lab fee.
Prerequisites: 2723, 2755, 2727

2781 Survey of Business Data Processing (A,W,SP,SU) 1-2-2
This course is designed to introduce the student to the ways in which computers are used in business, from a non-technical point of view. This course is not intended for BDP majors; BDP majors should take 2729 Principles of Business Data Processing.

3801 Marketing (A,W,SP,SU) 5-0-5
A study of marketing fundamentals, consumption and consumer behavior, retailing and wholesaling structures. The functions performed in marketing, marketing policies, and a critical appraisal of the field of marketing.

Business Management Technology

3801 Marketing (A,W,SP,SU) 5-0-5
A study of marketing fundamentals, consumption and consumer behavior, retailing and wholesaling structures. The functions performed in marketing, marketing policies, and a critical appraisal of the field of marketing.

3803 Personal Finance* (A,W,SP,SU)	3-0-3	3824 Business Law II (W,SP)	3-0-3
The organization and function of our modern economic society with emphasis on personal investing, insurance programs, capital requirements for business, and return of invested capital.		A continuation of Business Law I, covering government regulations, trust, and insurance.	
3804 Office Management (A,W,SP,SU)	2-2-3	3832 Personnel Management* (A,W,SP,SU)	3-0-3
The course will be designed to assist the student in understanding the flow of business, human relations, and general office procedures in the small office. Instruction will include telephone etiquette, pegboard accounting, credit administration along with the basic functions of the small office.		The philosophy, principles, and methods of personnel management: organizational structure, areas of responsibility and authority, policy making, procurement, and placement, training, evaluation, wage and salary administration, and benefit programs.	
3806 Macroeconomics (A,W,SP,SU)	3-0-3	3833 Management Decisions* (A,W,SP)	3-0-3
An analysis of the basic functioning of the Economic System, limited to aggregate concepts. The phenomena of inflation, unemployment and economic growth and the tools and techniques used for their control.		A practical presentation of the concepts underlying the steps in the process of decision-making. Case studies and a business game. Simulations are used as a practice in the decision-making process.	
3807 Microeconomics (A,W,SP,SU)	3-0-3	3835 Industrial Relations* (W,SP)	3-0-3
Analysis of the fundamental economic principles that govern the operation of a single business firm.		A survey of industrial relations, including the history of the labor movement, labor legislation, collective bargaining, daily contract administration, and grievance procedures.	
Prerequisite: 3806		3842 Business Management Internship I* (A,W,SP,SU)	0-25-4
3808 Advertising* (W,SP)	3-0-3	Supervised on-the-job application of knowledge and skills acquired in the classroom. This course is to be taken concurrently with 3843.	
An in-depth exploration of advertising as a part of the "marketing mix." The course is designed to provide students with useful information about advertising either as a consumer, a career area, or as a manager of a marketing business. Elective course when 2902 is used for credit.		3843 Special Problems in Business Management I* (A,W,SP,SU)	0-6-2
3809 Small Business Systems (W)	3-0-3	Application of Business Management knowledge to specific areas of on-the-job internship. This course is to be taken concurrently with 3842.	
An overview of business management. How a business operates. Factors of production. Financial considerations. Personal Supervision.		3846 Business Management Internship II* (A,W,SP,SU)	0-25-4
3812 Government and Business* (A,W,SP)	3-0-3	Continuation of 3842. This course is to be taken concurrently with 3847.	
A study of various government legislation and regulations and how they affect business, the consumer, and society as a whole.		Prerequisite: 3842	
3813 Management (A,W,Sp,SU)	3-0-3	3847 Special Problems in Business Management II* (A,W,SP,SU)	0-6-2
A study of the principles and practices of management.		Continuation of 3843. This course is to be taken concurrently with 3846.	
3815 Promotion* (A,W,SP,SU)	5-0-5	3852 Principles of Transportation* (A,W,SP,SU)	3-0-3
A study of selling as a promoting activity of marketing. Advertising, sales promotion, publicity, and personal selling are each explored individually as well as a complete selling package. Selling as an activity of profit and not-for-profit business is included.		This course is designed to acquaint the students with the domestic transportation system. Emphasis is placed on the movement of cargo and people by rail, air, sea, and pipeline. Regulatory laws, agencies and enforcement are studied.	
3816 Fundamentals of Investments* (W,SU)	3-0-3	3881 - 3889 Studies in Contemporary Business I-IX (A,W,SP,SU)	ARR
The fundamental evaluation of the costs and risks and returns of investments within the current business and economic environment: the various types of investments available, utilization of financial information, effects of inflation and taxes, and methods and theories for evaluation.		An individualized research problem in the area of business which is of primary concern of the student. Research is to be approved by and under the guidance of the student's advisor and Department Chairperson.	
3818 Consumer Behavior* (A,SU)	3-0-3	3891 - 3893 Studies in Contemporary Business X-XII (A,W,SP,SU)	ARR
In depth study of both internal and external influences that determine behavior of consumers. The course augments and compliments 3815 Promotion, 3819 Tech Selling and 3808 Advertising.		A continuation of 3881-3889.	
3819 Tech Selling* (A,W,SP,SU)	3-0-3		
Survey of various techniques employed by professional salesmen. Techniques employed by "big ticket" salesmen, wholesale and industrial salesmen, and those salesmen involved with intangibles.			
3821 Introduction to Business (A,W,SP,SU)	3-0-3		
A general introduction to business activities, the capitalistic system, and business terminology. Personnel, finance, managerial controls, law, regulated industries, and taxation.			
3822 Sales Management* (SP)	1-2-2		
Techniques of good instruction. The organization of sales meetings, including location, time props and promotion. Each student to organize product and service presentations, and develop the lesson plans and visual aids necessary for the various presentations.			
3823 Business Law I (A,W,SP,SU)	3-0-3		
A survey of the legal framework of business, including contracts, agency, sales, negotiable instruments, bankruptcy, partnerships, and corporation law.			

Business Division Electives

3161 Planning*	1-0-1
To decide in advance what is to be done in the future - how to establish goals and objectives with plans to achieve them - organize operations - effectively staff and supervise employees - control activities. Without plans and objectives confusion may well exist.	
3162 Directing*	1-0-1
How to best issue instructions, assignments, orders, and guiding and overseeing employees - how to build an effective work force and motivate each worker to accomplish the organization's objectives.	
3163 Leadership Styles*	1-0-1
Recognition of leadership styles must take place before coherence in positive supervisory growth and development can be achieved. Participants will actively identify their own productivity within the organizational environment and will determine the circumstance under which a particular style would be appropriate.	
3164 Organizing*	1-0-1
How to design an "activity - authority network"; how to build, develop and maintain working relationships that will contribute to the objectives of the organization - to know what it means to organize.	

- 3165 Controlling*** 1-0-1
How to control any differences between what should be done and what is being done - keep informed of actual performance through observation reports, discussion, charts and other techniques - to take necessary corrective steps.
- 3166 Management by Objectives*** 1-0-1
This course will identify components that should be included in a MBO program - key phases of planning will be identified, implemented, and the controlling processes in the supervisor's operation will be emphasized - practice in formulating sound objectives will be accomplished and evaluation of relative success and settings of new objectives will be exercised.
- 3167 Effective Time Management*** 1-0-1
You will study the concepts and skills that successful executives apply in managing their time effectively. Emphasis will be on identifying ways to minimize time spent on unproductive tasks and developing an action plan for increasing time effectiveness.
- 3168 Budgeting*** 1-0-1
For most supervisors, budgeting is a special form of planning. In this course the process of setting goals and objectives is related to income and expenses. Time management, training, maintaining performance standards and inventory control will be related to the budgeting process. It also covers the broad function of projecting income and expenses and operating under a budget for a department or work unit.
- 3169 Staffing*** 1-0-1
The responsibilities of staffing - the evaluation and appraisal of performance - the orientation, training and development required for employee increased responsibilities and operational efficiency - the staffing considerations necessary to include Equal Employment Opportunity requirements.
- 3171 Equal Employment Opportunity is Good Business*** 2-0-1.5
Understand the theories of proof of unlawful discrimination and the legality of specific employment practices so as to make recommendations for improvement and correction in the employment scene.
- 3172 Internal Investigation of the EEO Complaint*** 2-0-1.5
A practical, advanced course for personnel specialists and managers designed to prepare for state and federal EEO investigations. Learn skills and gain practical experience in analyzing the charge affidavit, determining issues, interviewing witnesses, preparing affidavits and evidence. Application of the theories of discrimination and rules of evidence in fact finding will be discussed.
- 3173 EEO and the Employee Selection Process*** 2-0-1.5
The entire employee selection process as it relates to current state and federal Equal Employment Opportunity laws, as well as career counseling, disciplinary and exit interviews will be discussed.
- 3174 Management Training For Supervisors*** 3-0-3
A comprehensive examination of management functions and techniques and of the role of a supervisor. This course will increase awareness of the role and give proven methods and techniques to do a better job. Major areas covered include: setting objectives, problems identification techniques, decision making, time management, management styles, motivation, training subordinates, performance evaluation, verbal and non-verbal communications, interviewing techniques, and a look at the challenge of leadership in an organizational setting. Emphasis will be placed on actual on-the-job problems.
- 3175 Problem Solving and Decision Making*** 1-0-1
To recognize that a person does not plan well is one thing. Getting that person to plan more effectively is quite another. This course provides methods to distinguish problems from symptoms, indepth examination of the process and techniques of setting goals and objectives, and it emphasizes the development of workable action steps to get results on the job. Objective versus subjective decision-making will be analyzed.
- 3176 Interpersonal Relationships*** 1-0-1
This course will focus on determinants of human behavior and techniques for shaping behavior. Participants will be prepared to increase productivity as they perform their present responsibilities. (Interpersonal relationships will be improved by a better understanding of all persons including themselves.)
- 3177 Motivation of Subordinates to Achieve*** 1-0-1
This seminar addresses one of the most challenging questions of supervision: how can we better understand each employee and draw out his/her capabilities? Three theories of motivation will be analyzed, compared, and contrasted and a variety of practice exercises will be employed to assist in the application of motivation theory to supervisory decisions.
- 3178 Delegation*** 1-0-1
Probably the easiest way to determine the overall effectiveness of a supervisor is to observe his or her ability to delegate work and responsibility to others. This course explores the fears and rewards of delegation with emphasis on techniques to delegate effectively.
- 3179 Effective Communication*** 1-0-1
This course will provide the individual in the supervisory capacity with a basic overview of verbal, non-verbal, and written communication skills as they relate to effective job performance and employee relations. Emphasis will be placed on the importance of effective communication in the work environment.
- 3181 Effective Oral and Written Communication*** 1-0-1
This course will review the elements of good speech, a look at "the fear factor" (anxiety when speaking before groups) and practical experience in speaking and podium presence. The course will also focus on how to prepare effectively memorandums and letters with emphasis placed on style, organization and clarity.
- 3182 Supervisory Report Writing*** 1-0-1
This course will improve basic business communication skills through a study of style and technique. It will concentrate on the exploration of the art of research and fact finding, effective use of facts, figures, language, writing style and layout.
- 3183 Managerial Psychology*** 1-0-1
This seminar will explore behavior modification concepts and techniques which will enable managers to meet organizational goals and needs by motivating employees to work with them rather than just for them.
- 3184 Supervisory Attitudes*** 1-0-1
This workshop will review some relatively new concepts about attitudes and how the effective supervisor puts them to use for increased productivity.
- 3185 Stress Management*** 1-0-1
Methods and techniques of handling tension and stress - your own pattern of stress - how to live with reasonable amounts of stress - how stress can be advantageous - how to control stress at the supervisory level.

Civil Engineering Technology

- 5301 Engineering Graphics I*** 0-6-3
Use of basic drafting instruments, tools, and equipment. Geometric constructions. Line work with emphasis on lettering, symbols, and conventions. Mapping and construction details. Graphical problem solutions. Emphasis on precision. \$7.00 lab fee.
- 5302 Engineering Graphics II*** 0-8-4
Advanced drawing procedures and methods for contract drawings with emphasis on ink work, formality and accuracy. \$7.00 lab fee.
Prerequisite: 5301
- 5303 Advanced Study*** 2-3-3
Second year students who have achieved a grade of "B" or better in any civil engineering technical course may choose the subject of that course for advanced study. To be eligible for enrollment in course 5303, students must each have achieved a cumulative average technical grade of 2.25 or better at the end of the fifth quarter.
- 5304 Structural Drafting*** 0-6-3
Standard methods used in preparation of informal and semi-formal drawings. Detailing for steel, reinforced concrete and timber structures. \$2.00 lab fee.
Prerequisite: 5302

5305 Descriptive and Projective Geometry* 2-4-4
Graphical representation and solution of three dimensional space problems on two dimensional surfaces.
Prerequisite: 5302

5306 Construction Methods and Estimating* 3-3-4
Computation of basic quantities for labor and material costs. Utilization of general and detail data for cost analysis. Preparation of bills of material. Measurement of contract quantities for acceptance and payment.
Prerequisite:5304

5311 Surveying I* 2-6-4
Full scale application of field methods. Collection of record data. Conversion of field data for use in maps and plats. Preparation of plats and incidental drawings. Emphasis on precision in use of tools and equipment. Computations to determine precision of field work. Boundary description, resolution of conflicts, replacement of missing data. \$4.00 lab fee.

5312 Surveying II* 2-6-4
Advanced surveying and mapping problems including introduction to celestial observation, establishment of meridians, parallels of latitude, section and subdivision lines; horizontal and vertical curvature; transition curves; introduction to photogrammetry; legal considerations for boundary description. \$4.00 lab fee.
Prerequisite: 5311

5313 Materials and Testing* 3-4-5
Methods of manufacture and properties of commonly used construction materials. Standard methods for conducting tests of physical properties; direct observation of production processes and plant fabrication. Visits to operating laboratories and construction projects.
Prerequisite:1111

5314 Public Works Structures* 3-0-3
Standards for street improvement including pavements, bases, curbs, etc; principal elements and accessories for storm water drainage, sanitary sewer systems, and water distribution systems.
Prerequisites: 5304, 5316

5315 Highway Construction* 3-2-4
Elements of route location. Construction materials, methods and procedures. Relation of design standards to topography and prospective traffic. Earthwork measurement. Physical design standards. Financing.
Prerequisites: 5312, 5313

5316 Elementary Hydraulics* 3-0-3
Study of water at rest and in motion; criteria for measurement of pressure, velocity, friction and capacity of open channels, pipe lines and metering devices.
Prerequisite: 1113

5325 Town-site and Landscape Engineering* 3-4-5
Municipal and sub-division planning, calculating and preliminary cost consideration. Public and private interest conflicts. Sub-division utility planning and layout. \$2.00 lab fee
Prerequisites: 5302, 5312

5326 Office Practice and Legal Procedures* 3-0-3
Economics of engineering office procedures. Coordination techniques, supervision, time schedules. Standard operating methods. Legal responsibilities and contract documents.
Prerequisites: 1003, 1004

5336 Structural Systems* 4-6-5
Computation of forces, reactions, shears, moments and stresses in members of structures. Comparisons of advantages and disadvantages of alternate arrangements of materials for performance of specific tasks. \$2.00 lab fee.
Prerequisites: 5304, 4644

Communication Skills

1001 Language Development (A,W,SP,SU) 3-0-3
A course aimed at developing confidence in speaking, writing, reading, and listening. Concentration on English essentials for writing sentences to paragraphs.
Prerequisite: 0800 or placement as a result of essay placement test.

1002 Beginning Composition (A,W,SP,SU) 3-0-3
A course aimed at developing skills in writing paragraphs developing toward the theme.
Prerequisite: 1001 or placement.

1003 Essay and Research (A,W,SP,SU) 1-2-2
Principles and practice in writing required of engineering and scientific technicians, including resumes, letters, memos, and various technical reports as required of a student's technology.
Prerequisite: 1003 and at least two quarters or equivalent in the technology.

1004 Technical Writing (A, W, SP, SU) 1-2-2
Principles and practice in writing required of engineering and scientific technicians, including resumes, letters, memos, and various technical reports as required of a student's technology.
Prerequisite: 1003 and at least two quarters or equivalent in the technology.

1007 Creative Writing (SP) 3-0-3
A discussion and in-depth study of the techniques of creative writing, and the actual writing of short stories, plays, or articles.
Prerequisite: 1003

1014 Business Communications (A, W, SP, SU) 1-2-2
Emphasis on learning to write business letters by doing. Grammar and mechanics of writing are integrated with instruction and practice in writing business letters and other business communication. Business etiquette, written and oral reports.
Prerequisite: 1002 and at least two quarters in a technology or equivalent.

1024 Speech (A, W, SP, SU) 1-2-2
The stimulation and the imagination and its application to the spoken word through the student's practice of the tools of effective communication in a supervised classroom situation. \$1.00 lab fee.

1027 Conference and Group Discussion (W) 3-0-3
Designed to develop the attitudes, skills, and knowledge of methods necessary to effectively participate in discussion by conferences, committees and other small groups. Role playing using various conference and group forms and parliamentary procedure.
Prerequisites: 1002 and 1024

1037 Twentieth Century American Literature (A,W,SP,SU) 3-0-3
The study of modern essays, short fiction, poetry, and the novel for drama with emphasis on appreciation of literature.
Prerequisite: 1002

1038 Afro-American Literature (A,W,SP,SU) 3-0-3
A survey of Afro-American literature from slavery to the present including a study of slave narratives, folklore, short stories, drama, and poetry.
Prerequisite: 1002

1039 Survey of World Literature (W,SP) 3-0-3
Survey course in literature of African, Asian and European countries. Emphasis on the beauty of literature of these countries and how it reflects the history and culture of the people.
Prerequisite: 1002

1041 Journalism (SP) 3-0-3
Introduction to the mass media in America, especially newspapers and broadcasting; analysis of forces and institutions affecting media behavior, and the resulting quality of performance. Writing of articles for newspaper or magazine.
Prerequisite: 1002

1042 Introduction to Interpreting 3-0-3
Covers the difference between interpreting, translating, and transliterating; also introduces the kinds of interpreting/translating situations, surveys the various sign systems, and discusses the role of the interpreter.

1043 Legal and Ethical Aspects of Interpreting 3-0-3
Analyzes the RID Code, "professional" ethics, confidentiality vs. privilege, legal liability, and the role of the interpreter.
Prerequisite: 1042

1044 Physical Aspects of Interpreting 3-0-3
Covers auxiliary factors of interpreting that can convey meaning or hinder meaning or comfort for the deaf consumer; course covers dress, physical appearance, lighting, background, seating, mouthing, and positioning.
Prerequisite: 1042

1045 Special Problems Interpreting 3-0-3
A course that utilizes role playing techniques to help the interpreter develop the skills and poise needed to handle the frustrations and problems that arise in interpreting situations; works on dealing with the non-human entity of interpreting.
Prerequisite: 1042

1046 Specialized Interpreting 3-0-3
Discussion, demonstration, and field trips designed to acquaint the student with the special skills needed for legal interpreting, deaf-blind, and oral deaf persons, educational, and medical situations.
Prerequisite: 1042

1047 Orientation to Deafness 3-0-3
Covers psychological, social, and culture aspects of deafness.

1048 English for the Interpreter 3-0-3
Covers the grammar and vocabulary development that an interpreter needs in a variety of situations.

1055 Developmental English as a Second Language 9-0-9
Designed for the non-native speaker of English who has some knowledge of the language but who needs further work on vocabulary, intonation, and structure of American English. Primarily spoken English work, but begin some writing and reading. Three (3) credits applicable toward graduation.

1056 English as a Second Language:Conversation and Composition 9-0-9
Intensive practice with the spoken language. Selected readings from current prose. Fundamental of writing. Daily practice with the written language. Three (3) credits applicable toward graduation.

1057 English as a Second Language:Theme and Research 9-0-9
A continuation of 1056 in conversation and composition with emphasis on composition and reading. Library work and research techniques. Three (3) credits applicable toward graduation.

