Marion Technical College

ACADEMIC CATALOG 2017-18

MTC AT A GLANCE

In 1971, **Marion Technical College (MTC)** began a history of service, opening its doors to 187 students enrolled in four technical programs. To date, 35,000 students have attended classes in more than 40 associate degree and certificate programs in Arts and Sciences, Business, Engineering, Allied Health, Information, Nursing, and Public Service technologies.

Over the years, MTC has developed courses and programs to meet the educational needs of the community, preparing over 6,000 associate degree graduates for dynamic professional and technical careers. Faculty and staff use national and regional career data and partnerships with employers and other professionals to develop programs that match current and future workplace needs and university transfer opportunities.

Additionally, the college's Center for Workforce Development (CWD) continues to creatively meet the needs of business and industry, such as employee testing and evaluation, job analysis, consulting, and customized training.

To support student success among a diverse student body, the college offers a full range of career services, financial aid counseling, tutoring, recreational activities, a bookstore, computer labs, organizations, technology and publications.

An equally important part of attending college is making friends and memories. MTC sponsors various clubs and organizations, intramural athletics, unique outdoor pursuit programs, recreational and common areas, a gymnasium, aerobics and weight room facilities, meeting rooms, wireless Internet lounges, library and other areas.

Throughout the school year, a schedule of fun-filled campus events and activities provides students with opportunities to meet and interact with new and old friends, college staff and members of the Marion community. Marion Technical College is located on a 180-acre campus just east of the city of Marion on State Route 95, sharing facilities with The Ohio State University at Marion (OSUM).

Why Choose MTC?

AFFORDABILITY:

As a state-supported college, MTC offers high quality education at an affordable cost. When compared to other institutions, MTC's average annual cost (tuition and fees) is 57% less than the average cost for Ohio's public four-year universities (main campuses).

To further assist students, MTC offers an aggressive financial aid program, providing access to a variety of grants, loans, scholarships, student employment opportunities and other financial aid resources. Last year, the college awarded more than $6 million in financial assistance to help make college more affordable.

CONVENIENCE:

MTC is easily accessible from most area communities. For Marion area residents attending MTC, this means avoiding commutes and the expenses of living away from home. MTC also offers convenience with basic services such as parking and an on-campus bookstore.

MTC serves students from Marion, Delaware, Crawford, Morrow, Wyandot, Hardin and Union counties, as well as students who commute from surrounding counties.

FLEXIBILITY:

Today's students often face the task of balancing education with work and family responsibilities.

Classes at MTC are offered during days, evenings, weekends, online, and at various locations each term to allow students to develop a schedule that matches their needs. MTC also offers one-time-per-week programs.

The academic year is divided into two major terms (fall and spring) of 15 weeks plus one exam week each, and a summer term, which is 8 weeks inclusive of exams. Semesters begin in August, January and June; however, an increasing number of courses are flexibly scheduled, beginning and ending at varying times. Add to this the growing number of online classes, concentrated formats, and distance learning options, and you'll see that MTC puts you in the driver's seat of your education.

Marion Technical College is proud of its rich history of serving students and the community. The following sections will help you learn more about the college and what you can expect from a Marion Technical College education.

QUALITY:

Courses and programs at MTC are designed by faculty in cooperation with employers to equip students with the skills, knowledge and competence they will need in the workplace and/or to transfer to another college or university to continue their education.

All programs use **advisory committees** comprised of education, industry, business and community leaders and practitioners to advise college faculty and staff on employment needs, transfer opportunities, course and program content, learning assessment, facilities, policies and equipment. These advisory committee members ensure that programs are developed and operated in accordance with the needs of the community and reflect the latest employment trends and practices.

Additionally, through the Student Learning Assessment process, faculty continuously improve teaching and learning, and ensure that students are assessed in accordance with employers' expectations. MTC students also succeed extremely well when they transfer to a four-year university or college.

MTC's programs are approved by and meet or exceed state educational guidelines set by the Ohio Department of Higher Learning (ODHE), the Higher Learning Commission (HLC) and other national accrediting agencies

A major quality focus at MTC is faculty selection and development. The approximate 150 full-time and community faculty members are academically and professionally competent men and women who possess a wealth of professional experience and formal education. They are chosen selectively on the basis of their academic qualifications, professional experience, technical expertise and commitment to the college's educational mission and purpose. Full-time faculty often pursue advanced degrees and credentials that augment their teaching and/or complete externship experiences that put them into the workforce to experience similar challenges that graduates will also face.

PERSONAL ATTENTION:

Small class sizes at MTC allow for high levels of interaction between instructors and students. The college also utilizes an advising system and tutoring program that supports the needs of individual students.

Each year, many students ''transfer in'' to MTC from larger colleges because they prefer smaller class sizes and more personal attention.

WORKPLACE EXPERIENCE:

Nearly all applied degree programs at MTC incorporate one or more structured workplace experiences to link students' classroom/lab skills to on-the-job experiences. Each experience (clinical, practicum, co-operative education, internship, etc.) is supervised by faculty and participating employers who serve in their role as ''workplace mentors."

A number of MTC students have been hired by sponsoring employer sites after graduation.

TRANSFER PROGRAMS:

Many options for transferring your MTC credits to other colleges and universities are available. See pages 8-9 for details.

VISION AND MISSION:

Vision – *A highly-educated workforce elevates quality of life and contributes to a thriving community.*

Mission – *Provide the region's most accessible, supportive, and personal pathway to career success.*

CORE VALUES:

Innovation – Improve continuously through learning, teaching, technology, and training.

Diversity – Provide pathways to success for all in a wide range of fields.

Integrity – Earn trust by doing what we say we will do.

Community – Shape better places to learn, live, work, and grow.

People – Commit to the success of each person we teach, engage, and employ.

ACCREDITATION:

The process of accreditation consists of a formal external review that assures that the college and individual programs meet stringent national standards of excellence. Individual program accreditation further ensures quality curriculum that enables graduates to qualify for applicable certification examinations and/or licensures.

MTC

Marion Technical College is accredited by the Higher Learning Commission. In addition, MTC is approved by the Ohio Board of Nursing, Ohio Bureau of Vocational Rehabilitation, the Ohio College Association, the Ohio State Department of Vocational Education, and the State Approving Agency for Veteran Training.

Diagnostic Medical Sonography Program

The Marion Technical College Diagnostic Medical Sonography Program is currently accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP). This accreditation is granted only after recommendation by the Joint Review Committee on Education in Diagnostic Medical Sonography (JRC-DMS) based on a programmatic review and site visit. Recognition by CAAHEP qualifies the Program's graduates for eligibility to apply for and take the following certification examinations for the American Registry of Diagnostic Medical Sonography (ARDMS): Sonography Principles and Instrumentation, Abdominal Sonography, Obstetrical and Gynecological Sonography. (CAAHEP, 1361 Park Street, Clearwater, FL 33756, 727-210-2350, 727-210-2354 (fax), www.caahep.org). (JRC-DMS, 2025 Woodlane Dr., St Paul, MN 55125-2998, 651-731-1582, www.jrcdms.org). (Certification: Program graduates are eligible to apply for and take certification exams from the following agencies: (ARDMS, 1401 Rockville Pike, Suite 600 Rockville, MD 20852-1402, Tel: 301.738.8401 or 800.541.9754 Fax: 301.738.0312, www.ardms.org) (ARRT, 1255 Northland Dr., St. Paul, MN 55120, 651- 687-0048).

Health Information Technology Program

The Health Information Technology associate degree program is accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM). Graduates of the MTC program qualify for accreditation in the health information management field by passing the national certification examination requirements of the American Health Information Management Association (AHIMA). Upon successful completion of the examination, the graduate is awarded the credential of a registered health information technician (RHIT).

Medical Assisting Program

The Medical Assisting program at Marion Technical College is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of Medical Assisting Education Review Board (MAERB). Commission on Accreditation of Allied Health Education Programs,25400 US Highway 19 North, Suite 158, Clearwater, FL 33763, 727-210-2350, www.caahep.org.

Medical Laboratory Technology Program

MTC's Medical Laboratory Technology program is accredited by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS, 5600 North River Rd., Suite 720, Rosemont, IL 60018, 773-714-8880, www.naacls.org).

Nursing Technology Program

The MTC Nursing Program is approved by the Ohio Board of Nursing and is accredited by the Accreditation Commission for Education in Nursing, Inc. (ACEN, 3343 Peachtree Rd. NE, Suite 850, Atlanta, GA 30326, telephone: 404-975-5000, website: www.acenursing.org).

Occupational Therapy Assistant Program

The Marion Technical College Occupational Therapy Assistant Program is accredited by the Accreditation Council for Occupational Therapy Education (ACOTE), ACOTE, c/o Accreditation Department, American Occupational Therapy Association (AOTA), 4720 Montgomery Lane, Suite 200, Bethesda, MD 20814-3449, (301) 652-2682, e-mail: accred@aota.org, website: www.acoteonline.org

The MTC OTA Program received accreditation in 2011.

Physical Therapist Assistant Program

The Physical Therapist Assistant program at MTC is accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE) of the American Physical Therapy Association (CAPTE, 1111 North Fairfax St., Alexandria, VA 22314; telephone: 703-706-3245; e-mail: accreditation@apta.org; web site: www.capteonline.org).

Radiography Program

The Radiography program is accredited by the Joint Review Commission on Education in Radiologic Technology (JRCERT, 20 North Wacker Dr., Suite 2850, Chicago, IL 60606, 312-704-5300, www.jrcert.org).

Respiratory Therapy

Marion Technical College, North Central State College and Rhodes State Community College entered into academic affiliations in order to offer an *associate degree in Respiratory Care* to MTC students. These agreements allow MTC students to take general studies courses at MTC, and a blend of technology courses from North Central or Rhodes State. The plan allows for clinical experiences available close to Marion.

A very important aspect of these programs is that these seats are reserved for qualified MTC students or individuals living in MTC's service area.

STUDENT SERVICES:

Admission

Marion Technical College has an "open door" admission policy – if you are a high school graduate or have successfully completed the General Education Development (GED) test, you are eligible for admission to the college as a General Admission Student. If you do not meet these criteria, you may still be eligible for admission.

Certain academic programs are limited in enrollment. You should submit the MTC Application for Admission to the MTC Office of Admission well in advance of your intended starting date. For programs having plenty of seats, early application is not necessary; however, a timeframe of three months in advance of your intended start date is recommended. High school students should apply early during their senior year (especially if applying for financial aid).

E-mail any questions regarding admission criteria or procedures to **enroll@mtc.edu**.

Advising

The college provides you with advising for your major or program throughout your enrollment. After you have met with an admission counselor and selected a major/program, you typically will meet with a department member from your chosen major/program to discuss course and program requirements and a study plan. Your first semester class schedule will usually be developed at this time so that you may register for classes. You should see your dean, director, or program coordinator for advising until you receive the name of your permanent academic advisor.

Students must meet with their academic advisor at the times listed in the box below. All students are encouraged to meet with their advisors when they have questions, experience problems, or fail to progress satisfactorily in their classes.

You must meet with your academic advisor at the following times:

- Prior to registering for 1st term classes.
- Prior to registering for 2nd term classes.
- After completing 30-40 credit hours.
- Prior to the term you plan to graduate.
- After an absence of one year or longer from MTC.
- If you change your major/program.

Registration

Registration for MTC classes is conducted each term on-campus and at select off-campus locations. Upon request, registration can also be offered at company locations. Online registration is offered for continuing students.

For each term you wish to be enrolled, you must register for courses, complete appropriate paperwork, and pay all required tuition and fees.

It is the student's responsibility to provide updated contact information to the Office of Student Records.

Specific registration dates and details are available in the Student Handbook, the class schedule, from the Office of Student Records and at www.mtc.edu.

Selective Service Registration
Ohio Revised Code, Section 3342.52 requires that all eligible students register for selective service in order to qualify for various benefits. Marion Technical College and other publicly assisted institutions are required to certify eligible students' registrations to the Ohio Department of Higher Education.

If you are a male between the ages of 18 and 26, you must register for selective service. Failure to register will result in the college being required to charge out-of-state tuition and fees. Also, eligible students not registered for selective service are not eligible for state and federal financial aid. You can register for selective service at any area post office or via **www.sss.gov**.

Student Resource Center
Located in Room 183 of the Technical Education Center, the Student Resource Center (SRC) is a hub of support and services for MTC students. It provides students, faculty, and staff with a variety of academic materials, services and equipment. The SRC is your resource for:

- Tutoring
- Audiovisual Equipment
- Educational Materials
- Mentorship Program
- Make-Up Testing
- Study Areas
- Counseling
- Disability Services

For students without ACT scores, the first interface with the SRC and its personnel is placement testing, a requirement for all students before selecting initial English and/or math courses. Placement testing is offered free and is designed to help match you with the appropriate courses for your current academic skill level. Assessments are also made in the areas of writing, reading, and mathematics.

Additionally, students must complete the Technology Skills Test to gauge their general computer and keyboarding skills.

Placement testing and technology skills testing can take up to two hours, so students are encouraged to drop by and discuss testing times and requirements with SRC staff. Students should complete all testing before meeting with an advisor to ensure placement in appropriate classes.

Policies and procedures regarding testing may be found in the Student Handbook.

Additionally, the SRC serves as MTC's Office of Disabilities. In order for the college to best meet the needs of students with special requirements, students with disabilities and learning challenges are strongly encouraged to introduce themselves to the SRC Director prior to their first term of attendance at MTC, or as soon as possible. The SRC will help develop learning strategies and advocate on students' behalf reasonable accommodations as they relate to physical, mental, and/or emotional disabilities.

The Student Resource Center is open Monday through Saturday, including most evenings. Services are free of charge to all MTC students. See the Student Handbook for more details about SRC-sponsored services.

"MTC Works!"

Career Services
MTC Works! provides a career planning program to help you make important educational and occupational decisions throughout your academic career ... and beyond.

To explore career fields and set career goals, MTC Works! provides career interest inventory exercises, Career Coach, a variety of employment/career search literature, career counseling services, and computer-assisted career planning services. More and more undecided students are using, web-based career information systems and online interest inventories to help match interests with career fields and occupational skills. MTC Works! Career Services assists students with resources to research virtually any occupational field, academic major, and college in the country.

While attending MTC or once a student nears graduation or completes training, MTC Works! can assist with job search and possible placement in a rewarding, challenging job. Although the college cannot guarantee a job, MTC Works! can assist with résumé development, job search assistance, interview preparation, job opening announcements, and the

MTC Works!, College Central Network. This online system allows students/alumni to post resumes for employers to search and review job postings from potential employers.

For more information, visit www.mtc.edu/mtcworks or contact Shannon Niedzwicki at 740.389.4646 or niedzwickis@mtc.edu

ARTS AND SCIENCES DEPARTMENT:

Associate of Arts Degree
The purpose of these baccalaureate-oriented associate degrees is to enable students: (1) to transfer to colleges and universities and earn baccalaureate degrees; or, (2) to enable students to terminate academic study after two years with recognition of academic achievement by earning an associate degree. This degree will provide students with the opportunity to affordably complete their first two years of the baccalaureate degree and transfer credit to public four-year colleges and universities.

The Associate of Arts (AA) is essentially the first two years toward a Bachelor of Arts (BA) degree. The AA degree is a two-year liberal arts/general education degree comprised of courses that emphasize English, the social and behavioral sciences, arts and humanities, mathematics, and natural sciences. Graduates of this program will have the general education necessary to pursue a bachelor's degree at most four-year colleges and universities as juniors.

Associate of Science Degree
The purpose of these baccalaureate-oriented associate degrees is to enable students: (1) to transfer to colleges and universities and earn baccalaureate degrees; or, (2) to enable students to terminate academic study after two years with recognition of academic achievement by earning an associate degree. This degree will provide students with the opportunity to affordably complete their first two years of the baccalaureate degree and transfer credit to public four-year colleges and universities.

The Associate of Science (AS) is essentially the first two years toward a Bachelor of Science (BS) degree. The AS degree is a two-year, liberal arts/general education degree with an emphasis in English, the social and behavioral sciences, arts and humanities, mathematics, and natural sciences. Graduates of this program will have the general education necessary to pursue a bachelor's degree at most four-year colleges and universities as juniors.

Mission
The mission of MTC's Arts and Sciences Department (A&S) is to provide a foundation for all academic programs. The A&S curricula provide educational support and course development in response to the identified needs of the community, including those of business and industry. Department members do their utmost to stimulate and maintain an environment of respect and encouragement so that optimum learning can occur.

General studies courses are designed not only to give you the necessary foundation, knowledge, and skills for completing courses in a technical specialty, but also to prepare you to be an active, interested, and productive member of the community. Certain general studies courses are required for associate degree and certificate programs, while others may be taken as electives or for personal enrichment. General studies courses are typically transferrable to other colleges and universities. Descriptions of these courses can be found in this catalog.

COLLEGE FOUNDATION COURSES:
Through its Arts and Sciences Department, MTC offers a variety of courses specifically designed to enhance the skills of adults re-entering the academic setting after an extended absence, and to help prepare those who have not taken college preparatory courses in high school or whose performance in high school was inadequate to be successful at the college level.

The college assesses readiness for college-level course work through measures such as placement tests, review of high school experiences, and academic advising conferences. Students who appear to need services beyond those provided by the college will be referred to the appropriate schools, agencies, or other resources in the communities served by the college.

College Foundation Courses
Reading Enrichment II (ENG 0970)
Preparation for College Writing II (ENG 0990)
Mathematical Literacy (MTH 0910)
Algebraic Literacy (MTH 0920)

CREDIT BY EXAMINATION:

Students may be permitted to progress to more advanced work in a particular program if they can demonstrate college-level competency. If students have qualifications from previous education, job training, self-study, occupational, or other experiences, they may be able to earn credit in certain courses by successfully completing a proficiency examination.
A maximum of 22 hours of credit may be earned through exam. A per credit hour, nonrefundable fee must be paid to the Business Office before a proficiency examination is taken.

For more information concerning the Arts and Sciences credit-by-exams, contact the administrative assistant at 740.386.4132.

TRANSFER MODULE AND TRANSFER ASSURANCE GUIDE:

The Ohio transfer program has been authorized under H.B. 95. Individuals who successfully complete the Ohio Transfer Module at one institution will be considered to have met the Transfer Module requirements of the receiving institution. Approved Transfer Module courses, when taken individually, are also guaranteed for transfer among public institutions on a course-by-course basis and are to be applied to the Transfer Module of the receiving institution.

A **Transfer Assurance Guide** (TAG) course is unique in that it has been matched to a set of learning outcomes (identified by an OAN code) in a specific academic subject area. Approved TAG courses carry the guarantee that the courses and their credits will transfer and apply toward the major at any of Ohio's public institutions of higher education, provided they were taken when the courses were equivalent.
Further Ohio transfer information may be obtained at https://www.ohiohighered.org/transfer .

Responsibilities of Students
Completing transfer module courses or using transfer services
In order to facilitate transfer with maximum applicability of transfer credit, prospective transfer students should plan a course of study that will meet the requirements of a degree program at the receiving institution. Specifically, students should identify a major and college to which they desire to transfer before they begin scheduling MTC classes, or at the latest, very early in their collegiate studies. For example, students should determine if there are language requirements or any special course requirements that must be met during the freshmen or sophomore year. This will enable students to plan and pursue a course of study that will articulate well with the receiving institution's major. Students are encouraged to seek further information regarding transfer from both their advisor and the college or university to which they plan to transfer.

APPROVED TRANSFER COURSES

Marion Technical College's
Guide to Transferring Ohio College Credit

Effective Fall 2016

MTC Course #	MTC Course Name	37 Courses OTM	OTM Ohio ID #	52 Courses TAG	TAG Ohio ID #	CTag	CTag Ohio ID #
ACC 1400	Financial Accounting			✓	OBU001		
ACC 1700	Managerial Accounting			✓	OBU001		
AET 1000	Intro to Alternative Energy			✓	ORE001		
ALH 1110	Medical Terminology			✓	OHLO2O		
ALH 1120	Human Diseases			✓	OHL019		
BUS 2150	Legal Environment of Business			✓	OBU004		
BIO 1100	General Biology	✓	TMNS				
BIO 1101Z	Biology 1101 *(OSUM course that MTC students can take for OTM transfer)*	✓	TMNS				
CHM 1200	Chemistry I	✓	TMNS	✓	OSC008		
CHM 1250	Chemistry II	✓	TMNS	✓	OSC009		
CHM 1200/CHM 1250 *Sequence*	Chemistry I & Chemistry II *(Sequence of 2 courses)*			✓	OSCO23 *Sequence*		
CIT 1351	IT Essentials/A+					✓	CTIT003 & CTIT004
CIT 1610	Networking Fundamentals CISCO I					✓	CTIT007
CIT 1700	Intro to Visual Programming and Databases					✓	CTIT012
CIT 2200	Supporting a Microsoft Server OS/MCSE II					✓	CTIT013
CIT 2621	Routing and Switching Essentials/CISCO II					✓	CTIT008
CIT 2631	Scaling Networks/CISCO III					✓	CTIT009
CIT 2641	Connecting Networks/CISCO IV					✓	CTIT010
CRJ 1000	Introduction to Criminal Justice			✓	OSS031		
CRJ 1500	Criminology			✓	OSS034		
CRJ 1600	Introduction to Corrections			✓	OSS033		
ECN 2000	Microeconomics	✓	TMSBS	✓	OSS004		
ECN 2100	Macroeconomics	✓	TMSBS	✓	OSS005		
EET 1210	Digital Circuits			✓	OET002 *Sequence*	✓	CTEET002 *Sequence*
EET 1500	Circuit Analysis I			✓	OET001		
EET 1550	Circuit Analysis II			✓	OET003		
EET 2300	Electronics			✓	OET005		
ENG 1000	English Composition I	✓	TME001				
ENG 1100	English Composition II	✓	TME002				
ENG 1200	Business Communications			✓	OBU005		
ENG 1400	Oral Communications	✓	TMCOM	✓	OCM004		
ENG 1500	Interpersonal Communications			✓	OBU002		
ENG 2000	Early American Literature	✓	TMAH	✓	OSH053		
ENG 2100	Modern American Literature	✓	TMAH	✓	OAH054		
ERT 1100Z	Earth Science 1000 *(OSUM course that MTC students can take for OTM transfer)*	✓	TMNS				
GET 1000	Intro to Engineering			✓	OES001		
GET 2300	Engineering Statistics			✓	OES004		
HIT 1400	Health Care Reimbursement			✓	OHL022		
HIT 2000	HIT Legal Issues			✓	OHL021		
HSS 1010	Intro to Social Welfare			✓	OSS030		
HSS 1040	Intro to Social Work			✓	OSS029		
HSS 1060	Abnormal Psychology	✓	TMSBS	✓	OSS017		
HSS 2020	Ethnic & Cultural Diversity	✓	TMSBS	✓	OSS024		
HST 1500	Early American History	✓	TMSBS	✓	OHS043		
HST 1600	Modern American History	✓	TMSBS	✓	OHS044		
HST 1500/HST 1600 *Sequence*	Early American History & Modern American History *(Sequence of 2 courses)*			✓	OHS010 *Sequence*		
HST 1700	Western Civilization I	✓	TMAH				
HST 1800	Western Civilization II	✓	TMAH				
HUM 1400	Introduction to Logic	✓	TMAH				
MED 1010	Medical Assisting Clinical Procedures I					✓	CTMAT008
MED 1021	Medical Office Procedures					✓	CTMAT011
MED 1021/ MED 1040 *Sequence*	Medical Office Procedures/Medical Assisting Clinical Procedures II *(Sequence of 2 courses)*					✓	CTMAT004 & CTMAT005 *Sequence*
MED 1010/ MED 1040/ MED 1050 *Sequence*	Medical Assisting Clinical Procedures I & II, and MA Lab Procedures *(Sequence of 3 courses)*					✓	CTMAT010 *Sequence*
MED 1050	MA Lab Procedures					✓	CTMAT009
MED 1061	Medical Assisting Ins & Billing					✓	CTMAT006
MET 1200	Computer Aided Drafting (CAD)			✓	OET012	✓	CTMET005

MET 2200	Statics			✓	OET007	
MET 2300	Strength of Materials			✓	OET008	
MFT 1100	Manufacturing Processes			✓	OET010	
MKT 2030	Principles of Marketing			✓	OBU006	
MKT 2150	Principles of Advertising & Promotion			✓	OCM012	
MLT 1010	Basic Medical Laboratory Techniques			✓	OHL008	
MLT 1020	Body Fluids			✓	OHL010	
MLT 1040	Hematology and Coagulation			✓	OHL009	
MTH 1200	College Algebra	✓	TMM001			
MTH 1215	Excursions in Math	✓	TMM001			
MTH 1200/MTH 1250 *Sequence*	College Algebra & Pre-Calculus *(Sequence of 2 courses)*	✓	TMM002 *Sequence*			
MTH 2000	Calculus I	✓	TMM005			
MTH 2050	Calculus II	✓	TMM006			
MTH 2000/MTH 2050 *Sequence*	Calculus I & Calculus II *(Sequence of 2 courses)*	✓	TMM017 *Sequence*			
NTR 1100	Nutrition			✓	OHL016	
NUR 1011/ NUR 1030 *Sequence*	Foundation of Adult Nursing Care I & Nursing Care of Women and Children *(Sequence of 2 courses)*					✓ CTADNUR002 *Sequence*
OIS 1240	Computer Applications *(approved for HIT only)*			✓	OBU003	
OIS 1500	Web Authoring				CITM004	
OIS 1620	Digital Image Manipulation				CITM002	
PHY 1200/PHY 1210 *Sequence*	Physics I & Physics I Lab *(Sequence of course & lab)*	✓	TMNS	✓	OSCO14 *Sequence*	
PHY 1250/PHY 1260 *Sequence*	Physics II & Physics II Lab *(Sequence of course & lab)*	✓	TMNS	✓	OSCO15 *Sequence*	
PHY 1200/PHY 1210/ PHY 1250/PHY 1260 *Sequence*	Physics I & Physics I Lab Physics II & Physics II Lab *(Sequence of 2 courses & 2 labs)*			✓	OSCO21 *Sequence*	
PSY 1100	General Psychology	✓	TMSBS	✓	OSS015	
PSY 1500	Social Psychology	✓	TMSBS	✓	OSS016	
PSY 2100	Human Growth & Development	✓	TMSBS	✓	OSS048	
SCI 1200	Anatomy & Physiology I & Lab	✓	TMNS			
SCI 1250	Anatomy & Physiology II & Lab	✓	TMNS			
SCI 1300	Microbiology	✓	TMNS			
SCI 2000	Advanced Human Physiology	✓	TMNS			
SOC 1200	Sociology	✓	TMSBS	✓	OSS021	
SOC 1400	Personal and Family Relations	✓	TMSBS	✓	OSS023	
SOC 2200	Social Problems	✓	TMSBS	✓	OSS025	
SOC 2400	Gender Studies	✓	TMSBS			

Ohio Transfer Module* (OTM)**, Individuals who successfully complete the ***Ohio Transfer Module* (OTM)** at one institution will be considered to have met the Transfer Module requirements of the receiving institution. Approved Transfer Module courses, when taken individually, are also ***guaranteed for transfer among public institutions on a course-by-course basis and are to be applied to the Transfer Module of the receiving institution.

Transfer Assurance Guide* (TAG)**, Courses are unique in that they have been matched to a set of learning outcomes (identified by an OAN code) in a specific academic subject area. Approved **TAG** courses carry the ***guarantee that the courses and their credits will transfer and apply toward the major at any of Ohio's public institutions of higher education, provided they were taken when the courses were equivalent.

***Career Technical Credit Transfer* (CT^2)**, Legislation directs the Ohio Board of Regents to work collaboratively with the Ohio Department of Education, public adult and secondary career-technical education, and state-supported institutions of higher education to establish criteria, policies, and procedures to transfer agreed-upon technical courses from one system to another.

* Additional Ohio Transfer information may be obtained at https://www.ohiohighered.org/transfer.

STUDENT APPEALS PROCESS FOR TRANSFER CREDIT

Step One	Step One	Step One	Step One

☐ Submit your Marion Technical College transcript to the Registrar of the receiving college or university.

☐ Request a written copy of the credits that have been transferred to your receiving college.

☐ If, within one month, you have not received a response to your request for course transfer, or if credits were not accepted, proceed to Step Two.

Step Two	Step Two	Step Two	Step Two

☐ If unsatisfied with the transfer decision, ask for a written copy of your receiving college's transfer appeals process and follow those steps within 90 days.

☐ The receiving college must respond within 30 days of your appeals process request. If you do not receive a copy of the appeals process within 30 days, or if this process is not satisfactory, go to Step Three.

Step Three	Step Three	Step Three	Step Three

☐ Contact Marion Technical College's *Dean of Arts & Sciences* at 740.386.4196.

Appeal Process for Transfer Credit to and from MTC:

Marion Technical College complies with Ohio Transfer and Articulation Policy to accept transfer credit from new students that eliminates the need to repeat courses already successfully completed. While credit transfer among Ohio public colleges and universities is guaranteed for many courses, other courses not so guaranteed to transfer may be evaluated for transfer in varying ways or not transferred at all. The steps below are provided to guide students who may dispute the outcome of their transcript evaluation when transferring credits to Marion Technical College, or from Marion Technical College to another Ohio public institution.

1. Check the college's published internal appeals process.
2. Student applies for admission.
3. The college evaluates the transcript of accepted student.
4. The college decides on the acceptability and applicability of credit and sends a dated evaluation statement of transfer credit to the student along with a notification of the 90-day period for filing an appeal.
5. If the student accepts the judgment, the process ends.
6. The student challenges the judgment and appeals within the college.
7. The college initiates its multi-level internal appeal process. At each level, the college shall respond to the appeal within 30 days of the receipt of the appeal.
8. The college notifies the student of its judgment.
9. If the student disagrees with the last college decision, he/she may notify the institution at which the credits were earned. That institution may notify the Ohio Department of Higher Education, if in its judgment, there is noncompliance with the Ohio Articulation and Transfer Policy.

If you are transferring ***to*** MTC and wish to appeal the official evaluation of your transfer credit, the appeal must be typed and submitted within 90 days of the postmark/electronic or other delivery of this communication, preferably through email, to the appropriate academic department dean or director of your program. Students who are undecided about a specific program would appeal to the Dean of Arts and Sciences. For more information, contact the Office of the Registrar.

If you are transferring ***from*** MTC and wish to appeal the official evaluation of your transfer credit received from the college to which you are transferring, you must follow the appeals process of that institution. If you disagree with the judgment of that college or university concerning the earned MTC credits *after* completion of the appeals process, you may report your dissatisfaction to Marion Technical College's Office of Student Records.

ARTS AND SCIENCES COURSE LIST

Arts and Sciences

ASC 1000	Orientation to College
ASC 1020	Skills for Success
ASC 1100	Conversational Spanish for CJ
ENG 0970	Reading Enrichment II
ENG 0990	Preparation for College Writing II
ENG 1000	English Composition I
ENG 1100	English Composition II
ENG 1200	Business Communication
ENG 1400	Oral Communications
ENG 1500	Interpersonal Communications
ENG 2000	Early American Literature
ENG 2100	Modern American Literature

ECONOMICS

ECN 2000	Microeconomics
ECN 2100	Macroeconomics

HUMANITIES

HUM 1200	Critical Thinking and Problem Solving
HUM 1400	Introduction to Logic
HST 1500	Early American History
HST 1600	Modern American History
HST 1700	Western Civilization I
HST 1800	Western Civilization II

MTH

MATHEMATICS

MTH 0910	Mathematical Literacy
MTH 0920	Algebraic Literacy
MTH1230	Quantitative Reasoning
MTH 1240	Statistics
MTH 1245	College Algebra
MTH 1250	Pre-Calculus
MTH 2000	Calculus I
MTH 2050	Calculus II

NATURAL SCIENCES

BIO 1100	General Biology
CHM 1000	General and Biological Chemistry
CHM 1200	Chemistry I
CHM 1250	Chemistry II
NTR 1100	Intro Nutrition
HLT 1100	Health Terminology
PHY 1200	Physics I
PHY 1210	Physics I Lab
PHY 1250	Physics II
PHY 1260	Physics II Lab
SCI 1050	Principles of Biology and Chemistry
SCI 1100	Basic Anatomy and Physiology
SCI 1200	Anatomy and Physiology I
SCI 1250	Anatomy and Physiology II

SCI 1300	Microbiology
SCI 2000	Advanced Human Physiology
PSYCHOLOGY	
PSY 1100	General Psychology
PSY 1500	Social Psychology
PSY 2100	Human Growth and Development
SOCIOLOGY	
SOC 1200	Sociology
SOC 1400	Personal and Family Relations
SOC 2200	Social Problems

The AA and AS are pre-baccalaureate degrees designed to transfer to bachelor of arts (BA) and bachelor of science (BS) degrees offered at universities and colleges. Completion of the AA or AS means that the student has completed all or nearly all of the freshman and sophomore courses of a BA or BS degree, or about one-half of the total courses required to graduation. The university to which a student transfers may require certain courses in some majors, therefore, MTC advisors will assist students to align their MTC courses to match requirements at the university of their choice.

TRANSFERRING TO UNIVERSITIES AND COLLEGES

Marion Technical College students have many opportunities to explore upon graduation. Most seek direct entry into the job market; however, more graduates continue their education toward a bachelor's degree directly after they graduate or after starting their careers. Recent statistics show that between 20 and 25 percent of MTC graduates transfer to a four-year institution within six months of graduation.

MTC encourages students who intend to transfer to plan their academic courses carefully in consultation with MTC advisors as well as with advisors at the university to which they want to transfer.

The college participates in an annual area College Night and hosts other special programs/workshops, providing easy access to dozens of well-known colleges and universities, many of which have offered MTC students guaranteed or highly favorable credit transfer.

Transfer Agreements

MTC has entered into transfer agreements with other Ohio colleges and universities. These agreements enable graduates to enter the "transfer college" with junior status so they can, in most cases, complete a bachelor's degree program in as little as two more years.

Please see the **Transfer Brochure** or an Admission representative for specific transfer options.

Transfer Guarantees

In addition to using transfer agreements, MTC students can also complete an individual course or several courses within an academic major that are **guaranteed to transfer** to Ohio public colleges and universities.

The Ohio Department of Higher Education (ODHE) worked with colleges and universities to establish policies that ensure students can begin their college career at any state college or university, including Marion Technical College, and transfer credits earned to other state institutions without unnecessary barriers. This allows students, parents, and advisors to develop viable educational plans using all the resources of the public higher education system – beginning at any point along the pathway from high school through college.

Three (3) key stipulations of Ohio transfer policy mandates that public colleges and universities:

1. Assure transfer of course credits and degrees without unnecessary duplication.
2. Use a universal course equivalency classification system to eliminate inconsistent judgment in transfer credit application.
3. Admit students with associate degrees to state public universities on an equally competitive basis with native students for specific programs and with priority over out-of-state associate degree graduates and out-of-state transfer students.

It is possible for students to complete 50 percent of a bachelor's degree at MTC depending upon their chosen major. According to state policy, students can maximize the transfer of college credit throughout all Ohio public institutions using the following methods:

Transfer Assurance Guides (TAGs)

TAs are groups of foundational and other courses that represent commonly-accepted pathways to bachelor's degrees, including specific majors. TAG courses are guaranteed to transfer and apply to degree/program requirements of each major. Each of the over 35 subject areas found in the Ohio TAGs typically includes introductory or core courses in a major, e.g., business or psychology, and also recommended courses in the Ohio Transfer Module (OTM), e.g., microeconomics or sociology. You may use the **TAGs** course Bulletin Board to explore various course transfer scenarios by linking to: https://www.ohiohighered.org/transfer/tag

Career-Technical Assurance Guides (CTAGs)

CTAG's are courses students (both high school and adult) take at career-technical schools; these courses can count for college credit providing the student meets the requirements listed in the CTAG. MTC participates in CTAGs for Engineering, Information Technology, Medical Assisting, Criminal Justice and Practical Nursing.

Ohio Transfer Module (OTM)

The Ohio Department of Higher Education (ODHE) has developed a subset of the complete set of a college's or university's general education requirements known as the **Ohio Transfer Module (OTM)**. The OTM represents a body of knowledge and academic skills common across Ohio colleges and universities in: 1) English composition; 2) mathematics; 3) arts and humanities; 4) social and behavioral

sciences; and, 5) natural and physical sciences. Similar to the TAG's mentioned above, the OTM provides students the opportunity to easily transfer course credits. Any college's OTM courses are guaranteed to transfer among Ohio public institutions of higher education as a block of courses, or on an individual course-by-course basis for students who do not intend to complete the entire block. Therefore, students can transfer credit for successful completion of only one OTM course if desired. See pages 5-6 for more details on Ohio's Transfer Module.

Ohio GI Promise

Military training, experience and coursework of student service members will count for credit throughout the University System of Ohio. Under this new standard, Ohio colleges and universities will use the American Council on Education (ACE) Guide to the Evaluation of Educational Experience in the Armed Services to translate military education into credit. Where possible, this credit will count toward a student's major or general education requirements. http://www.acenet.edu/AM/Template.cfm?Section=Home

CLEP - Credit via College Board

CLEP is an external credit-by-exam. Students may take this exam given by the College Board, the same organization that proctors the ACT. Students can now take the CLEP exam on the MTC Campus in the Workforce Development Building. Students can go to the following website and click on CLEP for more details. http://www.collegeboard.org/

Advanced Placement (AP) Credit via College Board

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

AP tests are offered to high school students through College Board. With a sufficient score on the AP exams, students will be able to earn college credit and/or course equivalencies. High school students take Advanced Placement classes to prepare for the exams, as well as to earn high school credit.

MTC credit awarded for AP exams completed successfully are indicated on the Advanced Placement (AP) And MTC Course Equivalents list on a following page. Elective credit may be awarded for other AP exams completed with a score of 3 or above in accordance with Ohio policy.

Students can visit MTC's website to locate information about Advanced Placement (AP), CLEP and other external credit that may transfer for applicable MTC coursework http://www.mtc.edu/FutureStudents/creditbyexam.html or http://www.mtc.edu/earlycollege/index.html

AP EXAM	MTC COURSE #	COURSE TITLE	CREDIT HOURS
Art History		Arts and Humanities Elective Credit	3
Biology	BIO 1100	General Biology	3
Calculus AB	MTH 2000	Calculus I	3
Chemistry	CHM 1200	Chemistry I	3
Chinese Language and Culture		General Elective Credit	3
Comp Government & Politics		Social Science Elective Credit	3
English Language	ENG 1100	English Composition I	3
English Literature	ENG 1100	English Composition I	3
Environmental Science		Natural Science Elective Credit	3
European History		Arts and Humanities Elective Credit	3
French Language		General Elective Credit	3
French Literature		General Elective Credit	3
German Language		General Elective Credit	3
Human Geography		Social Science Elective Credit	3
Italian Language and Culture		General Elective Credit	3
Japanese Language and Culture		General Elective Credit	3
Latin Literature		General Elective Credit	3
Latin: Vergil		General Elective Credit	3
Macroeconomics	ECN 2100	Macroeconomics	3
Microeconomics	ECN 2000	Microeconomics	3
Music Theory		General Elective Credit	3
Physics B	PHY 1200	Physics I	4
	PHY 1210	Physics I Lab	1
	PHY 1250	Physics II	4
	PHY 1260	Physics II Lab	1
Physics C:		Science Elective Credit	5
Psychology	PSY 1100	General Psychology	3
Spanish Language		General Elective Credit	3
Spanish Literature		General Elective Credit	3
Studio Art: 2-D Design		General Elective Credit	3
Studio Art: 3-D Design		General Elective Credit	3
Studio Art: Drawing		General Elective Credit	3
U.S. Government & Politics		Social Science Elective Credit	3

U.S. History	HST 1500	Early American History and	3
	HST 1600	Modern American History	3
World History		Arts and Humanities Elective Credit	3

Transferology

Ohio colleges and universities use **Transferology**, an electronic advising system that describes the transfer opportunities for students through a Web-based portal. Transferology is an effective and user-friendly tool that helps students transfer and apply credits to degree requirements through better planning, cohesive advising, and a one-stop clearinghouse of transfer and academic pathway information.

The overall goal of Ohio's transfer policy is to allow students to easily transfer credits between campuses for equivalent courses and be guaranteed that the courses apply to degrees in specific majors. Ohio needs more college educated citizens, and these efforts are aimed to streamline the process, and avoid duplication of effort and costs to students.

PROGRAM OPTIONS

Associate Degree

Associate degrees, the preferred credential for many of the fastest growing occupations, are awarded upon completion of an established MTC two-year program.

MTC offers the Associate of Applied Business (A.A.B.) degree in Business Technologies and Information Technologies. The Associate of Applied Science (A.A.S.) degree is offered in Engineering Technologies, Health Technologies, and Public Services.

Residency requirements: To earn a degree from Marion Technical College a student must have: (1) earned a minimum of 21 semester hours of credit through enrollment and attendance in Marion Technical College courses which apply to the curriculum of the degree and (2) at least 12 of the minimum 21 semester credit hours must be earned through technical courses.

Associate of Arts Degree

The Associate of Arts Degree (AA) is essentially the first two years of a Bachelor of Arts degree. The AA degree is a two-year liberal arts/general education degree with an emphasis in English, Social Sciences, Arts and Humanities, Mathematics, and Natural Sciences. Graduates of this program will have the general education necessary to pursue bachelor's degrees that emphasizes non-science majors at most four-year colleges and universities as juniors.

Associate of Science Degree

The Associate of Science (AS) is essentially the first two years of a Bachelor of Science degree. The AS degree is a two-year liberal arts/general education degree with an emphasis in mathematics and natural sciences. Graduates of this program will have the general education necessary to pursue bachelor's degrees that emphasizes science majors at most four-year colleges and universities as juniors.

Associate of Technical Study Degree

Also a two-year option, MTC's **Associate of Technical Study (A.T.S.)** degrees combine existing courses from a minimum of two disciplines to create a unique individually-planned degree that meets a more specialized employment objective.

Individuals interested in pursuing an A.T.S. degree work closely with an academic advisor and must complete a separate A.T.S. application to the college. Individuals have two options: (1) combining portions of established programs to create a hybrid curriculum; or, (2) individually selecting nearly all courses required to qualify for a degree to create a truly unique program.

Certificate Programs

MTC's certificate programs are designed with the advice of employers to provide concise learning opportunities so students can enter the workforce with a technical or professional skill in a compressed period of time. (See www.mtc.edu for list of Programs and Majors.)

Certificate options often target regional employment needs to prepare students for quick entry into the workforce.

Certification Credentials – IT, Health, etc.

Students can earn one or more certifications in a variety of specialty areas at MTC. Certification documents to an employer that a student has the knowledge, skills, and abilities in a specific professional area. Certification is typically achieved by successfully passing an exam, which may include a demonstration of skills. Through its VUE™ and Prometric™ Testing Center, MTC offers an array of exams that lead to certification for current students and working professionals.

The certification courses that MTC provides qualify a student to sit for a corresponding certification exam (many mentioned throughout this catalog). In some career areas, certification can be an expected or preferred qualification for initial hiring, internal promotion, or pay increases, including many in the Information Technologies (IT) area.

ASSESSMENT

What Students Are Expected to Learn and How It Will Be Assessed

Student learning is the cornerstone of Marion Technical College's mission. To determine how well students learn, faculty use a systematic process to assess student academic achievement. This assessment takes place throughout a student's academic career. Assessment results help guide faculty as they continuously improve teaching, learning, courses, programs, and future assessment. Results also help students and others learn about the effectiveness of teaching and learning at MTC.

Assessment begins with a clear understanding of what students are expected to learn. With the advisement of employers, professional associations, and others, faculty have defined two types of core learning goals for MTC students: 1) Student Learning Outcomes (SLOs) which usually apply only to students enrolled in a specific area of study; and, 2) **College Graduate Competencies (CGCs)** which are common to all areas of study and apply to all students. Together, SLOs and CGCs form the complete set of core competencies that all graduates are expected to learn.

The individual sub-skills defined in each CGC and SLO are taught, reinforced, and/or periodically measured in various courses throughout the curriculum. Each course in which a College Graduate Competency is assessed is indicated in the course syllabus. The six CGC areas and statements of competence are:

Communications
Communicate effectively both written and orally.

Diversity
Exhibit respect and sensitivity for individuals and institutional differences.

Interpersonal/Professionalism
Demonstrate good work habits, effective interpersonal and teamwork skills, and a high level of professionalism

Math/Computation
Students will have knowledge applying mathematical and computational skills to interpret numerical data and solve applied problems (program determines the level of competence).

Problem Solving/Critical Thinking
Students will have the skills to recognize and solve problems through analysis, creativity, and synthesis to make informed decisions.

Information Technology
Students will have the skills to use a computer to perform personal and professional tasks. Students will have the skills to locate and use information resources and have the ability to apply methods of inquiry.

Information about each CGC is available in the Student Handbook and at the college website, www.mtc.edu. Through its public disclosure of all learning outcomes, and an ongoing assessment of the extent to which students learn them, Marion Technical College affirms that all graduates will be characterized for their ability to competently practice what they have learned.

STUDENT CONNECTIONS

College Credit Plus
The College Credit Plus program and other dual credit opportunities give high school students who are academically capable of doing college-level work, the opportunity to take college classes while still in high school at no or little cost. MTC courses are taught at many area high schools during regular school hours, and/or students often commute to campus to complete courses of interest. Contact your school guidance office or MTC's Admission Office for details.

College Tech Prep (CTP High School Students)
Since 1992, Marion Technical College has participated in a partnership called College Tech Prep (CTP) with career centers, secondary schools (high schools), business and industry. CTP is an approach to education that: (1) integrates the teaching and learning of academic and technical skills of students in high school and college, (2) creates a seamless path for earning an associate degree without repeating learning, and (3) affords opportunities for continuing learning toward a bachelor's degree.

CTP students have made a commitment to a pre-college plan of study. CTP courses combine academic and hands-on learning, and provide an opportunity for high school students to earn college credit toward an MTC degree. (Other colleges also accept credits earned through CTP.)

For more information, go to www.techprepcentral.org, contact your high school guidance counselor or go to the MTC Web site (www.mtc.edu) or contact The Office of Admission.

Other Transfer Options

Franklin University

Through a unique partnership with Franklin University, MTC is able to offer 16 distinct bachelor's degree completion options that reflect today's hottest career tracks. Known as the **Community College Alliance**, these programs offer students complete flexibility in their education through a combination of special MTC on-site classes and dynamic online courses hosted by Franklin. Participants in the alliance can complete a bachelor's degree in an online learning environment.

The alliance is open to all MTC graduates and any individual with an associate degree or educational equivalent. Coursework will utilize processes such as Internet research, chat rooms, news groups, online testing, and more.

Mount Vernon Nazarene University (MVNU)

Mount Vernon Nazarene University (MVNU) offers an accredited well-recognized, high quality Bachelor of Business Administration (BBA) program in a non-traditional manner through its Adult and Graduate Studies Program. With classes held just one night per week, one subject at a time, you can earn your degree with a manageable time commitment.

Nursing Progression

Marion Technical College's RN nursing program was the first among the four technical colleges that share a regional campus with The Ohio State University to be able to transfer credits. Consequently, the associate degree Registered Nurse graduate from MTC can now transfer to The Ohio State University at Marion to complete the bachelor's degree in nursing.

Students can earn their State-Tested Nurse Aide (STNA) certification and associate's degree in Nursing (RN) at Marion Technical College, transfer to OSU Marion for their BSN program. MTC also has articulation agreements with several RN to BSN programs throughout Ohio. This allows for a seamless progression from RN to BSN. In addition, MTC has an LPN to RN Transition program that allows LPNs to complete the Associate Degree in 4 semesters and sit for the NCLEX-RN.

Marion Technical College is accredited by the **Higher Learning Commission**, and the nursing program has been accredited by the **Accreditation Commission for Education in Nursing (ACEN)** since shortly after the program's inception. Accreditation enables students to transfer credits to other colleges and universities and signifies the excellence in education at MTC.

As a bonus, Marion Technical College's nursing graduates have a history of excellence in State Board of Nursing Exam (NCLEX-RN exam pass rates.

To find out more about this option, check out the Nursing program at www.mtc.edu or contact the Office of Admission at 740.389.4636 to get started.

Learning Enrichment Institute (LEI)

The Learning Enrichment Institute (LEI) is an opportunity for individuals 50 years of age and older to broaden their experiences through a schedule of short-term, non-credit courses that promote creativity, free thinking, and personal growth and development.

LEI combines the educational resources of Marion Technical College, The OSU at Marion, other community organizations, and dozens of volunteers to offer two terms (fall and spring, each lasting approximately five to six weeks) of programming that meet the diverse needs and interest of 50+ adults.

LEI is a community service/outreach effort modeled after more than 600 successful "Elderhostel" programs across the country. The LEI belongs to the official Elderhostel Institute Network. Course offerings and cost/registration information can be found at www.mtc.edu or by calling 740-725-4014.

Sixty Plus Program

If you are an Ohio resident age sixty or older, you may enroll in MTC courses on a space-available, **non-credit**, **tuition-free** basis. (You will, however, purchase your own books and pay laboratory fees, if applicable.) See the Office of Admission for details.

CAMPUS RESOURCES

Marion Campus Library

(Refer to the MTC Student Handbook or go to: http://marionlibrary.osu.edu for additional information.)

Alber Student Center

Serving MTC and OSUM students, the George H. Alber Student Center houses the Office of Student Activities and Recreational Sports, as well as recreational and common areas, a gymnasium, facilities for wellness and fitness programming, a 384 square-foot climbing wall, multipurpose room, game room and lounge/study areas.

The campus organizes a variety of activities for students, including dances, movies, concerts, lectures, recreational sports activities (flag football, soccer, whiffle ball, coed volleyball, basketball, racquetball and badminton), and outdoor adventure activities (stargazing/trips to Perkins observatory, paintball, geo-trekking) and art shows.

A student activities handout as well as a student ID discount flyer is available in the Office of Student Activities in the Student Center.

CENTER FOR WORKFORCE DEVELOPMENT

Tami Galloway
Job Development Coordinator
740.386.4138 – gallowayt@mtc.edu
FAX 740.725.4012

Shannon Niedzwicki
MTC Works!
Career Services Specialist
740.386.4176
niedzwickis@mtc.edu
FAX 740.725.0081

Other contact information for
Marion Technical College
1467 Mt. Vernon Avenue,
Marion, OH 43302-5694
www.mtc.edu/cwd
General E-mail: cwd@mtc.edu

VISION

Through the efforts of the Center for Workforce Development, Marion Technical College will become the preferred provider of workforce development services in Marion and the surrounding seven-county area.

The Center for Workforce Development at Marion Technical College serves as a liaison between the college and its corporate and individual customers. The center identifies and applies resources of educational, governmental, and private organizations to provide training and assessment services in order to enhance productivity and help develop a well-trained workforce.

MTC WORKS! is targeted to serve companies and individuals.

MTC's Office of Career Services and The Center for Workforce Development collaborated to develop a program of services to pro-actively recruit employers and individuals, and create job matches between employers and qualified individuals. The partnership has produced 165 matches and provides follow-up at one month, two months and three month intervals.

Part of MTC's overall goals is to produce ''lifelong learners.'' This philosophy extends into all facets of individuals' lives, including the workplace. To accomplish this, the college relies on the expertise and resources of its **Center for Workforce Development (CWD)**.

The CWD serves as a liaison between the college and its corporate and individual workforce-related customers. CWD personnel work closely with customers, identifying and applying resources from educational, governmental, and private sector sources to provide training and assessment services. These services help employers build and maintain a world-class workforce, keep pace with rapid technological change, and meet the evolving challenges of a world economy.

Since 1985, the CWD has trained thousands of individuals in Marion and surrounding counties to move into growing occupational fields or to improve the workplace skills that modern companies need to stay competitive. Customized training has workshops, credit associate degree programs, non-credit courses, programs, and more. Instruction has been provided both at MTC and on-site when it is more convenient for the employer/employees. These training activities have generated more than 43,000 enrollments.

CWD staff work with customers to understand their business. That means interviewing employees, looking over data, and analyzing the company from several vantage points ultimately to improve their bottom line.

Over the years, the Center for Workforce Development at Marion Technical College has worked with a number of companies to meet their goals for improving profit, quality, and productivity, as well as embracing lean manufacturing concepts, computer software upgrades, leadership development initiatives, and more.

Assessment and testing services also play a large role in CWD activities. In the past two years, CWD conducted more than 13,782 assessments/tests to more than 3,011 individuals in the surrounding states. Assessments were administered to existing employees as well as those who were external candidates for positions, and included both online tests as well as ''pen-and-paper'' forms.

In addition, CWD houses a VUE Testing Center which offers Pearson VUE testing services including GED, Microsoft, CompTIA, and Cisco as well a CLEP testing center.

CENTER FOR WORKFORCE DEVELOPMENT

When You Want to Identify and Develop the Best People for Job Positions, CWD Gets Results.

CWD connects workers and employers through affordable assessments, certifications, and training services designed to maximize individual skill development and career success, along with employee selection, development, and training.

The goal of CWD is to stimulate economic growth through workforce development – specifically by closing Ohio's **skills gap**, the difference between the skills being sought by companies and the skills actually held by current or potential area employees. To accomplish this goal, CWD uniquely bundles and delivers to employers and individuals a tailored set of technology-based learning, training, testing, and assessment solutions provided by a consortium of vendors comprised of today's leading suppliers.

CWD has access to more than 1,400 standardized testing/assessment tools to meet a variety of needs. Through client consultation, processes analysis, and project planning, the professionals at CWD can help companies acquire the data needed to take workforce development to the next level.

Put us to the test – contact Tami Galloway at the Center for Workforce Development at Marion Technical College (**740.386.4138**, or **gallowayt@mtc.edu**) and see how CWD assessment, testing, and training tools can support your critical human resources decisions.

Job-Position Candidate Selection

Whether you are hiring new workers or promoting current employees, CWD can help you find the best person for the job with a wide range of assessment and testing tools:

- Define specific knowledge, skills, and abilities needed for the job
- Test job candidates according to position requirements
- Provide post-testing analysis and training

ARTS AND SCIENCES DEPARTMENT

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Associate of Arts Degree

The AA degree is a two year liberal arts/general education degree comprised of courses that emphasize English, social sciences, arts and humanities. It also offers components of mathematics and natural sciences, including one lab science. Graduates of this program will have the general education necessary to pursue a bachelor's degree at most four-year colleges and universities as juniors.

Associate of Science Degree

The AS degree is a two-year liberal arts/general education degree comprised of courses that emphasize mathematics, and the natural sciences including lab sciences. The AS also has components of English, the social sciences and the arts and humanities. Graduates of this program will have the general education necessary to pursue a bachelor's degree at most four-year colleges and universities as juniors.

Marion Technical College

ARTS & SCIENCES

Associate of Arts - Transfer Degree

www.mtc.edu • enroll@mtc.edu • 740-389-4636

Application Process

- MTC Application for Admission and nonrefundable application fee.
- Final high school transcript (or GED results) and college transcripts (if applicable).
- Successful completion of the basic skills assessment (COMPASS) and Technology Skills Test (TST) is required. Any College Foundation courses suggested by COMPASS results are highly recommended.

For More Information, Contact:

Admission Office
Marion Technical College
1467 Mt. Vernon Ave.
Marion, OH 43302
Email: enroll@mtc.edu
740.389.4636
http://www.mtc.edu/transfer

The Program

The Associate of Arts Business Pathway (AA) Degree at Marion Technical College is designed to be a cost effective option for someone who is ultimately seeking a four-year degree in Business. The AA degree includes the core curriculum in most Bachelor of Arts programs including fundamental courses in Business.

The purposes of this associate's degree are to: (1) provide students with the opportunity to affordably complete the first two years of a bachelor's degree; (2) enable students to transfer (often as a junior) to colleges and universities and earn a bachelor's degree in Business; and, (3) demonstrate to employers a student has successfully completed a degree program and possesses a well-rounded education.

Did You Know?

By starting your bachelor's degree at MTC with the AA, you can save thousands of dollars on tuition.

What Can I Do With This Degree?

The Associate of Arts Business Pathway degree is a two year liberal arts/general education degree comprised of courses that emphasize English, Social Sciences, Arts and Humanities. It also offers components of Mathematics, Business, and Natural Sciences. Graduates of this program will have the general education necessary to pursue a bachelor's degree in Business at most four-year colleges and universities as juniors, including Ohio State Marion.

Flexible Option!

There are numerous courses within the AA degree that can be completed online, which will maximize your flexibility. Thus, you can fit many classes into your busy schedule! To see a list of courses that are available online and will apply towards the AA or AS degree, go to www.mtc.edu/transfer and click on "online courses" to the right.

ASSOCIATE OF ARTS (AA)
Business Transfer Pathway

(Effective Academic Year 2017-18)

Course No	Course Title	Credits	OTM, TAG, CT[2] approved course	Term(s) Offered	Pre-Requisites
	FIRST SEMESTER *(Fall)*				
HST 1500	Early American History	3	X	FA, SP	None
HSS 2020	Ethnic and Cultural Diversity	3	X	All	ENG0970 or Placement
OIS 1240	Computer Applications	3		All	Placement or OIS1200
ENG 1000	English Composition I	3	X	All	Placement and OIS1240/concurrent
ECN 2000	Microeconomics	3	X	All	None
	SECOND SEMESTER *(Spring)*				
MKT 2030	Principles of Marketing	3	X	FA, SP	OIS1240 or concurrent, & ECN2000 recommended
MTH 1245	College Algebra	3	X	All	Placement or MTH0920 or TMT1110 or BUS1100; and, currently with MTH0945
OIS 1340	Excel Advanced	3		SP	OIS1240 & Placement or MTH0980
NTR 1100	Human Nutrition	3	X	All	None
ENG 1100	English Composition II	3	X	All	ENG1000
	THIRD SEMESTER *(Fall)*				
HST 1600	Modern American History	3	X	All	None
ENG 1400	Oral Communications	3	X	All	None
ACC 1400	Financial Accounting	4	X	FA, SP	Placement or OIS1200, or MTH0910
CHM 1200	Chemistry I	4	X	FA, SP	High School Chemistry or SCI1050
PSY 1100	General Psychology, ***OR***	3	X	All	None
SOC 1200	*Sociology (3)*		X	*All*	*None*
	FOURTH SEMESTER *(Spring)*				
BUS 2150	Legal Environment of Business	3	X	FA, SP	None
CHM 1250	Chemistry II, ***OR***	4	X	SP	CHM1200
PHY 1200	*Physics I (5)*		X	*SP*	*MTH1200*
ECN 2100	Macroeconomics	3	X	FA, SP	None
ACC 1700	Managerial Accounting	4	X	SP	ACC1400, BUS1100 or MTH1100
ENG 1200	Business Communications	3	X	All	ENG1000
	Credit Hour Total	**64**			

Marion Technical College

ARTS & SCIENCES

Associate of Arts - Transfer Degree

www.mtc.edu • enroll@mtc.edu • 740-389-4636

Application Process

- MTC Application for Admission and nonrefundable application fee.
- Final high school transcript (or GED results) and college transcripts (if applicable).
- Successful completion of the Placement Assessment and Technology Skills Test (TST) is required. Any College Foundation courses suggested by placement results are highly recommended.

For More Information, Contact:

Admission Office
Marion Technical College
1467 Mt. Vernon Ave.
Marion, OH 43302
Email: enroll@mtc.edu
740.389.4636
http://www.mtc.edu/transfer

The Program

The Associate of Arts (AA) Degree at Marion Technical College is designed to be a cost effective option for someone who is ultimately seeking a four-year degree. The AA degree includes the core curriculum that most Bachelor of Arts programs require.

The Ohio Department of Higher Education has guaranteed that the AA degree will transfer to all of Ohio's public colleges and universities. The purposes of this associate's degree are to: (1) provide students with the opportunity to affordably complete the first two years of a bachelor's degree; (2) enable students to transfer (often as a junior) to colleges and universities and earn a bachelor's degree; and, (3) demonstrate to employers a student who successfully completed a degree program and possesses a well-rounded education.

Did You Know?

By starting your bachelor's degree at MTC with the AA, you can save thousands of dollars on tuition. Note the cost comparison chart below.

College/University	# of Credit Hours	Cost*
Marion Technical College	**12 CREDIT HOURS OR LESS**	**$170/CREDIT HOUR**
Bowling Green State University	11 credit hours or less	$379/credit hour
Toledo	undefined	$335/credit hour
Akron	12 credit hours or less	$359/credit hour

*All amounts were found on each university's web site.

What Can I Do With This Degree?

The AA degree is a two year liberal arts/general education degree comprised of courses that emphasize English, Social Sciences, Arts and Humanities. It also offers components of Mathematics and Natural Sciences. Graduates of this program will have the general education necessary to pursue a bachelor's degree at most four-year colleges and universities as juniors.

Flexible Option

The possibilities of this degree are endless! Once you transfer your credits, you can choose to complete a bachelor's degree in almost any field of study. The degree is designed to get the general courses completed so you can focus on a career path that interests you during your bachelor's program.

There are numerous courses within the AA degree that can be completed online, which will maximize your flexibility. Thus, you can fit many classes into your busy schedule. To see a list of courses that will apply towards the AA or AS degree, go to www.mtc.edu/transfer.

Associate of Arts

Ohio Transfer Module (OTM) and Transfer Assurance Guide (TAG) Courses

ENGLISH, LITERATURE, COMMUNICATIONS

Minimum of 9 OTM[1] credits

Course No	Course Title	Cr Hr
_____ENG 1000	English Composition I	3
_____ENG 1100	English Composition II	3
_____ENG 1400	Oral Communications	3
_____ENG 2000	Early American Literature	3
_____ENG 2100	Modern American Literature	3

SOCIAL & BEHAVIORAL SCIENCES

Minimum of 6 OTM[1] credits

_____ECN 2000	Microeconomics	3
_____PSY 1500	Social Psychology	3
_____PSY 2100	Human Growth & Development	3
_____SOC 1200	Sociology	3
_____SOC 1400	Personal & Family Relations	3
_____SOC 2200	Social Problems	3

ARTS & HUMANITIES

Minimum of 6 OTM[1] credits

_____HSS 2020	Ethnic & Cultural Diversity	3
_____HST 1500	Early American History	3
_____HST 1600	Modern American History	3
_____HST 1700	Western Civilization I	3
_____HST 1800	Western Civilization II	3
_____SOC 2400	Gender Studies	3

MATHEMATICS, STATISTICS & LOGIC

Minimum of 3 OTM[1] credits

_____MTH 1230	Quantitative Reasoning	3
_____MTH 1240	Statistics	3
_____MTH 1245	College Algebra	3
_____MTH 1250	PreCalculus	3
_____MTH 2000	Calculus I	5
_____MTH 2050	Calculus II	5
_____HUM 1400	Introduction to Logic	3

NATURAL SCIENCE

Minimum of 8 OTM[1] credits

Course No	Course Title	Cr Hr
_____BIO 1100	General Biology	4
_____CHM 1200	Chemistry I (w/lab)	4
_____CHM 1250	Chemistry II (w/lab)	4
_____PHY 1200	Physics I (w/lab PHY1210)	5
_____PHY 1250	Physics II (w/lab PHY1260)	5
_____SCI 1200	Anatomy & Physiology I (w/lab)	4
_____SCI 1250	Anatomy & Physiology II (w/lab)	4
_____SCI 1300	Microbiology	4
_____SCI 2000	Advanced Human Physiology	4

OTM[1] Electives

Choose additional OTM[1] courses to complete the requirement of 36 OTM[1] credits.

Total OTM Credits_____

Electives (Transfer Assurance Guides[2])

Choose an additional 24 credits to equal the 60 credits needed for an AA degree.

_____ALH 1110	Medical Terminology	3
_____ALH 1120	Human Diseases	3
_____ACC 1400	Financial Accounting	3
_____BUS 2150	Legal Environment of Business	3
_____CRJ 1000	Intro to Criminal Justice	3
_____CRJ 1500	Criminology	3
_____ENG 1200	Business Communications	3
_____ENG 1500	Interpersonal Communications	3
_____HSS 1040	Intro to Social Work	3
_____MKT 2030	Principles of Marketing	3
_____NTR 1100	Nutrition	3
_____OIS 1240	Computer Applications	3

Total Degree Credits

60 Total Credits

[1] *Required Ohio Transfer Module (OTM) courses (36-40 credits)*
http://www.ohiohighered.org/transfer/transfermodule

[1] *Required Ohio Transfer Module (OTM) courses (36-40 credits)*

Marion Technical College

ARTS & SCIENCES

Associate of Science - Transfer Degree

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Application Process

- MTC Application for Admission and nonrefundable application fee.
- Final high school transcript (or GED results) and college transcripts (if applicable).
- Successful completion of Placement Assessment and Technology Skills Test (TST) is required. Any College Foundation courses suggested by placement results are highly recommended.

For More Information, Contact:

Admission Office
Marion Technical College
1467 Mt. Vernon Ave.
Marion, OH 43302
Email: enroll@mtc.edu
740.389.4636
http://www.mtc.edu/transfer

The Program

The Associate of Science (AS) Degree at Marion Technical College is designed to be a cost effective option for someone who is ultimately seeking a four-year degree. The AS degree includes the core curriculum that most Bachelor of Science programs require.

The Ohio Department of Higher Education has guaranteed that the AS degree will transfer to all of Ohio's public colleges and universities. The purposes of this associate's degree are to: (1) provide students with the opportunity to affordably complete the first two years of a bachelor's degree; (2) enable students to transfer (often as a junior) to colleges and universities and earn a bachelor's degree; (3) demonstrate to employers a student who successfully completed a degree program and possesses a well-rounded education.

Did You Know?

By starting your bachelor's degree at MTC with the AS, you can save thousands of dollars on tuition. Note the cost comparison chart below:

College/University	# of Credit Hours	Cost*
Marion Technical College	**12 CREDIT HOURS OR LESS**	**$170/CREDIT HOUR**
Bowling Green State University	11 credit hours or less	$379/credit hour
Toledo	undefined	$335/credit hour
Akron	15 credit hours or less	$359/credit hour

*All amounts were found on each university's web site.

What Can I Do With This Degree?

The AS degree is a two year liberal arts/general education degree comprised of courses that emphasize English, Mathematics, and the Natural Sciences. The AS also has components of the Social Sciences and the Arts/Humanities. Graduates of this program will have the general education necessary to pursue a bachelor's degree at most four-year colleges and universities as juniors.

Flexible Option

The possibilities of this degree are endless! Once you transfer your credits, you can choose to complete a bachelor's degree in almost any field of study. The degree is designed to get the general courses completed so you can focus on a career path that interests you during your bachelor's program.

There are numerous courses within the AS degree that can be completed online, which will maximizing your flexibility. Thus, you can fit many classes into your busy schedule! To see a list of courses that will apply toward the AA or AS degree, go to www.mtc.edu/transfer.

Associate of Science

Ohio Transfer Module (OTM) and Transfer Assurance Guide (TAG) Courses

ENGLISH, LITERATURE, COMMUNICATIONS

Minimum of 6 OTM[1] credits

Course No	Course Title	Cr Hr
ENG 1000	English Composition I	3
ENG 1100	English Composition II	3
ENG 1400	Oral Communications	3
ENG 2000	Early American Literature	3
ENG 2100	Modern American Literature	3

SOCIAL & BEHAVIORAL SCIENCES

Minimum of 6 OTM[1] credits

Course No	Course Title	Cr Hr
ECN 2000	Microeconomics	3
ECN 2100	Macroeconomics	3
HSS 1060	Abnormal Psychology	3
PSY 1100	General Psychology	3
PSY 1500	Social Psychology	3
PSY 2100	Human Growth & Development	3
SOC 1200	Sociology	3
SOC 1400	Personal & Family Relations	3
SOC 2200	Social Problems	3

ARTS & HUMANITIES

Minimum of 6 OTM[1] credits

Course No	Course Title	Cr Hr
HSS 2020	Ethnic & Cultural Diversity	3
HST 1500	Early American History	3
HST 1600	Modern American History	3
HST 1700	Western Civilization I	3
HST 1800	Western Civilization II	3
SOC 2400	Gender Studies	3

MATHEMATICS, STATISTICS & LOGIC

*Minimum of 6 OTM[1] credits, **OR***
3 OTM[1] Math credits and 12 OTM[1] Natural Science credits

Course No	Course Title	Cr Hr
MTH 1230	Quantitative Reasoning	3
MTH 1240	Statistics	3
MTH 1245	College Algebra	3
MTH 1250	PreCalculus	3
MTH 2000	Calculus I	5
MTH 2050	Calculus II	5
HUM 1400	Introduction to Logic	3

Revised 3/02/2017

NATURAL SCIENCE

*Minimum of 8 OTM[1] Natural Science credits, **OR***
3 OTM[1] Math credits and 12 OTM[1] Natural Science credits

Course No	Course Title	Cr Hr
BIO 1100	General Biology	4
CHM 1200	Chemistry I (w/lab)	4
CHM 1250	Chemistry II (w/lab)	4
PHY 1200	Physics I (w/lab PHY1210)	5
PHY 1250	Physics II (w/lab PHY1260)	5
SCI 1200	Anatomy & Physiology I (w/lab)	4
SCI 1250	Anatomy & Physiology II (w/lab)	4
SCI 1300	Microbiology	4
SCI 2000	Advanced Human Physiology	4

OTM[1] Electives

Choose additional OTM[1] courses to complete the requirement of 36 OTM[1] credits.