1061 Survey of Modern Drama (On Demand) 3-0-3
Emphasis on drama as a unique form of literature in that it is written with the specific purpose of being seen. Plays will be read and studied; these plays will be selected from world authors of the last 60 years. When appropriate, the class will act out portions of the play to see the story from the eye of the characters.
Prerequisite: 1002

1071 Poetry (On Demand) 3-0-3
An intense study of the soul, sound, and structure of rhymed, blank, and free verse.
Prerequisite: 1002

1072 Introduction to Amslan 3-0-3
Covers non-verbal communication as a form of communication and introduces the basic principles of ASL
Prerequisite: 1066

1073 Ameslan I 3-0-3
Covers expanding the ASL principles through expanded vocabulary instruction and extensive practice in tone, spatialization, and sentence structure.
Prerequisite: 1072

1074 Ameslan II 3-0-3
Covers ASL idioms and discusses how to "sign" English idioms in ASL.
Prerequisite: 1073

1076 Artistic Interpreting 3-0-3
Course covers conceptually signing songs, poems, etc., as it relates to platform and religious signing. This course also gives the student an opportunity to learn how to gauge the size of signs.
Prerequisite: 1073 or instructor permission

1082 Receptive Translating 2-2-3
Covers the techniques of orally expressing what is being signed in formal and informal situations; uses a lot of video practice tapes.

1083 Expressive Interpreting and Translating 2-2-3
Acquire in self analysis; utilizes video taping situations so the student can see himself as the deaf person sees him; course aim is to polish delivery skills.
Prerequisite: 1072

1084 Receptive Interpreting 2-2-3
Covers the techniques of conceptually expressing what is being signed in formal and informal situations; uses a lot of video practice tapes.

1085 Field Experience I 0-10-3
Course covers using the concepts learned in the classroom in the field. Students will be assigned to work in a variety of situations on a part-time basis.
Prerequisite: Instructor Permission

1086 Field Experience Seminar I 1-0-1
Group discussions of experience arising during field experiences. Runs concurrently with field experience.

1087 Field Experience II 0-10-3
Course covers using the concepts learned in the classroom in the field. Students will be assigned to work in a variety of situations on a part-time basis.
Prerequisite: Instructor permission

1088 Field Experience Seminar II 1-0-1
Group discussions experiences arising during field experiences. Runs concurrently with field experience.

Construction Management Technology

5201 Reading Construction Drawings* (A) 2-6-3
Construction drawing reading and interpretation as related to residential, commercial, industrial, highway and public works construction projects. Interpretation of the relationships of plan, elevation, sections and details, and the coordination with specifications. Determination of material quantity take-offs for ordering. \$5.00 lab fee.

5202 Managing A Construction Company * 2-3-3
An overview of the operations of a construction firm with a simulation of the operation by teams demonstrating the skills and competencies required. \$5.00 lab fee.

5203 Construction Company Financial Management * 2-3-3
A review of the records required and the methods of producing these records as applied to the medium size contracting. The course summarizes the financial records required for operations and government reporting. \$5.00 lab fee.

5211 Construction Field Supervision* (A) 2-3-3
An overview of the principles of labor, material, and equipment management and coordination as required for the optimum project execution and project budget management control. \$5.00 lab fee.

5221 Construction Contract Documents * (W) 2-3-3
Intensive study of all documents related to a project with emphasis on the important legal aspects of each, and the role of the contractor in the project. \$5.00 lab fee.

5231 Construction Decision Analysis * (SP) 2-3-3
Application of data analysis principles to the area of problem identification, specifying work objectives, and project execution. \$5.00 lab fee.

5232 Construction Communications and Records * (SP) 2-3-3
Identification of the types of records required for project management, the legal aspects of project records, and management communication requirements and documentation. \$3.00 lab fee.

5241 Construction Planning and Scheduling * (A) 2-3-3
A study of project control and coordination through systematic planning and scheduling, including operational adjustments for resource changes and alterations. On-line computer usage of CPM analysis. \$5.00 lab fee.

5242 Construction Safety and Loss Prevention * (A) 2-3-3
Identification of work hazards and unsafe practices, planning safety programs and training, and the role of O.S.H.A. and insurance companies in safety campaigns. \$5.00 lab fee.

5243 Construction Leadership and Motivation* (A) 2-3-3
Development of leadership skills through analysis of supervisory styles and personnel motivation techniques. \$5.00 lab fee.

5251 Construction Process Controls * (W) 2-3-3
Analysis of methods and techniques of cost analysis to develop skills in controlling production operating costs. \$5.00 lab fee.

5252 Construction Law: Changes, Claims, Negotiations * (W) 2-3-3
Analysis of the special conditions of construction law as applied to on-site conditions, document usage, and labor negotiations of disputes, grievances, and master contracts. \$5.00 lab fee.

5253 Construction Law: Bidding, Contracts, Litigation * (W) 2-3-3
Investigation of the legal areas of bidding, contracts, contract extras, insurance and bonding, fee collection, dispute resolution, arbitration and litigation as related to construction projects. \$5.00 lab fee.

5261 Construction Project Management * (SP) 2-3-3
Stimulation of project situation emphasizing job start, control assignments, control structures, organization, and move-out phases of construction. \$5.00 lab fee.

5252 Construction Productivity Analysis * (SP) 2-3-3
Developing and testing methods of production from analysis of project histories, equipment analysis, and manpower utilization studies. \$5.00 lab fee.

Dental Laboratory Technology

8108 Dental Materials I* 3-0-3
A knowledge of chemical and physical properties of gypsum products, casting waxes and related investments, dental alloys, impression materials and an introduction to chrome-cobalt-nickel base alloys will be presented in this course.

8109 Dental Materials II* 2-0-2
A comprehensive study of acrylic resins, wrought metal, dental amalgam alloys, dental cements and direct filling gold alloys, introduction to dental porcelain and non-precious alloys, an introduction to solid state reactions, tarnish and corrosion of metals also an introduction to restoration resins and solidification and structure of metals will complete formal instruction of dental materials.

8121 Complete Dentures I* 1-6-3
This course involves an introduction to complete dentures and includes a study of the procedure from preliminary impressions through wax contouring, with special emphasis placed upon artificial tooth arrangement

8122 Complete Dentures II* 1-6-3
The course is a continuation of the study of complete dentures and includes procedural steps from flasking through articulation remount and occlusal remount. \$60.00 lab fee.

8123 Complete Dentures III* 1-3-2
Dealt with in this presentation are procedures required to solve specific problems which may develop after the appliance has been inserted, the immediate denture, repairs, relines and rebases.

8124 Complete Dentures IV, 1-3-2
The student fabricates maxillary and mandibular complete dentures with emphasis upon individual characterization. A maxillary and mandibular complete denture will be fabricated from dentist's prescription.

8125 Dental Morphology and Anatomy* 2-3-3
Instruction will be presented in the areas of anatomic characteristics of human dentition and reproduction of teeth in wax. The student will develop manual dexterity, with the knowledge of and the ability to duplicate functional occlusion. \$60.00 lab fee.

8132 Occlusion I* 1-3-2
This period of instruction will be concerned with relating the occlusal surface aspects of teeth of opposing arches in a manner which will function to preserve the health of the masticatory system.

8133 Occlusion II* 1-3-2
The concepts of occlusal rehabilitation are presented in lecture and laboratory exercise covering the concepts of P.K. Thomas and Pankey Mann.

8142 Removable Partial Dentures II* 1-6-2
This quarter presentation is a comprehensive study incorporating design and fabrication of the maxillary removable partial denture and related procedural steps to fabrication.

8143 Removable Partial Dentures II* 1-3-2
A continuation of R.P.D. I, to include fabrication of the mandibular appliance and the relating of this appliance to the maxillary with the arrangement of artificial teeth and packing and processing of acrylic resin to frameworks. \$60.00 lab fee.

8144 Removable Partial Dentures III* 1-6-3
This final quarter of R.P.D. will deal with extensive R.P.D. design and fabrication. Actual patient cases shall be fabricated with dentist prescription where applicable.

8153 Fixed Partial Dentures I* 1-6-3
This period of instruction and laboratory exercise shall cover the nonremovable prosthesis with emphasis placed on utilization of terminology, morphology and individual crown fabrication in simulate gold alloy.

8154 Fixed Partial Dentures II* 1-6-3
This quarter's instruction and laboratory exercise will further extend areas of F.P.D. No. 1, and go into pontic fabrication, bridge assembly, finishing and polishing of finished appliance. \$60.00 lab fee.

8155 Fixed Partial Dentures III* 1-6-3
This course is presented to extend learning and working abilities of the student in the area of fixed bridge construction related to assembly, soldering, pontic fabrication and finishing of the fixed appliance.

8156 Fixed Partial Dentures IV* 2-6-4
This period of instruction and laboratory fabrication is presented to provide the student with extended working ability and in selected situations the fabrication of actual patient appliances. \$60.00 lab fee.

8164 Dental History and Ethics* 2-0-2
History of the dental laboratory profession, ethics of laboratory practices, dental health team and procedures of operation relating to ownership of dental laboratory will be taught in this period of instruction. Guest lecturers will provide current information and events concerning the profession.

8175 Dental Ceramics I* 1-6-3
This course involves the study and construction of porcelain fabrication including the assembly of the porcelain bridge and finishing of the completed appliances. \$60.00 lab fee.

- 8176 Dental Ceramics II*** 2-6-4
This quarter is a continuation of the study of porcelain fabrication including the assembly of the porcelain bridge and finishing of the completed appliance. \$60.00 lab fee.
- 8185 Orthodontics and Pedodontics*** 1-3-2
The students laboratory skills are related to children's dentistry and the movement of teeth. The level of this course is an introductory level.
- 8196 Applied Laboratory I*** 0-8-3
The students will utilize their knowledge and skills in selected dental laboratory appliances. Interpretation of written work authorizations from the dentists will be used in fabrication of cases.
- 8197 Applied Laboratory II*** 0-20-7
A continuation of 8196 - Applied Laboratory I. \$60.00 lab fee.

Developmental Courses

- 1095 Language Skills (A,W,SP,SU)** 2-2-3
For development of basic writing skills to include grammar review and sentence structure procedures. A variety of individualized approaches will be used. \$2.00 lab fee.
- 1104 Arithmetic Skills (A,W,SP,SU)** 4-0-4
For development of basic arithmetic skills in addition, subtraction, multiplication, division, per cents, decimals and fractions. A modular approach will be used for each area. \$10.00 lab fee.
- 1094 Basic Spoken English as a Second Language** 9-0-9
Designed for the non-native speaker of English who has little or no experience with the spoken language. Intensive practice in class and in a listening center to help the student master the basic structural patterns, vocabulary, and the sound of conversational American English.
- 1093 Spelling and Vocabulary (A, W, SP, SU)** 2-0-2
For development of spelling skills through the use of phonics, personal word lists and basic spelling rules. \$5.00 lab fee.
- 1092 Reading and Study Skills (A, W, SP, SU)** 3-0-3
For development of reading speed, comprehension and study skills to become more effective students. \$5.00 lab fee.
- 1091 Speed Reading** 3-0-3
A course designed to help the student acquire the maximum amount of reading flexibility by developing perceptual skills and advanced reading techniques with emphasis on speed & comprehension. \$10.00 lab fee.

Electronic Engineering Technology

- 4201 Electronic Drafting* (A,W)** 0-3-1
An elementary course. Fundamentals of drawing and drafting. Use of templates, including lettering and electronic templates. Electrical circuit drawings, terms, symbols, and standards. \$10.00 lab fee.
- 4202 Basic Electronics I (A,SP)** 4-4-6
This is a basic course which covers the fundamentals of DC and AC electricity. Electrical physics, current, voltage, and power. Ohm's law, and Kirchoff's laws are thoroughly studied. Network theorems are introduced then applied to series and parallel networks. Inductance and capacitance completes the first half of the course. The second half of the course is devoted to AC electricity. Alternating coupling circuits are the major topics of study. Credit not applicable toward degree. (Not open to students enrolled in associate degree program.) Evenings only. Concurrent with 4203. \$10.00 lab fee.
- 4203 Applied Electronic Mathematics (A,SP)** 2-2-3
A basic course in algebra designed to prepare the student to handle the problems encountered in basic electricity. Applications oriented. (Not open to students enrolled in associate degree program.) Credit not applicable toward degree. Evenings only. Concurrent with 4204 only. \$10.00 lab fee.

- 4204 Electronic Devices I (W,SP)** 4-4-6
Principles of operations of vacuum tubes and solid state devices lay the foundations for a through study of amplifiers, coupling methods, feedback, biasing, stability and oscillators. Credit not applicable toward degree. (Not open to students enrolled in associate degree program.) Concurrent with 4205. \$10.00 lab fee.
Prerequisite: 4202
- 4205 Electronics Circuit Fabrication (W,SU)** 2-2-3
An introduction to layout, sheet metal work, soldering and printed circuit fabrication. A basic course in circuit construction from layout to completion. Credit not applicable toward degree. Evenings only. Concurrent with 4204. \$25.00 lab fee.
Prerequisite: 4202
- 4206 Electronic Communication Systems I (A, SP)** 4-4-6
AM systems, FM systems, single side band, multiplex, basic television system, antenna and transmission lines. Credit not applicable toward degree. Evenings only. Concurrent with 4207. \$10.00 lab fee.
Prerequisite: 4204
- 4207 Special Digital Circuits (A, SP)** 2-2-3
Fundamentals of logic and basic digital circuits and devices. Concurrent with 4206. \$10.00 lab fee.
- 4208 Electronic Communication Systems II (W,SU)** 4-4-6
Communications circuits and systems. Power supply, transducers, transmission. AM & FM transmitters and receivers. Television. Single side band and multiplex. Credit not applicable toward degree. Concurrent with 4209. \$10.00 lab fee.
Prerequisite: 4206
- 4209 Electronic Circuit Diagnosis (SU,W)** 1-2-2
An advanced course in troubleshooting electronic circuits. Concurrent with 4208. \$10.00 lab fee.
- 4211 DC Fundamentals (A,W)** 4-0-4
An introduction to direct current fundamentals, electronics, physics, current and voltage. Work, power series and parallel resistances. Network theorems, magnetic circuits, electrical measurement devices, inductance and capacitance. Concurrent with 1111, 4261.
- 4212 AC Fundamentals (W,SP)** 4-0-4
Analysis of alternating-current fundamentals. Reactance, complex algebra, and impedance. Networks and power. Transformers, coupled circuits and polyphase systems. Concurrent with 1112.
Prerequisites: 4211, 4261
- 4213 Introduction Electronic Devices* (SP,SU)** 4-0-4
Introduction to electronic devices, JFET and Bipolar Auxiliary components. Rectifiers, filter, and regulators. Basic amplifiers. Concurrent with 1113.
Prerequisites: 4212, 4262
- 4214 Electronic Devices Circuit Analysis* (A)** 4-0-4
Analysis of transistor circuits. Small signal and large signal methods. Amplifiers and coupling. Special amplifiers, feedback, and oscillators.
Prerequisites: 4213, 4263
- 4215 Electronics Communications I* (W)** 4-0-4
An introduction to electronic communication circuits and systems. The evolution of modern communications from early systems through modern multiplex and color television. Basic transmitter and receiver system are discussed.
Prerequisite: 4214
- 4216 Digital Computers* (W)** 4-0-4
Digital computer operations and applications. Boolean algebra. Logic circuits and design. Computer systems.
Prerequisite: 4225
- 4217 Calculus for Electronics I* (A)** 3-0-3
Practical application of differential calculus to electronic circuitry. Functions, limits, algebraic differentiation, differentials, higher derivatives, maxima and minima, and introduction to integrals.
Prerequisite: 1113

4218 Calculus for Electronics II* (W) 3-0-3
A continuation of calculus for electronics I. Define integrals, trigonometric functions, logarithmic and exponential functions, hyperbolic functions.
Prerequisite: 4217

4219 Calculus for Electronics III* [S] 3-0-3
A continuation of calculus for electronics II. Partial derivatives, integration techniques, double integrals, Maclaurin's series, Taylor's series, Fourier series. Introduction to Differential Equations.
Prerequisite: 4218

4225 Pulse and Logic Circuits* (A) 4-0-4
Nonsinusoidal circuits. Pulse amplification and wave-shaping. Multi-vibrators. Time-base and logic circuits. Transient analysis.
Prerequisite: 4213

4226 Industrial Electronics* (SP) 4-0-4
Industrial devices and utilization concepts. Timbers, welders, photo-electric devices and ultrasonics. Magnetic systems, rotary devices, and servo and synchro systems. This course includes microprocessors. Concurrent with 4276. \$10.00 lab fee.
Prerequisite: 4215

4231 Electronic Fabrication* (SP, SU) 1-2-2
This is a course to guide the student completely through the development of a printed circuit board from the design to the mounting of all components. \$25.00 lab fee.

4235 Computer Programming* (S) 2-3-3
An introduction to computer programming. Computer language. Digiac computers are available for student to use throughout the program. Introduction to microprocessors. \$3.00 lab fee.

4236 Electronics Communications II* (SP) 2-3-3
A continuation of Communications I. Ultra-high frequency, transceiver, microwave principles and systems and antennas. \$3.00 lab fee.
Prerequisite: 4215

4246 Analog Computers* (SP) 1-2-2
Fundamentals of analog computers covering circuits and equipment. \$3.00 lab fee.

4261 DC Laboratory* (A, W) 0-5-2
Laboratory study of DC fundamentals, electrical measurement devices, network theorems. Concurrent with 4211. \$10.00 lab fee.

4262 AC Laboratory* (W, SP) 0-5-2
Laboratory study of signal sources, oscilloscopes, reactance, AC networks, transformers and filter circuits. Concurrent with 4212. \$10.00 lab fee.
Prerequisite: 4211, 4261

4263 Introductory Electronic Devices Laboratory* (SP, SU) 0-5-2
Laboratory study of thermionic emissions, vacuum tube characteristics and amplifiers and transistor characteristics and amplifiers. Concurrent with 4213. \$10.00 lab fee.
Prerequisites: 4212, 4262

4264 Electronic Devices Circuit Analysis Laboratory* (A) 0-5-2
Laboratory study of amplifiers, oscillators, special purpose devices, response, and feedback. Concurrent with 4214. \$10.00 lab fee.

4265 Communications Laboratory* (W) 0-5-2
Laboratory study of communication circuitry, AM, FM, commercial systems. Concurrent with 4215. \$10.00 lab fee.

4266 Digital Computer Laboratory* (W) 0-5-2
Laboratory study of complete systems utilizing logic trainers, memory core trainers, the Digiac 3080 and SCM 7816 computers. Concurrent with 4216. \$10.00 lab fee.

4275 Pulse and Logic Laboratory* (A) 0-5-2
Laboratory study of pulse, wave shaping circuits, logic circuits, and transients. Concurrent with 4225. \$10.00 lab fee.

4276 Industrial Laboratory * 4-4-6
This is a design laboratory utilizing modern techniques for the control of industrial operations. \$10.00 lab fee.

4284 Transmitters * 4-4-6
An introduction to the basic concepts of typical AM and FM transmitters. \$10.00 lab fee.

4285 FCC Rules and Regulations * 2-2-3
A concentrated study of the FCC Radio Telephone Examinations. \$10.00 lab fee.

Emergency Medical Services Technology

8301 Emergency Victim Care 3-9-6
This course provides a first phase of training in the career structure of the Emergency Medical Technician (EMT); the course covers all the knowledge and skills required to take the State Certification Examinations. \$23.00 lab fee.

8302 Advanced EMT-A 2-2-3
In depth study into patient assessment, shock physiology, fluid and intravenous therapy is the direction of this course. Training in these areas takes place in the classroom and clinical areas. \$23.00 lab fee.
Prerequisite: 8301 or equivalent.

8303 Paramedic I 3-9-6
This course is the first step in the advanced training toward certification as a paramedic. Classroom time is spent involved in detailed study of body systems assessment. The laboratory and clinical sessions concentrate on the learning and perfection of the skills of I.V. insertion, intubation and advanced patient care. \$23.00 lab fee.
Prerequisite: 8301 or equivalent.