Total OTM Credits

Electives (Transfer Assurance Guides[2])

Choose an additional 24 credits to equal the 60 credits needed for an AS degree.

Course No	Course Title	Cr Hr
ALH 1110	Medical Terminology	3
ALH 1120	Human Diseases	3
ACC 1400	Financial Accounting	3
BUS 2150	Legal Environment of Business	3
CRJ 1000	Intro to Criminal Justice	3
CRJ 1500	Criminology	3
ENG 1200	Business Communications	3
ENG 1500	Interpersonal Communications	3
HSS 1040	Intro to Social Work	3
MKT 2030	Principles of Marketing	3
NTR 1100	Nutrition	3
OIS 1240	Computer Applications	3

Total Degree Credits

60 Total Credits

[1] *Required Ohio Transfer Module (OTM) courses (36-40 credits)*
http://www.ohiohighered.org/transfer/transfermodule

[2] *Transfer Assurance Guides (TAG)*
http://www.mtc.edu/transfer/pdfs/ApprovedCourseList.pdf

Marion Technical College

ARTS & SCIENCES

Associate of Science - Transfer Degree

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What Can I Do With This Degree?

The AS degree is a two year liberal arts/general education degree comprised of courses that emphasize English, Mathematics, and the Natural Sciences. The AS also has components of the Social Sciences and the Arts/Humanities. Graduates of this program will have the general education necessary to pursue a bachelor's degree at most four-year colleges and universities as juniors.

Flexible Option

The possibilities of this degree are endless! Once you transfer your credits, you can choose to complete a bachelor's degree in almost any field of study. The degree is designed to get the general courses completed so you can focus on a career path that interests you during your bachelor's program.

There are numerous courses within the AS degree that can be completed online, which will maximizing your flexibility. Thus, you can fit many classes into your busy schedule! To see a list of courses that will apply toward the AA or AS degree, go to www.mtc.edu/transfer.

Associate of Science

Ohio Transfer Module (OTM) and Transfer Assurance Guide (TAG) Courses

ENGLISH, LITERATURE, COMMUNICATIONS

Minimum of 6 OTM[1] credits

Course No	Course Title	Cr Hr
_____ENG 1000	English Composition I	3
_____ENG 1100	English Composition II	3
_____ENG 1400	Oral Communications	3
_____ENG 2000	Early American Literature	3
_____ENG 2100	Modern American Literature	3

SOCIAL & BEHAVIORAL SCIENCES

Minimum of 6 OTM[1] credits

_____ECN 2000	Microeconomics	3
_____ECN 2100	Macroeconomics	3
_____HSS 1060	Abnormal Psychology	3
_____PSY 1100	General Psychology	3
_____PSY 1500	Social Psychology	3
_____PSY 2100	Human Growth & Development	3
_____SOC 1200	Sociology	3
_____SOC 1400	Personal & Family Relations	3
_____SOC 2200	Social Problems	3

ARTS & HUMANITIES

Minimum of 6 OTM[1] credits

_____HSS 2020	Ethnic & Cultural Diversity	3
_____HST 1500	Early American History	3
_____HST 1600	Modern American History	3
_____HST 1700	Western Civilization I	3
_____HST 1800	Western Civilization II	3
_____SOC 2400	Gender Studies	3

MATHEMATICS, STATISTICS & LOGIC

Minimum of 6 OTM[1] credits, ***OR***
3 OTM[1] Math credits and 12 OTM[1] Natural Science credits

_____MTH 1230	Quantitative Reasoning	3
_____MTH 1240	Statistics	3
_____MTH 1245	College Algebra	3
_____MTH 1250	PreCalculus	3
_____MTH 2000	Calculus I	5
_____MTH 2050	Calculus II	5
_____HUM 1400	Introduction to Logic	3

NATURAL SCIENCE

Minimum of 8 OTM[1] Natural Science credits, ***OR***
3 OTM[1] Math credits and 12 OTM[1] Natural Science credits

Course No	Course Title	Cr Hr
_____BIO 1100	General Biology	4
_____CHM 1200	Chemistry I (w/lab)	4
_____CHM 1250	Chemistry II (w/lab)	4
_____PHY 1200	Physics I (w/lab PHY1210)	5
_____PHY 1250	Physics II (w/lab PHY1260)	5
_____SCI 1200	Anatomy & Physiology I (w/lab)	4
_____SCI 1250	Anatomy & Physiology II (w/lab)	4
_____SCI 1300	Microbiology	4
_____SCI 2000	Advanced Human Physiology	4

OTM[1] Electives

Choose additional OTM[1] courses to complete the requirement of 36 OTM[1] credits.

Total OTM Credits____

Electives (Transfer Assurance Guides[2])

Choose an additional 24 credits to equal the 60 credits for an AS degree.

_____ALH 1110	Medical Terminology	3
_____ALH 1120	Human Diseases	3
_____ACC 1400	Financial Accounting	3
_____BUS 2150	Legal Environment of Business	3
_____CRJ 1000	Intro to Criminal Justice	3
_____CRJ 1500	Criminology	3
_____ENG 1200	Business Communications	3
_____ENG 1500	Interpersonal Communications	3
_____HSS 1040	Intro to Social Work	3
_____MKT 2030	Principles of Marketing	3
_____NTR 1100	Nutrition	3
_____OIS 1240	Computer Applications	3

Total Degree Credits_____

60 Total Credits

[1] *Required Ohio Transfer Module (OTM) courses (36-40 credits)* http://www.ohiohighered.org/transfer/transfermodule

[2] *Transfer Assurance Guides (TAG)* http://www.mtc.edu/transfer/pdfs/ApprovedCourseList.pdf

BUSINESS TECHNOLOGIES

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Administrative Assistant
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Mike White
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740.386.4111 – whitejm@mtc.edu

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Douglas Holbrook, CPA
Associate Professor, Business & Accounting
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740.386.4139 – kelloggc@mtc.edu

Associate of Applied Business Degrees

Accounting

Business Management

- Adult Student Accelerated Program (ASAP)
- Agribusiness Option
- Business Management *Online*
- Human Resource Management Option
- Human Resource Management Option *Online*
- Marketing Management Major
- Marketing Management Major *Online*
- Real Estate Management Option
- Supply Chain/Logistics Option

Office Administration Technology

- Office Administration Technology *Online*
- Office Administration Technology (Medical Option)

Associate of Technical Study Degrees

Individually Planned ATS - Business
(special application required)

Certificates

Accounting
Business Management

Office Administration Certificate

COOPERATIVE EDUCATION

Marion Technical College believes that maximum benefit is derived from integrating cooperative education (workplace) experiences into academic programs. Securing Co-op employment that is related to the student's academic program is an ideal method for bringing classroom and lab experiences ''to life.'' Business Technologies programs at MTC include a cooperative experience.

The cooperative program was established based upon need for graduates to have practical experience in the work environment as identified through assessment of advisory committees. These committees are comprised of area and regional employers whose input helps shape MTC's program and course development.

Marion Technical College

BUSINESS

Accounting

www.mtc.edu • enroll@mtc.edu • 740-389-4636

Application Process

1. MTC Application for Admission and nonrefundable applicable fee.
2. Final High school transcript (or GED results) and college transcripts (if applicable).
3. Successful completion of the Placement Assessment and Technology Skills Test (TST) is required. Any College Foundation courses recommended by Placement Assessment results are also required.

Degree Received – Credential Certificate

Two-semester full-time schedule; mixture of accounting, business, and computer courses; program can be completed on a part-time basis.

For More Information, Contact:

Admission Office
Marion Technical College
1467 Mt Vernon Avenue
Marion, OH 43302
Email: enroll@mtc.edu
740.389.4636
www.mtc.edu

To Learn More Visit

www.mtc.edu/business/accounting.html

Information subject to change without notice.

The Program - Accounting

Prepare, analyze, and verify financial records; maintain systematic records utilizing computerized data management systems.

Projections

U.S. Department of Labor

Employment of accountants and auditors is projected to grow 11 percent from 2014 to 2024, faster than the average for all occupations. Globalization, a growing overall economy, and an increasingly complex tax and regulatory environment are expected to lead to strong demand for accountants and auditors. Accountants and auditors held about 1.3 million jobs in 2014. The industries that employed the most accountants and auditors were as follows: Accounting, tax preparation, bookkeeping, and payroll services 26%; Government 8%; Finance and insurance 8%; Management of companies and enterprises 7%; and Manufacturing 6%. The U.S. Department of Labor, Bureau of Labor Statistics, *Occupational Outlook Handbook* is a useful tool for career research on a variety of positions. http://www.bls.gov/ooh/a-z-index.htm

Students in the Accounting Certificate program will learn to …

- Prepare financial reports.
- Compare and use financial statements for decision-making purposes.
- Identify, analyze, and summarize financial data.
- Prepare budgets and forecasts for financial decisions.
- Apply generally-accepted accounting principles, concepts, methods, and processes that provide for the accuracy and integrity of financial data.
- Demonstrate an understanding of fund accounting procedures.
- Exhibit ethical behavior in performing accounting functions.
- Analyze and utilize cost information for job order and process cost control.
- Evaluate business problems and apply software applications to record, analyze, and present information.
- Demonstrate an understanding of business and commercial law.
- Write and speak clearly and effectively using standard English.

Accounting Certificate

One-Year Technical Certificate

(Effective Academic Year 2017-18)

Course No	Course Title	Credits	OTM, TAG, CT[2] approved course	Term(s) Offered	Pre-Requisites
	FIRST SEMESTER *(Fall)*				
ACC 1400	Financial Accounting	4	X	FA, SP	Placement or OIS1200, Placement or MTH0910
FIN 1000	Personal Finance	3		FA	Placement or OIS1200
BUS 2100	Ethics	3		All	Placement or ENG0990
OIS 1240	Computer Applications	3		All	Placement or OIS1200
ENG 1000	English Composition I	3	X	All	Placement and OIS1240/concurrent
	SECOND SEMESTER *(Spring)*				
ACC 1500	MicroComputer Applications in Accounting	3		SP	ACC1400, OIS1240
ACC 1700	Managerial Accounting	4	X	SP	ACC1400
ACC 2600	Payroll Accounting	1		SP	ACC1400
BUS 2150	Legal Environment of Business	3	X	FA, SP	None
FIN 2100	Corporate Financial Management	3		SP	ACC1400
	Credit Hour Total	**30**			

Occupational Certification Opportunities:

American Institute of Professional Bookkeepers

Certified Bookkeeper Designation

American Payroll Association

Certified Payroll Professional

Fundamental Payroll Certification

National Bookkeepers Association/National Association of Certified Professional Bookkeepers

Accounting Certification

Bookkeeper Certification

REORDER/RENAME Excel Certification

REORDER Payroll Certification

QuickBooks Certification

Tax Certification

Marion Technical College

BUSINESS

Accounting

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Application Process

1. MTC Application for Admission and nonrefundable applicable fee.
2. Final High school transcript (or GED results) and college transcripts (if applicable).
3. Successful completion of the Placement Assessment and Technology Skills Test (TST) is required. Any College Foundation courses recommended by Placement Assessment results are also required.

Career Opportunities

Accounts Receivable
Accounts Receivable/Payable Clerk
Assistant School Treasurer
Auditor
Bank Management Trainee
Billing Specialist
Bookkeeper
Budget Accountant
Collections Worker
Financial Analyst
Inventory Clerk
Loan Officer Trainee
Payroll Clerk
Tax Preparer

Check out more career choices at Career Coach https://mtc.emsicareercoach.com/

Degree Received

Associate of Applied Business

Two-year full-time degree schedule; mixture of accounting, business, computer, and communications courses; program can be completed on a part-time basis. Second year advanced accounting courses alternate between day and evening scheduling every other year. See your academic advisor to confirm the schedule.

To Learn More Visit

www.mtc.edu/business/accounting.html

Information subject to change without notice.

The Program - Accounting

Prepare, analyze, and verify financial records; maintain systematic records utilizing computerized data management systems.

Projections

U.S. Department of Labor

Employment of accountants and auditors is projected to grow 11 percent from 2014 to 2024, faster than the average for all occupations. Globalization, a growing overall economy, and an increasingly complex tax and regulatory environment are expected to lead to strong demand for accountants and auditors. Accountants and auditors held about 1.3 million jobs in 2014. The industries that employed the most accountants and auditors were as follows: Accounting, tax preparation, bookkeeping, and payroll services 26%; Government 8%; Finance and insurance 8%; Management of companies and enterprises 7%; and Manufacturing 6%. The U.S. Department of Labor, Bureau of Labor Statistics, *Occupational Outlook Handbook* is a useful tool for career research on a variety of positions. http://www.bls.gov/ooh/a-z-index.htm

Students in the Accounting program will learn to …

- Prepare financial reports.
- Compare and use financial statements for decision-making purposes.
- Identify, analyze, and summarize financial data.
- Prepare budgets and forecasts for financial decisions.
- Explain the purpose and standards for an independent audit.
- Apply generally-accepted accounting principles, concepts, methods, and processes that provide for the accuracy and integrity of financial data.
- Prepare individual and corporate federal, state, and local income tax returns and reports.
- Demonstrate an understanding of fund accounting procedures.
- Establish and maintain internal control systems.
- Exhibit ethical behavior in performing accounting functions.
- Analyze and utilize cost information for job order and process cost control.
- Evaluate business problems and apply software applications to record, analyze, and present information.
- Demonstrate an understanding of business and commercial law.
- Use business mathematics to solve problems.
- Write and speak clearly and effectively using standard English.
- Identify the basic economic principles of a modern economy.
- Prepare and deliver effective oral presentations.

Note:

Second year evening accounting courses alternate from year to year. See your academic advisor to confirm the schedule.

ACCOUNTING TECHNOLOGY

Associate of Applied Business Degree

(Effective Academic Year 2017-18)

Course No	Course Title	Credits	OTM, TAG, CT[2] approved course	Term(s) Offered	Pre-Requisites
	FIRST SEMESTER *(Fall)*				
ACC 1400	Financial Accounting	4	X	FA, SP	Placement or OIS1200, or MTH0910
FIN 1000	Personal Finance	3		FA	Placement or OIS1200
MTH 1230	Quantitative Reasoning, ***OR***	3		All	Placement or MTH0910 or TMT1110 or BUS1100; and, currently with MTH0930
MTH 1240	*Statistics (3),* ***OR***			*All*	Placement or MTH0910 or TMT1110 or BUS1100; and, currently with MTH0940
MTH1245	*College Algebra (3)*			*All*	Placement or MTH0910 or TMT1110 or BUS1100; and, currently with MTH0940
OIS 1240	Computer Applications	3		All	Placement or OIS1200
ENG 1000	English Composition I	3	X	All	Placement and OIS1240/concurrent
	SECOND SEMESTER *(Spring)*				
ACC 1500	MicroComputer Applications in Accounting	3		SP	ACC1400, OIS1240
ACC 1700	Managerial Accounting	4	X	SP	ACC1400
ACC 2600	Payroll Accounting	1		SP	ACC1400
FIN 2100	Corporate Financial Management	3		SP	ACC1400
BUS 2150	Legal Environment of Business	3	X	FA, SP	None
ENG 1100	English Composition II	3	X	All	ENG1000
	THIRD SEMESTER *(Fall)*				
ACC 2210	Intermediate Accounting I	3		FA	ACC1400
ACC 2400	Auditing	3		FA	ACC1400
ACC 2500	Non-Profit Organizational Acctg	3		FA	ACC1400
BUS 2100	Ethics	3		All	Placement or ENG0990
BUS 2800	Cooperative Education Preparation	1		FA, SP	ENG1000 and 16 credits
ENG 1400	Oral Communications	3	X	All	None
	FOURTH SEMESTER *(Spring)*				
ACC 2220	Intermediate Accounting II	3		SP	ACC2210
ACC 2300	Federal Taxation	3		SP	ACC1400
BUS 2901	Coop Education Experience *(10/Lab)*	1		All	BUS2800
MGT 1400	Introduction to Management	3		All	None
ECN 2000	Microeconomics, ***OR***	3	X	All	None
ECN 2100	*Macroeconomics (3)*		*X*	*FA, SP*	*None*
	Credit Hour Total	**62**			

Marion Technical College

BUSINESS

Business Management - Agribusiness Option

www.mtc.edu • enroll@mtc.edu • 740-389-4636

Application Process

1. MTC Application for Admission and nonrefundable applicable fee.
2. Final high school transcript (or GED results) and college transcripts (if applicable).
3. Successful completion of the Placement Assessment and Technology Skills Test is required. Any College Foundation courses recommended by Placement Assessment results are also required.

Career Opportunities

Buyer/Purchasing Agent
Ag Technician
Agricultural Management
Crop Soil Sampler
Environmental Resources Management
Crop Insurance Account Specialist
Grader/Sorter
Product Manager

Check out more career choices at Career Coach.

Degree Received Associate of Applied Business

Two-year full-time degree schedule; mixture of management, core business, computer, engineering, science, and communication courses with emphasis on management in a variety of organizational settings; program can be completed on a part-time basis.

To Learn More Visit
www.mtc.edu/business/agribusiness.html

The Program – Business Management (Agribusiness Option)

Students who select the Agribusiness option within MTC's Associate of Applied Business (AAB) business management program will develop knowledge and skills that facilitate practical application as it applies to the business of farming. Strong foundation in decision-making principles plus the option to customize agricultural focus through technical courses, strengthens the connection in preparing students for employment in commercial agriculture and businesses serving agriculture. MTC's business management curriculum places a strong emphasis on developing graduates who are prepared to help organizations be successful in the face of everyday business challenges.

Upon completion of the Agribusiness option within MTC's AAB degree, students will be able to…

- Demonstrate knowledge of the issues and environmental factors involved in making agribusiness decisions.
- Apply administrative skills to effectively organize work, manage time, and set priorities.
- Effectively use interpersonal skills to communicate and work with a diverse group of people.
- Use appropriate computer software to solve business problems and to create documents that enhance effective communications.
- Use the problem-solving method to solve ethical dilemmas, customer concerns, and business problems.
- Use technology to develop and effectively communicate information related to a project or marketing plan.
- Develop a marketing plan incorporating new product ideas and strategies.
- Understand ecological foundation of environmental systems and strategies for sustainable management of environment and natural resources.
- Learn to create and read fluid power schematics, size and select components, and troubleshoot hydraulic and pneumatic systems.
- Troubleshoot computer hardware and software to repair systems including virtualization.
- Use record control systems to streamline information management.

Projections U.S. Department of Labor

The U.S. Department of Labor, Bureau of Labor Statistics, *Occupational Outlook Handbook* is a useful tool for career research on a wide variety of management, business, and agriculture positions. www.bls.gov/ooh/

The Small Business Administration is an excellent source of information for anyone contemplating going into business. www.sba.gov

BUSINESS MANAGEMENT TECHNOLOGY
• AGRIBUSINESS OPTION •

Associate of Applied Business Degree
(Effective Academic Year 2017-18)

May 1, 2017

Course No	Course Title	Credits	OTM, TAG, CT[2] approved course	Term(s) Offered	Pre-Requisites
	FIRST SEMESTER *(Fall)*				
MGT 1400	Introduction to Management	3		All	None
MTH 1230	Quantitative Reasoning	3		All	Placement or MTH0910 or TMT1110 or BUS1100; and, currently with MTH0930
OIS 1240	Computer Applications	3		All	Placement or OIS1200
ENG 1000	English Composition I	3	X	All	Placement and OIS1240/conc
ECN 2000	Microeconomics, ***OR***	3	X	All	None
ECN 2100	*Macroeconomics (3)*		*X*	*All*	*None*
	SECOND SEMESTER *(Spring)*				
MKT 2030	Principles of Marketing	3	X	FA, SP	OIS1240 or concurrent, & ECN2000 recommended
ACC 1400	Financial Accounting	4	X	FA, SP	Placement or OIS1200, Placement or MTH0910
BUS 2100	Ethics	3		All	Placement or ENG0990
OIS 1340	Excel Advanced	3		SP	OIS1240 & Placement or MTH0910
ENG 1100	English Composition II	3	X	All	ENG1000
OOOO	Non-Technical Elective	3			
	THIRD SEMESTER *(Fall)*				
MGT 2210	Human Resource Mgmt	3		FA	MGT 1400 or concurrent
MGT 2540	Leadership	3		FA	MGT 1400
BUS 2800	Cooperative Education Preparation	1		FA, SP	ENG1000 and 16 credits
ENRZ 2100	Intro to Environmental Sciences **OR**	3	X	All	None
CHM 1200	*Chemistry (4)*		X	*All*	*High School Chemistry or SCI1050*
TEC 0000	* Technical Elective	3			
TEC 0000	* Technical Elective	3			
	FOURTH SEMESTER *(Spring)*				
MGT 2410	Organizational Behavior	3	X	SP	MGT1400
BUS 2901	Cooperative Education Experience	1		All	BUS2800
ENG 1200	Business Communications	3	X	All	ENG1000
ENG 1400	Oral Communications	3	X	All	None
BUS 2150	Legal Environment of Business	3	X	FA, SP	None
	Credit Hour Total	**63**			

*** Technical Electives** *(Must choose minimum of 6 credit hours from list below.)*

AET 1100	Alternative Energy	3
MET 2100	Fluid Mechanics	3
OIS 1280	Records and Data Management	2
CIT 1351	IT Essentials/A+	3

Marion Technical College

BUSINESS

Business Management - Adult Student Accelerated Program (ASAP)

www.mtc.edu • enroll@mtc.edu • 740-389-4636

Application Process
Limited Enrollment

1. MTC Application for Admission and non-refundable application fee.
2. Complete the **Adult Student Accelerated Program (ASAP) Application**.
   - Document two years of full-time work experience.
   - Submit a commitment essay detailing personal goals for pursuing this program.
3. Provide official transcripts—required to have a 2.50/4.00 overall grade point average.
   - Official high school transcript or GED results.
   - Official college transcript(s), if applicable.
4. Complete the Placement Assessment **- or -** successfully complete any required brush-up courses prior to beginning the accelerated program.
5. Pass the Technology Skills Test (TST) or completion of Computer Basics (OIS1200) prior to beginning the accelerated program.
   - Any ASAP applicant who needs foundation courses (reading, writing, math) based on COMPASS placement test, must successfully complete these courses before the ASAP begins.
6. Participate in an Adult Student Accelerated Program (ASAP) interview, which will be scheduled with applicants who meet the criteria listed above.

To Learn More Visit
www.mtc.edu/business/busmangtasap.html

The Program - Business Management (ASAP)

The **MTC Business Management Adult Student Accelerated Program (ASAP)** offers a unique way for working adults to fit earning a college degree into their busy lives. By attending class one evening per week and taking two online courses, students can earn an associate degree in Business Management. Between weekly classes, students complete coursework online, on their own schedule. The curriculum is taught one course at a time in an interactive, team-based learning environment. This program enables students to connect with their peers and establish a network of friends who provide support throughout the degree program.

What Will It Take to Succeed?

To be successful, a student must make a personal commitment to attend each weekly class, work independently between class sessions, and complete all assignments on time.

Students in the Business Management ASAP will learn to …

- Identify and apply strategies managers can use to improve employee performance.
- Demonstrate skills necessary for effective participation in or leadership of workplace teams.
- Use technology to develop, analyze, and effectively communicate information related to a project, a process, or to conduct training.
- Understand legal requirements and ethical considerations pertaining to organizations.
- Use formal problem-solving approaches to solve ethical dilemmas, customer concerns, and business problems.
- Apply business concepts to create a business plan incorporating financial, management, and marketing components.
- Develop a marketing plan incorporating new product ideas and strategies.
- Effectively communicate with diverse groups of stakeholders in both written and oral forms.
- Apply methods to effectively organize work, manage time, and establish priorities.
- Apply strategies to attract and retain the best talent for organizations.
- Use leadership theory to develop best practices of leading employees.

Career Opportunities

Office Manager
Bank Manager
Assistant Manager
Marketing Supervisor
Sales Manager
First-line Supervisor
Project Coordinator

Check out more careers choices at Career Coach. https://mtc.emsicareercoach.com/

Degree Received Associate of Applied Business

Mixture of core business, communications, management, and IT courses; program is completed by attending class one evening per week, one course at a time, in an accelerated format.

The U.S. Department of Labor, Bureau of Labor Statistics, *Occupational Outlook Handbook* is a useful tool for career research on a variety of management, marketing, and human resources positions. http://www.bls.gov/oco/oco1001.htm

The Small Business Administration is an excellent source of information for anyone contemplating going into business. http://www.sba.gov

BUSINESS MANAGEMENT TECHNOLOGY

• ASAP •

Associate of Applied Business Degree

(Effective Academic Year 2017-18)

Course No	Course Title	Credits	OTM, TAG, CT[2] approved course	Term(s) Offered	Pre-Requisites
	FIRST SEMESTER *(Spring)*				
MGT 1400	Introduction to Management	3		All	None
OIS 1240	Computer Applications	3		All	Placement or OIS1200
MTH 1230	Quantitative Reasoning, ***OR***	3		All	Placement or MTH0910 or TMT1110 or BUS1100; and, currently with MTH0930
BUS 1100	*Business Math (3)*			All	*Placement or OIS1240 or concurrent*
	SECOND SEMESTER *(Summer)*				
ENG 1000	English Composition I	3	X	All	Placement and OIS1240/concurrent
ENG 1100	English Composition II	3	X	All	ENG1000
	THIRD SEMESTER *(Fall)*				
OIS 1340	Excel Advanced	3		SP	OIS1240 & Placement or MTH0910
MGT 2410	Organizational Behavior	3		SP	MGT1400
BUS 2150	Legal Environment of Business	3	X	FA, SP	None
PSY 1100	General Psychology	3	X	All	None
	FOURTH SEMESTER *(Spring)*				
ECN 2000	Microeconomics	3	X	All	None
ENG 1200	Business Communications	3	X	All	ENG1000
MGT 2510	Project Management	3		FA	OIS1240
	FIFTH SEMESTER *(Summer)*				
ENG 1400	Oral Communications	3	X	All	None
ACC 1400	Financial Accounting	4	X	FA, SP	Placement or OIS1200, Placement or MTH0910
	SIXTH SEMESTER *(Fall)*				
MGT 2210	Human Resource Management	3		FA	MGT1400 or Concurrent
ACC 1700	Managerial Accounting	4	X	SP	ACC1400
MKT 2030	Principles of Marketing	3	X	FA, SP	OIS1240 or concurrent, & ECN2000 recommended
	SEVENTH SEMESTER *(Spring)*				
BUS 2100	Ethics	3		All	Placement or ENG0990
MGT 2540	Leadership	3		FA	MGT1400
MGT 2500	Entrepreneurship & Small Business	3		SP	MGT1400, MKT2030, ACC1400
	Credit Hour Total	**62**			

Marion Technical College

BUSINESS

Business Management Certificate

www.mtc.edu • enroll@mtc.edu • 740-389-4636

Application Process

1. MTC Application for Admission and nonrefundable applicable fee.
2. Final high school transcript (or GED results) and college transcripts (if applicable).
3. Successful completion of the Placement Assessment and Technology Skills Test is required. Any College Foundation courses recommended by Placement Assessment results are also required.

Degree Received – Credential Certificate

The two semester curriculum is comprised of established core courses that provide direct training for management support position; the curriculum is comprised of management, business, computer, and communication courses.

For More Information, Contact:

Admission Office
Marion Technical College
1467 Mt Vernon Avenue
Marion, OH 43302
Email: enroll@mtc.edu
740.389.4636
www.mtc.edu

To Learn More Visit

www.mtc.edu/Business/busmangtcert.html

The Program – Business Management

Provide business support services to managers, utilizing concepts of accounting, personnel and resource management, awareness of consumer behavior, and business planning.

Students in the Business Management certificate program will learn to …

- Apply interviewing skills to employ and leadership skills to train, supervise, evaluate, and motivate employees.
- Apply administrative skills to effectively organize work, manage time, and set priorities.
- Effectively use interpersonal skills to lead and manage a diverse group of people.
- Use appropriate computer software to solve business problems and to create documents that enhance effective communications.
- Use the problem-solving method to solve business problems.
- Develop a marketing plan incorporating new product ideas and strategies.
- Demonstrate methods for effectively leading a workplace team, and for being an effective team member.

The Business Management Certificate Program is offered in a variety of formats: traditional day/evening, blended and online.

Business Management Certificate

One-Year Technical Certificate
(Effective Academic Year 2017-18)

Course No	Course Title	Credits	OTM, TAG, CT[2] approved course	Term(s) Offered	Pre-Requisites
	FIRST SEMESTER *(Fall)*				
MGT 1400	Introduction to Management	3		All	None
BUS 2100	Ethics	3		All	Placement or ENG0990
BUS 2150	Legal Environment of Business	3	X	FA, SP	None
OIS 1240	Computer Applications	3		All	Placement or OIS1200
ENG 1000	English Composition I	3	X	All	Placement and OIS1240/concurrent
ECN 2000	Microeconomics, ***OR***	3	X	FA, SP	None
ECN 2100	*Macroeconomics (3)*		*X*	*FA, SP*	*None*
	SECOND SEMESTER *(Spring)*				
MGT 2410	Organizational Behavior	3		SP	MGT1400
0000	MGT/MKT/REA Technical Elective	3			Course Requirements
ACC 1400	Financial Accounting	4	X	FA, SP	Placement or OIS1200, Placement or MTH0910
MKT 2030	Principles of Marketing	3	X	FA, SP	OIS1240 or concurrent, & ECN2000 recommended
ENG 1100	English Composition II	3	X	All	ENG1000
	Credit Hour Total	**34**			

Occupational Certification Opportunity:

Certified Professional Salesperson (SCPS)

Marion Technical College

BUSINESS

Business Management

www.mtc.edu • enroll@mtc.edu • 740-389-4636

Application Process
Admission Standard

1. MTC Application for Admission and nonrefundable applicable fee.
2. Final high school transcript (or GED results) and college transcripts (if applicable).
3. Successful completion of the Placement Assessment and Technology Skills Test is required. Any College Foundation courses recommended by Placement Assessment results are also required.

Career Opportunities

Office Manager
Sales Manager
Bank Manager
First-line Supervisor
Assistant Manager
Project Coordinator
Marketing Supervisor

Check out more career choices at Career Coach. https://mtc.emsicareercoach.com/

Degree
Associate of Applied Business

Two-year full-time degree schedule; mixture of core business, management, computer, and communications courses; program can be completed on a part-time basis.

Students may earn an Associate of Applied Business degree 100% online at Marion Technical College. The required courses in the Business curriculum are offered online spring and fall semesters and a student who enrolls full-time may complete the degree in two years. This program is offered to qualified students who must be college ready in reading, writing, math; have Internet access, and Microsoft Office ®.

To Learn More Visit

www.mtc.edu/Business/busmangt.html

The Program – Business Management

MTC's Associate of Applied Business (AAB) degree program prepares students for the diverse challenges of business management. The business management program reflects contemporary employer needs and equips students with essential business knowledge and skills. Students will learn how to develop and execute business management plans from both the strategic and tactical perspectives to maximize organizational resources. MTC's business management curriculum places a strong emphasis on developing graduates who are prepared to help organizations be successful in the face of everyday marketplace challenges.

Students in the Business Management program will learn to …

- Identify and apply strategies managers can use to improve employee performance.
- Demonstrate skills necessary for effective participation in or leadership of workplace teams.
- Use technology to develop, analyze, and effectively communicate information related to a project, a process, or to conduct training.
- Understand legal requirements and ethical considerations pertaining to organizations.
- Use formal problem-solving approaches to solve ethical dilemmas, customer concerns, and business problems.
- Apply business concepts to create a business plan incorporating financial, management, and marketing components.
- Develop a marketing plan incorporating new product ideas and strategies.
- Effectively communicate with diverse groups of stakeholders in both written and oral forms.
- Apply methods to effectively organize work, manage time, and establish priorities.
- Apply strategies to attract and retain the best talent for organizations.
- Use leadership theory to develop best practices of leading employees.

U.S. Department of Labor Projections

The U.S. Department of Labor, Bureau of Labor Statistics, *Occupational Outlook Handbook* is a useful tool for career research on a variety of management, marketing, and human resources positions.
http://www.bls.gov/oco/oco1001.htm

The Small Business Administration is an excellent source of information for anyone contemplating going into business. http://www.sba.gov

The Business Management Program is offered in a variety of formats: traditional day/evening, blended, one night per week (ASAP), and online.

BUSINESS MANAGEMENT TECHNOLOGY

Associate of Applied Business Degree

(Effective Academic Year 2017-18)

Course No	Course Title	Credits	OTM, TAG, CT[2] approved course	Term(s) Offered	Pre-Requisites
	FIRST SEMESTER *(Fall)*				
MGT 1400	Introduction to Management	3		All	None
MTH 1230	Quantitative Reasoning	3		All	Placement or MTH0910 or TMT1110 or BUS1100; and, currently with MTH0930
OIS 1240	Computer Applications	3		All	Placement or OIS1200
ENG 1000	English Composition I	3	X	All	Placement and OIS1240/concurrent
ECN 2000	Microeconomics, ***OR***	3	X	All	None
ECN 2100	*Macroeconomics (3)*		X	*FA, SP*	*None*
	SECOND SEMESTER *(Spring)*				
MKT 2030	Principles of Marketing	3	X	FA, SP	OIS1240 or concurrent, & ECN2000 recommended
ACC 1400	Financial Accounting	4	X	FA, SP	Placement or OIS1200, Placement or MTH0910
BUS 2100	Ethics	3		All	Placement or ENG0990
OIS 1340	Excel Advanced	3		SP	OIS1240 & Placement or MTH0910
ENG 1100	English Composition II	3	X	All	ENG1000
	THIRD SEMESTER *(Fall)*				
MGT 2210	Human Resource Management	3		FA	MGT1400 or Concurrent
MGT 2540	Leadership, ***OR***	3		FA	MGT1400
MGT/MKT/REA	*Technical Elective (3)*				Course Requirements
ENG 1400	Oral Communications	3	X	All	None
BUS 2150	Legal Environment of Business	3	X	FA, SP	None
BUS 2800	Cooperative Education Preparation	1		FA, SP	ENG1000 and 16 credits
PSY 1100	General Psychology, ***OR***	3	X	All	None
SOC 1200	*Sociology (3)*		X	*All*	None
	FOURTH SEMESTER *(Spring)*				
MGT 2410	Organizational Behavior	3		SP	MGT1400
MGT 2500	Entrepreneurship and Small Business	3		SP	MGT1400, MKT2030, ACC1400
MTH 1240	Statistics, ***OR***	4		SP, SU	Placement or MTH0910 or TMT1110 or BUS1100; and, currently with MTH0940
ACC 1700	*Managerial Accounting (4)*		*X*	*SP*	*ACC1400*
BUS 2901	Cooperative Education Experience	1		All	BUS2800
ENG 1200	Business Communications	3	X	All	ENG1000
	Credit Hour Total	**61**			

Marion Technical College

BUSINESS

Real Estate Salesperson (External Certification)

www.mtc.edu • enroll@mtc.edu • 740-389-4636

Application Process

1. MTC Application for Admission and nonrefundable applicable fee.
2. High school transcript (or GED results) and college transcripts (if applicable).

Career Opportunities

Real Estate Sales
Agent
Agent Assistant
Real Estate Agent/Broker
Broker Specialist
Property Manager
Title Researcher

Check out more career choices at Career Coach https://mtc.emsicareercoach.com/

Credential

Becoming a licensed **Real Estate Salesperson in the State of Ohio** requires completing required coursework, meeting contract hour requirements, and passing the Real Estate Salesperson examination.

To Learn More Visit

www.mtc.edu/Business

Admission Office
Marion Technical College
1467 Mt. Vernon Avenue
Marion, OH 43302
www.mtc.edu/Admission
enroll@mtc.edu
740.389.4636

Will the Real Estate Credits Apply Towards an Associate Degree?

Students who complete MTC's Real Estate sales courses and wish to become a licensed real estate broker in the State of Ohio can apply the 10 credit hours towards an Associate of Applied Business Degree in Real Estate Management.

Course No		Course Title	Credit Hours*
REA	1010	Real Estate Principles and Practices	3
REA	1300	Real Estate Appraisal	2
REA	1200	Real Estate Finance	2
REA	1100	Real Estate Law	3
		Credit Hour Total	**10**

Go to http://www.com.ohio.gov/real/default.aspx to view the State of Ohio Requirements to become a Licensed Real Estate Salesperson

Salesperson Pre-Licensing Requirements

To be eligible to take the Salesperson Examination, you must fulfill two requirements 1) Pass each course listed above; 2) Meet the state's contact hour attendance requirements. Class attendance is mandatory.

Salesperson Post-Licensing Requirements

Not earlier than the date of issue of a real estate salesperson's license to a licensee, but not later than twelve months after the date of issue of a real estate salesperson license to a licensee, the licensee shall submit proof satisfactory to the superintendent, on forms made available by the superintendent, of the completion of ten hours of classroom instruction that shall be completed in schools, seminars, and educational institutions approved by the commission.

Marion Technical College's Associate of Applied Business degree in Real Estate Management includes the coursework required to become a licensed **Real Estate Broker** in the State of Ohio.

Broker License Requirements

Course No		Course Title	Credit Hours	State Required Contact Hours*
REA	1010	Real Estate Principles and Practices	3	40
REA	1300	Real Estate Appraisal	2	20
REA	1200	Real Estate Finance	2	20
REA	1100	Real Estate Law	3	40
ACC	1700	Managerial Accounting	4	Prereq: ACC1400, BUS1100
MGT	2210	Human Resource Management	3	Prereq: OIS1400 or concurrent
ECN	2000	Microeconomics	3	Prereq: None
BUS	2150	Legal Environment of Business	3	Prereq: None

The credits in this degree fulfill the state's two-year (60 semester hours) post secondary education requirement for any salesperson (licensed after January 3, 1984) who wants to take the Broker's Examination. The requirements do not apply to those licensed before January 2, 1972.
Go to http://www.com.ohio.gov/real/default.aspx to view the State of Ohio's requirements to obtain a Real Estate Broker's License.

Broker Post-Licensing Requirements

Within one year after issuance of a Broker's License, the licensee must complete a 10-hour post licensure course in real estate brokerage. This course may be completed at other institutions approved by the Ohio Real Estate Commission. If this requirement is not met, the license will be suspended and the broker has a 1-year grace period to complete the course.

Marion Technical College

BUSINESS

Business Management - Human Resource Management

www.mtc.edu • enroll@mtc.edu • 740-389-4636

Application Process

1. MTC Application for Admission and nonrefundable applicable fee.
2. Final high school transcript (or GED results) and college transcripts (if applicable).
3. Successful completion of the Placement Assessment and Technology Skills Test is required. Any College Foundation courses recommended by Placement Assessment results are also required.

Career Opportunities

Benefits Specialist
Employment Specialist
Human Resource Generalist
Human Resource Assistant
Payroll Specialist
Training Coordinator
Employment Recruiter

Check out more career choices at Career Coach https://mtc.emsicareercoach.com/

Degree Received Associate of Applied Business

Two-year full-time degree schedule; mixture of management, core business, computer, and communication courses with emphasis on management in a variety of organizational settings; program can be completed on a part-time basis.

To Learn More Visit
www.mtc.edu/Business/hrmangt.html

The Program – Business Management (Human Resource Management Option)

Students who select the Human Resource Management option within MTC's Associate of Applied Business (AAB) business management program will develop knowledge and skills that facilitate practical application in the field of human resource management (HRM). As HRM is a dynamic part of any business environment, MTC's HRM curriculum reflects the latest trends for local and regional employers, and national trends as reflected by HRM professional organizations such as The Society for Human Resource Management. HRM students will learn how to work with diverse groups of employees in functions such as recruiting, staffing, compensation and benefits administration, training and development, and talent management.

Upon completion of the HRM option within MTC's Business Management degree, students will be able to…

- Apply strategies to attract and retain the best talent for organizations, based upon employer requirements.
- Understand and explain legal requirements pertaining to the discipline of HRM.
- Identify strategies to improve employee performance, including processes and/or procedures pertaining to performance appraisal systems.
- Apply HRM principles to effectively organize work, manage time, and establish priorities.
- Effectively communicate with diverse groups of stakeholders in both written and oral forms.
- Utilize appropriate technology (e.g. computer software programs) to create spreadsheets, documents, presentations designed to address common business and HRM challenges.
- Utilize problem-solving approaches in connection with employee relations matters and day-to-day business issues.
- Apply technology tools to develop and deliver effective training and development.
- Demonstrate knowledge of how compensation and benefit plans are structured and administered.
- Gather data to perform job analyses and job descriptions.

Projections U.S. Department of Labor

The U.S. Department of Labor, Bureau of Labor Statistics, *Occupational Outlook Handbook* is a useful tool for career research on a wide variety of management, marketing, and human resources positions. http://www.bls.gov/oco/oco1001.htm

The Small Business Administration is an excellent source of information for anyone contemplating going into business. http://www.sba.gov

The Business Management Human Resource Management Option is offered in a variety of: traditional day/evening, blended and online.

BUSINESS MANAGEMENT TECHNOLOGY
• HUMAN RESOURCE OPTION •

Associate of Applied Business Degree
(Effective Academic Year 2017-18)

May 1, 2017

Course No	Course Title	Credits	OTM, TAG, CT[2] approved course	Term(s) Offered	Pre-Requisites
	FIRST SEMESTER *(Fall)*				
MGT 1400	Introduction to Management	3		All	None
MGT 2210	Human Resource Management	3		FA	MGT1400 or concurrent
MTH 1230	Quantitative Reasoning	3		All	Placement or MTH0910 or TMT1110 or BUS1100; and, currently with MTH0930
OIS 1240	Computer Applications	3		All	Placement or OIS1200
ENG 1000	English Composition I	3	X	All	Placement and OIS1240/concurrent
	SECOND SEMESTER *(Spring)*				
MKT 2030	Principles of Marketing	3	X	FA, SP	OIS1240 or concurrent, & ECN2000 recommended
MGT 2400	Training and Development	3		SP	MGT2210, OIS1240
ACC 1400	Financial Accounting	4	X	FA, SP	Placement or OIS1200, Placement or MTH0910
OIS 1340	Excel Advanced	3		SP	OIS1240 & Placement or MTH0910
ECN 2000	Microeconomics	3	X	All	None
	THIRD SEMESTER *(Fall)*				
ENG 1100	English Composition II	3	X	All	ENG1000
BUS 2150	Legal Environment of Business	3	X	FA, SP	None
BUS 2800	Cooperative Education Preparation	1		FA, SP	ENG1000 and 16 credits
BUS 2100	Ethics	3		All	Placement or ENG0990
ENG 1400	Oral Communications	3	X	All	None
PSY 1100	General Psychology, ***OR***	3	X	All	None
SOC 1200	*Sociology (3)*		*X*	*All*	*None*
	FOURTH SEMESTER *(Spring)*				
MGT 2230	Employee and Labor Relations	3		SP	MGT2210
MKT 2200 '0000	Public Relations and Social Media **OR** *MGT/MKT/REA Tech Elective*	3		SP	*Course Requirements*
ACC 2600	Payroll Accounting	1		SP	ACC1400
MTH 1240	Statistics	4		SP, SU	Placement or MTH0910 or TMT1110 or BUS1100; and, currently with MTH0940
BUS 2901	Cooperative Education Experience	1		All	BUS2800
ENG 1200	Business Communications	3	X	All	ENG1000
	Credit Hour Total	**62**			

Marion Technical College

BUSINESS

Business Management - Marketing Management Major

www.mtc.edu • enroll@mtc.edu • 740-389-4636

Application Process

1. MTC Application for Admission and nonrefundable applicable fee.
2. Final High school transcript (or GED results) and college transcripts (if applicable).
3. Successful completion of the Placement Assessment and Technology Skills Test is required. Any College Foundation courses recommended by Placement Assessment results are also required.

Career Opportunities

Advertising Account Representative
Assistant Buyer
Customer Service Supervisor
Market Research Assistant
Management Trainee
Marketing Supervisor
Public Relations Specialist
Advertising Coordinator
Events/Promotion Coordinator
Sales Manager
Web Designer

Check out more career choices at Career Coach
https://mtc.emsicareercoach.com/

Degree Received Associate of Applied Business

Two-year full-time degree schedule; mixture of marketing, core business, computer, and communication courses; program can be completed on a part-time basis. Second-year marketing are offered in an online format. See your academic advisor to confirm the schedule.

To Learn More Visit
www.mtc.edu/Business/mgktmangtmjr.html

The Program – Business Management (Marketing Management Major)

Coordinate various sales and promotional activities that help a business or organization take advantage of opportunities that assist in maintaining a competitive edge; utilize Internet and other computer technology to accomplish business growth.

Projections U.S. Department of Labor

The U.S. Department of Labor, Bureau of Labor Statistics, *Occupational Outlook Handbook* is a useful tool for career research on a variety of management, marketing, and human resources positions.
http://www.bls.gov/oco/oco1001.htm

The Small Business Administration is an excellent source of information for anyone contemplating going into business. http://www.sba.gov

Students in the Marketing Management Major will learn to …

- Demonstrate knowledge of the issues and environmental factors involved in making marketing decisions.
- Apply administrative skills to effectively organize work, manage time, and set priorities.
- Effectively use interpersonal skills to communicate and work with a diverse group of people.
- Use appropriate computer software to solve business problems and to create documents that enhance effective communications.
- Use the problem-solving method to solve ethical dilemmas, customer concerns, and business problems.
- Use technology to develop and effectively communicate information related to a project or marketing plan.
- Develop a marketing plan incorporating new product ideas and strategies.
- Develop a public relations plan.
- Using real-world situations conduct market research and incorporate the information into the development of marketing strategies.
- Leverage social media to promote and enhance organizational, employer and product brands.

Note:
Second-year marketing courses are offered in an online format.

The Business Management Marketing Management Major is offered in a variety of formats: traditional day/evening, blended, and online.

BUSINESS MANAGEMENT TECHNOLOGY
• MARKETING MAJOR •

Associate of Applied Business Degree
(Effective Academic Year 2017-18)

May 1, 2017

Course No	Course Title	Credits	OTM, TAG, CT[2] approved course	Term(s) Offered	Pre-Requisites
	FIRST SEMESTER *(Fall)*				
MGT 1400	Introduction to Management	3		All	None
MTH 1230	Quantitative Reasoning	3		All	Placement or MTH0910 or TMT1110 or BUS1100; and, currently with MTH0930
OIS 1240	Computer Applications	3		All	Placement or OIS1200
ENG 1000	English Composition I	3	X	All	Placement and OIS1240/concurrent
ECN 2000	Microeconomics, ***OR***	3	X	All	None
ECN 2100	*Macroeconomics (3)*		*X*	*FA, SP*	*None*
	SECOND SEMESTER *(Spring)*				
MKT 2030	Principles of Marketing	3	X	FA, SP	OIS1240 or concurrent, & ECN2000 recommended
ACC 1400	Financial Accounting	4	X	FA, SP	Placement or OIS1200, Placement or MTH0910
BUS 2100	Ethics	3		All	Placement or ENG0990
0000	Non-Technical Elective	3			Course requirements
ENG 1100	English Composition II	3	X	All	ENG1000
	THIRD SEMESTER *(Fall)*				
MGT 2210	Human Resource Mgmt, ***OR***	3		FA	MGT1400 or Concurrent
MGT 2410	*Organizational Behavior (3)*			*SP*	*MGT1400*
MKT 2150	Principles of Advertising & Promotion	3	X	FA	MKT2030 or concurrent
0000	MGT/MKT/REA Technical Elective	3		FA, SP	Course requirements
BUS 2800	Cooperative Education Preparation	1		FA, SP	ENG1000 and 16 credits
ENG 1400	Oral Communications	3	X	All	None
PSY 1100	General Psychology, ***OR***	3	X	All	None
SOC 1200	*Sociology (3)*		*X*	*All*	*None*
	FOURTH SEMESTER *(Spring)*				
MKT 2200	Public Relations and Social Media	3		SP	MKT2030 or concurrent
MKT 2250	Consumer Behavior	3		SP	MKT2030
BUS 2150	Legal Environment of Business	3	X	FA, SP	None
BUS 2901	Cooperative Education Experience	1		All	BUS2800
OIS 1500	Web Page Authoring I, ***OR***	*3*	X	SP	OIS1240
OIS 1620	*Digital Image Manipulation (3)*		X	*SP*	*OIS1240*
ENG 1200	Business Communications	3	X	All	ENG1000
	Credit Hour Total	**63**			

Marion Technical College

BUSINESS

Office Administration Technology - Medical Option

www.mtc.edu • enroll@mtc.edu • 740-389-4636

Application Process

1. MTC Application for Admission and nonrefundable applicable fee.
2. Final high school transcript (or GED results) and college transcripts (if applicable).
3. Successful completion of the Placement Assessment and Technology Skills Test is required. Any College Foundation courses recommended by Placement Assessment results are also required.

Career Opportunities

Accounts Coordinator
Medical Office Assistant
Billing Specialist
Medical Records Clerk
Scribe

Check out more career choices at Career Coach https://mtc.emsicareercoach.com/

Degree Received Associate of Applied Business

A two-year, full-time or part-time degree schedule. This curriculum includes computer, business, communications, and medical courses.

To Learn More Visit www.mtc.edu/Business/officeinformation.html

Admission Office
Marion Technical College
1467 Mt. Vernon Avenue
Marion, OH 43302
www.mtc.edu/Admission
enroll@mtc.edu
740.389.4636

The Program – Office Administration Technology (Medical Option)

Perform administrative and managerial functions within a healthcare environment including physician's offices, clinics, health departments, hospitals, insurance companies, and social service agencies.

Students in the Office Administration Technology (Medical Option) program will learn to ….

- Apply administrative skills to effectively organize and manage work time and priorities.
- Use e-technologies to evaluate business problems and apply software applications to record, analyze, and present information.
- Demonstrate good work habits, effective interpersonal and team work skills, and a high level of professionalism.
- Communicate effectively both in writing and orally with co-workers, customers, and managers.
- Manage finances including bookkeeping, accounts payable, accounts receivable, and banking.
- Perform mathematical calculations related to the office environment.
- Use record control systems to streamline information management.
- Integrate administrative and technology skills in making business decisions and performing business functions.
- Demonstrate professional conduct and apply legal, social, and ethical responsibilities within the health care environment.
- Showcase organizational skills by producing a professional portfolio.
- Prepare for employment in office administration career.
- Perform administrative duties such as maintaining medical records, scheduling appointments, document production, and apply computer management tools and equipment to achieve them.
- Review and interpret medical records for disease processes, surgical procedures, and other medical treatments code, classify, and index diagnoses and procedures for reimbursement by Medicare, Medicaid, and medical insurances using ICD-9, ICD-10-CM and CPT-4 coding.
- Perform in a safe manner that minimizes risk to patients, self, and others.

Note

Employment in the health care industry may require a criminal background check facilitated by the Ohio Bureau of Criminal Investigation and Identification in accordance with Senate Bill 38 and House Bill 160. Additionally, a credit check and/or drug screening may be requested by companies in accordance with their policies. Individuals who have been convicted of a crime, including felony, gross misdemeanor, misdemeanor, or drug-related arrests may be ineligible for employment. **Students will not complete the co-op experience within the health care industry.**

OFFICE ADMINISTRATION TECHNOLOGY
● MEDICAL OPTION ●

Associate of Applied Business Degree
(Effective Academic Year 2017-18)

Course No	Course Title	Credits	OTM, TAG, CT[2] approved course	Term(s) Offered	Pre-Requisites
	FIRST SEMESTER *(Fall)*				
OIS 1240	Computer Applications	3		All	Placement or OIS1200
BUS 1010	Business English Skills	3		FA	OIS1240 or concurrent
ALH 1110	Medical Terminology	3		All	None
MGT 1400	Introduction to Management	3		All	None
BUS 2150	Legal Environment of Business	3	X	FA, SP	None
	SECOND SEMESTER *(Spring)*				
OIS 1320	Word Advanced	3		SP	OIS1240
OIS 1340	Excel Advanced	3		SP	OIS1240 & Placement or MTH0910
OIS 1255	Business Integrated Technologies	3	X	SP	OIS1240, BUS1010
BUS 2100	Ethics	3		All	Placement or ENG0990
MTH 1230	Quantitative Reasoning	3		All	Placement or MTH0910 or TMT1110 or BUS1100; and, currently with MTH0930
ENG 1000	English Composition I	3	X	All	Placement and OIS1240/concurrent
	THIRD SEMESTER *(Fall)*				
OIS 1260	PowerPoint	1		FA	OIS1240 or concurrent
MGT 2510	Project Management	3		FA	OIS1240
OIS 1280	Records and Data Management	2		FA	OIS1240
ACC 1400	Financial Accounting	4	X	FA, SP	Placement or OIS1200, Placement or MTH0910
BUS 2800	Cooperative Education Preparation	1		FA, SP	ENG1000 and 16 credits
MED 1021	Medical Office Procedures	4	X	FA	Approval
	FOURTH SEMESTER *(Spring)*				
ECN 2000	Microeconomics	3	X	All	None
CIT 2750	Information Technology Capstone	3		SP	CIT2551 or OIS1255 and OIS1320, or OIS1520
MED 1061	Medical Assisting Insurance & Billing	3	X	FA, SP	ALH1100 and Approval
BUS 2901	Cooperative Education Experience	1		All	BUS2800
ENG 1400	Oral Communications	3	X	All	None
	Credit Hour Total	**61**			

Marion Technical College

BUSINESS

Office Administration Technology Certificate

www.mtc.edu • enroll@mtc.edu • 740-389-4636

Application Process

1. MTC Application for Admission and nonrefundable applicable fee.
2. Final high school transcript (or GED results) and college transcripts (if applicable).
3. Successful completion of the Placement Assessment and Technology Skills Test is required. Any College Foundation courses recommended by Placement Assessment results are also required.

To Learn More Visit

www.mtc.edu/business/officeinformation.html

Admission Office
Marion Technical College
1467 Mt. Vernon Avenue
Marion, OH 43302
www.mtc.edu/Admission
enroll@mtc.edu
740.389.4636

The Program – Office Administration Certificate

The curriculum is comprised of core office administration, business, management, and communications courses.

Students will gain computer skills involving Microsoft® applications and Web design; this certificate is an ideal stepping stone into many of MTC's associate degree programs.

Students in the Office Administration Certificate program will learn to …

- Communicate effectively both in writing and orally with co-workers, customers, managers, and end-users.
- Perform mathematical calculations related to the office environment.
- Recognize and solve problems through analysis, evaluation, and synthesis, to make informed decisions.
- Demonstrate good work habits, effective interpersonal and teamwork skills, and a high level of professionalism.
- Use technologies to evaluate business problems and apply software applications to record, analyze, and present information.

Certificate Received

This is a two semester curriculum comprised of core office administration courses and studies in business, management, and communications. Credits earned can apply to an associate's degree.

Office Administration Certificate

One-Year Technical Certificate
(Effective Academic Year 2017-18)

Course No	Course Title	Credits	OTM, TAG, CT[2] approved course	Term(s) Offered	Pre-Requisites
	FIRST SEMESTER *(Fall)*				
OIS 1240	Computer Applications	3		All	Placement or OIS1200
BUS 1010	Business English Skills	3		FA	OIS1240 or concurrent
BUS 2100	Ethics	3		All	Placement or ENG0990
MGT 1400	Introduction to Management	3		All	None
MGT 2510	Project Management	3		FA	OIS1240
	SECOND SEMESTER *(Spring)*				
OIS 1320	Word Advanced	3		SP	OIS1240
BUS 2150	Legal Environment of Business	3	X	FA, SP	None
ECN 2000	Microeconomics	3	X	All	None
ENG 1000	English Composition I	3	X	All	Placement and OIS1240/concurrent
OIS 1255	Business Integrated Technologies	3	X	SP	OIS1240, BUS1010
	Credit Hour Total	**30**			

Occupational Certification Opportunities:

Microsoft Office Specialist (MOS) - Office 365 Certification

Marion Technical College

BUSINESS

Office Administration Technology

www.mtc.edu • enroll@mtc.edu • 740-389-4636

Application Process
Admission Standard

1. MTC Application for Admission and nonrefundable applicable fee.
2. High school transcript (or GED results) and college transcripts (if applicable).
3. Successful completion of the Placement Assessment and Technology Skills Test is required. Any College Foundation courses recommended by Placement Assessment results are also required.

Career Opportunities

Administrative Assistant
Executive Assistant
Help Desk Technician
Information Coordinator
Office Manager
Project Coordinator
Receptionist
Software Support Specialist
Technical Office Assistant

Check out more career choices at Career Coach. https://mtc.emsicareercoach.com/

Degree Received
Associate of Applied Business

Two-year full-time degree schedule; mixture of computer skills courses with studies in business management, marketing, and communications.
Students may earn an Associate of Applied Business in Office Administration Technology degree 100% online at Marion Technical College. The required courses in the Office Administration curriculum are offered online spring and fall semesters and a student who enrolls full-time may complete the degree in two years. This program is offered to qualified students who must be college ready in reading, writing, math; have Internet access, and Microsoft Office®.

To Learn More Visit

http://www.mtc.edu/business/officeinformation.html

The Program – Office Administration Technology

The **MTC Office Administration Technology** program focuses on today's multi technology-enhanced office environment and offers students the opportunity to focus on specialized options. Students will learn to utilize information management tools, software applications, and business skills to manage situations in today's virtual office teams; streamline the collection and reporting of data sources to assist in making sound business decisions; support "help desk" operations; and learn to produce, manage, and enhance materials for distribution via Internet and intranet.

Students in Office Administration Technology will learn to …

- Apply administrative skills to effectively organize and manage work time and priorities.
- Use e-technologies to evaluate business problems and apply software applications to record, analyze, and present information.
- Demonstrate good work habits, effective interpersonal and virtual team work skills, and a high level of professionalism.
- Communicate effectively both in writing and orally with co-workers, customers, and managers.
- Manage finances including bookkeeping, accounts payable, accounts receivable, and banking.
- Perform mathematical calculations related to the office environment.
- Use record control systems to streamline information management.
- Integrate administrative and technology skills in making business decisions and performing business functions.
- Demonstrate professional conduct and apply legal, social, and ethical responsibilities.
- Showcase organizational skills by producing a portfolio.
- Prepare for employment in office information career.

College Credit for Certified Administrative Professional® (CAP®)

For individuals entering the Office Administration Technology program with the **Certified Administrative Professional® (CAP®)** and **Certified Administrative Professional – Organization Management specialty (CAP-OM)** credentials, MTC will automatically award proficiency credit (CAP maximum award - 22 credit hours; CAP-OM maximum award - 25 credit hours) for the following courses:

ACC1400	Financial Accounting I
BUS2150	Legal Environment of Business
ENG1000	English Composition I
ENG1100	English Composition II
ECN2000	Microeconomics
MGT1400	Introduction to Management
MGT2410	Organizational Behavior (CAP-OM only)
OIS1200	Computer Basics
OIS1280	Records and Data Management

OFFICE ADMINISTRATION TECHNOLOGY

Associate of Applied Business Degree
(Effective Academic Year 2017-18)

Course No	Course Title	Credits	OTM, TAG, CT[2] approved course	Term(s) Offered	Pre-Requisites
	FIRST SEMESTER *(Fall)*				
OIS 1240	Computer Applications	3		All	Placement or OIS1200
BUS 1010	Business English Skills	3		FA	OIS1240 or concurrent
BUS 2150	Legal Environment of Business	3	X	FA, SP	None
MGT 1400	Introduction to Management	3		All	None
0000	Technical Elective	3			Course requirement
	SECOND SEMESTER *(Spring)*				
OIS 1320	Word Advanced	3		SP	OIS1240
OIS 1340	Excel Advanced	3		SP	OIS1240 & Placement or MTH0910
OIS 1255	Business Integrated Technologies	3	X	SP	OIS1240, BUS1010
BUS 2100	Ethics	3		All	Placement or ENG0990
MTH 1230	Quantitative Reasoning	3		All	Placement or MTH0910 or TMT1110 or BUS1100; and, currently with MTH0930
ENG 1000	English Composition I	3	X	All	Placement and OIS1240/concurrent
	THIRD SEMESTER *(Fall)*				
OIS 1260	PowerPoint	1		FA	OIS1240 or concurrent
MGT 2510	Project Management	3		FA	OIS1240
OIS 1280	Records and Data Management	2		FA	OIS1240
ACC 1400	Financial Accounting	4	X	FA, SP	Placement or OIS1200, Placement or MTH0910
BUS 2800	Cooperative Education Preparation	1		FA, SP	ENG1000 and 16 credits
0000	Technical Elective	3			Course requirement
	FOURTH SEMESTER *(Spring)*				
ECN 2000	Microeconomics	3	X	All	None
CIT 2750	Information Technology Capstone	3		SP	CIT2551 or OIS1255 and OIS1320, or OIS1520
0000	Technical Elective	3			Course requirement
BUS 2901	Cooperative Education Experience	1		All	BUS2800
ENG 1400	Oral Communications	3	X	All	None
	Credit Hour Total	**60**			

Marion Technical College

BUSINESS

Business Management - Real Estate Option

www.mtc.edu • enroll@mtc.edu • 740-389-4636

Application Process

1. MTC Application for Admission and nonrefundable applicable fee.
2. High school transcript (or GED results) and college transcripts (if applicable).

Career Opportunities

Sales Agent
Buyers Agent
Real Estate Broker
Broker Specialist
Property Manager
Title Researcher

Check out more career choices at Career Coach
https://mtc.emsicareercoach.com/

Credential

Becoming a licensed **Real Estate Salesperson in the State of Ohio** requires completing required coursework, meeting contract hour requirements, and passing the Real Estate Salesperson examination.

Degree Received

Associate of Applied Business

Two-year full-time degree schedule; mixture of core business, management, real estate, computer, and communications courses; program can be completed on a part-time basis.

To Learn More Visit

www.mtc.edu/Business/realestatecert.html

The Program – Business Management (Real Estate Option)

Becoming a licensed **Real Estate Salesperson in the State of Ohio** requires completing required coursework, meeting contact hour requirements, and passing the Real Estate Salesperson examination.

Students who finish the Real Estate Option and meet the following requirements can apply through the State of Ohio to become an **Ohio Real Estate Broker**.

Projections U.S. Department of Labor

The U.S. Department of Labor, Bureau of Labor Statistics, *and Occupational Outlook Handbook* is a useful tool for career research on a variety of management, marketing, and real estate positions.
http://www.bls.gov/ooh/

Students completing the Real Estate Option will learn to …

- demonstrate knowledge of the issues and environmental factors involved in making real estate decisions.
- apply administrative skills to effectively organize work, manage time, and set priorities.
- use technology to develop and effectively communicate information related to a project or marketing plan.
- use problem-solving methods to solve ethical dilemmas, customer concerns, and business problems.
- use appropriate computer software to solve business problems and to create documents that enhance effective communications.
- prepare to take the Ohio Real Estate Salesperson License state exam.
- complete Ohio's educational requirements to be eligible to obtain an Ohio Real Estate Salesperson License and Broker License.

Note:

The real estate courses are offered during Fall and Spring term in an accelerated format. Additional course offerings are in two formats: traditional day/evening and online.

BUSINESS MANAGEMENT TECHNOLOGY
● REAL ESTATE OPTION ●

Associate of Applied Business Degree
(Effective Academic Year 2017-18)

Course No	Course Title	Credits	OTM, TAG, CT[2] approved course	Term(s) Offered	Pre-Requisites
	FIRST SEMESTER *(Fall)*				
MGT 1400	Introduction to Management	3		All	None
REA 1010	Real Estate Principles and Practices	3		FA	None
REA 1300	Real Estate Appraisal	2		FA	REA1010
OIS 1240	Computer Applications	3		All	Placement or OIS1200
ENG 1000	English Composition I	3	X	All	Placement and OIS1240/concurrent
ECN 2000	Microeconomics, ***OR***	3	X	All	None
ECN 2100	*Macroeconomics (3)*		*X*	*FA, SP*	*None*
	SECOND SEMESTER *(Spring)*				
MKT 2030	Principles of Marketing	3	X	FA, SP	OIS1240 or concurrent, & ECN2000 recommended
MTH 1230	Quantitative Reasoning	3		All	Placement or MTH0910 or TMT1110 or BUS1100; and, currently with MTH0930
BUS 2100	Ethics	3		All	Placement or ENG 0990
OIS 1340	Excel Advanced	3		SP	OIS1240 & Placement or MTH0910
BUS 2150	Legal Environment of Business	3	X	FA, SP	None
	THIRD SEMESTER *(Fall)*				
MGT 2210	Human Resource Management	3		FA	MGT1400 or Concurrent
REA 1100	Real Estate Law	3		FA	None
REA 1200	Real Estate Finance	2		FA	REA1010
ENG 1400	Oral Communications	3	X	All	None
ACC 1400	Financial Accounting	4	X	FA, SP	Placement or OIS1200, Placement or MTH0910
	FOURTH SEMESTER *(Spring)*				
PSY 1100	General Psychology, ***OR***	3	X	All	None
SOC 1200	*Sociology (3)*		*X*	*All*	*None*
ENG 1100	English Composition II	3	X	All	ENG1000
ACC 1700	Managerial Accounting	4	X	SP	ACC1400
ENG 1200	Business Communications	3	X	All	ENG1000
MGT/MKT	Elective	3			
	Credit Hour Total	**63**			

Marion Technical College

BUSINESS

Business Management - Supply Chain/Logistics Option

www.mtc.edu • enroll@mtc.edu • 740-389-4636

Application Process

1. MTC Application for Admission and nonrefundable applicable fee.
2. Final high school transcript (or GED results) and college transcripts (if applicable).
3. Successful completion of the Placement Assessment and Technology Skills Test is required. Any College Foundation courses recommended by Placement Assessment results are also required.

Career Opportunities

Buyer
Logistics
Supply Chain
Sourcing
Purchasing
Sales and Customer Service
Transportation
Warehousing and Distribution

Degree Received Associate of Applied Business

Two-year full-time degree schedule offered cooperatively by MTC and Lorain County Community College; mixture of management, core business, computer, and logistics; program can be completed on a part-time basis.

To Learn More Visit

www.mtc.edu/Business

The Program – Business Management (Supply Chain/Logistics Option)

A critical part of the business world is the process of moving raw materials from suppliers to manufacturers and then on to warehouses, retailers, and customers. Without appropriate planning, factories may be without materials needed to make goods and meet manufacturing deadlines. Students who select the Supply Chain/Logistics option within MTC's Associate of Applied Business (AAB) Business Management program will develop knowledge and skills to master logistics, import/export, and customer service. Graduates with knowledge in this growing field are needed to keep a variety of businesses - from health care to manufacturing to retail to agribusiness to government – supplied with the goods they need to succeed. As supply chain is a dynamic part of any business environment, curriculum reflects the latest trends for local and regional employers. Supply chain business students will learn how to plan logistics, find raw supplies, and work with internal and external customers, suppliers and partners to ensure business timelines and goals are met.

Upon completion of the Supply Chain/Logistics option within MTC's AAB degree, students will be able to…

- Demonstrate knowledge of the issues and environmental factors involved in making business decisions.
- Apply administrative skills to effectively organize work, manage time, and set priorities.
- Effectively use interpersonal skills to communicate and work with a diverse group of people.
- Use appropriate computer software to solve business problems and to create documents that enhance effective communications.
- Use the problem-solving method to solve ethical dilemmas, customer concerns, and business problems.
- Use technology to develop and effectively communicate information related to a project or marketing plan.
- Understand the basic principles that underlie how people interact in today's economic world.
- Recognize the integration of activities that procure materials, transform them into intermediate goods and final products, and deliver them to external customers.
- Comprehend challenges related to transportation, insurance, packaging, terms of trade, inventory management, and other cross border issues involved in an international setting.
- Demonstrate an understanding of industrial logistics in the Supply Chain.

Projections U.S. Department of Labor

The U.S. Department of Labor, Bureau of Labor Statistics, *Occupational Outlook Handbook* is a useful tool for career research on a wide variety of management, marketing, and logistics positions. http://www.bls.gov/ooh/

The Small Business Administration is an excellent source of information for anyone contemplating going into business. http://www.sba.gov

BUSINESS MANAGEMENT TECHNOLOLGY
• SUPPLY CHAIN/LOGISTICS MANAGEMENT OPTION •

Associate of Applied Business Degree
(Effective Academic Year 2017-18)

Course No	Course Title	Credits	OTM, TAG, CT[2] approved course	Term(s) Offered	Pre-Requisites
	FIRST SEMESTER *(Fall)*				
MGT 1400	Introduction to Management	3		All	None
MTH 1230	Quantitative Reasoning	3		All	Placement or MTH0910 or TMT1110 or BUS1100; and, currently with MTH0930
OIS 1240	Computer Applications	3		All	Placement or OIS1200
ECN 2000	Microeconomics	3	X	All	None
ENG 1000	English Composition I	3	X	All	Placement and OIS1240/concurrent
	SECOND SEMESTER *(Spring)*				
MKT 2030	Principles of Marketing	3	X	FA, SP	OIS1240 or concurrent, & ECN2000 recommended
BUS 2150	Legal Environment of Business	3	X	FA, SP	None
ACC 1400	Financial Accounting	4	X	FA, SP	Placement or OIS1200, Placement or MTH0910
OIS 1340	Excel Advanced	3		SP	OIS1240 & Placement or MTH0910
ECN 2100	Macroeconomics	3	X	All	None
	THIRD SEMESTER *(Fall)*				
ENG 1100	English Composition II	3	X	All	ENG1000
MGT 1430	Principles of Transportation and Logistics	3		FA	MGT1400
BUS 2800	Cooperative Education Preparation	1		FA, SP	ENG1000 and 16 credits
BUS 2100	Ethics	3		All	Placement or ENG0990
MGT 1410	International Business	3		FA	MGT1400
PSY 1100	General Psychology, ***OR***	3	X	All	None
SOC 1200	*Sociology (3)*		*X*	*All*	*None*
	FOURTH SEMESTER *(Spring)*				
ENG 1400	Oral Communications	3	X	All	None
MGT 1420	Principles of Industrial Distribution	3		SP	MGT 1400
MGT 0000	Technical Elective	3		SP	Course Requirements
MTH 1240	Statistics	4		All	Placement or MTH0910 or TMT1110 or BUS1100; and, currently with MTH0940
BUS 2901	Cooperative Education Experience	1		All	BUS2800
ENG 1200	Business Communications*	3	X	All	ENG1000
	Credit Hour Total	**64**			

ENGINEERING TECHNOLOGIES

Debbie C. Stark
Dean of Business, Technologies,
and Public Service
740.386.4165 – starkd@mtc.edu

Terri Martin
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740.725.4014 – martint@mtc.edu

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Russ Sivey
Instructor, Engineering
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Associate of Applied Science Degrees

Electrical Engineering Technology
Mechanical Engineering Technology

Associate of Technical Study Degrees

Robotics and Automation Technology

Certificates

Robotics

Marion Technical College

ENGINEERING

Electrical Engineering Technology

www.mtc.edu • enroll@mtc.edu • 740-389-4636

Application Process

TO APPLY:

MTC Application for Admission and nonrefundable applicable fee.

1. Final high school transcript (or GED results) and college transcripts (if applicable).
2. Successful completion of the Basic Skills Assessment (COMPASS) and Technology Skills Test is required. Any College Foundation courses recommended by COMPASS results are also required.
3. COMPASS math score of 41 or above required to take the first mathematics course in the engineering program

Career Opportunities

Associate Engineer
Maintenance Technician
Field Representative
Systems Designer
Testing Technician

Degree Received

Associate of Applied Science

Two-year full-time degree schedule; mixture of core engineering, mathematics, CAD, and communications courses; program can be completed on a part-time basis.

For More Information:

Admission Office
Marion Technical College
1467 Mt Vernon Avenue
Marion, OH 43302
Email: enroll@mtc.edu
740.389.4636

To Learn More Visit

http://www.mtc.edu/Engineering/index

The Program - Electrical Engineering Technology

Electrical Engineering graduates will help design, develop, test, and manufacture electrical and electronic equipment such as communication equipment; radar, industrial and medical monitoring or control devices; navigational equipment and computers. They may work in product evaluation and testing, using measuring and diagnostic devices to adjust, test, and repair equipment. They often fit older manufacturing equipment with new automated control devices.

Graduates of this program will be able to …

- Analyze, interpret and troubleshoot DC and AC electric circuits.
- Develop and interpret electrical diagrams for installation and troubleshooting.
- Select and use various electrical tools and instruments such as the digital multimeter, oscilloscope and function generator.
- Develop and interpret technical specifications used in designs and acceptance tests for electrical applications.
- Prepare electrical schematics using manual and computer assisted drafting software.
- Select, install and troubleshoot various DC and AC motors used for various applications in industry.
- Construct, analyze, and troubleshoot power and control circuits.
- Identify and explain the operation of the basic components in an electric power distribution system.
- Program, interface and troubleshoot systems controlled by programmable logic controllers.
- Program, operate and troubleshoot legacy programmable controllers that are still in use.
- Program, operate and troubleshoot industrial robots.
- Follow required electrical and environmental safety procedures.
- Practice the 5S approach for visual order, organization, cleanliness and standardization.
- Work both independently and as an integral part of a technical team.
- Produce concise correspondence, reports, instructions, and proposals that will be effective in a technical work setting.
- Independently maintain and improve upon both technical skill level and knowledge of current technology.
- Communicate effectively with customers, suppliers, and co-workers.

Options

The **Alternative Energy Track** is available for those students interested in focusing on these specific technologies. Please see the Program Degree Curriculum on the following page for information on proper course selection for completion of this track.

Cooperative Education (or **Co-op**) is a learning experience that integrates academic skills with workplace experience. Students in Engineering Technologies can earn college credit, make valuable professional contacts, and link their classroom studies to real-world workplace challenges. Contact the department dean or academic advisor for details.

ELECTRICAL ENGINEERING TECHNOLOGY

Associate of Applied Science Degree

(Effective Academic Year 2017-18)

Course No	Course Title	Credits	OTM, TAG, CT[2] approved course	Term(s) Offered	Pre-Requisites
	FIRST SEMESTER *(Fall)*				
GET 1000	Intro to Engineering	2	X	FA, SP	Placement or ENG0970
EET 1000	Intro to Electricity	2		FA, SP	Placement or ENG0970
EET 2010	Intro to Programmable Controllers	2		FA, SP	EET1000
EET 2400	Robotics I, ***OR***	2		FA, SP	EET1000
AET 1100	*Alternative Energy (3)*		*X*	*FA*	*None*
MET 1010	Technical Drawing w/CAD	3		FA,SP	Placement or ENG0970
TMT 1110	Applied Technical Math	3		FA,SP	Placement or MTH0920
OIS 1240	Computer Applications I	3	X	All	Placement or OIS1200
	SECOND SEMESTER *(Spring)*				
EET 1210	Digital Circuits, ***OR***	4	X	SP	Placement or MTH0990; EET1000
AET 2100	*Photovoltaic Technology (3)*		*X*	*SP*	*TMT1110 (conc.)*
EET 1500	Circuit Analysis I	3	X	SP	EET1000
ENG 1000	English Composition I	3	X	All	Placement and OIS1240/concurrent
PHY 1110	Applied Physics	4		FA, SP	TMT1110 (conc.)
MTH 1245	College Algebra	3		FA, SP	Placement or MTH0920 or TMT1110 or BUS1100; and, currently with MTH0945
	THIRD SEMESTER *(Fall)*				
EET 1550	Circuit Analysis II	3	X	FA	EET1500, TMT1110
EET 2060	Advanced Programmable Controllers	3		FA, SP	EET2010
EET 2460	Robotics II, ***OR***	3		FA, SP	EET2400
AET 1510	*Business of Energy (2)*			*FA*	*ENG1000*
EET 2200	Electrical Distribution Systems	3		FA	EET1500
ENG 1400	Oral Communications	3	X	All	None
HSS 2020	Ethnic and Cultural Diversity	3	X	FA	Placement or ENG0970
	FOURTH SEMESTER *(Spring)*				
EET 2300	Electronics	4	X	SP	EET1550
EET 2510	Automated Process Control, ***OR***	3		SP	EET2010
MET 1200	*Computer Aided Drafting (CAD) (3)*		*X*	*SP*	*MET1010*
GET 2300	Engineering Statistics	2	X	SP	MTH1245
GET 2700	Engineering Cooperative Work Experience *(20/Lab)*	1		All	Greater than 30 cr hrs
SOC/PSY 0000[1]	Social and Behavioral Science Elective	3		All	None
	Credit Hour Total	**65**			

AUTOMATION TRACK

EET 2060 Advanced Programmable Controllers
EET 2400 Robotics I
EET 2460 Robotics II
EET 2510 Automated Process Control

ALTERNATIVE ENERGY TRACK

AET 1100 Alternative Energy
AET 1510 Business of Energy
AET 2100 Photovoltaic Technology
MET 1200 Computer Aided Drafting (CAD)

[1] ***Select from:*** PSY1100 or SOC1200

Marion Technical College

ENGINEERING

Mechanical Engineering Technology

www.mtc.edu • enroll@mtc.edu • 740-389-4636

Application Process
TO APPLY:

1. MTC Application for Admission and nonrefundable applicable fee.
2. Final high school transcript (or GED results) and college transcripts (if applicable).
3. Successful completion of the Placement Assessment and Technology Skills Test is required. Any College Foundation courses recommended by Placement Assessment results are also required.
4. Placement Assessment math score of 70 or above required to take the first mathematics course in the engineering program

Career Opportunities

Mechanical Engineering Technician
Product/Design Engineering Technician
Maintenance Technician
Drafter

Degree Received
Associate of Applied Science

Two-year full-time degree schedule; mixture of core engineering courses along with physics, communications, and math studies; program can be completed on a part-time basis.

For More Information, Contact:

Admissions Office
Marion Technical College
1467 Mt Vernon Avenue
Marion, OH 43302
http://www.mtc.edu/Admission
Email: enroll@mtc.edu
740.389.4636

To Learn More Visit

http://www.mtc.edu/Engineering

The Program - Mechanical Engineering Technology

Mechanical Engineering graduates will help engineers design, develop, test, and manufacture industrial machinery, consumer products, and other equipment. They may assist in product tests by, for example, setting up instrumentation for auto crash tests. They may make sketches and rough layouts, record and analyze data, make calculations and estimates, and report on their findings. When planning production, mechanical engineering technicians prepare layouts and drawings of the assembly process and of manufactured parts. They estimate labor costs, equipment life, and plant space. Some test and inspect machines and equipment or work with engineers to eliminate production problems.

Graduates of this program will be able to …

- Identify, analyze, and formulate solutions to mechanical design problems through the application of engineering principles and technical skills.
- Analyze trusses and other multi-member structures.
- Properly select and recommend appropriate materials for mechanical systems and structures based on design criteria and component application.
- Identify the key principles and components in design, operation, and maintenance of fluid power systems.
- Demonstrate fundamental knowledge of CNC programming.
- Apply lean principles to design and maintenance projects, and process improvement.
- Create, update, and interpret mechanical drawings and details using appropriate CAD software.
- Calculate cost estimates for new and existing design and maintenance projects using common cost structures and approaches.
- Utilize data analysis techniques for process analysis and improvement.
- Demonstrate basic knowledge of the fundamentals of electrical circuits and control devices.
- Understand and use tools and procedures commonly found in a technical laboratory setting.
- Follow required mechanical and environmental safety procedures.
- Practice the 5S approach for visual order, organization, cleanliness and standardization.
- Work both independently and as an integral part of a technical team.
- Produce concise correspondence, reports, instructions, and proposals that will be effective in a technical work setting.
- Independently maintain and improve upon both technical skill level and knowledge of current technology.
- Communicate effectively with customers, suppliers, and co-workers.

Cooperative Education (or **Co-op**) is a learning experience that integrates academic skills with workplace experience. Students in Engineering Technologies can earn college credit, make valuable professional contacts, and link their classroom studies to real-world workplace challenges. See the department dean or academic advisor for details.

MECHANICAL ENGINEERING TECHNOLOGY

Associate of Applied Science Degree
(Effective Academic Year 2017-18)

Course No	Course Title	Credits	OTM, TAG, CT[2] approved course	Term(s) Offered	Pre-Requisites
	FIRST SEMESTER *(Fall)*				
GET 1000	Intro to Engineering	2	X	FA, SP	Placement or ENG0970
EET 1000	Intro to Electricity	2		FA, SP	Placement or ENG0970
EET 2010	Intro to Programmable Controllers	2		FA, SP	EET1000
EET 2400	Robotics I	2		FA, SP	EET1000
MET 1010	Technical Drawing w/CAD	3		FA, SP	Placement or ENG0970
TMT 1110	Applied Technical Math	3		FA, SP	Placement or MTH0920
OIS 1240	Computer Applications I	3	X	All	Placement or OIS1200
	SECOND SEMESTER *(Spring)*				
MET 1200	Computer Aided Drafting (CAD)	3	X	SP	MET1010
MET 1400	Geometric Dimensioning and Tolerancing	2		SP	MET1010
MET 1500	Mechanical Drives	3		SP	MET1010: TMT1110 concurrently
MET 2100	Fluid Mechanics	3		SP	None
PHY 1110	Applied Physics	4		FA, SP	TMT1110 concurrently
MTH 1245	College Algebra	3		FA, SP	Placement or MTH0920 or TMT1110 or BUS1100; and, currently with MTH0945
	THIRD SEMESTER *(Fall)*				
ENG 1000	English Composition I	3	X	All	Placement and OIS1240/concurrent
ENG 1400	Oral Communications	3	X	All	None
MET 2200	Statics	3	X	FA	PHY1110
MFT 1100	Manufacturing Processes	3	X	FA	MET1400
SOC/PSY 0000[1]	Social and Behavioral Sciences Elective	3		All	None
	FOURTH SEMESTER *(Spring)*				
GET 2300	Engineering Statistics	2	X	SP	MTH1245
HSS 2020	Ethnic and Cultural Diversity	3	X	All	Placement or ENG0970
MET 2300	Strength of Materials	3	X	SP	MET2200
MFT 2100	Computer Numeric Control	3		SP	MFT1100, MET1200
BUS/CIT 0000[2]	Business/IT Elective	3		All	OIS1240 req'd for CIT1700 and OIS1340
GET 2700	Engineering Cooperative Work Experience *(20/Lab)*	1		All	Greater than 30 cr hrs
	Credit Hour Total	**65**			

[1] ***Select from:*** PSY 1100 or SOC 1200

[2] ***Select from:*** MGT 2510, CIT 1700, or OIS 1340

Marion Technical College

ENGINEERING

Robotics and Automation Technology

www.mtc.edu • enroll@mtc.edu • 740-389-4636

Application Process

TO APPLY:

1. MTC Application for Admission and nonrefundable applicable fee.
2. Final high school transcript (or GED results) and college transcripts (if applicable).
3. Successful completion of the Basic Skills Assessment (COMPASS) and Technology Skills Test is required. Any College Foundation courses recommended by COMPASS results are also required.
4. COMPASS math score of 41 or above required to take the first mathematics course in the engineering program

Degree Received

Associate of Technical Study (A.T.S.)

Two-year full-time degree schedule; mixture of core technical courses along with basic mathematics, science, and communications classes; program can be completed on a part-time basis.

Careers

Associate Electrical Engineer
Field Representative
Systems Designer
Testing Technician

For More Information, Contact:

Admission Office
Marion Technical College
1467 Mt Vernon Avenue
Marion, OH 43302
http://www.mtc.edu/Admission
Email: enroll@mtc.edu
740.389.4636

To Learn More Visit

http://www.mtc.edu/Engineering

The Program – Robotics and Automation Engineering Technology - ATS

Robotics and Automation graduates will combine knowledge of mechanical engineering technology with knowledge of electrical and electronic circuits to design, develop, test, and manufacture electronic and computer-controlled mechanical systems. Their work often overlaps that of both electrical and electronics engineering technicians and mechanical engineering technicians.

Graduates of this program will be able to …

- Analyze, interpret and troubleshoot DC and AC electric circuits.
- Analyze and troubleshoot electro-mechanical circuits used in automation.
- Interpret electrical and mechanical diagrams and apply engineering principles to actual mechanical design situations.
- Use the appropriate tools and instruments to analyze electrical and mechanical systems.
- Select, construct, install, analyze and troubleshoot various DC and AC motor and power and control circuits used for various applications in industry.
- Create, update, and interpret mechanical and electrical drawings and details using appropriate CAD software.
- Program, interface and troubleshoot systems controlled by programmable logic controllers.
- Utilize data analysis techniques for process analysis and improvement.
- Demonstrate fundamental knowledge of CNC programming.
- Follow required mechanical, electrical and environmental safety procedures.
- Practice the 5S approach for visual order, organization, cleanliness and standardization.
- Work both independently and as an integral part of a technical team.
- Produce concise correspondence, reports, instructions, and proposals that will be effective in a technical work setting.
- Independently maintain and improve upon both technical skill level and knowledge of current technology.
- Communicate effectively with customers, suppliers, and co-workers.

Options

Cooperative Education (or **Co-op**) is a learning experience that integrates academic skills with workplace experience. Students in Engineering Technologies can earn college credit, make valuable professional contacts, and link their classroom studies to real-world workplace challenges. See the department dean or academic advisor for details.

ROBOTICS AND AUTOMATION TECHNOLOGY

Associate of Technical Studies Degree

(Effective Academic Year 2017-18)

Course No	Course Title	Credits	OTM, TAG, CT[2] approved course	Term(s) Offered	Pre-Requisites
	FIRST SEMESTER *(Fall)*				
GET 1000	Intro to Engineering	2	X	FA, SP	Placement or ENG0970
EET 1000	Intro to Electricity	2		FA, SP	Placement or ENG0970
EET 2010	Intro to Programmable Controllers	2		FA, SP	EET1000
EET 2400	Robotics I	2		FA, SP	EET1000
MET 1010	Technical Drawing w/CAD	3		FA, SP	Placement or ENG0970
TMT 1110	Applied Technical Math	3		All	Placement or MTH0920
OIS 1240	Computer Applications I	3	X	All	Placement or OIS1200
	SECOND SEMESTER *(Spring)*				
EET 1500	Circuit Analysis I	3	X	SP	EET1000
MET 1500	Mechanical Drives	3		SP	MET1010; MTH1100 (conc.)
MET 2100	Fluid Mechanics	3		SP	None
PHY 1110	Applied Physics	4		FA, SP	TMT1110 (conc.)
MTH 1245	College Algebra	3		FA, SP	Placement or MTH0920 or TMT1110 or BUS1100; and, currently with MTH0945
	THIRD SEMESTER *(Fall)*				
EET 1550	Circuit Analysis II	3	X	FA	EET1500, TMT1110
EET 2060	Advanced Programmable Controllers	3		FA, SP	EET2010
EET 2460	Robotics II	3		FA, SP	EET2400
ENG 1000	English Composition I	3	X	All	Placement and OIS1240/concurrent
MET2200	Statics	3	X	FA	PHY1110
SOC/PSY 0000[1]	Social and Behavioral Science Elective	3		All	None
	FOURTH SEMESTER *(Spring)*				
EET 2300	Electronics	4	X	SP	EET1550
EET 2510	Automated Process Control	3		SP	EET2010
ENG 1400	Oral Communications	3	X	All	None
HSS 2020	Ethnic and Cultural Diversity	3	X	All	None
GET 2700	Engineering Cooperative Work Experience *(20/Lab)*	1		All	Greater than 30 cr hrs
	Credit Hour Total	**65**			

[1] ***Select from:*** PSY 1100 or SOC 1200

Marion Technical College

ENGINEERING

Robotics Certificate

www.mtc.edu • enroll@mtc.edu • 740-389-4636

Application Process

1. MTC Application for Admission and nonrefundable applicable fee.
2. Final high school transcript (or GED results) and college transcripts (if applicable).
3. Successful completion of the Basic Skills Assessment (COMPASS) and Technology Skills Test is required. Any College Foundation courses suggested by COMPASS results are also required.
4. COMPASS math score of 41 or above required to take the first mathematics course in the engineering program.

Career Opportunities

Maintenance Technician
Entry-level Mechatronics Technician
Manufacturing Associate

The Program - Robotics Technician

Prepare students to install, repair, and maintain a wide variety of communications equipment and interconnectivity components in both internal network structures and outdoor settings.

What Is Robotics?

Robotics is the combination of various engineering disciplines (specifically involving mechanical, control & electronic systems, and computer networks) taught to create a more well-rounded technician who will ultimately design and manufacture useful products.

Students in the program will learn …

To perform routine maintenance.

Diagnosis

Repairs

Installation (involving electrical, mechanical and control systems).

To work in a manufacturing environment.

Robotics Certificate

1-Year Technical Certificate
(Effective Academic Year 2017-18)

Course No	Course Title	Credits	OTM, TAG, CT^2 approved course	Term(s) Offered	Pre-Requisites
	FIRST SEMESTER *(Fall)*				
GET 1000	Intro to Engineering	2	X	FA, SP	Placement or ENG0970
EET 1000	Intro to Electricity	2		FA, SP	Placement or ENG0970
EET 2010	Intro to Programmable Controllers	2		FA, SP	EET1000
EET 2400	Robotics I	2		FA, SP	EET1000
TMT 1110	Applied Technical Math	3		FA, SP	Placement or MTH0920
OIS 1240	Computer Applications I	3	X	All	Placement or OIS1200
	SECOND SEMESTER *(Spring)*				
EET 2060	Advanced Programmable Controllers	3		FA, SP	EET2010
EET 2460	Robotics II	3		FA, SP	EET2400
EET 1300	Robot Handling Tool Operations and Programming	1		SP	EET2400
MET 1010	Technical Drawing w/CAD	3		FA, SP	Placement or ENG0970
MET 1500	Mechanical Drives	3		SP	MET1010; TMT1110 (conc.)
MET 2100	Fluid Mechanics	3		SP	None
	Credit Hour Total	**30**			

Occupational Certification Opportunities:

FANUC Certified Education Robotics Training (CERT)

HEALTH TECHNOLOGIES DIVISION

Christopher Gase, MBA, MLS (ASCP)
Dean of Health Technologies
740.386.4129 – gasec@mtc.edu

Darlene Lewis
Administrative Assistant - Health Technologies
740.386.4180 – lewisd@mtc.edu

HEALTH INFORMATION TECHNOLOGY DEPARTMENT

Christina Manley, MAEd, RHIT
The Margie White Director of Health Information Technologies
740.386.4105 – manleyc@mtc.edu

Associate of Applied Science Degree

Health Information Technology (HIT)
- Coding and Reimbursement Track
- Clinical Health Informatics Track

Certificates

Medical Billing and Coding (CCA, CPC-A)

External Certification Preparation

Clinical Health Informatics Specialist (HITPro)

MEDICAL ASSISTING DEPARTMENT

Peggy Smith, MEd, MLT (ASCP), CMA (AAMA)
Director of Medical Assisting Technology
740.386.4178 – smithp@mtc.edu

Associate of Technical Study Degree

Medical Assistant (CMA)

Certificate

Medical Assisting (CMA)

MEDICAL IMAGING DEPARTMENT

Debra Myers, MEd, RT, RDMS, RDCS, RVT
Director of Medical Imaging Programs
740.386.4106 – myersd@mtc.edu

Associate of Applied Science Degree

Diagnostic Medical Sonography (DMS)

Associate of Applied Science Degree

Radiography (RAD)

MEDICAL SCIENCES DEPARTMENT

Christopher Gase, MBA, MLS (ASCP)
Dean of Health Technologies
Director of Medical Sciences
740.386.4129 – gasec@mtc.edu

Associate of Applied Science Degrees

Bioscience Technology (*cooperative program between*

MTC & North Central State College)
Medical Laboratory Technology (MLT)
Respiratory Therapy (RRT) *(cooperative program between MTC, NCSC & Rhodes State College*)

Associate of Technical Study Degree
Multi Competency Health (ATS)

Certificate
Phlebotomy (PBT) External Certificate
Health Aide Certificate

NURSING DEPARTMENT

Cynthia Hartman, MSN, RN, CNE
Director of Nursing
740.386.4142 – hartmanc@mtc.edu

Associate of Applied Science Degree
Nursing (RN)
LPN to RN Transition (program pathway)

External Certification Preparation
Nurse Aide Training/State Tested Nurse Aide (STNA)

OCCUPATIONAL THERAPY ASSISTANT DEPARTMENT

Joshua Line, MS, OT, Occupational Therapist
Director of the Occupational Therapy Assistant Program
740.386.4185 – linej@mtc.edu

Associate of Applied Science Degree
Occupational Therapy Assistant (OTA)

PHYSICAL THERAPIST ASSISTANT DEPARTMENT

Dr. Chad Hensel PT, DPT, MHS, CSCS
Director of Physical Therapist Assistant Program
740.386.4156 – henselc@mtc.edu

Associate of Applied Science Degree
Physical Therapist Assistant (PTA)

DRUG SCREENING
Students admitted into the health programs will be required to submit to a drug screening prior to entry into the program and periodically during the program. Positive drug screenings will result in forfeiture of the clinical, practicum, or professional practice experience. Any student who refuses or fails to cooperate, or complete any required drug screening will be considered "positive" and dismissed from the program.

CRIMINAL BACKGROUND CHECK
Students admitted into the Health programs will be required to submit to a criminal background check facilitated by the Ohio Bureau of Criminal Investigation and Identification. A federal (FBI) check will be required by some Health Programs. Background checks include, but are not limited to, an analysis of fingerprints and review of prior criminal records. Students with certain felony, misdemeanor, or drug-related arrests as specified under Ohio Law will be ineligible for admission/continuation in the program.

Additionally, potential employers for MTC Health graduates may require drug screens and criminal background investigations as conditions for employment. Individuals who have been convicted of a crime, including felony, gross misdemeanor, misdemeanor, or drug-related arrests may be ineligible for employment. Therefore, completing an MTC program does not guarantee future employment.

Students are to remain free of any convictions while enrolled in the program. Students are required to notify the program director/dean within one week of any conviction regardless of adjudication/deferred sentencing. Disclosure of the judicial information by the student must include appropriate court documentation, i.e. Judgment Entry of Sentencing.

Marion Technical College

HEALTH TECHNOLOGY

Clinical Health Informatics Specialist (External Certification)

www.mtc.edu • enroll@mtc.edu • 740-389-4636

Application Process

Limited Enrollment

To apply for acceptance into the Health Information Technology program, your application file should contain the following:

1. MTC Application for Admission and nonrefundable application fee.
2. American College Test (ACT) scores with a minimum composite score of 18, or successful completion of college-level required program courses with a minimum accumulative grade point average of 2.5 or higher.
3. Successful completion of the ACT or Basic Skills Assessment (Accuplacer in reading, writing, and mathematics (algebra).
4. Final high school transcript (or GED results) and college transcripts (if applicable).
5. A minimum 2.5 accumulative grade point average (GPA) in high school or college-level courses (whichever is most recent).
6. Completed Health Informatics Technology application.
7. Completion of successful criminal background check.

If required, College Foundation courses are available to help you meet any specialized program admission requirements.

A complete listing of all requirements and policies/procedures for the program is available in the Health Information Technology Handbook.

Clinical Health Informatics Specialist Training (for External Certification)

Career Pathway: Health Information Technology Associate of Applied Science

Students who complete designated coursework within the Health Information Technology associate of applied science degree are prepared to take Certified Healthcare Technology Specialist exams through the American Health Information Management Association and the CAHIMS exams through the Healthcare Information and Management Systems.

"As the nation moves toward industry-wide adoption of electronic health records (EHRs), the Bureau of Labor Statistics expects a shortage of about 50,000 qualified health IT workers to meet the needs of hospitals and healthcare affiliates. The Certified Healthcare Technology Specialist (CHTS) competency exams allow professionals and employers to capitalize on new technologies, procedures and careers.

The CHTS exams assess the competency of individuals seeking to demonstrate proficiency in certain health IT workforce roles integral to the implementation and management of electronic health information. Currently, there are six separate CHTS exams. Each pertains to a HIT workforce role instrumental in meaningful use of Electronic Health Record (EHR) systems. The CHTS exams assess the competency of health IT professionals to:

- Assess workflows
- Select hardware and software
- Work with vendors
- Install and test systems
- Diagnose IT problems
- Train practice staff on systems

"CAHIMS is a new HIMSS health IT certification designed for emerging professionals within the industry (five years or less of experience). This certification demonstrates knowledge of health IT and management systems, facilitating entry-level careers in health IT. It is designed to be a career pathway to the CPHIMS credential (Healthcare Information and Management Systems)."

Who is the CAHIMS credential for?

- Individuals looking to work in a healthcare setting or mid-level professionals seeking career change
- Those who want to learn more about health IT, including clinicians
- Non-IT professionals, working in other departments, who work as an extension of the IT department
- Those enrolled in an academic program at the undergraduate or graduate level, i.e. healthcare informatics, CAHME-accredited program, Masters in Healthcare Administration, or others students
- Veterans returning from active duty (HIMSS)

HEALTH INFORMATION TECHNOLOGY • CLINICAL HEALTH INFORMATICS TRACK

Associate of Applied Science Degree

(Effective Academic Year 2017-18)

Online Program- Except CIT 1351

May 1, 2017

Course No	Course Title	Credits	OTM, TAG, CT[2] approved course	Term(s) Offered	Pre-Requisites
	FIRST SEMESTER *(Fall)*				
CIT 1351	IT Essentials/A+ *(1/Lab)*	3		FA	OIS1200
SCI 1100	Basic Anatomy and Physiology	4		FA	ALH1110 or concurrent
HIT 1200	Health Records Management I *(1/Lab)*	2		All	Dept Approval
OIS 1240	Computer Applications	3	X	All	Placement and OIS1200
ALH 1110	Medical Terminology	3	X	All	None
	SECOND SEMESTER *(Spring)*				
HIT 1301	Clinical Classifications ICD-10-CM/PCS	4		FA, Sp	HIT 1200
HIT 1302	Current Procedural Terminology	3		FA, Sp	HIT 1200
HIT 1400	Healthcare Reimbursement *(1/Lab)*	2	X	SP	HIT1200 or concurrent
ALH 1120	Human Diseases	3	X	SP	ALH1110
ENG 1000	English Composition I	3	X	All	OIS1240 or concurrent or placement
	THIRD SEMESTER *(Summer)*				
HIT 1500	Advanced Clinical Classification Systems *(1/Lab)*	3		SU	HIT1301
ENG 1400	Oral Communications	3	X	All	ENG1000
MTH 1240	Statistics	3		SU	Placement or MTH0910 or TMT1110 or BUS1100; and, currently with MTH0940
	FOURTH SEMESTER *(Fall)*				
HIT 2000	HIT Legal Issues *(1/Lab)*	2	X	FA	HIT1200
HIT 2100	Health Record Management II *(2/Lab)*	4		FA, SP	Dept Approval
HIT 2200	Health Information Tech Systems *(1/Lab)*	4		FA	HIT2100 or concurrent
MGT 2510	Project Management	3		FA, SP	OIS1240
	FIFTH SEMESTER *(Spring)*				
HIT 2301	HIT Statistical Analysis *(1/Lab)*	2		SP	HIT2100 and OIS 1240
HIT 2400	HIT Quality Assessment *(2 Lab)*	2		SP	HIT2100 and OIS 1240
HIT 2500	Health Information Mgmt & Data Governance	3		SP, SU	HIT1200
HIT 2900	HIT Professional Practice II *(8/Lab)*	2		SP	Dept Approval
PSY 1100	General Psychology	3		All	None
	Credit Hour Total	**64**			

** CIT 1351, IT Essentials/A+ is not offered online..*

***CIT 1351, IT Essentials/A+ Students are presented with the information required to sit for their COMPTia A+ certification exams. CIT1351 introduces the student to the main concepts behind computer hardware and software. Customer service and computer troubleshooting and repair are the primary focus of this course. 3 Cr. Hrs. Prerequisite: OIS1200 or successful completion of the Technology Skills Test (TST).*

Occupational Certification Opportunities:

A+ Certification (submitted CAHIMS and CHTS to OBR on 5/30/14)

Marion Technical College

HEALTH TECHNOLOGY

Diagnostic Medical Sonography (DMS)

www.mtc.edu • enroll@mtc.edu • 740-389-4636

Application Process

Limited Enrollment

To qualify for MTC's Sonography Program, applicants must have:

1. Fulfilled all MTC general admission requirements, and submitted both the Sonography Program Application and the non-academic standards form. **Application deadline March 15th.**
2. Successfully completed high school or certification of equivalent education by an organization recognized by the U.S. Department of Education. Acceptance into the Sonography program is contingent upon receipt of official final high school transcript with posted graduation date or passing GED results.
3. Earned an accumulated grade point average (GPA) of 2.5 (4.0 scale) in high school or GED examination equivalent, or completed a minimum of 12 semester hours (or equivalent) of college credit with an accumulative GPA of 2.5.
4. Taken high school algebra, biology, and chemistry, or successful completion equivalent college coursework (MTC's Principles of Biology and Chemistry - SCI 1050 and/or Pre-Algebra - MTH 0910).
5. Successful completion of the ACT or Basic Skills Assessment (ACCUPLACER) in reading, writing, mathematics (algebra) and technology skills.
6. Reached 18 years of age by the end of the calendar year in which you are seeking admission into Sonography technical courses.
7. Observed in an Ultrasound department a minimum of 32 hours at three different clinical sites and a submitted "Observation Validation" form. (Form is available on web site under Sonography Program)
8. Transfer students to MTC must qualify in accordance with current Sonography program admission criteria.

A listing of all requirements, policies, and procedures for the program is available in the Sonography Student Handbook located at http://www.mtc.edu/health/dms/index.html

Accreditation/Certification

The DMS Program is accredited by the Commission on Accreditation of Allied Health Education Program (CAAHEP). Program graduates may take certification exams from the ARDMS or ARRT.

Diagnostic Medical Sonography (DMS)

Diagnostic Medical Sonographers use special equipment to direct high frequency sound waves into areas of the patient's body. Sonographers operate the equipment, which collects reflected echoes and forms an image that may be videotaped, transmitted, or photographed for interpretation and diagnosis by a physician. Viewing the screen during the scan, sonographers look for subtle visual cues that contrast healthy areas with unhealthy ones. They decide whether the images are satisfactory for diagnostic purposes and select which ones to store and show to the physician. Sonographers take measurements, calculate values, and analyze the results in preliminary findings for the physicians.

Degree – Associate of Applied Science

Two-year (six semesters) full-time degree schedule; mixture of core technical and science courses along with basic communications classes.

Sonography Mission Statement:

To provide an environment for student sonographers to become qualified and competent technologists in a healthcare setting. We partner with the healthcare community to provide higher education for sonographers. Marion Technical College encourages the process of life-long learning.

Program Goals:

Graduates will

- To prepare competent entry- level sonographers in the cognitive (knowledge), psychomotor (skills), and affective learning domains.
- To provide the community with competent diagnostic medical sonographers.
- To facilitate development of effective communication, critical thinking, and problem solving skills.
- To facilitate the development of professional attitudes, behaviors, and ethics within the framework of the diagnostic medical sonography profession.

Learning Outcomes:

- Demonstrate knowledge and skill in abdominal sonography
- Demonstrate knowledge and skill in OB/GYN sonography
- Demonstrate knowledge and skill in small parts/ superficial structures /high resolution sonography
- Modify standard procedures to accommodate for patient conditions and other variables to obtain quality images
- Evaluate cross sectional anatomy pathology
- Recognize emergency patient conditions and initiate first aid and basic life support procedures
- Evaluate images for appropriate image quality and pathology
- Demonstrate knowledge and skills related to quality assurance
- State the safe limits of equipment operation and report malfunctions to the proper authority
- Exercise independent judgment and discretion when performing imaging procedures
- Demonstrate an understanding of your role in the healthcare environment
- Practice effective communication with patients and other health professionals
- Provide basic patient care, comfort, anticipate patient needs, and patient education
- Demonstrate an understanding of ultrasound production
- Demonstrate knowledge of human structure, function and pathology
- Support the profession's code of ethics and comply with the profession's standard of practice

DIAGNOSTIC MEDICAL SONOGRAPHY TECHNOLOGY

Associate of Applied Science Degree

(Effective Academic Year 2017-18)

Course No	Course Title	Credits	OTM, TAG, CT[2] approved course	Term(s) Offered	Pre-Requisites
	FIRST SEMESTER *(Summer)*				
ENG 1000	English Composition I	3	X	All	OIS1240 or concurrent or exam
ALH 1110	Medical Terminology	3	X	All	None
OIS 1240	Computer Applications I	3		All	OIS1200 or TST
DMS 1001	Introduction to Sonography	2		All	None
MTH 1230	Quantitative Reasoning	3		All	Placement or MTH0910 or TMT1110 or BUS1100; and, currently with MTH0930
PHY 1000	Principles of Electricity & Magnetism	2		All	MTH 0910 or higher math level
	SECOND SEMESTER *(Fall)*				
DMS 1010	Methods of Patient Care *(3/Lab)*	2		All	None
DMS 1040	Sonography Cross Sectional Anatomy	1		FA	Program Acceptance
DMS 1020	Sonography Procedures I *(6/Lab)*	4		FA	Program Acceptance
SCI 1200	Anatomy and Physiology I *(4/Lab)*	4	X	FA	SCI1050 or equivalent
DMS 1051	Sonography Principles & Instrumentation	3		FA	PHY1000 & Program Acceptance
DMS 1101	Sonography Clinical I	1		FA	Program Acceptance
	THIRD SEMESTER *(Spring)*				
DMS 1030	Sonography Procedures II *(4/Lab)*	4		SP	DMS1020
DMS 1201	Sonography Clinical II *(16/Lab)*	2		SP	DMS1101
SCI 1250	Anatomy and Physiology II *(4/Lab)*	4	X	SP	SCI1200
	FOURTH SEMESTER *(Summer)*				
DMS 1301	Sonography Clinical III *(32/Lab)*	3		SU	DMS1201
ENG 1400	Oral Communications	3	X	All	None
	FIFTH SEMESTER *(Fall)*				
DMS 2050	Sonography Pathology	2		FA	DMS1030
DMS 2400	Sonography Clinical IV *(16/Lab)*	3		FA	DMS1301
HSS 2020	Ethnic and Cultural Diversity	3	X	All	None
ENG 1100	English Composition II	3	X	All	ENG1000
	SIXTH SEMESTER *(Spring)*				
DMS 2040	Advanced Imaging Procedures	2		SP	DMS2050
DMS 2070	Sonography Review	1		SP	DMS2400
DMS 2500	Sonography Clinical V *(16/Lab)*	3		SP	DMS2400
	Credit Hour Total	**64**			

Marion Technical College

HEALTH TECHNOLOGY

Exercise Science Certificate

www.mtc.edu • enroll@mtc.edu • 740-389-4636

Application Process

Limited Class Sizes

To apply for acceptance into the Exercise Science certificate program, your application file should contain:

1. MTC Application for Admission (nonrefundable application fee).
2. Final high school transcript (or GED results) and college transcripts (if applicable). Your high school/college courses should include successful completion of algebra and biology/chemistry.
3. A minimum 2.0 accumulative grade point average (GPA) in high school or college-level courses (whichever is most recent).
4. Successful completion of the ACT or Basic Skills Assessment (Accuplacer) in reading, writing, mathematics (algebra) and TST.

If required, College Foundation courses are available to help you meet any specialized program admission requirements.

External Certification

Students will be eligible to sit for the NSCA-CPT certification exam. This is a personal training certification from the National Strength and Conditioning Association (NSCA). Passing the exam results in the credential of NSCA-CPT enabling one to practice as a personal trainer in a variety of settings.

For More Information, Contact:
The Office of Admissions
Marion Technical College
1467 Mt. Vernon Avenue
Marion, OH 43302
http://www.mtc.edu/Admission
E-mail: enroll@mtc.edu
740.389.4636

The Program – Exercise Science Certificate

Career Pathway: NSCA-CPT Personal Trainer Certification, Multi-Competency Health ATS Degree, Nursing AAS Degree, PTA AAS Degree, Associate Arts/Science Degree

NSCA-Certified Personal Trainers (NSCA-CPT®) are health/fitness professionals who, using an individualized approach, assess, motivate, educate and train clients regarding their personal health and fitness needs. Certified personal trainers design safe and effective exercise programs, provide the guidance to help clients achieve their personal health/fitness goals, and respond appropriately in emergency situations. Recognizing their own area of expertise, a personal trainer will refer clients to other health care professionals when appropriate.

The program builds on the college's one-year certificate program in exercise science and includes coursework in exercise assessment and prescription, wellness and disease prevention, nutrition, personal and athletic training, athletic management, and biomechanics. This certificate can also serve as an entry point into related careers such as athletic training, physical therapy, and occupational therapy.

Bureau of Labor Statistics data indicate a job outlook growth of 8% through 2024. Hospitals, businesses, insurance organizations, health clubs and other locations will need these individuals to perform fitness work. The 2015 median pay is $17.39/hour or $36,160/year. (BLS January 2016)

Students in the Exercise Science certificate program will learn to:

- Practice effective communication skills with patients, families, and medical staff.
- Apply critical thinking and basic problem solving skills.
- Practice good customer service techniques.
- Demonstrate positive attitude and excellent work ethics.
- Follow code of conduct by respecting patient's rights and confidentiality.
- Demonstrate accountability, responsibility and understanding of job description and expectations.
- Perform fitness and wellness skills which may include:
    - Obtaining and recording vital signs, height, and weight.
    - Observe participants and inform them of corrective measures necessary for skill improvement.
    - Instruct participants in maintaining exertion levels to maximize benefits from exercise routines.
    - Offer alternatives to accommodate different levels of fitness.
    - Plan routines and choose different movements for each set of muscles, depending on participants' capabilities and limitations.
    - Teach proper breathing techniques used during physical exertion.
    - Evaluate individuals' abilities, needs, and physical conditions, and develop suitable training programs to meet any special requirements.
    - Explain and enforce safety rules and regulations governing sports, recreational activities, and the use of exercise equipment.
    - Monitor participants' progress and adapt programs as needed.
    - Provide students with information and resources regarding nutrition, weight control, and lifestyle issues.

Exercise Science

One-Year Technical Certificate
(Effective Academic Year 2017-18)

May 1, 2017

Course No	Course Title	Credits	OTM, TAG, CT[2] approved course	Term(s) Offered	Pre-Requisites
	FIRST SEMESTER *(Fall)*				
NUR 1150	CPR and First Aid	1			None
HLT 1100	Health Terminology	1		All	None
SCI 1100	Basic Anatomy & Physiology	4		All	ALH1110 or HLT1100
OIS 1240	Computer Applications	3		All	Placement or OIS1200
PSY 1100	General Psychology	3	X		
ALH 1050	Introduction to Exercise Science	3			None
	SECOND SEMESTER *(Spring)*				
NTR 1100	Nutrition	3	X		
MKT 2030	Principles of Marketing	3	X		
SCI 1150	Exercise Physiology (lab)	3		F, SP	SCI1100
ALH 2000	Exercise in Special Populations	2		All	ALH1050
ALH 3000	Strength Training and Exercise Prescription (lab)	3			ALH1050
ALH 3100	Exercise Science Seminar/Directed Practice	1			
	Total Credit Hours	**30**			

Occupational Certification Opportunities:
National Strength and Conditioning Association—
Certified Personal Trainer (CPT

Marion Technical College

HEALTH TECHNOLOGY

Nurse Aide Training (External Certification)

www.mtc.edu • enroll@mtc.edu • 740-389-4636

Nurse Aide Training (STNA) Coursework for External Exam/Home Health Aide/Direct Service Provider

Career Pathway: Nursing (RN) Associate of Applied Science Degree

Designed as an entry-level prerequisite to MTC's associate degree Nursing (RN) Technology program, as well as to meet a market need and provide students an opportunity for gainful employment that offers valuable experience. (Individuals planning to enter MTC's nursing program must do so within 28 months of completing Nurse Aide Training.)

Students in the Nurse Aide program will learn to…

- Identify Ohio Department of Health requirements for State-Tested Nurse Aide (STNA)
- Describe the role of the nurse aide
- Discuss aspects of communications important to nurse aides
- Identify and implement infection control practices
- Discuss safety and emergency precautions
- Explain ways to promote residents' independence
- Identify legal rights of the nursing home resident
- Demonstrate basic nursing care and personal care skills at a satisfactory level
- Discuss theory related to performing basic nursing care skills
- Identify the needs of an aging resident relating to mental health and social services
- Recognize basic restorative services available to nursing home residents
- Discuss aspects of home health services important to the nurse aide

What Can I Expect?

This course follows the guidelines set forth in the Omnibus Budget Reconciliation Act of 1987 and focuses on long-term care of the elderly population, Home Health topics are included. Critical thinking situations are an integral part of each class discussion.

Students will be required to submit to a criminal background check at the onset of this course. The fee for this background check will be included in the cost of tuition. Individuals with certain felony, misdemeanor, ***or drug-related arrests may be ineligible for course admission.***

High School Students

Nurse Aid Training (NUR1000) is qualified for College Credit Plus funding. This is a great option for qualified high school students seeking a hands-on experience in healthcare, college credit, and certification to work as an STNA. Additional materials not available in the campus bookstore may not be covered. Please contact your high school for further information.

Admission –Limited Enrollment

MTC must meet state guidelines for attendance requirements, therefore students **ARE REQUIRED** to attend all classes and labs. Any missed hours of instruction must be made up hour for hour at an additional student cost of $25.00 per hour. Also, NUR1000 carries the following additional student expenses: TB skin test, uniform for clinical, and (if desired) state examination fee and cost of the textbooks, which vary.

4 semester hours. No course prerequisites.

- **11 week sessions**: 4 hours lecture and 4 hours lab weekly plus 20 additional clinical hours
- **Fast track sessions**: 20 hours lecture and 20 hours lab weekly plus 20 additional clinical hours

External Certification

Students will obtain a certificate of completion from the Ohio Department of Health upon successful completion of the NUR1000 (Nurse Aide Training) course. Successful completion of the course also makes students eligible to take the state examination for nurse aides. Passing the exam results in the State-Tested Nurse Aide (STNA) title and placement on the Ohio Nurse Aide Registry. Successful completion of the course and the nurse aide examination make students eligible for employment in the healthcare field as a nurse aide, home health aide and direct service provider. The program includes classroom instruction, labs, and clinical (workplace) experience. Marion Technical College is recognized by the State of Ohio as an approved agency for offering nurse aide training classes by meeting all minimum state and federal guidelines.

To Learn More Visit

www.mtc.edu/Health

Marion Technical College

HEALTH TECHNOLOGY

Health Aide Certificate

www.mtc.edu • enroll@mtc.edu • 740-389-4636

Application Process

Limited Enrollment

To apply for acceptance into the Health Aide certificate program, your application file should contain:

1. MTC Application for Admission (nonrefundable application fee).
2. Final high school transcript (or GED results) and college transcripts (if applicable). Your high school/college courses should include successful completion of algebra.
3. A minimum 2.0 accumulative grade point average (GPA) in high school or college-level courses (whichever is most recent).
4. Successful completion of the ACT or Basic Skills Assessment (Accuplacer) in reading, writing, mathematics (algebra) and TST.
5. Complete Health Aide program application.
6. Completion of successful criminal background check.

If required, College Foundation courses are available to help you meet any specialized program admission requirements.

External Certification

Students will obtain a certificate of completion from the Ohio Department of Health upon successful completion of the NUR1000 (Nurse Aide Training) course. Successful completion of the course also enables students to take the state examination for nurse aides. Passing the exam results in the State-Tested Nurse Aide (STNA) title and placement on the Ohio Nurse Aide Registry.

For More Information, Contact:
The Office of Admission
Marion Technical College
1467 Mt. Vernon Avenue
Marion, OH 43302
http://www.mtc.edu/Admission
E-mail: enroll@mtc.edu
740.389.4636

The Program – Health Aide Certificate

Career Pathway: Medical Assistant ATS Degree, Multi-Competency Health ATS Degree, Nursing AAS Degree

Health Aide Technicians provide individual health care in patient's homes, hospitals, nursing and residential care facilities, group homes, and other locations. Duties of a Health Aide Technician, under the direction of a healthcare practitioner, may include providing basic care, transporting patients, cleaning treatment areas, checking vital signs and other tasks.

According to the Bureau of Labor Statistics the job outlook for Health Aides is projected to grow 17-38% through 2024. (BLS January 2016)

Students in the Health Aide certificate program will learn to:

- Practice effective communication skills with patients, families, and medical staff.
- Function as an integral part of the healthcare team.
- Apply critical thinking and basic problem solving skills.
- Practice good customer service techniques.
- Demonstrate positive attitude and excellent work ethics.
- Follow code of conduct by respecting patient's rights and confidentiality.
- Demonstrate accountability, responsibility and understanding of job description and expectations.
- Practice universal precautions.
- Operate and maintain patient care equipment, report malfunctioning equipment.
- Utilization of computer software/electronic medical records.
- Demonstrate telephone skills for healthcare setting.
- Perform basic patient care skills which may include:
    - Obtaining and recording vital signs, height, and weight.
    - Checking patient compliance with dietetic orders.
    - Assisting patient with meal prep, or oral feeding.
    - Recording intake and output.
    - Applying and removing TEDS, surgery hose, SCD hose, specialty boots, and protectors.
    - Bathing or assisting patients with baths and oral hygiene.
    - Reporting skin breakdowns.
    - Changing incontinence supplies.
    - Changing bed linens daily and as needed.
    - Assisting the patient with range of motion exercises.
    - Turning patients.
    - Changing dressings.
    - Inserting or removing a urinary catheter.
    - Performing basic ostomy care and irrigations.
    - Monitoring patient's glucose.
    - Performing basic respiratory skills such as reading pulse oximeter, maintaining nasal cannula and oxygen tanks and encouraging patient usage of incentive spirometer.
    - Assisting patient with ambulation.
    - Transferring and/or transporting patients.
    - Reinforcing patient instructions.

Health Aide Certificate

One-Year Technical Certificate

(Effective Academic Year 2017-18)

Course No	Course Title	Credits	OTM, TAG, CT[2] approved course	Term(s) Offered	Pre-Requisites
	FIRST SEMESTER *(Fall)*				
ALH 1110	Medical Terminology	3	X	All	None
ALH 1130	Healthcare Issues: Medical Professionalism	1		All	None
ALH 1150	Healthcare Issues: Patient Communications	1		All	None
NUR 1000	Nurse Aide Training (STNA Direct Service Provider/Home Health Aide)	4		FA	Dept. Approval
NTR 1100	Nutrition	3	X	All	SCI 1050 or Dept. Approval
	SECOND SEMESTER *(Spring)*				
ENG 1400	Oral Communications	3	X	All	None
OIS 1240	Computer Applications	3		All	OIS1200 or Placement
ALH 1120	Human Diseases	3	X	All	None
ALH 1140	Healthcare Issues: Medical Law and Ethics	1		All	None
ALH 1160	Pharmacology	2		All	None
	THIRD SEMESTER *(Summer)*				
MTH 1230	Quantitative Reasoning	3		All	Placement or MTH0910 or TMT1110 or BUS1100; and, currently with MTH0930
ENG 1000	English Composition I	3	X	All	OIS1240 or concurrent or exam
	Credit Hour Total	**30**			

Marion Technical College

HEALTH TECHNOLOGY

Health Information Technology

www.mtc.edu • enroll@mtc.edu • 740-389-4636

Application Process
Limited Enrollment

To apply for acceptance into the Health Information Technology program, your application file should contain the following:

1. MTC Application for Admission and nonrefundable application fee.
2. American College Test (ACT) scores with a minimum composite score of 18, or successful completion of college-level required program courses with a minimum accumulative grade point average of 2.5 or higher.
3. Successful completion of the ACT or Basic Skills Assessment (Accuplacer) in reading, writing, and mathematics (algebra).
4. Final high school transcript (or GED results) and college transcripts (if applicable).
5. A minimum 2.5 accumulative grade point average (GPA) in high school or college-level courses (whichever is most recent).
6. Completed Health Information Technology application.
7. Completion of successful criminal background check.

If required, College Foundation courses are available to help you meet any specialized program admission requirements.

A complete listing of all requirements and policies/procedures for the program is available in the Health Information Technology Handbook.

Degree Received

Associate of Applied Science

Two-year (5 semesters) full-time degree schedule; mixture of core health information technology courses, medical, communications, and information technology; required professional practice experience provides professional development in the modern workplace; program can be completed on a part-time basis.

To Learn More Visit
http://www.mtc.edu/Health
Information subject to change without notice.

The Program – Health Information Technology – Clinical Health Informatics Track

Health informatics is defined "as the science of evaluating, implementing, and utilizing technology to manage all information related to the patient care delivery process: clinical, financial, technological, and enterprise. The field draws contributions from computer science, health information management, the clinical sciences, social and organizational influences, and business practices- University of Illinois-Chicago." Students who complete designated coursework within Health Information Technology (HIT) associates of applied science degree are prepared to take the Certified Healthcare Technology Specialists Exams through the American Health Information Management Association and the CAHIIMS exams through the Healthcare Information and Management Systems. In addition, students can sit for the RHIT certification exam upon completion of this track and work in Health Information Management (HIM). Health Information Management is the body of knowledge and practice that ensures the availability of health information to facilitate real-time healthcare delivery and critical health-related decision making for multiple purposes across diverse organizations, settings, and disciplines.

Students in the Health Information Technology program will learn to …

- Select hardware and software and use software applications and technology in the completion of Health Information Management processes.
- Participate in the planning, design, selection, implementation, integration, testing, evaluation, and support for EHRs including the installation, usage and maintenance of the EHRs.
- Apply knowledge of database architecture and design (such as data dictionary) to meet departmental needs.
- Use appropriate electronic or imaging technology for data/record storage.
- Query and generate reports to facilitate information retrieval using appropriate software.
- Assess workflows
- Work with vendors
- Install and test systems
- Diagnose IT problems
- Train staff on systems
- Review health records and verify completeness, accuracy, and appropriateness of data and data sources according to requirements and standards.
- Code, classify, and index diagnoses and procedures for the purpose of reimbursement, standardization, retrieval and statistical analysis.
- Collect, compute, analyze, interpret, and present statistical data related to healthcare services, including quality management, utilization management, risk management, medical research, disease registries, and clinical indices.
- Apply legal principles, policies, regulations and standards for the control, use, and dissemination of healthcare information.
- Apply principles of supervision and leadership and the tools used to effectively manage human, financial, and physical resources.
- Recognize and problem-solve situations within the healthcare environment.
- Apply policies and procedures to the use of networks, including intranet and Internet applications to facilitate the electronic health record (EHR), personal health record (PHR), public health, and other administrative applications.

Certification

MTC's Health Information Technology Program is designed to prepare students for this ever-changing and constantly growing field. Within the program, students will cover a wide range of topics including health information management, medical terminology, the electronic health record, computer applications, health informatics, coding, healthcare statistics, healthcare reimbursement, continuous quality improvement, resource management, and legal issues. Students actively work with health information and receive hands-on experience with the newest technological innovations available.

The Health Information Technology associate degree program is accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM). Graduates of the MTC program qualify for accreditation in the health information management field by passing the national certification examination requirements of the American Health Information Management Association (AHIMA). Upon successful completion of the examination, the graduate is awarded the credential of a registered health information technician (RHIT).
CAHIIM, 233 N. Michigan Ave. 21st Floor, Chicago, IL 60601-5800, 312-233-1100

HEALTH INFORMATION TECHNOLOGY • CLINICAL HEALTH INFORMATICS TRACK

Associate of Applied Science Degree

(Effective Academic Year 2017-18)

Online Program- Except CIT 1351

May 1, 2017

Course No	Course Title	Credits	OTM, TAG, CT[2] approved course	Term(s) Offered	Pre-Requisites
	FIRST SEMESTER *(Fall)*				
CIT 1351	IT Essentials/A+ *(1/Lab)*	3		FA	OIS1200
SCI 1100	Basic Anatomy and Physiology	4		FA	ALH1110 or concurrent
HIT 1200	Health Records Management I *(1/Lab)*	2		All	Dept Approval
OIS 1240	Computer Applications	3	X	All	Placement and OIS1200
ALH 1110	Medical Terminology	3	X	All	None
	SECOND SEMESTER *(Spring)*				
HIT 1301	Clinical Classifications ICD-10-CM/PCS	4		FA, Sp	HIT 1200
HIT 1302	Current Procedural Terminology	3		FA, Sp	HIT 1200
HIT 1400	Healthcare Reimbursement *(1/Lab)*	2	X	SP	HIT1200 or concurrent
ALH 1120	Human Diseases	3	X	SP	ALH1110
ENG 1000	English Composition I	3	X	All	OIS1240 or concurrent or placement
	THIRD SEMESTER *(Summer)*				
HIT 1500	Advanced Clinical Classification Systems *(1/Lab)*	3		SU	HIT1301
ENG 1400	Oral Communications	3	X	All	ENG1000
MTH 1240	Statistics	3		SU	Placement or MTH0910 or TMT1110 or BUS1100; and, currently with MTH0940
	FOURTH SEMESTER *(Fall)*				
HIT 2000	HIT Legal Issues *(1/Lab)*	2	X	FA	HIT1200
HIT 2100	Health Record Management II *(2/Lab)*	4		FA, SP	Dept Approval
HIT 2200	Health Information Tech Systems *(1/Lab)*	4		FA	HIT2100 or concurrent
MGT 2510	Project Management	3		FA, SP	OIS1240
	FIFTH SEMESTER *(Spring)*				
HIT 2301	HIT Statistical Analysis *(1/Lab)*	2		SP	HIT2100 and OIS 1240
HIT 2400	HIT Quality Assessment *(2 Lab)*	2		SP	HIT2100 and OIS 1240
HIT 2500	Health Information Mgmt & Data Governance	3		SP, SU	HIT1200
HIT 2900	HIT Professional Practice II *(8/Lab)*	2		SP	Dept Approval
PSY 1100	General Psychology	3		All	None
	Credit Hour Total	**64**			

** CIT 1351, IT Essentials/A+ IS not offered online.*

***CIS1351, IT Essentials/A+ Students are presented with the information required to sit for their COMPTia A+ certification exams. CIT1351 introduces the student to the main concepts behind computer hardware and software. Customer service and computer troubleshooting and repair are the primary focus of this course. 3 Cr. Hrs. Prerequisite: OIS1200 or successful completion of the Technology Skills Test (TST).*

Occupational Certification Opportunities:

A+ Certification (submitted CAHIMS and CHTS to OBR on 5/30/14)

Marion Technical College

HEALTH TECHNOLOGY

Health Information Technology

www.mtc.edu • enroll@mtc.edu • 740-389-4636

Application Process
Limited Enrollment

To apply for acceptance into the Health Information Technology program, your application file should contain the following:

1. MTC Application for Admission and nonrefundable application fee.
2. American College Test (ACT) scores with a minimum composite score of 18, or successful completion of college-level required program courses with a minimum accumulative grade point average of 2.5 or higher.
3. Successful completion of the ACT or Basic Skills Assessment (Accuplacer) in reading, writing, and mathematics (algebra).
4. Final high school transcript (or GED results) and college transcripts (if applicable).
5. A minimum 2.5 accumulative grade point average (GPA) in high school or college-level courses (whichever is most recent).
6. Completed Health Information Technology application.
7. Completion of successful criminal background check.

If required, College Foundation courses are available to help you meet any specialized program admission requirements.

A complete listing of all requirements and policies/procedures for the program is available in the Health Information Technology Handbook.

Degree Received

Associate of Applied Science

Two-year (5 semesters) full-time degree schedule; mixture of core health information technology courses, medical, communications, and information technology; required professional practice experience provides professional development in the modern workplace; program can be completed on a part-time basis.

To Learn More Visit

http://www.mtc.edu/Health

Information subject to change without notice.

The Program – Health Information Technology *Online*
Coding and Reimbursement Track

This degree track is online.

Quality information is essential to all aspects of today's healthcare system. Health Information Management (HIM) is the body of knowledge and practice that ensures the availability of health information to facilitate real-time healthcare delivery and critical health-related decision making for multiple purposes across diverse organizations, settings, and disciplines. HIM professionals play a critical role in maintaining, collecting and analyzing the data that doctors, nurses and other healthcare providers rely on to deliver quality healthcare. They are experts in managing patient health information and medical records, administering computer information systems and coding the diagnosis and procedures for healthcare services provided to patients. Health information management (HIM) professionals work in 40 different settings under 125 different job titles. They often serve in bridge roles, connecting clinical, operational, and administrative functions.

Students in the Health Information Technology program will learn to…

- Review health records and verify completeness, accuracy, and appropriateness of data and data sources according to requirements and standards.
- Code, classify, and index diagnoses and procedures for the purpose of reimbursement, standardization, retrieval and statistical analysis.
- Actively apply the reimbursement policies and procedures in the use of clinical data, issues and systems and perform data quality reviews to validate code assignments as well as the completion of the UB02 and CMS1500.
- Collect, compute, analyze, interpret, and present statistical data related to healthcare services, including quality management, utilization management, risk management, medical research, disease registries, clinical indices.
- Apply legal principles, policies, regulations and standards for the control, use, and dissemination of healthcare information.
- Use software applications and technology in the completion of Health Information Management processes.
- Apply principles of supervision and leadership and the tools used to effectively manage human, financial, and physical resources.
- Recognize and problem solve situations within the healthcare environment.
- Participate in the planning, design, selection, implementation, integration, testing, evaluation, and support for EHRs.
- Use appropriate electronic or imaging technology for data/record storage.
- Query and generate reports to facilitate information retrieval using appropriate software.

Certification

MTC's Health Information Technology Program is designed to prepare students for this ever-changing and constantly growing field. Within the program, students will cover a wide range of topics including health information management, medical terminology, the electronic health record, computer applications, health informatics, coding, healthcare statistics, healthcare reimbursement, continuous quality improvement, resource management, and legal issues. Students actively work with health information and receive hands-on experience with the newest technological innovations available.

The Health Information Technology associate degree program is accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM). Graduates of the MTC program qualify for accreditation in the health information management field by passing the national certification examination requirements of the American Health Information Management Association (AHIMA). Upon successful completion of the examination, the graduate is awarded the credential of a registered health information technician (RHIT).

CAHIIM, 233 N. Michigan Ave. 21st Floor, Chicago, IL 60601-5800, 312-233-1100

HEALTH INFORMATION TECHNOLOGY • CODING AND REIMBURSEMENT TRACK

Associate of Applied Science Degree

(Effective Academic Year 2017-18)

Online Program

May 1, 2017

Course No	Course Title	Credits	OTM, TAG, CT[2] approved course	Term(s) Offered	Pre-Requisites
	FIRST SEMESTER *(Fall)*				
ENG 1000	English Composition I	3	X	All	OIS1240 or concurrent or placement
SCI 1100	Basic Anatomy and Physiology	4		FA	ALH1110 or concurrent
OIS 1240	Computer Application	3	X	All	Placement and OIS1200
ALH 1110	Medical Terminology	3	X	All	None
HIT 1200	Health Records Management I *(1/Lab)*	2		All	Dept. Approval
	SECOND SEMESTER *(Spring)*				
HIT 1301	Clinical Classifications ICD-10-CM/PCS *(2/Lab)*	4		FA, SP	HIT1200
HIT 1302	Current Procedural Terminology	3		FA, SP	HIT 1200
HIT 1400	Healthcare Reimbursement *(1/Lab)*	2	X	SP	HIT1200 or concurrent
ALH 1120	Human Diseases	3	X	SP	ALH1110
	THIRD SEMESTER *(Summer)*				
ENG 1400	Oral Communications	3	X	All	ENG 1000
HIT 2500	Health Information Mgmt & Data Governance	3		SP, SU	HIT1200
HIT 1500	Advanced Clinical Classification Systems *(1/Lab)*	3		SU	HIT1301
HIT 1900	HIT Professional Practice I *(8/Lab)*	1		SU	Dept. Approval
	FOURTH SEMESTER *(Fall)*				
HIT 2000	HIT Legal Issues *(1/Lab)*	2	X	FA	HIT1200
HIT 2100	Health Record Management II *(2/Lab)*	4		FA, SP	Dept. approval
HIT 2200	Health Information Tech Systems *(1/Lab)*	4		FA	HIT2100 or concurrent
MTH 1240	Statistics	3		All	Placement or MTH0910 or TMT1110 or BUS1100; and, currently with MTH0940
	FIFTH SEMESTER *(Spring)*				
HIT 2301	HIT Statistical Analysis *(1/Lab)*	2		SP	HIT2100 and OIS 1240
HIT 2400	HIT Quality Assessment *(2/Lab)*	2		SP	HIT2100
PSY 1100	General Psychology	3	X	All	None
HIT 2900	HIT Professional Practice II *(8/Lab)*	2		SP	Dept. Approval
MGT 1400	Intro to Management	3		All	None
	Credit Hour Total	**62**			

Marion Technical College

HEALTH TECHNOLOGY

Medical Assistant (CMA)

www.mtc.edu • enroll@mtc.edu • 740-389-4636

Application Process
To Apply: Limited Enrollment

To apply for acceptance into the Medical Assistant ATS program, your application file should contain:

1. MTC Application for Admission (and nonrefundable application fee).
2. Final high school transcript (or GED results) and college transcripts (if applicable).
3. A minimum 2.0 accumulative grade point average (GPA) in high school or college-level courses (whichever is most recent).
4. Successful completion of the ACT or Basic Skills Assessment (Accuplacer) in reading, writing, mathematics (algebra) and technology (TST).
5. Completed Medical Assistant ATS Program application.
6. Completion of successful criminal background check

If required, College Foundation courses are available to help you meet any specialized program admission requirements. A complete listing of all requirements and policies/procedures for the program is available in the Medical Assistant Student Handbook.

Degree Received
Associate of Technical Study

Two-year (four semesters) full-time degree schedule; mixture of business, communications, health applications, and information technology courses; includes field experience practicum.

For More Information, Contact:

Admissions Office
Marion Technical College
1467 Mt Vernon Avenue
Marion, OH 43302
Web: http://www.mtc.edu/Admission
Email: enroll@mtc.edu
740.389.4636

The Program - Medical Assistant – Associate of Technical Studies Degree

The demand for MA's is expanding rapidly. Medical Assistants are the only allied health professionals specifically trained to work in ambulatory settings, such as physicians' offices, clinics, and group practices. These multi-skilled personnel can perform administrative and clinical procedures. Physicians value this unique versatility more and more, as managed care compels them to contain costs and manage human resources efficiently.

Medical Assisting continues to be one of the fastest growing occupations in healthcare. According to the 2016 U.S. Bureau of Labor Statistics Occupational Outlook Handbook the Medical Assisting field has a 23% growth outlook through 2024, which is faster than average for all occupations. The growth of the Baby Boomer population will continue to spur demand for preventive medical services which are often provided by physicians.

Students in the Medical Assistant program will learn to…

- Communicate effectively with patients, physicians, and co-workers.
- Demonstrate competent written and medical terminology skills.
- Perform administrative duties such as scheduling appointments, maintaining patient records (paper and electronic), utilization of computer software/electronic medical records, educate patients in general office policies and instruct individuals according to their needs.
- Perform clinical duties such as basic first aid and CPR, applying principles of aseptic techniques and infection control, taking vitals and patient histories, collecting and processing specimens, performing CLIA-waived testing, performing patient screening, instructing and preparing a patient and assisting with procedures and exams, administering medications, and performing electrocardiograms and pulmonary function testing.
- Apply knowledge of local, federal, and state health care legislation such as proper documentation and reporting, performing within legal and ethical boundaries, and applying HIPAA rules in regard to privacy and release of information.
- Manage the facilities, equipment, and inventory of a medical office.
- Manage practice finances including accounts receivable, procedure charges, adjustments, and banking.
- Demonstrate proficient knowledge of computer software as it applies to document production, spreadsheets, and databases.
- Perform dosage and mathematical calculations related to the medical office environment.
- Code, classify, and index diagnoses and procedures for reimbursement by Medicare, Medicaid, and medical insurances using ICD-10-CM and CPT-4 coding.
- Recognize and problem solve situations related to the medical office environment.
- Perform in a safe manner that minimizes risk to patients, self, and others.
- Demonstrate professional interpersonal, oral, and written communications skills sufficient to serve the needs of patients and the public including an awareness of how diversity may affect the communication process and patient care
- Demonstrate professional conduct and apply legal, social, and ethical responsibilities within the health care environment.

Certification

Students who complete MTC's Medical Assistant Associate of Technical Studies major are eligible to sit for the certification exam offered by the American Association of Medical Assistants (AAMA, 20 North Wacker Drive, Suite 1575, Chicago, IL 60606, 312-899-1500, www.aama-ntl.org). The credential awarded upon successful completion of the exam is the CMA (Certified Medical Assistant). Students are also eligible to sit for the certification exam offered through American Medical Technologists, www.americanmedtech.org. The credential awarded upon successful completion of the exam is the RMA (Registered Medical Assistant).

Convicted felons or individuals pleading guilty to a felony are not eligible to sit for the Medical Assisting certification exam unless the Certifying Board (CB) grants a waiver based on accepted mitigating circumstances.