8304 Paramedic II 3-9-6
This course is the final step in the advanced training of the EMT toward paramedic certification. Cardiac physiology and pathophysiology plus detailed evaluation and assessment of other body systems are covered by lecture format with the student gaining practical skills in the care of these systems. \$10.00 lab fee.
Prerequisite: 8303 or equivalent

8317 Advanced Care of E.M.T.-P. 4-4-6
This course will encompass in depth patient assessment and monitoring. The course will also provide training and up-date on the newest methods and expansions of treatment in the area of pre-hospital care. \$15.00 lab fee.
Prerequisite: 8304 or equivalent

8324 Pharmacology for the EMT-P 2-2-3
This course deals with the pharmacology of the drugs which the paramedic is most commonly exposed. The drug actions on the various body systems and the indications and contraindications. The course also covers drug history and drug assessment.
Prerequisite: 8304 or equivalent

8325 Advanced Rescue 2-3-3
This course deals with getting the EMT to an entrapped victim and removing the victim from the entrapment. Special rescue techniques will be covered in the areas of: Vehicle, Fire, Building, Farm, Water, Wilderness and electrical. \$15.00 lab fee.
Prerequisite: 8301 or equivalent.

8326 E.M.S. Administration 3-0-3
This course deals with the history, development, organization, funding, and control of E.M.S. It will involve the student in planning and coordination of an E.M.S. system.
Prerequisite: 8301 or equivalent.

8334 Legal Principals for E.M.T. 1-0-1
This course encompasses the laws and regulations which govern the EMT and his actions. The course also deals with the rights of the patient and professionalism of the E.M.T.
Prerequisite: 8301 or equivalent.

8344 Emergency Psychiatric Intervention 2-2-3
This course deals with the E.M.T.'s approach to victims exhibiting abnormal behavior and provides an in-depth look into methods of evaluation and management of these people.
Prerequisites: 8301 and 8326 or equivalent.

8351 Special Topics for Paramedics 0-0-3
In this course the paramedic will be required to develop and present an in-depth study in the area of their individual interest.
Prerequisite: 8304 or equivalent.

8352 Communications & Telemetry 3-0-3
This course provides the paramedic with training in the methods and regulations utilized in establishing and in the use of biotelemetry and communication systems in E.M.S.
Prerequisite: 8304 or equivalent.

8354 Disaster Aid 3-0-3
This course will familiarize the EMT with disaster planning, community needs assessment, organization and control in development of a community disaster plan. And in developing testing procedures for this plan.
Prerequisite: 8301 or equivalent.

8355 Public Health Education 3-0-3
This course will involve the paramedic in the role of public health educator from needs assessment, organizations involved to implementation, the student will be required to do some practical public health education.
Prerequisite: 8304 or equivalent.

8356 Handling Hazardous Materials Situations 3-2-4
This course encompasses the safety factors and care the paramedic must consider when dealing with victims exposed to hazardous materials, (i.e. toxic fumes, radioactive materials, electrical, explosive and flammable materials).
Prerequisite: 8304 or equivalent.

8357 Pediatrics for the Paramedic 2-2-3
This course involves the paramedic in detailed evaluation and treatments specific to the pediatric patient. Included in the course format are the differences in approach, assessment, physical-physiological activities as compared with the adult.
Prerequisite: 8304 or equivalent.

Fire Science Technology

7901 Introduction to Fire Protection * 3-0-3
Survey of fire protection; the role, history and development of the fire service. Organization of the fire service. Other topics: fire equipment and apparatus, communications, records and reports, insurance rating systems, and the law as it pertains to the fire service.

7902 Fire Prevention Practices * 3-0-3
A study of buildings and other structures with emphasis on fire protection procedures and practices. Fire ratings of materials. Inspection practices, explosive flammable storage, and codes and fire ordinances.

7903 Fire Prevention Codes * 4-0-4
A study of important building construction and fire safety codes with emphasis on fire prevention and enforcement.

7904 Fire Hydraulics * 3-2-4
An introduction to hydraulic theory. Drafting of water, velocity and discharge, friction loss, engine and nozzle pressure, fire streams, and pressure losses in flowing hydrants. Practice in application of hydraulic principles. Flow and pump testing as well as study of water distribution.
\$2.00 lab fee.
Prerequisites: 1171 and 1341.

7905 Fire Investigation Methods * 3-2-4
A study of the principles of fire investigations including recognition, preservation, collection, and presentation of arson evidence. Arson laws, interrogation of witnesses, application of photography, preparation of reports and adjustment of insured losses. Estimation of loss due to fire, smoke, and water. \$1.00 lab fee.

7906 Administration of a Fire Department 3-0-3
The contemporary fire protection agency, its functions, structure, and operational techniques. Principles of organization, staffing, budgeting, controlling, coordinating, planning, research in fire protection. The development and maintenance of liaison and cooperation between fire and police departments.

7909 Chemistry of Hazardous Materials I * 3-2-4
Concepts of chemistry needed to understand hazardous materials. \$4.00 lab fee.

7912 Fire Protection Systems * 3-0-3
The design and operation of fire protection systems, including water distribution, direction, alarm and watchman services and protection systems for special hazards. Carbon dioxide, dry chemical foam and water spray systems studied in detail. Standpipes and sprinkler systems and methods of re-establishment after use. Fire protection engineers serve as guest lecturers.

7913 Chemistry of Hazardous Materials II * 3-2-4
An analysis of chemical reaction as the causative agent of fire. Topics discussed: redox reactions, reaction rates, toxic compounds, and hazardous combinations of chemicals. Hazards of radioactive materials, poisonous gases and LP gases. Methods of transportation of hazardous materials, DOT regulations and markings. \$4.00 lab fee.
Prerequisite: 7909

7914 Fire Fighting Command I * 4-0-4
Group operations and command strategy at the company officer level. The training of the company to operate as a team. Methods of implementing plans developed at the chief level.

7915 Fire Fighting Command II * 3-0-3
Group operations and command strategy at the chief officer level. Preplanning of firefighting operations, employment of personnel and equipment. Specific tactical problems analyzed. Operations and tactics including mutual and outside aid in fire fighting.
Prerequisite: 7914

7916 Legal Aspects of Fire Protection * 3-0-3
Introduction to law, civil and criminal actions, the judicial system. Municipal liability for acts of the fire department and its members. Pensions, salary and compensation, and termination. Duty owed by the public to members of the fire department. The initiation, operation, liability, and legal aspects of mutual aid, primary response contracts, and private contracts.

7917 Community Affairs I-Local Government 3-0-3
The role of local government in the community; its structure, organization, responsibility. Local government politics and the community. Methods and principles of local budgeting. Urban suburban, rural and community structure.

7918 Community Affairs III-Trends and Planning 3-0-3
An introduction to the basic principles and methods in analysis of population changes as they are used to examine their social, political, and economic implications. The emphasis is placed on the impact of such shifts on long range departmental planning.

7919 Personnel Training Methods 3-0-3
Methods of instruction, application of audio visual equipment, testing, and evaluation, and preparation of materials are introduced. Special emphasis is placed upon planning an organizational training program. Methods of evaluation.

7921 Fire Fighting Practices * 4-0-4
Techniques and procedures of fire fighting with emphasis on the role of the individual fireman. Methods of extinguishing fires, life saving procedures, special fire fighting equipment, salvage, prevention rekindling and overhauling. Experienced fire fighters having graduated from a fire department academy may receive credit for this course upon recommendation by the local fire department.
Concurrent with: 7961

7923 Fire Safety Education *	3-0-3
A course designed to generate methods and techniques for providing an education program in fire safety for a community, for a school, or for a municipality.	
7926 Fire Protection Seminar *	2-0-2
Discussions of the particular problems related to the fire fighting services. Students research and report on areas of special interest. Authorities invited to present special interest programs.	
7927 Supervisory Methods	3-0-3
Supervision techniques applied to public service personnel. The study of the need for job descriptions and job procedures, civil service requirements, report, oral and written directions, work evaluation, and conference leadership. Methods of instruction effective in teaching and motivating personnel.	
7928 Public Relations	3-0-3
The psychology of relations between public service employees and the general population. Policies and practices of community relations as they apply to public service agencies. Current national and local community problems.	
7933 Fire Fighting Problems *	2-0-2
Methods of fighting aircraft and marine fires. Methods of fighting fires in industrial processes involving hazardous or unknown materials.	
7934 Fire Insurance *	2-0-2
The history and principle of fire insurance. The principles and practices of inspection for the purpose of determining premium rates.	
7935 Building Construction *	4-0-4
An introduction to the present practices of building construction. Local and state building codes and laws applied to fire protection. An insight into the contents of concealed space, location of ventilation equipment, plumbing and electrical cut-offs. Relationships between construction materials and fire damage of a building.	
7941 Building Construction Blueprint Analysis	1-2-2
A course designed to allow a fire prevention officer to read, understand, and analyze construction blueprints so that he may be able to enforce fire safety codes.	
7961 Fire Fighting Practices Laboratory *	0-4-2
Laboratory to accompany 7921 Fire Fighting Practices. Concurrent with: 7921	

General Courses

0901 Career Planning	3-0-3
A course aimed at exploring career attitudes and objectives with emphasis on theories of career choices, sources of career information and the problems involved in choosing a career. \$2.00 lab fee.	
0902 Career Options for Women	3-0-3
A course designed to assist women explore career opportunities that have traditionally been closed to them, as well as the educational opportunities for support of these careers.	
0941 The Black Leaders in America and Their Philosophies	3-0-3
The purpose of this course is to give students a deeper insight on different black leaders and their philosophies.	
0942 The Black Man and His History	3-0-3
The purpose of this course is to give students a better understanding of the history of the black man during the building of America.	
0943 Traditional African Religions and Western Culture	3-0-3
The purpose of this course is to give students new insights on the influence of Africa on new World black culture. This course will cover the way African people understood their religion, philosophy and other social roles within their own culture.	

0944 Perspectives on Black Culture (W,SU)	3-0-3
A course designed to help the student understand the historical and cultural roots of Black Americans and to illuminate the nature of the struggle of Black People.	
0945 Black Civilization and Western Culture	3-0-3
The purpose of this course is to give students a better understanding of early black civilization, and the downfall of black civilization, with African influence on the Western Culture.	

*0946 Medical Terminology 3-0-3
for course description see insert*

Graphic Communications Technology

2401 Introduction to the Graphic Communications Industry *	3-0-3
A comprehensive study of the development of the printing industry to include present production processes, advertising agencies, art studios and the various supply firms and specialty operations, and the makeup of the graphic arts industry.	
2403 Offset Press Operation *	2-5-4
Techniques of offset press operation, press design, register systems, dampening systems, cylinder preparation and operational procedures. \$10.00 lab fee.	
2404 Printing Production Management *	2-5-4
A comprehensive study of printing management, practices and procedures. An analysis of job components, from layout to bindery and shipping department. Practical application of above by work in the laboratory.	
2407 Estimating & Costing *	2-5-4
Principles of estimating and pricing printing. Analysis of specifications, determination of material and the use of production data for assigning time to personnel and machines. Theory and practice of cost determination in the graphic arts industry. \$10.00 lab fee.	
2408 Photography I *	2-4-4
An introduction to the principles of Continuous time photography emphasizing the manipulative functions operative settings, shutter speed and focus control of cameras and enlargers; elements of composition and lighting and applied practice of film development and print processing. \$25.00 lab fee.	
2411 Photo Offset Processes *	2-5-4
A basic study of the technique of the various operations and processes of printing and duplication and their application and impact in the graphic communication industry. \$10.00 lab fee.	
2412 Copy Preparation *	2-5-4
An introduction to drawing board composition and the fitting of copy, selection of type and paste-up of mechanicals for the camera. \$15.00 lab fee.	
2413 Design and Typography *	2-5-4
A study of the theory and practice of layout and design for production of the printed message. The development of efficient procedures in the preparation of roughs, layouts and comprehensives. \$15.00 lab fee.	
2417 Lithographic Stripping *	2-5-4
A study of stripping operations. The assembly of photographic film for sequence and position. Preparation of masks, screens, surprints and reverses. Proofing system, contacting and duplicating film. \$25.00 lab fee.	
2423 Printing Papers *	1-2-2
A study of the manufacture and selection of paper used in printing operations: sizes, colors, characteristics, limitations and packaging of printing papers. Field trips to a paper mill and a paper distributor.	
2426 Personnel Training & Supervision *	3-0-3
Supervisory and training techniques as applied to printing management. The use of job descriptions, procedures, reports and schedules. Methods of job instruction in teaching and training employees.	

2435 Lithographic Camera * 2-5-4
A study of film, film development, camera optical systems, camera calibration and exposure determination for line and halftone. Litho darkroom procedures. \$25.00 lab fee.

2436 Photo Typesetting Systems * 2-5-4
A study and application of photo-typesetting equipment, autotape key-boards, video display terminals for editing, corrections and storing of formats, and programs. Output and processing procedures. \$25.00 lab fee.

2437 Introduction to Color Separation * 2-4-4
An introduction to the basic principles of color separation photography for the graphic arts industry. The techniques of dealing with reflection and transmission copy, masking, and the direct and indirect methods of separating colors. \$25.00 lab fee.
Prerequisite: 2435

2438 Silk Screen * 2-4-4
Theory and practice of the silk screen process. Frame construction; stencil making, hand and film; screen fabric materials. Screening on paper, fabrics, and metal. Decal printing, electronic circuit, and metal decorating. \$10.00 lab fee.

2445 Seminar on Production * 0-3-1
Conference session with production personnel of commercial graphic arts installations followed by discussion, critique and written reports.

Heating and Air Conditioning Technology

4511 HAC Graphics I *(A) 0-6-3
A course designed for the student with previous experience reading and interpreting architectural and construction blueprints. Content includes reading and interpreting exercises using site plans, elevation and plan views, sectional views, mechanical, plumbing, and electrical drawings. Additional exercises are included to show the uses of building specifications and contract documents. \$6.00 lab fee.

4512 Basic Piping *(A) 2-3-3
Selection of the proper pipe, consideration of the joining method, and sizing will be combined with a study of symbology used in piping diagrams. \$6.00 lab fee.

4513 Survey of HAC *(A) 3-3-4
A course designed to introduce students to the various people within the engineering, sales, contracting and service community with which they will be expected to interact. The course also deals with various business aspects between the above professions, e.g. bidding, contracting, bonding, purchasing, designing, in plant procedures, etc. The course will utilize the conventional classroom structure, as well as on site visits, and individual studies.

4521 HAC Graphics II *(W) 0-6-3
A follow up course to HAC Graphics I. Students are required to complete several drawing projects that include piping, equipment mounting, ducting, diffusers, schedules, symbols, and notes typical of that found on construction prints.
\$6.00 lab fee.
Prerequisites: 4511 or equivalent.

4522 HAC Load Calculations *(W) 2-4-4
A course designed to take the student through the procedures used in determining the equipment capacity needed to condition a given environment. R and U factors, infiltration, ventilating air, makeup air, internal heat gains, electrical equipment heat gains, etc. will be considered. Sensible and latent heat, relative humidity, enthalpy, and use of the psychrometric chart will also be covered.

4531 Air Distribution Systems *(SP) 3-4-5
The basics of friction losses in all types of ducting. Other factors that affect losses such as fan characteristics, diffusers, inlet louvers, etc., will be discussed.

4532 Heating and Cooling Equipment I *(SP) 4-3-5
This course will discuss most of the components used to make up the environmental conditioning systems in today's buildings. Chillers, unit heaters and furnaces, radiant heating devices, boilers, and backup equipment required to properly operate the components. Emphasis will be placed on the proper operation of the equipment and some attention will be given to the preventative maintenance.

4541 Principles of Refrigeration *(W) 4-6-6
A basic investigation of the various types of refrigeration devices and support equipment. D-X, centrifugal, evaporative, and the many combination systems that are found in building systems. \$6.00 lab fee.

4542 Industrial Safety and Code Compliance *(A) 2-3-3
A basic introduction to First Aid, and CPR as well as emergency procedures for on the job safety. Also, an introduction to the various codes that affect the workplace and jobsite. OSHA, NFPA, state and local building codes, etc. will be covered.

4551 Electric Power *(W) 3-3-4
This course is designed to discuss major power systems in the modern building as well as factors that must be considered in the selection of electrical devices. Some of the major areas to be covered are: wiring diagrams, power distribution, service panels, overload protection, power surge, cost considerations, codes, controls wiring, etc.

4552 HAC Instrumentation *(W) 2-4-4
A course designed to build working knowledge of instruments used in the HAC field. Specific projects will be conducted utilizing devices like the sling psychrometer, temperature measuring elements, humidistats, volumeter, anemometer, etc. Specific emphasis will be given to how these instruments are used in systems.

4553 Automatic Controls *(W) 2-3-3
A course that will introduce the student to the various control systems as well as the components that make up the systems. Emphasis will be placed on operators, sensors, and various pneumatic and electric devices used in modern control systems.

4561 Hand Tools Laboratory *(SP) 2-4-4
This course will build elementary skill in welding, brazing, soldering, threading, cutting, swaging, and other manual skills that relate to important hand tools and processes in the HAC field. \$15.00 lab fee.

4563 Energy Management *(SP) 2-2-3
This course includes an overview of the world energy supply, consumption and waste. Much attention will be given to building energy survey and calculation techniques, analysis and decision making on energy policy, as well as computer simulations and how conservation measures may be utilized.

4566 Advanced Problem *(SP) 0-8-4
An advanced problem that will allow the student to use the knowledge gained during the last two years. At their option the student may select a problem that emphasizes the design or practical service aspects of a heating and cooling system. \$10.00 lab fee.

Hospitality Management Technology

2201 Survey of Food Service Industry *(A) 3-0-3
Introduction to management of restaurants and of institution food services. An overview of the food industry with the following food services studied: restaurant, vending, hospital, nursing home, school and college, business and industrial. Field trips provide a general background of the organization, operation, and management.

2202 Food Service Equipment *(W) 5-3-6
A study of the equipment vital to the successful operation of a restaurant facility. Mechanical equipment: food preparation machines and cleaning equipment. Counter, hot and cold food equipment, refrigeration equipment. \$5.00 lab fee.