MEDICAL ASSISTANT TECHNOLOGY

Associate of Technical Study Degree

(Effective Academic Year 2017-18)

Course No	Course Title	Credits	OTM, TAG, CT[2] approved course	Term(s) Offered	Pre-Requisites
	FIRST SEMESTER *(Fall)*				
ALH 1110	Medical Terminology	3	X	All	None
ALH 1140	Healthcare Issues: Medical Law & Ethics	1		All	None
MED 1010	MA Clinical Procedures I *(6/Lab)*	4		FA	MA Major Only
MED 1021	Medical Office Procedures	4		FA	MA Major Only
OIS 1240	Computer Applications	3		All	Placement or OIS1200
ENG 1000	English Composition I	3	X	All	OIS1240 or concurrent or exam
	SECOND SEMESTER *(Spring)*				
ALH 1160	Pharmacology for Allied Health	2		SP	ALH1110
MED 1040	MA Clinical Procedures II *(6/Lab)*	4		SP	MED1010
MED 1050	MA Lab Procedures *(3/Lab)*	2		SP	MED1010
MED 1061	Medical Insurance and Billing	3		SP	Dept Approval
MED 1070	Medical Assisting Capstone	1		SP	Dept Approval
MED 1091	MA Practicum *(5 -8 weeks; total 196 hours)* *(40/Lab)*	2		SP	Dept Approval
MED 1080	MA Issues and Review	1		SP	Dept Approval
	THIRD SEMESTER *(Fall)*				
MTH 1230	Quantitative Reasoning	3		All	Placement or MTH0910 or TMT1110 or BUS1100; and, currently with MTH0930
SCI 1100	Basic Anatomy and Physiology	4		FA, SP	ALH 1110
HIT 1200	Health Records Management I	2		All	Dept Approval
PSY 1100	General Psychology	3		All	
	FOURTH SEMESTER *(Spring)*				
HIT 1400	Healthcare Reimbursement *(1/Lab)*	2		SP	HIT1200
HSS 2020	Ethnic and Cultural Diversity	3		FA. SP	
HIT 1301	Clinical Classifications ICD-10-CM/PCS4	4		SP	HIT1200
HIT 1302	Current Procedural Terminology	3		SP	HIT1200
ENG 1400	Oral Communications	3	X	All	None
	Credit Hour Total	**60**			

Marion Technical College

HEALTH TECHNOLOGY

Medical Assisting (CMA) Certificate

www.mtc.edu • enroll@mtc.edu • 740-389-4636

Application Process

Limited Enrollment

To apply for acceptance into the Medical Assisting certificate program, your application file should contain:

1. MTC Application for Admission (nonrefundable application fee).
2. Final high school transcript (or GED results) and college transcripts (if applicable).
3. A minimum 2.0 accumulative grade point average (GPA) in high school or college-level courses (whichever is most recent).
4. Successful completion of the ACT or Basic Skills Assessment (Accuplacer) in reading, writing, mathematics (algebra) and TST.
5. Complete Medical Assisting program application.
6. Completion of successful criminal background check.

If required, College Foundation courses are available to help you meet any specialized program admission requirements. A complete listing of all requirements and policies/procedures for the program is available in the Medical Assisting Student Handbook which can be obtained at http://www.mtc.edu/health/medicalassisting/pdfs/MAStudentHandbook.pdf

Certification

Students who complete MTC's Medical Assisting certificate program are eligible to sit for the certification exam offered by the American Association of Medical Assistants (AAMA, 20 North Wacker Drive, Suite 1575, Chicago, IL 60606, 312-899-1500, www.aama-ntl.org). The credential awarded upon successful completion of the exam is the CMA (Certified Medical Assistant). Students are also eligible to sit for the certification exam offered by American Medical Technologists (www.americanmedtech.org). The credential awarded upon successful completion of the exam is RMA. Convicted felons or individuals pleading guilty to a felony are not eligible to sit for the Medical Assisting certification exam unless the Certifying Board (CB) grants a waiver based on accepted mitigating circumstances.

The Program - Medical Assisting Certificate (CMA)

Career Pathway: Medical Assistant Associate of Technical Study

The demand for MA's is expanding rapidly. Medical Assistants are the only allied health professionals specifically trained to work in ambulatory settings, such as physicians' offices, clinics, and group practices. These multi-skilled personnel can perform *administrative* and *clinical* procedures. Physicians value this unique versatility more and more, as managed care compels them to contain costs and manage human resources efficiently.

Medical Assisting continues to be one of the fastest growing occupations in healthcare. According to the 2016 US Bureau of Labor Statistics Occupational Outlook Handbook the Medical Assisting field has a 23% growth outlook through 2024, which is faster than average for all occupations. The growth of the Baby Boomer population will continue to spur demand for preventive medical services which are often provided by physicians.

Medical Assistants have a great amount of variety in their jobs and are cross-trained to perform many administrative and clinical duties. Below is a quick overview of the types of tasks a medical assistant does during a typical workday:

Administrative duties may include the following:

- Using computer applications
- Answering the telephone
- Greeting patients
- Updating paper and electronic records, filing
- Coding (procedural and diagnostic) and filling out insurance forms
- Scheduling appointments
- Arranging for hospital admissions and laboratory services
- Handling correspondence, billing, and bookkeeping
- Demonstrates professional, interpersonal, oral and written communications skills

Clinical duties vary, but may include the following:

- Taking medical histories and performing vital signs
- Explaining treatment procedures to patients
- Preparing patients for examination
- Assisting the physician during an exam
- Instructing patients about medication and special diets
- Collecting and preparing laboratory specimens including blood collection
- Performing basic laboratory tests
- Authorizing prescription refills as directed
- Preparing and administering medications as directed by a physician
- Taking electrocardiograms
- Removing sutures and changing dressings

To Learn More Visit

http://www.mtc.edu/health/medicalassisting/medassistingcert.html

Medical Assisting Certificate

One-Year Technical Certificate

(Effective Academic Year 2017-18)

Course No	Course Title	Credits	OTM, TAG, CT[2] approved course	Term(s) Offered	Pre-Requisites
	FIRST SEMESTER *(Fall)*				
ALH 1110	Medical Terminology	3	X	All	None
ALH 1140	Healthcare Issues: Medical Law & Ethics	1		All	None
MED 1010	MA Clinical Procedures I *(6/Lab)*	4		FA	MA Major Only
MED 1021	Medical Office Procedures	4		FA	MA Major Only
OIS 1240	Computer Applications	3		All	Placement or OIS1200
ENG 1000	English Composition I	3	X	All	OIS1240 or concurrent or exam
	SECOND SEMESTER *(Spring)*				
ALH 1160	Pharmacology for Allied Health	2		SP	ALH 1110
MED 1040	MA Clinical Procedures II *(6/Lab)*	4		SP	MED 1010
MED 1050	MA Lab Procedures *(3/Lab)*	2		SP	MED1010
MED 1061	Medical Insurance and Billing	3		SP	Dept. Approval
MED 1070	Medical Assisting Capstone	1		SP	Dept. Approval
MED 1091	MA Practicum (5 weeks) *(40/Lab)*	2		SP	Dept. Approval
MED 1080	MA Issues and Review	1		SP	Dept. Approval
	Credit Hour Total	**33**			

Occupational Certification Opportunity:

CMA - Certified Medical Assistant

Marion Technical College

HEALTH TECHNOLOGY

Medical Billing and Coding (CCA, CPC-A) Certificate

www.mtc.edu • enroll@mtc.edu • 740-389-4636

Application Process
Limited Enrollment

To apply for acceptance into the Medical Billing and Coding certificate program, your application file should contain:

1. MTC Application for Admission and nonrefundable application fee.
2. Final high school transcript (or GED results) and college transcripts (if applicable).
3. Successful completion of the ACT or Basic Skills Assessment (Accuplacer) in reading, writing, and mathematics (pre-algebra).
4. A minimum 2.5 accumulative grade point average (GPA) in high school or college-level courses (whichever is most recent).
5. Completed Medical Billing and Coding program application.
6. Completion of successful criminal background check.

If required, College Foundation courses are available to help you meet any specialized program admission requirements.

To Learn More Visit

http://www.mtc.edu/Health

The Program
Medical Billing and Coding *Online* Certificate (CCA, CPC-A, CPMA, CPB)

Career Pathway: Health Information Technology Associate of Applied Science

This certificate is online.

Medical Billing and Coding Technicians or Health Information Technicians organize and manage health information data. They ensure that the patient information is high quality, accurate, accessible, and secure in both paper and electronic health records systems. Using various classification systems they code and categorize patient information for insurance reimbursement purposes, databases, and registries and to maintain medical and treatment histories. After completing the certificate program, one is eligible to sit for a coding credentialing exam through the American Academy of Professional Coders (AAPC) or the American Health Information Management Association (AHIMA).

The Medical Biller/Coder or Health Information Technician fields is growing faster than average. According to the US Bureau of Statistics Occupational Outlook Handbook this area of healthcare has a 15% growth outlook through 2024 and is expected to increase as the population ages. (BLS, January 2016)

Certification

Students who complete MTC's Medical Billing and Coding certificate program are eligible to sit for the certification exam offered by either the American Health Information Management Association (AHIMA, 233 N. Michigan Ave., 21st Floor, Chicago, Illinois 60601-5800) www.ahima.org or the American Academy of Professional Coders (AAPC, 2480 South 3850 West, Suite B, Salt Lake City, Utah 84120, 800-626-2633, www.aapc.com). Other certification exams include the Certified Medical Biller, Certified Professional Medical Auditor, and the Certified Professional Compliance Officer; all through the AAPC. These certifications demonstrate the holder's expertise in medical billing, auditing and regulatory compliance. Graduates typically pursue either the Certified Coding Associate credential (CCA) through AHIMA or the Certified Professional Coder Apprentice (CPC-A) through AAPC.

Medical Billing and Coding Certificate

One-Year Technical Certificate

(Effective Academic Year 2017-18)

Online Program

Course No	Course Title	Credits	OTM, TAG, CT[2] approved course	Term(s) Offered	Pre-Requisites
	FIRST SEMESTER *(Fall)*				
ENG 1000	English Composition I	3	X	All	OIS1240 or concurrent or exam
SCI 1100	Basic Anatomy and Physiology	4		FA	ALH1110 or concurrent
OIS 1240	Computer Applications	3		All	Placement or OIS1200
ALH 1110	Medical Terminology	3	X	All	None
HIT 1200	Health Records Mgmt I *(1/Lab)*	2		All	Dept. Approval
	SECOND SEMESTER *(Spring)*				
HIT 1301	Clinical Classifications ICD-10-CM/PCS	4		SP	HIT1200
HIT 1302	Current Procedural Terminology	3		SP	HIT 1200
HIT 1400	Healthcare Reimbursement *(1/Lab)*	2	X	SP	HIT1200 or concurrent
ALH 1120	Human Diseases	3	X	SP	ALH1110
	THIRD SEMESTER *(Summer)*				
HIT 2500	Health Information Governance	3		SP, SU	HIT1200
HIT 1500	Advanced Clinical Classification Systems *(1/Lab)*	3		SU	HIT1301
HIT 1900	HIT Professional Practice I *(8/Lab)*	1		SU	Dept. Approval
	Credit Hour Total	**34**			

Occupational Certification Opportunities:
Industry Certification: CCA (Certified Coding Assistant), CCS-P, CCA, CPC; National Healthcareer Association (NHA) - Certified Billing & Coding Specialist (CBCS)

Marion Technical College

HEALTH TECHNOLOGY

Medical Laboratory Technology (MLT)

www.mtc.edu • enroll@mtc.edu • 740-389-4636

Application Process
Limited Enrollment

To apply for acceptance into the Medical Laboratory Technology Program, your application file should contain the following:

1. MTC Application for Admission including application fee and final high school transcript
2. A minimum 2.5 accumulative grade point average in high school or college-level courses (whichever is most recent).
3. American College Test (ACT) scores with a minimum composite score of 18, or successful completion of college-level required program courses with a minimum accumulative grade point average of 2.5 or higher.
4. Successful completion of the ACT or Basic Skills Assessment (Accuplacer) in reading, writing, mathematics (algebra) and technology skills.
5. Completion of high school biology and chemistry with a grade of C or better or completion of SCI1050 with a grade of C or better.
6. Minimum of four (4) hours of laboratory observation documented by a completed Laboratory Observation form and signed Confidentiality Agreement.
7. Completed MLT application packet available by request or online at http://www.mtc.edu/health/medlabtech/medlabtec.html
8. Completion of successful criminal background check.
9. Completion of successful drug screen.
10. Applicant must read the MLT Student Handbook.

If required, College Foundation courses are available to help you meet any specialized program admission requirements.

A listing of requirements, policies, and procedures for the program is available in the Medical Laboratory Technology Student Handbook located at http://www.mtc.edu/health/medlabtech/medlabtec.html

Degree - Associate of Applied Science

Two-year (five semesters) full-time degree schedule; mixture of core lab tech, science, and communications; required clinical experience provides professional development in the modern workplace; program can be completed on a part-time basis.

Accreditation

The MLT Program is accredited by the National Accrediting Agency for Clinical Laboratory Sciences [NAACLS, 5600 North River Road, Suite 720, Rosemont, IL 60018-5519, 773-714-8880, www.naacls.org.

The Program - Medical Laboratory Technology (MLT)

MLTs perform a wide variety of laboratory tests which aids the physician in the diagnosis and treatment of disease. Medical laboratory technicians provide compatible blood components for transfusion, perform chemical analysis of body fluids, classify blood cells, and identify microorganisms. They work in a variety of settings such as hospitals, clinics, industry, research, and independent laboratories.

Students in the Medical Laboratory Technology program will learn to…

- Collect, process, and analyze biological specimens.
- Perform routine clinical laboratory tests in clinical chemistry, hematology/hemostasis, immunology, immunohematology, microbiology, body fluid analysis, and laboratory operations.
- Perform pre-analytical, analytical, and post-analytical processes.
- Perform mathematical calculations related to all areas of the clinical laboratory.
- Perform problem solving and troubleshooting techniques for laboratory methodologies.
- Correlate laboratory test results with patient diagnosis and treatment.
- Perform quality assessment within the clinical laboratory; recognize factors which interfere with analytical tests and take appropriate actions.
- Demonstrate the technical training sufficient to orient new employees within the clinical laboratory.
- Demonstrate professional interpersonal, oral, and written communications skills sufficient to serve the needs of patients and the public including an awareness of how diversity may affect the communication process.
- Apply basic scientific principles in learning new techniques and procedures; demonstrate application of principles and methodologies.
- Utilize computer technology applications to interact with computerized instruments and laboratory information systems.
- Demonstrate proficient knowledge of computer software as it applies to document production, spreadsheets, and presentations.
- Demonstrate knowledge of infection control and safety practices, and follow established guidelines and regulations.
- Demonstrate professional conduct and apply legal, social, and ethical responsibilities within the health care environment.
- Pursue certification and continued professional development.

Certification

Students who complete MTC's Medical Laboratory Technology major are eligible to take the certification exam offered by the American Society of Clinical Pathologists (ASCP, 33 West Monroe, Suite 1600, Chicago, IL 60603, 312-541-4999, www.ascp.org . The credential awarded upon successful completion of the exam is MLT (ASCP).

Essential Program Requirements-Technical Standards

In order to meet the program competencies, an applicant to the MLT program must demonstrate certain intellectual/conceptual, behavioral/social, and motor/physical requirements. A complete listing of these requirements may be found on the program webpage at http://www.mtc.edu/health/medlabtech/medlabtec.html. If you have any concerns regarding your ability to perform these requirements, please contact MTC's Medical Sciences area at **740-389-4636** to speak with an advisor.

MEDICAL LABORATORY TECHNOLOGY

Associate of Applied Science Degree

(Effective Academic Year 2017-18)

Course No	Course Title	Credits	OTM, TAG, CT[2] approved course	Term(s) Offered	Pre-Requisites
	FIRST SEMESTER *(Fall)*				
SCI 1100	Basic Anatomy and Physiology	4		All	SCI1050 or Dept. Approval
CHM 1000	General and Biological Chemistry	4		FA	SCI1050 or Dept. Approval
MLT 1010	Basic Medical Laboratory Techniques	2	X	FA	Dept. Approval
MLT 1020	Body Fluids	2	X	FA	Dept. Approval
MTH 1230	Quantitative Reasoning	3		All	Placement or MTH0910 or TMT1110 or BUS1100; and, currently with MTH0930
	SECOND SEMESTER *(Spring)*				
MLT 1030	Phlebotomy Theory and Techniques	2		FA, SP	Dept. Approval
MLT 1040	Hematology and Coagulation	4	X	SP	MLT1020
MLT 1050	Clinical Chemistry	4		SP	MLT1020
SCI 1300	Microbiology	4	X	SP	SCI1250 or SCI1100
	THIRD SEMESTER *(Summer)*				
OIS 1240	Computer Applications	3		All	Placement or OIS1200
ALH 1110	Medical Terminology	3	X	All	None
MLT 2010	Immunology and Serology (8 wk crs)	2		FA	MLT1040
ALH 1140	Healthcare Issues: Law and Ethics	1		All	None
PSY 1100	General Psychology	3	X	All	None
	FOURTH SEMESTER *(Fall)*				
ALH 1130	Healthcare Issues: Medical Professionalism	1		All	None
ALH 1150	Healthcare Issues: Patient Communications	1		FA	None
ENG 1000	English Composition I	3	X	All	OIS1240 or concurrent
MLT 2020	Immunohematology	4		FA	MLT1040
MLT 2030	Clinical Microbiology	4		FA	MLT1040
	FIFTH SEMESTER *(Spring)*				
MLT 2080	MLT Case Studies	2		SP	Dept. Approval
MLT 2091	MLT Clinical Experience and Seminar	8		SP	Dept. Approval
	Credit Hour Total	**64**			

[1] *Human Growth and Development recommended*

Marion Technical College

HEALTH TECHNOLOGY

Multi-Competency Health Technology

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Multi-Competency Health

The Multi-Competency Health degree is a very flexible degree encompassing core college courses with two health certificate modules of the students choosing. Students may select certificates from Medical Assisting, Medical Billing and Coding, Phlebotomy, or Health Aide. Each individual module has specific admission requirements to ensure student success. **To view entire curriculum, see the Fact Sheets for each individual certificate.**

Career Pathways include:

- ✓ Clinical Health Informatics Technology Specialist ATS Degree
- ✓ Health Information Technology ATS Degree
- ✓ Medical Assistant ATS Degree
- ✓ Medical Laboratory Technologies AAS Degree
- ✓ Nursing AAS Degree.

For more information, Contact:

The Office of Admissions
Marion Technical College
1467 Mt. Vernon Avenue
Marion, OH 43302
http://www.mtc.edu/admissions
E-mail: enroll@mtc.edu
740.389.4636

Health Aide Certificate

Health Aide Technicians provide individual health care to in patient's homes, hospitals, nursing and residential care facilities, group homes, and other locations. Duties of Health Aide Technicians, under the direction of a healthcare practitioner, may include providing basic care, transporting patients, cleaning treatment areas, checking vital signs and other tasks.

According to the Bureau of Labor Statistics the job outlook for Health Aides is projected to grow 17-38% through 2024. (BLS, January 2016)

Admission Requirements include:

1. MTC Application for Admission (nonrefundable application fee).
2. Final high school transcript (or GED results) and college transcripts (if applicable).
3. A minimum 2.0 accumulative grade point average (GPA) in high school or college-level courses (whichever is most recent).
4. Successful completion of the ACT or Accuplacer in reading, writing, mathematics skills testing and TST.
5. Complete Health Aide program application.
6. Completion of successful criminal background check.

If required, College Foundation courses are available to help you meet any specialized program admission requirements.

Medical Assisting (CMA) Certificate

The demand for Medical Assistants is expanding rapidly. Medical Assistants (MA) are the only allied health professionals specifically trained to work in ambulatory settings, such as physicians' offices, clinics, and group practices. These multi-skilled personnel can perform *administrative* and *clinical* procedures. Physicians value this unique versatility more and more, as managed care compels them to contain costs and manage human resources efficiently. Students who complete MTC's Medical Assisting Certificate program are eligible to sit for the certification exam offered by the American Association of Medical Assistants (AAMA, 20 North Wacker Drive, Suite 1575, Chicago, IL 60606, 312-899-1500, www.aama-ntl.org). The credential awarded upon successful completion of the exam is the CMA (Certified Medical Assistant).

Medical Assisting continues to be one of the fastest growing occupations in healthcare. According to the 2016 US Bureau of Labor Statistics Occupational Outlook Handbook, the Medical Assisting field has a 23% growth outlook through 2024, which is much faster than average for many occupations. The growth of the Baby Boomer population will continue to spur demand for preventive medical services which are often provided by physicians. (BLS, January 2016)

Admission Requirements include:

1. MTC Application for Admission (nonrefundable application fee).
2. Final high school transcript (or GED results) and college transcripts (if applicable).
3. A minimum 2.0 accumulative grade point average (GPA) in high school or college-level courses (whichever is most recent).
4. Successful completion of the ACT or Accuplacer skills testing in reading, writing, mathematics (algebra) and TST.
5. Complete Medical Assisting Certificate program application.
6. Completion of successful criminal background check.

If required, College Foundation courses are available to help you meet any specialized program admission requirements.

Medical Billing and Coding On-line Certificate

Medical Billing and Coding Technicians or Health Information Technicians organize and manage health information data. They ensure that the patient information is high quality, accurate, accessible, and secure in both paper and electronic health records systems. Using various classification systems they code and categorize patient information for insurance reimbursement purposes, databases, and registries and to maintain medical and treatment histories. After completing the certificate program, one is eligible to sit for a coding credentialing exam through the American Academy of Professional Coders (AAPC) or the American Health Information Management Association (AHIMA).

The Medical Biller/Coder or Health Information Technician fields is growing faster than average. According to the US Bureau of Statistics Occupational Outlook Handbook this area of healthcare has a 15% growth outlook through 2024 and is expected to increase as the population ages. (BLS, January 2016)

Admission Requirements include:

1. MTC Application for Admission (nonrefundable application fee).
2. Final high school transcript (or GED results) and college transcripts (if applicable). Your high school/college courses should include successful completion of algebra.
3. A minimum 2.5 accumulative grade point average (GPA) in high school or college-level courses (whichever is most recent).
4. Successful completion of the ACT or Accuplacer Skills Testing in reading, writing, mathematics (Basic College Mathematics) and TST.
5. Complete Medical Billing and Coding program application.
6. Completion of successful criminal background check.
7. If required, College Foundation courses are available to help you meet any specialized program admission requirements.

Phlebotomy (PBT) External Certification

Phlebotomy Technicians draw blood for tests, transfusions, research, or blood donations. Other duties may include specimen collections for toxicology and fluid analysis. Phlebotomists typically in work hospitals, medical and diagnostic laboratories, blood donor centers, physician offices, and other health care facilities.

The demand for certified Phlebotomists is growing much faster than average. According to the Bureau of Labor Statistics this field is projected to grow 25% through 2024. (BLS, January 2016) The External Certificate Exam is available through the American Society for Certified Pathology (ASCP) Registry.

Admission Requirements include:

1. MTC Application for Admission (nonrefundable application fee).
2. Final high school transcript (or GED results) and college transcripts (if applicable). Your high school/college courses should include successful completion of algebra.
3. A minimum 2.0 accumulative grade point average (GPA) in high school or college-level courses (whichever is most recent).
4. Successful completion of the ACT or Accuplacer Skills Testing in reading, writing, mathematics (algebra) and TST.
5. Complete Phlebotomy program application.
6. Completion of successful criminal background check.
7. If required, College Foundation courses are available to help you meet any specialized program admission requirements.

To view entire curriculum, see the Fact Sheets for each individual certificate.

Required General Studies Courses

Course No	Course Title	Credits	OTM, TAG, CT[2] approved course	Term(s) Offered	Pre-Req	College Graduate Competency (CGC)
ENG 1000	English Composition I	3	X	All	OIS1240 or Conc	
ENG 1100	English Composition II	3	X	All	ENG1000	CGC (Written)
ENG 1400	Oral Communications	3	X	All	None	CGC (Oral)
MTH 1230	Quantitative Reasoning	3		All	MTH0920	CGC (Math)
OIS 1240	Computer Applications	3		All	Placement or OIS1200	CGC (IT)
	Total Credits This Section	**15**				

Marion Technical College

HEALTH TECHNOLOGY

LPN to RN

www.mtc.edu • enroll@mtc.edu • 740-389-4636

Application Process (Limited Enrollment)

Admission to the LPN Transition Program is in accordance with current Nursing policies. Applicants must submit a completed LPN to RN Transition Program application after the following items are received by MTC. The **Application deadline is October 31** of each year. The LPN Transition Program begins in spring semester (January).

1. Final high school transcript (or GED results).
2. Completed MTC Application for Admission (including nonrefundable application fee).
3. Official grade report for ATI, RN Fundamentals of Nursing Assessment of Level 1 or higher.
4. Official grade report for ATI, RN Maternal-Newborn Nursing Assessment of Level 1 or higher.
5. Official grade report for ATI, Nursing Care of Children Assessment of Level 1 or higher.
6. Validation of current Ohio LPN license without restrictions.
7. Official college and/or LPN school transcripts.
8. A 2.5 accumulative GPA is the minimum for acceptance and 2.0 accumulative GPA for continuation.
9. All students will be required to successfully complete a criminal background check and drug screen prior to admission into NUR1040.

LPN Transition Course

LPN Transition (NUR1040) is offered spring semester, contingent upon enrollment, space, and instructor availability. Students should register for NUR1040 only after:

- All admission requirements are met
  Acceptance into the Nursing program, including written response from student
- Prerequisites are completed for NUR1040 and other current courses
- Attendance at an LPN Transition Information Session is verified.

Upon successful completion of ATI, RN Fundamentals of Nursing Assessment of Level 1 or higher, ATI, RN Maternal-Newborn Nursing Assessment of Level 1 or higher, and ATI Nursing Care of Children Assessment of Level 1 or higher credit will be given for the following courses:

- NUR 1009 Basic Nursing Skills
- NUR 1011 Foundations of Adult Nursing Care I
- NUR 1021 Foundations of Adult Nursing Care II
- NUR 1032 Nursing Care of Women and Children

ATI tests are limited to a maximum of three attempts each.

Degree Received: Associate of Applied Science

LPNs must complete the Nursing (RN) Technology Program within five (5) years of passing the most recent successful Fundamentals ATI Exam. Graduates of this program are then eligible to take the licensing examination of the National Council of State Boards of Nursing to become a Registered Nurse (RN).

The Program – Nursing LPN to RN Transition

Prepare men and women for challenging and rewarding careers as Registered Nurses who assist in the overall planning and providing of nursing care for patients and their families, as well as educating patients in health maintenance and restoration

End of Program Outcomes

Provider of Care:

- Collect and utilize data from the patient and available resources using categories of human functioning assessment format to identify basic health care needs.
- Recognize and respect the cultural, spiritual, and ethnic diversity of patients and their families.
- Select nursing diagnoses based on analysis of the health pattern data.
- Establish goals with the patient, their family and significant others, and members of the health care team consistent with the overall comprehensive plan of care.
- Develop an individualized plan of care using established nursing diagnoses and protocols to promote, support, and restore health.
- Implement a plan of care according to priority of needs.
- Evaluate patient responses to nursing interventions and alter the plan of care as necessary to meet patient needs.

Communicator:

- Utilize effective communications techniques to assist patients, families, and significant others in coping with and resolving problems.
- Communicate verbally and in writing patient behaviors, responses to nursing interventions, and responses to medical regimen.

Teacher:

- Develop and implement individualized teaching plans that include health counseling, discharge planning, and implementation of a therapeutic regimen specific to the patient's level of development, knowledge, and learning needs.

Manager:

- Prioritize, plan, organize, and implement nursing care.
- Collaborate with members of the health care team to provide patient care.
- Recognize the need for referral and confer with members of the health care team to promote continuity of care.
- Delegate aspects of nursing care to other health care workers, commensurate with their educational preparation and experience.
- Seek assistance from other members of the health care team when the situation encountered is beyond the student nurse's knowledge and experience.
- Utilize current technology to increase efficiency of management of patient care and resources.
- Practice in a cost-effective manner.

Member within the Profession of Nursing:

- Maintain accountability for own patient care.
- Practice within the ethical and legal parameters of the nursing profession.
- Use information from current literature and other resources to provide safe nursing care.
- Use resources for continuous learning and self-development.
- Participate as a member of the health care team to maintain and/or improve the quality of patient care.
- Use constructive criticism and suggestions for improving nursing practice.

Nursing Program Mission Statement

Prepare students to be professional, caring Registered Nurses who promote optimal levels of wellness for individuals, families, and communities.

Accreditation

The MTC Nursing Program is accredited by the Accreditation Commission for Education in Nursing, Inc. (ACEN) and approved by the Ohio Board of Nursing.

ACEN Telephone: 404.975.5000
ACEN Website: www.acenursing.org
ACEN Address: 3343 Peachtree Road NE, Suite 850
Atlanta, GA 30326

Note: Nursing is a regulated profession. The training, licensure, and practice of nursing are subject to federal and state statutes, rules, and regulations. In addition, each hospital may have rules or policies. A student's eligibility for admission or continuation in MTC's Nursing program is subject to the requirements of, and compliance with, all applicable statutes, rules, regulations, or policies (including a physical exam). Prior to or during acceptance into the nursing program, training, licensure, or employment as a nurse, each individual will be subject to a background check including, but not limited to, an analysis of fingerprints and review of prior criminal records. The submission of any false information to MTC or any federal/state agency shall be cause for immediate dismissal from the Nursing program. The Ohio Board of Nursing may deny admission to the National Council Licensing Examination-Registered Nurse (NCLEX-RN) based on review by the Ohio Board of Nursing Compliance Unit.

Dual Degree

One pathway to achieve the BSN is to declare a dual degree at Marion Technical College. The dual degree would be an Associate of Applied Science in Nursing and an Associate of Science. An advantage of the dual degree would be that the MTC student can take additional courses that are transferrable to the BSN.

Articulation

Marion Technical College has articulation agreements in which graduates from the ADN program can seamlessly transfer into BSN (Bachelor of Science in Nursing) programs. More information is available at MTC's website and on the specific RN to BSN Program websites

For the current curriculum, please view the Nursing RN Fact Sheet.

Approved Electives:

ALH1120 Human Diseases, CHM1200 Chemistry I, ECN2000 Microeconomics, ECN2100 Macroeconomics, ENG1100 English Composition II, ENG1400 Oral Communications, HSS1060 Abnormal Psychology, HSS2020 Ethnic and Cultural Diversity, HSS2620 Aging, HST1500 Early American History, HST1600 Modern American History, MGT1400 Intro to Management, MTH 1250 Pre-Calculus, MTH 2000 Calculus I, MTH 2050 Calculus II, NTR1100 Nutrition, NUR1180 Dosage Calculations, PSY1500 Social Psychology, SOC1200 Sociology, SOC1400 Personal and Family Relations, SOC2200 Investigating Social Problems.

To Learn More Visit

http://www.mtc.edu/Health

Marion Technical College

HEALTH TECHNOLOGY

Nursing (RN)

www.mtc.edu • enroll@mtc.edu • 740-389-4636

Application Process

1. Completion of an MTC Application for Admission (including nonrefundable application fee).
2. Applicants must have completed high school or obtained a GED before being enrolled in the first nursing technical course. An official copy of the applicant's final high school transcript (or GED results) should be on file in the Office of Student Records.
3. American College Test (ACT) results.
   - A minimum composite score of 19 or higher is required for general program admission.
   - ACT requirement waived for students with a BS or BA degree from a regionally-accredited college.
4. A 2.5 accumulative GPA is the minimum for acceptance.
5. Successful completion of high school biology, chemistry, and algebra is required. (MTC offers courses to meet these requirements if not completed in high school.)
6. Transfer students must qualify in accordance with current Nursing Department policies.
7. Complete MTC Nursing (RN) Technology program application.
8. Information session with MTC's Director of Nursing (RN) Technology.
9. All students will be required to successfully complete a criminal background check and drug screening prior to admission into the first Nursing technical course.
10. **Applications are accepted until May 1** for the class entering in the fall. Applications from qualified high school students will be accepted provided all the other requirements have been met and an official, interim high school transcript is on file in the MTC Office Student Records.
11. The student must be at least 18 years of age prior to the initiation of program clinical experiences.

Nursing Program Mission Statement

Prepare students to be professional, caring Registered Nurses who promote optimal levels of wellness for individuals, families, and communities.

Degree – Associate of Applied Science

Two-year (5 semesters) full-time degree schedule of nursing, science, and general education courses; program must be completed in a maximum of five (5) years. MTC nursing students complete varied clinical experiences. Graduates are eligible to take the licensing examination of the National Council of State Boards of Nursing to become a Registered Nurse (RN). For additional accreditation information, visit our website at www.mtc.edu.

Dual Degree

One pathway to achieve the BSN is to declare a dual degree at Marion Technical College. The dual degree would be an Associate of Applied Science in Nursing and an Associate of Science. An advantage of the dual degree would be that the MTC student can take additional courses that are transferrable to the BSN.

The Program - Nursing (RN)

Prepare men and women for challenging and rewarding careers as Registered Nurses who assist in the overall planning and providing of nursing care for patients and their families, as well as educating patients in health maintenance and restoration.

End of Program Outcomes

Provider of Care:

- Collect and utilize data from the patient and available resources using categories of human functioning assessment format to identify basic health care needs.
- Recognize and respect the cultural, spiritual, and ethnic diversity of patients and their families.
- Select nursing diagnoses based on analysis of the health pattern data.
- Establish goals with the patient, their family and significant others, and members of the health care team consistent with the overall comprehensive plan of care.
- Develop an individualized plan of care using established nursing diagnoses and protocols to promote, support, and restore health.
- Implement a plan of care according to priority of needs.
- Evaluate patient responses to nursing interventions and alter the plan of care as necessary to meet patient needs.

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- Utilize effective communications techniques to assist patients, families, and significant others in coping with and resolving problems.
- Communicate verbally and in writing patient behaviors, responses to nursing interventions, and responses to medical regimen.

Teacher:

- Develop and implement individualized teaching plans that include health counseling, discharge planning, and implementation of a therapeutic regimen specific to the patient's level of development, knowledge, and learning needs.

Manager:

- Prioritize, plan, organize, and implement nursing care.
- Collaborate with members of the health care team to provide patient care.
- Recognize the need for referral and confer with members of the health care team to promote continuity of care.
- Delegate aspects of nursing care to other health care workers, commensurate with their educational preparation and experience.
- Seek assistance from other members of the health care team when the situation encountered is beyond the student nurse's knowledge and experience.
- Utilize current technology to increase efficiency of management of patient care and resources.
- Practice in a cost-effective manner.

Member within the Profession of Nursing:

- Maintain accountability for own patient care.
- Practice within the ethical and legal parameters of the nursing profession.
- Use information from current literature and other resources to provide safe nursing care.
- Use resources for continuous learning and self-development.
- Participate as a member of the health care team to maintain and/or improve the quality of patient care.
- Use constructive criticism and suggestions for improving nursing practice.

Note: Nursing is a regulated profession. The training, licensure, and practice of nursing are subject to federal and state statutes, rules, and regulations. In addition, each hospital may have rules or policies. A student's eligibility for admission or continuation in MTC's Nursing program is subject to the requirements of, and compliance with, all applicable statutes, rules, regulations, or policies (including a physical exam). Prior to or during acceptance into the nursing program, training, licensure, or employment as a nurse, each individual will be subject to a background check including, but not limited to, an analysis of fingerprints and review of prior criminal records. The submission of any false information to MTC or any federal/state agency shall be cause for immediate dismissal from the Nursing program. The Ohio Board of Nursing may deny admission to the National Council Licensing Examination-Registered Nurse (NCLEX-RN) based on review by the Ohio Board of Nursing Compliance Unit.

NURSING TECHNOLOGY

Associate of Applied Science Degree

(Effective Academic Year 2017-18)

Course No	Course Title	Credits	OTM, TAG, CT[2] approved course	Term(s) Offered	Pre-Requisites
	FIRST SEMESTER *(Fall)*				
NUR 1009	Basic Nursing Skills	2			None
NUR 1011	Foundations of Adult Nursing Care I	6		FA	NUR 1009 or concurrent; NUR 1000/STNA certificate
SCI 1200	Anatomy and Physiology I	4	X	All	SCI1050 or equivalent
PSY 1100	General Psychology	3	X	All	None
	SECOND SEMESTER *(Spring)*				
NUR 1021	Foundations of Adult Nursing Care II	4		SP	NUR1011; SCI1200
SCI 1250	Anatomy and Physiology II	4	X	FA, SP	SCI1200
MTH 1240	Statistics	3			Placement or MTH0910 or TMT1110 or BUS1100; and, currently with MTH0940
PSY 2100	Human Growth and Development	3	X	All	PSY1100
NUR 1032	Nursing Care of Women & Children	3		SP	NUR1021
	THIRD SEMESTER *(Summer)*				
NUR 2001	Alterations in Mental Health Nursing	3		SU	NUR1032; SCI1250; PSY2100
SCI 1300	Microbiology	4	X	SP, SU	SCI1250 or concurrent
	FOURTH SEMESTER *(Fall)*				
NUR 2011	Alterations in Functioning I	8		FA	NUR2001; SCI1300
OIS 1220	Healthcare & Nursing Informatics	3		All	Placement or OIS1200
ENG 1000	English Composition I	3	X	All	OIS1240 or concurrent or exam
	FIFTH SEMESTER *(Spring)*				
NUR 2021	Alterations in Functioning II	8		SP	NUR2011
NUR 2040	Nursing Issues	1		SP	NUR2011; ENG1000
GES 0000	Elective	3		FA	
	Credit Hour Total	**65**			

Accreditation: *The MTC Nursing program is accredited by the Accreditation Commission for Education in Nursing, Inc. (ACEN), 3343 Peachtree Road NE, Suite 850, Atlanta, GA 30326; 404-975-5000; www.acenursing.org. The Nursing program is also approved by the Ohio Board of Nursing, www.nursing.ohio.gov.*

Approved Electives: *ALH1120 Human Diseases, CHM1200 Chemistry I, ECN2000 Microeconomics, ECN2100 Macroeconomics, ENG1100 English Composition II, ENG1400 Oral Communications, HSS1060 Abnormal Psychology, HSS2020 Ethnic and Cultural Diversity, HSS2620 Aging, HST1500 Early American History, HST1600 Modern American History, MGT1400 Intro to Management, MTH1250 Pre-Calculus, MTH2000 Calculus I, MTH2050 Calculus II, NTR1100 Nutrition, NUR1180 Dosage Calculations, PSY1500 Social Psychology, SOC1200 Sociology, SOC1400 Personal and Family Relations, SOC2200 Investigating Social Problems.*

Marion Technical College

HEALTH TECHNOLOGY

Occupational Therapy Assistant (OTA)

www.mtc.edu • enroll@mtc.edu • 740-389-4636

Application
Limited Enrollment

To apply for acceptance into the (OTA) Program, your application file should contain the following:

1. American College Test (ACT) composite score of 17 or higher or equivalent SAT composite score; or, an associate's degree or higher in lieu of the ACT score.
2. Basic computer skills prior to admission to the program. This can be satisfied through successful completion of MTC'S TST.
3. A minimum overall 2.75 grade point average (GPA).
4. A 20-hour documented observation experience with an occupational therapist or an occupational therapy assistant.
5. A personal essay describing your interests in OT and your goals related to a career as an occupational therapy assistant.
6. Successful completion of four years of high school, or a standard equivalency test, or certification of equivalent education by an organization recognized by the U.S. Department of Education.
7. Completion of all MTC general admission requirements, including Application for Admission and nonrefundable application fee.
8. Submission of the OTA Program Application**.**
9. In order to graduate the program in two calendar years, it is necessary to either place into the college courses required for the degree or to take their prerequisite courses prior to entering the program.

After Admission to the Program:

1. Students admitted into the program are required to obtain CPR for Healthcare Providers, which must be maintained until graduation from the program.
2. Students admitted into the program are required to submit to a criminal background check facilitated by the Ohio Bureau of Criminal Investigation and Identification. Students with certain felony, misdemeanor, or drug-related arrests as specified in ORC 4755.11 will be ineligible for admission into the program.

The Program – Occupational Therapy Assistant (OTA)

Occupational Therapy Assistants treat clients of any age using purposeful activities and meaningful occupations to regain skills needed for independent, satisfactory and productive living. Under the supervision of an Occupational Therapist, an OTA can treat clients with cognitive, physical, emotional and/or developmental disabilities in a variety of settings.

Degree – Associate of Applied Science

Two-year, full-time degree schedule; mixture of core technical courses along with science, health terminology, psychology, computer, and general education classes; required clinical experiences provide professional development in the workplace.

Certification

The Marion Technical College Occupational Therapy Assistant Program is accredited by the:

Accreditation Council for Occupational Therapy Education (ACOTE)
ACOTE, c/o Accreditation Department
American Occupational Therapy Association (AOTA)
4720 Montgomery Lane, Suite 200
Bethesda, MD 20814-3449
(301) 652-2682
e-mail: accred@aota.org
website: www.acoteonline.org

The MTC OTA Program received accreditation in 2011.

Students in the Occupational Therapy Assistant program will learn to….

- Demonstrate basic clinical, problem solving and critical thinking skills essential to client-centered occupational therapy practice.
- Internalize the importance of fundamental skills and knowledge in the field and the entry-level competencies crucial to the occupational therapy assistant upon completion of the program.
- Learn the philosophy of occupational therapy and that occupation is a powerful medium that is an organizing force in human life and can also be used to promote health and well-being.
- Examine performance of occupations in the areas of activities of daily living, instrumental activities of daily living, education, work, play, leisure and social participation.
- Select and apply appropriate occupational therapy theories and frames of reference as a foundation for assessment and intervention processes in classroom and fieldwork settings.
- Select and apply appropriate concepts of occupational therapy to enhance client participation in a variety of contexts through the adaptation of the environment, the modification of the task, or the treatment of the person.
- Internalize the occupational therapy processes necessary to provide effective intervention strategies and quality services to a diverse population across the span of practice settings for an occupational therapy assistant.
- Demonstrate the ability to use screening tools and to use appropriate occupations, tasks and activities to promote and restore health in a wide variety of service delivery systems in classroom and fieldwork settings.
- Internalize the distinct roles and responsibilities of the occupational therapist and the occupational therapy assistant in the supervisory process.
- Internalize the standards, ethics and professional behaviors of an occupational therapy assistant upon completion of the program.
- Internalize the value of lifelong learning, professional development and research to continuously improve the skill set of the individual and best practices within the occupational therapy profession.

OCCUPATIONAL THERAPY ASSISTANT

Associate of Applied Science Degree

(Effective Academic Year 2017-18)

May 1, 2017

Course No	Course Title	Credits	OTM, TAG, CT[2] approved course	Term(s) Offered	Pre-Requisites
	FIRST SEMESTER *(Summer)*				
PSY 1100	General Psychology	3	X	All	None
OIS 1240	Computer Applications	3		All	Placement or OIS1200
ENG 1000	English Composition I	3	X	All	Placement and OIS1240
	SECOND SEMESTER *(Fall)*				
OTA 1010	Conceptual Foundations of OT	3		FA	None
OTA 1020	Fundamental Skills for the OTA *(3/Lab)*	3		FA	Program Accepted
SCI 1200	Anatomy and Physiology I *(4/Lab)*	4	X	All	SCI1050 or equivalent
ENG 1100	English Composition II	3	X	All	ENG1000
	THIRD SEMESTER *(Spring)*				
OTA 1530	OTA Functional Anatomy *(Lab)*	3		SP	OTA1020
OTA 2040	Biomechanical Interventions & Occ Perf *(Lab)*	4		SP	OTA1020
OTA 2030	Psychosocial Interventions in OT	2		SP	OTA1020
SCI 1250	Anatomy and Physiology II *(4/Lab)*	4	X	All	SCI1200
	FOURTH SEMESTER *(Summer)*				
SOC 1200	Sociology	3	X	All	None
OTA 1000	Directed Clinical Practice Level I *(40/Lab)*	1		SU	OTA1020
MTH 1230	Quantitative Reasoning	3		All	Placement or MTH0910 or TMT1110 or BUS1100; and, currently with MTH0930
OTA 2020	Physical Disabilities & Occ Perf *(Lab)*	3		FA	OTA2040
	FIFTH SEMESTER *(Fall)*				
OTA 2500	The Elderly & Occ Perf	2		FA	OTA1000
OTA 2600	Neural Plasticity & Occ Perf	2		FA	OTA1000
OTA 2010	The Child & Occ Perf	3		FA	OTA2040
OTA 2510	Clinical Conditions in OT	3		FA	OTA2040
PSY 2100	Human Growth & Development	3	X	All	PSY1100
	SIXTH SEMESTER *(Spring)*				
OTA 2000	Practicum Level IIA (8 wks) *(40/Lab)*	3		SP	OTA2020
OTA 2001	Practicum Level IIB (8 wks) *(40/Lab)*	3		SP	OTA2020
	Credit Hour Total	**64**			

Marion Technical College

North Central State College

HEALTH TECHNOLOGY

Partnership Program - Bioscience Technology

www.mtc.edu • enroll@mtc.edu • 740-389-4636

Application Process

To apply for acceptance into the Bioscience Technology Program, your application file should contain the following:

1. Complete North Central State College Application for Admission.
2. American College Test (ACT) scores with a minimum composite score of 18, or successful completion of college-level required program courses with a minimum accumulative grade point average of 2.5 or higher.
3. Successful completion of the ACT or Basic Skills Assessment (Accuplacer) in reading, writing, and mathematics (algebra).
4. Final high school transcript (or GED results) and college transcripts (if applicable).
5. A minimum 2.5 accumulative grade point average (GPA) in high school or college-level courses (whichever is most recent).
6. Completed Bioscience Technology application.
7. Completion of successful criminal background check.

If required, college foundation courses are available to help you meet any specialized program admission requirements.

What Will It Take to Succeed

The successful student will be a dedicated individual who will acquire the technical skills and attention to detail necessary to carry out complex tests and procedures in a wide variety of settings.

Career Opportunities

Data provided by the Career Coach Website reports 7.9 % local job growth (within 45 miles of Mansfield) predicted over the next five years in North Central Ohio Region.

Degree Received

Associate of Applied Science Degree

For More Information, Contact:

Admissions Office
Marion Technical College
Web: http://www.mtc.edu/Admission
Email: enroll@mtc.edu - phone: 740.389.4636
Visit website for more information
http://www.mtc.edu/Health

Visit website for more information
http://www.ncstatecollege.edu/cms/academics/degree/associate-degrees/bioscience.html

Bioscience Technology Program: Partnership Program at North Central State College

Bioscience is one of the newest areas of interest in the agricultural, manufacturing and criminal justice fields. This broad-based program will give you the basic knowledge required by the versatile careers available, as well as the processes, techniques and safety issues required in the lab. Bioscience covers a wide selection of scientific disciplines that covers living organisms from the smallest living organisms to the largest. Scientists involved in this area seek to improve chemical process and organisms.

Marion Technical College-North Central State College Partnership

Marion Technical College and North Central State College have entered into a partnership in order to offer an associate degree in Bioscience Technology to MTC students. This consortium allows MTC students to take general education courses at MTC, and a blend of bioscience technology courses from North Central State College. Areas of study included in the curriculum include: forensics, microbiology, anatomy and physiology, histology, plant, and animal bioscience, along with good manufacturing practices.

Students in the Bioscience Technology program will learn to…

- Utilize scientific concepts and laboratory research techniques currently used in the field of biotechnology.
- Demonstrate the ability to use various instruments and methods of analysis.
- Utilize appropriate safety procedures in every laboratory and the related analytical protocol.
- Apply laboratory research techniques to environmental pollution monitoring, sewage treatment, agricultural, industrial waste, and biofuels.
- Identify tissue using photographs, microscope slides, videotapes, and internet histology sites.
- Demonstrate fundamental histology techniques of preparation of tissue, embed tissues, use a microtome, and staining of tissue as a method for identification.
- Understand the various techniques in the applications of manufacturing biopharmaceuticals and biomedical research.
- General understanding of agricultural molecular techniques in genetic-engineering, basic science of gene and gene manipulation.
- Apply techniques in the area of forensic DNA extraction and how bioscience interacts with forensics.

Courses for Transfer from Marion Technical College

BIO 1100	General Biology
CHM 1000	General and Biological Chemistry
ENG 1000	English Composition I
ENG 1100	English Composition II
ENG 1400	Oral Communications
SCI 1200	Anatomy & Physiology I
SCI 1250	Anatomy & Physiology II
SCI 1300	Microbiology
	Humanities elective
	Social Science elective

Marion Technical College | North Central State College | RHODES State College

HEALTH TECHNOLOGY

Partnership Program - Respiratory Therapy

www.mtc.edu • enroll@mtc.edu • 740-389-4636

Admission Requirements
Limited Enrollment

To apply for acceptance into the Respiratory Care program, your application file should contain the following:

1. American College Test (ACT) composite score of 18- 21; other appropriate test scores/developmental coursework.
2. A minimum 2.5 accumulative grade point average (GPA) for any previous college course work at the time of selection and matriculation.
3. Must have basic computer skills prior to admission to the program. This can be satisfied through successful completion of the Technology Skills Test.
4. Meeting with MTC's Dean of Health Technologies.
5. Results of a physical examination including laboratory tests and completion of required immunizations before actual clinical course work can be started. The Respiratory Care program also has technical standards for which all students must be capable. These standards specify skills necessary to participate in learning activities and professional practice. For additional information on the technical standards, please go to http://www.mtc.edu/health/respiratorytherapy/resptherapy.htm
6. To meet the expanding requirements of our clinical affiliates, students will be required to submit to drug screening. Positive drug screens will result in dismissal from all clinical courses and consequently from the program.
7. A Limited Permit from the Ohio Respiratory Care Board must be obtained. This process includes a criminal background check. The Limited Permit must be maintained throughout to graduation.

If required, college foundation courses are available to help you meet any specialized program admission requirements.

For More Information, Contact:

The Office of Admission
Marion Technical College
1467 Mt. Vernon Avenue
Marion, Ohio 43302
http://www.mtc.edu/Admission
Email: enroll@mtc.edu
740.389.4636

Respiratory Care Program: Partnership Programs at North Central State College and Rhodes State College

This is a partnership program between Marion Technical College, North Central State College and Rhodes State College. The program is designed to prepare students as competent advanced level respiratory therapists who provide respiratory care for patients with heart and lung disorders, under the direction of a licensed physician. Students in the program receive instruction in classroom sessions, lab practices and field clinical experience. The scope of practice includes general care, neonatal critical care, pediatric critical care, adult trauma care, diagnostic testing, rehabilitation, home care, education and research.

The Partnerships

Students can enroll at North Central State College or Rhodes State College while attending Marion Technical College (MTC) with the help of distance education formats such as live video teleconferencing, podcasting and other distance modalities. MTC students can take their general education core courses at MTC and become enrolled in the respiratory care program at either college with a reduction in travel due to the use of distance education. Clinical education experiences may be available in the Marion area as well.

Degree - Associate of Applied Science

An associate degree is awarded from North Central State College or Rhodes State College upon successful completion of the program. Students are eligible to take the national board exams to become a licensed Registered Respiratory Therapist (RRT). Both college Respiratory Care programs are fully accredited by the Committee on Accreditation for Respiratory Care (CoARC).

Courses for transfer from Marion Technical College

SCI 1200	Anatomy & Physiology I
CHM 1000	General & Biological Chemistry
SCI 1250	Anatomy & Physiology II
SCI 1300	Microbiology
ENG 1100	English Composition II
SOC 1200	Sociology
PSY 1100	General Psychology
ALH 1110	Medical Terminology

Information subject to change without notice

Marion Technical College

HEALTH TECHNOLOGY

Phlebotomy (PBT) Certificate

www.mtc.edu • enroll@mtc.edu • 740-389-4636

Application Process

To Apply: Limited Enrollment

To apply for acceptance into the Phlebotomy program your application file should contain:

1. MTC Application for Admission (and nonrefundable application fee).
2. Final high school transcript (or GED results) and college transcripts (if applicable). Your high school/college courses should include successful completion of algebra.
3. A minimum 2.0 accumulative grade point average (GPA) in high school or college-level courses (whichever is most recent).
4. Successful completion of the ACT or Basic Skills Assessment (Accuplacer) in reading, writing, mathematics (algebra) and technology (TST).
5. Completed Phlebotomy Program application.
6. Completion of successful criminal background check.

If required, College Foundation courses are available to help you meet any specialized program admission requirements.

For More Information, Contact:

The Office of Admission
Marion Technical College
1467 Mt Vernon Avenue
Marion, OH 43302
Web: http://www.mtc.edu/Admission
Email: enroll@mtc.edu
740.389.4636

The Program – Phlebotomy (PBT) Certificate

Career Pathway: Medical Assistant ATS Degree, Medical Laboratory Technology AAS Degree, Multi-Competency Health ATS Degree, Nursing AAS Degree

Phlebotomy Technicians draw blood for tests, transfusions, research, or blood donations. Other duties may include specimen collections for toxicology and fluid analysis. Phlebotomists typically work in hospitals, medical and diagnostic laboratories, blood donor centers, physician offices, and other health care facilities.

The demand for certified Phlebotomists is growing much faster than average. According to the Bureau of Labor Statistics this field is projected to grow 25% through 2024. (BLS January 2016) The External Certificate Exam is available through the American Society of Clinical Pathology (ASCP) Registry.

Students in the Phlebotomy program will learn to…

- Communicate effectively with patients, physicians, and co-workers.
- Demonstrate competent written and medical terminology skills.
- Utilization of computer software/electronic medical records.
- Apply principles of aseptic techniques and infection control, collection and process specimens, perform CLIA-waived testing, and perform patient screenings.
- Apply knowledge of local, federal, and state health care legislation such as proper documentation and reporting, performing within legal and ethical boundaries, and applying HIPAA rules in regard to privacy and release of information.
- Recognize and problem solve situations related to the medical lab environment.
- Perform duties in a safe manner that minimizes risk to patients, self, and others.
- Demonstrate professional interpersonal, oral, and written communications skills sufficient to serve the needs of patients and the public including an awareness of how diversity may affect the communication process and patient care.
- Demonstrate professional conduct and apply legal, social, and ethical responsibilities within the health care environment.

External Certification

Students who complete MTC's Phlebotomy certificate program are eligible to take the PBT certification exam offered by the American Society of Clinical Pathologists website www.ascp.org.

Phlebotomy Certificate

One-Year Technical Certificate

(Effective Academic Year 2017-18)

Course No	Course Title	Credits	OTM, TAG, CT[2] approved course	Term(s) Offered	Pre-Requisites
	FIRST SEMESTER *(Fall)*				
ALH 1110	Medical Terminology	3	X	All	None
ALH 1150	Healthcare Issues: Patient Communications	1		FA	None
OIS 1240	Computer Applications	3		All	OIS1200 or Placement
MLT 1010	Basic Medical Laboratory	2	X	FA	Dept. Approval
SCI 1100	Basic Anatomy and Physiology	4		All	SCI 1050 or Dept. Approval
	SECOND SEMESTER *(Spring)*				
ALH 1130	Healthcare Issues: Medical Professionalism	1		All	None
ALH 1140	Healthcare Issues: Medical Law and Ethics	1		All	None
ENG 1000	English Composition I	3	X	All	OIS1240 or concurrent or exam
MLT 1030	Phlebotomy	2		SP	Dept. Approval
ENG 1400	Oral Communications	3	X	All	None
MTH 1230	Quantitative Reasoning	3		All	Placement or MTH0910 or TMT1110 or BUS1100; and, currently with MTH0930
	THIRD SEMESTER *(Summer)*				
ALH 1120	Human Diseases	3	X	All	ALH 1110
MLT 1400	Phlebotomy Practicum & Seminar	2		SU	Dept. Approval
	Credit Hour Total	**31**			

Occupational Certification Opportunity:

ASCP

Marion Technical College

HEALTH TECHNOLOGY

Physical Therapist Assistant (PTA)

www.mtc.edu • enroll@mtc.edu • 740-389-4636

Application Process: Limited Enrollment

1. Successful completion of four years of high school, or a standard equivalency test, or certification of equivalent education by an organization recognized by the U.S. Dept. of Ed.
2. Minimum grade point average of 2.5 (on 4.0 scale) or equivalent from either high school or college. If a college GPA is used to meet this requirement, it must be based upon a minimum of 12 semester or 12 quarter hours earned at one institution.
3. Completion of high school or college algebra, chemistry, and biology with a minimum grade of ''C'' or equivalent college foundation courses (MTC's Mathematical Literacy – MTH 0920 and Principles of Biology and Chemistry – SCI 1050).
4. Submission of a total of **TWO (2)** Physical Therapy Observation Verification and Recommendation Forms reflecting a **total of 50** or more clinical hours completed under the supervision of a licensed Physical Therapist (PT) or licensed Physical Therapist Assistant (PTA). (The Observation Verification and Recommendation forms must be signed by a supervising licensed PT or PTA).
5. Submission of the Physical Therapist Assistant Program Application including a signed copy of the MTC Health Programs Agreement to Respect Confidentiality form.
6. Completion of all MTC general admission requirements, including MTC Application for Admission and nonrefundable application fee.
7. Completion of successful criminal background check. Students admitted into the program are required to submit to a criminal background check facilitated by the Ohio Bureau of Criminal Investigation and Identification. Students with certain felony, misdemeanor, or drug-related arrests will be ineligible for admission into the program.
8. The ACCUPLACER (Basic Skills Assessment) may be required, as might the Technology Skills Test. The ACCUPLACER may be taken in the Student Resource Center at Marion Technical College. Students who obtain scores lower than established minimums on the ACCUPLACER must successfully complete the corresponding College foundation course (i.e. for English, ENG0990 - Preparation for College Writing II). Students with college credit in these areas may have the ACCUPLACER waived by the Director of the Physical Therapist Assistant program. Contact the PTA program director to determine if this testing is required in your particular situation.
9. It is recommended that candidates complete the American College Test (ACT) and indicate on the test application that scores be submitted to MTC. The ACT should be completed far enough in advance to ensure that test scores reach MTC prior to the PTA program application deadline. It is also recommended that candidates complete some required coursework in advance of application when possible. Recommended classes include Anatomy and Physiology I (SCI1200) and II (SCI 1250), and Quantitative Reasoning (MTH 1230).
10. Transfer credit from other colleges will be evaluated after receipt of official transcripts.

To Learn More Visit
http://www.mtc.edu/health/pta/pta.html

The Program - Physical Therapist Assistant (PTA)

Licensed physical therapist assistants function under the direct supervision of a licensed physical therapist to facilitate patient treatment plans that address various limitations stemming from illness and/or injury; educate patients about the various treatment modalities; and motivate clients as part of their ''recovery team.''

Students in the Physical Therapist Assistant program will learn to …

- Demonstrate the knowledge and skills necessary to provide service/care appropriate to the age of the patients served.
- Perform selected measurement procedures in consultation with the evaluating physical therapist.
- Use appropriate modalities that include but are not limited to heat, cold, light, water, sound, and electricity, as well as therapeutic exercise and exercise equipment.
- Modify or adjust treatment within the limits of the plan of care based on the patient's reactions, and seek guidance when necessary.
- Complete any and all required written documentation accurately and legibly.
- Recognize abnormal physiological changes and report them to the evaluating physical therapist and other appropriate personnel.
- Maintain working knowledge of applicable federal, state, and local laws and regulations regarding the profession.

Once new applicants have met the MTC requirements to qualify for admission to the PTA program, an admission point system will be used to admit each year's class. Class size is limited no more than 24 candidates having the highest admission point totals. Please note that the PTA program at MTC reserves the right to make additions or changes to the admission criteria. It is recommended that you contact the PTA program staff for the most recent admission criteria and application before applying. **Only completed applications submitted by the application deadline will be considered**. It is the applicants' responsibility to provide all documentation to the PTA program prior to the application deadline. Applicants will be notified of their status in the program by mail approximately 6 weeks after the application deadline. Applicants who are not selected into the program, but would like to be considered for a future class, will be required to complete a new program application.

Drug Screening

Students admitted into the PTA program will be required to submit to a drug screening prior to their clinical rotation. Positive drug screenings will result in forfeiture of the clinical rotation and dismissal from any course with a laboratory component. All PTA students may be subject to periodic drug screens for cause during the program. Any student who refuses/fails to cooperate, or complete any required drug screening will be considered "positive" and dismissed from the program.

Licensure

Upon completion of the MTC PTA program graduates will be eligible to apply for licensure by examination. Section 4755.70 of the Ohio Revised Code requires all individuals applying for a license issued by the Ohio Occupational Therapy, Physical Therapy, and Athletic Trainers Board to submit fingerprints for a criminal records check completed by the Ohio Bureau of Criminal Identification and Investigation (BCI) and the Federal Bureau of Investigation (FBI). The BCI and FBI records checks are both required for initial licensure. By law, the Board cannot complete the processing of any application until it receives the background check reports from BCI and FBI. The graduate is responsible for the cost of the BCI and FBI records checks. The Ohio Occupational Therapy, Physical Therapy, and Athletic Trainers Board may refuse to grant a license to any individual with a felony conviction, including but not limited to the habitual indulgence in or use of a controlled substance, other habit-forming drugs, or alcohol. More information can be obtained from the Ohio Revised Code - see the PTA program director for details.

Degree – Associate of Applied Science in Physical Therapist Assistant Technology

Two-year, full-time degree schedule; and, mixture of core technical courses along with science, health terminology, computer and general education classes. PTA students complete varied clinical experiences. Program graduates are eligible to take the National Physical Therapy Examination (NPTE) of the Federation of State Boards of Physical Therapy (FSBPT) to become licensed as a physical therapist assistant (PTA). Licensed PTAs have a wide variety of employment opportunities.

PHYSICAL THERAPIST ASSISTANT

Associate of Applied Science Degree

(Effective Academic Year 2017-18)

May 1, 2017

Course No	Course Title	Credits	OTM, TAG, CT[2] approved course	Term(s) Offered	Pre-Requisites
	FIRST SEMESTER *(Fall)*				
PTA 1000	Introduction to Physical Therapy	2		SU, FA	None
PTA 1010	PTA Medical Documentation *(2/Lab)*	1		FA	Program Accepted
PTA 1100	PTA Patient Care Skills *(3/Lab)*	3		FA	Program Accepted
PTA 1102	PTA Modalities *(3/Lab)*	3		FA	Program Accepted
HLT 1100	Health Terminology	1		All	None
SCI 1200	Anatomy and Physiology I *(4/Lab)*	4	X	All	SCI1050 or equivalent
OIS 1240	Computer Applications	3		All	Placement or OIS1200
	SECOND SEMESTER *(Spring)*				
ALH 1103	PTA Functional Anatomy *(3/Lab)*	3		SP	SCI1200, PTA1000, PTA1010, PTA1100, & PTA1102
PTA 1104	Therapeutic Exercise *(3/Lab)*	4		SP	SCI1200, PTA1000, PTA1010, PTA1100, & PTA1102
PTA 1105	PTA Kinesiology and Orthopedic Considerations *(3/Lab)*	4		SP	SCI1200, PTA1000, PTA1010, PTA1100, & PTA1102
SCI 1250	Anatomy & Physiology II *(4/Lab)*	4	X	FA, SP	SCI1200
PSY 1100	General Psychology	3	X	All	None
	THIRD SEMESTER *(Summer)*				
PTA 2010	Clinical Practicum I (5 wks) *(35-40/Lab)*	1		SU	SCI1250, ALH1103, PTA1104 & PTA1105
PTA 2105	PTA Seminar I (1 wk)	1		SU	SCI1250, ALH1103, PTA1104 & PTA1105
ENG 1000	English Composition I	3	X	All	OIS1240 or concurrent or exam
PSY 2100	Human Growth & Development	3	X	All	PSY1100
	FOURTH SEMESTER *(Fall)*				
PTA 2221	PTA Pathophysiology	3		FA	PTA2010 & PTA2105
PTA 2223	Rehabilitation for Specific Populations *(3/Lab)*	4		FA	PTA2010 & PTA2105
PTA 2224	Neurological Rehabilitation *(3/Lab)*	4		FA	PTA2010 & PTA2105
ENG 1100	English Composition II	3	X	All	ENG1000
	FIFTH SEMESTER *(Spring)*				
PTA 2310	Clinical Practicum II (6.5 wk) *(35-40/Lab)*	2		SP	PTA2221, PTA2223 & PTA2224
PTA 2320	Clinical Practicum III (6.5 wk) *(35-40/Lab)*	2		SP	PTA2221, PTA2223 & PTA2224
PTA 2350	PTA Seminar II and III (2 wks)	1		SP	PTA2221, PTA2223 & PTA2224
MTH 1230	Quantitative Reasoning	3		All	Placement or MTH0910 or TMT1110 or BUS1100; and, concurrently with MTH0930
	Credit Hour Total	**65**			

Marion Technical College

HEALTH TECHNOLOGY

Radiography

www.mtc.edu • enroll@mtc.edu • 740-389-4636

Application Process

Limited Enrollment

To qualify for MTC's Radiography Program, applicants must have:

1. Fulfilled all MTC general admission requirements, and submitted both the Radiography Program Application and the non-academic standards form. **Application deadline April 1st.**
2. Successfully completed high school or certification of equivalent education by an organization recognized by the U.S. Department of Education. Acceptance into the Radiography program is contingent upon receipt of official final high school transcript with posted graduation date or passing GED results.
3. Earned an accumulated grade point average (GPA) of 2.5 (4.0 scale) in high school or GED examination equivalent, or completed a minimum of 12 semester hours (or equivalent) of college credit with an accumulative GPA of 2.5.
4. Taken high school algebra, biology, and chemistry, or successful completion equivalent college coursework (MTC's Principles of Biology and Chemistry - SCI 1050 and/or Pre-Algebra - MTH 0910).
5. Successful completion of the ACT or Basic Skills Assessment (ACCUPLACER) in reading, writing, mathematics (algebra) and technology skills.
6. Reached 18 years of age by the end of the calendar year in which you are seeking admission into Radiography technical courses.
7. Observed in an imaging department a minimum of 32 hours at three different clinical sites and a submitted an ''Observation Validation'' form. (Form is available on web site under Radiography Program)
8. Transfer students to MTC must qualify in accordance with current Radiography program admission criteria.

A listing of all requirements, policies, and procedures for the program is available in the Radiography Student Handbook located at http://www.mtc.edu/health/rad/radiography.html

Accreditation

The Radiography Program is accredited by the Joint Review Commission on Education in Radiologic Technology. (JRCERT) 20 N Wacker Drive, Suite 2850, Chicago, IL 60606, 312-704-5300, mail@jrcert.org.

Certification

Program graduates are eligible to take the National Registry Examination, offered by the American Registry of Radiologic Technologists (ARRT), 1255 Northland Dr., St. Paul, MN 55120, 651-687-0048, https://www.arrt.org. The ARRT Board reserves the right to deny admission to the ARRT examination if an individual has been convicted of a crime, including a felony, gross misdemeanor, misdemeanor, or drug-related arrest. Clinical sites as well as potential employers may require drug screens and criminal background investigations

The Program – Radiologic Technology

Produce x-ray images to help in the diagnosis of injury and disease; position patients for accurate imaging; administer special agents that produce greater contrast in biological tissues and structures; maintain strict standards for safety and quality control.

Degree Received

Associate of Applied Science

Two-year (six semesters) full-time degree schedule; mixture of core technical and science courses along with basic communications classes.

Mission Statement

To provide an environment for student radiographers to become qualified and competent technologists in a healthcare setting. We partner with the healthcare community to provide higher education for radiographers and the school encourages the process of life-long learning.

PROGRAM GOALS

- The program will provide the graduates with entry-level skills of a radiographer.
- To provide the community with qualified technologists.
- The program will facilitate development of effective communication, critical thinking, and problem solving skills.
- To facilitate development of professional attitudes, behaviors, and ethics.

Students in the Radiography program will learn to…

STUDENT LEARNING OUTCOMES:

- Demonstrate knowledge and skill to accurately position patients including necessary modifications and evaluation of imaging procedures.
- Practice radiation protection for patient, self and others by determining exposure factors to obtain diagnostic quality images with minimum radiation exposure.
- Provide patient education, comfort, and basic patient care, anticipate patients' needs and recognize emergency condition requiring initiation of first-aid and basic life support procedures.
- Demonstrate knowledge and skills related to quality assurance and quality improvement.
- State the safe limits of equipment operation and report malfunctions to the proper authority.
- Exercise independent judgment and discretion when performing imaging procedures.
- Practice effective communication with patients and other health professionals.
- Demonstrate an understanding of basic x-ray production and interactions.
- Demonstrate knowledge of human structure, function and pathology.
- Support the professions code of ethics and comply with the profession's standard of practice and scope of practice.

RADIOLOGIC TECHNOLOGY

Associate of Applied Science Degree

(Effective Academic Year 2017-18)

Course No	Course Title	Credits	OTM, TAG, CT[2] approved course	Term(s) Offered	Pre-Requisites
	FIRST SEMESTER *(Summer)*				
ALH 1140	Healthcare Issues: Medical Law & Ethics	1		All	
ALH 1130	Health Care Medical Professionalism	1		All	
RAD 1001	Intro to Radiography Technology	2		All	None
ALH 1110	Medical Terminology	3	X	All	None
MTH 1230	Quantitative Reasoning	3		All	Placement or MTH0910 or TMT1110 or BUS1100; and, currently with MTH0930
PHY 1000	Principles of Electricity & Magnetism	2		All	MTH 0910 or higher level math
	SECOND SEMESTER *(Fall)*				
RAD 1010	Methods of Patient Care *(2/Lab)*	2		All	None
RAD 1020	Radiographic Positioning and Procedures I *(4/Lab)*	4		FA	Program Acceptance
RAD 1100	Radiologic Technology Clinical I *(16/Lab)*	3		FA	Program Acceptance
SCI 1200	Anatomy and Physiology I *(4/Lab)*	4	X	FA	SCI1050 or equivalent
RAD 1052	Radiation Physics	2		FA	PHY1000 & Program Acceptance
	THIRD SEMESTER *(Spring)*				
RAD 1030	Radiographic Positioning and Procedures II *(4/Lab)*	4		SP	RAD1020
RAD 1061	Principles of Radiographic Exposure	2		SP	RAD1052
RAD 1200	Radiologic Technology Clinical II *(16/Lab)*	3		SP	RAD1100
SCI 1250	Anatomy and Physiology II *(4/Lab)*	4	X	SP	SCI1200
	FOURTH SEMESTER *(Summer)*				
ENG 1000	English Composition I	3	X	All	OIS1240 or concurrent or exam
RAD 1300	Radiologic Technology Clinical III *(32/Lab)*	4		SU	RAD1200
OIS 1240	Computer Applications I	3		All	OIS1200
	FIFTH SEMESTER *(Fall)*				
RAD 2000	Advanced Imaging Procedures & Equipment	2		FA	RAD1040
ENG 1100	English Composition II	3	X	All	ENG1000
HSS 2020	Ethnic and Cultural Diversity	3	X	All	None
RAD 2101	Radiologic Technology Clinical IV *(16/Lab)*	2		FA	RAD1300
	SIXTH SEMESTER *(Spring)*				
RAD 2030	Radiobiology	1		SP	Program Approval
RAD 2050	Radiographic Pathology	1		SP	Program Approval
RAD 2060	Radiographic Review	1		SP	Program Approval
RAD 2201	Radiologic Technology Clinical V *(16/Lab)*	2		SP	RAD2101
	Credit Hour Total	**65**			

[1] *Human Growth and Development recommended*

Marion Technical College | The Ohio State University Marion

HEALTH TECHNOLOGY

Pathway - RN to BSN from MTC to OSUM

www.mtc.edu • enroll@mtc.edu • 740-389-4636

Application Process
TO APPLY to OSUM:

1. Associate Degree or Diploma from an ACEN-accredited institution.
2. Completion of four required pre-requisites with a grade of C- or better by the end of spring term prior to enrollment.
3. Minimum GPA on all college-level work of 2.75 on a scale of 4.0 (Most successful applicants have a cumulative GPA of 3.0 or higher.)
4. Unrestricted and current RN licensure by the first day of autumn semester of the year of admission.