- 2203 Bar Management and Wine Technology * (A)** 3-2-4
Classification, history, and control of wines and spirits. The Ohio laws and regulations of alcohol control. The art of mixology. \$15.00 lab fee.
- 2205 Records and Cost Control * (A)** 3-2-4
Record keeping and controls needed in food service operations. Consideration given to: preparation of budgets, determination of selling prices of operations, ratio analysis of existing operation's income statements and balance sheets, scheduling employees and maintaining prescribed labor and food cost percentages.
- 2208 Food Preparation I Laboratory *** 0-6-2
A field experience food preparation laboratory stressing preparation terminology, use of standardized recipes and preparation of protein foods, identification and proper use of knives and utensils, under the direction of a professional chef to satisfy the requirements of the cook apprenticeship training program. This is the laboratory portion conl of Course No. 2211.
Prerequisite: 2209
- 2209 Food Preparation I Lecture *** 3-0-3
An introductory foods course including basic chemistry and physics of foods; definitions and terminology of food preparation; detailed study of protein foods-eggs, milk and dairy products, meats, seafoods and poultry-and fats used in food preparation. This is the lecture portion only of Course No. 2211, and offered to cook apprentices.
- 2211 Food Preparation I* (A)** 3-6-5
A laboratory course in basic food preparation including basic chemistry and physics of foods, definitions and terminology of food preparations, use of standardized recipes, detailed study of protein foods, egg, milk and dairy products, meats, seafoods and poultry, and fats. Preparation of small quantities of a caryety of foods in order to master basic skills required for all types of food preparation. \$35.00 lab fee.
- 2212 Food Preparation II * (W)** 3-6-5
A laboratory course in quantity food preparation. Detailed study of fruits, vegetables, starches, baked goods and desserts, use of equipment required for quantity food production; preparation and evaluation of quality of standardized quantity recipes; estimation of raw material needs and management of the lab. \$35.00 lab fee.
Prerequisite: 2211
- 2214 Gourmet Cooking * (SP)** 1-8-4
The principles and preparation of gourmet foods and classical cuisine. International specialties. \$40.00 lab fee.
- 2215 Food Preparation II Lecture *** 3-0-3
A continuation of 2209 including detailed study of fruits, vegetables, starches, baked goods and desserts. Standardized quantity recipes, standards of quality food products, and estimation of raw material needs for various recipes will be discussed. This is the lecture portion of Course No. 2212, and offered to cook apprentices.
- 2216 Food Preparation II Laboratroy** 0-6-2
A field experience laboratory under the direction of a professional chef utilizing the principles of quantity food production, equipment required for the preparation of large quantity recipes, evaluation of the quality of products, estimation of raw material needs and costing of recipes, to satisfy the requirements of the cook apprenticeship training program. This is the laboratory portion only of Course No. 2212.
Prerequisite: 2215
- 2217 Food Specialties I [Garde Manger] *** 1-3-2
Special Garde Manger techniques such as vegetable carvings, appetizers, aspik, chaud-froids, terrines and galantines are studied. Buffet showpieces will be included, as well as boning and carving of poultry and meats. Manipulation of the tools which are used stressed. Open to second year cook apprentices. \$40.00 lab fee.
- 2222 Sanitation and Safety * (A)** 3-2-4
Detailed study of the control of bacteria in the food service industry. Good practices in housekeeping, sanitary food handling, and personal cleanliness. Practical problems concerned with protection of health and with prevention of food spoilage and contamination. Importance of safety and accident prevention. Includes 8 hour American Red Cross Standard First Aid course. \$5.00 lab fee.
- 2223 Food Puchasing and Specifications * (SP)** 5-3-6
USDA codes, grading, regulations, and classificaitons of meats, produce and dry-goods. The development of uniform specifications of food and supplies for individual operations. Discussion of the restaurant supply industry. Guest speakers and field trips. Methods of receiving and storing foodstuffs. \$5.00 lab fee.
- 2224 Management of Food Service Establishments * (A)** 3-2-4
Supervisory techniques applied to restaurant management job descriptions, job procedures, reports, schedules, oral and written directions. Recruitment and interviewing techniques. Communication with employees, and employee training.
Prerequisite: 3813
- 2225 Restaurant Menu Planning * (W)** 2-2-3
Historical background of menus. Principles of menu making. Sample menus. Merchandising the menu. Food, labor, and overhead costs in determining prices. Customer market in pricing.
- 2237 Food Service Layout and Planning * (W)** 2-5-4
Food service layout, planning and analysis. Space requirements. Layout flow line charts. Receiving and storage facilities. Selection of materials for floors, walls and ventilation systems. Time and motion studies. Consideration given to convenience food production.
Prerequisite: 2202
- 2241 Hotel-Motel Management Survey * (A)** 2-2-3
Covers the history of the lodging industry and club management. Internal operations and management skills are studied. This course follows the guidelines for course nos. 103 and 106 from the Educational Institute of the American Hotel and Motel Association. EIAHMA certificates will be awarded those who successfully complete the Challenge Examinations.
- 2242 Food and Beverage Management Survey * (SP)** 3-0-3
Surveys entire food and beverage operations from purchasing, receiving and storage to preparation and service. It follows the guidelines of course No. 309 from the Educational Institute of the American Hotel and Motel Association. An EIAHMA certificate will be awarded to those who successfully complete the Challenge Examination.
- 2243 Hotel-Motel Law * (SP)** 3-0-3
Provides a general knowledge of the law as it applies to the hotel-motel industry. This course follows guidelines of course no. 307 from the Educational Institute of the American Hotel and Motel Association. An EIAHMA certificate will be awarded to those who successfully complete the Challenge Examination.
- 2244 Hotel-Motel Accounting * (SP)** 2-2-3
Correlates basic accounting principles to the accounting activities relevant to the lodging industry. This course follows guidelines of course no. 302 from the Educational Institute of the American Hotel and Motel Association. An EIAHMA certificate will be awarded to those who successfully complete the Challenge Examination.
- 2245Front Office Procedure * (SP)** 3-0-3
The principles required to oganize, operate and manage a front office in a hotel or motel. Guest needs, salesmanship and procedures used in different types of front office operations. This course follows guidelines of Course No. 301 from the Educational Institute of the American Hotel and Motel Association. An EIAHMA certificate will be awarded to those who successfully complete the Challenge Examination.
- 2246 Hospitality Sales * (W)** 2-2-3
Selection of an advertising media to convey a particular message to a selected market. Preparation of advertisements (layouts and copy). Market analysis and consumer surveys. Customer relations. This course follows guidelines of Course No. 305 from the Educational Institute of the American Hotel and Motel Association. An EIAHMA certificate will be awarded to those who successfully complete the Challenge Examination.
- 2253 Nutrition (SP)** 4-2-5
A study of normal nutrition and its role in promoting good health. Included composition and functions of foods, nutritional needs throughout the life cycle, and contemporary concerns.

- 2261 Dietetic Technician Clinical Experience I *** 0-6-2
Practical application of information presented in the classroom from 2202, 2211, and 2222 to related health-care facilities. Skills are developed through supervised learning situations to evaluate food-service systems, to assist in food production and service, and to maintain established standards of sanitation and safety. Concurrent with 2202, 2211, and 2222. \$10.00 lab fee.
- 2262 Dietetic Technician Clinical Experience II *** 0-6-2
Practical application of information presented in the classroom from 2202 and 2212 to related health-care facilities. Skills are developed through supervised learning situations to operate, maintain, and select equipment, to supervise quantity food production, to maintain food quality and portion control, and to develop and/or test products. Concurrent with 2202 and 2212. \$10.00 lab fee.
Prerequisite: 2261
- 2263 Dietetic Technician Clinical Experience III *** 0-6-2
Practical application of information presented in the classroom from 2223 and 2253 to related health-care facilities. Skills are developed through supervised learning situations to procure and store food, supplies, and equipment to calculate food costs, and to determine and meet the nutritional needs of selected patients. Concurrent with 2223 and 2253. \$10.00 lab fee.
Prerequisite: 2262
- 2264 Menu Planning * (W)** 2-2-3
Principles and practices of menu planning related to schools and industries, hospitals and health care institutions. Consideration of costs, utilization of employees, equipment, purchasing, inventory, and storage.
Prerequisite: 2275
- 2265 Dietetic Technician Seminar *** 1-0-1
An in-depth study of management related problems and recent developments in health-care food service departments. Specific areas of study include nutritional assessment, development of dietary department budgets, employee motivation, computer assisted programs for inventory and menu planning, and new concepts in the preparation and serving of food. Individual student project to be selected and presented. Concurrent with 2269. \$10.00 lab fee.
Prerequisite: 2268
- 2267 Dietetic Technician Clinical Experience IV *** 0-9-3
Practical application of information presented in the classroom from 2205, 2224, and 2273 to related health-care facilities. Skills are developed through supervised learning situations to maintain and develop cost control systems, to select, train, schedule, and supervise employees, to supervise food production, and to evaluate employee performance. Concurrent with 2205, 2224, and 2273. \$10.00 lab fee.
Prerequisite: 3813 and 2263
- 2268 Dietetic Technician Clinical Experience V *** 0-6-2
Practical application of information presented in the classroom from 2275 to related health-care facilities. Skills are developed through supervised learning situations to interview patients, to evaluate nutritional data collected, to understand the rationale for dietary modifications and associated medical terminology, and to assist in the preparation and service of special diet meals. Concurrent with 2275. \$10.00 lab fee.
Prerequisite: 2253 and 2267
- 2269 Dietetic Technician Clinical Experience VI *** 0-9-3
Practical application of information presented in the classroom from 2264 and 2265 to related health-care facilities. Skills are developed through supervised learning situations to assess patient nutritional status, to assist in developing a nutritional care plan for patients, to plan regular and modified menus considering nutritional needs, budget, employee skills, and equipment available. Concurrent with 2264 and 2265. \$10.00 lab fee.
Prerequisite: 2275 and 2268
- 2273 Food Service and Catering * (A)** 2-4-4
Determination of the type of service best suited for an operation. Planning, implementing, and evaluating meals served for special activities.
- 2275 Diet Therapy * (A)** 4-3-5
Ways in which variations in caloric content, consistency and nutrient composition may be employed to meet individual dietary requirements. Rationale for dietary modifications and related medical terminology. Special diet meals prepared and tasted. \$10.00 lab fee.
Prerequisite: 2253
- 2281 Food Service Internship * (Quarter Arranged)** 0-40-6
Participation in actual working situations requiring 40 hours per week on varying shifts in affiliated restaurant, hotel, motel, hospital food service for patients and personnel, public school, college, nursing home, retirement center, industrial cafeteria or other food facility. Practical application of principles learned in the classroom. Student performance rated jointly by the supervisor at the affiliated institution and by the Institute coordinator. Student will register for 2285 concurrently.
- 2282 Introduction to Food Service Employment * (Quarter Arranged)** 0-15-3
Open only to the second or third quarter student with no previous food service work experience and upon the advice of his advisor. The student will be employed in an approved food service facility fifteen hours per week for the purpose of being exposed to the industry and to learn basic skills. Periodic written reports will be submitted to the advisor.
- 2285 Special Problems in Food Service Administration * (Quarter Arranged)** 2-0-2
A problem of special interest to the student, requiring library and/or on-the-job study selected and reported by the student with advice from a faculty member.
- 2291 Dietetic Assistant Seminar I *** 3-0-3
A study of the types of health-care facilities, typical health-care organizational structures, role of the dietetic assistant, regulations and how they affect food-service in health-care facilities. Discussions concentrating on food service safety and sanitation principles, utilization and care of equipment. Concurrent with 2294.
- 2292 Dietetic Assistant Seminar II *** 3-0-3
Explanation of methods and records used in procurement, receiving, and storage of food and related items. Survey of control measures for maintaining quality, quantity, and cost of food production. Concurrent with 2295.
Prerequisites: 2291 and 2294
- 2293 Dietetic Assistant Seminar III *** 3-0-3
Develop an ability to interview patients or residents to identify food preferences and to assess nutritional needs. Plan nutritionally adequate menus and modify menus to prevent or treat specific diseases. Introduction to the techniques used to improve supervisory skills, improve employee efficiency, and evaluate job performance based on written objectives. Concurrent with 2296.
Prerequisites: 2292 and 2295
- 2294 Dietetic Assistant Clinical Experience I *** 0-5-2
Supervised work related learning experiences to be performed on the job following material presented in the classroom from Dietetic Assistant Seminar I. Concurrent with 2291. \$10.00 lab fee.
- 2295 Dietetic Assistant Clinical Experience II *** 0-5-2
Supervised work related learning experiences to be performed on the job following material presented in the classroom from Dietetic Assistant Seminar II. Concurrent with 2292. \$10.00 lab fee.
Prerequisites: 2291 and 2294
- 2296 Dietetic Assistant Clinical Experience III *** 0-5-2
Supervised work related learning experiences to be performed on the job following materials presented in the classroom from Dietetic Assistant Seminar III. Concurrent with 2293. \$10.00 lab fee.
Prerequisites: 2292 and 2295

Industrial Laboratory Technology

- 5704 Survey of Laboratory Technologies * (A)** 1-2-2
The importance and purpose of the technician in the industrial lab. Emphasis will be placed on the opportunities available to the technician in both production and research and development. Visitations will be made to companies and agencies involved in food processing, manufacturing, chemical testing and research and development.

5711 Chemistry for Laboratory Technicians * (W) 3-4-5
A course in the fundamental chemical principles for laboratory technicians. Emphasis is placed on solutions, chemical equilibrium energy, electrochemistry and the properties of the more important chemical families. Laboratory exercises will provide the basis for the development of proper technique. \$8.00 lab fee.
Prerequisite: 1311

5716 Microbiology II * (A) 2-6-4
A more intense course in microbial biological testing procedures and physiology, genetics, immunology, serology, virology, and mycology. Laboratory experiments will survey some of the most recent laboratory techniques as well as the fundamental procedures used to perform routine micro-biological tests. Students will be able to expand their understanding of the basic theory of microbial manipulations and testing. \$20.00 lab fee.
Prerequisite: 5711

5721 Basic Analytical Chemistry & Instrumentation I* (SP) 2-6-4
Introductory qualitative and quantitative analysis including some of the traditional techniques used. Lab work to include identification of cations and gravimetric, volumetric determinations. Introduction of potentiometric titration and spectronic 20 spectrophotometer. \$10.00 lab fee.
Prerequisite: 5711

5722 Analytical Chemistry & Instrumentation II * (A) 2-6-4
A continuation of Basic Analytical Chemistry and Instrumentation I. Increased emphasis will be placed on instrumentation. Introduction of additional electrometric methods including the polarograph and optical methods including UV visible and infrared spectrum, plus flame photometry. \$10.00 lab fee.
Prerequisite: 5721

5723 Basic Analytical Chemistry & Instrumentation III * (W) 2-6-4
This is a continuation of Basic Analytical Chemistry and Instrumentation I. Introduction of the autoanalyzer and separation methods including paper, column and gas chromatography and ion exchange residence. Attention will be given to some fundamental mechanisms in order to give the student a basic working knowledge of instruments. \$10.00 lab fee.
Prerequisite: 5721

5731 Environmental Biology * (A) 4-2-5
Topics and exercises will be designed to make the student aware of the interrelationships between the components of the biosphere and how these relationships are balanced. Emphasis will be placed on the interdependence of the food chain, the problems of overexploration and current proposed solutions. The carbon, nitrogen and water cycles will be discussed. \$6.00 lab fee.

5735 Environmental Monitoring * (W) 4-2-5
Quality monitoring systems of air, water and soil. The course materials will survey the processes used for water pollution control and water quality analysis. Topics also include environmental quality, how it is defined, what are its limits and analytical parameters. Laboratory exercises will expose the student to the instruments, procedures and biological and chemical systems used to monitor environmental quality. \$4.00 lab fee.
Prerequisites: 5721, 5731

5738 Water and Waste Water Management (SP) 4-2-5
Course content will include a variety of water distribution systems. Relationships of water to community health, economics, industry and development will be discussed. Methods used for treatment of water for consumption or industrial use will be covered along with the handling of effluence from industrial and civic sewage systems. Discussions will detail the present problems of said systems in the most advanced proposed solutions. \$3.00 lab fee.
Prerequisites: 5731, 5721

5741 Biochemistry * (A) 3-4-5
General biochemistry theories and principles will be covered in lectures. Biochemistry of fats, carbohydrates, nucleic acids, amino acids, toxins, drugs and pollutants will be discussed. Laboratory exercises will relate to the general properties in detection of the biological molecules. \$10.00 lab fee.
Prerequisite: 1312, 5711

5751 Organic Quantitative Analysis (SP) 2-6-5
Quantitative analysis of organic compounds by way of functional groups. Preparation of organic compounds in the study of associated techniques. \$10.00 lab fee.
Prerequisites: 1312, 5721

5761 Unit Operations and Process Control (SP) 2-6-5
An introduction to basic chemical engineering theory and practice to include the introductory principles of measurement and control of chemical processes. \$10.00 lab fee.
Prerequisites: 1393, 5721

5771 Analytical Surveying of Food and Drugs (SP) 2-6-5
The course is to include discussion of the operational procedures and quality control and analytical labs for various types of industrial products of a biological nature. In-plant health, the contamination control procedures will be covered both from the standpoint of hazards to the employees as well as hazards to the product. Laboratory exercises will include some of the instrument and procedures used to monitor the quality composition of products an safety of employees. \$10.00 lab fee.
Prerequisites: 5721, 5741

5772 Quality Food & Drug Production Processes (SP) 2-6-5
An introduction to the processes used by industry for large scale production of food, milk, drugs and other products of a biological nature. Problems of quality control as related to economics, logistics and microbial contaminations and chemical degradation of the product will be discussed. \$10.00 lab fee.
Prerequisites: 5716, 5721, 5741

5791 Special Project* (SP) 0-10-5
Individual study of an area of special interest under the direction of the staff. Lab fee depends on project.
Prerequisite: 5721, depends on project.

Insurance Technology

3401 Principles of Insurance * 3-0-3
An introduction to the general principles of insurance and the basic principles that underlie the entire field of insurance. The course can be used as an elective for other technologies.

3402 Life Insurance * 3-0-3
An examination of the role of the consumer and the producer in life insurance coverages. Materials covered will include analysis of needs, insurance contracts, rates, legal aspects and estate planning.
Prerequisite: 3401 or by permission

3403 Property Insurance * 3-0-3
Coverages, policy provisions and concepts common to property insurance including the standard fire policy, extended coverage endorsement, dwelling forms, crime insurance, business interruption forms, inland and ocean marine coverages, and the property coverages of various personal and commercial multiple line contracts.
Prerequisite: 3401 or by permission of instructor

3404 Casualty Insurance * 3-0-3
Coverages, policy provisions, and concepts common to liability insurance policies, suretyship, the liability insurance aspects of multiple-line contracts and life, health and social insurance coverages.
Prerequisite: 3401

3405 Social Insurance * 3-0-3
Coverages of insurance programs that deal with the problems of premature death, old age, occupational and non-occupational disability, health care and unemployment. Emphasis will be placed on the Federal Social Security program, Medicare, State Workers Compensation Plan and the State/Federal Unemployment Compensation Plans.
Prerequisite: 3401

3406 Agency Operations * 3-0-3
 A producers approach to all kinds of insurance where as a brand coverage of materials is designed to give the student a perspective of what is involved in agency operations. Activities and special problems of work within an insurance agency are covered.

Prerequisites: 3401, 3402, 3403, 3404, & 3405

3407 Agency Practicum I * 1-14-3

A continuation of 3407. The student is placed in an agency working four hours a day, three days a week. The on-the-job experience is supervised by an internship coordinator to aid in the student's growth and development.

Prerequisite: 3406

3408 Agency Practicum II * 1-14-3

A continuation of 3407. The student is placed in an agency working four hours a day, three days a week. The on-the-job experience is supervised by an internship coordinator to aid in the student's growth and development.

Prerequisite: 3407

3409 The World of Insurance * 3-0-3

A study of the integration of people with technology, organizational structure and the demands of Insurance organizations. Particular emphasis is placed on the relationship of the individual and requirements of insurance type organizations.

3415 Human Resource Management * 3-0-3

This course is designed to develop the knowledge and understanding of manpower needs in both public and private organizations. The impact upon the organization. (i.e. laws, regulations, social norms, hiring, training and compensation) The primary emphasis will be to present an organization focus from the employee's and managers point of view.

3421 Company Operations * 3-0-3

This course will examine insurance marketing, underwriting, reinsurance, rate making, claims adjusting, loss control, activities and other insurer functions and activities.

Prerequisites: 3401, 3402, 3403, 3404, 3405

3422 Company Practicum I * 1-14-3

The student is placed in an insurance company working four hours a day, three days a week. The on-the-job experience is supervised by an internship coordinator to aid in the student's growth and development.

Prerequisite: 3421

3423 Company Practicum II * 1-14-3

A continuation of 3422. The student is placed in an insurance company working four hours a day, three days a week. The on-the-job experience is supervised by an internship coordinator to aid in the student's growth and development.

Prerequisite: 3422

3425 Insurance Law * 3-0-3

A study of the legal environment of Insurance, and the interaction of law and insurance activities. Additionally, directions for the proper application of general legal principles to factual patterns common in insurance transactions are covered.

Law Enforcement Technology

7801 Introduction to Law Enforcement * (A,W) 3-0-3

A survey of law enforcement, its role, history, and development, English Common Law. An introduction to modern police practices and the functions of other agencies involved in the administration of criminal justice. Law enforcement officers ethics. An introduction to local, state and federal court procedures.

7802 Crime Prevention Techniques * (W) 3-0-3

Survey of the use of patrol procedures in crime prevention. Included are the purpose and types of patrol, deviant behavior, police communications including radio, teletype and computerized communication systems are examined. Observation and perception, identification and description of individuals and property, a summary of the use and types of weaponry and techniques by call.

7803 Traffic Administration * (W) 3-0-3

An orientation to highway traffic administration. Discusses the responsibilities of agencies involved in the highway transportation system with emphasis on the police function. Included are supervision enforcement definitions and rates, accident prevention and control problems, basic principles of traffic law enforcements, and the federal standards for highway safety that have a direct bearing on police operations. Elective.

7804 Juvenile Procedures * (A) 4-0-4

Organization, functions, and jurisdiction of juvenile agencies. Processing and detention of juveniles, Statues and court procedures relating to juveniles. Police services for juveniles and neglected children. Rights and liabilities of minors and their parents.

7805 Ohio Criminal Code* (W) 5-0-5

The study of the statutes of Ohio to crime and criminal procedures with emphasis on the specific elements necessary to constitute individual crimes. An introduction to civil law as it related to the law enforcement officer.

7811 Criminal Evidence and Procedures I* (A,SU) 4-0-4

Analysis of statutes and court decisions on the accumulation, presentation, and admissibility of criminal evidence. The origin, development, and philosophy of the rules of evidence.

Concurrent with 7861

7812 Criminal Evidence and Procedures II * (W) 4-0-4

Tests for admissibility of evidence and types of evidence. Arrest, search, entrapment, and opioion testimony.

Prerequisite: 7811; **Concurrent with 7862**

7813 Traffic Accident Investigation * (SP) 5-0-5

An in depth study of the procedure and objectives in accidents, gathering facts from road, vehicle and witnesses, nit and rin investigating, measurements and diagrams, utilization of skid marks evidence, proper method of recording accident data, use of accident template and a practical application of the recommended method of submitting the Ohio State Traffic Crash report.

7816 Case Preparation * (SP) 3-2-4

A study of the necessary reports, review of case and conference with prosecutor, witnesses and technical reports. Proper submission of physical evidence, psychology of courtroom testimony. Participation in mock trials followed by actual courtroom trial visitation.

7819 Supervision of Public Service Personnel * (W) 3-0-3

Supervision techniques applied to public service personnel. The study of the need for job descriptions and job procedures, civil service requirements, report, oral and written directions, work evaluation, and conference leadership. Methods of instruction effective in teaching and motivating personnel.

7821 Local Government (A,W) 3-0-3

The role of local government in the community; its structure, organization, and responsibility. Local government politics and the community. Methods and principles of local budgeting. Urban, suburban, rural and community structure.

7822 Police Community Relations (W) 3-0-3

The psychology of relations between law enforcement officers and the general population. Policies and practices of community relations as they apply to law enforcement agencies. Current national and local community problems.

7824 Investigation and Interviewing * (A) 3-0-3

An analysis of the use of interviewing as a tool in investigation. Covering preparation of an interview, types of interviews, interview techniques and their psychological application to obtaining accurate and admissible statements.

7825 Constitutional Law * (A,SU) 5-0-5

A study of Federal and State Constitutional Law and the Bill of Rights with emphasis on the rights to due process of law, equal protection of the law, jury trial, and assistance of counsel. Interpretation of the Constitution by the United States Supreme Court as given in their decisions.

- 7826 Police Administration (SP)** 3-0-3
The contemporary local governmental agency, its functions, structure, and operational techniques. Principles of organization, staffing, budgeting, controlling, coordinating, planning and in research. The development and maintenance of liaison between agencies.
- 7827 Criminology (W)** 3-0-3
A sociological approach to the crime problem. Some of the topics are: crime and the population, the handling of the problem, the role of the victim, explanation of crime, treatment methods.
- 7828 Municipal Finance * (SP)** 3-0-3
An administrative view of municipal finance. A summary of budgeting, cost accounting, salaries, taxes, monthly allocations, balance sheets, operating expenses, purchasing and requisitioning are studied.
Prerequisites: 7819 or 7826
- 7831 Police Photography * (SU)** 1-4-3
Photography at specific crime scenes. Photography of criminal evidence. Micro and macrophotography. Preparing the court exhibit. Darkroom techniques. Use and care of photographic equipment. Elective. \$4.00 lab fee.
- 7832 Fingerprinting * (W)** 3-0-3
A study of fingerprinting recognition and classification procedures. Analysis of distinguishing features of fingerprint patterns. Instruction in photography of latent prints prior to listing. Proper methods of lifting and preserving evidence. Elective. \$1.00 lab fee.
- 7833 Police Department Intelligence * (W)** 3-0-3
The collection and evaluation of information dealing with security and safety of the municipality. Methods of observation of criminal and subversive organizations, checking on rumors, intro-police communications, and the use of informants. Elective.
- 7834 Police Department Organization * (W)** 3-0-3
An introduction to the principles governing the organization and administration of law enforcement organizations. Included for study are: functions and activities, development of policy, significance of community relations in effective police work, and training and control of police forces. Elective.
- 7835 Family Crisis Intervention * (W)** 3-0-3
An analysis of the changing role of the law enforcement officer. Police have historically dealt with family problems on the basis of keeping the peace. The police officer must resolve more than just the disturbance. A study of the methods and procedures of family crisis intervention. Elective.
- 7836 Juvenile Delinquency * (SP)** 3-0-3
The philosophy and methods of police programs for the prevention and control of juvenile delinquency and youth crime. Emphasis on specific techniques and consideration of the issues and problems to be resolved by police, desirable principles and practices based upon prevailing professional thinking, public policy, existing law, juvenile rights and knowledge of current delinquent behavior theories. Elective.
- 7838 Vice Squad Operations I * (SP)** 3-0-3
Methods of law enforcement related to illegal traffic in liquor, gambling, morals, and prostitution. Elective.
- 7839 Vice Squad Operations II * (A)** 3-0-3
A study of narcotics and hallucinogenics, with emphasis on the addict, the drugs, controls, local, state, and federal and United Nations efforts to control drugs. The illegal sale and use of drugs, and drug addiction. Elective.
- 7841 Major Crime I * (A)** 3-0-3
Principles and techniques of investigation and prosecution of major crimes. Emphasis on methods involving homicide, suicide, assault, and rape. Human physiology as applied to police investigation. Elective.
- 7842 Major Crime II * (W)** 3-0-3
Principles and techniques of investigation and prosecuting of major crimes. emphasis on methods involving auto theft, burglary, and grand larceny. "Methods of Operation" techniques. Elective.
- 7843 Techniques of Instruction (W)** 3-0-3
Methods of instruction, application of audio visual equipment, testing, and evaluation, and preparation of materials are introduced. Special emphasis is placed upon planning an organizational training program. Methods of evaluation.
- 7844 Safety Education * (SP)** 3-0-3
Methods of motivation and instruction of children and adults with emphasis on the subject education. Principles of automobile, bicycle, motorcycle and pedestrian safety. Elective. \$4.00 lab fee.
- 7845 Penology * (SP)** 3-0-3
A study of the admitting, quartering, and releasing of prisoners. Emphasis on city and county systems, for handling prisoners. Elective.
- 7846 History of Law Enforcement * (SP)** 3-0-3
A study of law enforcement from early civilization through the modern police department. Reference to notable crimes in history, their particulars, and results in law enforcement procedures change Scientific advances and their role in law enforcement. An appreciation for the profession of law enforcement. Elective.
- 7847 Police Records * (SU)** 3-0-3
The necessity, techniques, and details of keeping records in a police department. Criminal records, filing, and cross-reference system. Officer report writing. Elective.
- 7849 Crime Laboratory Techniques * (TBA)** 3-0-3
A study of special chemical and physical procedures used in the crime laboratory. The use of specialized instrumentation; microscope and micro-photography, x-ray equipment, and spectrophotometers. Elective. \$4.00 lab fee.
- 7861 Criminalistics I* (A,SU)** 0-4-2
The laboratory includes examination techniques for blood, hair and fiber, firearms identification, toolmark comparison, latent fingerprints, questioned document examination and trace evidence. \$3.00 lab fee.
Concurrent with 7811
- 7862 Criminalistics II * (W)** 0-4-2
The laboratory included the recognition, collection and preservation of evidence and its preparation for court presentation. An introduction to fingerprint comparison. \$3.00 lab fee.
Prerequisite: 7861; **Concurrent with 7812**
- 7871 Correctional Law * (A)** 4-0-4
This course will cover the various Supreme Court rulings that deal with the care and treatment of prisoners confined in institutions. It will include the use of force, the right to have visitors, receive mail, attend religious functions, and the right to treatment. It will cover the due process of law that the prisoner is entitled to in confinement.
- 7872 Contemporary Correction * (A)** 3-0-3
This course covers the history of corrections, including the various philosophies that influenced correctional behavior, the development of the penitentiary system, the effect of court rulings on the operation of the institutions, and an insight into the future of the correctional system.
- 7873 Community Based Corrections * (W)** 3-0-3
The course will investigate alternative models of corrections in place of institutionalizing the offender. Several leading authors will discuss various alternatives and the benefits that will derive from the placing of the offender back in the community rather than in an institution.
- 7874 Institutional Corrections * (W)** 3-0-3
This course will cover some of the problems of corrections today and their solutions. It will deal with the treatment of offenders, past and present, and with future trends in this field.
- 7875 Counseling - Probation & Parole * (SP)** 4-0-4
This course covers the responsibilities and duties of the correctional counselor and caseworker. Emphasis is placed upon the application of professional standards of casework in the correctional setting. Extra stress is placed on the functions of the parole and probation officers.

7876 Correctional Administration * (SP) 3-0-3
 This course will cover the various phases of administration as they relate to corrections. Three basic stages are covered: executive, mid-management, staff line operations. Each of these levels will be discussed as they relate to institutions, and operation of probation and parole. The problems and possible solutions to them will be covered for each division of corrections.

7881 Introduction to Security * (A) 3-0-3
 This course is designed to provide a general background in security for the beginner. It covers some of fundamental systems used for loss prevention, fire destruction, and personnel safety. It covers the basic idea of construction for security reasons as well as beauty and functionalism. It helps to relate security to all members of a company and the responsibility each has to the prevention of loss, both material and human.

7882 Security * (W) 3-0-3
 The course will combine the practical with the theoretical as it examines the nature of crime, criminals, and selected criminal offenses; major security concerns; and the techniques, sophisticated hardware, and personnel utilized to reduce or eliminate security problems.

7883 Goals & Standards for Private Security* (A) 3-0-3
 This course will investigate the creation and enforcement of rules and regulations to govern private security agencies and agents. Based on the Official Private Security Task Force Report published in 1976, the minimum standards for obtaining a license and registering as a security person will be discussed. Basic requirements and educational levels will be stated and minimum age and disability requirements will also be covered. The creation of a Regulatory Board will also be covered.

7884 Collateral Duty and Safety * (W) 4-0-4
 A basic introduction to problems and practices of collateral duty and safety personnel.

7885 Development of a Security Program * (SP) 3-0-3
 This course is designed to inform the student how to conduct various surveys of a corporation to determine its vulnerability to theft and other hazards. It describes the various methods of conducting these surveys by questionnaires, study of procedure manuals and survey forms. Demonstrates how procedures and standards are prepared.

7886 Security Management * (SP) 3-0-3
 Introduction of the dynamics of corporate crime prevention. An in-depth analysis of the techniques of risk management in the formulation of definitive corporate security policies and examines the impact of crime on corporate productivity and profits.

1113 Technical Mathematics III (D-W, SP) (E-A, W, SP, SU) 4-0-4
 Quadratic equations and approximation of roots. Polar coordinates. Linear equations and determinants. The straightline, circle, and conic sections. Trigonometric identities. Progressions.
Prerequisite: 1112

1114 Technical Mathematics IV (D-SU) (E-SU) 4-0-4
 An introduction to differential and integral calculus with related applications: curvilinear motion; related rates; maxima and minima; areas under curves and volumes of revolution; derivatives of trigonometric, logarithmic, and exponential functions.
Prerequisite: 1113

1115 Technical Mathematics V (On Demand) 4-0-4
 Differentiation and integration in polar coordinates. Infinite Maclaurin, Taylor, and Fourier Series. First order differential equations. Partial derivatives and double integrals. Integration: Logarithm forms; tables; power rule; trigonometric substitution; by parts; exponential form; and inverse trigonometric forms.
Prerequisite: 1114

1121 Mathematics for B.D.P. I (D-A,W,SP) (E-A,W,SP,SU) 4-0-4
 A study of the real number system, definitions, symbols, and operations in set theory. A comparison of decimal, octal, hexadecimal, and binary number systems; conversion principles and procedures. Basic algebraic operations. Linear equations and inequalities in one and two variables. Quadratic equations.

1122 Mathematics for B.D.P. II (D-A,W,SP,SU) (E-A,W,SP,SU) 4-0-4
 Relations and functions; quadratic, exponential, and logarithmic. Systems of equations and solutions by algebraic, matrix, and determinant methods. An introduction to logic and truth tables and associated flow charts. Boolean Algebra.
Prerequisite: 1121

1126 Probability and Statistics (D-A, SP) (E-A, SP) 4-0-4
 The description of sample data, numerical methods of analyzing data, percentiles and z-scores, probability, the binomial distribution and the normal distribution, linear correlation and regression, with applications in business.
Prerequisite: 1122

1131 Business Mathematics (D-A,W,SP,SU) (E-A,W,SP,SU) 4-0-4
 Fundamental arithmetic processes emphasizing common and decimal fractions. Percentage methods are applied to cash and trade discounts, commissions, markup and depreciation. Simple interest on promissory notes and unpaid balances. Bank discount, compound interest, tables and formulas. Payroll computations. Income statement and balance sheet analysis. Statistics and graphs.

1132 Real Estate Mathematics (D-A,W,SP,SU) (E-A,W,SP,SU) 3-0-3
 A review of arithmetic processes including common fractions, decimal fractions, and percentage. Sale, list, net prices and commissions. Unique problems in area and volume. Principal, interest, and points computed on mortgages. Taxes and transfer tax stamps. Prorations of insurance, mortgage interest, and taxes to date of sale. Preparation of closing statements.

1141 Introduction of Business Statistics (D-A,W,SP) (LE-A,W) 4-0-4
 Fundamental concepts of probability distributions, sample statistics, estimation and testing hypotheses with applications to business problems.

1154 Survey Closures by Computer (D-A,SP) 2-2-3
 Provides instruction in application of electronic computer equipment to programmed automatic solution of algebraic and trigonometric problems such as are frequently encountered in civil engineering and surveying operations. The course is structured on use of a scientifically based computer language with special reference to geometric relationships. \$10.00 lab fee.

1155 Computer Application to Mathematics (on demand) 3-0-3
 Basic language, using terminals, writing computer programs in Basic, solving typical mathematical problems, and writing programs related to the student's own technology, \$10.00 lab fee.

Mathematics

1105 Introduction to Algebra (D-A, W, SP, SU) (E-A, W, SP, SU) 4-0-4
 Transition from arithmetic to algebra: signed numbers; elementary algebraic operations; simple linear equations and formulas; problem solving by equation; factoring.

1108 Introduction to Technical Mathematics (D-A,W,SP,SU) (E-A,W,SP,SU) 4-0-4
 Factoring algebraic fractions and operations; exponents, roots, and radicals; solutions of quadratic equations; systems of linear equations; graphing.

1111 Technical Mathematics I (D-A, W, SP, SU) (E-A, W, SP, SU) 4-0-4
 Algebraic expressions and operations. Linear equations in one variable. Dimensional analysis. Cartesian coordinate plane and the trigonometry of right triangles. Graphs of the trigonometry functions.

1112 Technical Mathematics II (D-A,W,SP,SU)(E-W,SP,SU) 4-0-4
 Exponents, oblique, triangles, linear equations, graphing, complex numbers, logarithms, and the binomial expansion.
Prerequisite: 1111

1171 Public Service Mathematics (D-SP) 4-0-4
The review of arithmetic including definitions, laws, common and decimal fractions, percentage, ratio, proportion, powers and roots. Basic algebra: notations, definitions, operations, equations and fractions. Geometry: Triangles, circles, cylinders, spheres and other figures. Trigonometry: right triangles and vectors.

1181 Mathematics for Health Technologies (D-A,SP) (E-SP) 4-0-4
A review of algebraic expressions and operations; a study of the solutions to linear and quadratic equations; the metric system; functions and their graphs; ratio and proportion; logarithms; an introduction to descriptive statistics.

1188 Basic Medical Mathematics (D-W, SP, SU) (E-W, SP, SU) 4-0-4
(For Nursing and EMT students only)
A review of arithmetic, ratios, proportions, powers of ten, Metric and Apothecaries' Systems of Measurement, percents, dosage problems, IV problems, solutions problems, graphing, and statistical averages.

Mechanical Engineering Technology

4301 Industrial Organization and Management * (A) 2-3-3
A review of industrial management principles, problems, and practices as viewed from the policy making level. An overview of modern management principles; organization structure; operational planning, organization, and control; managerial functions; and related subjects.

4302 Industrial Supervision I-Principles and Practices * (W) 2-3-3
A functional analysis of the industrial supervisor's job. Problems in dealing with employees, machines, and processes. A review of supervisory management principles, functions, and their application at the front-line supervisory level.

4303 Industrial Supervision II-Labor Relations * (W) 2-3-3
Principles and practices of recruiting, selectin, developing compensating, and utilizing manpower resources at the front-line supervisory level. Collective bargaining agreements and applications at the working level in the management process.

4304 Industrial Supervision III-Safety and Environment * (A) 2-3-3
The industrial supervisor's role in safety management. Problems of the front-line supervisor in handling safety and accident control. Review of O.S.H.A. Activities and environmental protection movements as related to the industrial environment.

4305 Purchasing, Stores, and Inventory Control * (A) 2-3-3
The purchasing function. Inventory maintenance and control. Principles and practices of material handling and management in the production process. The supervisor's responsibility for materials, supplies, and equipment.

4306 Time and Motion Study * (A) 2-4-4
The student is taught a logical treatment of motion and time study. The how, why, when, and where of motion and time study are carefully kept in focus. Time standards by mathematical analysis is only one of many problem solving techniques taught.

4307 Industrial Electricity * (A) 3-2-4
Students are provided the knowledge of electrical machine control. Subjects covered are electrical components, circuit design, power factors, trouble shooting, and maintenance.

4308 Production, Scheduling, and Control * (SP) 3-2-4
Controlling the flow of production items for the time the raw material is received until the shipping of the products. Flowcharts, bar charts, and other schedule control items are reviewed and practiced.

4310 Machine Shop I 2-4-4
A study of the operations of basic machine shop procedures with emphasis on layout, hand tools, the physics of metal cutting, band saw and hack saw and related safety procedures. \$10.00 lab fee.

4311 Cost Estimations * (SP) 2-3-3
The student learns to estimate the cost of material, labor, and overhead for typical products manufactured by production methods.

4320 Blue Print Reading 2-0-2
A course of study in the interpretation of engineering drawings, with emphasis on dimensioning, tolerances and understanding of conventional orthographic and isometric drawings.

4330 Machine Shop II 2-4-4
A continuation of 4310 Machine Shop I. Basic machine shop procedures with emphasis on lathes, shaper and milling machines and related safety practices. \$10.00 lab fee.

4340 Shop Math 2-0-2
A course in simple addition, subtraction, multiplication and division problems related to problems inherent to shop work. Additional problems associated with geometry as required with cutting tools, feeds and speeds used with machine tools.

4350 Machine Shop III 1-3-3
A continuation of Machine Shop II. Basic machine shop procedures with emphasis on grinding, electrical discharge, drilling and tapping, with related safety practices. \$10.00 lab fee.

4360 Drafting 0-4-2
A course in engineering drawing, including the principles of orthographic, isometric and oblique drawing. Involving dimensioning, sectioning and applied descriptive geometry. Emphasis placed on detail and assembly drawings. \$6.00 lab fee.

4370 Machine Shop IV 2-4-4
A continuation of Machine Shop III. Basic machine shop procedures with emphasis on numerical control of machine tools with application to milling machines, drilling machines, etc. \$10.00 lab fee.

4380 Quality Control 1-2-2
A course of study in the use of measuring tools and gages used in the inspection and checking of parts as related to machine shop production. Emphasis is placed on the use of micrometers, height gages, protractors, scales and other related equipment including hardness and tension testers.