Application deadlines

- For Spring Semester, applications are accepted May1 – August 1.
- For Autumn Semester applications are accepted January 18 – April 1.
- Priority Admission in the first 2 months of application cycle.

Degree Received

Bachelor of Science in Nursing (BSN)

For More Information, Contact:

The Admissions Coordinator for the RN to BSN Option at 614-292-4041, or by email at rnbsn@osu.edu

Information subject to change without notice.

The Program

Marion Technical College offers over 65 credit hours that will transfer into The Ohio State University's RN to BSN degree program. This plan gives Registered Nurses a more affordable option in obtaining a Bachelor of Science Degree with the luxury of being able to stay in Marion. The Associate of Science curriculum (nursing pathway) toward the BSN can be done while waiting to enter the MTC Nursing Program or to fulfill full time requirements while in the MTC Nursing Program or upon completion of the MTC Nursing Program.

Required Nursing Courses:

Students admitted to the RN to BSN option must complete a series of core nursing courses. All courses have a didactic component that can be accessed online through the University's course management system. Two of the required courses have a clinical component which can be completed near the student's home. In addition, students must take a minimum of one professional elective (three credit hours) to complete the nursing requirements. This course can be taken any time prior to graduation.

A minimum of 4 required prerequisites with a grade of C- or better must be completed by the end of spring semester prior to admission. A minimum of 30 credit hours must be taken at Ohio State. It is recommended that students interested in this option meet with the OSUM Academic Advisor prior to beginning the BSN curriculum.

What Will It Take To Succeed?

To be successful, a student must make a personal commitment to attend all classes, work independently between class sessions, and complete all assignments in a timely manner.

Dual Degree

One pathway to achieve your BSN is to declare a dual degree at Marion Technical College. The dual degree would be an Associate of Applied Science in Nursing and an Associate of Science. An advantage of the dual degree would be that you could take additional courses that are transferrable to the BSN.

Accreditation

The MTC Nursing Program is accredited by the Accreditation Commission for Education in Nursing, Inc. (ACEN, 3343 Peachtree Road NE, Suite 850, Atlanta, Georgia 30326, telephone: 404-975-5000, website: www.acenursing.org) and approved by the Ohio Board of Nursing.

INFORMATION TECHNOLOGIES

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Associate of Applied Business Degrees

Computer Information Technology

- Software Development
- Networking Major
- Database Administration Option

Associate of Technical Study Degrees

Interactive Media

Certificates

Database Administration
Networking
Administration Certificate
Software Development
Web Development

COOPERATIVE EDUCATION

Marion Technical College believes that maximum benefit is derived from integrating cooperative education (workplace) experiences into academic programs. Securing Co-op employment that is related to the student's academic program is an ideal method for bringing classroom and lab experiences ''to life.'' Information Technologies programs at MTC include a co-op experience.

The Co-op program was established based upon need for graduates to have practical application experience in the work environment as identified through assessment of advisory committees. These committees are comprised of area and regional employers whose input helps shape MTC's program and course development.

Marion Technical College

INFORMATION TECHNOLOGY

Computer Information Technology - Database Administration Option

www.mtc.edu • enroll@mtc.edu • 740-389-4636

Application Process Admission Standard

1. MTC Application for Admission and nonrefundable applicable fee.
2. Final high school transcript (or GED results) and college transcripts (if applicable).
3. Successful completion of the Placement Assessment and Technology Skills Test is required. Any College Foundation courses recommended by Placement Assessment results are also required.

Degree Received Associate of Applied Business

Two-year full-time degree schedule; mixture of core programming and database classes with business, communications, management, and general studies courses; program can be completed on a part-time basis.

For More Information, Contact:

Admission Office
Marion Technical College
1467 Mt Vernon Avenue
Marion, OH 43302
Email: enroll@mtc.edu
740.389.4636

The Program – Computer Information Technology (Database Administration Option)

Learn how to install and configure Microsoft® SQL Server; acquire application development skills; design and create databases; create SQL queries to return data from database tables; work with database objects including user defined functions and stored procedures; design data warehouse solutions.

Students in the Database Administration Option will learn to …

- Install and configure Microsoft® SQL Server.
- Design and implement a database (including triggers, stored procedures, and views) using Microsoft® SQL Server.
- Develop queries to return data from the database.
- Build software applications using C# and other current development languages.
- Design a data warehouse solution.
- Work with extract, transform, and load processes to load data into a data warehouse.
- Analyze and prepare specifications for a database design.

Career Opportunities

Database Administrator
Database Analyst
Database Developer
Software Developer
Systems Analyst

Check out more career choices at Career Coach. https://mtc.emsicareercoach.com/

COMPUTER INFORMATION TECHNOLOGY
• DATABASE ADMINISTRATION OPTION •

Associate of Applied Science Degree
(Effective Academic Year 2017-18)

Course No	Course Title	Credits	OTM, TAG, CT[2] approved course	Term(s) Offered	Pre-Requisites
	FIRST SEMESTER *(Fall)*				
CIT 1351	IT Essentials/A+	3	X	FA, SP	Placement or OIS1200
CIT 1700	Introduction to Visual Programming and Databases	3	X	FA, SP	Placement or OIS1200
OIS 1240	Computer Applications	3		All	Placement or OIS1200
ENG 1000	English Composition I	3	X	All	Placement and OIS1240/concurrent
CIT 1370	Computer Security Fundamentals	3		FA	OIS1240/concurrent
	SECOND SEMESTER *(Spring)*				
CIT 2200	Supporting a Microsoft Server	3	X	SP	CIT1351
OIS 1340	Excel Advanced	3		SP	OIS1240 & Placement or MTH0910
BUS 2800	Cooperative Education Preparation	1		FA, SP	ENG1000 and 16 credits
CIT 2520	Developing Databases with Microsoft SQL Server	3		SP	CIT1700
CIT 1755	Intermediate Programming with Microsoft Visual Studio	3		SP	CIT1700
MTH 1230	Quantitative Reasoning	3		All	Placement or MTH0910 or TMT1110 or BUS1100; and, currently with MTH0930
	THIRD SEMESTER *(Summer)*				
PSY 1100	General Psychology	3	X	All	None
HSS 2020	Ethnic and Cultural Diversity, ***OR***	3	X	All	None
BUS 2100	*Ethics (3)*			*All*	*Placement or ENG0990*
	FOURTH SEMESTER *(Fall)*				
BUS 2901	Cooperative Education Experience	1		All	BUS2800
CIT 1750	ASP.NET Web Application Development	3		FA	CIT1700
CIT 2551	Java Programming	3		FA	CIT1700
ACC 1400	Financial Accounting	4	X	FA, SP	Placement or OIS1200, Placement or MTH0910
CIT 2530	Database Administration	3		FA	CIT2200
	FIFTH SEMESTER *(Spring)*				
ENG 1400	Oral Communications	3	X	All	None
CIT 2540	Business Intelligence and Data Warehousing	3		SP	CIT2520
CIT 2561	Developing Mobile Applications	3		SP	CIT2551
CIT 2750	Information Technology Capstone	3		SP	CIT2551 or OIS1255 and OIS1320, or OIS1520
	Credit Hour Total	**63**			

Computer Information Technology - Database Administration Certificate

One-Year Technical Certificate
(Effective Academic Year 2017-18)

Course No	Course Title	Credits	OTM, TAG, CT[2] approved course	Term(s) Offered	Pre-Requisites
	FIRST SEMESTER *(Fall)*				
CIT 1351	IT Essentials/A+ [1]	3	X	FA	Placement or OIS1200
CIT 1700	Introduction to Visual Programming and Databases	3	X	FA, SP	Placement or OIS1200
OIS 1240	Computer Applications	3		All	Placement or OIS1200
ENG 1000	English Composition I	3	X	All	Placement and OIS1240/concurrent
CIT 1370	Computer Security Fundamentals	3		FA	OIS1240/concurrent
	SECOND SEMESTER *(Spring)*				
CIT 2200	Supporting a Microsoft Server	3		SP	CIT1351
OIS 1340	Excel Advanced	3		SP	OIS1240 & Placement or MTH0910
CIT 1755	Intermediate Programming with Microsoft Visual Studio	3		SP	CIT1700
CIT 2520	Developing Databases with Microsoft SQL Server	3		SP	CIT1700
MTH 1230	Quantitative Reasoning	3		All	Placement or MTH0910 or TMT1110 or BUS1100; and, currently with MTH0930
BUS 2800	Cooperative Education Preparation	1		FA, SP	ENG1000 and 16 credits
	Credit Hour Total	**31**			

Occupational Certification Opportunity:
[1] CompTIA A+

Marion Technical College

INFORMATION TECHNOLOGY

External Certification Preparation

www.mtc.edu • enroll@mtc.edu • 740-389-4636

Application Process

1. MTC Application for Admission and nonrefundable applicable fee.
2. High school transcript (or GED results) and college transcripts (if applicable).
3. Successful completion of the Basic Skills Assessment ACT or COMPASS and Technology Skills Test (TST) is required. Or, students may complete College Foundation courses.

Degree Received

This is not an MTC degree or certificate. It is an ***External Certification Preparation***.

Career Opportunities

- Help Desk Specialists
- Network Administrators
- Computer Technicians
- Network Specialists
- Technical Sales
- Technology Coordinators

Check out more career choices at Career Coach https://mtc.emsicareercoach.com/

For More Information, Contact:

Admission Office
Marion Technical College
1467 Mt Vernon Avenue
Marion, OH 43302
http://www.mtc.edu/Admission
Email: enroll@mtc.edu
740.389.4636

Information Technology External Certification Preparation

Industry-recognized information technology certifications are an important way of documenting the achievement of hardware and/or software skills. Certifications are externally constructed tests – many with worldwide standing – that are often used in initial hiring and in-house promotion procedures. These certifications often require continued professional training and testing.

MTC offers courses to help prepare students to take certain certification exams. Listed below are blocks of courses associated with various certification exams. Students completing these courses will be awarded corresponding college credit, which may be applied toward a Computer Information Technology associate degree program. MTC also operates a testing center to facilitate completion of a variety of exams. Courses offered in the Information Technologies department prepare students to take exams for the following external certifications:

- Microsoft® Certified Solutions Associate (MCSA)
- CompTIA A+
- Cisco® Certified Entry Level Technician (CCENT)
- Cisco® Certified Network Associate Routing and Switching (CCNA)
- Certified Fiber Optic Technician (CFOT®)
- Certified Premise Cabling Technician (CPCT)

External Certification Preparation				
Course No	Course Title	Credit Hours	Terms Offered	Pre-Requisites
Microsoft® Certified Solutions Associate [MCSA]				
CIT 2200	Supporting a Microsoft Server	3	SP	CIT1351
CIT 2251	Administering Windows Server	3	FA	CIT2200
CIT 2301	Configuring Advanced Windows Server Services	3	SP	CIT2251
CompTIA® A+				
CIT 1351	IT Essentials/A+	3	FA	Placement or OIS1200
Cisco® Networking Certificate [CCENT]				
CIT 1610	Networking Fundamentals/Cisco I	3	SP	Placement or OIS1200
CIT 2621	Routing and Switching Essentials/Cisco II	3	FA	CIT1610
Cisco® Networking Certificate [CCNA ROUTING AND SWITCHING]				
CIT 2631	Scaling Networks/Cisco III	3	SP	CIT2621
CIT 2641	Connecting Networks/Cisco IV	3	SP	CIT2631
FOA® Fiber Optic Certification [CFOT®]				
CIT 1410	Network Structure	3	FA	None
FOA® Premise Cabling Technician Certification [CPCT®]				
CIT 1410	Network Structure	3	FA	None

Marion Technical College

INFORMATION TECHNOLOGY

Interactive Media Technology

www.mtc.edu • enroll@mtc.edu • 740-389-4636

Application Process

1. MTC Application for Admission and nonrefundable applicable fee, as well as a separate program application.
2. Final high school transcript (or GED results) and college transcripts (if applicable); ACT scores are encouraged.
3. Successful completion of the Placement Assessment and Technology Skills Test is required. Any College Foundation courses recommended by Placement Assessment results are also required.

Degree Received
Associate of Technical Study (A.T.S.)

Two-year full-time degree schedule; includes a mixture of business, design, communications, and technology courses; program can be completed on a part-time basis.

For More Information Contact:

Admission Office
Marion Technical College
1467 Mt Vernon Avenue
Marion, OH 43302
Email: enroll@mtc.edu
740.389.4636

To Learn More Visit
http://www.mtc.edu/it/intermedia.html

The Program – Interactive Media Technology

Create, design, and produce interactive multimedia products and services for a wide range of career fields such as business, training, entertainment, communications, and marketing. Traditional art courses, such as drawing and photography, complement the courses in digital design and website development.

Students in the Interactive Media program will learn to …

- Demonstrate a knowledge of, and appreciation for, visual arts.
- Explain computer operating systems, data back-up procedures, and basic networking concepts.
- Evaluate and effectively use Microsoft Office, Microsoft Project, the Adobe Creative suite, and other programs related to interactive media.
- Develop, design, and maintain Web pages, Web applications, and Web sites.
- Effectively utilize hardware, software, and cameras to create photographs, and video/audio production.
- Use a software development tool (such as Visual Studio, or other scripting tools) to develop a software application.
- Demonstrate an understanding of business processes, business project planning, and basic business concepts.
- Evaluate and utilize marketing strategies.

Interactive Media with Art Emphasis

MTC and Ohio State University at Marion (OSUM) cooperate to allow students to substitute certain ART courses taken at OSUM in place of courses required for the Interactive Media ATS degree. The program advisor can provide details about this option.

Career Opportunities

Audio/Visual Specialist
Imaging Specialist
Internet Development Specialist
Instructional Designer
Media Designer
Multimedia Programmer
Multimedia Technician
Web Development Programmer
Video Specialist
Web Designer
Web Site Developer

Check out more career choices at Career Coach. https://mtc.emsicareercoach.com/

INTERACTIVE MEDIA TECHNOLOGY

Associate of Technical Studies Degree
(Effective Academic Year 2017-18)

May 1, 2017

Course No	Course Title	Credits	OTM, TAG, CT[2] approved course	Term(s) Offered	Pre-Requisites
	FIRST SEMESTER *(Fall)*				
MTH 1230	Quantitative Reasoning	3	X	All	Placement or MTH0910 or TMT1110 or BUS1100; and, currently with MTH0930
OIS 1240	Computer Applications	3		All	Placement or OIS1200
OIS 1600	Design Fundamentals for Visual Media	3		FA	Placement or OIS1200
CIT 1700	Introduction to Visual Programming & Databases	3		FA, SP	Placement or OIS1200
ECN 2000	Microeconomics	3	X	All	None
ENG 1000	English Composition I	3	X	All	Placement and OIS1240/concurrent
	SECOND SEMESTER *(Spring)*				
OIS 1500	Web Page Authoring I	3	X	SP	OIS1240
OIS 1620	Digital Image Manipulation	3	X	SP	OIS1240 or concurrent
MGT 1400	Introduction to Management	3		All	None
MKT 2030	Principles of Marketing	3	X	FA, SP	OIS1240 or concurrent, & ECN2000 recommended
ACC 1400	Financial Accounting	4	X	FA, SP	Placement or OIS1200, Placement or MTH0910
	THIRD SEMESTER *(Fall)*				
OIS 1260	PowerPoint	1		FA	OIS1240 or concurrent
CIT 2551	Java Programming	3		FA	CIT1700
OIS 1520	Scripting	3		FA	OIS1500 or CIT1700
OIS 2011	Video and Photography Technologies	3		FA	OIS1240 or concurrent
BUS 2800	Cooperative Education Preparation	1		FA, SP	ENG1000 and 16 credits
MGT 2510	Project Management	3		FA	OIS1240
	FOURTH SEMESTER *(Spring)*				
CIT 2561	Developing Mobile Apps	3		SP	CIT2551
BUS 2901	Coop Education Experience *(10/Lab)*	1		All	BUS2800
MGT 2500	Entrepreneurship and Small Business, ***OR***	3		SP	MGT1400, MKT2030, ACC1400
CIT 2750	*Information Technology Capstone (3)*			*SP*	*OIS1255 and OIS1320, or OIS1520*
ENG 1100	English Composition II	3	X	All	ENG1000
ENG 1400	Oral Communications	3	X	All	None
BUS 2100	Ethics	3		All	Placement or ENG0990
	Credit Hour Total	**64**			

Computer Information Technology - Networking Certificate

One-Year Technical Certificate
(Effective Academic Year 2017-18)

Course No	Course Title	Credits	OTM, TAG, CT[2] approved course	Term(s) Offered	Pre-Requisites
	FIRST SEMESTER *(Fall)*				
CIT 1351	IT Essentials/A+ [1]	3	X	FA, SP	Placement or OIS1200
CIT 1700	Intro to Visual Programming and Databases	3		FA, SP	Placement or OIS1200
OIS 1240	Computer Applications	3		All	Placement or OIS1200
ENG 1000	English Composition I	3		All	Placement and OIS1240/concurrent
CIT 1370	Computer Security Fundamentals	3	X	FA	OIS1240/concurrent
	SECOND SEMESTER *(Spring)*				
BUS 2100	Ethics	3		All	Placement or ENG0990
OIS 1340	Excel Advanced	3		SP	OIS1240 & Placement or MTH0910
CIT 1610	Networking Fundamentals/Cisco I	3	X	SP	Placement or OIS1200
CIT 2200	Supporting a Microsoft Server	3		SP	CIT1351
MGT 2510	Project Management	3	X	FA, SP	OIS1240
	Credit Hour Total	**30**			

Occupational Certification Opportunity:

[1] CompTIA A+

Marion Technical College

INFORMATION TECHNOLOGY

Computer Information Technology - Networking Major

www.mtc.edu • enroll@mtc.edu • 740-389-4636

Application Process

1. MTC Application for Admission and nonrefundable applicable fee.
2. Final high school transcript (or GED results) and college transcripts (if applicable).
3. Successful completion of the Placement Assessment and Technology Skills Test is required. Any College Foundation courses recommended by Placement Assessment results are also required.

Career Opportunities

Computer Technician
Help Desk
Network Administrator
Network Technician
Systems Administrator
Technical Support

Check out more career choices at Career Coach https://mtc.emsicareercoach.com/

For More Information, Contact:

Admission Office
Marion Technical College
1467 Mt Vernon Avenue
Marion, OH 43302
Email: enroll@mtc.edu
740.389.4636

The Program – Computer Information Technology (Networking Major)

Design, build, and maintain computer systems and networks based on industry-recognized standards and practices; learn to use, configure, and maintain routers, switches, servers, and other interconnectivity components to provide secure electronic communications.

Students in the Networking program will learn to …

- Successfully configure a small- to mid-size network.
- Install and configure network and workstation operating systems.
- Secure network communications and resources.
- Configure physical network infrastructure.
- Troubleshoot hardware, operating systems, and network communications problems.
- Prepare for CompTIA, Microsoft® and Cisco® certification exams.

Degree Received

Associate of Applied Business

Two-year full-time degree schedule; mixture of core software applications and networking classes incorporating **Microsoft®** and **Cisco® Systems** includes business, communications, and management skills; program can be completed on a part-time basis.

COMPUTER INFORMATION TECHNOLOGY
• NETWORKING MAJOR •

Associate of Applied Science Degree
(Effective Academic Year 2017-18)

Course No	Course Title	Credits	OTM, TAG, CT[2] approved course	Term(s) Offered	Pre-Requisites
	FIRST SEMESTER *(Fall)*				
CIT 1351	IT Essentials/A+	3	X	FA, SP	Placement or OIS1200
CIT1700	Intro to Visual Programming and Databases	3		FA, SP	Placement or OIS1200
OIS 1240	Computer Applications	3		All	Placement or OIS1200
ENG 1000	English Composition I	3	X	All	Placement and OIS1240/concurrent
CIT 1370	Computer Security Fundamentals	3		FA	OIS1240/concurrent
	SECOND SEMESTER *(Spring)*				
BUS 2100	Ethics	3		All	Placement or ENG0990
OIS 1340	Excel Advanced	3		SP	OIS1240 & Placement or MTH0910
CIT 1610	Networking Fundamentals/Cisco I	3	X	SP	Placement or OIS1200
CIT 2200	Supporting a Microsoft Server	3	X	SP	CIT1351
MTH 1230	Quantitative Reasoning	3	X	All	Placement or MTH0910 or TMT1110 or BUS1100; and, currently with MTH0930
	THIRD SEMESTER *(Summer)*				
HSS 2020	Ethnic and Cultural Diversity	3	X	All	None
CIT 2110	Operating Systems	3		SU	CIT1351
	FOURTH SEMESTER *(Fall)*				
CIT 1410	Network Structure	3		FA	None
ENG 1400	Oral Communications	3	X	All	None
BUS 2800	Cooperative Education Preparation	1		FA, SP	ENG1000 and 16 credits
CIT 2621	Routing and Switching Essentials/Cisco II	3	X	FA	CIT1610
CIT 2631	Scaling Networks/Cisco III **OR**	3	X	FA	CIT2621/concurrent
CIT2551	*Java Programming (3)*			*FA*	*CIT1700*
CIT 2251	Administering Windows Server	3		FA	CIT2200
	FIFTH SEMESTER *(Spring)*				
BUS 2901	Cooperative Education Experience	1		All	BUS2800
PSY 1100	General Psychology	3	X	All	None
MGT 2510	Project Management	3	X	FA, SP	OIS1240
CIT 2641	Connecting Networks/Cisco IV **OR**	3	X	SP	CIT2631
CIT2750	*Information Technology Capstone (3)*		*X*	*SP*	*CIT2551 or OIS1255 and OIS1320 or OIS1520*
CIT 2301	Configuring Advanced Windows Server Services	3		SP	CIT2251
	Credit Hour Total	**65**			

Computer Information Technology - Software Development Certificate

One-Year Technical Certificate
(Effective Academic Year 2017-18)

Course No	Course Title	Credits	OTM, TAG, CT[2] approved course	Term(s) Offered	Pre-Requisites
	FIRST SEMESTER *(Fall)*				
CIT 1351	IT Essentials/A+ [1]	3	X	FA, SP	Placement or OIS1200
CIT 1700	Introduction to Visual Programming and Databases	3		FA, SP	Placement or OIS1200
OIS 1240	Computer Applications	3		All	Placement or OIS1200
ENG 1000	English Composition I	3	X	All	Placement and OIS1240/concurrent
CIT 1370	Computer Security Fundamentals	3		FA	OIS1240/concurrent
	SECOND SEMESTER *(Spring)*				
BUS 2100	Ethics	3		All	Placement or ENG0990
OIS 1340	Excel Advanced	3		SP	OIS1240 & Placement or MTH0910
CIT 2520	Developing Databases with Microsoft SQL Server	3		SP	CIT1700
CIT 1755	Intermediate Programming with Microsoft Visual Studio	3		SP	CIT1700
MGT 2510	Project Management	3	X	FA, SP	OIS1240
	Credit Hour Total	**30**			

Occupational Certification Opportunity:

[1] CompTIA A+

Marion Technical College

INFORMATION TECHNOLOGY

Computer Information Technology - Software Development

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Application Process Admission Standard

1. MTC Application for Admission and nonrefundable applicable fee.
2. Final high school transcript (or GED results) and college transcripts (if applicable).
3. Successful completion of the Placement Assessment and Technology Skills Test is required. Any College Foundation courses recommended by Placement Assessment results are also required.

Degree Received Associate of Applied Business

Two-year full-time degree schedule; mixture of core programming and applications classes with business, communications, management, and general studies courses; program can be completed on a part-time basis.

For More Information, Contact:

Admission Office
Marion Technical College
1467 Mt Vernon Avenue
Marion, OH 43302
Email: enroll@mtc.edu
740.389.4636

The Program – Computer Information Technology (Software Development)

Learn how to build the computer applications that businesses require to present information to both employees and customers in an easy-to-use manner; acquire application development skills with a strong focus on Microsoft® technology; work with development tools to create programs that can be used locally, on a computer network, and accessed via the Internet; learn basic database design techniques. See your academic advisor to confirm the schedule.

Students in the Software Development program will learn to …

- Build software applications using C# and other current development languages.
- Develop Microsoft® Windows applications that utilize standard Windows controls, database access, and error handling.
- Create ASP web applications that allow users to create, retrieve, update, and delete data stored in a database.
- Design and implement a database (including triggers, stored procedures, and views) using Microsoft® SQL Server.
- Communicate professionally with co-workers, managers, end-users, and customers.
- Analyze and prepare design specifications for information systems.

Career Opportunities

Consultant
Programmer
Systems Development
Technical Support
Information Systems Manager
Software Developer
Systems Analyst
Web Developer

Check out more career choices at Career Coach. https://mtc.emsicareercoach.com/

COMPUTER INFORMATION TECHNOLOGY (SOFTWARE DEVELOPMENT)

Associate of Applied Science Degree
(Effective Academic Year 2017-18)

Course No	Course Title	Credits	OTM, TAG, CT^2 approved course	Term(s) Offered	Pre-Requisites
	FIRST SEMESTER *(Fall)*				
CIT 1351	IT Essentials/A+	3		FA, SP	Placement or OIS1200
CIT 1700	Introduction to Visual Programming and Databases	3		FA, SP	Placement or OIS1200
OIS 1240	Computer Applications	3		All	Placement or OIS1200
ENG 1000	English Composition I	3	X	All	Placement and OIS1240/concurrent
CIT 1370	Computer Security Fundamentals	3		FA	OIS1240/concurrent
	SECOND SEMESTER *(Spring)*				
BUS 2100	Ethics	3		All	Placement or ENG0990
OIS 1340	Excel Advanced	3		SP	OIS1240 & Placement or MTH0910
CIT 2520	Developing Databases with Microsoft SQL Server	3		SP	CIT1700
CIT 1755	Intermediate Programming with Microsoft Visual Studio	3		SP	CIT1700
MTH 1230	Quantitative Reasoning	3		All	Placement or MTH0910 or TMT1110 or BUS1100; and, currently with MTH0930
	THIRD SEMESTER *(Summer)*				
HSS 2020	Ethnic and Cultural Diversity	3	X	All	None
CIT 1750	ASP.NET Web Application Development	3		FA	CIT1700
	FOURTH SEMESTER *(Fall)*				
ENG 1400	Oral Communications	3	X	All	None
BUS 2800	Cooperative Education Preparation	1		FA, SP	ENG1000 and 16 credits
CIT 2551	Java Programming	3		FA	CIT1700
OIS 1520	Scripting, ***OR***	3		FA	OIS1500 or CIT1700
CIT 1410	*Network Structure (3)*			*FA*	*None*
ACC 1400	Financial Accounting	4	X	FA, SP	Placement or OIS1200, Placement or MTH0910
	FIFTH SEMESTER *(Spring)*				
BUS 2901	Cooperative Education Experience	1		All	BUS2800
PSY 1100	General Psychology	3	X	All	None
MGT 2510	Project Management	3	X	FA, SP	OIS1240
CIT 2561	Developing Mobile Applications	3		SP	CIT2551
CIT 2750	Information Technology Capstone	3		SP	CIT2551 or OIS1255 and OIS1320, or OIS1520
	Credit Hour Total	**63**			

Computer Information Technology - Web Development Certificate

One-Year Technical Certificate
(Effective Academic Year 2017-18)

Course No	Course Title	Credits	OTM, TAG, CT[2] approved course	Term(s) Offered	Pre-Requisites
	FIRST SEMESTER *(Fall)*				
OIS 1240	Computer Applications	3		All	Placement or OIS1200
OIS 1600	Design Fundamentals for Visual Media	3		FA	Placement or OIS1200
CIT 1700	Introduction to Visual Programming and Databases	3	X	FA, SP	Placement or OIS1200
OIS 2011	Video and Photography Technologies	3		FA	OIS1240 or concurrent
ENG 1000	English Composition I	3	X	All	Placement and OIS1240/concurrent
	SECOND SEMESTER *(Spring)*				
MTH 1230	Quantitative Reasoning	3		All	Placement or MTH0910 or TMT1110 or BUS1100; and, currently with MTH0930
OIS 1500	Web Page Authoring I	3	X	SP	OIS1240
OIS 1620	Digital Image Manipulation	3	X	SP	OIS1240 or concurrent
MGT 1400	Introduction to Management	3		All	None
MKT 2030	Principles of Marketing	3	X	FA, SP	OIS1240 or concurrent, & ECN2000 recommended
	Credit Hour Total	**30**			

Occupational Certification Opportunities:

Adobe Certified Associate - Photoshop

PUBLIC SERVICE TECHNOLOGIES

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Faculty, Human & Social Services
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Associate of Applied Science Degrees
Criminal Justice
- Probation Officer Option

Human and Social Services
- Addiction Studies Track

Associate of Technical Study Degrees
Law Enforcement

Certificates
Addiction Studies Certificate
Law Enforcement

INTERNSHIPS

The Criminal Justice Program is a structured learning experience in which students take what they have learned in the classroom and apply it during an on-the-job learning experience at a law enforcement agency, all while earning college credit. The internship experience is jointly supervised by a member of the MTC faculty and a designated person at the law enforcement agency. Students must complete 150 hours at the job site, and submit interim reports on a bi-weekly basis. They are also evaluated by the law enforcement agency on their job performance focusing on several critical skills.

PRACTICUM AND FIELD EXPERIENCE

The Human and Social Services Program has designed agency experiences that will allow the student to put into practice the things that are learned in the classroom. Practicums allow the student to go to an agency and do a variety of tasks. Sometimes the student will shadow a social worker. Many agencies will allow the student to do all the tasks that social workers do but under supervision. Students may get experience doing home visits, documentation, co-facilitating groups, psychosocial histories, and interacting with families, all under the supervision of the social worker. Practicum is where the principles learned in the classroom become the actions that are practiced in the agencies.

The Practicum site is selected by the student and it is based upon the area the student desires to work. Some students choose agencies that work with children, youth, adults or senior citizens. Some students choose to work with a particular need in the community such as, addictions, poverty, behavior issues or grief and loss.

Marion Technical College

PUBLIC SERVICE

Human and Social Services

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Application Process

1. MTC Application for Admission and nonrefundable applicable fee.
2. Final high school transcript (or GED results) and college transcripts (if applicable).
3. Successful completion of the Placement Assessment and Technology Skills Test is required. Any College Foundation courses recommended by Placement Assessment results are also required.

Career Opportunities:

Case Manager
Chemical Dependency Counselor Assistant
Family Services Advocate
Human Services Employee
Rehabilitation Specialist

Under the new Medicaid Re-design these employment areas may be an option:

Peer Recovery Supporter
Care Management Specialist
Recovery Coach

To Learn More Visit

www.mtc.edu/PublicService

The Certificate –Addiction Studies

Assess client needs; plan and implement direct and indirect services for individuals and families; make referrals and enable linkage to social service agencies; advocate for client rights and services; and provide case management within the context of a multidisciplinary team. Graduates will be able to complete state requirements for CDCA and work directly with clients in treatment, recovery and as part of the support team.

Graduates who have successfully completed the Certificate of Addiction Studies will be able to apply to the Ohio Chemical Dependency Board for the Chemical Dependency Counselor Assistant (CDCA) certification.

What am I expected to learn?

- Demonstrate knowledge of counseling and interviewing strategies which includes the use of active listening skills.
- Demonstrate an understanding of ethnic and cultural diversity.
- Display fundamental knowledge of addictions and the ethical guidelines that are a part of working in the field of dependency treatment.
- Demonstrate professional behavior in accordance with best treatment practices.
- Demonstrate knowledge of psychopathology, case management, community resources, addictions theories, and family systems.
- Demonstrate knowledge of the development of addictions
- Demonstrate knowledge of case management and service coordination in prevention, treatment and the referral process in addictions
- Describe various substances, their classification and long term effects

Addiction Studies Option

If you are interested in working within the growing field of Addiction Studies this may be the program for you. All of the courses in the Certificate of Addiction Studies can be transferred into the Associate of Applied Science, Addiction Option. This AAS will allow you to apply for the **CDCA Phase I & Phase II**, and the **LCDC II**, through the **Ohio Chemical Dependency Professionals Board.** The requirements for the **LCDC II** includes an Associate's degree and 2000 work hours of experience in the field of substance use disorders or addictions in order to complete the license. This work experience can be obtained after graduation in the workplace.

For More Information, Contact:

Admission Office
Marion Technical College
1467 Mt Vernon Ave
Marion, OH 43302
Web: http://www.mtc.edu/Admission
Email: enroll@mtc.edu
740.389.4636

Addiction Studies Certificate

One-Year Technical Certificate
(Effective Academic Year 2017-18)

Course No	Course Title	Credits	OTM, TAG, CT[2] approved course	Term(s) Offered	Pre-Requisites
	FIRST SEMESTER *(Fall)*				
HSS 1000	Introduction to Addiction Studies	3		FA	Compass 78 reading level
HSS 2640	Chemical Dependency: Introduction to Pharmacology	3		FA	Compass 78 reading level
HSS 2010	Introduction to Counseling	3		FA	PSY1100
HSS 2030	Introduction to Case Management	3		FA	*Compass 78 reading level*
HSS 1030	Interviewing Techniques	3		FA	Compass 78 reading level
	SECOND SEMESTER *(Spring)*				
HSS 2660	Chemical Dependency: Etiology, Assessment, & Treatment Modalities	3		SP	HSS1000
ENG 1000	English Composition I	3	X	All	Compass 78 reading level
PSY 1100	General Psychology	3	X	All	Compass 78 reading level
HSS 2020	Ethnic and Cultural Diversity	3	X	All	Placement or ENG0970
	SUMMER SEMESTER				
HSS 2630	Chemical Dependency: Ethics	3		SU	Compass 78 reading level
	Credit Hour Total	**30**			

Occupational Certification Opportunities:
Ohio Chemical Dependency Professionals Board - Meets the educational requirements for:
CDCA Phase I & II (Chemical Dependency Counselor Assistant, Phase I & II)

Marion Technical College

PUBLIC SERVICE

Human and Social Services

www.mtc.edu • enroll@mtc.edu • 740-389-4636

Application Process

1. MTC Application for Admission and nonrefundable application fee.
2. Final high school transcript (or GED results) and college transcripts (if applicable).
3. Successful completion of the Placement Assessment and Technology Skills Test is required. Any College Foundation courses recommended by Placement Assessment results are also required.

Career Opportunities

Case Manager
Chemical Dependency Counselor Assistant
Family Services Advocate
Human Services Employee
Mental Health Technician
Social Worker Assistant
Habilitation Specialist

Degree Received

Associate of Applied Science

Two-year (four semesters) full-time degree schedule; mixture of core social work, psychology, and human services classes, combined with interviewing, substance abuse, counseling, and case management coursework; two ''practicum'' field placements provide opportunities to apply classroom learning to real work settings within the professional social service community; the program can be completed on a part-time basis.

To Learn More Visit

www.mtc.edu/PublicService

The Program – Human and Social Services (Addiction Studies Option)

Assess client needs; plan and implement direct and indirect services for individuals and families; make referrals and enable linkage to social service agencies; advocate for client rights and services; and provide case management within the context of a multidisciplinary team. Graduates work directly with clients in treatment, recovery and as part of the support team.

Graduates who have successfully completed the program are eligible to take the exam for the **Social Work Assistant (SWA)** via the **Ohio Counselor, Social Worker, and Marriage and Family Therapist Board (CSWMFT).** The Addiction Studies Option graduates have also completed all of the education requirements for the **CDCA Phase I & Phase II,** as well as the **LCDC II.**

What am I expected to learn?

- Demonstrate knowledge of counseling and interviewing strategies which includes the use of active listening skills.
- Demonstrate an understanding of ethnic and cultural diversity.
- Display fundamental knowledge of social work theory and values, ethical guidelines, and legal regulations in both social work and addiction fields.
- Demonstrate professional behavior in accordance with social work practices.
- Demonstrate knowledge of psychopathology, case management, community resources, addictions theories, and family systems.
- Demonstrate knowledge of substance use or the development of addictions.
- Demonstrate knowledge of case management and service coordination in prevention, treatment and the referral process in addictions.
- Describe various substances, their classification and long term effects.

Addiction Studies Option

If you are interested in working within the growing field of Addiction Studies this may be the program for you. Along with the Associate of Applied Science degree (AAS) in Human and Social Services, you will receive a Certificate of Addiction Studies. As stated above, this will allow you to apply for the **CDCA Phase I & Phase II**, and the **LCDC II**, through the **Ohio Chemical Dependency Professionals Board.** The requirements for the **LCDC II** includes 2000 work hours of experience in the field of substance use disorders or addictions in order to complete the license. This can be obtained after graduation in the workplace.

For More Information, Contact:

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1467 Mt Vernon Ave
Marion, OH 43302
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Email: enroll@mtc.edu
740.389.4636

HUMAN & SOCIAL SERVICES TECHNOLOGY
• ADDICTION STUDIES OPTION •

Associate of Applied Science Degree
(Effective Academic Year 2017-18)

Course No	Course Title	Credits	OTM, TAG, CT[2] approved course	Term(s) Offered	Pre-Requisites
	FIRST SEMESTER *(Fall)*				
OIS 1240	Computer Applications	3		All	Placement or OIS1200
PSY 1100	General Psychology	3	X	All	None
HSS 1010	Intro to Social Welfare	3	X	FA	HSS Majors/Dept. Approval
HSS 1000	Introduction to Addiction Studies	3		FA	Placement or ENG0970
HSS 1030	Interviewing Techniques	3		FA	HSS Majors/Dept. Approval
	SECOND SEMESTER *(Spring)*				
ENG 1000	English Composition I	3	X	All	Placement and OIS1240/concurrent
HSS 1040	Intro to Social Work	3	X	SP	HSS1010
HSS 1050	Family Development	3		SP	HSS1010
HSS 1060	Abnormal Psychology	3	X	SP	PSY1100
MTH 1230	Quantitative Reasoning, ***OR***	3		All	Placement or MTH0910 or TMT1110 or BUS1100; and, currently with MTH0930
MTH 1240	*Statistics*				*Placement or MTH0910 or TMT1110 or BUS1100; and, currently with MTH0940*
	THIRD SEMESTER *(Summer)*				
HSS 2020	Ethnic and Cultural Diversity	3	X	All	Placement or ENG0970
HSS 2630	Chemical Dependency: Ethics	3		SU	HSS1000
	FOURTH SEMESTER *(Fall)*				
HSS 2010	Intro to Counseling	3		FA	HSS1030
HSS 2030	Intro to Case Management	3		FA	HSS1040
HSS 2640	Chemical Dependency: Intro to Pharmacology	3		FA	HSS1000
PSY 2100	Human Growth and Development	3	X	All	PSY1000
HSS 2040	Practicum & Seminar *(7hrs Lab)*	4		FA	HSS1040 and HSS1060
	FIFTH SEMESTER *(Spring)*				
HSS 2050	Practicum & Seminar *(7hrs Lab)*	4		SP	HSS2040
HSS 2660	Chemical Dependency: Etiology, Diagnosis, Treatment Modalities & Assessment	3		SP	HSS1000
SOC 1200	Sociology	3	X	All	None
ENG 1400	Oral Communications	3	X	All	None

Credit Hour Total **65**

Courses approved for HSS Electives: HSS2610 Crisis Intervention (3cr); HSS2620 Aging (3cr); HSS2640 CD: Intro to Pharmacology (3cr); HSS2650 Juvenile Delinquency (3cr); HSS2660 CD: Etiology, Assessment, Diagnosis and Treatment Modalities (3cr); HSS2630 CD: Ethics (3cr); HSS2680 Orientation to Deafness (3cr); NUR1150 CPR & First Aid (1cr); NUR1170 Dealing with Loss (2cr); NUR1000 Nurse Aid Training (STNA) (4cr); CRJ1600 Intro to Corrections (3cr).

Marion Technical College

PUBLIC SERVICE

Criminal Justice

www.mtc.edu • enroll@mtc.edu • 740-389-4636

Application Process

1. MTC Application for Admission and nonrefundable applicable fee.
2. Final high school transcript (or GED results) and college transcripts (if applicable).
3. Successful completion of the Placement Assessment and Technology Skills Test is required. Any College Foundation courses recommended by Placement Assessment results are also required.

Career Opportunities

Police Officer
Corrections Officer
Jailer
Court Officer
Juvenile Center Manager
Crime Scene Investigator
Private Investigator
Deputy Sheriff
Private Security Officer
Dispatcher
Probation/Parole Officer
Fingerprint Technician
State Highway Patrol Trooper

Check out more career choices at Career Coach
https://mtc.emsicareercoach.com/

Degree Received
Associate of Applied Science

Two-year full-time degree schedule; the curriculum is a mixture of criminology and forensic science courses and studies in communications, information technology, and a field experience internship courses; program can be completed on a part-time basis.

To Learn More Visit
www.mtc.edu/PublicService/criminaljustice.html

The Program - Criminal Justice

Develop basic skills and instincts for work in law enforcement and corrections; understand the various components of and countermeasures for criminal behavior and activity; apply Ohio law to various situations; integrate technology into law enforcement work.

Students in the Criminal Justice program will learn to …

- Demonstrate an understanding of basic law enforcement skills, criminal justice techniques, and problem solving methodologies.
- Describe and apply current laws (federal, state, and municipal) to various situations involving crimes and/or civil offenses.
- Apply learned information, concepts, and theories to successfully investigate crime/accident scenes.
- Demonstrate the appropriate use of first aid, especially first aid that may be required of a first responder.
- Develop the skills necessary to successfully conduct interviews and interrogations.
- Use appropriate technology to conduct investigations and to communicate with other agencies having a common interest in law enforcement.
- Demonstrate the effective use of public speaking skills in areas related to criminal justice (oral presentations, suspect interrogations, victim interviews, courtroom testimony, and public relations).
- Use learned forensic skills to process crime scene evidence.
- Develop the skills to successfully analyze drugs and narcotics.

For More Information, Contact:
Admission Office
Marion Technical College
1467 Mt Vernon Avenue
Marion, OH 43302
Web: http://www.mtc.edu/Admission
Email: enroll@mtc.edu
740.389.4636

CRIMINAL JUSTICE TECHNOLOGY

Associate of Applied Science Degree
(Effective Academic Year 2017-18)

Course No	Course Title	Credits	OTM, TAG, CT[2] approved course	Term(s) Offered	Pre-Requisites
	FIRST SEMESTER *(Fall)*				
CRJ 1000	Introduction to Criminal Justice	3	X	FA	None
CRJ 1150	Introduction to Private Security, ***OR***	3		FA	None
CJA	*Law Enforcement Academy*			*SP*	*Acceptance into Academy*
OIS 1240	Computer Applications	3		All	Placement or OIS1200
ENG 1400	Oral Communications	3	X	All	None
NUR 1150	CPR and First Aid	1		FA, SP	None
HSS 2020	Ethnic and Cultural Diversity	3	X	All	Placement or ENG0970
	SECOND SEMESTER *(Spring)*				
CRJ 1500	Criminology	3	X	SP	None
CRJ 1600	Introduction to Corrections	3	X	SP	None
MTH 1230	Quantitative Reasoning	3		All	Placement or MTH0910 or TMT1110 or BUS1100; and, currently with MTH0930
ENG 1000	English Composition I	3	X	All	Placement and OIS1240/concurrent
PSY 1100	General Psychology	3	X	All	None
	THIRD SEMESTER *(Fall)*				
CRJ 1650	Gangs and Terrorism	3		FA	None
CRJ 2050	Criminal Investigations, ***OR***	3		FA	None
CJA	*Law Enforcement Academy*			*SP*	*Acceptance into Academy*
CRJ 2200	Drugs and Narcotics	3		FA	CRJ1000 or concurrent
MGT 1400	Introduction to Management	3		All	None
BUS 2800	Cooperative Education Preparation	1		FA, SP	ENG1000 and 16 credits
	FOURTH SEMESTER *(Spring)*				
CIT 1050	Computer Crime for Law Enforcement	3		SP	OIS1240
HSS 1060	Abnormal Psychology	3	X	FA, SP	PSY1100
CRJ 2150	Criminalistics	3		SP	CRJ2050
CRJ 2250	Criminal & Constitutional Law, ***OR***	3		SP	None
HSS 2650	*Juvenile Delinquency (3)*			*SP*	*CRJ1000 or ENG0970 or Placement*
CJA	*Law Enforcement Academy*			*SP*	*Acceptance into Academy*
CRJ 2900	Internship *(10/Lab)*, ***OR***	1		SP	BUS 2800
CJA	*Law Enforcement Academy*			*SP*	*Acceptance into Academy*
ASC 1100	Conversational Spanish for CJ	3		SP	CJ and LE Major only
	Credit Hour Total	**60**			

Marion Technical College

PUBLIC SERVICE

Criminal Justice - Probation Officer Option

www.mtc.edu • enroll@mtc.edu • 740-389-4636

Application Process

1. MTC Application for Admission and nonrefundable applicable fee.
2. Final high school transcript (or GED results) and college transcripts (if applicable).
3. Successful completion of the Placement Assessment and Technology Skills Test is required. Any College Foundation courses recommended by Placement Assessment results are also required.

Career Opportunities

Probation/Parole Officer
Police Officer
Diversion Officer
Corrections Officer
Jailer
Court Officer
Juvenile Center Manager
Crime Scene Investigator
Private Investigator
Deputy Sheriff
Private Security Officer
Dispatcher
Fingerprint Technician
State Highway Patrol Trooper

Check out more career choices at Career Coach https://mtc.emsicareercoach.com/

Degree Received
Associate of Applied Science

Two-year full-time degree schedule; the curriculum is a mixture of criminology and forensic science courses and studies in communications, information technology, and a field experience internship courses; program can be completed on a part-time basis.

To Learn More Visit

www.mtc.edu/PublicService

The Program - Criminal Justice

Develop basic skills and instincts for work in law enforcement and corrections; understand the various components of and countermeasures for criminal behavior and activity; apply Ohio law to various situations; integrate technology into law enforcement work.

Students in the Criminal Justice program will learn to …

- Demonstrate an understanding of basic law enforcement skills, criminal justice techniques, and problem solving methodologies.
- Describe and apply current laws (federal, state, and municipal) to various situations involving crimes and/or civil offenses.
- Apply learned information, concepts, and theories to successfully investigate crime/accident scenes.
- Demonstrate the appropriate use of first aid, especially first aid that may be required of a first responder.
- Develop the skills necessary to successfully conduct interviews and interrogations, as well as pre-sentence investigations.
- Use appropriate technology to conduct investigations and to communicate with other agencies having a common interest in law enforcement.
- Demonstrate the effective use of public speaking skills in areas related to criminal justice (oral presentations, suspect interrogations, victim interviews, courtroom testimony, and public relations).
- Understand the roles of various public agencies in the social welfare community and how probation plays an integral role in the criminal justice system.
- Apply learned information, concepts and theories to successfully deal with offenders addicted to controlled substances, including recognizing addiction and making proper referrals for treatment.
- Master evidence-based probation practices.
- Attain state certification in the Ohio Risk Assessment System (ORAS).

For More Information, Contact:

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740.389.4636

CRIMINAL JUSTICE TECHNOLOGY

Associate of Applied Science Degree
(Effective Academic Year 2017-18)

Course No	Course Title	Credits	OTM, TAG, CT[2] approved course	Term(s) Offered	Pre-Requisites
	FIRST SEMESTER *(Fall)*				
CRJ 1000	Introduction to Criminal Justice	3	X	FA	None
ENG 1000	English Composition I	3	X	All	Placement and OIS1240/ concurrent
OIS 1240	Computer Applications	3		All	Placement or OIS1200
ENG 1400	Oral Communications	3	X	All	None
NUR 1150	CPR and First Aid	1		FA, SP	None
HSS 2020	Ethnic and Cultural Diversity	3	X	All	Placement or ENG0970
	SECOND SEMESTER *(Spring)*				
CRJ 1500	Criminology	3	X	SP	None
CRJ 1600	Introduction to Corrections	3	X	SP	None
MTH 1230	Quantitative Reasoning	3		All	Placement or MTH0910 or TMT1110 or BUS1100; and, currently with MTH0930
CRJ 1751	Probation and Parole	3		SP	CRJ1000
HSS 2650	Juvenile Delinquency	3		SP	CRJ1000 or ENG0970 or Placement
	THIRD SEMESTER *(Fall)*				
CRJ 1650	Gangs and Terrorism	3		FA	None
CRJ 2050	Criminal Investigations, ***OR***	3		FA	None
CJA	*Law Enforcement Academy*			*SP*	*Acceptance into Academy*
CRJ 2200	Drugs and Narcotics	3		FA	CRJ1000 or concurrent
HSS 1010	Intro to Social Welfare	3	X	FA	Dept. Approval
HSS 1000	Intro to Addiction Studies	3		FA	Placement or ENG0970
BUS 2800	Cooperative Education Preparation	1		FA, SP	ENG1000 and 16 credits
	FOURTH SEMESTER *(Spring)*				
CIT 1050	Computer Crime for Law Enforcement	3		SP	OIS1240
HSS 1060	Abnormal Psychology	3	X	FA, SP	PSY1100
PSY 1100	General Psychology	3	X	All	None
MGT 1400	Introduction to Management	3		All	None
CRJ 2900	Internship *(10/Lab)*, ***OR***	1		SP	BUS2800
CJA	*Law Enforcement Academy*			*SP*	*Acceptance into Academy*
ASC 1100	Conversational Spanish for CJ	3		SP	CJ and LE Major only
	Credit Hour Total	**63**			

Marion Technical College

PUBLIC SERVICE

Human and Social Services

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Application Process

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Career Opportunities

Case Manager
Chemical Dependency Counselor Assistant
Family Services Advocate
Human Services Employee
Mental Health Technician
Social Worker Assistant
Habilitation Specialist

Degree Received

Associate of Applied Science

Two-year (four semesters) full-time degree schedule; mixture of core social work, psychology, and human services classes, combined with interviewing, substance abuse, counseling, and case management coursework; two ''practicum'' field placements provide opportunities to apply classroom learning to real work settings within the professional social service community; the program can be completed on a part-time basis.

To Learn More Visit

www.mtc.edu/PublicService

The Program – Human and Social Services

Assess client needs; plan and implement direct and indirect services for individuals and families; make referrals and enable linkage to social service agencies; advocate for client rights and services; and provide case management within the context of a multidisciplinary team.

Graduates who have successfully completed the program are eligible to take the exam for the **Social Work Assistant (SWA)** via the **Ohio Counselor, Social Worker, and Marriage and Family Therapist Board (CSWMFT).**

What am I expected to learn?

- Demonstrate knowledge of counseling and interviewing strategies which includes the use of active listening skills.
- Demonstrate an understanding of ethnic and cultural diversity.
- Display fundamental knowledge of social work theory and values, ethical guidelines, and legal regulations.
- Demonstrate professional behavior in accordance with social work practices.
- Demonstrate knowledge of psychopathology, case management, community resources, addictions theories, and family systems.

Additional Career Track: Certificate in Addiction Studies

And if you're interested in working within the growing field of Addictions Studies providing treatment and recovery programs, community-based programs for adults and juveniles, half-way houses, or other specialty treatment and mental health facilities, MTC's **Addiction Studies Track** provides specialized training. This track consists of the established HSS curriculum plus **HSS 2640 Intro to Pharmacology, HSS2660: Etiology, Diagnosis, Treatment Modalities, and Assessment), HSS2630 Ethics.** These chemical dependency courses also contribute towards becoming a **Chemical Dependency Counselor Assistant (CDCA), and or as a Licensed Chemical Dependency Counselor II (LCDC II) via The Ohio Chemical Dependency Professional Board (OCDP). * Students will need to complete additional work hours after graduation to obtain this credential, as identified via OCDP.**

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HUMAN & SOCIAL SERVICES TECHNOLOGY

Associate of Applied Science Degree

(Effective Academic Year 2017-18)

Course No	Course Title	Credits	OTM, TAG, CT[2] approved course	Term(s) Offered	Pre-Requisites
	FIRST SEMESTER *(Fall)*				
OIS 1240	Computer Applications	3		All	Placement or OIS1200
PSY 1100	General Psychology	3	X	All	None
HSS 1010	Intro to Social Welfare	3	X	FA	Placement or ENG0970
HSS 1000	Introduction to Addiction Studies	3		FA	Placement or ENG0970
HSS 1030	Interviewing Techniques	3		FA	Placement or ENG0970
	SECOND SEMESTER *(Spring)*				
ENG 1000	English Composition I	3	X	All	Placement and OIS1240/concurrent
HSS 1040	Intro to Social Work	3	X	SP	Placement or ENG0970, HSS1010
HSS 1050	Family Development	3		SP	Placement or ENG0970, HSS1010
HSS 1060	Abnormal Psychology	3	X	SP	Placement or ENG0970. PSY1100
MTH 1230	Quantitative Reasoning, ***OR***	3		All	Placement or MTH0910 or TMT1110 or BUS1100; and, currently with MTH0930
MTH 1240	*Statistics*				*Placement or MTH0910 or TMT1110 or BUS1100; and, currently with MTH0940*
	THIRD SEMESTER *(Fall)*				
HSS 2010	Intro to Counseling	3		FA	Placement or ENG0970, HSS1030
HSS 2030	Intro to Case Management	3		FA	HSS1040
HSS 0000	HSS Elective	3		All	Placement or ENG0097
ENG 1100	English Composition II	3	X	All	ENG1000
PSY 2100	Human Growth and Development	3	X	All	PSY1000
HSS 2040	Practicum & Seminar *(7/Lab)*	4		FA	HSS1040 and HSS1060
	FOURTH SEMESTER *(Spring)*				
HSS 2020	Ethnic and Cultural Diversity	3	X	All	Placement or ENG0970
HSS 2050	Practicum & Seminar *(7/Lab)*	4		SP	HSS2040
HSS 0000	HSS Elective	3		All	Placement or ENG0970
ENG 1400	Oral Communications	3	X	All	None
SOC 1200	Sociology	3	X	All	None
	Credit Hour Total	**65**			

Marion Technical College

PUBLIC SERVICE

Human and Social Services

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Habilitation Specialist

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To Learn More Visit

www.mtc.edu/PublicService

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- Demonstrate professional behavior in accordance with social work practices.
- Demonstrate knowledge of psychopathology, case management, community resources, addictions theories, and family systems.

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HUMAN & SOCIAL SERVICES TECHNOLOGY

Associate of Applied Science Degree

(Effective Academic Year 2017-18)

Course No	Course Title	Credits	OTM, TAG, CT[2] approved course	Term(s) Offered	Pre-Requisites
	FIRST SEMESTER *(Fall)*				
OIS 1240	Computer Applications	3		All	Placement or OIS1200
PSY 1100	General Psychology	3	X	All	None
HSS 1010	Intro to Social Welfare	3	X	FA	Placement or ENG0970
HSS 1000	Introduction to Addiction Studies	3		FA	Placement or ENG0970
HSS 1030	Interviewing Techniques	3		FA	Placement or ENG0970
	SECOND SEMESTER *(Spring)*				
ENG 1000	English Composition I	3	X	All	Placement and OIS1240/concurrent
HSS 1040	Intro to Social Work	3	X	SP	Placement or ENG0970, HSS1010
HSS 1050	Family Development	3		SP	Placement or ENG0970, HSS1010
HSS 1060	Abnormal Psychology	3	X	SP	Placement or ENG0970. PSY1100
MTH 1230	Quantitative Reasoning, ***OR***	3		All	Placement or MTH0910 or TMT1110 or BUS1100; and, currently with MTH0930
MTH 1240	*Statistics*				*Placement or MTH0910 or TMT1110 or BUS1100; and, currently with MTH0940*
	THIRD SEMESTER *(Fall)*				
HSS 2010	Intro to Counseling	3		FA	Placement or ENG0970, HSS1030
HSS 2030	Intro to Case Management	3		FA	HSS1040
HSS 0000	HSS Elective	3		All	Placement or ENG0097
ENG 1100	English Composition II	3	X	All	ENG1000
PSY 2100	Human Growth and Development	3	X	All	PSY1000
HSS 2040	Practicum & Seminar *(7/Lab)*	4		FA	HSS1040 and HSS1060
	FOURTH SEMESTER *(Spring)*				
HSS 2020	Ethnic and Cultural Diversity	3	X	All	Placement or ENG0970
HSS 2050	Practicum & Seminar *(7/Lab)*	4		SP	HSS2040
HSS 0000	HSS Elective	3		All	Placement or ENG0970
ENG 1400	Oral Communications	3	X	All	None
SOC 1200	Sociology	3	X	All	None
	Credit Hour Total	**65**			

Courses approved for HSS Electives: HSS2610 Crisis Intervention, 3 credits; HSS2620 Aging, 3 credits; HSS2640 CD: Intro to Pharmacology, 3 credits; HSS2650 Juvenile Delinquency, 3 credits; HSS2660 CD: Etiology, Assessment, Diagnosis and Treatment Modalities, 3 credits; HSS2630 CD: Ethics, 3 credit; HSS2680 Orientation to Deafness, 3 credits; NUR1150 CPR & First Aid, 1 credit; NUR1170 Dealing with Loss, 2 credits; NUR1000 Nurse Aid Training (STNA), 4 credits; CRJ1600 Intro to Corrections, 3 credits.

Marion Technical College

PUBLIC SERVICE

ATS - Law Enforcement

www.mtc.edu • enroll@mtc.edu • 740-389-4636

Application Process

In addition to general college admission, the peace officer basic training academy requires individuals to meet specialized admission criteria such as a physical examination and background investigation.

OHIO PEACE OFFICER BASIC TRAINING PROGRAM PHYSICAL FITNESS STANDARDS

Eligibility to sit for the state certification exam includes the successful completion of a physical fitness assessment. Individuals must meet the following physical assessment exit standards:

(Age and Gender Minimum Scores)

Gender	Age	Sit-Ups (1 min.)	Push-Ups (1 min.)	1.5 Mile Run
Males	(<-29)	40	33	11:58
Females	(<-29)	35	18	14:15
Males	(30-39)	36	27	12:25
Females	(30-39)	27	14	15:14
Males	(40-49)	31	21	13:05
Females	(40-49)	22	11	16:13
Males	(50-59)	26	15	14:33
Females	(50-59)	17	13	18:05
Males	(60+)	20	15	16:19
Females	(60+)	8	8	20:08

Career Opportunities

Police Officer
Court Officer
Juvenile Center Manager
Crime Scene Investigator
Private Investigator
Probation/Parole Officer
State Highway Patrol Trooper
Corrections Officer
Private Security Officer
Deputy Sheriff
Dispatcher
Jailer
Fingerprint Technician

Check out more career choices at Career Coach. https://mtc.emsicareercoach.com/

Degree Received
Associate of Technical Studies (A.T.S.)

Two-year full-time degree schedule; mixture of core criminology/forensic science courses and studies in communications, information technology, and broad-based general education classes; includes field experience internship(s); program can be completed on a part-time basis.

To Learn More Visit

www.mtc.edu/PublicService/peaceofficercert.html

The Program – Law Enforcement Associate of Technical Studies Degree

The Law Enforcement Associate of Technical Studies degree includes courses that are required to become employed as a peace officer in Ohio. An individual must successfully complete the state-mandated training and pass the certification examination sponsored by the Ohio Peace Officer Training Academy (OPOTA).

Marion Technical College offers the state mandated curriculum to become a certified peace officer in Ohio. The courses are offered Monday through Friday evenings and occasionally on the weekend. Upon successful completion of all academy requirements, students will be eligible to take the OPOTC exam.

Students who want to earn an Associate of Applied Science in Criminal Justice degree may apply a portion of the peace officer basic training credits toward the degree.

Students in the ATS-Law Enforcement program will learn to …

- Demonstrate an understanding of basic law enforcement skills, criminal justice techniques, and problem solving methodologies.
- Describe and apply current laws (federal, state, & municipal) to various situations involving crimes and/or civil offenses.
- Apply learned information, concepts, and theories to successfully investigate crime/accident scenes, conduct interviews and interrogations, provide reports and courtroom testimony as needed, and interface with appropriate law enforcement professionals and/or agencies.
- Demonstrate the safe and effective use of firearms, unarmed self-defense methods, and first aid.

In order to become employed as a peace officer in Ohio, an individual must successfully complete the state-mandated training and pass the certification examination sponsored by the Ohio Peace Officer Training Academy (OPOTA); students complete specialized training to work as an Ohio Peace Officer.

For More Information, Contact:

Admission Office
Marion Technical College
1467 Mt Vernon Avenue
Marion, OH 43302
Web: http://www.mtc.edu/Admission
Email: enroll@mtc.edu
740.389.4636

LAW ENFORCEMENT

Associate of Technical Studies Degree
(Effective Academic Year 2017-18)

Course No	Course Title	Credits	OTM, TAG, CT[2] approved course	Term(s) Offered	Pre-Requisites
	FIRST SEMESTER *(Fall)*				
ENG 1000	English Composition I	3	X	All	Placement and OIS1240/concurrent
MTH 1230	Quantitative Reasoning	3		All	Placement or MTH0910 or TMT1110 or BUS1100; and, currently with MTH0930
OIS 1240	Computer Applications	3		All	Placement or OIS1200
HSS 2020	Ethnic and Cultural Diversity	3	X	All	Placement or ENG0970
PSY 1100	General Psychology	3	X	All	None
	SECOND SEMESTER *(Spring)*				
CRJ 1500	Criminology	3	X	SP	None
CIT 1050	Computer Crime for Law Enforcement	3		SP	OIS1240
HSS 1060	Abnormal Psychology	3	X	FA, SP	PSY1100
ASC 1100	Conversational Spanish for CJ	3		SP	CJ and LE Major only
HSS 2650	Juvenile Delinquency	3		SP	CRJ1000 or COMPASS Reading or ENG0970
ENG 1400	Oral Communications	3	X	All	None
	THIRD SEMESTER *(Fall)*				
CJA 2801	Law Enforcement I	5		FA	Acceptance into Academy
CJA 2802	Law Enforcement II	4		FA	Acceptance into Academy
CJA 2803	Law Enforcement III	2		FA	Acceptance into Academy
CJA 2804	Law Enforcement IV	2		FA	Acceptance into Academy
	FOURTH SEMESTER *(Spring)*				
CJA 2805	Law Enforcement V	2		SP	Acceptance into Academy
CJA 2806	Law Enforcement VI	6		SP	Acceptance into Academy
CJA 2807	Law Enforcement VII	6		SP	Acceptance into Academy
CJA 2808	Law Enforcement VIII	3		SP	Acceptance into Academy
	Credit Hour Total	**63**			

Marion Technical College

PUBLIC SERVICE

ATS - Law Enforcement

www.mtc.edu • enroll@mtc.edu • 740-389-4636

Application Process

In addition to general college admission, the peace officer basic training academy requires individuals to meet specialized admission criteria such as a physical examination and background investigation.

OHIO PEACE OFFICER BASIC TRAINING PROGRAM PHYSICAL FITNESS STANDARDS

Eligibility to sit for the state certification exam includes the successful completion of a physical fitness assessment. Individuals must meet the following physical assessment exit standards:

(Age and Gender Minimum Scores)

Gender	Age	Sit-Ups (1 min.)	Push-Ups (1 min.)	1.5 Mile Run
Males	(<-29)	40	33	11:58
Females	(<-29)	35	18	14:15
Males	(30-39)	36	27	12:25
Females	(30-39)	27	14	15:14
Males	(40-49)	31	21	13:05
Females	(40-49)	22	11	16:13
Males	(50-59)	26	15	14:33
Females	(50-59)	17	13	18:05
Males	(60+)	20	15	16:19
Females	(60+)	8	8	20:08

Career Opportunities

Police Officer
Court Officer
Juvenile Center Manager
Crime Scene Investigator
Private Investigator
Probation/Parole Officer
State Highway Patrol Trooper
Corrections Officer
Private Security Officer
Deputy Sheriff
Dispatcher
Jailer
Fingerprint Technician

Check out more career choices at Career Coach. https://mtc.emsicareercoach.com/

Degree Received
Associate of Technical Studies (A.T.S.)

Two-year full-time degree schedule; mixture of core criminology/forensic science courses and studies in communications, information technology, and broad-based general education classes; includes field experience internship(s); program can be completed on a part-time basis.

To Learn More Visit

www.mtc.edu/PublicService/peaceofficercert.html

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In order to become employed as a peace officer in Ohio, an individual must successfully complete the state-mandated training and pass the certification examination sponsored by the Ohio Peace Officer Training Academy (OPOTA); students complete specialized training to work as an Ohio Peace Officer.

Law Enforcement Certificate

Students who successfully complete the peace officer basic training academy will receive a 30-hour law enforcement certificate.

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COURSE DESCRIPTIONS

ACC0000 ACC Elective
This course is used for the transfer-in of a course from another institution that does not equate to a course in our course inventory but could be used as an elective for the accounting program. 1 - 4 credit hours.

ACC1000 Fundamentals of Accounting
ACC1000 is a beginning accounting course that covers basic accounting topics. 2 Cr. Hrs. Prerequisite: MTH0980 or MTH0910

ACC1400 Financial Accounting
ACC 1400 offers an introduction to accounting, emphasizing how general purpose financial statements (Income Statement, Statement of Retained Earnings, Balance Sheet, and Statement of Cash Flows) communicate information about a business's performance and position to external stakeholders. Approximately one-third of the course emphasizes how the accountant processes and presents the information and includes exposure to recording transactions, adjusting entries, and preparing financial statements for service and merchandising firms according to established rules and procedures. The balance of the course examines major elements of the statements such as cash, receivables, inventory, long-lived assets, depreciation, current and long-term liabilities, and capital stock transactions. Basic financial statement analysis is also included. 4 Cr. Hrs. Prerequisites: Placement into MTH0910 or MTH1100 or TMT1110 or BUS1100; MTH0930 concurrent. Ohio TAG Course [OBU010].

ACC1500 Microcomputer Applications in Accountg
This course introduces the student to computerized applications for keeping accounting records. Both integrated accounting software and practical spreadsheet applications are explored. 3 Cr. Hrs. Prerequisites: ACC1400, OIS1240

ACC1700 Managerial Accounting
This course presents fundamental managerial accounting concepts and objectives, and cost data accumulation procedures using job order and process costing. Other topics include cost-volume-profit analysis, budgeting, performance evaluations, differential analysis and product pricing, and capital investment analysis. 4 Cr. Hrs. Prerequisite: ACC1400. Ohio TAG Course [OBU011].

ACC2210 Intermediate Accounting I
This course is a review of financial reporting and the accounting cycle. Students will also explore theory and applications in the preparation of income statements, balance sheets, and the statement of cash flows. This course also covers theories and applications of earnings management, cash, and receivables. The course includes a review and analysis of generally accepted accounting principles, and compares acceptable alternatives and other proposals.3 Cr. Hrs. Prerequisites: ACC1400

ACC2220 Intermediate Accounting II
This course is a continuation of Intermediate Accounting I. The course includes the study of additional balance sheet items, primarily inventory, intangible assets, debt and equity financing, investing activities of business organizations, and acquisition, utilization, and retirement of non-current assets. 3 Cr. Hrs. Prerequisite: ACC2210

ACC2300 Federal Taxation
The course is designed to provide insight and application of the federal income tax regulations that apply to individuals, partnerships, and corporations. Emphasis will be placed on Individual tax returns and will include income realization and recognition, exclusions from income, business and personal deductions, credits from tax, business and personal gains and losses, depreciation, accounting periods and methods, and the alternative minimum tax. 3 Cr. Hrs. Prerequisite: ACC1400

ACC2400 Auditing
This course introduces and describes the rapidly changing audit function as it relates to the external auditor. Topics

include the professional responsibilities of auditors, audit tasks, planning and designing an audit, internal control procedures, control and substantive testing, and audit reporting. 3 Cr. Hrs. Prerequisite: ACC1400

ACC2500 Non-Profit Accounting
This course introduces accounting practices of not-for-profit organizations. Topics covered include fund accounting and the preparation, analysis, and interpretation of financial statements in a nonprofit organization. 3 Cr. Hrs. Prerequisite: ACC1400

ACC2600 Payroll Accounting
This course covers the laws that affect employers in their payroll operations and the procedures used in a typical payroll accounting system. A computerized payroll simulation will be completed in the course. 1 Cr. Hr. Prerequisite: ACC1400

ACC2980 Special Topics
This special course in the area of accounting is designed to give groups of students the opportunity to pursue studies not otherwise offered in the degree program. Graded on a Satisfactory/Unsatisfactory basis. 1-4 Cr. Hrs. Prerequisite: Department approval.