4600 Introduction to Drafting * (SU,A,W,SP) 0-6-3
Fundamentals of drafting: line work, lettering, orthographic projection, and isometric drawing. A remedial course for students who have never had drafting. Credit not applicable toward degree. \$6.00 lab fee.

4601 Mechanical Drafting I * (A,W,SP,SU) 0-6-3
A beginning course including principles of orthographic, isometric, and oblique projection. Dimensioning, sectioning, and applid descriptive geometry. Emphasis on makng complete detail and assembly drawings. \$6.00 lab fee.
Prerequisite: 4600 or H.S.

4602 Mechanical Drafting II * (A,W,SP,SU) 0-6-3
A continuation of Mechanical Drafting I, including advanced drafting practices, industrial standards, and the drawing of machine elements. \$6.00 lab fee.
Prerequisite: 4601

4603 Materials of Industry * (W) 2-2-3
A study of the mechanical and physical properties of the materials of construction. Emphasis on the use of reference data and calculations for applying these materials to the best practical advantage. Standard testing procedures used to evaluate these materials, including steel, cast iron, wood, brick, cementing materials, concrete, rubber and plastic.
Prerequisite: 1112

4604 Basic Mechanisms * (A) 0-9-4
A study of the basic mechanisms used in the construction of industrial machinery, such as linkages, cams, and gear trains. \$6.00 lab fee.
Prerequisites: 4602, 4607, 1113

- 4605 Machine Design * (SP)** 0-8-4
A study of the design of machine elements: beams, bearings, shafts, gears, clutches, power screws, and fasteners. Emphasis on loading and stress considerations in the design. \$6.00 lab fee.
Prerequisites: 1113, 4602
- 4606 Tool Design * (SP)** 0-9-4
A study of the principles of design of production tooling, including jigs, fixtures, and various types of dies. \$6.00 lab fee.
Prerequisite: 4602
- 4607 Descriptive Analysis *** 1-2-2
The course is designed to give the students preliminary work towards problems in numerical control, statics, and strength of materials.
Prerequisite: 1112
- 4610 Shop Math** 3-0-3
Simple addition, multiplication, subtraction and division problems with fractions, decimals and the metric system. Practical problems relating to the machine tools lab. Gear ratios, gear geometry, pulley ratios, axial movement of threaded shaft relative to revolutions. Feed and speed problems coupled with problems involving time elements.
- 4611 Machine Tools * (W)** 3-6-6
A study of the operation of the basic machine tools and the related theory. Cutting tool materials, cutting tool geometry, machining time, indexing, and helical milling. \$15.00 lab fee.
Prerequisite: 4612
- 4612 Manufacturing Processes I * (A)** 2-2-3
A course in the basic manufacturing processes used in production of machine parts. Study of the extraction and refinement of metals, production machining methods and production machine tools, precision dimensional inspection methods, hotforging methods, coldworking methods, and foundry methods.
- 4613 Manufacturing Processes II * (SP)** 2-2-3
Continuation of Manufacturing Process I. Laboratory work in welding and visits to manufacturing plants. Further study of cast metals. Welding equipment and procedures, welds, and weld inspection. Injection molding and powdered metals, plus Quality Control. \$4.00 lab fee.
- 4616 Design Problems * (A)** 0-9-4
An advanced project. Student uses his knowledge and initiative to analyze a problem in machine design; gathers data, makes sketches, calculations, and work drawings, and check his work. \$5.00 lab fee.
Prerequisites: 1113, 4602
- 4620 Geometry** 3-0-3
Problems relative to manufacturing such as volume and weight of steel, aluminum, and other materials. The correct method for calculating the weight of a very small production part, regardless of the material it is made from, to the approximate weight of a large machine tool, die, or fixture.
- 4626 Hydraulics and Pneumatics * (W)** 4-2-5
A course in the elementary theory of fluid flow and power transmission in hydraulic machine. Emphasis on the design, the principles of operation, and the use of hydraulic components in hydraulic and pneumatic circuits. \$3.00 lab fee.
Prerequisites: 1113, 4607
- 4630 Trigonometry** 3-0-3
The solving of problems that are right triangles, equilateral triangles, parallelograms, circles, and other shapes. The use of trigonometric functions is emphasized as well as logarithms and slide rule. THE extraction of square root and the solving of compound angles are also covered.
- 4634 Fortran IV * (W)** 1-2-2
Elementary computer science concepts. The language rules of Fortran. Writing programs. Testing on the IBM 370/135. \$5.00 lab fee.
Prerequisites: 1113, 4607
- 4635 Numerical Control * (SP)** 2-4-4
A fundamental course, including principles of numerical control, operation sheets, transfer of references, programming manuscript, tape preparation, and basic numerical control systems. Programming of a machine part requires a point-to-point application, and production of the part on the numerical control machine tool. Programming and production of a more complex machine part on the numerical control machine. An introduction to the APT programming. Study of advanced applications of numerically controlled manufacturing equipment. Numerical control aspects of tooling. \$5.00 lab fee.
Prerequisites: 1113, 4607
- 4640 Algebra [Related to Manufacturing]** 3-0-3
Solution of actual manufacturing problems in addition, subtraction, multiplication and division of fractions; decimal fractions; decimal fractions0 percentage; metric conversions; exponents and logarithms0 geometry of areas and volumes; solution of linear and quadratic equations; polynomial addition, subtraction, multiplication and division; rectangular coordinates; graphs of equations; interest and depreciation; numerical tables; trigonometry; sines, cosines, tangents; ratio and proportion; statistical frequency and sampling curves.
- 4644 Statics * (A)** 3-2-4
The study of loads as applied to structures, including study of reactions, shears, and bending moments by analytical and graphical methods. Study of centroid location and moments of inertia.
Prerequisite: 1113, 4607 (Mech. Tech only)
- 4645 Strength of Materials * (W)** 3-2-4
A continuation of statics, including stresses in beams, deflections of beams, statically indeterminate beams, columns, eccentrically applied loads, combined stresses and stress concentration.
Prerequisite: 4644
- 4650 Mechanical Drafting III** 0-6-3
A continuation of 4602 with more emphasis on components of machine tools. The correct procedure for drawing gears and racks, motors, motor housing, table ways, ball screws, etc. \$5.00 lab fee.
Prerequisite: 4602
- 4660 Mechanical Drafting IV** 0-6-3
A continuation of Mechanical Drafting III with strong emphasis on hydraulic system components. Pumps of all types, valves, accumulators, reservoirs, and piping. \$6.00 lab fee.
Prerequisite: 4650
- 4661 Plant Mechanical Systems * (SP)** 2-2-3
The course is designed to familiarize students prospectives in the facilities design and plant maintenance areas.
- 4662 Principles of Metallurgy * (A)** 2-2-3
Course work includes studies of crystal formation, grain structure, hot and cold working, heat treatment and control of mechanical properties.
- 4670 Welding [Gas and Electric]** 2-2-3
Classroom and laboratory time is spent studying the correct procedure for welding sheet metal, steel castings, mild steel, and the exotic steels. Actual welding problems are done in the lab, except those problems related to exotic steels. These problems can only be studied in theory in the classroom.
- 4680 Descriptive Geometry** 3-0-3
The course prepares the student to develop working drawings. Emphasis is placed on descriptive geometry and refers to principles of analytical, plane, and solid geometry.
- 4690 Castings and Forging Control** 2-2-3
The course is a scientific study of the methods used in the manufacturing of castings and forgings. Emphasis is put on the correct use of draft angles, fillets, and rounds. The balancing of cross-sections for maximum strength, minimum distortion, and limitations of the process. A study is made of a particular casting from its design concept through the wood pattern, to the mold, the molding sand control, to the pouring and solidation of metal or iron, and then the final matching of the casting. The types of forging are studied, their advantages, limitations and dimensional tolerances. The dies for a drop-forging and for a press forging are designed.

Medical Laboratory Technology

8001 Medical Technology I (A, SP) 0-6-2
Orientation to the field of medical technology; defining the role of the medical laboratory technician, overview of working conditions and places of employment, medical terminology, reporting methods, medical ethics, medical legal responsibilities and the collection of blood specimens. \$30.00 lab fee.

Prerequisite: Admission to program

8002 Medical Technology II (W, SU) 2-4-4
A study of laboratory safety, spectrophotometry, quality control and the use and maintenance of laboratory equipment including the bright field and dark field microscopes, spectrophotometer, autoanalyzer, centrifuge, analytical balance, pH meter and other instruments. Emphasis is also placed on laboratory mathematics, particularly in solution preparation and dilutions. \$55.00 lab fee.

Prerequisite: 8001 or permission of Department Chairman

8005 Blood Banking (W, SU) 3-15-8
Procedures are stressed in ABO and Rh typing, antibody screening, and crossmatching of patient and donor bloods. Studies and laboratory techniques also include discussion of most all blood group systems, phenotyping, identification of atypical antibodies, and the selection of proper donor blood in cases of crossmatching incompatibilities. Sufficient time is also spent studying transfusion reaction investigations, the use of blood components in transfusion therapy, the problems concerning fetal-maternal blood incompatibilities, and various other immunological procedures. \$55.00 lab fee.

Prerequisites: 8007 or permission of Department Chairman

8007 Hematology (A,SP) 3-18-9
The origin, formation, and differentiation of blood formed elements are studied. This included techniques in counting the following: red cells and white cells both automated and manual, platelets, retulocytes, eosinophils. The preparation of stained blood smears for the identification of blood ceels which aid in the diagnosis of anemias, leukemias, hemoglobinopathies, and infectious states. Hemoglobin studies are performed to evaluate both quantity and types. Mechanisms of hemostasis are also studied which include the evaluation of platelet number and function, vascular integrity, and the four stages of the coagulation system. Disorders of hemostasis are studied and the procedure used to identify and evaluate these disorders. Examples of procedures are as follows: tourniquet test, bleeding time, clot retraction, prothrombin times, partial thromboplastin times, substitution testing, protamine sulfate test, euglobulin clot lysis, and slide afflutination testing for fibin degradation products. \$55.00 lab fee.

Prerequisites: 8002 or permission of Department Chairman

8017 Microbiology I (A,SP) 3-20-10
Includes the study of bacteriology, mycology, and parasitology. Bacteriology includes the cultivation and identification of organisms through the utilization of primary and secondary culture techniques, staining techniques, anaerobic techniques, biochemical techniques, serological techniques, and microscopic examination. Other methods studied include antibiotic sensitivity testing, concentration of mycobacteria, blood cultures, and the preparation of culture media and stains. Parasitology includes staining and concentration on flotation techniques, host parasite relationships, microscopic examination of the various helmenths and protozoa. Mycology includes the study of various types of fungi. \$55.00 lab fee.

Prerequisite: 8005 or permission of Department Chairman

8023 Urinalysis (A,SP) 2-4-4
The study of this course included the complete laboratory procedures, qualitative and quantitative for the routine examination of urine chemically, physically, and microscopically. The theory and application of kidney function are included. \$30.00 lab fee.

Prerequisite: Admission to program

8025 Clinical Chemistry I (W, SU) 3-20-10
This is a basic course in clinical chemistry. Introduction is given to the student in the analytical techniques used in a hospital laboratory. This course will contain information about the methodology used in a clinical chemistry laboratory as to principle, reagents, specimens, controls, procedure, instruments, normal and abnormal tests results, and the correlation of these results with clinical conditions. \$55.00 lab fee.

Prerequisite: 8017 or permission of Department Chairman

8081 Medical Laboratory Internship I (A,W,SP,SU) 0-32-8
Two-quarter internship providing a practical application of the skills and abilities learned during the previous six quarters. The students are assigned to an accredited hospital laboratory as a trainee. Students will apply their talent as members of the laboratory department. The student will be involved for six weeks each in the Hematology and Urinalysis Section and Chemistry Section of the laboratory, four weeks each in the Bacteriology and Serology Section and the Blood Banking Section of the laboratory; and will elect a two-week period in the Histology Section, the Isotopology Section, or the Special Chemistry Section of the Laboratory.

Prerequisite: All Medical Laboratory courses

8082 Medical Laboratory Internship II (A,W,SP,SU) 0-32-8
Continuation of 8081.

8085 Special Problems in Medical Laboratory Technology I (A,W,SP,SU) 2-0-2

During the internship period, the student will keep a weekly log indicating scope and degree of activity in the laboratory. A copy of this work will be filed with the hospital and a copy filed with the Institute. A problem of special interest to the student, requiring library and/or laboratory study will be selected by the student and the faculty coordinator. This course included open discussion of intern related problems, lectures on laboratory management, demonstration of other employment opportunities, interviewing techniques, and case studies.

Prerequisite: All medical laboratory courses.

8086 Special Problems in Medical Laboratory II (A,W,SP,SU) 1-0-1
Continuation of 8085.

Mental Health and Mental Retardation Technology

8401 Introduction to Mental Health * 4-0-4
Overview of history and development of mental health services. Theories of mental health. Mental health care delivery system. Roles and functions of the traditional and non-traditional mental health worker. The mental health needs of residents of Columbus and Franklin County. Contemporary legislation. Medical model vs. Human Service Model. A survey of agencies employing MHT's, field trips, and guest lectures.

8411 Introduction to Mental Retardation * 4-0-4
This is an introductory course covering key concepts in retardation at a basic level. Identification and classification of the retarded are looked at historically and in light of contemporary methods. Legal aspects, civil rights, services, and community resources are covered.

8416 Therapeutic Methods * 4-0-4
To provide the student/trainee with knowledge and skills in counseling using group and individual methods; to be able to function as a team member; to be able to evaluate the effectiveness of a particular therapeutic method; to expose the student/trainee to various therapeutic methods; to enhance the student/trainee's performance in their clinical experience.

8421 Values and Attitudes for the MHT * 2-0-2
A study of the values, beliefs, and attitudes, necessary for effective helping relationships. Values clarification and exploration for the beginning trainee. Conducted through a small group experience to facilitate interpersonal understanding.

Nursing Technology

8422 Community Mental Health * 4-0-4

This is one of a three-part modular series of courses designed to provide the trainee with knowledge of key concepts and theories as well as some specific skills related to a particular area. History of community mental health movement in U.S. of America. The 648 system; services of 648 agencies. Introduction to helping skills. Interviewing, taking social histories. Client assessment, action program planning, referrals, and crisis intervention.

*Must take 8492 concurrently.

8423 Residential Treatment * 4-0-4

This is one of a three-part modular series of courses designed to provide the trainee with knowledge of key concepts and theories as well as some specific skills related to a particular area. A history of institutional care will be taught contemporary concepts of-a-day care, treatment, and rehabilitation; therapeutic programming, the treatment team, impact of institutionalization, problems of community acceptance.

*Must take 8494 concurrently.

8424 Mental Retardation * 4-0-4

This is one of a three-part modular series of courses designed to coordinate clinical (practical) experiences with theoretical and academic knowledge in a particular area. This course will analyze in depth specific approaches used with retarded clients in a variety of settings, emphasis is on skill development at an intermediate level as well as knowledge of theory.

*Must take 8494 concurrently.

8426 Social Problems/Community Resources 5-0-5

An examination of the social welfare institutions in the U.S. i.e., the family, the church, economic institutions, and government. A look at national social welfare policies and programs related to housing, health care, and income maintenance.

8434 Advanced Helping Skills 3-2-4

This is an intensive course in the theoretical and practical aspects of effective helping through the counseling relationship. There is a heavy emphasis on practice using the counseling laboratory, video-tape, small study groups, and role-play sessions.

8437 Career Seminar 0-2-1

A small group seminar designed to prepare the trainee to seek and find employment. Survey of employers, job opportunities, pay scales, etc. Review of resume writing for a professional MH/MR position, filling in application forms, presentation of self, interview conduct.

8492 Clinic in Community Mental Health 0-12-4

This is one of a three-part series of clinical experiences, designed to give the trainee a broad overview of modalities of delivery of mental health services. To give the trainee an opportunity to observe all service components of a community mental health center and to practice basic skills under close supervision.

8493 Clinic in Residential Treatment 0-12-4

This is one of a three-part series of clinical experiences designed to give the trainee a broad overview of modalities of delivery of mental health services. To give the trainee an opportunity to observe all the service units of a residential treatment facility and to practice basic skills under close supervision.

8494 Clinic in Mental Retardation 0-12-4

This is one of a three-part series of clinical experiences designed to give the trainee a broad overview of modalities of delivery of mental health services. To give the trainee an opportunity to observe all service components of a facility which gives a broad range of services to mentally retarded individuals and to provide opportunities to practice basic skills under close supervision.

8495 Advanced MH/MR Clinic I 2-18-6

8496 Advanced MH/MR Clinic II 2-18-6

8697 Advanced MH/MR Clinic III 2-18-6

Three advanced clinical experiences for the second year student which take place in settings that will match the student's interest and training needs. The trainee has a solid grounding in the fundamental skills requisite for being an effective helper and works with a minimal to moderate amount of supervision. The trainee plans on extended placement of 2 or 3 consecutive quarters in the same agency in order to carry a small caseload and become involved in on-going work with clients. The trainee acts as part of the agency staff and is responsible for professional conduct and regular work habits.

8515 Health and Safety Needs I (A,W) 2-3-3

An orientation to the health care system and nursing practice including the legal and ethical responsibilities of health care providers. An overview of basic human needs theory is provided, with emphasis on understanding the health and safety needs and normal changes experienced by elderly persons who are relatively healthy. Learning experiences are planned to provide to basic understanding of normal nutrition and students are also introduced to the study of pharmacology.

Prerequisite: Enrollment in Nursing Technology.

8516 Introduction to Nursing Process and Skills (A,W) 2-12-6

An overview of nursing as a systematic process is provided to assist students to develop an approach to patient care. The focus is on systematic data gathering and assessment relative to basic needs of elderly persons. Learning experiences are planned to provide students opportunities to gain beginning observation and interviewing skills as well as the psychomotor skills needed to assist with activities of daily living. Students care for elderly persons with minor health interruptions or whose health state is relatively stable. \$20.00 lab fee.

Prerequisite or Concurrent: Enrollment in Nursing Technology, 1313 General and Biological Chemistry; 1361 Human Anatomy and Introduction to Function.

8519 Physiological Needs I (W,SP) 2-12-6

The needs approach to patient care is utilized to introduce those illness problems which disturb homeostasis and bring about disturbances in the following essential needs; nutrition, rest and activity, comfort and elimination. Opportunities are provided for students to learn to gather relevant patient information in a systematic manner. Students care for adult patients with uncomplicated health problems in hospital settings. \$20.00 lab fee.

Prerequisite: 8515 Health and Safety Needs I; 8516 Introduction to Nursing Skills and Process.

Prerequisite or Concurrent: 1315 General Microbiology; 1363 Human Physiology and Biophysics I.

8522 Health and Safety Needs II (SP and SU) 2-12-6

Students are introduced to the means for promoting high level wellness for the family during the child-bearing years and for the child through early adulthood. The emphasis is on systematically assessing needs and planning care. Opportunities to implement the plans are provided by caring for families during the reproductive process and by nurturing children. Students care for children and families with non-complex problems in hospitals and community agencies. \$20.00 lab fee.

Prerequisite: 8519 Physiological Needs I.

Prerequisite or Concurrent: 1362 Human Embryology, 1522 General Psychology or 1514 General Sociology.

8523 Growth and Development (SP,SU) 2-3-3

Opportunities are provided to students to gain knowledge of the factors that influence the growth and development of the normal infant, child and adult as an individual and as a member of the family and community. The learning experiences assist students to understand conditions which disrupt the fulfillment of basic needs. Observations and selected experiences with normal infants, children and adults are provided.

Prerequisite: 8519 Physiological Needs I

Prerequisite or Concurrent: 1362 Human Embryology, 1522 General Psychology or 1514 General Sociology

8525 Physiological Needs II (SU,A) 3-15-8

The needs approach to patient care is continued to provide students an opportunity to study and to develop added skill to resolve those illness problems which bring about alterations in patients' ability to maintain cellular transport and oxygen-carbon dioxide exchange. Implementing care and determining its outcome is emphasized. Students employ the nursing process to provide care for children and for adults in hospital settings. \$20.00 lab fee.