ACC2990 Individual Investigation
This course is an independent investigation of an appropriate problem in the field of Accounting. Graded on a Satisfactory/Unsatisfactory basis. 1-4 Cr. Hrs. Prerequisite: Department Approval.

AET1000 Intro to Alternative Energy
This course provides an introduction to alternative energy resources, with a scientific examination of their technology and application. An overview of the conventional energy sources will be given first and make the students aware of their problems. Then the course will focus on alternate energy sources such as solar, wind, biomass, geothermal, hydrogen, geothermal, and more. Other subjects that will be explored are the alternative energy generation, storage, transportation, and conservation. The students will be familiarized with scientific terms and concepts of the supply, use and efficiency of energy systems. 3 credit hours. Prerequisites: None. Ohio TAG Course [ORE001].

AET1100 Alternative Energy
This course focus on 3 basic areas of alternative energy: wind, solar thermal, and biofuels. It will also address but in less detail the areas of hydroelectric, geothermal, waves and tides. The course includes lab time each week using specialized trainers for the 3 basic areas of study. The current status and advancements in each area will be researched. Students will also be taught how both society's health and economics are impacted by alternative energy approaches. Equipment models and efficiencies will also be studied. 3.00 credit hours Prerequisites: Placement or ENG0970

AET1200 Wind Energy Technology
This course will provide a comprehensive introduction to various aspects of wind technology. It will explain wind turbines in term of the structure, types, aerodynamics and efficiency. Various components of turbines such as nacelle, generator, gearbox, controllers and generators will be explained. The operation of the turbine in the wide wind spectrum, for example, the yaw and pitch regulation will be discussed. Different techniques to connect the turbines to the grid and size the system will be covered. Then the procedure of wind site assessment and turbine installation will be explained and demonstrated. The students will also learn how to read electrical diagram and make electric connection and testing. The relevant NEC codes and wind safety will be introduced. Hands-on labs will be integrated into the course to help students better understand the site assessment, turbine installation and maintenance. 3 credit hours. Prerequisites: None

AET1510 Business of Energy
This course addresses an overall view of energy technologies, the trends of those technologies, and how such trends impact residential and commercial clients. Such concepts as energy efficiencies, energy gain/loss, and "green" energy developments are the subject areas of study. Research, lab exercises, and filed trips will help students gain knowledge and understanding of various energy strategies and the societal and political climates that surround them. 2 Cr. Hrs. Prerequisite: ENG1000

AET2100 Photovoltaic Technology

This course will provide an overview of photovoltaic (PV) technology in various aspects including the principles, manufacturing, installation and maintenance. It will start from the introduction of the p-n junction. Different types of solar cells will be discussed and their characteristic compared. Details of the operation of solar systems will be taught as well as how they are connected to the grids. Components in a typical PV system will be explained in terms of their functions and performance. Then the procedure of PV installation will be explained, including the site assessment, panel installation and electric wiring. The relevant NEC codes and solar work safety will be introduced. Hands-on labs will be integrated into the course to help students better understand the PV installation and maintenance. 3 credit hours. Prerequisites: None.

AET2200 Alternative Energy Control & Delivery

This course will provide an overview of energy transfer and control systems. In particular, the principles of power switching circuits for renewable energy applications, particularly solar and wind energy, will be introduced. Various power devices will be explained. Then, theory of rectifier (AC to DC conversion) and inverter (DC to AC conversion) will be explored to detail. Other protective and relay circuits that control the battery charging will be covered, as well as the control and voltage regulating circuits. 3 credit hours. Prerequisites: AET1070A or AET2010A or AET 1200 or AET2100.

AET2700 Alternative Energy Co-op Work Experience

Cooperative education is a learning experience which integrates the students' academic field of study with work experience in business and industry. An arrangement is established by which students receive college credit for structured, on-the-job learning experiences related to their academic field. 1 - 4 credit hours. AET2700 is repeatable to a maximum of 12 credit hours. Graded satisfactory/unsatisfactory. Prerequisite: Greater than 45 credit hours and permission from the Dean of Engineering Technologies.

AET2800 Alternative Energy Applied Project

This capstone course allows students to apply and integrate previous coursework by planning and designing an alternative energy system. 1 credit hour. Prerequisite: Department approval.

ALH0000 Allied Health Elective

This course is used for the transfer-in of a course from another institution that does not equate to a course in our course inventory but could be used as an Allied Health elective. 1 - 4 credit hours.

ALH1050 Introduction to Exercise Science

This course provides the learner an introduction into what exercise science is and what types of careers one could pursue with education in this field. The course and text will allow the student to gain knowledge of different career path options, while also be introduced to key scientific components within the field of exercise science.

ALH1103 PTA Functional Anatomy

In this class, students will learn functional anatomy as it relates to the field of physical therapy. Emphasis is placed on the study of the skeletal system, arthrology, and the origin, insertion, action, and innervation of major muscles. 3 semester hours [2 hrs. lecture, 3 hrs. lab]. Pre-requisites: PTA 1000, PTA 1010, PTA 1100, PTA 1101, PTA 1102, SCI 1200 and completion of/or concurrent in SCI 1250.

ALH1110 Medical Terminology

This course builds a workable medical vocabulary applicable to all specialties of medicine. The student will learn definitions, pronunciations, spelling and abbreviations of anatomical structures, symptomatic diagnostic and procedural terms pertaining to each medical specialty and body system. Medical terms will also include pharmacology, clinical laboratory, radiology, and surgery. Basic anatomy and physiology and common human diseases will be covered for each body system. 3 semester hours. Pre-requisite: None. Ohio TAG Course [OHL020].

ALH1120 Human Diseases
This course provides the student with an introduction to the pathology of human disease including signs and symptoms, etiology, diagnostic tests, treatment, and prevention. Associated pathological conditions in each anatomical body system and medical specialty will be discussed. The student will be expected to define common terms and apply principles of normal anatomy and physiology of the human body systems to the disease processes of common health problems. 3 semester hours. Pre-requisite: ALH 1110. Ohio TAG Course [OHL019].

ALH1130 Healthcare Issues:Medical Professionalsm
This course is a study of topics relevant to the health care environment including professional conduct, interpersonal and interdepartmental communication, and Health Insurance Portability and Accountability Act [HIPAA]. 1 semester hour. Pre-requisite: None.

ALH1140 Healthcare Issues:Medical Law and Ethics
This course is a study of topics relevant to the health care environment including ethics, confidentiality, patient rights, legal responsibilities, problem solving and critical thinking. 1 semester hour. Pre-requisite: None.

ALH1150 Healthcare Issues: Patient Communication
This course is a study of topics relevant to the health care student in providing effective therapeutic patient communications in the medical environment. Topics include communication barriers, gathering patient information, patient education, grief process, and diversity of patients. 1 semester hour. Pre-requisite: None.

ALH1160 Pharmacology for Allied Health
This course is an introduction to pharmacology to prepare the allied health student. Topics include indications for use of the most commonly prescribed medications and classifications of drugs and their effects on the human body systems. 2 semester hours. Pre-requisite: ALH1110

ALH1180 HealthcareIssues: Patient Education
This course is a study of topics relevant to the healthcare student involved in educating the patient in health and wellness. Topics include: current health issues; managing stress; mental and emotional health; resolving conflict; developing health relationships; sexual and reproductive wellness; physically active lifestyle; nutritional wellness; weight management; tobacco, alcohol and other drugs; infectious diseases; chronic diseases; safety and emergency preparedness; environmental wellness; and health and wellness through the life span. 1 semester hour. No pre-requisite.

ALH2000 Exercise in Special Populations
This course provides the learner a framework of how exercise prescription needs will vary based on specific populations. Included will be exercise needs for those with various cardiopulmonary, integumentary, neurological, metabolic, and orthopedic conditions. Students will have the opportunity to develop exercise plans and gain increased knowledge of exercise guideli

ALH2500 Strength Training and Exercise Prescript

ALH2600 ExerciseScienceSeminar_DirPractice

ALH3000 Strength Training and Exercise Prescrip
This course provides the learner advanced knowledge of the physiology of strength development. Strength exercise design and testing will be a major focus. This course also provides instruction in muscle anatomy and kinesiology. Students will have the opportunity to develop and implement strength programs in a lab setting. This course specifically prepares the learner for the NSCA- CPT (personal trainer) examination which, upon passing, certifies the student as a personal trainer. Prerequisite SCI1050, SCI1100 and HLT1100 or ConCurrent.

ALH3100 Exercise Science Seminar/Directed Pract
This course provides the learner an opportunity to complete one of several final projects in this certificate program

including: a final project, directed practicum experience, or research opportunity. This course also serves to prepare the student to prepare to take the NSCA-CPT certification examination.Prerequsite ALH2000, ALH2500 and ALH3000

ASC0000 Arts and Science Elective
This course is used for the transfer-in of a course from another institution that does not equate to a course in our course inventory but could be used as an elective for the arts and science program. 1 - 4 credit hours.

ASC1000 Orientation To College
Orientation to College is a stepping stone for later success at the college. The course will provide students with information about technology access and function, development of an educational plan, library use, and interaction in the classroom, with faculty, and administrative offices. 1 credit hour. Prerequisite: None.

ASC1020 Skills for Success
Skills for Success is designed to increase college success. The course will focus on developing practical study skills and other techniques to enhance academic success. Topics include time management, test taking, communication skills, study techniques, and personal issues that face many college students. Graded satisfactory/unsatisfactory. 1 credit hour. Prerequisite: None.

ASC1100 Conversational Spanish for CJ
Conversational Spanish for Criminal Justice will introduce basic spoken Spanish in a variety of authentic law enforcement situations. By interpreting various situations involving cultural differences, students prepare themselves to effectively react to real-life law enforcement conditions. This course provides important and useful information, thereby preparing each student to effectively assist Spanish-speaking individuals in our changing world. 3 credit hours. Prerequisite: CJ and LE Major Only

BIO0000 Biology Elective
This course is used for the transfer-in of a course from another institution that does not equate to a course in our course inventory but could be used as a biology elective for the arts and science program. 1 - 4 credit hours.

BIO1100 General Biology
This is a one semester course. This course has a laboratory component which emphasizes the principles of the lecture. The lecture will deal with scientific theory, chemistry, the cell, energy, genetics, principles of evolution, and basic anatomy and physiology. 4 credit hours. Prerequisite: SCI1050 or department approval. Ohio Transfer Module (OTM) Course [TMNS].

BIO1101Z Intro Biology I
Basic principles of biology; topics include the nature of science, organismal diversity, evolution, ecology, genetics, reproduction, and cellular structure and function. Not intended students majoring in one of the biological sciences. Prereq: Not open to students with credit for 1101E, 1113 (113), 1113H (115H), 101, Entmlgy 1101 (101), or MolGen 1101 (PlntBio101). This course is available for EM credit. GE nat sci bio course.

BUS0000 Business Elective
This course is used for the transfer-in of a course from another institution that does not equate to a course in our course inventory but could be used as an elective for the business program. 1 - 4 credit hours.

BUS1010 Business English Skills
This course is designed to help students refine basic English skills that relate to business through the use of realistic learning materials. Punctuation, grammar, spelling, capitalization, vocabulary, and sentence structure are emphasized and reinforced through proofreading and editing business documents. 3 Cr. Hrs. Prerequisite: OIS1240 or Concurrent

BUS2100 Ethics
This course focuses on identifying and analyzing ethical and unethical behavior. The application of moral philosophies

and the ethical problem solving model are used to demonstrate how ethical dilemmas can be resolved. 3 Cr. Hrs. Prerequisite: None

BUS2150 Legal Environment of Business
Legal Environment of Business provides an overview of law and its relationship to business. Topics include the Foundations, the Public and International Environment, the Commercial Environment, the Business Environment, the Employment Environment, and the Regulatory Environment. This is practical law that every business person should know. Topical discussions apply the readings to everyday situations. Written assignments complement the text and require outside research. 3 Cr. Hrs. Prerequisite: None. Ohio TAG Course [OBU004].

BUS2800 Cooperative Education Preparation
The purpose of this course is to help students transition from the classroom to the world of work. Each student will conduct a job search, learn selection strategies, practice interview techniques, improve upon personal and professional communication skills, and submit a plan for the cooperative education experience. Graded A-F. 1 Cr. Hr. Prerequisites: ENG1000 and 16 credits.

BUS2901 Cooperative Education Experience
This course places the student in a work setting related to his or her major field of study as developed in the co-op preparation course. Practical application of knowledge and skills acquired in the classroom are carried out in the work environment with supervision. Co-op students receive college credit for structured, on-the-job learning experiences related to their program. Graded satisfactory/unsatisfactory. 1 Cr. Hr. Prerequisite: BUS2800.

BUS2980 Special Topics
This is a special course in the area of business designed to give groups of students the opportunity to pursue studies not otherwise offered in the degree program. Graded on a Satisfactory/Unsatisfactory basis. 1-4 Cr. Hrs. Prerequisite: Department Approval.

BUS2990 Individual Investigation
This course is an independent investigation of an appropriate problem in the field of Business. No more than four credit hours will apply toward graduation. Graded on a Satisfactory/Unsatisfactory basis. 1-4 Cr. Hrs. Prerequisite: Department approval.

CHM0000 Chemistry Elective
This course is used for the transfer-in of a course from another institution that does not equate to a course in our course inventory but could be used as a chemistry elective for the arts and science program. 1 - 4 credit hours.

CHM1000 General & Biological Chemistry
This elementary chemical concepts class is designed primarily for Medical Laboratory Science students. Students will first learn about chemical bonding, mixtures, acids, and bases. Then students will explore the structure and function of various types of organic compounds such as hydrocarbons, carbohydrates, lipids, proteins, and nucleic acids. 4 credit hours. Prerequisite: SCI1050 or equivalent, or department approval.

CHM1200 Chemistry I
This course is the first semester of a two-semester course in general chemistry appropriate for students interested in pursuing careers in science, medicine and engineering. Topics include matter and measurement; structures of atoms, molecules and ions; inorganic chemical nomenclature; chemical reactions and stoichiometry, acid-base and oxidation-reduction reactions and solution stoichiometry; gases; thermochemistry; electronic structure; periodic properties of the elements, chemical bonding, molecular geometry and chemical bonding theories. Laboratory exercises reinforce basic principles and emphasize analytical techniques. 4 credit hours. Prerequisites: high school Chemistry or SCI 1050. Ohio Transfer Module (OTM) Course [TMNS]; Ohio TAG Course [OSC008]; and, Ohio TAG Sequence Course CHM1200 & CHM1250 [OSC023].

CHM1250 Chemistry II

This course is the second semester of a two-semester course in general chemistry appropriate for students interested in pursuing careers in science, medicine and engineering. Topics include gases and the gas laws; intermolecular forces, liquids and solids; properties of solutions; chemical kinetics; chemical equilibrium, acid-base equilibria and aspects of aqueous equilibria. Laboratory exercises reinforce basic principles and emphasize analytical techniques. 4 credit hours. Prerequisite: CHM1200, or department approval. Ohio Transfer Module (OTM) Course [TMNS]; Ohio TAG Course [OSC009]; and, Ohio TAG Sequence Courses CHM1200 & CHM1250 [OSC023].

CIT0000 CIT Elective

This course is used for the transfer-in of a course from another institution that does not equate to a course in our course inventory but could be used as an elective for the computer information program. 1 - 4 credit hours.

CIT1050 Computer Crime for Law Enforcement

The course is a study of the techniques employed by law enforcement investigators to recognize and investigate crimes involving computers and other electronic devices. Information Technology concepts include files and properties, hardware, networks and Internet and social media. Law enforcement topics include criminals, crimes, laws, procedures used at crime scenes, search warrants, writing search warrants, recognizing electronic evidence, seizing computers, and the laws of search and seizure. Additional topics included in this course are First Amendment rights as they pertain to computers and dealing with and arresting suspects involved in the violation of computer crime laws. 3 Cr. Hrs. Prerequisite: OIS1240

CIT1351 IT Essentials / A+

Students are presented with the information required to take the CompTIA A+ Certification Exams based on the current requirements of the 2013 standards. CIT1351 introduces the student to the main concepts behind computer hardware and software. Customer service and computer troubleshooting and repair are the primary focus of this course. Students are introduced to the world of virtualization through the classroom use of VMWare.

Prerequisite: OIS1200 or successful completion of the Technology Skills Test (TST) (3 credit hours). Ohio CTAG Approved Course [CTIT003 & CTITI004].

CIT1370 Computer Security Fundamentals

This course will introduce students to the ever changing world of cyber security. Focus is centered on detection, identification, and prevention of cyber attacks. Addtional topics covered in the course will include social media threats, development of security policies and procedures, training of personnel and community members, and structural security. This course provides the studetns with the information necessary to pass the COMPTia Secruity + (Code SYO-401) professional certification exam. This certificate is recognized industry-wide as an indication of knowledge in the security field. Prerequisite OIS1240.

CIT1410 Network Structure

This course will cover structured cabling systems that provide a comprehensive information technology infrastructure. Copper and fiber optic media will be studied, installed, and tested via lab exercises that demonstrate the student's proficiency. The course will emphasize safety practices, essentials of electrical and optical transmission, structured cabling standards, cabling standards organizations as well as cabling installation and testing. A combination of lecture, demonstrations and various on-line resources will provide the basic skills a technician requires. 3 credit hours. Prerequisited: None

CIT1610 Networking Fundamentals Cisco I

This course introduces the architecture, structure, functions, components, and models of the Internet and other computer networks. The principles and structure of IP addressing and the fundamentals of Ethernet concepts, media, and operations are introduced to provide a foundation for the curriculum. Students will build simple LANS, perform basic configuration of both switches and routers and implement IP addressing schemes using both IPv4 and IPv6. CIT1610 is the first of two courses that will prepare students for the Cisco® Certified Entry-level Network [CCENT] exam.

Prerequisite: OIS1200 or successful completion of the Technology Skill Test (TST). (3 credit hours). Ohio CTAG Approved Course [CTIT007].

CIT1700 Intro to Visual Programmng and Databases
In this course, the student will learn the basics of visual programming and design. The course will also introduce students to database concepts. The logical structure common to computer programs will be discussed. Students will learn to write, test, and debug applications. 3 Cr. Hrs. Prerequisite: OIS1200 or successful completion of the Technology Skills Test (TST). Ohio CTAG Approved Course [CTIT012].

CIT1750 ASP.NET Web Application Development
In this course, students will review techniques for implementing Websites using ASP.NET technology. Students will design and create Web applications that include Web forms, user management, and database access. Credit hours: 3 Cr. Hrs. Prerequisite: CIT1700

CIT1755 Intermediate Programming / Visual Studio
Building on skills learned in CIT1700, this course guides the student in the use of additional programming techniques. Students will learn to create computer software that utilizes data access and security techniques. The student will also be introduced to Object-Oriented design fundamentals. 3 Cr. Hrs. Prerequisite: CIT1700

CIT2200 Supporting a Microsoft Server OS/MCSE II
This course is intended for anyone who wants to learn how to install, configure, administer, and support the primary services in the Microsoft Windows Server operating system. It is also designed to help particpants prepare for a Microsoft certification exam. Course topics include examining basic system administration procedures, the creation and management of Windows Server user, group, and computer accounts, sharing system resources, and using Web and Terminal Services. 3 Cr. Hrs. Prerequisite : CIT1351. Ohio CTAG Approved Course [CTIT013].

CIT2251 Administering Windows Server
This course teaches the fundamentals of deploying, supporting, and administering Windows systems. It is also designed to help participants prepare for a Microsoft certification exam.
Course topics include deployment methods, management of user and service accounts, maintenance of Active Directory, configuration and troubleshooting of the DNS, Remote Access and Network Policy Server roles, working with file services and file system security, and implementing update management.

CIT2301 Config. Adv. Windows Server Services
This course teaches you the skills and the knowledge necessary to install, configure, and manage Windows Server. It is also designed to help participants prepare for a Microsoft certification exam. Course topics include Advanced Network Services, Advanced File Services, Dynamic Access Control, clustering, disaster recovery, Certificate servers, and AD FS.

CIT2520 Developing Databases / Msft SQL Server
Students completing this course will be able to design databases using Microsoft SQL Server. Skills developed in this course will include building a normalized database, designing queries, and database security. 3 Cr. Hrs. Prerequisite: CIT1700

CIT2530 Database Administration
In this course, students will learn how to install, configure, and troubleshoot SQL Server installations. Additional topics include backup and restore strategies, importing and exporting data, and working with security. Hands-on exercises will be included to enable the student to apply the concepts being discussed. Pre-requisite: CIT2200 Supporting a Microsoft Server.

CIT2540 Business Intelligence Data Warehousing
In this course, students will learn how to design and implement a data warehouse. Students will design and create SSIS solutions to extract, transform, and load data. Hands-on exercises will be included to enable the student to apply the concepts being discussed. Pre-requisite: CIT2520 Developing Databases with Microsoft SQL Server.

CIT2551 Java Programming

In this course, students will learn to develop programs using Java. Students will create programs that utilize decision-making, iteration, arrays, and data access. Common object-oriented techniques will be reviewed and implemented in program solutions. 3 Cr. Hrs. Prerequisite: CIT1700

CIT2561 Developing Mobile Apps

This course will teach students to design and develop mobile applications. Students will learn how to create the user interface and utilize built-in elements of the mobile device for application input. Additional course topics include processing input, working with data, and incorporating multimedia into a mobile application solution. Prerequisite: Java Programming or CIT1700

CIT2591 MCTS Test Preparation

This course is designed to assist the student in reviewing material in preparation for a current Microsoft exam. Hands-on exercises will be included to enable the student to apply the concepts being discussed. 3 Cr. Hrs. Prerequisite: CIT1755.

CIT2592 Emerging Technologies

This course will allow students to explore current technology topics. Participants will use hands-on activities to apply the concepts being discussed. Additional course activities will include evaluating and determining appropriate uses for the technology in a business solution and working in virtual teams. Prerequisite: BUS1010 or CIT1755 (3 credit hours).

CIT2621 Routing/Switching Essentials CISCO II

CIT2621 focuses on the architecture, components, and operations of routers and switches in a small network. Students learn how to configure a router and a switch for basic functionality. Students will be able to configure and troubleshoot routers and switches and resolve common issues with RIPv1, RIPng, single-area and multi-area OSPF, virtual LANs, and Inter-VLAN routing in both IPv4 and IPv6 networks. CIT2621 is the second course that will prepare students for the Cisco Certified Entry-level Network Technician (CCENT) Exam. Prerequisite: CIT1610 (3 credit hours). Ohio CTAG Approved Course [CTIT008].

CIT2631 Scaling Networks CISCO III

CIT2631 focuses on the architecture, components, and operations of routers and switches in larger and more complex networks. Students will configure routers and switches for advanced functionality. Students will learn to configure and troubleshoot routers and switches and resolve common issues with OSPF, EIGRP, and STP in both IPv4 and IPv6 networks. Students will also learn to implement a WLAN in a small-to-medium network. CIT2631 is the first of two courses that will prepare students to take the Cisco Certified Network Associate Routing and Switching (CCNA) Exam. Prerequisite: CIT2621 (3 credit hours). Ohio CTAG Approved Course [CTIT009].

CIT2641 Connecting Networks/Cisco IV

CIT2641 focuses on the WAN technologies and network services required by converged applications in a network. Students will discuss the selection criteria of network devices and WAN technologies to meet network requirements. Students will learn how to configure and troubleshoot network devices and resolve common issues with data link protocols. Students will also learn to implement virtual private network (VPN) operations. CIT2641 is the second of two courses that will prepare students to take the Cisco Certified Network Associate Routing and Switching (CCNA) Exam. Prerequisite: CIT2631 (3 credit hours). Ohio CTAG Approved Course [CTIT010].

CIT2750 Information Technology Capstone

This capstone course brings together all the skills learned in the student's major. Students will incorporate information technology management, problem solving, communications, research, and teamwork skills while completing an instructor-assigned project. Students will meet virtually regularly with instructor, teammates and other needed personnel to update team project(s) status. Prerequisite: IT Major & over 30 hrs. of coursework, or CIT2592 and OIS1320, or OIS1520

CIT2980 Special Topics
This course presents a special project in the area Information Technologies designed to give groups of students the opportunity to pursue studies not otherwise offered in the degree program. 1-4 credit hours. Graded on a Satisfactory/Unsatisfactory basis. 1-4 Cr. Hrs. Prerequisite: Department approval.

CIT2990 Individual Investigation
This course is an independent investigation of an appropriate problem in the field of Computer Information. No more than four credit hours will apply toward graduation. Graded on a Satisfactory/Unsatisfactory basis. 1-4 Cr. Hrs. Prerequisite: Department Approval.

CJA0000 Law Enforcement Elective
This course is used for the transfer-in of a course from another institution that does not equate to a course in our course inventory but could be used as a criminal justice elective for the criminal justice program. 1 - 4 credit hours.

CJA2801 Law Enforcement I
This is an Ohio Peace Officer Training Academy (OPOTA) certified course covering the administration (Unit 1) and legal (Unit 2) blocks of instruction. Students in this course will receive OPOTA instruction in police administration, ethics and professionalism, including an examination of the role of the American peace officer. The course will also cover criminal law, including substantive portions of the Ohio Revised Code and its application to real-life scenarios. Finally, the course examines the laws of arrest, search and seizure, the rules of evidence, the use of force, and civil liability for police agencies and the individual officer. Students may not have any type of felony conviction, a conviction for drugs of abuse, or a domestic violence conviction to be eligible for admission into the Marion Law Enforcement Academy. Prerequisite: Commander approval. (5 credit hours)

CJA2802 Law Enforcement II
This is an Ohio Peace Officer Training Academy (OPOTA) certified course covering the human relations (Unit 3) and first aid (Unit 7) blocks of instruction. Topics include: communication with the public, domestic violence, crisis intervention, child abuse and neglect, victim rights, crime prevention, and understanding cultural differences. Students also receive certification in cardio-pulmonary resuscitation (CPR) and automated external defibrillation (AED). Prerequisite: Commander approval. (4 credit hours)

CJA2803 Law Enforcement III (Firearms)
This is an Ohio Peace Officer Training Academy (OPOTA) certified course covering the firearms unit (Unit 4). Students will learn the proper law enforcement use of the handgun and shotgun, which will be furnished by the Criminal Justice Program. Prerequisite: Commander approval. (2 credit hours).

CJA2804 Law Enforcement IV
This is an Ohio Peace Officer Training Academy (OPOTA) certified course covering law enforcement techniques for subject control (Unit 6). Topics include: ground fighting, arrest, handcuffing techniques, frisking and searching, impact weapons, chemical weapons, taser, prisoner transport, use of force and civil liability. Prerequisite: Commander approval. (2 credit hours)

CJA2805 Law Enforcement V
This is an Ohio Peace Officer Training Academy (OPOTA) certified course covering the physical conditioning (Unit 12) and homeland security (Unit 13) blocks of instruction. Topics include: 30 mandatory hours of physical conditioning and assessment and preparation for the OPOTA timed 1.5 mile run, timed situps and timed pushups required for state certification. This is a physically demanding course focused on strength and cardio training. Students will learn how to maintain a physically fit and healthy lifestyle. This course will also cover hazardous materials and weapons of mass destruction, bombs and explosives, terrorism awareness, incident command systems, and national incident management systems. Prerequisite: Commander approval. (2 credit hours)

CJA2806 Law Enforcement VI
This is an Ohio Peace Officer Training Academy (OPOTA) certified course covering the driving (Unit 5) and traffic (Unit

10) blocks of instruction. Topics include: Defensive driving, pursuit driving, traffic accident investigation, motor vehicle offenses, traffic tickets, and field sobriety testing. Prerequisite: Commander approval. (6 credit hours)

CJA2807 Law Enforcement VII
This is an Ohio Peace Officer Training Academy (OPOTA) certified course covering the patrol (Unit 8) and investigations (Unit 11) blocks of instruction. Topics include: Patrol stops, building searches, civil disorders, crime scene investigation, photography, Ohio drug laws, interviewing and interrogation techniques, and report writing. Prerequisite: Commander approval (6 credit hours)

CJA2808 Law Enforcement VIII
This course is being added to the Law Enforcement program to incorporate the additional hours required for peace officer basic training by the Ohio Peace Officer Training Commission. This additional course is necessary to increase the credit hours of the peace officer training academy from 27 credit hours to 30 credit hours.

CJA2990 Individual Investigation
This course offers independent study designed to meet a specific student need in the field of Law Enforcement. Graded satisfactory/unsatisfactory. 1-4 credit hours. Prerequisite: Department approval.

CRJ0000 CRJ Elective
This course is used for the transfer-in of a course from another institution that does not equate to a course in our course inventory but could be used as an elective for the criminal justice program. 1 - 4 credit hours.

CRJ1000 Introduction to Criminal Justice
This course is an overview of Criminal Justice Careers. Topics include federal, state, and local law enforcement agencies, corrections, and court systems. Students will also explore the role of the Homeland Security agency. CRJ1000 includes an overview of the jurisdiction, function, and the areas of enforcement of each agency. 3 Cr. Hrs. Prerequisite: None. Ohio TAG Course [OSS031].

CRJ1150 Introduction to Private Security
This course is a study of the development, philosophy, responsibility, and functions of private and homeland security. CRJ1150 includes a study of the roles and requirements of licensed private investigation, private security principles, the legal authority of private security, and career opportunities. The course also includes information about applying private security principles to everyday life. 3 Cr. Hrs. Prerequisite: None.

CRJ1200 Interviewing and Interrogation
This course is a study and practice of the art of communications as it relates to the field of Criminal Justice. Students will have a better understanding of behavior, symptom analysis, and will study the art of gaining the truth through successfully performing interviews and interrogation. This course incorporates the latest interrogation techniques. The course also covers written communication skills related to criminal justice. 3 Cr. Hrs. Prerequisite: None.

CRJ1500 Criminology
This course is an in-depth study of the nature of crime, its causes, and crime statistics. The course includes information about violent crime, property crime, morality crime, and organized crime. The course also includes a study of ways to prevent crime. 3 Cr. Hrs. Prerequisite: None. Ohio TAG Course [OSS034].

CRJ1600 Introduction to Corrections
This course provides a broad view of the American criminal justice system, and follows individuals from arrest and conviction to incarceration and parole. CRJ1600 surveys current philosophies and operations in/at all levels of modern corrections supported by an overview of relevant history. The course also provides the student with an in depth study of a wide range of court decisions that affect or have affected the offender and due process as it applies to the institution, parole, probation, probation hearings, and classification procedure. 3 Cr. Hrs. Prerequisite: None. Ohio TAG Course [OSS033].

CRJ1650 Gangs and Terrorism

This course is designed to give the student a basic understanding of both domestic and international terrorism and its impact on the American society and the world. Students will discuss the evolution of these groups and what strategies and tactics are being employed by both the military and law enforcement to combat and contain these terrorist organizations. 3 Cr. Hrs. Prerequisite: None.

CRJ1751 Probation & Parole

This course provides a basic study of the theory and practice of probation and parole, with an emphasis on offender risk assessment and evidence-based practices. Students will learn: the history and philosophy of probation and parole in the United States; how probation and parole integrates into the criminal justice system; how to classify offenders and the sentencing process; how to complete a pre-sentence investigation report; how to implement supervised probation, non-reporting probation, judicial release, electronic monitoring and other community-based corrections; legal rights of probationers and parolees; training and selection requirements for probation and parole officers; master evidence-based probation practices; and attain state certification in the Ohio Risk Assessment System (ORAS). Pre-requisite: CRJ 1000 Intro to Criminal Justice.

CRJ2050 Criminal Investigations

This course provides a basic study of the theory and practice of crime scene reconstruction with emphasis placed on criminal evidence processing. Further, the student will examine procedures used by law enforcement agencies and crime labs in crime scene processing to include investigative techniques needed for special criminal offenses involving violent offenses and/or property crimes. This course introduces the student to basic forensic procedures used by law enforcement during the investigative process. The course includes topics in basic biology and chemistry.3 Cr. Hrs. Prerequisite: CRJ1500.

CRJ2150 Criminalistics

This course covers advanced techniques in the collection, identification, preservation, and transportation of physical evidence, as well as crime laboratory capabilities and limitations. A major portion of the course centers on discussions and labs involving common items of physical evidence encountered at crime scenes. The course includes descriptions of forensic analysis, techniques for the proper collection and preservation of evidence, and Biology concepts relating to the analysis of physical evidence. An introduction to fingerprinting and general classification of fingerprints, ballistics and firearms identification, photography, DNA, energy and matter as it applies to evidence, the human body, including typing and recognizing human blood, and other techniques necessary for law enforcement to successfully investigate and prosecute major crimes are included. 3 Cr. Hrs. Prerequisite: CRJ2050.

CRJ2200 Drugs and Narcotics

This course presents a study of the social and physical implications of legal and illegal drugs, drug abuse, the drug trade, and the domestic and foreign organizations involved in the trafficking of illegal narcotics and the effects these drugs have on society and law enforcement agencies. Students will learn how to recognize legal and illegal drugs and how to chemically/microscopically test legal and illegal drugs to identify the drug in question. 3 Cr. Hrs. Prerequisite: CRJ1000 or concurrent.

CRJ2250 Criminal and Constitutional Law

This course is a comprehensive study of the Ohio Revised Code. Students will learn to identify elements of offenses and apply these elements to hypothetical situations, enabling the student to apply the law and determine appropriate charges. Other topics include procedural law, courtroom testimony, and the laws governing Ohio's criminal justice system. This course also provides a thorough study of the constitutional basis for substantive and procedural law, with an emphasis is on the 1st, 4th, 5th, 6th, 7th, 8th, and 14th Amendments of the U.S. Constitution. Cases discussed in class will involve current legal decisions affecting the role of the criminal justice profession to include all components of the criminal justice system. 3 Cr. Hrs. Prerequisite: None.

CRJ2300 Defensive Tactics/Physical Conditioning

This self-defense course introduces students to the basic techniques used in defending oneself against an attack. Students learn various take-down moves, pressure points, and handcuffing techniques. Students will also learn the use-

of-force continuum and proper procedures for arresting, searching, and transporting prisoners. Students in this class may be exposed to the chemical mace. This is a physically demanding course that will include exercise, weight lifting, and running. CRJ2300 is graded on a satisfactory/unsatisfactory basis. 3 Cr. Hrs. Prerequisite: Major Only

CRJ2900 Internship
This is a structured learning experience in which students receive college credit for on-the-job learning experiences related to a criminal justice career interest. The internship experience will be jointly supervised by a member of the faculty and a designated person at the agency involved. This course is graded on a satisfactory/unsatisfactory basis. 1 Cr. Hr. Prerequisites: 30 credit hours BUS2800 and department approval.

CRJ2980 Special Topics
This special course in the area of Criminal Justice is designed to give groups of students the opportunity to pursue studies not otherwise offered in the degree program. Graded on a Satisfactory/Unsatisfactory basis. 1-4 Cr. Hrs. Prerequisite: Department approval.

CRJ2990 Individual Investigation
This course is an independent investigation of an appropriate problem in the field of Criminal Justice. No more than four credit hours will apply toward graduation. Graded on a Satisfactory/Unsatisfactory basis. Prerequisite: Department approval.

DMS1000 Introduction to Sonography
The student is introduced to the function of the clinical site and imaging/ultrasound department.School and clinical policies are reviewed. Career possibilities are discussed. Knobology is introduced. Patient care and safety is explained. Prepare student for scanning in the clinical setting. 3 semester hours. Pre- requisite: None

DMS1010 Methods of Patient Care
This course provides the student with basic concepts of patient care, including consideration for the physical and psychological needs of the patient and family. Emphasis is placed on obtaining vital signs and significance of abnormalities. Also included is an in-depth examination of patient history taking and information management. Routine and emergency patient care procedures will be discussed; as well as infection control procedures utilizing Universal Standard Precautions. Medical and professional ethics and medical law will be discussed. 2 semester hours. Pre-requisites: None

DMS1020 Sonography Procedures I
This course presents a comprehensive outline for normal anatomy, anatomical variations and basic pathologic entities in the abdominal structures that can be detected and evaluated by diagnostic ultrasound. Abdominal ultrasound procedures will be presented in lab. Breast, thyroid , prostate, and testicular ultrasound will be presented.
4 semester hours. Prerequisite: Sonography majors only

DMS1030 Sonography Procedures II
Learn about the comprehensive outline of normal anatomy, anatomical variations and basic pathologic entities in the gravid and non-gravid uterine cavities, which can be detected and evaluated by diagnostic ultrasound. OB/GYN ultrasound procedures will be presented in laboratory. 4 semester hours. Pre-requisite: Sonography majors only

DMS1051 Sonography Principles & Instrumentation
Learn about acoustic physics in terms of the characteristics and properties of sound energy and the manner in which very high-frequency sound (ultrasound) is used in imaging. Physical principles examined will include wave forms, propagation, relationship of velocity of propagation to frequency and wavelength, acoustic impedance, reflection, refraction, other types of attenuation, transducers and basic layout of a pulsed-echo imaging system. Applied ultrasound physics as related to ultrasound-system design and instrumentation are covered. Principles of fluid dynamics and the fundamentals of Doppler physics and instrumentation are covered. Quantitative methods used in acoustic output measurement and quality assurance are discussed, and the current data on the biological effects of ultrasound is reviewed. 3 semester hours. Pre-requisite: Sonography majors only & PHY 1000

DMS1101 Sonography Clinical I

This course is the first of five of clinical applications of ultrasound procedures. This includes scheduled clinical rotation assignments. All clinical courses include scheduled image analysis classes which will be held online. A clinical lab is required in most clinical courses. This course will provide the student with the necessary introductory clinical education needed to begin to practice sonography. The student will be evaluated for Lab competency. The student will be under direct supervision the entire quarter. The student will follow all policies and procedures of the program. 1 semester hour. Pre-requisite: Program Acceptance

DMS1201 Sonography Clinical II

This course is the second of five of clinical applications of sonographic procedures. This includes scheduled clinical rotation assignments. All clinical courses include scheduled image analysis classes which will be held online. A clinical lab is required in most clinical courses. This course will continue to provide the student with the necessary introductory clinical education needed to begin to practice sonography. This course takes place in sonography departments, with actual patient contact. The student will rotate through assigned clinical areas. The student will be evaluated for clinical competency of the semester. The student will be under direct supervision the entire quarter. The student will follow all policies and procedures of the program. 2 semester hours. Pre-requisite: DMS 1101

DMS1301 Sonography Clinical III

This course is the third of five of clinical applications of ultrasound procedures, and the last in the junior year of the program. This includes scheduled clinical rotation assignments. All clinical courses include scheduled image analysis classes. Students are actively involved in all clinical procedures in their assigned clinical rotation. This course will continue to provide the student clinical education needed to practice sonography. This course takes place in imaging departments, with actual patient contact. The student will rotate through assigned clinical areas. The student will be evaluated for clinical competencies of the semester. The student will perform under both direct and indirect supervision the entire quarter, depending on completed competency requirements. The student will follow all policies and procedures of the program. 3 semester hours. Pre-requisite: DMS 1201

DMS2040 Advanced Imaging Procedures

This course presents a comprehensive outline for abnormal anatomy, anatomical variations and basic pathologic entities in the abdominal structures that can be detected and evaluated by diagnostic ultrasound. Abnormal abdominal ultrasound procedures will be presented in laboratory. Learn about the comprehensive outline of abnormal anatomy, anatomical variations and basic pathologic entities in the gravid and non-gravid uterine cavities, which can be detected and evaluated by diagnostic ultrasound. Abnormal OB/GYN ultrasound procedures will be presented in laboratory. 2 semester hours. Pre-requisite: DMS 2050

DMS2050 Sonography Pathology

This course covers the principles and procedures of abdominal, OB/GYN, small parts, musculoskeletal, and neonatal sonography, focusing on pathology of those specific areas. Each system of the body is studied with regard to major pathological diseases and how the diseases are demonstrated sonographically. Differenent types of cancer and treatment options are discussed. Students are required to complete oral and written case presentations.
2 semester hours. Pre-requisite: DMS 1030

DMS2070 Sonography Review

DMS 2070 is a required course in the Sonography curriculum. The purpose of this course is to prepare students for the National Registry Test. This course is graded pass/fail. The grade for the course is based on completion of homework assignments, completion of mock registries, completion of physics registry, and class participation. 1 semester hour. Pre-requisite DMS 2400

DMS2400 Sonography Clinical IV

This course is the fourth of five of clinical applications of ultrasound procedures. This includes scheduled clinical rotation assignments. All clinical courses include scheduled image analysis classes which will be held online. A clinical lab is required in most clinical courses.

This course will provide the student with the necessary introductory clinical education needed to begin to practice sonography. This course takes place in sonography departments, with actual patient contact. The student will rotate through assigned clinical areas. The student will be evaluated for clinical competency of the semester. The student will be under direct supervision the entire semester. The student will follow all policies and procedures of the program. 3 semester hours. Pre-requisite: DMS 1301

DMS2500 Sonography Clinical V
This course is the last of five of clinical applications of sonographic procedures. This includes scheduled clinical rotation assignments. All clinical courses include scheduled image analysis classes which will be held online. A clinical lab is required in most clinical courses. This course will provide the student with the necessary clinical education needed to practice sonography. This course takes place in sonography departments, with actual patient contact. The student will rotate through assigned clinical areas. The student will be evaluated for clinical competency of the semester. The student will be under direct supervision the entire semester. The student will follow all policies and procedures of the program. 3 semester hours. Pre-requisite: DMS 2400

DMS2990 Individual Investigation
This course offers independent study designed to meet a specific student need in the field of Diagnostic Medical Sonography. Graded satisfactory/unsatisfactory. 1-4 semester hours. Prerequisite: Department approval.

ECN2000 Microeconomics
Students in ECN2000 will gain an understanding of the basic principles that underlie how people behave in today's economic world. Emphasis is placed on analyzing the individual's reaction to the price of a product or service, the issues of supply and demand, the level of competition for a business and its owner[s], the overall use of resources [natural resources, labor, machines, facilities, etc.], and the overall effect/impact of the government and international trade. (Online section: midterms and finals are online. Students are not required to come to campus.) 3 credit hours. Prerequisite: None. Ohio Transfer Module (OTM) Course [TMSBS]; and, Ohio TAG Course [OSS004].

ECN2100 Macroeconomics
An important and intriguing look at the overall U.S. economic system is the basis for this course. Students will study the background of economic forces that affect all citizens. U.S. economic history, the modern U.S. banking system, government spending, the Federal Reserve, GDP, unemployment, and inflation will be topics covered, as well as other vital aspects of the American economy. (Online section: Midterms and Finals are online. Students are not required to come to campus.) 3 credit hours. Prerequisite: None. Ohio Transfer Module (OTM) Course [TMSBS]; and, Ohio TAG Course [OSS005].

EET0000 Electrical Engineering Elective
This course is used for the transfer-in of a course from another institution that does not equate to a course in our course inventory but could be used as an elective for the electrical engineering program. 1 - 4 credit hours.

EET1000 Introduction to Electricity
This course will present to the student an overview of the basic fundamental elements of electrical control devices and tools used in contemporary industrial electrical systems. The student will become familiar with the electrical symbols, and electrical line diagrams. Electrical circuits will be wired and tested in class lab exercises. Troubleshooting and safety is emphasized throughout the course. 2 credit hours. Prerequisites: ENG0970 or Placement

EET1210 Digital Circuits
This course will first cover the number systems and logic gates. Boolean algebra is taught and used to evaluate and simplify logic circuit applications. Then the configuration and operation of the combinational logic including adders, encoders/ decoders, and multiplexers will be introduced. Moreover, counters, shift registers and memory circuits will be discussed. The studies of these digital components lead into an investigation of the basic microprocessor architectures. Students get an introduction to assembly language and machine language to help them understand the dynamic interaction of components in the hardware architecture of microcomputers and their I/O connections to the

environment around them. The integrated circuits that fulfill the logic operation will be taught. 4 credit hrs. Pre-Req: Placement or MTH0990 or MTH0920; EET1000.

EET1300 Robot Handling Tool Operations & Program
This lab oriented course focuses on learning to program Yaskawa Motoman robots using the FS100 handheld controller and Motoman MHJF robots. Students will learn to create, modify, store, and call programs directly on the controller using Motoman-specific commands. Writing and calling subroutines will be covered as well so that students feel comfortable creating more complex programs. Upon successful completion of this course, students will be awarded an industry-backed credential from Yaskawa Motoman. Prerequsite EET2400

EET1500 Circuit Analysis I
This course will focus on the analysis of Direct Current circuits through applications of Ohm's Law, Watt's law, and Kirchoff's laws. Series, parallel, and series/parallel circuits will be analyzed. Circuit theorems such as superposition, Thevenin and Norton theorems will be used to solve the complex circuits. The effects of capacitors and inductors in direct current circuits will be studied. How to use basic electrical measuring instruments will be another component of the course. Hands- on labs are integrated in the course. 3 credit hours. Prerequisites: EET1000. Ohio TAG Course [OET001].

EET1550 Circuit Analysis II
This course continues studies in alternating current circuits with a focus on RC, RL, and RLC circuits. The properties and mathematic expression of sinusoidal waves that are used to describe the AC quantities will be introduced. Devices such as capacitor, inductor and transformer and their behavior under AC conditions will be studied. Circuit analysis methods such as Superposition and Thevenin's theorems will be further applied to AC circuits. Filter and three- phase circuits will also be included in this course. This course provides the student with an understanding of AC circuit dynamics that will be seen in later studies of industrial and electronic control applications. Hands- on labs are integrated in the course. 3 credit hours. Prerequisites: EET1500. Ohio TAG Course [OET003].

EET2010 Intro to Programmable Controllers
This course starts from the review of control systems such as relay logic control before the advent of PLC. The students will then be introduced to the fundamentals of PLC addressing, inputs and outputs configuration and interfacing to external devices such as switches, pushbuttons and motor starters etc. Basic programming skills are another important topic to be taught in this course. Various functions such as latch/ unlatch, timers and counters will be introduced. Hands-on labs are integrated in the course in which the students will design, construct, load, and run programs, simulating real applications such as motor reverse, seal-in, timed process and counters. 2 Cr. Hr. Pre-Req: EET1000

EET2050 Advanced Programmable Controllers
This course builds upon the student's fundamental knowledge of PLC wiring and programming. Students will be expected to wire and program PLC systems based on industrial applications. Labs will be set up for the students to learn the PLC troubleshooting. Other advanced studies will include math functions, fault location, diagnosis and repair, sequencers and shift registers, motor drive controllers, and counter applications. Prereq: EET2010.

EET2060 Advanced Programmable Controllers
This course builds upon the student's fundamental knowledge of PLC wiring and programming. Students will be expected to wire and program PLC systems based on industrial applications. Labs will be set up for the students to learn the PLC troubleshooting. Other advanced studies will include math functions, fault location, diagnosis and repair, sequencers and shift registers, motor drive controllers, and counter applications. Prerequisite: EET2010

EET2200 Electrical Distribution Systems
This course introduces industrial power distribution techniques and devices and how to properly interpret and use pertinent sections of the National Electrical Code. It includes the study and selection of conductors required for main trunk and branch circuits, service entrances, and grounding, with a focus on types of loads such as motor loads, lighting loads, and utility circuit loads and the required protective devices. The entire electric power systems including generation and transmission systems will also be introduced. 2 credit hours. Prerequisite: EET1500

EET2300 Electronics

This course introduces the student to basic semiconductor electronic devices such as diodes and transistors. Two types of transistors, the bi-polar transistor (BJT) and field effect transistors (FET), will be mainly covered. Their operation, biasing, amplifying circuits and frequency response will be introduced in detail. Other electronic devices and circuits such as thyristors, oscillators, op-amps and electronically regulated power supplies, as well as their operations and applications will be covered. Oscilloscopes and other types of test instruments will be used in lab exercises to support the theories taught. 4 credit hours. Prerequisite: EET1550. Ohio TAG Course [OET005].

EET2400 Robotics I

This course gives a project oriented introduction to the field of robotics. It will guide the student through the challenges of robotic construction and various methods and languages of programming. Since types of robots vary widely, the course will focus on common elements that are found in all robotic applications: drive train mechanisms, sensory mechanisms and circuits, manipulators and other external effectors, and control and programming methods. The course will begin studies of robotic manipulation, their characteristics, and how they are controlled. Each student will program a robot for prescribed assignments and apply various external effectors to accomplish design solutions to typical robotic problems. Humanoids and industrial applications and programming will be introduced and discussed in preparation for more advanced studies in specific robotic applications. Credit hours 2 hrs. Prereq: EET1000.

EET2460 Robotics II

This course is a continuation of Robotics I. Students will learn the application of pendent boxes. The control of the robot by both computer and pendent box will be practiced. Advanced programming skills such as subroutine and external input will be taught. This is a heavily hands-on involved course. The above skills will be exercised on various robot models including Scorbot, Vex and Mitsubishi in order to expose the students to a variety of robots. Students will learn how to program the industrial robot for it to properly respond to the external stimulation and react accordingly. 3 credit hours. Prerequisite: EET2400

EET2510 Automated Process Control

This course is designed to provide a comprehensive review of automated systems. Various aspects of the systems will be covered, such as the components, layouts and communication. The function and operation of various sensory and actuating devices will be explained. Industrial standards and communication protocols of the systems will be introduced. In addition to the hardware, popular automation software will be demonstrated as well as its applications. A selection of case studies is used to illustrate the key concepts of real world automation systems. Credit hours 3 hrs. Prereq: EET2010

EET2980 Special Topics

This course presents a special project in the area of Electrical Engineering Technology designed to give a group of students the opportunity to pursue studies not otherwise offered in the degree program. 1-5 credit hours; EET2980 is repeatable to a maximum of 10 credit hours. Graded on a satisfactory/unsatisfactory basis. Prerequisite: Department approval.

EET2990 Individual Invstgtn

EET2990 is an independent investigation of an appropriate problem in the student's major field of interest. 1-5 credit hours; EET2990 is repeatable to a maximum of 10 credit hours. Graded on a satisfactory/unsatisfactory basis. Prerequisite: Department approval.

ENG0000 English Elective

This course is used for the transfer-in of a course from another institution that does not equate to a course in our course inventory but could be used as an english elective for the arts and science program. 1 - 4 credit hours.

ENG0920 My Foundation Lab

This course is for students who score within the decision zone range on the COMPASS placement test. Students work independently in this computer-assisted class. My Foundations Lab provides instruction, exercises, and activities to strengthen student skills in the areas of math, writing, and reading. All work is completed on-line and on the computer.

Students may work in all three areas of the course, or they may work only in the area(s) of need. Students must have basic computer skills to participate in this course. 1 credit hour. Prerequisite Advisor recommendation.

ENG0970 Reading Enrichment II

ENG0970 provides instruction and practice that will allow the student to have increased comprehension and retention of written communication. The concepts of main ideas, implied main ideas, location of main ideas, supporting details, inferences, transitions, relationships (involving examples, comparison and/or contrast, and cause and effect), organizational patterns, and argument evaluation are introduced and reinforced throughout the term. Using a word-in-context approach with abundant practice, the student will develop an increased vocabulary of 280 essential words. Prerequisite: ENG0960 or appropriate COMPASS score. 3 credit hours.

ENG0980 Preparation for College Writing I

This course focuses on helping students learn grammar, effective sentence writing, and effective paragraph composition. It addresses such areas as parts of speech, sentence patterns, punctuation, consistency, agreement issues, effective topic sentences, appropriate support, and logical conclusions. While the goal of the course is to assist students in writing clear and correct sentences, an equally important goal is to demonstrate how well constructed sentences add to the clarity and effectiveness of longer pieces of writing. Students will also learn to write a variety of paragraph types using different organizational patterns as well as developing the skills of prewriting, revising, and editing. 3 credit hours. Prerequisite: Appropriate placement test score

ENG0990 Preparation for College Writing II

This course provides instruction to enable students to develop writing skills necessary to succeed in college courses. It focuses on paragraph and essay writing, and it offers an intensive review of basic grammar and usage and a study of various sentence and paragraph patterns. It also provides experience in the composing process through the activities of drafting, revising, and peer review. 3 credit hours. Prerequisite: ENG0980 or placement test score.

ENG1000 English Composition I

In this composition course, you will write themes and essays based on your own experience. This class includes an analysis of the formality needs of Standard English, the study of effective organization and style, the analysis of writing for logic and reason, and a strong concentration on developing clear and concise writing skills. Online specifications: All assignments, including the midterm and final, are to be completed online.This course is part of the Ohio Transfer Module (OTM) and approved to transfer to any state college or institution. 3 credit hours. Prerequisites: OIS1220 or OIS 1240 or concurrent and qualifying score on placement assessment test. Ohio Transfer Module (OTM) Course [TME001].

ENG1100 English Composition II

As a continuation of English Composition I, students will expand their knowledge through reading, thinking, and writing assignments. Through essay writing, students will demonstrate their ability to analyze and evaluate ideas and integrate those ideas into their own writing. Students will engage in writing both independently and collaboratively while participating in discussions and reading assigned literature. The course places emphasis on the research essay as a fundamental form of writing in which students will document sources while integrating research into their writing. Online specifications: assignments, including tests, are submitted through CANVAS. All assignments are the same as the traditional class. This course is part of the Ohio Transfer Module (OTM) and will transfer to any state college or university in Ohio. 3 semester credit hours. Prerequisite: ENG 1000. Ohio Transfer Module (OTM) Course [TME002].

ENG1200 Business Communications

A focus on customer and reader needs is essential for effective business communication. In this course, you will learn how to write clear, friendly messages tailored to specific situations with the customer and reader in mind. You will also learn to write effective e-mail and a formal report with graphics based on primary research. Other lessons include information on conducting and arranging good business meetings and on creating good visual aids for presentations. In addition, you will construct a personal job package consisting of a resume, cover letter, and thank-you letter and you will study and practice interviewing skills. All of these projects are designed to develop vital job skills. Online section: All assignments, including the midterm and final, are online. 3 credit hours. Prerequisite: ENG1000. Ohio TAG Course [OBU005].

ENG1400 Oral Communications

This class prepares the student for communication for the job. Topics included are listening, questioning, nonverbal communication and business presentations. Students will give four speeches. 3 semester credit hours. Prerequisites: None. Ohio Transfer Module (OTM) Course [TMCOM]; and Ohio TAG Course [OCM004].

ENG1500 Interpersonal Communications

This course focuses on communication in all areas of life including family, community, and work. The role of creating, maintaining, and ending interpersonal relationships is emphasized. This course is part of the Ohio Transfer Module (OTM) and will transfer to any state college or university in Ohio. 3 semester credit hours. Prerequisites: None. Ohio TAG Course [OBU002].

ENG2000 Early American Literature

This course is one of two courses comprising a selected survey of American literature. In this course we will focus on the literature of British-influenced North America written in English during the 1700s and 1800s. The time period will be roughly 1600-1860. We will explore the invention and formation of "Americanness" and "American literature" during this time of change during the development of the United States as an early nation, examining some of the fundamental ideas, myths, assumptions, intellectual concepts, and popular perceptions that still influence the ways in which Americans think about themselves. Some of the authors that may be included are as follows: Anne Bradstreet, Ben Franklin, Thoreau, Emerson, Poe, Washington Irving, Hawthorne, Melville, and Longfellow. 3 credit hours. No prerequisite. Ohio Transfer Module (OTM) Course [TMAH]; and Ohio TAG Course [OSH053].

ENG2100 Modern American Literature

In this course, students will initially discuss the movement away from literary romanticism in American literature in the mid-1800s, and the mood for change in literary style. In this half of the course such works as The Adventures of Huckleberry Finn will be studied in detail. Students will then also explore the regional realists as a transition between the old romanticism and the new realism. Time will be spent on a discussion of the social and philosophical influences upon the American literary scene, especially through the rise of realism and naturalism in the late 1800s. Authors of note in this segment include Jack London, Stephen Crane, and Kate Chopin. Students will also explore the revaluation of American values and the rise of social criticism through the extension of naturalism and the development of expressionistic and stream of consciousness techniques. Authors in this group include Robert Frost, Ernest Hemingway, and F. Scott Fitzgerald. An extended study of Fitzgerald's The Great Gatsby will be included. Some time will be also be spent on considering the alienation and dissatisfaction expressed during the 1920s and 1930s and the works that demonstrate that trend. Finally there will be a brief survey of recent trends in contemporary 20th and 21st century American fiction and poetry. Pre-requisite: None. Ohio Transfer Module (OTM) Course [TMAH]; and, Ohio TAG Course [OAH054].

ENR2100Z Intro to Environmental Science

FIN1000 Personal Finance

The course provides comprehensive coverage of personal financial planning in the areas of money management, career planning, taxes, consumer credit, housing and other consumer decisions, legal protection, insurance, investments, retirement planning, and estate planning. The goal of this course is to teach students the fundamentals of financial planning so they can make informed choices related to spending, saving, borrowing, and investing that lead to long-term financial security. 3 Cr. Hrs. Prerequisite: OIS1200 or successful completion of the Technology Skills Test (TST).

FIN2100 Corporate Financial Management

This course provides an introduction to the theory, the methods, and the concerns of corporate finance. Emphasis is placed on achieving wealth maximization through the use of the following analytical skill: financial analysis, forecasts, cash and capital budgeting, operating and financial leverage, the cost of capital, and dividend policy. 3 Cr. Hrs. Prerequisite: ACC1400

GET1000 Intro to Engineering

This course will cover the varied aspects of engineering from scientist to technician. It will explore the disciplines and functions within those disciplines. The course focuses on providing direction for the students in career choices within the engineering field. Student will understand structured problem solving steps including open ended type problems where constraints are required to develop solutions to be tested. Hands on skills will be developed by having a class project and through classroom demonstrations. The project will have members assigned to teams to work together to complete the project. The main goal is to develop an understanding of the various engineering disciplines and functions and to look at potential careers for a student. The computer will be a tool in this class used to do research and assist in problem solving. The various certifications and licenses will be addressed along with the professionalism required to meet the standards set forth in engineering ethics. It is a transferable course to other institutions. 2 credit hours. Prerequisite: ENG0970 or Placement. Ohio TAG Course [OES001].

GET1100 Industrial Safety

This course involves a study of safety as applied to the workplace. Students will learn how to recognize safety hazards and begin practicing safe work habits including use of Personal Protective Equipment, HAZMAT awareness, and First Aid and basic CPR awareness. This course is a blended series of textbook and hands-on activities modules. 2 credit hours. Prerequisite: None.

GET2200 Technical Writing

This course will teach students to communicate as technical professionals in business, industry, service, or government organizations. It will develop students' abilities to produce clear, concise correspondence, reports, instructions, proposals, and resumes that will be effective in a work setting. The course covers technical writing basics including typical formats, as well as special techniques, document design, and graphics. 3 credit hours. Prerequisite: ENG1100

GET2300 Engineering Statistics

This course will introduce the student to the relationship between statistical methods and process control by exposing the students to data collection techniques, organization, interpretation, and application. Although the course concentrates on the manufacturing environment, the concepts may be applied to a variety of situations in engineering and business alike. 2 Cr. Hr. Pre-Req: TMT1110 AND OIS1240. Ohio TAG Course [OES004].

GET2700 Engineering Cooperative Work Experience

Cooperative education is a learning experience which integrates the student's academic field of study with work experience in business and industry. An arrangement is established by which students receive college credit for structured, on-the-job learning experiences related to their academic field. 1-4 credit hours; GET2700 is repeatable to a maximum of 10 credit hours. Graded on a satisfactory/unsatisfactory basis. Prerequisite: Department approval.

GET2800 Engineering Applied Project

This capstone course allows students to apply and integrate previous coursework by planning and designing a mechanical system. 2 credit hours. Prerequisite: Department approval

GET2990 Engineering Individual Investigation

This course offers independent study designed to meet a specific student need in the field of Engineering. Graded satisfactory/unsatisfactory. 1-4 credit hours. Prerequisite: Department approval.

HIT0000 HIT Elective

This course is used for the transfer-in of a course from another institution that does not equate to a course in our course inventory but could be used as an elective for the health information program. 3 semester hours.

HIT1200 Health Record Management I

This course is an introductory course in Health Information Technology/Management. Topics include the evolution of the health information management profession, the purpose and function of the health record; data stewardship, ethical obligations and core values of the profession; healthcare delivery systems, and organizational principles and work planning. 2 semester hours. Prerequisite: Department Approval.

HIT1301 Clinical Classifications ICD10-CM/PCS

This course focuses on ICD-10-CM/PCS classification systems. The focus within this course will be on rules, conventions, instructions and coding guidelines for each body system (circulatory, injury, pregnancy), including criteria for assignment of principal and additional diagnoses in various patient settings. Healthcare case studies, manual and computerized coding methods, and coding references will be utilized in the coding process. 4 semester hours. Pre-requisite: HIT 1200.

HIT1302 Current Procedural Terminology

This course is designed as a comprehensive course for the student requiring advanced information in CPT-4 Coding. The student is introduced to the current purposes and uses of CPT-4, applying the basic coding guidelines in evaluation and management services along with surgical and ancillary coding and is completed with practical experience coding from case studies. Students will be introduced to the value of the quality of coded data within a data quality improvement plan and for the prevention of fraud and abuse. 3 semester hours. Pre-requisite: HIT 1200.

HIT1400 Healthcare Reimbursement

This course introduces the student to reimbursement policies and procedures in the use of clinical data, issues and systems, including the compliance environment; payers; reimbursement vocabulary and systems such as DRGs, RBRVS, APCs, CMS 1500 and UB92 billing forms; charge masters, EDI, billing technologies, and application programs. Students will learn the value of using established guidelines to comply reimbursement and reporting requirements, to perform data quality reviews to validate code assignments. 2 semester hours. Pre-requisite: HIT1200. Ohio TAG Course [OHL022].

HIT1450 Advanced Healthcare Reimbursement

This course is a continuation of HIT1400 Healthcare Reimbursement in which the student will continue to engage in actively applying the reimbursement policies and procedures in the use of clinical data, issues and systems, including the compliance environment; payers; reimbursement vocabulary and systems such as DRGs, RBRVS, APCs, CMS 1500 and UB92 billing forms; charge masters, EDI, billing technologies, and application programs. Students will learn the value of using established guidelines to comply reimbursement and reporting requirements, to perform data quality reviews to validate code assignments as well as the completion of the UB02 and CMS1500. 3 semester hours. Pre-requisite: HIT1400

HIT1500 Advanced Clinical Classification System

This course provides the student with advanced knowledge and coding practice in clinical classification systems; in-depth prospective payment system; data quality, fraud and abuse in coding; advanced case studies. This course builds upon concepts learned in ICD-10-CM/PCS and CPT coding course. It focuses upon the management of coded data in clinical databases, for use in reimbursement and decision-support in various healthcare settings. SNOMED and additional classification systems are also introduced. The student will also be introduced to the revenue cycle, data presentation and report generation as well as coding quality and coding compliance. 3 semester hours. Pre-requisite: HIT 1301.

HIT1900 HIT Professional Practice I

This course provides the student with practical experience in an affiliated healthcare facility or in a simulated environment in a health information technology lab. Students will apply their knowledge and skills of billing and coding under the instruction of health information professionals. Students will maintain contact and supervision with a full-time faculty through online discussions, assignments, and journaling. The student will also develop the skills necessary to communicate effectively across the full range of roles that will be encountered in health care and public health settings necessary to communicate effectively across the full range of roles that will be encountered in health care and public health settings. Students have an opportunity to prepare for a coding certification exam through the use of professional review guides. 1 semester hour. Pre-requisite: Department approval.

HIT2000 HIT Legal Issues

The student will study the policies and procedures for processing health records as a legal document based upon legal and regulatory requirements. The importance of maintaining confidentiality of health information, access to information, transfer of health information, subpoenas for patient information, legal terminology and court systems,

liability, and retention will be discussed. Students will learn about user access, logs and systems to track access to and disclosure of identifiable patient data, conduct privacy and confidentiality training programs, and how to investigate and recommend solutions to privacy issues and problems. Ethical standards of practice will be applied and promoted. 2 semester hours. Pre-requisite: HIT1200. Ohio TAG Course [OHL021].

HIT2100 Health Record Management II

This course is a continuation of HIT 1200 Health Records Management I. Topics include the content of the health record and documentation requirements; components of specialized records and content, different record formats, health record documentation requirements for accreditation and government review bodies; filing and storage systems; electronic health records; policies and procedures required to collect, analyze, interpret, report and maintain healthcare data including the different types of data sets and data abstracting, the purposes and uses of secondary data for internal and external use. Students will further understand the legal and ethical guidelines for the release of information. The student will perform chart reviews and will be introduced to the requirements for establishing, operating, and maintaining various indices and registries. 4 semester hours. Pre-requisite: HIT 1200 and Dept. approval.

HIT2200 Health Information Technology Systems

This course will provide an in-depth look at the use of information technology in the healthcare delivery system including the role, purpose and use of health information systems, computer-based patient record, various health information system applications, information system life cycle and future technologies. Topics include defining the EHR, identify early attempts at development, challenges to the adoption of the EHR, and relates current status of the EHR, hardware, software, proprietary applications used in Health Information Management, and clinical inpatient information systems, and learn new initiatives in healthcare computing such as health information exchange and the personal health record .4 semester hours. Pre-requisite: HIT 2100

HIT2301 HIT Statisical Analysis

The student is introduced to procedures for properly collecting, organizing, displaying, and interpreting healthcare data to meet the needs of various users while complying with standards of the healthcare facility. Topics include statistical formulas, spreadsheet applications, and data presentation. Pre Requisite HIT 1200.

HIT2350 Project Management for HIT

In this beginning course, you will learn the basic application of knowledge, skills and techniques to execute projects effectively and efficiently in health information technology. Project management processes fall into five groups: initiating, planning, executing, monitoring and controlling, and closing. 3 semester hours. Pre-requisite: HIT2200

HIT2400 HIT Quality Assessment

The student will be introduced to procedures for facility-wide quality management and performance improvement programs. Emphasis will be place on analyzing clinical data to identify trends that demonstrate healthcare quality, safety, and effectiveness utilizing performance improvement tools. 2 semester hours. Pre-requisite: HIT 2100.

HIT2500 Health Infor Mgt and Data Goverance

The student is introduced to the evolution of health information systems and the complexities of data flow. Students will learn the roles, functions, and practices for successfully managing healthcare data as an enterprise set. Students will explore enterprise functions such as data governance, data architecture, metadata management, master data management, data security management, business intelligence, and terminology and classifications systems within healthcare departments or business unit context. Students will apply policies and procedures to ensure the accuracy and integrity of healthcare data.

HIT2900 HIT Professional Practice II

This course is a review of theory and practice in health information management in preparation for national examination. Case studies will be used to emphasize analytical skills of HIT processes and ethical/legal situations. Issues and concerns facing the graduate along with resume and interview skills will be discussed. After successful completion of this course, and graduation fulfillments, the student will be prepared to take the national certification exam through

the American Health Information Management Association. The student will also develop an e-Portfolio highlighting accomplishments for future use. 2 semester hours. Pre-requisite: Department Approval

HIT2980 Special Topics
This special course in the area of health information is designed to give groups of students the opportunity to pursue studies not otherwise offered in the degree program. Graded on a Satisfactory/Unsatisfactory basis. 1-4 semester hours. Pre-requisite: Department approval.

HIT2990 Individual Investigation
This course offers independent study designed to meet a specific student need in the field of Health Information. Graded satisfactory/unsatisfactory. 1-4 semester hours. Pre-requisite: Department approval.

HLT1100 Health Terminology
Health Terminology is a self-paced course designed for the student to learn medical terms, their uses, and pronunciations. Pre-requisite: None

HSS0000 HSS Elective 1
This course is used for the transfer-in of a course from another institution that does not equate to a course in our course inventory but could be used as an elective for the human and social services program. 1 - 4 credit hours.

HSS1000 Introduction to Addiction Studies
This introductory course is an overview of the addictions field including drug abuse, addictive disorders, and the prevention. Treatment approaches, service coordination, documentation, professionalism and ethics are also explored by the students.This course meets the content requirements for the Chemical Dependency Counselor Assistant Certificate issued by the Ohio Chemical Dependency Professionals Board. Students will study models of prevention and intervention strategies used with various populations. Risk factors associated with use, abuse, and dependence will be examined. This course must be completed with a grade of "C" or higher. Credit hours: 3. Prerequisite: HSS and CJ majors only or department approval, Placement or ENG0970.

HSS1010 Introduction to Social Welfare
In this course, the student will receive an overview of the dimensions, functions, and challenges of the contemporary social welfare system. The course addresses the various social problems that exist in America and the extensive human service networks that have been established to address these problems. The student will also investigate the values, ethical guidelines, and the legal regulations of the human services worker. There will also be an overview of the career options for human services workers.Credit hours: 3. Prerequisites: HSS majors and/or department approval, Placement or ENG0970. Ohio TAG Course [OSS030].

HSS1020 Substance Abuse
This introductory course is an overview of the addictions field including drug abuse, addictive disorders, and the prevention. Treatment approaches, service coordination, documentation, professionalism and ethics are also explored by the students.This course meets the content requirements for the Chemical Dependency Counselor Assistant Certificate issued by the Ohio Chemical Dependency Professionals Board. Students will study models of prevention and intervention strategies used with various populations. Risk factors associated with use, abuse, and dependence will be examined. This course must be completed with a grade of "C" or higher. Credit hours: 3. Prerequisite: HSS majors only and/or department approval.

HSS1030 Interviewing Techniques
Students will learn basic principles and practices of interviewing clients in a variety of human services settings. Students will demonstrate the ability to utilize active listening skills and the process of structuring an interview. The course introduces students to working with clients from a multicultural perspective, motivational interviewing, positive psychology, and wellness assessments in the interviewing process. Students will engage in role playing throughout the class. Credit hours: 3. Prerequisites: HSS majors only and department approval, Placement or ENG0970.

HSS1040 Intro to Social Work

This course introduces students to the history, values and ethics of social work practice. It will address social work practice as a wide range of value-guided, knowledge-based, change-oriented actions which help people to alleviate distress, accomplish life tasks, and achieve individual and collective aspirations. It introduces the systems perspective, examines professional values in the context of societal values, as well as to acquaint students with the generalist framework. Credit hours: 3 Prerequisites: Placement or ENG0970. Ohio TAG Course [OSS029].

HSS1050 Family Development

Students will explore issues related to family structures, dynamics and functioning, with an emphasis on family systems theory. Within this context, consideration will be given to how families deal with issues such as divorce, substance abuse, chronic illness and mental disorders, poverty and, death and dying. Credit hours: 3 Prerequisites: HSS1010, Placement or ENG0970.

HSS1060 Abnormal Psychology

In this course students will learn the basic concepts of abnormal psychology. The diagnostic criteria from the Diagnostic and Statistical Manual of Mental Disorders (DSM-V) for the major categories of psychological disturbances will be presented. Facts about etiology, prognosis, and treatment modalities using the DSM-V as a basis will be presented and discussed. Credit hours: 3 Prerequisites: PSY1100, Placement or ENG0970. Ohio Transfer Module (OTM) Course [TMSBS]; and, Ohio TAG Course [OSS017].

HSS2010 Introduction to Counseling

This course is an introductory course in counseling designed to expand the students' understanding and knowledge of basic counseling theories, group process, and intervention strategies most commonly used by human services professionals. Additionally, students will explore the ethical issues related to the profession and will be introduced to issues concerning boundary setting, counter-transference and characteristics of effective helpers. Credit hours: 3. Prerequisites: HSS1030.

HSS2020 Ethnic and Cultural Diversity

This course will introduce the student to the richness of diversity within the United States. The course will examine the similarities and differences of people of various racial and cultural heritages. Topics that will be examined include: the origin and effects of prejudice and discrimination, and investigations into the historical experiences of the major racial and ethnic groups in America. Students will have the opportunity to assess their own attitudes regarding the diversity this nation offers. Students will gain information that will assist in improving their ability to relate to people of diverse backgrounds. Credit hours: 3. Prerequisite: ENG0970 or Placement. Ohio Transfer Module (OTM) Course [TMSBS]; and, Ohio TAG Course [OSS024].

HSS2030 Introduction to Case Management

This course serves as an introduction to the concept of case management; working with individuals from the intake interview to termination of services. There is an emphasis on documentation and the responsibilities and skills of the effective case manager. In addition, students will gain an awareness of the legal and ethical issues confronting case managers today. Credit hours: 3. Prerequisites: HSS1040.

HSS2040 Human Services-Practicum I

Students will begin to apply knowledge and skills obtained from the classroom setting to a field placement site within the human and social service community. Students will be involved in observational experiences that progress toward ''hands-on'' learning experiences. Each student will develop a practicum learning plan that will consist of goals and objectives, and maintain a log of practicum activities. Students will devote a total of 105 hours to their practicum and attend weekly lab. Credit hours: 4. Prerequisites: HSS1040 and HSS1060.

HSS2050 Human Services-Practicum II

Students will apply their knowledge and skills in structured, on-the-job placements in selected social service agencies, gaining educationally-supervised experiences. Students will develop a practicum plan with relevant goals and

objectives, and maintain a log of the practicum experiences. Students will devote a total of 25 hours to their practicum and attend weekly lab. Credit hours: 4. Prerequisite: HSS2040 and Department Approval.

HSS2610 Crisis Intervention
In this course students will be introduced to basic crisis intervention skills that will include an examination of the nature of crisis, and the use of models of assessment. Students will explore specific areas of crisis including lethality, post traumatic stress disorder, sexual assault, partner violence, chemical dependency, bereavement and grief, violent behavior in institutions, and issues related to burnout of human service workers. Credit hours: 3. Prerequisites: Department approval, Placement or ENG0970.

HSS2620 Aging
An introductory course in the study of adult development and aging pertaining to psychological and developmental issues, as well as changes and adjustments that occur physically, cognitively and socially during adulthood. The course covers current psychological and psychosocial theories and research findings relevant to adult development and aging. Credit hours: 3 Prerequisites: ENG0970 or Placement.

HSS2630 Chemical Dependency: Ethics
This is an online course in which ethical standards for counselors, particularly chemical dependency counselor assistantsand licensed chemical dependency counselors, will be examined. Students will study a wide variety of ethical issues and topics. Topics include counselor values and attitudes, ethical dilemnas, ethical decision making, professional standards, client rights and counselor responsibilities, confidentiality, counselor competence, boundaries and dual relationships, ethical misconduct, and multicultural issues.

HSS2640 Chemical Dependency: Intro Pharmacology
Students will learn the pharmacology of drugs of abuse, as well as those used in detoxification, addition treatments, and the treatment for mental and emotional disorders. There will be an emphasis on the action of pharmaceuticals and the physiological response, the interaction of pharmaceuticals, tolerance, the appropriate use of psychotropic medication with addicted persons, and the effects of drugs on sensation and perception, learning and memory, human growth and development, sexual functioning, and behavior. Credit hours: 3 Prerequisite: ENG0970, HSS1000 or Placement.

HSS2650 Juvenile Delinquency
Why do some juveniles become delinquent? This course examines the causes and effects of juvenile delinquency in American society. Students will learn the social and institutional factors influencing delinquent behavior. This course will also analyze a variety of intervention and treatment strategies. Credit hours: 3 Prerequisite: CRJ1000, or ENG0970, or Placement

HSS2660 Chemical Dep-Etlgy,Assmnt,Diagnosis
Students will study methods of diagnostic interviewing and the use of testing/screening instruments for psychoactive substance abuse. Emphasis includes criteria for determining diagnosis and the appropriate level of treatment, adapting treatment strategies to individual needs, and relapse prevention. Other areas of study include techniques utilized in the treatment of dysfunctional relationships, cultural influences, and dual diagnosis. Credit hours: 3 Prerequisite: Department approval.

HSS2670 Chemical Dependency: Ethics
Students will learn principles of the ethical codes pertaining to addictions counselors, specific knowledge of appropriate ethical codes, laws associated with addictions counseling and obligations and procedures that encourage the ethical conduct of addiction counselors. Credit hours: 3. Prerequisite: Department approval.

HSS2680 Orientation to Deafness
This course is designed to provide students with an overview of the deaf community. Students will explore social, cultural, and educational issues confronting the hearing impaired within our society. Additionally, students will learn basic sign language skills. Credit hours: 3 Prerequisite: Placement or ENG0970.

HSS2900 Field Placement I
Students will begin to apply knowledge and skills obtained from the classroom setting to a field placement site within the human and social service community. Students will be involved in observational experiences that progress toward ''hands-on'' learning experiences. Each student will develop a practicum plan that will consist of goals and objectives, and maintain a log of practicum activities. Students will devote a total of 105 hours to their practicum and attend weekly classes. Credit hours: 4. Prerequisites: Department approval.

HSS2910 Field Placement II
Students will apply their knowledge and skills in structured, on-the-job placements in selected social service agencies, gaining educationally-supervised experiences. Students will develop a practicum plan with relevant goals and objectives, and maintain a log of the practicum experiences. Credit hours: 4 Prerequisite: Department approval.

HSS2980 Special Topics
This special course in the area of human and social services is designed to give groups of students the opportunity to pursue studies not otherwise offered in the degree program. Graded on a Satisfactory/Unsatisfactory basis. 1-4 Cr. Hrs. Prerequisite: Department approval.

HSS2990 Individual Investigation
This course offers independent study designed to meet a specific student need in the field of Human and Social Services. Graded satisfactory/unsatisfactory. 1-4 credit hours. Prerequisite: Department approval.

HST0000 History Elective
This course is used for the transfer-in of a course from another institution that does not equate to a course in our course inventory but could be used as a history elective for the arts and science program. 1 - 4 credit hours.

HST1500 Early American History
This course is an introduction to the political, social, and cultural development of the American nation. HST1500 studies American civilization from the Age of Exploration through the Civil War. In addition, this course will focus on central themes and issues noted in the growth of the U.S. with the enduring theme being Life in Early America. The student will be asked to read supplementary analyses and critiques, and apply historical issues to modern topics. HST1500 will investigate the various dreams held by early Americans for the new nation and how these notions are interpreted by contemporary historians. 3 credit hours. Prerequisite: None. Ohio Transfer Module (OTM) Course [TMSBS]; Ohio TAG Course [OHS043]; and, Ohio TAG Sequence Course HST1500 & HST1600 [OHS010].

HST1600 Modern American History
This history course is an introduction to the political, economic, and social (with an emphasis on race, gender, and class) development of the American nation starting with Reconstruction. The primary objectives of this course are to develop your skills as a critical reader and provide you with fundamental knowledge about the events, people and institutions that have influenced and created America. We will examine how the perceptions of freedom and equality shifted and thus shaped American History. In addition, the course will investigate the various "dreams" Americans had as the nation progressed and how these are interpreted by contemporary historians. Key topics include the rise of industrialism and capitalism, the impact of immigration and urbanization, the rise of the US as a global power (including foreign relations) and how populism, civil rights and feminism shaped our culture, political and social institutions. Credit hours: 3 Prerequisite: None. Ohio Transfer Module (OTM) Course [TMSBS]; Ohio TAG Course [OHS044]; and, Ohio TAG Sequence Course HST1500 & HST1600 [OHS010].

HST1700 Western Civilization I
This course is a survey of Western Civilization from the start of recorded history through the Eighteenth Century A.D. It deals mainly with the historical developments that took place in Europe and the colonial Americas, but it also touches on the Near East as the place of origin for the first civilizations. Although the main goal of this course is to study the political and social events, it also will place strong emphasis on the development of the arts, architecture and humanities as a direct consequence of the different historical movements. It will cover such topics as the rise of the first human settlements, the creation of the first human complex cultures in the Near East, and their influence over Greek

civilization. Greece's influence in philosophical thought and art, as well as its impact on future civilizations. It will also deal with the coming of the Roman Republic, its institutions and their impact on modern life, and its eventual transformation into the Roman Empire and its influence in religious thought through the rise of Christianity. The contributions of the Medieval world will be also studied here. This includes the rise of Christianity and the church as an organized hierarchy. Finally, this survey will explore the Early Modern period and the Renaissance. Credit hours: 3. Prerequisites: None. Ohio Transfer Module (OTM) Course [TMAH].

HST1800 Western Civilization II
This is the second in a series of two courses on Western Civilization. It begins during the mid Eighteenth Century A.D., on the eve of the French Revolution. This survey course will explore the most relevant events of the last 250 years, focusing on Europe and the Americas. This includes the Transatlantic Economy between Europe and the Americas during colonial times, as well as the Age of Enlightenment and its impact in philosophical and scientific thought. Although much of this course deals mainly with political and social events, special attention will be given to the development of the arts, architecture and humanistic thought, as these topics reflect and portray important historical trends. This course will cover the causes and consequences of the French Revolution and the Napoleonic Era and the advent of Romanticism. The Industrial Revolution and its enduring impact in Western culture. This course will also cover the rise of Western Imperialism and the birth of modern European thought. This course will conclude with the Twentieth Century, and the two World Wars that defined it, as well as the Cold War era and the process of European decolonization. Credit hours: 3. Prerequisites: None. Ohio Transfer Module (OTM) Course [TMAH].

HUM0000 Humanities Elective
This course is used for the transfer-in of a course from another institution that does not equate to a course in our course inventory but could be used as a humanities elective for the arts and science program. 1 - 4 credit hours.

HUM1200 Critical Thinking and Problem Solving
Become a more experienced critical thinker by learning about your thought processes and producing and enhancing your ideas. Learn where you stand on personal and social issues, and understand why others have opposing stances. Skills learned in this course will apply to your academic and professional careers. Online specifications: weekly assignments are submitted online. Requirement to participate in weekly discussion board forums and submission of papers via CANVAS. 1 credit hour. Prerequisite: None.

HUM1400 Introduction to Logic
An introduction to symbolic analysis and logic. In this course, students will recognize basic logic, distinguish arguments from non-arguments, recognize mistakes in reasoning, understand the construction of logic problems, understand inductive and deductive reasoning, evaluation and criticism of current media and political sources, and the role of language in reasoning and logic. Credit hours: 3. Prerequisite: None. Ohio Transfer Module (OTM) Course [TMAH].

MED0000 Medical Assisting Elective
This course is used for the transfer-in of a course from another institution that does not equate to a course in our course inventory but could be used as an elective for the medical assisting program. 1 - 4 semester hours.

MED1010 Medical Assisting Clinical Procedures I
This is the first of a two part series to instruct students in the clinical skills performed by an MA in a physician's office. These procedures may include preparing patients for procedures, height, weight, vital signs, first aid, respiratory testing, eye and ear tesing and irigation/instillation and patient history. 4 semester hours. Pre-requisite: Department approval. Ohio CTAG Approved Course [CTMAT008]; and, Ohio CTAG Sequence Courses MED1010 & MED1040 [CTMAT011].

MED1021 Medical Office Procedures
This course emphasizes the administrative duties of medical office personnel. Topics of instruction include HIPAA, medical ethics and law, patient records, scheduling appointments, credit and collection, bookkeeping, health insurance, office maintenance, telephone techniques and communications. Students will be utilizing electronic health records for patient demographics, messages and billing. 4 semester hours. Pre-requisite: Department approval.

MED1040 Medical Assisting Clinical Procedures II

This is the second of a two part series to instruct students in the clinical skills performed by a Medical Assistant in a physician's office. Students will prepare patients for procedures and/or treatments, calculate and administer oral and parenteral medications, and perform electrocardiograms and sterilization procedures. 4 semester hours. Pre-requisite: MED 1010, Medical Assisting majors, only. Ohio CTAG Approved Sequence Courses MED1010 & MED1040 [CTMAT011]; and, Ohio CTAG Sequence Courses MED1010, MED1040, MED1050 [CTMAT010].

MED1050 MA Lab Procedures

Medical assisting students will perform quality control and waived laboratory testing in chemistry, hematology, immunology, urinalysis, and microbiology. Students will also perform venipuncture and capillary punctures. Standard precautions, CDC regulations, laboratory/physician's office safety, and fire safety will be covered and practiced. 2 semester hours. Pre-requisite: MED1010 and Dept approval. Ohio CTAG Approved Course [CTMAT009]; and, Ohio CTAG Sequence Courses MED1010, MED1040, MED1050 [CTMAT010].

MED1061 Medical Asst. Insurance and Billing

Students will be able to identify types of insurance plans and apply third party guidelines. In this introductory course, ICD-10-CM diagnostic coding and CPT-4 procedural coding will be performed. Completion of CMS-1500 forms and claims processing along with the legal aspects of the insurance industry including Medicare, Medicaid, managed care plans, private and employer based insurance plans. Through case studies and role play, students will learn how to maximize physician reimbursement while learning proper communication with patients, providers, and third-party administrators. Coding, precertifications, and preauthorizations will be assessed. 3 semester hours. Pre-requisite: ALH1110 and Department approval.

MED1070 Medical Assisting Capstone

This course is in preparation for the Medical Assisting Practicum and preparation for the job search. Topics include health and wellness, performance evaluations, employment strategies, continuing education and completion of a professional portfolio. 1 semester hour. Pre-requsite: MED1040 concurrent.

MED1080 Medical Assisting Issues and Review

This course consists of review and correlation of knowledge taught in the technical courses, and preparation for the certification examination. 1 semester hour. Pre-requisite: Department approval.

MED1091 Medical Assisting Practicum

Students will complete a 196 hour practicum in a physician’s office utilizing clinical, administrative, and affective skills learned. 2 semester hours. Pre-requisite: Department approval.

MED2990 Individual Investigation

This course offers independent study designed to meet a specific student need in the field of Medical Assisting. Graded satisfactory/unsatisfactory. 1-4 semester hours. Pre-requisite: Department approval.

MET0000 Mechanical Engineering Elective

This course is used for the transfer-in of a course from another institution that does not equate to a course in our course inventory but could be used as an elective for the mechanical engineering program. 1 - 4 credit hours.

MET1010 Technical Drawing with CAD

Students will gain an understanding of engineering drawings of mechanical and electrical systems. Technical drawing will focus on the correct format of technical print layout, dimensioning, orthographic alignment, symbols and abbreviations used in various technical applications. Time will be spent understanding the ANSI Y14.5-M 1982 drawing standards and Geometric Dimensioning and Tolerancing(GD&T). Students will also learn the basic techniques of producing a technical sketch by hand drafting methods and will be introduced to computer aided drafting (CAD). 2 credit hours. Prerequisite: ENG0970 OR Placement

MET1100 General Aptitude Preparation

This course prepares students to take tests required for entry into apprenticeship programs. Covered are a wide range of basic concepts of physics, tools encountered in a traditional maintenance shop, basic concepts of geometry, freehand sketching, and spatial relationships. Successful completion of this course does not guarantee that students will be successful with industrial trades. Graded on a satisfactory/unsatisfactory basis. 1 credit hour. Prerequisite: None.

MET1200 Computer Aided Drafting (CAD)

This course covers isometric and orthographic drawings, placement of symbols on engineering drawings, dimensioning, sectioning, and axonometric projection drawings. The course includes with practical exercises in working and assembly drawings for electrical, mechanical, and other representative disciplines. The course also includes exercises using Geometric Dimensioning & Tolerancing and concludes with presentations in 3D CAD applications. 3 credit hours. Prerequisite: MET1010 OR MET1000. Ohio TAG Course [OET012]; and, Ohio CTAG Approved Course [CTMET005].

MET1300 CAD Parametric Parts and Assembly

This hands-on course introduces the basic concepts of parametric part and assembly modeling using the latest computer aided design [CAD] software. Students learn to create and modify three-dimensional [3-D] parts, and combine these parts into assemblies. Topics include producing fully dimensional 2-D detail drawings from 3-D parts, and using part assemblies to make exploded scene drawings. Students will create an assembly in virtual space as a project. The concepts covered and skills developed in this course can be easily applied to any parametric modeling program currently used in industry. 3 credit hours. Prerequisite: MET1000 or concurrent, and MET1200.

MET1400 Geometric Dimensioning and Tolerancing

Geometric Dimensioning and Tolerancing (GD&T) uses a system of reference planes and special symbols to communicate the relationship between the surfaces and features on manufactured parts. This course will focus on the symbology, terminology, and application of GD&T, as described in standards ASME Y14.5 1994 and ASME Y14.5 2009. Students will learn the role that GD&T plays in both design and manufacturing; will learn to recognize, interpret, and apply tolerances of form, location, and orientation; and will learn to build feature control frames and properly use modifiers. 2 credit hours Prerequisite: MET1010

MET1500 Mechanical Drives

A thorough understanding of mechanical devices is important for designing and troubleshooting equipment. This course will focus on mechanical drive mechanisms and components, such as chain and belt drives, gears, bearings, couplings, brakes, and clutches. Students will learn to size, select, and to some degree, design these components and the systems that utilize them. Additionally, students will get to know general design procedures, building-block mechanisms, mechanical fasteners, safety, and ergonomics. 3 credit hours Prerequisite: MET1010 TMT1110 Concurrently.

MET2100 Fluid Mechanics

In this course, hydraulic and pneumatic fluid power applications are used to cover many topics in the subject of fluid mechanics. Through the study of these systems and the various components involved, the student will not only gain an understanding of the basic principles of fluid statics and dynamics, but will also learn to create and read fluid power schematics, size and select components, and troubleshoot hydraulic and pneumatic systems. Regular hands-on lab exercises will reinforce classroom discussions. 3 Cr. Hrs. Prerequisite: MTH1100 OR TMT1100

MET2200 Statics

The term “static” means “at rest.” This very important, fundamental MET course investigates how bodies at rest interact with one another, and how applied forces are distributed throughout structural members, machine components, and various other objects that are in a state of static equilibrium. Students will utilize mathematical tools and problem solving ability to analyze forces systems applied to trusses and frames, and determine the magnitude, direction and sense of forces seen in individual structural members. The concepts learned in this course will provide an important foundation for success in future MET courses. 3 Cr. Hrs. Pre-Req: PHY1100. Ohio TAG Course [OET007].

MET2300 Strength of Materials

This course builds on the concepts learned in MET2200 Statics, now analyzing the effects of forces on structural

members and machine components. These effects, seen in various forms of mechanical stress, will be studied by the students so that they may understand how to properly size components and select materials for particular design applications, including beams, columns, and shafts, as well as bolted, riveted, and welded connections. Students will also gain an understanding of the importance of safety, and how it plays a role in component design and selection. 3 Cr. Hrs. Pre-Req: MET2200. Ohio TAG Course [OET008].

MET2400 Machine Design
In this course, students will combine their accumulated knowledge and skill sets with new topics in design to better understand the design and selection of various mechanical components, including chain and belt drives, gears, shafts, bearings, couplings, brakes, and clutches. Other topics discussed will include general design procedure, building-block mechanisms, endurance strength, and methods of stress analysis. 3 Cr. Hrs. Pre-Req: MET2300

MET2800 Applied CAD/CAM Project
This capstone course allows students to apply and integrate previous coursework by planning and designing a mechanical system. 2 credit hours. Prerequisite: Department approval

MET2980 Mechanical Special Topics
This course offers a special project in Mechanical Engineering Technology designed to give students the opportunity to pursue special studies not otherwise offered. 1-5 credit hours; MET2980 is repeatable to a maximum of 10 credit hours. Graded on a satisfactory/unsatisfactory basis. Prerequisite: Department approval.

MET2990 Individual Investigation
This course is an independent investigation of an appropriate problem in the field of Mechanical Engineering. 1-5 credit hours; MET2990 is repeatable to a maximum of 10 credit hours. Graded on a satisfactory/unsatisfactory basis. Prerequisite: Department approval.

MFT1000 Intro to Machine Tools
In this course students will study basic machine tool operations used in modern industry. Students will learn how to operate the lathe, vertical mill, horizontal mill, drill press, and surface grinder. They will also learn how to use precision measuring instruments. After studying various machining processes students will be given the opportunity to make several useful projects. This course has much hands-on emphasis. 3 credit hours. Prerequisite: None

MFT1100 Manufacturing Processes
This course is designed to give students an overview of the vast world of manufacturing. Many aspects of manufacturing will be discussed, including manufacturing methods, metrology, and material properties, in order to provide the students with a strong foundation of knowledge for use in future MET and MFT courses. 3 Cr. Hrs. Prerequisite: GET1000 AND MET1400. Ohio TAG Course [OET010].

MFT1400 CAD/CAM
This is an introductory course that demonstrates the integration of Computer-Aided-Design (CAD) and Computer-Aided-Manufacturing (CAM). It is a study of modern prototyping and machining methods, teaching the use of CAM software. This software converts 2D and 3D CAD drawing geometry directly into tool path information that is used to drive numerically controlled turning and milling machines 3 credit hours. Prerequisite: None

MFT1500 Basic Machinist Training
This course provides the basic machinist and CNC operator skills necessary for new employees to become productive more quickly. It contains five, relatively equal in length, modules of instruction in Blueprint Reading and GDT, Applied Technical Math, Metrology, Introduction to Machine Tools, and CNC Machining: Set-up and Operation. 14 credit hours. Prerequisite: None

MFT2100 Computer Numerical Control
This course will introduce the various types of machines that commonly use Computer Numerical Control (CNC) programming. Students will learn general concepts common to all CNC machines such as machine control systems,

machine and part coordinate systems, use of referencing, shifts and offsets, calculation of speeds and feeds, and word address (G and M code) programming. They will apply these concepts by completing actual programming, simulation, and machine projects using a CNC machining center with GE Fanuc 21 control. Other machines studied include: turning centers, Electric Discharge Machining (EDM), and abrasive water jet and laser cutting. Students will be able to see these machines in operation through the SME "Fundamental Manufacturing Process" video series. 3 credit hours. Prerequisite: MFT1100 AND MET1200

MGT0000 Management Elective
This course is used for the transfer-in of a course from another institution that does not equate to a course in our course inventory but could be used as a management elective for the business program. 1 - 4 credit hours.

MGT1400 Introduction to Management
Students will learn the fundamental principles of first-line management and their application in different work situations. This course introduces the five functions of the management process: planning, organizing, staffing, leading, and controlling. The focus of MGT1400 is to prepare the student for a supervisory role, emphasizing communication, delegation, motivation, stress and time management, and problem solving. 3 Cr. Hrs. Prerequisite: None

MGT1410 International Business
This course applies a cross-functional, integrated approach to the study of international business. Using examples of companies from around the world, case studies, current events, videos, and classroom discussions, students will study business from an international perspective. Students will complete a research project to analyze a country for business opportunities. Topics include international business environments , culture, management, international trade, investment, as well as financial and political systems. 3 Cr. Hrs. Prerequisite: None

MGT1420 Principles of Industrial Distribution
This course will introduce students to the flow of industrial products and the role that wholesalers and distrubutors play in the supply chain. Topics will include Distrubution careers; channels of distrubution; inventory control and management; and how Industrial Distrubution relates to the operational and financial effectiveness of an organization. Prerequsite: MGT1400 and OIS1240

MGT1430 Principles of Transport. and Logistics
This course focuses on transportation and logistics as part of supply chain management. An emphasis will be placed on intermodal transportation mangement. Students will be introduced to the development of the global transportation system, modes of transportation and how they interact with each other, shipper issues, and the future of transportation. Prerequsite None.

MGT2210 Human Resource Management
This course provides an understanding of the role and importance of strategic human resource management within organizations. Students will gain the necessary human resource management knowledge and skills to be effective supervisors or managers in their organizations. Topics covered include social and legal considerations, job analysis, recruitment, staffing, human resource development, performance management, compensation, safety and health, and effective employee relations. 3 Cr. Hrs. Prerequisite: MGT 1400.

MGT2230 Employee and Labor Relations
Provides an introductory analysis of the employment relationship and the interrelated interests of management, workers, unions, and the public. Includes an overview of basic legal principles underlying the employment relationship and their social, political, and economic bases. 3 Cr. Hrs. Prerequisite: MGT2210.

MGT2400 Training and Development
Training and Development focuses upon strategic planning to attract and retain organizational talent in alignment with organizational missions, goals, and objectives. Key topics include training and development design and delivery, as well as analysis of learner needs and styles. Social media and other technology tools will be utilized. Projects, lectures, case studies, and cross-course collaboration will be used. 3 Cr. Hrs. Prerequisite: MGT2210, OIS1240.

MGT2410 Organizational Behavior
This course is an advanced study of the field of management with an emphasis on the interaction between individuals and organizations. Topics covered include foundations of individual behavior, motivation and performance management, leadership, conflict and negotiation, organizational culture and change, power and politics in organizations and group/team dynamics. Case studies, current events, decision making models, and self-assessments are used to aid in application of organizational behavior theories. 3 Cr. Hrs. Prerequisite: MGT1400

MGT2500 Entrepreneurship and Small Business
In this capstone course a study of the special opportunities and risks relating to the small business is presented. Students will develop business plans geared toward entrepreneurial startups which will include organizational brand development, marketing plans, financial management plans. The course underscores the importance of planning and other informational resources for small businesses. Students will learn how to effectively leverage social media to promote small business through the development of a final project that includes cross-course collaboration. 3 Cr. Hrs. Prerequisite: MGT1400, MKT2030, ACC1400

MGT2510 Project Management
This course is an introduction to the discipline of project management in which students utilize a combination of general management techniques and project management-specific techniques to plan individual and team projects. Students will learn how to utilize project management software to allocate resources and track projects from the planning stage to project completion. Students will develop an understanding of project critical timelines, allocation of resources, task dependencies, and the impact of each of these elements on the successful project completion.
3 Cr. Hrs. Prerequisite: OIS1240

MGT2540 Leadership
This course is a study of leadership fundamentals essential for understanding, developing, strengthening, and practicing good leadership skills. Classroom focus is on enhancing the student's ability to lead, influence, motivate, empower, and foster positive attitudes through maximizing human relationships, effective communication, and key decision-making. Cases, exercises, self-assessments, and other interactive activities are included in this course. 3 Cr. Hrs. Prerequisite: MGT1400

MGT2980 Special Topics
This is a special course in the area of management designed to give groups of students the opportunity to pursue studies not otherwise offered in the degree program. Graded on a Satisfactory/Unsatisfactory basis. 1-4 Cr. Hrs. Prerequisite: Department approval.

MGT2990 Individual Investigation
This course is an independent investigation of an appropriate problem in the field of Management. No more than four credit hours will apply toward graduation. Graded on a Satisfactory/Unsatisfactory basis. 1-4 Cr. Hrs. Prerequisite: Department approval.

MKT0000 Marketing Elective
This course is used for the transfer-in of a course from another institution that does not equate to a course in our course inventory but could be used as a marketing elective for the business program. 1 - 4 credit hours.

MKT2030 Principles of Marketing
This course is an analysis of marketing role in organizations and society. MKT2030 includes development of marketing concepts related to the four P's of marketing and the role of the marketing process in fulfilling consumer needs and the planning of marketing activities by the firm. Other topics include techniques for providing customer satisfaction and developing long-term customer relationships. Development of a marketing plan is included in this course. 3 Cr. Hrs. Prerequisite: OIS1240 or Concurrent & ECN2000 recommended Ohio TAG Course [OBU006]

MKT2150 Principles of Advertising and Promotion

In this class students will study the basic principles of advertising and promotion as they relate to the marketing mix and, in particular, the communication function of promotion. Students will comprehend the strategic function of advertising within the broader context of business and marketing. Basic advertising considerations will be introduced as well as writing advertising copy, design and layout, production, planning, and coordination. 3 Cr. Hrs. Prerequisite: MKT2030 or concurrent. Ohio TAG Course [OCM012].

MKT2200 Public Relations & Social Media

This course covers the role of public relations in today's business organizations. MKT2200 includes an examination of the nature of public relations and the various tools of the field, including social media. The course incorporates theory with case studies as well as the practical nature of public relations work - effectively communicating, writing, and solving PR problems. A public relations social media project is incorporated into this course. 3 Cr. Hrs. Prerequisite: MKT2030 or Concurrent

MKT2250 Consumer Behavior

This course examines the products and services we buy and use, and the ways these fit into our lives. It is the study of people and the products that impact our lives and society as a whole. Students will learn to critically analyze the consumer buying process and understand not only how marketers influence consumers, but how consumers influence the field of marketing as well. 3 Cr. Hrs. Prerequisite: MKT 2030

MKT2980 Special Topics

This is a special course in the area of marketing designed to give groups of students the opportunity to pursue studies not otherwise offered in the degree program. Graded on a Satisfactory/Unsatisfactory basis. 1-4 Cr. Hrs. Prerequisite: Department approval.

MKT2990 Individual Investigation

This course is an independent investigation of an appropriate problem in the field of Marketing. No more than four credit hours will apply toward graduation. Graded on a Satisfactory/Unsatisfactory bases. 1-4 Cr. Hrs. Prerequisite: Department approval.

MLT0000 MLT Elective

This course is used for the transfer-in of a course from another institution that does not equate to a course in our course inventory but could be used as an elective for the medical laboratory program. 1 - 4 semester hours.

MLT1010 Basic Medical Laboratory Techniques

This course provides a basic introduction in the various areas of the clinical laboratory including phlebotomy, hematology, urinalysis, immunology, microbiology and chemistry. Pipettes, glassware, safety, metrics, quality assurance, medical ethics, and instrumentation are also discussed. Upon successful completion of this course, the student will be able to perform basic laboratory testing in the clinical/practicum experience. 2 semester hours. Pre-requisite: Department approval. Ohio TAG Course [OHL008].

MLT1020 Body Fluids

This course is a study of the physical, chemical and microscopic evaluation of urine and other non-blood body fluids and the correlation of results with disease. Upon successful completion of this course, the student will be able to recognize normal and abnormal results and will be able to perform routine urinalysis and evaluate the results in the clinical experience. 2 semester hours. Pre-requisite: Department approval. Ohio TAG Course [OHL010].

MLT1030 Phlebotomy Theory and Techniques

This course provides the student with the theory and hands-on training to perform venipunctures and capillary skin puncture. The student is instructed in the anatomy and physiology of the circulatory system, specimen collection, specimen processing and handling, safety and quality control. Upon successful completion of this course, the student will be able to perform phlebotomy in the clinical experience. 2 semester hours. Pre-requisite: Department approval.

MLT1040 Hematology and Coagulation
This course is a study of normal and abnormal blood cells. Blood smears are prepared and studied for the identification of blood cells that aid in the diagnosis of anemia, leukemia, hemoglobinopathies, and other disease states. Included is the study of coagulation and the routine procedures used to evaluate hemostasis. Upon successful completion of this course, the student will be able to perform routine hematology and coagulation procedures in the clinical experience. 4 semester hours. Pre-requisite: MLT1020. Ohio TAG Course [OHL009].

MLT1050 Clinical Chemistry
This course applies introductory chemistry theory to the clinical chemistry laboratory. Topics include analysis of the chemical constituents in blood and body fluids, application of this information to health and disease, basic statistical methods and quality assurance. Techniques performed include manual and automated chemistry procedures. Upon completion of this course, the student will be able to perform routine clinical chemistry procedures and evaluate the results in the clinical experience. 4 semester hours. Pre-requisite: MLT1020, CHM 1000, and MTH 1100.

MLT1400 Phlebotomy Practicum and Seminar
This course provides the student with 100 hours of clinical experience in phlebotomy. The student must perform 100 successful venipunctures and skin punctures and participate in clinical laboratory orientation. Included in the course is a review and correlation of knowledge taught in the curriculum and preparation for the Registry Exam. Students will investigate professional development opportunities. 2 semester hours. Prerequsite: Department approval

MLT2010 Immunology and Serology
This course provides a study of the immune system, the nature of immune responses and the application of this theory to laboratory testing, health and disease. Upon successful completion of this course the student will be able to perform routine immunological testing in the clinical experience. 2 semester hours. Pre-requisite: MLT1040 and MLT 1050.

MLT2020 Immunohematology
This course is an in-depth study of the serological procedures included in pre-transfusion testing. Procedures in ABO/Rh typing, antibody screen and identification, phenotyping of red blood cells and crossmatching will be presented and practiced. Additional topics included are: collection, processing, storage and shipment of blood, blood transfusion practices, adverse effects of blood transfusions, and fetal/maternal incompatibilities . Students who successfully complete this course will be prepared to perform routine clinical blood bank and transfusion service procedures and evaluate test results in the clinical experience. 4 semester hours. Pre-requisite: MLT1040 and MLT 1050.

MLT2030 Clinical Microbiology
This course is a study of the identification of microorganisms associated with disease. The student will learn to examine and culture various specimens, isolate, identify clinically significant microorganisms and perform antibiotic susceptibility tests. The student will also be introduced to medical mycology and parasitology. Upon completion of this course, the student will be able to perform routine clinical microbiology procedures and evaluate the results in the clinical experience. 4 semester hours. Pre-requisite: MLT1040, MLT 1050 and SCI 1300.

MLT2080 MLT Case Studies
This capstone course provides students with the opportunity to apply their technical knowledge to laboratory case studies and to review major areas of the curriculum. Students will take exams similar to the Registry Exam. 2 semester hours. Pre-requisite: Department approval

MLT2090 MLT Clinical Experience & Seminar
This course provides the student with practical clinical experience in an affiliated clinical laboratory. Students will practice clinical procedures and correlate their results in the laboratory setting under the guidance of laboratory professionals. Students will be required to journal activities and will complete professional development assignments and finalize their preparation for the Registry Exam. 10 semester hours. Pre-requisite: Department approval.

MLT2980 Special Topics
This special course in the area of medical laboratory is designed to give groups of students the opportunity to pursue

studies not otherwise offered in the degree program. Graded on a Satisfactory/Unsatisfactory basis. 1-4 semester hours. Pre-requisite: Department approval.

MLT2990 Individual Investigation
This course offers independent study designed to meet a specific student need in the field of Medical Laboratory Science. Graded satisfactory/unsatisfactory. 1-4 semester hours. Pre-requisite: Department approval.

MTH0000 Math Elective
This course is used for the transfer-in of a course from another institution that does not equate to a course in our course inventory but could be used as a math elective for the Arts & Sciences program. 1-4 Cr. Hrs.

MTH0910 Mathematical Literacy
Mathematical Literacy is designed to prepare students for a course in Quantitative Reasoning, Statistics, or Algebraic Literacy. Numeracy, proportional reasoning, algebraic reasoning, and functions will be integrated throughout the course. 4 Cr. Hrs. Pre-Req.: Meet current placement guidelines.

MTH0920 Algebraic Literacy
Algebraic Literacy is designed to prepare students for College Algebra or another STEM focused mathematics course. Functions, quadratic equations, exponential functions, logarithmic functions, radicals, complex numbers, and an introduction to vectors will be covered. 4 Cr. Hrs. Pre-Req.: MTH1100 or MTH0910 or meet current placement guidelines.

MTH0930 Quantitative Reasoning Co-Requisite
This co-requisite course is designed to increase student success in MTH1230 Quantitative Reasoning. This course may include reviewing linear equations, percent, proportions, measurement, exponents, and descriptive statistics. Content may vary to meet students' needs. 2 Cr. Hrs. Must be taken concurrently with MTH1230 Quantitative Reasoning. Pre-Req.: Meet current placement guidelines.

MTH0940 Statistics Co-Requisite
This co-requisite course is designed to increase student success in MTH 1240 Statistics. This course may include reviewing properties of real numbers, basic algebra concepts, summation notation, sets, inequalities, and radicals. Content may vary to meet students' needs.

MTH0945 College Algebra Co-requisite
This co-requisite course is designed to increase student success in MTH 1245 College Algebra. This includes reviewing pre-requisite topics such as linear graphs, linear equations, solving quadratic equations and inequalities, radicals, and laws of exponents

MTH1075Z Precollege Mathematics II
Algebraic, rational, and radical expressions; functions and graphs; quadratic equations; absolute value; inequalities; and applications. Credit for this course will not count toward graduation in any degree program.
Prereq: 1074 or 075; or a grade of C- or above in 1050; or Math Skills Assessment Level R or S; or ACT math subscore of 22 or higher that is less than 2 years old. Not open to students with credit for any Math course above 1075, except for 1116; or for any quarter-system course above 075, except for 116. This course is available for EM credit. GE quant reason basic computation course.

MTH1100 Beginning Algebra
This is a course in beginning college algebra. Course content includes a review of real numbers, equations in one and two variables, graphs and functions, exponents, polynomials, and factoring polynomials. MTH1100 is designed to provide an introduction to algebra for students in all areas of study. Emphasis is given to solving applied application problems from the different curricula. ON-LINE: Three proctored exams given at MTC. 3 credit hours. Prerequisite: MTH0990 or algebra placement test. Compass Score: 40 ACT: 19 or course equivalency.

MTH1149Z Trigonometry

MTH1200 College Algebra
This course covers Graphs, Functions and Their Graphs, Linear, Quadratic, Polynomial, Rational, Exponential, and Logarithmic Functions, and Systems of Equations and Inequalities. It is designed to prepare the student for Precalculus (MTH1250). This course not only covers basic concepts but emphasizes practical uses of the topics covered though applied problems. Students must complete 5 outside projects for the course that are applications of what is learned in class. Students are required to have a TI-83 Plus, TI-84 Plus, or equivalent graphing calculator. 4 Cr. Hrs.. Pre-Req.: MTH1150 or meet current placement guidelines. Ohio Transfer Module (OTM) Course [TMM001]; and, OTM Sequence Courses MTH1200 & MTH1250 [TMM002].

MTH1215 Excursions in Mathematics
This course is designed to expose students to a variety of modern mathematical ideas and to develop mathematical problem-solving skills. It is intended for students with interests in the liberal arts and social sciences. Topics covered include the mathematics of Elections, Apportionment, Getting Around, Touring, Networks, Population Growth, Symmetry, Fractal Geometry, Fibonacci Numbers, The Golden Rule, Graphs, Probabilities, Odds, and Expectations. 3 Cr. Hrs. Pre-Req.: MTH1150 or MTH0910 or meet current placement guidelines.

MTH1230 Quantitative Reasoning
Quantitative reasoning allows students to explore mathematical topics encountered on a day-to-day basis. Students will learn to communicate with numbers effectively through real-life problems and situations. Topics include ratios, rates, percentages, units, descriptive statistics, linear and exponential modeling, personal finance, and probability. 3 Cr. Hrs. Pre-Req.: MTH1100 or MTH0910 or meet current placement guidelines.

MTH1240 Statistics
Statistics is an introduction to descriptive and inferential statistical methods including sampling, probability, point and interval estimation, hypothesis testing, and regression. Real data and appropriate technology will be used. 3 Cr. Hrs. Pre-Req.: MTH1100 or MTH0910 or meet current placement guidelines.

MTH1245 College Algebra
College Algebra emphasizes the use of algebra and functions in problem solving and modeling. Appropriate use of technology and applying mathematics to real-world situations is emphasized. Topics include relations, functions, graphs, polynomial functions, rational functions, exponentials, logarithms, and systems of equations. 3 Cr. hrs. Pre-req.: MTH1150 or MTH0920 or meet current placement guidelines.

MTH1250 Precalculus
This course is a continuation of College Algebra (MTH1200). Topics covered include analytic trigonometry, applications of trigonometric functions, polar coordinates and vectors, analytic geometry, systems of equations and inequalities, sequences, induction, the binomial theorem and a preview of calculus. Students are required to have a TI-83 Plus, TI-84 Plus or equivalent graphing calculator. 3 Cr. Hrs. Pre-Req.: MTH1200 or MTH1245. Students cannot test into this class. It is a continuation of MTH1200. Ohio Transfer Module (OTM) Sequence Courses MTH1200 (MTH1245) & MTH1250 [TMM002].

MTH2000 Calculus I
This is the first course in Calculus. Topics include a) Functions including a review of functions, representing functions, and trigonometric functions; b) Limits including definitions and techniques for computing limits, infinite limits, limits at infinity, and continuity; c) Derivatives including the rules of differentiation, derivatives of trigonometric functions, implicit differentiation, and the chain rule; d) Applications of the Derivative including maxima and minima, graphing functions, optimization problems, the mean value theorem, and L'Hopital's rule; e) Integration including area under curves, definite integrals, the fundamental theorems of calculus, and the substitution rule; f) Applications of Integration including velocity and net change, regions between curves, volumes by slicing and shells, length of curves and physical applications. Students are required to have a TI-83 Plus, TI-84 Plus, or equivalent graphing calculator. 5 Cr. Hrs.

Prerequisite: MTH1250 or meet current placement guidelines. Ohio Transfer Module (OTM) Course [TMM005]; and, OTM Sequence Courses MTH2000 & MTH2050 [TMM017].

MTH2050 Calculus II
This is the second course in Calculus. Topics include a) Logarithmic and Exponential Functions including inverse functions, natural logarithmic and exponential functions, exponential models, inverse trigonometric functions, and L'Hopital's rule; b) Integration Techniques including integration by parts, trigonometric integrals, trigonometric substitution, partial fraction, numerical integration, improper integrals and an introduction to differential equations. c) Sequences including infinite series, divergence, integral, ratio, root, and comparison tests; d) Power Series including approximating function and polynomials, and Taylor series; e) Parametric and Polar Curves including parametric equations, polar coordinates, and conic sections, f) Vectors and Vector-Valued Functions including vectors in planes and three dimensions, dot and cross products, lines and curves in space, calculus of vector-valued functions, motion in space, length of curves, and curvature and normal vectors. Students are required to have a TI-83 Plus, TI-84 Plus, or equivalent graphing calculator. 5 Cr. Hrs. Prerequisite: MTH2050. Ohio Transfer Module (OTM) Course [TMM006]; and, OTM Sequence Courses MTH2000 & MTH2050 [TMM017].

MTH2990 Individual Investigation
This course offers independent study designed to meet a specific student need in the field of Mathematics. Graded satisfactory/unsatisfactory. 1-4 credit hours. Prerequisite: Department approval.

NTR1100 Nutrition
The emphasis of this course is placed on the physiological processes of digestion, absorption and transport of carbohydrates, lipids (fats), and proteins in the human body. The role of vitamins, minerals and water in metabolic processes will be discussed. Students will receive an introduction to nutritional research, dietary reference intakes, nutritional assessment, diet planning and food labeling. Scientific evidence of current topics in nutrition will also be addressed. 3 credit hours. Ohio TAC Course [OHL016].

NUR0000 Nursing Elective
This course is used for the transfer-in of a course from another institution that does not equate to a course in our course inventory but could be used as an elective for the nursing program. 1 - 4 semester hours.

NUR1000 Nurse Aide Training
This course includes the guidelines set forth in the Omnibus Budget Reconciliation Act of 1987 (OBRA 1987) and focuses on care of elderly resident in the long-term care (LTC) facilities. Content includes an overview of the role of the nursing assistant, communication and interpersonal skills, infection control, safety and emergency procedures, promotion of residents' independence, protection of and respect for residents' rights, psychosocial needs and interactions, and basic nursing, personal care, and restorative care skills. Critical thinking situations are an integral part of each class discussion. 4 semester hours. Pre-requisite: None.

NUR1009 Basic Nursing Skills
This course is an introduction to the field of nursing. The course is based on an integrated approach of basic nursing content that is patient/family centered. Special emphasis is placed on the beginning skills of the nurse. Content includes communication and interpersonal skills, infection control, safety, promotion of patient's independence, protection of and respect for patient's rights, psychosocial needs, and iteractions, and basic nursing, personal care, and restorative care skills. Critical thinking situations are an integral part of each class disscussion. The clinnical component of the course provides the student the opportunity to validate nursing skills and content for patients in a long-term facility. 2 semester hours. Pre-requisite: Formal acceptance into the Marion Technical College Nursing Program.

NUR1011 Foundations of Adult Nursing Care I
This course provides an introduction to the field of nursing. The course is based on an integrated approach of basic nursing content areas that is patient centered. Special emphasis is place on the roles of the nurse, utilization of the nursing process, and the categories of human functioning. This course also focuses on the needs of geriatric and adult acute-care medical-surgical patients. The student is assisted in the development of psychomotor skills for nursing care

of patients and pharmacology principles and skills. The clinical component of the course provides the student the opportunity to validate nursing skills and content for adults in long-term and/or acute care. 6 semester hours. Pre-requisite: NUR1009 or equivalent, or concurrent, formal acceptance into the Marion Technical College Nursing Program.

NUR1021 Foundations of Adult Nursing Care II
This course continues an introduction to the field of nursing. The course is based on an integrated approach of basic nursing content areas that is patient-family centered. Special emphasis is placed on the roles of the nurse, utilization of the nursing process, and the categories of human functioning. Students will also be assisted in the development of psychomotor skills and pharmacology principles/skills. The clinical component of the course provides the student the opportunity to validate nursing skills and content for medical-surgical patients in an acute care setting. 4 semester hours. Pre-requisite: NUR1011.

NUR1032 Nursing Care of Women and Children
This course contains two parts which include maternal/child and female reproductive health (OB) and pediatric nursing (PEDS). The student is assisted in the further development of psychomotor skills for nursing care of patients and pharmacology principles and skills. The clinical component of the course provides the student the opportunity to validate nursing skills and content for the pediatric and maternal/infant patients. 3 semester hours Pre-requisite: NUR 1021.

NUR1040 Transition
This blended course is designed to assist the Licensed Practical Nurse (LPN) in the transition into second year courses. This course will also assist the LPN to make the transition in the role from LPN to that associated with professional nursing. The contact will include the core threads from Nursing 1011,1021, and 1032. A review of basic skills and their clinical application will also be included. 6 semester hours. Pre-requisites: ATI tests, SCI 1200, unrestricted Ohio LPN License, and department approval.

NUR1111 Interpreting Basic Electrocardiograms
Interpreting Basic ECG's will prepare nurses, medical, allied health and nursing students, emergency medical technicians (EMT's) and EMT students, and telemetry monitor technicians to acquire the knowledge and skills essential for identifying basic arrhythmias. The student will learn to interpret and analyze normal rhythm strips and basic dysrhythmias. The ECG tracings serve as valuable diagnostic tools that allow the student to recognize potentially life-threatening situations. 1 semester hour. Pre-requisite: None.

NUR1112 Introduction to Critical Care Nursing
This course is designed for the student or current nurse interested in critical care. It provides an introduction into the field of critical care nursing and is based on an integrated approach of critical nursing concepts. These concepts are patient and family centered with special emphasis placed on the roles of the critical care nurse, utilization of the nursing process, and the categories of human functioning. 2 semester hours. Pre-requisite: NUR 2011 or concurrent. The NUR 2011 prerequisite will be waived if the student is currently a licensed RN.

NUR1150 CPR & First Aid
This CPR course will include background information about heart disease, risk factors, prudent heart, and heart/lung function. One and two rescuer cardiopulmonary resuscitation (CPR) and foreign body airway obstruction management for adult, child, and infant resuscitation will be taught. This course will consist of lecture and practice on CPR adult, child, and infant manikins. Satisfactory completion will result in certification in basic life support (CPR). The course will also have a lecture on Basic First Aid. The American Heart Association standards are used for both CPR and First Aid. 1 semester hour. Pre-requisite: None.

NUR1170 Dealing with Loss
Dealing with Loss examines the historical, cultural, spiritual, current societal trends and personal experiences as it relates to the topic of loss, grieving, and growing. How humans react to various forms of loss and the means and services available to better cope and heal are incorporated in the study. Guest speakers will be addressing some of the

loss issues impacting our society, i.e. suicide, domestic violence, hospice, assault, violent deaths, community resources, ethics in care, and spirituality. 2 semester hours. Pre-requisite: None

NUR1180 Intro to Pharm/Dosage Calculations
This course introduces students to fundamental principles of drug therapy and dosage calculations. Emphasis is placed on teaching pharmacology through prototypes and the use of medications for dosage problems. Physiology and pathophysiology for the following drug classifications will be included: cardiac, respiratory, renal, gastrointestinal, peripheral, central nervous system, infectious disease and anti-inflammatories. Students will apply basic principles of algebra to identify correct amounts of oral, topical and parenteral medications for pediatric and adult administration. Information for the appropriate administration, assessment, intervention, evaluation and patient teaching will be discussed. 3 semester hours. Pre-requisites: MTH 1100 or higher; NUR 1010 or concurrent.

NUR2001 Alterations in Mental Health Nursing
Mental Health Nursing is introduced from a historical perspective continuing through current treatment trends, often community-based. Clients' rights with mental health care, standards of mental health nursing practice, and types of therapies are presented. Student nurses will have the opportunity to apply knowledge to clients with mental illness such as mood disorders, anxiety-related disorders, substance abuse, anger and domestic violence, schizophrenia, cognitive disorders, personality disorders, and somatoform disorders. Additional information is provided by the study of children and adolescents with common mental health disorders, treatment, medications, and family issues. Behaviors associated with eating disorders are also discussed. Each area of study provides the student the opportunity to examine cultural considerations. The psycho-pharmacology and nutritional needs for each category of disruptions in mental health are also covered. Students will have the opportunity to examine their own feelings related to each topic. 3 semester hours. Pre-requisites: NUR 1021 & 1032 or NUR 1040 (if applicable), SCI 1250, PSY 2100.

NUR2011 Alterations in Functioning I
Nursing roles, nursing process, and categories of human functioning are emphasized for the client/family with common chronic alterations in functioning. Additional knowledge will be gained for the maintenance of high level wellness and the prevention of disease. Beginning management and leadership theory is introduced in the clinical experience. Students will practice advanced nursing skills in the campus laboratory. Students will have the opportunity to validate nursing knowledge in a variety of health care settings. Topics include diseases and surgical intervention for the respiratory, cardiac, gastrointestinal, and skeletal systems, as well as cancer. 8 semester hours. Pre-requisites: NUR 2001, NUR 1180, SCI 1300, NUR 1040 - LPN's only.

NUR2021 Alterations in Functioning II
Nursing roles, nursing process, and categories of human functioning are emphasized for the client/family with acute and chronic alterations in functioning. Additional knowledge will be gained for the maintenance of high level wellness and the prevention of disease. Students will practice advanced nursing skills in the campus laboratory. Students will have the opportunity to validate nursing knowledge in a variety of health care settings, including specialized areas such as ICU, ER, and a preceptorship. Topics include diseases, surgical intervention and emergency situations in the cardiac, respiratory, endocrine, and renal systems, burn therapy, and multi-system failure and blood dyscrasias. 8 semester hours. Pre-requisite: NUR 2011.

NUR2040 Nursing Issues
The change from student nurse to beginning practitioner of nursing will be assisted in this course. The student will develop an awareness of the historical influences, current status of the profession, professional relationships, ethics and accountability, legal ramifications, nursing organizations, career opportunities, and role expectations. The student will study professional resources and analyze management principles. 1 semester hour. Pre-requisites: ENG 1000, and concurrent enrollment in NUR 2021.

NUR2990 Individual Investigation
This course offers independent study designed to meet a specific student need in the field of Nursing. Graded satisfactory/unsatisfactory. 1-4 semester hours. Pre-requisite: Department approval.

OIS0000 Office Information Elective

This course is used for the transfer-in of a course from another institution that does not equate to a course in our course inventory but could be used as an elective for the office information program. 1 - 4 credit hours.

OIS1200 Computer Basics

With learner-centered instruction in this beginning course, students will learn the Windows operating system and the fundamentals of touch keyboarding techniques. OIS1200 will teach students to use Windows to organize data using files and folders, manipulate menus, customize the desktop, and work with application programs. In addition, students will learn to navigate the Internet and use e-mail. 1 Cr. Hr. Prerequisite: None.

OIS1220 Healthcare and Nursing Informatics

This online course is offered to explore the field of technology and its use in health care. Health care and technology are both ever-changing fields. This course provides learning to pre-nursing and associate level nursing students related to the use of technology in the delivery of health care. Students will complete hands on projects using software applications including but not limited to: Microsoft Word, Excel, PowerPoint, and Access.

OIS1240 Computer Applications

This integrated, project-based course will help students use the software applications Microsoft® Word, Excel, PowerPoint, and Access for a PC, to solve business problems. Students will use the Internet and e-mail as they research topics and prepare documents using the appropriate software applications. Course topics include technology history, future trends in technology, and the role of technology in a professional environment. 3 Cr. Hrs. Prerequisite: OIS1200 or successful completion of the Technology Skills Test (TST). Ohio TAG Course (for HIT program only) [OBU003].

OIS1255 Business Integrated Technologies

Students will use business information management tools to communicate with others, manage information, meet virtually, and schedule daily activities. Digital tools including collaboration software applications, Cloud Computing, and mobile devices will be explored. Other emerging technologies used in the office environment will be integrated throughout the course. Prerequisites: OIS1240 and BUS1010. 3 Cr. Hrs.

OIS1260 PowerPoint

PowerPoint graphics software will be used to create multimedia presentations that capture an audience's attention. Students will create, design, and modify presentations; work with visual elements; integrate data from other sources; create output options; and deliver presentations both synchronously and asynchronously. 1 Cr. Hr. Prerequisite: OIS1240 or concurrent.

OIS1280 Records and Data Management

This course is the study of the life cycle of business records with emphasis on the principles and procedures of creation, maintenance, storage, retrieval, retention, and disposal of these business records. The principles and procedures include the operation and control of manual and database systems using tangible systems with simulated data. Students will integrate Microsoft® Office applications throughout the record control process and explore industry policies and procedures. 2 Cr. Hrs. Prerequisite: OIS1240

OIS1320 Word Advanced

Students will use advanced Microsoft® Word features to create a variety of business publications including brochures, fliers, and newsletters. This course also covers expert-user Word features such as creating fill-in forms; working with shared documents; and integrating Microsoft® Office applications for a PC. Students will create both traditional and e-portfolios. 3 Cr. Hrs. Prerequisite: OIS1240

OIS1340 Excel Advanced

Using Excel the student will organize, analyze, interpret, and present data. Expert Excel features covered include manipulating named ranges within formulas, using advanced functions, data validation, pivot tables, importing and exporting data, and integrating Microsoft® Office applications. 3 Cr. Hrs. Prerequisite: OIS1240, Placement or MTH098.

OIS1500 Web Page Authoring I
Students will learn to create, manage, and publish Web pages to the World Wide Web. Students will complete an extended study of audiences, design principles, copyrights, and accessibility concepts. Adobe Dreamweaver, a Web page authoring and site management software application will be introduced. Students will create an e-resume and a Web site as a final project. 3 Cr. Hrs. Prerequisite: OIS1240

OIS1520 Scripting
Web languages will be introduced and utilized to create and modify Web sites. You will use Hypertext Mark-up Language (HTML) to develop Web pages and Java Script to provide interactivity on Web sites. PHP, a general-purpose scripting language, will be introduced. Students create a final portfolio of Web assignments, demonstrating their skills. 3 Cr. Hrs. Prerequisites: OIS1500 or CIT1700

OIS1600 Design Fundamentals for Visual Media
In this introduction to design, you will explore the fundamentals and principles of art, and develop problem-solving skills. Music and visual arts are explored and critiqued. Students demonstrate an understanding of art and design concepts and principles through the use of visually oriented projects using Adobe Illustrator and drawing techniques. 3 Cr. Hrs. Prereq OIS1200 or successful completion of the Technology Skills Test (TST).

OIS1620 Digital Image Manipulation
The basics of Adobe Photoshop will be introduced and utilized in this class. You will use layering, channels, selection, and paint-related tools. Image correction and re-touching techniques are practiced. Students demonstrate their learning through mini-portfolio projects. 3 Cr. Hrs. Prerequisites: OIS1240 or concurrent.

OIS2011 Video and Photography Technologies
The principles and techniques of desktop video and photography production are explored in this course. You will utilize cameras, basic digital image manipulation software and movie editing software to create and edit multimedia projects. Planning for a video production is a focus topic, and includes audience evaluation, project proposal, and storyboarding. Principles of lighting, staging, camera use, post production, and distribution will be covered. Students plan, shoot, edit, and post several digital media projects to the Web. 3 Cr. Hrs. Prerequisite: OIS1240 or concurrent.

OIS2980 Special Topics
This is a special course in the area of office information designed to give groups of students the opportunity to pursue studies not otherwise offered in the degree program. Graded on a Satisfactory/Unsatisfactory basis. 1-4 Cr. Hrs. Prerequisite: Department approval.

OIS2990 Individual Investigation
This is an independent investigation of an appropriate problem in the field of Office Information. No more than four credit hours will apply toward graduation. Graded on a Satisfactory/Unsatisfactory basis. 1-4 Cr. Hrs. Prerequisite: Department approval.

OTA1000 Directed Clinical Practice Level 1
Level I academic fieldwork experience designed to provide the OTA student the opportunity to work in an OT setting, under the supervision of an OTR or COTA. Students must meet objectives designed by academic and clinical educators.

OTA1010 Conceptual Foundations of OTA
This course discusses knowledge on the nature, the history and the philosophy of occupational therapy in the United States. Students will also learn about meaningful occupation, purposeful activity, domains of practice and theoretical frameworks most commonly used in occupational therapy. Concepts like practice models and theoretical frameworks will be discussed. We will also discuss the basic tenets of occupational therapy and how they are applied, along with what roles meaningful occupation and purposeful activity have as related to health and human well-being. We also discuss and learn the ethics of practice, reimbursement procedures, best practices, promoting occupational therapy, the collaborative relationship between the occupational therapist and the occupational therapy assistant through the occupational therapy process, licensure, credentialing, and laws and policies regulating the practice of occupational

therapy. The Occupational Therapy Framework: Domain and Process will be studied. 3 semester hours (3 lecture). Pre-requisite: None

OTA1020 Fundamental Skills for the OTA
This course serves as the first building blocks for the OTA's professional foundations to include the teaching/learning process and therapeutic use of self. Social and cultural influences will be explored as they affect practice in occupational therapy. Students will explore the use of occupation, purposeful activity and activity/task analysis as means for assessment and intervention with clients. Students will also demonstrate competencies in the assessment of vital statistics, biomechanical components, professional communication skills, patient/caregiver/family education, body mechanics, documentation and other skills important for practice in clinical settings. Methods and techniques for screening, assessing and evaluation for occupational therapy performance strengths and problems will be introduced. The course will also study human performance and growth in areas of occupation (social participation, ADL, education, work, play and leisure) throughout the life span. 3 semester hours (2 lecture, 1 lab). Pre-requisite: OTA major only

OTA1530 Functional Anatomy
The course will present the basic principles of kinesiology, anatomy and the kinetics of human movement as they relate to occupational performance. Students will learn the musculoskeletal system, arthrology, origins, insertions, actions and innervations of major muscles. Topics include the musculoskeletal system, anatomical landmarks, joints, posture and balance, locomotion, and the in-depth analysis of functional movement required for performing ADL, work, play and leisure. 3 semester hours (2 lecture, 1 lab). Pre-requisite: OTA major only

OTA2000 Practicum Level II A
First eight-week fieldwork experience designed to provide the OTA student the opportunity to work in an OT setting, under the supervision of an OTR or COTA. Students must meet objectives designed by academic and clinical educators. Prerequisites: All academic coursework and program director approval are required. Students must earn a grade of "C" or better in all coursework and a satisfactory rating on the Professional Behavioral Competence document before approval for Level II placement.

OTA2001 Practicum Level II B
Second eight-week fieldwork experience designed to provide the OTA student the opportunity to work in an OT setting, under the supervision of an OTR or COTA. Students must meet objectives designed by academic and clinical educators. Prerequisites: All academic coursework and program director approval are required. Students must earn a grade of "C" or better in all coursework and a satisfactory rating on the Professional Behavioral Competence document before approval for Level II placement.

OTA2010 The Child and Occupational Performance
The course is a study of limitations and obstacles to occupational engagement (self-care, play, school) for persons from birth to age 22. Topics include common diagnoses, evaluation methods and treatment environments and treatment for areas of occupation. (ADL, IADL, education, work, play, leisure, and social participation), considering performance skills, performance patterns, client factors and context will be reviewed. Students will build practice skills in models of practice related to persons 0-22. 3 semester hours (3 lecture). Pre-requisite: OTA major only

OTA2020 Physical Disability & Performance
This course involves the study of physical health limitations and obstacles to occupational engagement for individuals and populations. Topics include common diagnoses and treatment environments, interventions and treatments under areas of occupation (BADL, IADL, education, work, leisure and social participation). Students will be required to develop applications for enabling function and physical well-being. Topics include major medical, orthopedic, and neurological diagnoses, with emphasis on symptoms, physical conditions, and medical and social supports related to those diagnoses. Evaluations and treatment planning for the physical health population are practiced. course will focus on the development of observation skills; assessment; documentation; teaching; adapting; grading self-care, work, and play/leisure occupations for individuals with physical challenges. Topics include techniques and equipment to maximize participation in meaningful occupations, improve independence, ensure safety, and prevent deformity. 3 semester hours (2 lecture, 1 lab). Pre-requisite: OTA major only

OTA2030 PsycoSocial Intervention & Occ. Perfmnce

The course is a study of mental health limitations and obstacles to occupational engagement for individuals and populations. Topics include common diagnoses and treatment environments, treatment for areas of occupation (ADL, IADL, education, work, play, leisure, and social participation), consideration of habits, performance patterns, component skills and context will be discussed. The course studies individuals who are limited in their ability to engage in life activities due to challenges to their mental health. Topics include major DSM IV diagnoses with emphasis on symptoms, behaviors, cultural influences, and medical and social supports related to those diagnoses. Evaluations and treatment planning for the mental health population are practiced. Students will research various psychosocial conditions with the focus on interventions, therapeutic activities, adaptations and compensations that can be made to facilitate human performance. Students will build practice skills in models of practice and treatment techniques related to psychosocial dysfunctions and will learn to apply therapeutic use of self, knowledge of group dynamics and other key techniques related to occupational therapy in mental health. 2 semester hours. Pre-requisite: OTA major only

OTA2040 BioMechanical Intervention & Occ. Prfmnc

This course focuses on the structure, function and movement of the musculoskeletal system as they apply to occupations of daily living skills. Technical proficiency of manual muscle testing, goniometric skills, treatment techniques and modalities are incorporated into this course. The course will study the kinetics of human motion of the musculoskeletal system of torso and upper extremities. Topics include evaluation procedures for range of motion, functional muscle strength and coordination testing, principles and techniques of body mechanics, transfers, positioning and motor learning theory. Splinting, physical agent modalities and other orthopedic interventions will be studied as they relate to occupational therapy, occupational performance and the upper extremity. 4 semester hours (3 lecture, 1 lab). Pre-requisite: OTA major only

OTA2500 The Elderly and Occupational Performance

The course studies physical and mental health limitations and obstacles to occupational engagement for elderly individuals and populations living at home and in other geriatric settings. Topics include common diagnoses and treatment environments, treatment for areas of occupation. (ADL, IADL, education, work, play, leisure, and social participation), considering performance skills, performance patterns, client factors and context will be reviewed. Students will be required to develop applications for enabling function, as well as promoting mental health and physical well-being in the geriatric population. Driving and community mobility will be key topics discussed in the course. 2 semester hours (2 lecture). Pre-requisite: OTA major only

OTA2510 Clinical Conditions in Occ. Therapy

Students will learn about neoplastic, infectious, metabolic, genetic and inflammatory disorders affecting the cardio-pulmonary, nervous, and musculoskeletal systems. Students will study the pathology of these common diseases and learn the role of the occupational therapy assistant in treating the most commonly seen disorders in the clinics. 3 semester hours. Pre-requisite: OTA major only

OTA2600 Neural Plasticity and Occupational Perf

Therapeutic techniques commonly used in rehabilitation to facilitate occupational performance and motor re-learning are discussed and applied in lab settings. The course contents are shared by PTA 3040. The concepts of neural plasticity and motor learning are studied. Students will gain knowledge and skills necessary to treat clients with neurological disorders from CVA, traumatic brain injury, spinal cord injury, and birth defects. Use of PNF and NDT techniques in the treatment of neurological patients are discussed. 2 semester hours (2 lecture). Pre-requisite: OTA major only

OTA2980 Special Topics

This special course in the area of occupational therapy is designed to give groups of students the opportunity to pursue studies not otherwise offered in the degree program. Graded on a Satisfactory/Unsatisfactory basis. 1-4 semester hours. Pre-requisite: Department approval.

OTA2990 Individual Investigation
This course offers independent study designed to meet a specific student need in the field of Occupational Therapy. Graded satisfactory/unsatisfactory. 1-4 semester hours. Pre-requisite: Department approval.

OTM0000 OTM Electives
This course is used for the transfer-in of a course from another institution that does not equate to a course in our course inventory but could be used as an elective for the arts and science program. 1 - 4 credit hours.

PHY0000 Physics Elective
This course is used for the transfer-in of a course from another institution that does not equate to a course in our course inventory but could be used as a physics elective for the arts and science program. 1 - 4 credit hours. Pre-requisite: department approval.

PHY1000 Principles of Electricity and Magnetism
This course introduces the student to the basic principles of physics with an emphasis on electricity and magnetism. The course is designed to provide the student with not only a basic knowledge of electricity and magnetism but also an understanding of real world applications. To prepare the student to understand electricity and magnetism, additional topics include forces, work, energy, power, sound, and the atomic nature of matter. Topics in electricity and magnetism include electrical forces and fields, currents, electrical circuits, magnetic forces and fields, capacitance, electromagnetic induction and transformers. 2 credit hours. Prerequisite: MTH0910.