Prerequisite: 8622 Health and Safety II, 8523 Growth and Development
Prerequisite or Concurrent: 1364 Human Physiology and Biophysics II; 1514 General Sociology or 1522 General Psychology; 1003 Essay & Research.

8526 Trends in Health Care Delivery (SP,SU) 2-0-2
The course provides students with an opportunity to study the evolution of nursing in the social order as a means of understanding and responding to the problems, issues and trends that affect nurses and nursing. Topics include the history of nursing, establishment and development of an educational system in nursing, standard setting and the health care delivery system.

Prerequisite: 8525 Physiological Needs II or permission of instructor.

8528 Physiological Needs III (A,W) 3-15-8
The needs approach to patient care is extended to study and resolve those more complex needs which produce changes in patients' ability to balance fluids, electrolytes, acids and bases; to regulate cell maturation and proliferation; and to maintain body process through chemical and neural regulation. The process of patient assessment and of planning and implementing care is evolved in more complexity and detail (level II). Students care for acutely ill patients in hospital setting. \$20.00 lab fee.

Prerequisite: 8525 Physiological Needs II

Prerequisite or Concurrent: 1365 Human Physiology and Biophysics III; 1004 Technical Writing or 1014 Business Com.

8531 Health and Safety Needs III (W,SP) 1-6-3
A study of personal value systems, life style, society and culture as influences on mental health and on how behavior is perceived. Students are encouraged to become aware of their personal dynamics and coping mechanisms and to examine their level of need fulfillment using examples of self-actualized persons as a model.

Prerequisite: 8528 Physiological Needs III

Concurrent: 8532 Sociological Needs I

Prerequisite or Concurrent: Behavior Science elective.

8532 Sociological Needs I (W,SP) 2-6-4
The needs approach to patient care is expanded to study and develop beginning competence to resolve problems based on alterations in the patient's need for self-esteem and for love and belonging. The course builds upon the concept of trust and upon basic nursing-patient relationship skills. Students care for patients in in-patient psychiatric settings whose primary diagnosis is one of deviate behavior, organic impairment or mental illness.

Prerequisite: 8528 Physiological Needs III

Concurrent: 8531 Health and Safety Needs III

Prerequisite or Concurrent: Behavioral Science elective.

8535 Health and Safety IV (SP,SU)** 2-24-10
The purpose of the course is to assist students to integrate prior learning around a needs approach and to apply the nursing process (level II) systematically. At the end of the course, students are expected to demonstrate the competencies expected of a beginning technical nurse and to have acquired added ability to care for and to promote the health of patients with non-acute problems. Clinical experiences are provided in general hospitals and in agencies that serve the chronically ill, that furnish rehabilitative services and that provide primary care. \$13.00 lab fee.

Prerequisite: 8531 Health and Safety III, 8532 Sociological Needs I,

Prerequisite or Concurrent: Elective

8536 Physiological Needs IV (SP,SU)** 2-24-10
The purpose of the course is to assist students to integrate prior learning around a needs approach and to apply the nursing process (level II) systematically. At the end of the course, students are expected to demonstrate those competencies expected of a beginning technical nurse and to have acquired added ability to care for patients with acute health problems. Clinical experiences are provided so that students may care for patients who evidence an urgent need for assistance, precarious stability of condition (but not a clearly unstable condition) and/or an acute (but not critical) health problem. \$13.00 lab fee.

Prerequisite: 8531 Health and Safety Needs III, 8532 Sociological Needs I

Prerequisite or Concurrent: Elective

**Students register either for 8535 or 8536.

Optometric Assisting Technology

8201 Introduction to Optometric Technology * 3-0-3
Overview of the optometric technician program, optometric and vision care terminology, history and development of optometry, the scope of optometric

services, education of the optometrist and optometric technician, sources of vision information.

8202 Optometric Technology I * 4-4-6
Course includes properties of light, basic visual optics, eye defects, perception, color and eye movements. The mathematics of optics will also be covered. \$25.00 lab fee.
Prerequisite: 8201

8203 Optometric Technology II * 4-4-6
Techniques for gathering preliminary patient information such as case history, visual acuity, visual fields, tonometry and similar procedures. The laboratory portion will deal with applying these procedures in a clinical setting. \$25.00 lab fee.
Prerequisite: 8202

8204 Ophthalmic Optics I * 4-4-6
Measurement and inspection of ophthalmic lenses with emphasis on use of the lensometer will be presented. Spectacle repair and adjustments will be covered. \$25.00 lab fee.
Prerequisite: 8202

8205 Anatomy and Physiology of the Eye and Orbit * 3-2-4
A study of the anatomy and physiology of the eye and orbit. Related laboratory exercises are included. \$25.00 lab fee.
Prerequisites: 1321, 1322

8206 Ophthalmic Optics II * 4-4-6
Course includes advanced theory and practice in fitting spectacles along with the cosmetic aspects of frame styling. Complete prescription verification is also covered. \$25.00 lab fee.
Prerequisite: 8204

8207 Practice Management * 3-2-4
The study of legal and ethical responsibilities, patient management, office procedures and finances, laboratory control, office supplies, emergency procedures and special techniques. \$25.00 lab fee.
Prerequisite: 8201

8208 Contact Lenses * 3-3-4
Course includes contact lens terminology and instrumentation, verifying and modifying contact lenses, patient instruction on the care and handling of contact lenses, and special contact lens procedures. \$25.00 lab fee.
Prerequisites: 8202, 8203

8209 Orthoptics * 1-2-2
The study of orthoptics (vision training) including instrumentation and procedures for orthoptics, assisting in the orthoptics evaluation and clinical training procedures.
Prerequisites: 8202, 8203

8211 Clinical Observation * 0-3-1
Laboratory section of 8201. Time is spent observing in the various clinics at the Ohio State University College of Optometry. These clinics include the general clinic, aniseikonia clinic, strabismus clinic, orthoptics clinic, contact lens clinic, low vision clinic and pathology clinic.

8281 Optometric Clinical Experience I * 0-12-4
Clinical experience in the dispensary verifying spectacle lenses, pre-examination screening, and office duties. \$25.00 lab fee.
Prerequisite: 8203

8282 Optometric Clinical Experience II * 0-12-4
Clinical experience in style design of eye wear, verification of eye wear, pre-examination screening, contact lens clinic, and office duties. \$25.00 lab fee.
Prerequisite: 8281

8283 Optometric Clinical Experience III * 0-18-6
Clinical experience in the contact lens clinic, the orthoptics clinic, and the office and dispensary. Student duties include teaching patients insertion and removal of contact lenses, orthoptics, training, office and dispensary duties and pre-examination screening. \$25.00 lab fee.
Prerequisite: 8282

Real Estate Marketing/ Management Technology

3601 Real Estate Principles and Practices I * (A,W,SP,SU) 3-0-3
An introduction to the language of real estate, the economics of the real estate business and the general practices performed in the listing and selling of real estate. Provides a basic knowledge of the real estate business. Course covers the physical, legal, locational and economic characteristics of real estate, real estate markets, regional and local economic influences on real estate values, evaluation, financing, licensing and professional ethics. Meets all state requirements for licensing and Graduate Realtor's Institute Designation.

3602 Real Estate Law * (A,W,SP,SU) 3-0-3
Real Estate Law covers all of the Federal and State laws and rules that an Ohio Real Estate person should know about. The course is a practical guide to understanding of laws and techniques essential to professional real estate practice. In addition to the "sources of law" for background and taking up land, a real estate brokerage relationship to market the land through the selling process, financing & closing the transaction is created. Meets state requirements for licensing and Graduate Realtor's Institute Designation.

3603 Residential Sales Practices * (A,W,SP,SU) 3-0-3
A "how to" course providing a step-by-step approach for success as a real estate professional based on sound principles and acceptable techniques. Course sets forth basic fundamentals which must be mastered by real estate practitioners regardless of their specialization or type of property involved. Underlying theme is communication.
Prerequisites: 3601, 3602 strongly recommended

3604 Houses, Construction & Design* (W, SP) 3-0-3
A look at communities, neighborhoods and sites covering a historical description, and an explanation of structural characteristics of 58 architectural styles. Delves into the details of interior and exterior designs and styles. Covers the mechanical systems that make the house "live". Discusses the most common problems of design and investigates a number of solutions of these problems.
Prerequisites: 3601 and 3603 recommended

3605 Real Estate Advertising * (W,SP) 3-0-3
A look at effective advertising as a necessity especially for real estate profession. Emphasizes the need for strengthening broker-buyer communication lines; covers advertising concepts, objectives, whether properties or services are offered, use of specific advertising techniques and media, such as radio-TV, public relations, signs, brochures, billboards, logo's and provides ideas for real estate advertising.
Prerequisites: 3601 and 3808 recommended

3606 Real Estate Brokerage * (A,W,SP,SU) 3-0-3
Emphasizes the business and management aspects of running a real estate brokerage office or company. Covers relationship between broker and client and broker and salesperson. Views the brokerage as an industry having characteristics that lead to unique business practices. Trends are reviewed and developments in the industry are discussed. Office management, selection and training of personnel. Salesperson-manager relationship policy and procedure manuals and money management activities are discussed. Meets state requirements for licensing and GRI designation.
Prerequisites: 3601 recommended.

3607 Real Estate Finance * (A,W,SP,SU) 3-0-3
Presents 4 major concerns of real estate financing: 1) the instruments used are covered in depth. 2) Mortgage payment patterns, which include financing of single and income-producing properties are presented. 3) The sources and availability of mortgage money and credit and the impact of various factors in the mortgage market are discussed, and 4) Special government activities having an impact on real estate finance are covered. Meets requirements for licensing and GRI designation.
Prerequisite: 3601 recommended.

3608 Real Estate Trading and Exchanging * (A,SP) 3-0-3
An indepth course describing specific tax benefits resulting from tax deferred exchanging of real property which has become synonymous with creative real estate brokerage; demonstrating creative use of acquisition, financing and negotiation techniques to overcome inevitable barriers that are part of all real estate transactions, and investigating the legal foundation of exchanging real property.
Prerequisite: 3601, 3602, 3603, 3604 recommended

3609 Condominium Communities * (A,SP) 3-0-3
A guide to condominium ownership and legal obligations assumed by purchase into the condominium community. Condominium ownership is defined and responsibilities are discussed in detail from the condominium association that governs the community to management, maintenance problems and costs, rights, restrictions, social interdependence and self-government.

3611 Real Estate Appraisal* (A, W, SP, SU) 3-0-3
The course in Real Estate Appraisal stresses the methodology of appraising urban real property and the theory underlying appraisal techniques. The three basic techniques of appraising...market comparison, penalized cost of replacement, and income capitalization, are covered. A term project is assigned to give the student practical experience in applying these techniques. Meets state requirements for licensing and GRI designation.
Prerequisites: 1132 and 3601 strongly recommended

3612 Income Property Appraisal * (A,W,SP,SU) 3-0-3
A selective research into specific income producing property to learn how to apply appropriate analytical techniques which are based on the principle of anticipation and use of the capitalization process to translate an income projection into a present capital value indication are studied in depth.
Prerequisite: 3611 Strongly recommended

3613 Essentials of Real Estate Investments * (W,SP) 3-0-3
An overview of the scope and nature of Real Estate Investments; discusses advantages and disadvantages, individual versus group forms of realty ownerships, financing investments, tax ramifications and mathematical analyses. Different types of opportunities are discussed from vacant lots to land, houses, apartments, shopping centers, industrial developments and government sponsored projects.
Prerequisites: 3612 Recommended or may be taken concurrent

3614 Marketing Investment for Real Estate (W,SP) 3-0-3
An analysis and guide for investigating real estate opportunities, covering the problems of residential, office and retail properties. Details of conducting market and feasibility studies, analyzing materials and data collected and evaluating the relevancy of the studies are covered. A term project is to prepare a detailed market investment analysis for a user-client.
Prerequisite: 3613 Recommended.

3615 Real Estate Special Topics* (A, W, SP, SU) 3-0-3
A complex, open-ended course serving as a "capstone" offering to review, coordinate and synthesize the subject matter of the prerequisite courses. Presents new material not covered in other offerings, or expands some areas not given sufficient depth. Provides exposure to more technical aspects of real estate and advanced subject matter beyond introductory principles addressed in brokerage management, appraisal and finance. The instructor is free to conduct the class as he deems appropriate. Meets requirements for G.R.I. designation.
Prerequisites: 3601, 3602, 3607, and 3611 required if G.R.I. designation is desired, otherwise recommended strongly.

3617 Professional Property Management * (A,W,SP,SU) 3-0-3
A course studying decision-making as it affects management of commercial property, industrial property and residential property. The emphasis shall be on the practical application of theory to actual management problems. Specific topics include: Ohio Tenant-Landlord Act, forcible entry and detainer, typical leases, office management, hiring, merchandising, advertising, collection problems, taxes and insurance. An alternate course for licensing as Real Estate Broker (see advisor).
Prerequisite: 3601 Recommended

Respiratory Therapy Technology

8602 Introduction to Respiratory Therapy Equipment * (W) 4-4-6

A study of the apparatus utilized in providing respiratory care, including gas regulators, flowmeters, humidity and aerosol generators both reuseable and disposable. Also to include pre-filled humidifiers and nebulizers, intermittent positive pressure breathing machines, and ultrasonic nebulizers. \$25.00 lab fee.

Prerequisites: 1181, 1311, 1321, 8621 or permission of Department Chairman

8604 Cardiopulmonary Physiology * (SP) 3-0-3

A study of the physiology and pathology of the cardiovascular and pulmonary system. Including hypoxia, airway obstruction, pulmonary distention, ventilation-perfusion imbalance, pulmonary restriction, and respiration of alveolar gases.

Prerequisite: 1321, 1322 or permission of Department Chairman

8605 Pharmacology * (SU) 3-0-3

A study of the general principle of pharmacology, including drug types, dispensing, dosage, effects including contraindications and regulations. Drug groups relating to respiratory therapy will be emphasized to include bronchodilators, wetting agents, mucolytics, proteolytics, antibiotics, and aerosol solutions.

Prerequisites: 1321, 1322, 1311, 8604

8606 Clinical Specialities * (SU) 3-0-3

A study of respiratory therapy applications in medical practice, including pathology, internal medicine, neurology, surgery, pediatrics and obstetrics, emphasizing the role of the respiratory therapist as a member of the specialized health care team.

Prerequisite: 8604

8608 Pulmonary Function and Blood Gas Analysis * (A) 3-0-3

A study of ventilatory and respiratory insufficiency problems that can be diagnosed and evaluated by pulmonary function studies to include alveolar-arterial oxygen gradients and carbon monoxide diffusion studies. The evaluation of normal and abnormal acid-base balance through the study of blood gas analysis.

Prerequisite: 8612

8609 Organization and Administration * (SP) 2-0-2

A study of procedures of record keeping, budgeting, cost finding, personnel management, and policies and organization of a respiratory therapy department. Job descriptions and interviews will be discussed.

Prerequisite: 8603

8621 Patient Care for Respiratory Therapy * (A) 3-4-5

An introduction to respiratory therapy including discussion of the role of respiratory therapy in current medical practice, and duties, responsibilities, and professional liabilities of the therapist. Also a study of the procedures and skills of patient care as they apply to the respiratory patient in a clinical setting. Including approach, rapport, and explanation of treatment to respiratory ill patients. \$20.00 lab fee.

Prerequisite: Acceptance into the technology

8631 Respiratory Procedures I * (SP) 2-0-2

A discussion of oxygen and other therapeutic gas administration to include indications and contraindications of the various gases.

Prerequisite: 8602

8632 Respiratory Procedures II * (SU) 2-0-2

A study of the principles and practices of aerosol and humidity therapy, intermittent positive pressure breathing, chest physiotherapy, and cardiopulmonary resuscitation.

Prerequisite: 8631

8633 Respiratory Procedures III * (A) 3-0-3

The study of mechanical ventilation therapy covering pressure and volume ventilation and their application.

Prerequisites: 8632

8634 Respiratory Procedures IV * (W) 3-0-3

The study of respiratory therapy application to the pediatric patient.

Prerequisite: 8633

8681 Clinical Practice I* (SP) 0-12-6

Clinical Affiliation. Practical application of oxygen and other therapeutic gases on the respiratory ill patient by means of cannula, catheter, and mask humidifiers by pre-filled, disposable or permanent humidifiers. Clinical use of ultrasonic nebulizers, IPPB machines and chest physiotherapy. Maintenance and sterilization of equipment relating to the prevention of nosocomial infections. Must be taken concurrently with 8631.

Prerequisite: 8602

8682 Clinical Practice II* (SU) 0-12-6

Clinical Affiliation. Emphasis on airway management, cardiopulmonary resuscitation and emergency procedures as it relates to the apneic patient. Following through with management with these patients on mechanical ventilation with blood gas analysis. Maintenance of equipment used in these procedures. Must be taken concurrently with 8632. \$20.00 lab fee.

Prerequisite: 8681

8683 Clinical Practice III* (A) 0-12-6

Clinical affiliation. A continuation of Clinical Practice II including the operation and maintenance of pulmonary function equipment and the drawing and interpretation of arterial blood gases. \$20.00 lab fee.

Prerequisite: 8682

8684 Clinical Practice IV * (W) 0-12-6

Clinical Affiliation. A continuation of Clinical Practice III specialized in advance studies of mechanical ventilation, pulmonary functions, blood gases, and adult or pediatric respiratory therapy. \$20.00 lab fee.

Prerequisite: 8683

8685 Clinical Experience * (SP) 0-38-6

The clinical experience will allow the student to experience the practical application of the skills presented during the previous six quarters. The student will be assigned to an accredited hospital to work 38 hours per week. During this clinical affiliation the student will have the responsibilities of a department member.

Prerequisite: 8684

Retail Management Technology

2901 Introduction to Retailing * (A,W,SP,SU) 4-0-4

Principles and methods of retail management, including organization, policy making, and a survey of the functions of merchandising, sales promotion, finance and control, store operations and personnel.

2902 Sales Promotion * (W) 4-0-4

A study of the various sales promotion activities, including advertising retail display and the coordination of an effective sales promotion program.

Prerequisites: 3801, 3815, 2901

2904 Retail Store Operations and Control * (SU) 4-0-4

The operation and control of retail establishments: Receiving stock, marking, warehousing, repair and alteration, packing, delivery, and customer service. Maintenance, Accounts payable and receivable, credit and collection. Inventory control, auditing, cash and payroll and statistical analysis.

Prerequisite: 2913, 3761

2913 Retail Buying I * (W)	5-0-5
A study of the nature, functions, and terminology of merchandising, merchandise information and decisions required in buying.	
Prerequisite: 2981-2985	
2914 Retail Buying II * (SU)	4-0-4
Buyer's methods of handling special merchandise and working with the other divisions within a retail organization.	
Prerequisite: 2913	
2981 Retail Internship I * (SU,A,SP)	0-25-4
Supervised on-the-job application of knowledge and skills acquired in the classroom.	
Prerequisite: Successful completion of first year curriculum.	
2982 Retail Internship II * (A,SP,SU)	0-25-4
A continuation of 2981.	
Prerequisite: 2981	
2983 Retail Internship III * (SP,A,SU)	0-25-4
A continuation of 2982.	
Prerequisite: 2982	
2985 Special Problems in Retailing I * (SU,A,SP)	0-6-2
The first of three courses in which the student applies his practical knowledge of retailing to specific areas on his job and submits reports to his coordinator-supervisor.	
Prerequisite: Successful completion of first year curriculum.	
2986 Special Problems in Retailing II * (A,SP,SU)	0-6-2
A continuation of 2985.	
Prerequisite: 2985	
2987 Special Problems in Retailing III * (SP,A,SU)	0-6-2
A continuation of 2986.	
Prerequisite: 2986	

Safety Technology

7601 Introduction to Occupational Health and Safety *	4-0-4
An introduction to the principles of occupational health and safety. A survey course covering basic principles and techniques.	
7602 Motor Fleet Safety *	4-0-4
A basic introduction to problems and practices of motor fleet safety programming with emphasis on regulatory requirements.	
7605 Human Factors in Safety *	4-0-4
Designed to acquaint the serious student with the physiological and psychological factors that contribute to accident causation, and exploration of theoretical and research findings.	
7606 Safety Program Management *	3-0-3
Designed to acquaint the student with the common elements of a modern safety program.	
Prerequisite: 7601, 7612, and 7613	
7611 Safety and Health Standards, Codes and Regulations *	4-0-4
A review of the important occupational safety and health standards and codes with particular emphasis on application of these codes to typical work situations.	
Prerequisite: 7601	
7612 Physical Hazards Control I *	4-0-4
An examination of physical hazards in the work environment and methods of control.	
7613 Physical Hazards Control II *	4-0-4
A continuation of Physical Hazards Control I. An examination of the control of physical hazards in the work environment.	
Prerequisite: 7612	

7614 Elements of Industrial Hygiene *	4-0-4
A basic introduction to the field of Industrial Hygiene. A survey of the effects of toxic agents on the body and general methods of control.	
Prerequisite: 7601	
7615 Techniques of Industrial Hygiene *	4-0-4
Exploration of basic categories of field instruments for detection of toxic substances with explanation of underlying theoretical principles.	
Prerequisite: 7614	
7616 Product Safety *	4-0-4
A course aimed chiefly at product and processes and the hazards inherent in them. Particular attention is given to new chemicals, plastics and their processes.	
7632 Industrial Fire Safety *	3-0-3
A survey course covering fire cause, building construction, flammable materials, private fire protection and codes and laws.	

Secretarial Science Technology

3303 Machines for Processing Communications * (A)	3-2-4
This course is designed to develop secretarial proficiency in the use of machine transcription equipment. It provides a continuation of training on the Mag Card II and memory typewriters, using this equipment for machine transcription. Mailable copy is the goal in transcribing machine dictation of business correspondence, technical reports, news releases, drafts, medical reports, and legal documents. Students gain experience composing at the typewriter and dictating for transcription. \$4.00 lab fee.	
Prerequisite: 3333	
3305 Secretarial Internship I * (W)	0-20-5
A work experience providing application of all phases of the theory taught in the secretarial science program: taking dictation and transcribing, routine composition, duplicating processes, record and file maintenance, telephone service, reception, reservation responsibilities, itinerary maintenance, handling of expense accounts and back accounts, follow-up systems, research of special projects, taking minutes, screening and routing mail, and procuring supplies. Four hours daily on the job. Students must enroll concurrently in 3335 Internship Seminar I.	
Prerequisite: 3324 or 3351	
3306 Secretarial Internship II * (SP)	0-20-5
Similar to 3305. Student participation is a work situation four hours daily. Students must enroll concurrently in 3336 Internship Seminar II.	
Prerequisite: 3305	
3307 The Office * (W)	2-8-5
This course is designed to approximate office conditions, standards, and secretarial functions. The student will perform business responsibilities in a simulated office setting. Students learn to work as an office team, set priorities, plan time, apply skills, and understand the office as an operating system. \$16.00 lab fee.	
Prerequisite: 3303	
3308 The Secretarial Service * (SP)	2-3-3
This is a second on-campus work-experience program under simulated office conditions. Course provides further development and refinement of office skills. \$3.00 lab fee.	
Prerequisite: 3303	
3314 Records Management * (W,SP)	2-3-3
This course is designed to provide knowledge of efficient handling of business records, filing methods and systems, and principles for the selection of records equipment and supplies.	
3315 Executive Shorthand and Transcription * (SP)	2-3-3
This course provides an opportunity to overcome individual weakness in shorthand theory and speed, in transcription from shorthand notes and dictating machines, and in language skills. It concentrates on building speed through shortcuts and increased vocabulary and building transcription skills through office-style dictation interrelated problems. Opportunity to build shorthand competency in area of prospective employment. \$3.00 lab fee.	
Prerequisite: 3344.	

- 3316 Executive Typing and Procedures * (W)** 2-3-3
This course integrates the use of a diverse variety of machines and equipment and related responsibilities of an executive secretary through long, interrelated undefined problems. Special areas of study include business data presentation and simulated typing and composition activities. \$3.00 lab fee.
Prerequisite: 3333
- 3317 Legal Typing-Forms and Procedures * (W)** 2-3-3
Combined emphasis upon developing an understanding of the functions served by various legal documents and papers in the general area of real estate, corporations, probate and litigation and related court systems, and developing an ability to produce both fill-in and completely typed papers in these areas. Work in building legal terminology, including spelling and correct usage. \$3.00 lab fee.
Prerequisite: 3333
- 3318 Legal Terminology and Transcription * (W)** 2-3-3
To integrate and continue to build students' knowledge and understanding of legal terminology through the practical experience of taking and transcribing dictation, transcribing machine dictation, and developing shorthand rate. Practice in the preparation of legal briefs is also provided. \$3.00 lab fee.
Prerequisite: 3344
- 3322 Personal Development * (A)** 2-2-3 ✓
Guidance into an individual program of self-improvement emphasizing the physical, intellectual, emotional, and social dimensions of personality. Not required for secretarial science students.
- 3324 Secretarial Responsibilities * (A)** 3-3-4
A study of the daily responsibilities of a secretary. Discussion of office skills other than machine operation: organizing work and setting priorities, assisting with travel and conferences, selecting equipment and supplies, telephone technique, processing mail, making decisions, and getting along with people. Emphasis on developing understanding through case studies and simulated office situations. \$3.00 lab fee.
Prerequisite: 3343
- 3327 Legal Office Procedures * (SP)** 2-2-3
This course provides instruction in procedures unique to law offices, including law office design, office management, legal filing, timekeeping and billing, and payroll. The special considerations, problems, and ethics involved in dealing with clients are also discussed. A general background of information about the American court system is provided.
Prerequisite: 3324
- 3331 Typing [Beginning] * (A,W)** 2-3-3
Introduction to the touch typewriting system with emphasis on correct techniques, mastery of the keyboard, simple business correspondence, tabulation, and forms. \$4.00 lab fee.
- 3332 Typing [Intermediate]* (W, SP)** 2-3-3
Emphasis on the development of speed and accuracy and the mastery of correct typing techniques used in producing business correspondence, tabulations, manuscripts, reports, and business forms; and in preparing materials for duplication. \$4.00 lab fee.
Prerequisite: 3331
- 3333 Typing [Advanced] * (SP,SU)** 2-3-3
Emphasis on developing the student's ability to function as an expert typist producing mailable copy. Application of typing ability to produce technical reports, minutes, drafts, and business correspondence. Learning basic operation on Mag Card II and Memory typewriters. \$4.00 lab fee.
Prerequisite: 3332
- 3335 Internship Seminar I * (W)** 2-0-2
This is the on-campus seminar for students enrolled in 3305 Secretarial Internship I. The course content is related to what is happening on the job to meet the needs of the participants.
- 3336 Internship Seminar II * (SP)** 2-0-2
A continuation of 3335. This is the on-campus seminar for students enrolled in 3306 Secretarial Internship II. The course content is related to what is happening on the job to meet the needs of the participants.
- 3341 Shorthand [Beginning] * (A,W)** 3-2-4
A foundation course in shorthand theory with emphasis on phonetics, word families, brief forms and phrases, and penmanship. Practice for speed and accuracy. \$3.00 lab fee.
- 3342 Shorthand [Intermediate] * (W,SP)** 3-2-4
A course designed to perfect basic shorthand theory, with emphasis on phonetics, word families, brief forms and phrases and penmanship. Practice for speed and accuracy. Introduction to typewriter transcription. \$3.00 lab fee.
Prerequisite: 3341
- 3343 Shorthand [Advanced] * (SP,SU)** 3-2-4
A continuation of shorthand (Intermediate) intended to build accuracy and speed. Shorthand theory in several technical areas. Development of typewritten transcription skill. \$3.00 lab fee.
Prerequisite: 3342
- 3344 Shorthand and Transcription * (A)** 3-2-4
A continuation of Shorthand (Advanced) intended to build shorthand speed and accuracy with major emphasis on typewritten transcription of unfamiliar material in mailable form. Experience with office-style dictation. \$3.00 lab fee.
Prerequisite: 3343
- 3345 Grammar Review for Business Students (A,W,SP,SU)** 2-3-3 ✓
This course is a structured program of grammar review for stenographers and typists. It is designed to assist the secretarial student to become skillful in word choice, punctuation, vocabulary, capitalization, number expression, and spelling, with particular emphasis on areas pertaining to the business office.
- 3351 Medical Office Procedures* (A)** 3-3-4
This course provides an understanding of the medical secretarial environment and responsibilities. The student is involved in a wide variety of realistic situations where she performs tasks and copes with problems in a simulated medical office setting. \$3.00 lab fee.
Prerequisite: 3333
- 3352 Medical Terminology and Typing * (W)** 2-3-3
Presentation of terminology that a beginning medical transcriptionist is most likely to encounter in physical examinations, medical correspondence, and x-ray or pathology reports. Practice in typing medical material found in doctor's offices and hospitals. Stress on accuracy and efficient work habits. \$3.00 lab fee.
Prerequisites: 3333, 3303
- 3353 Medical Vocabulary and Shorthand * (SP)** 2-3-3
Develops employable shorthand facility and transcription competency in working with medical correspondence and professional records. Further increases medical vocabulary and an understanding of medical secretarial responsibilities. \$3.00 lab fee.
Prerequisite: 3344
- 3354 Medical Machine Transcription * (SP)** 2-2-3
Machine transcription of medical correspondence, reports, and documents, and further refinement of medical terminology. Emphasis upon efficient production and accurate copy. \$3.00 lab fee.
Prerequisites: 3303, 3352, 3333.
- 3361 Secretarial Accounting (W,SP)** 2-3-3 ✓
This course is designed to provide secretarial students with a basic understanding of accounting principles and procedures including journalizing, posting, statement preparation, and specialized accounting systems and procedures for sales, purchases, cash, accounts receivable, and accounts payable. Emphasis is given to those areas of accounting in which the secretary is usually involved, e.g., banking, payroll, petty cash, and the preparation and typing of reports and financial statements. \$4.00 lab fee.
Prerequisite: 3371
- 3371 Word Processing * (A,W)** 2-2-3
This course is designed to introduce the student to word processing concepts and systems and to develop the student's ability to apply his or her basic knowledge of automatic typewriters. \$4.00 lab fee.
Prerequisite: 3303

Social Services Technology

7503 Family Planning Services * 3-0-3
Instruction in the broad lines of family planning with special emphasis on development of resource personnel and resource information and the giving of immediate help to families who seem to present immediate problems.

7504 Casework Practices * 3-0-3
A study of the varying and most appropriate methods by which the social worker investigates problem situations. Case studies and practicums in the areas of personal problems and family maladjustments. Studies of local casework agencies.

7505 Categorical Disabilities * 3-0-3
A study of the many areas of disabilities as they may affect individuals of all ages. Research into the causation of psychological, social, and physical trauma; extent of manifestations within the general population; and examination of available services for those afflicted.

7506 Mental Hygiene Services * 3-0-3
Recognition and early identification of mental hygiene problems with special emphasis on general counseling aids and ways of transmitting the information to appropriate mental health resources for early intervention.

7508 Family Ecology * 3-0-3
Family Ecology views the family as an ecosystem and examines its interrelationships with the environment (biophysical, psychosocial, and technological) through the decision-making process. Emphasis is placed on family organization, family members, and their roles.

7509 Family Health Services * 3-0-3
An introduction of the family in relation to wellness, illness, and prevailing treatment, the health care delivery system, health care providers, the methods for planning long range preventative care, and the social worker as a member of the health care delivery system.

7512 Concepts of Counseling * 3-0-3
An introduction to the field of counseling. A broad approach which involves how best to advise others to deal with their problems. Areas include health, education, economic, and social approaches.

7513 Family Counseling * 3-0-3
An in-depth approach on how to advise families to deal with specific problems. Students use resource materials to counsel actual families. A special emphasis on how one gains specific information to meet emergent needs; how to put this into action.
Prerequisite: 7512

7515 Case Recording * 3-0-3
Exercise with study of agency forms currently in use. Practice in the use of recording equipment.
Prerequisite: 7504

7517 Aid-In-Crisis * 3-0-3
Course designed to acquaint the student with practical and innovative strategies of crisis intervention required for the social service occupations. Areas covered are personal trauma, legal jeopardy, property conservation.

7518 Basic Food Facts 3-0-3
This course is designed to present basic food facts with a consideration of nutritional needs for different age groups. Emphasis is placed on the importance of nutrition to total health. Planning and purchasing techniques to provide nutritionally adequate diets on low to moderate incomes are included.

7519 Family Spending * 3-0-3
How to interview, how to use a previously prepared check list in gaining specific information, how to ask questions, how to observe, how to gain rapport and confidence of the families being contacted.

7522 Introduction to Social Work and Social Welfare * 3-0-3
A basic orientation course for the total program, designed to introduce students to the field of social welfare, to prepare them for future social work courses, and to provide the framework for working with people and arriving at policy decisions.

7523 Theories and Treatment Methods in Social Work * 3-0-3
A course designed to introduce to the advanced student the basic essentials of theoretical approaches required for the understanding of social work practice and its many treatment modalities.

7524 Basic Gerontology * 3-0-3
This course is designed as a general introduction to the field of aging. Students will acquire knowledge of the aging process and its consequent problems both with respect to their personal concerns as well as to their vocational interests.

7525 Health Needs of the Elderly * 3-0-3
An examination and study of the health needs that arise in connection with the aging process; illnesses and diseases connected with the aging process; programs and facilities available for health care of the aged.
Prerequisite: 7524

7526 Legal, Housing, and Recreation Needs of the Elderly * 3-0-3
A course designed to study the laws which are of significance to elderly citizens. A look at the housing situation and recreation facilities and programs available to the aged.

7533-36 Field Experience Seminars III, IV, V, VI * 1-0-1
Group discussions of experiences arising during Field Experience. Integration of theory and practice. Individual reports. These seminars run concurrently with Social Services Field Experience III, IV, V, VI.
Prerequisite: Third Quarter Standing, 7533, 7534, 7535
Concurrent: 7583-86

7541 CDA Overview and Physical Environment * 4-0-4
This course provides an overview of the CDA credentialing procedure and a description of the courses offered by CTI to assist the CDA candidate meet the competencies established by the CDA Consortium. The course also discusses planning, organizing, and arranging the physical environment for optimal use by the children and staff. It also studies health, safety, and nutrition within the child-care center. \$10.00 lab fee. This course requires an internship.
Must Have: Access to a child-care center for 3 to 5 year-old children in a group setting.

7542 Cognitive, Language, and Motor Skills Activities Development * 5-0-5
Theoretical foundations for child development in cognitive, language, and motor skills will be provided. Various programs, materials, equipment, and instructional approaches to use in facilitating child growth will be examined and experimented with-in the center setting. Students will be directed in the development of their own materials, equipment, instructional approaches to reach self-selected objectives which will enable them to demonstrate the necessary competence in the center to achieve the CDA competencies identified. The instructor will evaluate the curriculum and instruction in action in the center and provide feedback for improvement. \$10.00 lab fee. This course requires an internship.
Must Have: Full-Time or Part-Time Work in Day-Care Center

7543 Fine Arts, Science, Social Studies Activities Development * 5-0-5
This course will build on the foundations of 7546 in terms of cognitive learning and appropriate methods of teaching children aged 3 to 5. Materials will be examined for science and cosocial studies curriculum and development; materials and activities will be developed and demonstrated. Basic musical, artistic, and dramatic play principles will be explored, demonstrated, and practiced in the classroom by the CDA candidates. They will also develop appropriate materials, objectives, and experiences for these areas and will demonstrate them in their day-care centers. \$10.00 lab fee.
Must Have: Full or Part-time Work in a Day-Care Center; 7546 or Demonstrated Competence in Its CDA Competencies.

7544 Self-Concept and the Individual Child * 4-0-4
 Instruction, training, and experience in individualizing an early childhood program to meet the needs of the children in a manner which develops a positive self-concept and individual strength. Proficiency in the recognition of the need to make a referral to a community resource to assist with the normal developmental stresses or the development of a program for a special-need child. Recognizing the value of play and play therapy for the young child. \$10.00 lab fee. This course requires an internship.
Must Have: Access to a Child-Care Center.

7545 Managing Children In Groups * 4-0-4
 This course deals with group management and the planning and implementation of the daily schedule in a child-care center. Emphasis is placed on social development, encouraging children and adults to work together, sharing both experiences and responsibilities in a social atmosphere where children may express both positive and negative feelings. The course also discusses the management of the child-care center to facilitate establishment of a system of limits, regulations, and rules for both children and adults. \$10.00 lab fee. This course requires an internship.
Must Have: Access to a Child-Care Center for Children Aged 3 to 5 in a Group Setting.

7546 Parent Involvement - Child Care * 4-0-4
 Instruction, training, and experience in working effectively with parents of children aged 3 to 5. Proficiency in involving parents in the center according to how they view their parenting role, their cultural heritage, and skills they possess from their professional life. \$10.00 lab fee. This course requires an internship.
Must Have: Access to a Child-Care Center for Children Aged 3 to 5 in a Group Setting.

7547 Child-Care Administration * 4-0-4
 Instruction, training, and experience in the supervisory roles required to administer a school for young children. Becoming proficient in planning for the child, the program, the staff, parents and community involvement. The laboratory experience provides the concrete experience to clarify the theoretical concepts discussed in the classroom setting. \$10.00 lab fee.
Must Have: Access to a Child-Care Center for Children Aged 3 to 5 in a Group Setting.

7583-7586 Social Services Internship III, IV, V, VI * 0-9-3
 These courses involve the student in applying his classroom studies in the field. Students are accepted by local social service agency administrators and supervisors on a part-time volunteer basis. These professional guide and evaluate the student performance.
Prerequisite: Third Quarter Standing, 7583, 7584, 7585
Concurrent: 7533-7536

3004 Wholesale Operation and Control * (A,SP) 5-0-5
 A study of the scientific management of a wholesale enterprise. Locating, financing, and organizing a wholesale establishment. Inventory control, warehousing, and sales management.
Prerequisites: 3081, 3085

3081 Wholesale Internship I * (A,W,SP,SU) 0-25-4
 Supervised on-the-job application of knowledge and skills acquired in the classroom.
Prerequisite: Successful completion of first year curriculum.

3082 Wholesale Internship II * (A,W,SP,SU) 0-25-4
 A continuation of 3081.
Prerequisite: 3081

3083 Wholesale Internship III * (A,W,SP,SU) 0-25-4
 A continuation of 3082.
Prerequisite: 3082

3085 Special Problems * (A,W,SP,SU) 0-6-2
 The first of three courses in which the student applies his practical knowledge of wholesaling to specific areas on his job and submits reports to his coordinator-supervisor.
Prerequisites: Successful completion of first year curriculum.

3086 Special Problems * (A,W,SP,SU) 0-6-2
 A continuation of 3085.
Prerequisite: 3085

3087 Special Problems * (A,W,SP,SU) 0-6-2
 A continuation of 3086.
Prerequisite: 3086

Wholesale Mangement Technology

3001 Wholesaling Specialities * (SP) 1-2-2
 Technical information about the line of goods marketed by the student's employer. Individual study utilizing programmed teaching materials, films, and reference books. \$2.00 lab fee.
Prerequisite: 3002

3002 Wholesaling Principles * (A,W,SP,SU) 3-0-3
 An analysis of the historical development of wholesaling. Trade vocabulary, technological changes and their impact upon traditional methods of wholesaling. The economic, social and legal environment within which wholesaling operates.

3003 Wholesale Case Studies * (W,SP) 3-0-3
 This application of scientific methods of case studies for the solution of managerial problems. Decision making at the managerial level. Establishing, evaluation, and recommending plans of action.
Prerequisite: 3813



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