PHY1110 Applied Physics
This is an applied engineering Physics course that includes much hands-on work via a lab. Topics include vectors, motion, force, momentum, concurrent and parallel forces, work and energy, rotational motion, matter, fluids, temperature and heat transfer, properties of gases, wave motion and sound, basic electricity, magnetism and alternating current. 4 Cr. Hr. Pre-Req: TMT1100

PHY1200 Physics I
This is the first in a two course series in algebra based physics. Topics include motion in one and two dimensions, projectile motion, circular motion, Newton's laws, drawing and analyzing free-body diagrams, gravity, torque, static equilibrium, elasticity, impulse, linear and angular momentum, work, kinetic energy, potential energy, power, heat, the first and second laws of thermodynamics, atomic model of matter, thermal expansion, pressure, specific heat, calorimetry, heat transfer, fluids, density, and buoyancy. Students are required to take Physics I Lab (PHY1210) with this course. 4 credit hours. Prerequisite: MTH1245 College Algebra (may be taken concurrently) or instructor permission. Ohio Transfer Module (OTM) Course [TMNS]; Ohio TAG Sequence Courses PHY1200 & PHY1210/Lab [OSC014]; and, Ohio TAG Sequence Courses PHY1200, PHY1210/Lab, PHY1250, PHY1260/Lab [OSC021]

PHY1210 Physics I Lab
This lab class supports topics and concepts covered in the Physics I (PHY1200) lecture class. Students will complete hands-on experiments that will help them verify physical principles like projectile motion, static and kinetic friction, Newton's laws, air resistance, work, rotation and moments of inertia, energy, momentum, and the law of cooling. Students are required to completely document each lab and keep a comprehensive notebook consisting of all data and reports. In these reports students will be required to show how the data supports each concept covered in that lab. Students must sign up for both the lecture class and this lab class during the same semester. 1 credit hour. Corequisite: Physics I (PHY1200). Ohio Transfer Module (OTM) Sequence Courses PHY1200 & PHY1210 [TMNS]; Ohio TAG Sequence Courses PHY1200 & PHY1210/Lab [OSC014]; and, Ohio TAG Sequence Courses PHY1200, PHY1210/Lab, PHY1250, PHY1260/Lab [OSC021].

PHY1250 Physics II
This is the second in a two course series in algebra based physics. Topics include harmonic motion, pendulum motion, traveling waves, sound waves, light waves, energy and intensity, Doppler effect, standing waves, interference of waves, beats, interference of light, reflection, refraction, ray diagrams, color, dispersion, images from mirrors and lenses, charges and forces, Coulomb's law, electric fields, electric potential energy, the electric potential, capacitance and

capacitors, polarization and dielectrics, direct current, resistors, Ohm's law, circuit elements and diagrams, Kirchhoff's laws, parallel and series circuits, complex circuits, magnetism, magnetic fields, forces on moving charges, induced currents, magnetic flux, Faraday's law, electromagnetic waves, photons, the electromagnetic spectrum alternating current, transformers, capacitor circuits, inductors, inductor circuits, RLC circuits, and oscillator circuits. Students are required to take Physics II Lab (PHY1260) with this course. 4 credit hours. Prerequisite: PHY1200. Corequisite: PHY1260. Ohio Transfer Module (OTM) Sequence Courses PHY1250 & PHY1260/Lab [TMNS]; Ohio TAG Sequence Courses PHY1250 & PHY1260/Lab [OSC015]; and, Ohio TAG Sequence Courses PHY1200, PHY1210/Lab, PHY1250 & PHY1260/Lab [OSC021].

PHY1260 Physics II Lab
This lab class supports topics and concepts covered in the Physics II (PHY1250) lecture class. Students will complete hands-on experiments that will help them verify physical principles like pendulums, simple harmonic motion, sound waves, the speed of sound, the polarization of light, Ohm's law, series and parallel circuits, capacitance, magnetic fields, and electric energy. Students are required to completely document each lab and keep a comprehensive notebook consisting of all data and reports. In these reports students will be required to show how the data supports each concept covered in each lab. Students are required to sign up for both the lecture class and this lab class during the same semester. 1 credit hour. Prerequisite: None. Corequisite: PHY1250. Ohio Transfer Module (OTM) Sequence Courses PHY1250 & PHY1260/Lab {TMNS]; Ohio TAG Sequence Courses PHY1250 & PHY1260/Lab [OSC015]; and, Ohio TAG Sequence Courses PHY1200, PHY1210/Lab, PHY1250, PHY1260/Lab [OSC021].

PSY0000 Psychology Elective
This course is used for the transfer-in of a course from another institution that does not equate to a course in our course inventory but could be used as a psychology elective for the arts and science program. 1 - 4 credit hours.

PSY1100 General Psychology
This class is an introduction to theories and techniques used by psychologists for describing, explaining, predicting and influencing human behavior. Topics covered include learning, cognition, intelligence, motivation, emotion, personality and abnormal behavior. Also, available ONLINE: Completely online except for make-up tests must be proctored. 3 online tests over 3 separate units. Must be able to complete discussion board forums and submit assignments via CANVAS. 3 credit hours.
Prerequisite: Qualifying placement assessment score or course equivalency. Ohio Transfer Module (OTM) Course [TMSBS]; and, Ohio TAG Course [OSS015].

PSY1500 Social Psychology
This course is designed to balance research and application, covering social cognition, attitude formation and change, conformity/obedience, group processes, pro-social behavior, aggression, and stereotyping/prejudice. 3 credit hours. Corequisite: PSY1100. Also offered ONLINE. Ohio Transfer Module (OTM) Course [TMSBS]; and, Ohio TAG Course [OSS016].

PSY2100 Human Growth and Development
This class provides an advanced study of human development over the life span, from conception to death. Included are emotional, intellectual, moral, physical, and social development. PSY2100 offers an analysis of the interaction of human characteristics within the individual and the relationship between individuals and their environment at various stages in development. Also available On-Line. 3 credit hours. Prerequisite: PSY1100. Ohio Transfer Module (OTM) Course [TMSBS]; and, Ohio TAG Course [OSS048].

PTA1000 Introduction to Physical Therapy
The student will learn about the profession of physical therapy including it's current and historical role within the healthcare system. Topics covered include the roles of the PT, PTA, and Aide; career exploration; standards of practice; evidence-based practice; communication; diversity; and the legal and ethical delivery of physical therapy services. 2 semester hours (2 hrs lecture). Pre-requisites: None

PTA1010 PTA Medical Documentation
The student will learn common medical abbreviations and will to perform basic documentation of common treatments rendered in physical therapy. The legal and professional ramifications of physical therapy documentation will also be discussed. 1 semester hour (2 hours lab). Pre-requisite: PTA program accepted

PTA1100 PTA Patient Care Skills
In this course students will learn basic patient care skills including infection control, vital sign assessment, patient positioning, draping, and transfer techniques. Students also learn and apply theories of physics in regards to proper body mechanics, gait instruction and postural analysis. Selection and fitting of assistive ambulatory devices is taught. 3 semester hours (2 hrs lecture, 3 hrs lab). Pre-requisites: PTA program accepted.

PTA1102 PTA Modalities
This course introduces students to modalities utilized in physical therapy including the physical properties, theory, indications and contraindication of each. This course utilizes a lab and lecture format to introduce the application of heat, cold, light, water, ultrasound, spinal traction, and electrical stimulation for pain relief and muscle stimulation. Ultrasound with electrical stimulation and iontophoresis techniques are also learned. 3 semester hours (2 hrs lecture, 3 hrs lab). Pre-requisites: PTA program accepted.

PTA1104 Therapeutic Exercise
This course covers the theory and skills of the practical application of Therapeutic Exercise. The application of manual muscle testing results and instruction in the areas of ROM, AROM, AAROM, Progressive Resistive Exercise, stretching, coordination, balance, relaxation, aquatic therapy, general fitness, and sports medicine are included. Continued study of posture and its relationship with exercise, as well as a multitude of orthopedic pathologies and appropriate therapeutic exercise programs, are included. 4 semester hours [3 hrs. lecture, 3 hrs. lab]. Pre-requisites: PTA 1000, PTA 1010, PTA 1100, PTA 1102, SCI 1200, and completion of or concurrent enrollment in SCI 1250.

PTA1105 PTA Kinesiology & Orthopedic Cnsdrtn
This course involves the review of basic functional anatomy and an in-depth analysis of human motion. The biomechanics of each joint will be discussed along with common orthopedic joint dysfunctions, pathologies and special tests. Students will examine the gait cycle and identify possible causes for abnormal gait. An overview of peripheral joint mobilization will be introduced. Detailed goniometry and manual muscle testing will be the focus of lab content. 4 semester hours [3 hrs lecture, 3 hrs lab]. Pre-requisites: PTA 1000, PTA 1010, PTA 1100, PTA 1102, SCI 1200, and completion of or concurrent enrollment in SCI 1250.

PTA2000 Directed Clinical Practice/Practicum I
Students perform clinical work off-campus under the supervision of a licensed physical therapist or physical therapist assistant serving as a clinical instructor and mentor. This course introduces the student to the practice of physical therapist assisting. 2 semester hours [40 clinical hours per week for 5 weeks]. Pre-requisites: PTA 1103, PTA 1104, PTA 1105, SCI 1250 and concurrent enrollment in PTA 2105.

PTA2010 Clinical Practicum I
Students perform clinical work off-campus under the supervision of a licensed physical therapist or physical therapist assistant serving as a clinical instructor and mentor. This course introduces the student to the practice of Physical Therapist Assisting. 1 semester hour [35-40 clinical hours per week for 5 weeks]. Pre-requisites: ALH 1103, PTA1104, PTA1105, SCI1250 and concurrent enrollment in PTA2105.

PTA2105 PTA Seminar I
Students relate clinical highlights and experiences through classroom presentations, share a collective diary of clinical experiences, and review journal notations. Students also participate in a written and oral case study and complete cumulative discussions regarding aspects of clinical education. 1 semester hour (12 contact hours of intensive study following PTA 2010). Pre-requisite: SCI 1250, ALH 1103, Program accepted only.

PTA2221 PTA Pathophysiology
This course involves study of common pathological disorders that often necessitate physical therapy intervention. Emphasis is placed upon inflammatory, metabolic, neoplastic, genetic and infectious disorders affecting the systems of the body. 3 semester hours. Pre-requisite: PTA 2010 and PTA 2105

PTA2223 Rehabilitation for Specific Populations
Orthopedic, cardiac, pulmonary, and integumentary dysfunctions are studied. The aging process is explored as well as its relationship to the practice of physical therapist assisting. Students will study postural drainage and percussion techniques, gain knowledge and skills in the topics of cardiac rehabilitation, wound care, prosthetics, orthotics, and women's health. 4 semester hours. (3 hrs. lecture, 3 hrs. lab). Pre-requisite.: PTA 2010 and PTA 2105

PTA2224 Neurological Rehabilitation
Students will gain knowledge and skills necessary to treat clients with neurological disorders from CVA, traumatic brain injury, spinal cord injury, and birth defects. The lecture and lab format is used to explore sensory and reflex integration, developmental sequence, and neonatal care. Use of PNF and NDT techniques in the treatment of neurological patients are discussed and practiced in a lab setting. 4 semester hours (3 hrs. lecture, 3 hrs. lab). Pre-requisite: PTA 2010 and PTA 2105

PTA2301 Directed Clinical Practice/Practicum II
A licensed physical therapist or physical therapist assistant clinician serves as mentor and clinical instructor. Students work in an off-campus clinical environment where they continue to apply skills gained from classroom instruction. 3 semester hours [40 clinical hours per week for 6.5 weeks]. Pre-requisites: PTA 2221, PTA 2223, PTA 2224 and concurrent enrollment in PTA 2305

PTA2302 Directed Clinical Practice/Practicum III
This course is a continuation of the clinical practice experience gained in PTA 2301. A licensed physical therapist or physical therapist assistant serves as a mentor and clinical instructor. This course offers the student the opportunity to use skills gained during classroom instruction in an off-campus setting. 3 semester hours [40 clinical hours per week for 6.5 weeks]. Pre-requisites: PTA 2221, PTA 2223, PTA 2224 and concurrent enrollment in PTA 2305

PTA2305 PTA Seminar II and III
This course serves to review the PTA curriculum in preparation for the National Physical Therapy Examination for licensure. Discussion of the experiences and learning encountered during the final clinical experiences is included. A mock licensure examination will be conducted. Students will also explore issues affecting the practice of physical therapist assisting within the modern health care system. Résumé, cover letter, and resignation letter composition is learned. Mock employment interviews will be conducted. A variety of related topics will be presented, including licensing procedures. 3 semester hours [40 contact hours of intensive study following completion of PTA 2302]. Pre-requisites: PTA 2221, PTA 2223, PTA 2224 and concurrent enrollment in PTA 2302

PTA2310 Clinical Practicum II
A licensed physical therapist or physical therapist assistant clinician serves as mentor and clinical instructor. Students work in an off-campus clinical environment where they continue to apply skills gained from classroom instruction. 2 semester hours [35-40 clinical hours per week for 6.5 weeks]. Pre-requisites: Program accepted only.

PTA2320 Clinical Practicum III
This course is a continuation of the clinical practice experience gained in PTA 2310. A licensed physical therapist or physical therapist assistant serves as a mentor and clinical instructor. This course offers the student the opportunity to use skills gained during classroom instruction in an off-campus setting. 2 semester hours [35-40 clinical hours per week for 6.5 weeks]. Pre-requisites: PTA 2221, PTA 2223, PTA 2224 and concurrent enrollment in PTA 2310 and PTA 2350.

PTA2350 PTA Seminar II & III
This course serves to review the PTA curriculum in preparation for the National Physical Therapy Examination for licensure. Discussion of the experiences and learning encountered during the final clinical experiences is included. A

mock licensure examination and cumulative written and practical examinations will be conducted. Students will also explore issues affecting the practice of physical therapist assisting within the modern health care system. Résumé, cover letter, and resignation letter composition is learned. Mock employment interviews will be conducted. A variety of related topics will be presented, including licensing procedures. 1 semester hour [16 contact hours of intensive study following completion of PTA 2320]. Pre-requisites: PTA 2221, PTA 2223, PTA 2224 and concurrent enrollment in PTA 2310 and PTA 2320.

PTA2990 Individual Investigation
This course offers independent study designed to meet a specific student need in the field of Physical Therapist Assisting. Graded satisfactory/unsatisfactory. 1-5 semester hours. Pre-requisites: Department approval

RAD1000 Introduction of Radiologic Technology
This is an orientation to radiologic technology. Student and technologist responsibilities are outlined, as well as their role in the health care delivery system. Basic principles of radiation protection are introduced. 3 semester hours. Pre-requisite: None.

RAD1001 Intro to Radiologic Technology
This is an orientation to Radiologic Technology. Student and Technologist responsibilities are outlined, as well as their role in the health care delivery system. Basic principles of radiation protection are introduced. 2 semester hours. Pre-requisite: None.

RAD1010 Methods of Patient Care
This course will provide the student with basic concepts of patient care, including consideration for the physical and psychological needs of the patient and family. Routine and emergency patient care procedures will be described, as well as infection control procedures utilizing standard precautions. Methods and techniques of contrast administration, as well as categories will be discussed. Medical ethics is included. 2 semester hours. Pre-requisite: None.

RAD1020 Radiographic Positioning & Procedures I
This unit is designed to provide the student with the knowledge and skills necessary to perform standard radiographic procedures of the chest, abdomen, upper and lower extremities, pelvis and hip. Also spine and bony thorax are included. Positioning terminology is defined and applied clinically. 4 semester hours. Pre-requisite: RAD 1000 Program acceptance.

RAD1030 Radiographic Positioning & Procedures II
This course includes a study of procedures of the skeletal, digestive, biliary, urinary systems, mobile, surgical, headwork, pediatric, reproductive, and respiratory systems. Trauma situations are presented. Contrast media is discussed. 4 semester hours. Pre-requisite: RAD 1020.

RAD1052 Radiation Physics
This course will provide the student with knowledge of basic physics. Fundamentals of x-ray generating equipment are discussed. Information on x-ray generating equipment is discussed. Information on x-ray production, beam characteristics, and units of measurement is provided.
2 semester hours. Pre-requistie PHY 1000.

RAD1061 Principles of Radiographic Exposure
This course will provide the student with knowledge of factors that govern and influence the production of the radiographic image on the image receptor. Processing the image and computed radiography are included. Concepts in exposure technique are discussed. 2 semester hours. Pre-requisite RAD 1052

RAD1100 Radiologic Technology Clinical I
This course is the first of five of clinical applications of radiographic procedures. This includes scheduled clinical rotation assignments. All clinical courses include scheduled image analysis classes. A clinical lab is required in most clinical courses.

This course will provide the student with the necessary introductory clinical education needed to begin to practice radiography. This course takes place in imaging departments, with actual patient contact. The student will rotate through assigned clinical areas. The student will be evaluated for clinical competency of the semester. The student will be under direct supervision the entire semester. The student will follow all policies and procedures of the program.
3 semester hours. Pre-requisite: RAD 1000.

RAD1200 Radiologic Technology Clinical II
This course is the second of five of clinical applications of radiographic procedures. This includes scheduled clinical rotation assignments. All clinical courses include scheduled image analysis classes; clinical lab is required in most clinical courses, and student meetings. This course will provide the student with the necessary clinical education needed to continue to practice radiography. This course takes place in imaging departments, with actual patient contact. The student will rotate through assigned clinical areas. The student will be evaluated for clinical competency during the semester. The student will be under direct and indirect supervision during the semester. The student will follow all policies and procedures of the program.
3 semester hours. Pre-requiste RAD 1100

RAD1300 Radiologic Technology Clinical III
This course is the third of five clinical applications of radiographic procedures. Students are assigned scheduled clinical rotation assignments. All clinical courses include scheduled image analysis classes. Students are actively involved in all clinical procedures in their assigned clinical rotation. A clinical lab is required in all clinical courses. This course provides the student clinical education needed to practice radiography. This course takes place in imaging departments, with actual patient contact. The student will rotate through assigned clinical areas. The student will be evaluated for clinical competencies in the semester. In the senior year students are primarily under indirect supervision, however direct supervision still continues depending on completed competency requirements. The student will follow all policies and procedures of the program. Students will be assessed by technologists and school faculty.
4 semester hours. Pre-requisite: RAD 1200

RAD2000 Advanced ImagingProcedures&Equipment
This course provides an in depth description of diagnostic procedures within the following areas: cardiovascular/interventional, computed tomography, mammography, MRI, ultrasound, nuclear medicine, and radiation therapy. Emphasis is placed on anatomy and the diagnostic and therapeutic value of each examination. Venipuncture and sectional anatomy are included. This course will provide the student with knowledge of equipment routinely utilized to produce a diagnosis. The course includes explanation and discussion on conventional and digital fluoroscopy, tomography, computed tomography, magnetic resonance imaging, interventional and mammography equipment. Quality assurance is included. 2 semester hours. Pre-requisite: RAD1061 and RAD1030.

RAD2030 Principles of Radiobiology
This is an advanced study of the interaction of radiation on living systems. Included with biological responses are chronic and acute radiation effects, and a more in-depth look at radiation safety practices. 1 semester hour. Pre-requisite: RAD 2000.

RAD2050 Radiographic Pathology
Each system of the body is studied with regard to major pathological diseases and how the diseases are demonstrated radiographically. Different types of cancer and treatment are discussed. Students are required to give a case presentation. 1 semester hour. Pre-requisite: RAD 2000.

RAD2060 Radiographic Review
Radiographic review of all required program courses. A comprehensive test is used to evaluate comprehension of course material at the end of each semester. The comprehensive tests from previous semester are averaged for a final grade. Students will be required to take mock registry tests. RAD2060 is graded on a satisfactory/unsatisfactory basis. 1 semester hour. Pre-requisite: RAD 2000.

RAD2071 CT: Principles and Protocol
This course provides an in depth description of diagnostic procedures within computed tomography. Emphasis is placed on anatomy, and the diagnostic and therapeutic value of each examination. Patient care interactions and management. Administration of contrast media. Practicing ALARA. Image production, physics, and instrumentation. Venipuncture and sectional anatomy are included. This course also includes a review to prepared student for the ARRT National Registry. This course meets requirements of the ARRT regarding structured education for post primary Computed Tomography. Students completing this course must have successfully completed the ARRT National Registry for Radiography.

RAD2101 Radiologic Technology Clinical IV
This course is the fourth of five of clinical applications of radiographic procedures. Students are assigned scheduled clinical rotation assignments. All clinical courses include scheduled image analysis classes. Students are actively involved in all clinical procedures in their assigned clinical rotation. A clinical lab is required in all clinical courses. This course provides the student clinical education needed to practice radiography. This course takes place in imaging departments, with actual patient contact. The student will rotate through assigned clinical areas. The student will be evaluated for clinical competencies of the semester. In the senior year students are primarily under indirect supervision, however direct supervision still continues depending on completed competency requirements. The student will follow all policies and procedures of the program. Students will be assessed by technologists and school faculty.
2 semester hours. Pre-requisite RAD 1300

RAD2201 Radiologic Technology Clinical V
This is a continuation of Clinical IV. In this final clinical rotation, the students may be tested randomly over any required competency. This is done to ensure that the student is retaining the necessary skills required of a radiographer. Clinical rotations are scheduled. 2 semester hours. Pre-requisite: RAD 2101

RAD2301 CT: Clinical
This is a clinical course for Computed Tomography. This course provides the student the clinical education needed to practice Computed Tomography. This course takes place in imaging departments, with actual patient contact. The student will rotate through assigned clinical areas. The student will be completing clinical competencies. The student will follow all policies and procedures of the program.

RAD2990 Individual Investigation
This course offers independent study designed to meet a specific student need in the field of Radiography. Graded satisfactory/unsatisfactory. 1-4 semester hours. Pre-requisite: Department approval.

REA0000 Real Estate Elective
This course is used for the transfer-in of a course from another institution that does not equate to a course in our course inventory but could be used as a real estate elective for the business program. 1 - 4 credit hours.

REA1010 Real Estate Principles and Practices
This is an introductory course designed for those interested in entering the real estate field as sales persons or brokers as well as for the general public. REA1010 covers the general background of real estate sales, licensure, terminology, mathematics, practice, and procedures. 3 Cr. Hrs. Prerequisite: None

REA1100 Real Estate Law
REA1100 focuses on the areas of law pertinent to real estate and those interested in becoming sales persons and brokers as well as the general public. This includes land as property, fixtures, estates and interests in land, deeds, contracts, finance, foreclosure, liens, the real estate closing, proof of title, agency, fair housing, zoning, landlord-tenant law, ethics, and decedents' estates. 3 Cr. Hrs. Prerequisite: None

REA1200 Real Estate Finance
REA1200 explores the financial aspects of real estate with primary consideration being toward the fundamentals of mortgage banking, sources of funds for mortgage lending, loan application procedures and processing, inspection and

appraisal of collateral, attracting new business, investing, and the effects of governmental monetary and fiscal policies. 2 Cr. Hrs. Prerequisite: REA1010 recommended.

REA1300 Real Estate Appraisal
This class includes definitions and terminology of real estate appraising, analyzing the real estate market, and explaining the appraisal process. Students will explore basic approaches to an estimate of value-cost, income and market data as well as the mechanics of inspecting and measuring improvements, and cost estimating. A term case study project is assigned providing practical experience in writing an appraisal report for a single family residence. 2 Cr. Hrs. Pre-requisite: REA1010 recommended.

SCI0000 Science Elective
This course is used for the transfer-in of a course from another institution that does not equate to a course in our course inventory but could be used as a science elective for the arts and science program. 1 - 4 credit hours.

SCI1050 Principles of Biology & Chemistry
This introductory science course covers basic concepts in chemistry and biology. The chemistry includes atomic structure, periodic table, chemical formulas, chemical bonds, organic compounds, acids/bases, and nuclear chemistry. The biology includes cell structure, mitosis and an overview of the following body systems: skeletal, muscular, nervous, digestive, respiratory, and circulatory. 3 credit hours. Prerequisite: None.

SCI1100 Basic Anatomy & Physiology
The student will learn to recognize the structure, understand the physiology and use the correct terminology to describe components of each of these body systems: integumentary, skeletal, articular, muscular, nervous, cardiovascular, immune/lymphatic, endocrine, respiratory, digestive, urinary, and reproductive. Online section: Students must be able to use discussion board and submit assignments online. Assignments must be submitted in a readable format. Students must consistently check MTC email. 4 credit hours. Prerequisite: ALH1110 or HLT1100

SCI1150 Introduction to Exercise Science

SCI1200 Anatomy & Physiology I
This is the first of a two-semester sequence. This course has a laboratory component which relates chemistry to anatomy. The lab then focuses on the structures of tissues and the skeletal, muscular and nervous systems. The lecture component emphasizes the physiology of these systems. 4 credit hours. Prerequisite: SCI1050 or equivalent. Ohio Transfer Module (OTM) Course [TMNS].

SCI1250 Anatomy & Physiology II
This is the second of a two-semester sequence. The laboratory emphasizes the anatomy of the respiratory, endocrine, cardiovascular, urinary, digestive and reproductive systems. The lecture covers the physiology of all of the above plus special senses, metabolism, acid base balance, and fluid and electrolytes. 4 credit hours . Prerequisite: SCI1200. Ohio Transfer Module (OTM) Course [TMNS].

SCI1300 Microbiology
This is an introductory course designed to give the student an understanding of microorganisms which have a relation to the health sciences. Principles of infection and resistance will be included. The laboratory component allows the student to become proficient in basic microbiological techniques. 4 credit hours. SCI1250 (required prerequisite); taken concurrently or department approval. Ohio Transfer Module (OTM) Course [TMNS].

SCI2000 Advanced Human Physiology
This course consists of units dealing with cellular organization, homeostasis, intercellular communication, and acid/base chemistry. The physiology of the respiratory, excretory, digestive, cardiovascular, and endocrine systems will also be presented. The lab will demonstrate physiologic principles. 4 credit hours. Prerequisite: SCI1250. Ohio Transfer Module (OTM) Course [TMNS].

SOC0000 Sociology Elective

This course is used for the transfer-in of a course from another institution that does not equate to a course in our course inventory but could be used as a sociology elective for the arts and science program. 1 - 4 credit hours.

SOC1200 Sociology

This course will introduce students to the sociological study of society. Sociology focuses on the systematic understanding of social interaction, social organization, social institutions, and social change. Major themes that will be examined in this course include the interplay between the individual and society, how society is both stable and changes, the causes and consequences of social inequality, and the social construction of human life. Students will be able to identify and explain social patterns and how such patterns change over time and in different settings. Upon completion, students should be able to demonstrate knowledge of sociological concepts as they apply to the interplay among individuals, groups and societies. Online Classes: Students must have regular access to a computer, the Internet and be able to use discussion boards and to submit assignments online. Assignments must be submitted in a readable format. Students need to consistently check MTC email/Canvas. 3 Cr. Hrs. Pre-Req.: None. Ohio Transfer Module (OTM) Course [TMSBS]; and, Ohio TAG Course [OSS021].

SOC1400 Personal and Family Relations

This course is an exploration of the development and maintenance of effective intimate relationships. SOC1400 includes a study of the effect of role expectations, attitudes, values, socioeconomic factors and stress on joint decision making and conflict resolution in dating, marriage, and family relations. By taking this course, students will increase their knowledge about developing, maintaining, and changing relationships in their personal and family life. SOC1400 will explore the numerous choices individuals make throughout the different stages of relationships, and the potential consequences of those choices. 3 Cr. Hrs. Pre-Req.: None. Ohio Transfer
Module (OTM) Course [TMSBS]; and, Ohio TAG Course [OSS023].

SOC2200 Social Problems

This class will examine a variety of contemporary social problems. Topics may include drug abuse, crime, juvenile delinquency, divorce and other family challenges mental illness, and other health problems, social class and selected social issues. Upon completion, students will be able to identify how sociologists define, study and interpret social problems and be able to discuss some of the causes and consequences as well as some of the potential interventions to alleviate some of the problems identified. Online Classes: Students must have regular access to a computer, the Internet and be able to use discussion boards and to submit assignments online. Assignments must be submitted in a readable format. Students need to consistently check MTC email/Canvas.
3 Cr. Hrs. Pre-Req.: None. Ohio Transfer Module (OTM) Course [TMSBS]; and, Ohio TAG Course [OSS025].

SOC2400 Gender Studies

This course is designed to introduce students to the sociological study of gender identity and gendered representation. It will explore sex and gender as they relate to the major social institutions and how the experiences differ for men and women. In addition, this course illuminates the intersection of gender, race, social class and sexual orientation in our diverse world. Online Classes: Students must have regular access to a computer, the Internet, and to be able to use discussion boards and submit assignments online. Assignments must be submitted in a readable format. Students need to consistently check MTC email/Canvas. 3 Cr. Hrs. PreReq.: None. Ohio Transfer Module (OTM) Course [TMSBS].

STE1011 Level One Electrician

Level One Electrician is a course designed to give the student a comprehensive overview of the electrical trade as well as overall grounding in electrical fundamentals, the National Electrical Code, electrical safety issues, applied mathematics, and many other details involved in becoming an electrician. The course emphasizes hands-on activities in electrical labs that simulate real world problems and projects. 9 credit hours. Prerequisites: None

STE1012 Level Two Electrician

Level Two Electrician is a course designed to give the student a comprehensive understanding of electrical fundamentals, the National Electrical Code, electrical safety, applied mathematics, electrical motors, basic control

systems, circuit installation, and many other details involved in becoming an electrician. The course emphasizes hands-on activities in electrical labs that simulate real world problems and projects. 9 credit hours. Prerequisites: STE1011

STE2013 Level Three Electrician
Level Three Electrician is a course designed to give the student a comprehensive understanding of the National Electrical Code, electrical safety, applied mathematics, circuit design and installation, electrical distribution systems, electric motor controls, electrical installations in hazardous locations, and many other details involved in becoming an electrician. The course emphasizes hands-on activities in electrical labs that simulate real world problems and projects. 9 credit hours. Prerequisites: STE1012

STE2014 Level Four Electrician
Level Four Electrician is a course designed to give the student a comprehensive understanding of the National Electrical Code, electrical safety, service design, fire alarm installation, standby and emergency generators, advanced motor controls, HVAC Controls, and high voltage terminations and splicing. The course emphasizes hands-on activities in electrical labs that simulate real world problems and projects. 9 credit hours. Prerequisites: STE2013

STL1011 Level One Line Erector
This course prepares the student for Linework by beginning with rigorous wood pole training. It continues with an introduction to the Electrical Power Industry. Students will then learn basic electrical theory, applied mathematics, and transformer basics. The course concludes with an introduction to the basic construction forms used in electrical power distribution. 9 credit hours. Prerequisite: None

STL1012 Level Two Line Erector
Safety is always a primary concern in line erector work and is emphasized in this course. The Personal Protective Equipment (PPE), rigging methods, equipment used in live line construction are all components of this course. After intensive classroom studies students will build a test line and learn about the specifications required for these lines. Students will compete with other apprentices in a rodeo that will emphasize excellence in line worker training. 9 credit hours. Prerequisite: STL1011

STL2013 Level Three Line Erector
Students will learn about the protective fusing systems, electrical power metering, and other special elements in the distribution infrastructure. Crew leadership, trouble investigation, and vegetation management studies will follow. The course concludes with studies of pad mount transformers, underground distribution systems (URD) and the construction of various three-phase transformer configurations. 9 credit hours. Prerequisite: STL1012.

STM1011 Level One Sheet Metal
This course begins with a summary of the history and development of the sheet metal trades. It continues by describing the tools and materials, machines, and processes used in the industry. Students are taught the math and geometry needed to successfully install all forms of architectural ductwork. The course emphasizes hands-on activities that simulate real world problems and projects. 9 credit hours. Prerequisites: None

STM1012 Level Two Sheet Metal
This course continues with math applications and practical instruction in the use of protractors, calipers, and micrometers in solving field problems in sheet metal work. The principles of radial line layout are used to develop the forms required for specific applications. Other studies include blueprint and specification reading, properties of air distribution, and bend allowances. 9 credit hours. Prerequisites: STM1011

STM2013 Level Three Sheet Metal
More advanced math applications, methods of field measuring, and triangulation are the focus of this course. Included also is the welding and brazing of some metal joints. The principles of refrigeration and the role of heat pumps and detailed studies of blueprints and specifications complete these studies. The course emphasizes hands-on activities that simulate real world problems and projects. 9 credit hours. Prerequisites: STM1012

STM2014 Level Four Sheet Metal
Students complete their studies in this program by participating in advanced projects covering air balance, fume and exhaust system design, and installation of access doors, louvers, and dampers. This course also prepares students in shop organization and crew leadership skills. 9 credit hours. Prerequisites: STM2013

STP1011 Level One Pipefitting
This program of study begins with an introduction to the tools of this trade and instruction on how to properly inspect, use, and maintain them. Students will be taught fundamental oxyfuel cutting and welding as well as operation of power equipment and scaffolding procedures. 9 credit hours. Prerequisites: None

STP1012 Level Two Pipefitting
Piping systems that include chemical, fuel oil, compressed air, steam, and water are studied in the beginnings of this course. Technical studies include applied math and drawing and detail interpretations. Underground installation and excavation are also a part of this course. 9 credit hours. Prerequisites: STP1011

STP1211 Level One Plumbing
Level One Plumbing introduces trainees to the many career options available in today's plumbing profession, discusses plumbing safety and the causes of accidents and their consequences, and instructs trainees in the care and use of the different types of hand and power tools they will use on the job. The course reviews basic math concepts, plumbing drawings and demonstrates how they apply on-the-job. Level One Plumbing also introduces trainees to the different types of plastic, copper, cast-iron, carbon steel, corrugated stainless pipes and tubes, and associated fittings, fixtures and faucets. The course concludes with an introduction to drain, waste, vent, and water distribution systems. 9 credit hours. Prerequisite: None

STP1212 Level Two Plumbing
Level Two Plumbing discusses and reviews methods for calculating angles, offsets, and for hanging, supporting, penetrations, and applying fire stopping materials on the various piping systems. The course teaches trainees how to interpret and use civil, architectural, structural, mechanical, and plumbing drawings and how to locate, install, connect, and test the various piping systems in residential and commercial applications. The course concludes with methods of installing and servicing fixtures, valves, faucets, fuel gas systems, and water heaters. 9 credit hours. Prerequisite: STP1211

STP2013 Level Three Pipefitting
This course begins with studies in rigging practices including slings, wire rope, chains, crane load charts, and load balancing. Advanced math uses trigonometry to calculate solutions to piping problems. The course concludes with studies in pipe hanger fixtures and supports and the testing of piping systems. 9 credit hours. Prerequisites: STP1012

STP2014 Level Four Pipefitting
Level Four Pipefitting covers the skills needed to layout and fabricate mitered bends, laterals, wyes, and many other challenging connections. More advanced studies focus on pipe misalignment and the resulting strain, stress relief, and other pipefitting concerns. The course concludes with studies in the basic requirements of supervisors as well as investigation into ethical issues. 9 credit hours. Prerequisites: STP2013

STP2213 Level Three Plumbing
Level Three Plumbing introduces trainees to math concepts they will use on the job including area and volume, temperature, pressure, and force. The course also teaches techniques for sizing water supply lines including calculating system requirements and demand, backflow preventer devices, sizing drain, waste, venting installation techniques, and sizing of storm systems. The course concludes with discussion of sewage pumps, sump pumps, corrosive-resistant waste piping and compressed air systems. 9 credit hours. Prerequisite: STP1212

STP2214 Level Four Plumbing
Level Four Plumbing introduces trainees to business principles for plumbers including concepts and practices that are essential for successful plumbing businesses and to the knowledge and skills required for team leadership. The course

also explains code requirements and discusses the practices of installing water pressure booster and recirculation systems, indirect and special waste treatment, hydronic and solar heating systems, private water supply and waste disposal systems, swimming pools and hot tubs, and describes the location and layout of plumbing systems for mobile homes and mobile home parks. The course concludes with instruction on diagnosis and repair of piping systems. 9 credit hours. Prerequisite: STP2213

STS1011 Level One Substation
The Substation Technician training program begins with studies in core skills: Safety, Power Tools, Basic Communication Skills, and Blueprint reading. The course continues with an introduction to electrical power delivery, substation equipment, and substation infrastructure. Cad welding of the grounded grid concludes this portion of substation training. 9 credit hours. Prerequisite: None

STS1012 Level Two Substation
The rules found in OSHA 1910.269 begin the focus of this substation training course. Safely clearing equipment for maintenance and repair, overhead and underground conductors, and rigging are essential subjects reviewed in this year. Substation construction and the essential elements of construction such as interpreting drawings and standards, transformers and regulators receive major emphasis in this second year of study. 9 credit hours. Prerequisite: STS1011

STS2013 Level Three Substation
The third year of study continues with emphasis on safety in the substation. The operation of the substation system apparatus such as circuit breakers, regulators, disconnects, and transformer configurations are a focus of the course. The load infrastructure that the substation serves is featured so students have an understanding of the nature of power load demands. 9 credit hours. Prerequisite: STS1012

STS2014 Level Four Substation
More advanced studies of system automation, circuit breakers and protective devices, relays and regulators are at the beginning of this last year. Typical construction requires pulling of wire, high voltage terminations and splices, crew leadership, and build of emergency systems which the students will practice during these studies. The course concludes with studies in electronics and state-of-the-art control and data handling systems. 9 credit hours. Prerequisite: STS2013

TEC0000 Technical Elective
This course is used for the transfer-in of a course from another institution that does not equate to a course in our course inventory but could be used as a Technical Elective. 1 - 4 credit hours.

TMT1110 Applied Technical Math
This course will immerse students into the world of technical problem solving. Various mathematical principles will be investigated through the use of applied problems that occur in the fields of Physics, Engineering Mechanics, Electronics, and Alternative Energy. Neatness and organization will be emphasized as students utilize algebra, geometry, trigonometry, and systems of equations equations to both hone their skills and develop confidence in their ability to understand and solve technical problems. 3 Cr. Hrs. Prerequisite: Placement or MTH0920.

TMT1150 Applied Technical Math II
In this the second and final course of the series, students are introduced to new applications of algebra, geometry, and trigonometry by solving problems involving sets of three or more linear equations, quadratic equations, complex numbers, exponential functions, and logarithms. Students will also learn to understand the formation of sine waves by graphing sine and cosine functions. Just as in TMT1100, the application of these concepts is emphasized to increase the students' problem solving ability. 3 Cr. Hrs. Pre-Req: TMT1100

COLLEGE DIRECTORY

To contact any MTC employee by e-mail, use their last name + the first letter of their first name + @mtc.edu (MTC's web address). For example, Professor James Smith could be contacted via the Internet by e-mailing a message to: smithj@mtc.edu

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Campus Library

Betsy L. Blankenship	Director of the Marion Campus Library & Head Librarian	M.L.I.S., Kent State University A.A., B.A., The Ohio State University
Deanna Bachtell	Evening & Weekend Supervisor	A.A., B.A., The Ohio State University
Patricia S. Wood	Library Services Coordinator	A.A., B.A., The Ohio State University

ARTS & SCIENCES (Faculty and Staff)

Chad Schneider, OTR/L	Dean of Arts & Sciences	B.S., Ph.D., The Ohio State University B.S. University of Illinois at Chicago
Ellie Hess	Administrative Assistant	B.A., The Ohio State University
Mandy Knight	First-Year & Transfer Advisor	B.S., The Ohio State University

College Credit Plus

Tiffany Wade	Director of College Credit Plus	A.A., B.S., The Ohio State University
Caleb Martin	College Credit Plus Coordinator	B.A., Otterbein University

Communications, English, and History

Anna Bogen	Faculty, English	Ph.D., University of Sussex
Brittany Coomes	Faculty, English	M.A., The University of Findlay B.A., The University of Findlay
Eric Geissler	Professor, English and Economics	M.A., The Ohio State University B.S., Bowling Green State University

Steve Littleton	Faculty, History	Ph.D., Northern Arizona University
Teresa Plummer	Professor, Communications	Ph.D., University of Nebraska-Lincoln B.A., M.A., Ed.S., Morehead State University

Mathematics, Physical, and Biological Sciences

Richard Andaloro	Faculty, Physics & Mathematics	M.S., Ph.D., The University of Toledo B.S., Mount Union College
Theresa Calip	Professor, Sciences	M.A., University of California at Santa Barbara M.A., The Ohio State University B.S., University of Washington
Ryan Chan	Faculty, Mathematics	M.A., Otterbein University B.S., The Ohio State University
C. Sue Conklin	Professor, Sciences	D.C., Parker College of Chiropractic B.S. Anatomy - Parker College of Chiropractic
Tyler Maley	Faculty, Mathematics	A.A., B.S., M.Ed., The Ohio State University
Michael Rosenbaum	Assistant Professor, Sciences	M.Ed., DePaul University M.S., Georgetown University B.A., Kenyon College
Luann Wilkinson	Professor, Sciences	M.S., Medical College of Ohio B.S., Ashland University

Social and Behavioral Sciences

Andrew Hand	Associate Professor, Psychology	M.A., The Ohio State University B.A., Wittenberg University
Lori Hardiman	Faculty, Psychology	M.A, University of Akron B.A., Ashland University
Primrose Igonor	Faculty, Psychology	M.A., University of Port Elizabeth
Lillie Kirsch	Professor, Sociology	M.S.W., The Ohio State University B.A., Capital University A.A., North Central Technical College

BUSINESS, TECHNOLOGIES, & PUBLIC SERVICE (Faculty and Staff)

Deb C. Stark	Dean of Business, Information Technologies, & Criminal Justice	M.B.A., Rider University B.S., The Ohio State University
David Gorenflo	Consultant – Tech Prep Program of Study	M.A., The Ohio State University
Cheryl Kellogg	Cooperative Education Coordinator / Professor	A.A., M.A., The Ohio State University B.A., Bowling Green State University
Vicki Weaver	Administrative Assistant	B.A., Siena Heights University A.A.B., Marion Technical College

Business Technologies

Mike White	Director of Business Technologies / Assistant Professor	M.A., The Ohio State University
Christy Culver	Associate Professor, Business & Information Technologies	B.S., M.Ed., Ashland University A.A.B., Marion Technical College
Douglas Holbrook, CPA	Associate Professor, Business & Accounting	B.S., Bowling Green State University
D. Scott Hughes	Faculty, Business & Human Resources	B.S., M.B.A., Franklin University
Tola Sanusi	Faculty, Business	M.B.A., University of Phoenix B.S., The College of Staten Island B.Sc., University of Greenwich

Correctional Education Program

Rhea Edmonds	Director of Correctional Education Program	B.A., Howard University
Tonya Thompson	Correctional Education Specialist	A.A., Marion Technical College

Criminal Justice Technologies

Greg Perry, Esq.	Professor, Criminal Justice Technologies / OPOTA Commander	J.D., The University of Dayton
Dan G. Arledge	Professor, Criminal Justice Technologies	M.S., Central Michigan B.A., Capital University B.A., The Ohio State University

Engineering Technologies (Faculty and Staff)

Matthew Farson	Director of Engineering Technologies	B.S., The University of Toledo
Feng Hua	Associate Professor, Electrical Engineering Technology	Ph.D., Louisiana Tech University B.S., Shangai Jiao Tong University
Terri Martin	Administrative Assistant	A.A.B., Marion Technical College
Russ Sivey	Associate Professor, Electrical Engineering Technology	B.S. Ohio Northern University

Human and Social Services

Samuel Wolfe, LPCC	Director of Human & Social Services / Professor	M.S. Ed., University of Dayton

		M.Div., M.A., Grace Theological Seminary
		Th.B., Piedmont Baptist College
Trish Frazzini, LSW	Professor, Human & Social Services	M.S.S.A., Case Western Reserve University
		B.S.W., Capital University
Sandra Vent, LSW	Faculty, Human & Social Services	B.S., Capital University
Information Technologies		
Sherry Albright	Professor, Information Technologies	M.B.A., The University of Findlay
		B.S., Franklin University
		A.A.B., Marion Technical College
Jeremy L. Fryman	Assistant Professor, Business & Information Technologies	M.B.A., Otterbein College
		B.S., University of Rio Grande
Duane Gerstenberger, MCP	Professor, Information Technologies	B.B.A., MBA, Mt. Vernon Nazarene University
		A.A.B., Marion Technical College
Linda A. Williams, CCNA	Professor, Business & Information Technologies	M.S., Keller Graduate School of Management of DeVry University
		B.S.B.A., Ashland University
	A.A., Columbus Technical Institute	
HEALTH TECHNOLOGIES (Faculty and Staff)		
Christopher Gase, MLS (ASCP)	Dean of Health Technologies	M.B.A., Tiffin University
Jessica Applegate	Administrative Assistant	A.A.B., Marion Technical College
Darlene Lewis	Administrative Assistant	A.A.B., Marion Technical College
Health Information Technologies		
Christina Manley, RHIT	The Margie White Director of Health Information Technologies	M.A.Ed., Mt. Vernon Nazarene University
		B.S., University of Cincinnati
		B.S., The Ohio State University
		A.A.S., Marion Technical College
Bonnie Hemp, RHIT	Faculty, HIT	M.B.A., The University of Findlay
		B.S., Heidelberg University
Medical Assisting Technologies		
Peggy Smith, MLT (ASCP), CMA (AAMA)	Director of Medical Assisting Technologies/Professor	M.Ed. University of Phoenix
		B.S., Franklin University
		A.A.S., Marion Technical College
Medical Imaging Technologies (Radiography and Sonography)		
Debra Myers, RT(R), RVT, RDMS, RDCS	Director of Medical Imaging Programs / Professor	M.Ed., University of Phoenix
		B.S., Siena Heights University
Christine Drath, RDMS(AB)(OB/GYN)	Clinical Coordinator (Sonography)	B.S., Siena Heights University
Rod Niese, BSRT(R)(CT)(MR)	Clinical Coordinator (Radiography) / Professor	M.Ed., Tiffin University
		B.S., The Ohio State University
Medical Science Technologies		
Christopher Gase, MLS (ASCP)	Director of Medical Science Technologies	M.B.A., Tiffin University
Chase Gherman	Faculty, Medical Sciences	A.A., B.S., M.Ed., The Ohio State University
		A.A., Marion Technical College
Laura Smith, SM (ASCP)	Clinical Coordinator	B.S., The Ohio State University
Nursing Technologies		
Cynthia Hartman, RN, CNE	Director of Nursing Technologies / Professor	M.S.N., Otterbein College
		B.S.N., Ashland University
		A.A.S., Marion Technical College
Sandy Allen, RN	Associate Professor, Nursing Technology	M.S.N., Jacksonville University
		B.S.Ed., The Ohio State University
		B.S.N., Jacksonville University
Stacie Campbell, RN	Faculty, Nursing Technology	M.S.N., Walden University
Tanya Grandillo, RN	Professor, Nursing Technology	M.S.N., South University
Catherine Crum, RN	Clinical Coordinator/Professor	M.S.N., Otterbein College
		B.S.N., Olivet Nazarene University
Helen Guinther, RNC	Professor, Nursing Technology	B.S.N., M.S.N., University of Phoenix
		A.A.S., Marion Technical College
Christine Heilman, RN, CCRN	Professor, Nursing Technology	B.S.N., M.S.N., Kaplan University
		A.A.S., Marion Technical College
Lori Hosack, RN	Associate Professor, Nursing Technology	M.S., The Ohio State University
		B.S.N., Bowling Green State University
Joan Kincade, RN	Faculty, Nursing Technology	M.S.N., Chamberlain University
Angela Romich, RN	Faculty, Nursing Technology	M.S.N., Chamberlain University

Rebecca Snyder, RN	LPN Program Transition Coordinator / Professor	B.S.N., M.S.N., University of Phoenix
Eileen Vorst, RN, CNE	Professor, Nursing Technology	B.S.N., M.S., The Ohio State University

Occupational Therapy Assistant (OTA) Program

Josh Line, OT	Director of OTA Program	M.S., Eastern Kentucky University
Lori Ach, OTA	Clinical Coordinator	B.S., Mount Vernon Nazarene University A.A.S., Marion Technical College

Physical Therapist Assistant (PTA) Program

Chad Hensel, PT, MHS, CSCS	Director of the Physical Therapist Assistant (PTA) Program / Professor	D.PT., University of Indianapolis M.H.S., University of Indianapolis B.S., Bowling Green State University
Maureen Pace, PTA	Academic Coordinator of Clinical Education / Associate Professor	B.B.A., Mt. Vernon Nazarene University A.A.S., Marion Technical College

Student Activities

Shannon Niedzwicki	Director of Alber Student Center	M.A., Western Michigan University

Student Resource Center

Mike Stuckey, LPCC	Dean of Student Resources Services	M.S., University of Dayton B.S., The Ohio State University
Bob Chidester	First-Year Advisor	M.A., Bowling Green State University
Lance Clark	First-Year Advisor	M.A., Bowling Green State University B.S., The Ohio State University
Stephanie Fitch	Student Services Assistant	A.S., Marion Technical College
Liz Graff	ASPIRE Office Assistant	
Mandy Knight	First-Year & Transfer Advisor	B.S., The Ohio State University
Brandy Page	Student Services Assistant	B.A., The Ohio State University
Kathy Rice	Director of Student Support Programs	B.S., The Ohio State University
Velma Thacker-Clabaugh	College Receptionist	Certificate, Marion Technical College
Millie Williams	First-Year Advisor	B.S.N. Olivet Nazarene University

ADMINISTRATIVE & FINANCIAL SERVICES

Jeff Nutter, CPA	Vice President & Chief Financial Officer / Treasurer	M.B.A., Franklin University B.S., The Ohio State University
Kelly Flinchbaugh	Facilities Specialist	A.A.B., Marion Technical College

Business Office

Jim Lavery, CPA	Registrar	M.B.A., Ohio University B.S.B.A., West Virginia University
Jody Adkins	Accounts Payable Specialist	A.A.B, Marion Technical College
Kristy Walters	Student Accounts Specialist	B.S., Franklin University A.A.B., Marion Technical College

Campus Security

Mark Beaschler	Campus Public Safety Supervisor Beaschler.5@osu.edu	

Facilities & Operations

Leeann J. Grau	Coordinator of Facility Improvements & Operations	OPOTA Certificate

IT Operations & Help Desk

Steve Duvall, MCAD, MCDBA, MCPD, MCSE, MCSA, MCSD, MCTS, MCITP	Executive Director of IT Operations	M.S. Regis University B.S., Excelsior College A.A.B., Marion Technical College
Vickie Axline	Help Desk Coordinator	A.A.B., Marion Technical College
Kevin Rostorfer	Network Administrator	B.S., DeVry University
Ryan Tomlin	Network Administrator	A.A.S., Marion Technical College

Information Systems

Joanna Duvall	Director of Information Systems	B.A., M.B.A. Mount Vernon Nazarene University A.A.B., Marion Technical College Microsoft Office User Specialist/Word 2000

PLANNING & ADVANCEMENT

Amy Adams	Vice President of Planning & Advancement	Ph.D., Ohio University M.Ed., Northern Arizona University B.S., The Ohio State University

Admissions

Brandon Mooney	Director of Admissions & Recruitment	M.B.A., The University of Findlay
Tony Box	Admissions Counselor	B.S., Iowa State University
Kristi Butler	Admissions Counselor	B.A., The Ohio State University
Sheryl Rossi	Student Services Specialist	B.S., Franklin University A.A.B., Marion Technical College

Financial Aid

Debra K. Langdon	Director of Financial Aid	B.B.A., M.B.A., Mt. Vernon Nazarene University A.A.B., Marion Technical College
Joan Gerrein	Financial Aid Counselor	B.A., Miami University
Amy Krzysiak	Enrollment Services Receptionist	A.S., Davenport University
Diane M. Mayne	Financial Aid Analyst & VA Certifying Official	A.A.B., Marion Technical College
Janice Gay Teter	Financial Aid Specialist	

Harding Home & Tomb (Ohio History Connection)

Sheryl Hall	Harding Site Manager	B.A., Heidelberg University
Gene Peak	Harding Site Technician	

Marketing & Public Relations

Justin Dean	Director of Marketing	B.A., Shawnee State University A.A.S., The Art Institute of Pittsburgh
Tina Ginn	Webmaster	B.S., University of Phoenix A.A.B., Marion Technical College Microsoft Office User Specialist/Access 2000
Wendy Weichenthal	Public Relations Specialist	B.S., Ohio University

Student Records

Kristy Taylor	College Registrar	B.A., Siena Heights University A.A.B., Marion Technical College
Wendy Main	Student Records Specialist	A.A.B., Marion Technical College
Carey Wolf	Assistant Registrar	B.A., Walsh University

ADVISORY COMMITTEE MEMBERS

Department of Arts and Sciences

Molly Baldosser	Vice President of Finances and Administration	Marion Goodwill
Phyllis Butterworth	Director of Public Relations and Marketing	Marion General Hospital
Nick Chilton	President and Chief Executive Officer	Wyandot, Inc.
Jason Fagan	Director	Wyandot County Dept. of Job and Family Services
Kathy Goodman	High School Program Director	I CAN Center of Excellence
Ronal Meade	Workforce Development Administrator	OhioMeansJobs Marion County
Phil Reid	Retired	Fire Chief, Marion Fire Department
Rick Roe	Broker, Owner	Real Estate Showcase

Accounting

Scott Armstrong	Treasurer	Meta Solutions
Diana Bennington	Accounting Clerk	Nucor Steel Marion, Inc
Joe Cunningham	CFO/Controller	Morral Companies
Rhonda Feasel	Treasurer/CFO	Mohawk Local Schools
Beth Larick	Accountant	Wyandot
Sylvia See	Administrative Assistant	Civista Bank
Denise Smith	CPA/Senior Accountant	Holbrook & Manter L.L.P

Business Management

Jim Betker	Project Manager/Engineering Coordinator	Whirlpool Corporation
Harry Holler	National Business Development Manager	MRV Dairy Solutions
Jeff Marsh	Marion Area Transit Director	City of Marion
Laura Postel	Realtor	Real Estate Showcase
Brad Smith	President	B2B Smith Group LLC
Annette Walton	Employment Specialist	Ohio Department of Job & Family Services
Steve Washburn	Safety Coordinator	Nucor Steel Marion, Inc.
Kathy Wink	Marketing Director	Goodwill Industries
Becky Worley	Marketing Coordinator	Nachurs Alpine Solutions

Computer Information Technology

Cynthia Gilbert	District Technology Coordinator	Elgin Local Schools
Kyle Klaiber	MIS Manager	Wyandot, Inc.
Dave Ramsey	Consultant (Retired MTC employee)	
Mike Struck	Director of IT Infrastructure & Development	Meta Solutions
James Toth	Digital Media Instructor	Tri-Rivers Career Center
Melanie Wilson	IT Integration Engineer	Meta Solutions
Jeff Young	CNET Instructor Level 2	Tri-Rivers Career Center

Office Administration Technology

Annelle Bushatz	Office Administrator	First Presbyterian Church
Naomi Craig	Mission Services Coordinator	Goodwill Industries
Kim Gepper	Executive Assistant	Dublin Methodist & Grady Memorial
Kelly Little	Buyer/Planner	Wyandot, Inc.
Amy Seckel	Executive Secretary	United Church Homes

Criminal Justice

Jeff Cline	Major	Marion County Sheriff's Department
Don Davis	Owner	Davis Realtors & Builders
Terry Donaugh	Law Enforcement Instructor	Tri-Rivers Career Center
Troy Landon	Chief Deputy	Morrow County Sheriff's Office
Harold May	Deputy Warden	Mansfield Correctional
Jennifer Miller	Chief Probation Officer	Marion Country Adult Probation Department
Lt. Shearer	Lieutenant	Ohio State Highway Patrol
Tom Stotts	Chief Probation Officer	Marion County Adult Probation Department

Health Information Technologies

Lisa Carroll	HIM Director	St. Rita's Hospital
Darlene Clabough	HIM Director	Wyandot Memorial Hospital
Tiffany Mavis	HIM Director	Lima Memorial Hospital
Kay Patterson	HIM Director	Morrow County Hospital
Debbie Riddle	HIM Director	Galion Community Hospital
Regina Smalley	HIM Director	Memorial Hospital of Union County
Debbie Weaver	HIM Director	Knox Community Hospital
Connie Wenzinger	Director of HIM	Blanchard Valley Hospital
Laurie Wise	Instructor, Health Technologies	Harding High School

Human and Social Services

Paula Burnside	Program Director	Turning Point Domestic Violence Shelter (Marion)
David Erwin	Executive Director	West Central Community Correctional Facility (Union County)
Jason Fagan	Alumni and Director	Wyandot County Dept. of Job and Family Services
Diane Howard	Family and Community Partnership Director	Ohio Heartland Head Start Community Action Commission (Marion, Morrow, Crawford and Richland Counties)
Duana Patton	Chief Executive Officer	Ohio District 5 Agency on Aging, Inc. (Ashland, Crawford, Huron, Knox, Marion, Morrow, Richland, and Wyandot)
Jacqueline Ringer	Executive Director	Marion County Children Services
John Tatro	Associate Clinical Director	Community Counseling (Crawford County)
Beverly Young	Executive Director	Marion Area Counseling Center

Medical Assisting

Sandy Bridenstine	Environmental Health Sanitarian	Marion Public Health Department
Linda Cooper	Certified Medical Assistant	Marion Area Physicians-OhioHealth
Amy Martin	Medical Assisting student	Marion Technical College
Alisa Needles	Administrative Manager	Marion Area Physicians-OhioHealth
Dawn Sperling	Nurse Practitioner	Marion Area Physicians-OhioHealth
Angela Thomas	Certified Medical Assistant	OhioHealth Primary Care & Pediatric Physicians
Elaine Thompson	Office Manager	OhioHealth Marion Area Physicians, Delaware

Medical Laboratory Technology

Amanda Clark	Point of Care Coordinator	OhioHealth Marion General Hospital
Tammy Blum	Laboratory Director	Wyandot Memorial Hospital
Tom Geis	Operations Manager-Core Lab	New Vision Medical Laboratories
Rhonda Graham	Laboratory Manager	The Ohio State University Medical Center

Zina Harris	Hematology Lead Technician	OhioHealth Hardin Memorial Hospital
Shawn Griggs	Laboratory Manager	Blanchard Valley Health System
Linda Huffman	Supervisor-Blood Bank & Molecular Testing	Laboratory Corporation of America
Pamela Kin	Laboratory Director	Mercy Hospital – Tiffin
Donna Kueterman	Laboratory Director	Mercer Health System
Doug Nichols	Laboratory Manager	OhioHealth Morrow County Hospital
Linda Perry	Phlebotomy Supervisor	OhioHealth Marion Area Physicians-
Deena Rager	Laboratory Director	Knox Community Hospital
Donna Rowland	Education Coordinator	Memorial Hospital of Union County
Catherine Shaffner	Education Coordinator	ProMedica Laboratories-North Campus Lab
Berlin Sherrick	Laboratory Director	Lima Memorial Health System
Mark Switzer	Laboratory Director	Samaritan Regional Health System
Mia Taylor	Educational Coordinator	Avita Health Systems-Galion
Heidi Them	Clinical Site Manager	MedCentral Health Systems
Bonnie VanShoik	Director of laboratory Services	Blanchard Valley Health System
Laurie Wise	Instructor, Health Technologies	Tri-Rivers Career Center

Electrical Engineering Technology

Joey Blair	Director, Human Resources	Vaughn Industries
Cliff Brannon	General Manager	POET
Reddy Brown	Engineering	Honda Engineering North America, Inc
Randy Gay	Automation Engineer	Whirlpool Corporation
Paul Huffman	Controls Engineer	Guardian Industries
Kellie Jackson	Engineering	Honda Engineering North America, Inc.
Larry Jermyn	Senior Staff Administrator	Honda Engineering North America, Inc.
Chad McClish	Maintenance Coordinator	Honda Engineering North America, Inc.
Tom McKinnis	Electrical Technician	Graphic Packaging
Scot McLemore	Unit Manager	Honda Engineering North America, Inc
Dwayne Nethers	Engineering Technician	Luvata Ohio Inc.
Vince Paxton	Assistant Vice President-Operations	Gudenkauf Corporation
Brian Tschanen	Division Manager	Vaughn Industries
Jeff Warner	Maintenance	Graphic Packaging
Mark Williams	Vice-President of Engineering	The Wilson Bohannan Company

Mechanical Engineering Technology

Dave Adkins	Engineering Assistant Manager	Cardington Yutaka Technologies
Matt Bobulski	Engineering Staff Engineer	TS Tech USA Corporation
Jim Campbell	Manager, Platform Integrity	Whirlpool Corporation
Tom Cole	VP Engineering	Eagle Crusher
Jeff Davis	Engineering Supervisor	Honda of America Mfg.
Tad Douce	Vice President of Innovation and Adult Learning	META Solutions
Kevin Fairchild	Mechanical Designer	ATS Ohio, Inc.
Bob Graff	Senior Sales Manager, STEM Education	Yaskawa
Dave Johnson	Manager, Engineering & Maintenance	TODCO
Jeff Kent	Design Engineer	Buckeye Machine Fabrication
Megan King	Apprenticeship Coordinator	Vaughn Industries
Ghy Landry		L & R Tech
Blaine Lilly	Associate Professor	The Ohio State University
Matt Plott	President & CEO	Vaughn Industries
Scott Price	Engineer	Wilson Bohannon Padlocks
Ritch Ramey	RAMTEC Advanced Manufacturing & Engineering Coordinator	Tri-Rivers Career Center
Eric Robitaille		L & R Tech
Jerry Van Meter	Chief Engineer	Luvata Ohio, Inc.
Matt Yaksic	Sr. Manufacturing Engineer	Sypris Technologies

Nursing (RN) Technology

Joy Bischoff, RN, MS	Vice President of Patient Services	Marion General Hospital-OhioHealth
Jan Blue, RN	Nursing Director	Marion Medical Campus
Wendy Bowles,PhD, RN, CPNP	Director, RN to BSN Program	The Ohio State University College of Nursing
Kathy Cermak, RN	Director of Nursing	Marion Manor
Erin Creeden, RN	Community Health Nurse	Marion Public Health Department
Cheryl DeFrancisco, MSN, RN-BC	Clinical Education Team Lead	Riverside Methodist Hospital-Ohio Health
Kathleen Grannan, RN, BSN, MSN, CNL	Cancer Services Nurse Navigator	Riverside Methodist Hospital-OhioHealth
Jackie Haverkamp, MSN, RN	Chair, Department of Nursing	Otterbein University

Emeline Kelly, RN, ACNS-BC, MSN	Nursing Education Program Manager	Tri-Rivers Career Center
Kim Kelly, RN, BSN, CPN	Nursing Student Education Coordinator	Nationwide Children's Hospital
Derek Markle	Employment Specialist	Marion County Job and Family Services OMJ
Kristi Milewsky, BSN, MS	Education Specialist	Riverside Methodist Hospital-OhioHealth
Courtney Miller, RN	Director of Nursing Services	Genesis HealthCare Presidential Center
Aimee Milligan, RN	Director of Nursing	AVITA Health System-Galion/Bucyrus
Valerie Schalk, RN, MSN	Assistant Director of Nursing	Wyandot Memorial Hospital
Karen Webb, RN, BSN	Director of Nursing	Fairhaven Community
Laurie Wise,	Instructor, Health Technologies	Tri-Rivers Career Center

Occupational Therapy Assistant

Sue Alexander, OTR/L	Occupational Therapist	Grant Hospital
Ann Best, OTR/L,	OTA Program Director	Rhodes State College
Jareb Darby, COTA/L	Occupational Therapy Assistant	Healthcare Center
Tosha Dillon, COTA/L	Occupational Therapy Assistant	Laurels of Hillsboro
Lisa Gorrell, COTA/L	Occupational Therapy Assistant	Scioto Pointe Skilled Nursing Center
Megan Heinlen	Occupational Therapy Assistant	Wyandot Memorial Hospital
Kevin McDaniels	Intervention Specialist	Elgin Local School District
Julie McGillivray, OTR/L,	Occupational Therapist	Galion Community Hospital
Gretchen Tighe	Intervention Specialist	Elgin Local School District
Mike Tighe, COTA/L	Occupational Therapy Assistant	Morrow County Schools
Tanya Vela, OTR/L	Occupational Therapist	Heartland of Marion

Physical Therapist Assistant

Valerie Campbell, PT	Physical Therapist	OhioHealth-Marion Medical Campus
Beth Hensel, PT	Physical Therapist	M.I.P.A. Physical Therapy
Vickie Lawrence, PT	CCCE, Physical Therapist	M.I.P.A. Physical Therapy
Shawn Lohr, PTA	Physical Therapist Assistant	Mt Carmel Rehab & Sports
Laura Miller, PT	Manager, CCCE	Mount Carmel at Taylor Station
Tim Robinson, PTA	Alumni, Physical Therapist Assistant	River Rock Rehabilitation
Barbara Schmenk, PT	Physical Therapist	OhioHealth Neighborhood Care
Crystal Smith, PTA	Physical Therapist Assistant	M.I.P.A. Physical Therapy
Erica Smith, PT	Physical Therapist	OhioHealth-Marion Medical Campus
Amy Williams, PTA	Manager, CCCE	Avita Therapy & Sports Med Bucyrus
Darlene Yost, PTA	CCCE, Physical Therapist Assistant	Grady Memorial Hospital

Radiography

Sheryl Bacon, R.T.	Administrative Secretary	Ohio Society of Radiologic Technologists
Jennifer Boleyn	Public Member	Harding High School
Russ Merrin, B.S., R.T.	Radiology Director	Morrow County Hospital
Kimlyn Queen, MSM, CRA, R.T. (R) CT, MR	Director of Northwest Ohio Cardiovascular	Marion General Hospital
Allen Reier, M.D.	Radiology Imaging Services	Marion General Hospital
Valerie Shull R.T.(R, C.T.)	Radiographic Technologist	Avita Health Systems-Bucyrus
Edward Sweeny, R.T.	Radiographic Technologist	Marion Medical Campus
Patricia Wasserbeck, R.T.	Radiographic Technologist	Marion General Hospital
Laurie Wise, R.N.	College Tech Prep, Health Instructor	Marion Harding High School
Christy Stinehelfer MSM, BSBA, CNMT	Director of Imaging	Marion General Hospital

Diagnostic Medical Sonography

Jennifer Boleyn	Public Member	Harding High School
Sharon Hostetler, R.T.,(R), R.D.M.S.	Practice Manager/Sonographer	Marion Women's Health Center
Tress Krock, R.T. (R), R.D.M.S., R.D.C.S.	Cardiovascular Sonographer	Mary Rutan Hospital
Dr. Shahara Lawson-Snyder	Public Member	Lawson Chiropractic
Leslie Marsh, B.S.R.T, R.T.(R), R.D.M.S.	Staff Sonographer	Marion General Hospital
Gretchen Severns R.T. (R)	Adjunt Faculty	Marion Technical College
Allen Reier, M.D.	Radiologist	Marion General Hospital
Kathy Schelb, R.T.(R), R.D.M.S., R.D.C.S., R.V.T.	Sonographer	MIMA Ancillary
Cindy Callen-Lynch R.T.(R) R.D.M.S.	Staff Sonographer	Med Central Ohio Health
William Vornholt, B.S., R.T.(R), R.D.M.S., ABD+OB/GYN	Staff Sonographer	Grady Memorial Hospital
Christy Stinehelfer MSM, BSBA, CNMT	Director of Imaging	Marion General Hospital

Enrollment Services Advisory Committee

Amy Adams, Ph.D.	Vice President for Planning & Advancement	Marion Technical College
Leigh Conant	College and Career Counselor	Rutherford B. Hayes High School
Kristal Dunlap	School Counselor	Upper Sandusky High School
Sherrie Dunn	School Counselor	Tri-Rivers Career Center
Crystal Escalera	School Counselor	Pioneer Career Center
Kelly M Garrett	Site Director	Gear Up Marion City Schools
Deb Langdon	Director of Financial Aid	Marion Technical College
Shannon Liles	MTC Ambassador	Marion Technical College
Brandon Mooney	Director of Admission	Marion Technical College
Katie Pauley	School Counselor	Highland High School
Jodi Smith	Dean of Students	Ridgedale High School
Cara Stevens	School Counselor	Marion Harding High School
Hank Thomas	Community Partnership Manager	Ohio University
Annette Walton	Employment Specialist	OhioMeansJobs Marion County
Kris Webb	School Counselor	Pleasant High School

Marion Technical College

2017-2018 Public College Calendar

Dates and Deadlines	12-Week Summer Semester	8-Week Summer Semester	16-Week Fall Semester	8-Week (first half) Fall Semester
MTC SEMESTERS BEGIN/END	May 15 *to* August 5, 2017	June 5 to July 29, 2017	Aug 28 to Dec 16, 2017	August 28 to October 21, 2017
ONLINE REGISTRATION (45 + cr hrs)	March 1, 2017 (W)	March 1, 2017 (W)	March 1, 2017 (W)	March 1, 2017 (W)
ONLINE REGISTRATION CONTINUING STUDENTS	March 6, 2017 (M)	March 6, 2017 (M)	March 6, 2017 (M)	March 6, 2017 (M)
NEW/RETURNING STUDENT REGISTRATION	March 13, 2017 (M)	March 13, 2017 (M)	March 13, 2017 (M)	March 13, 2017 (M)
(Priorty) Financial Aid Deadline (FAFSA)	March 27, 2017 (M)	March 27, 2017 (M)	June 30, 2017 (F)	June 30, 2017 (F)
MTC Scholarship Deadline	May 1, 2017 (M)	May 1, 2017 (M)	May 1, 2017 (M)	May 1, 2017 (M)
FEES (last day to pay)	April 27, 2017 (Th)	May 18, 2017 (Th)	August 10, 2017 (Th)	August 10, 2017 (Th)
New Student Orientation	May 16, 2017 (T) @ 4pm	May 16, 2017 (T) @ 4pm	August 22, 2017 (T) @ 10 am and 5:30 pm	August 22, 2017 (T) @ 10 am and 5:30 pm
BOOKSTORE Credit Open Online	(May 8 - 19, 2017)	(May 30 - June 9, 2017)	(Aug 21 - Sept 1, 2017)	(Aug 21 - Sept 1, 2017)
Financial Aid Distribution (mailed to student)	June 22, 2017 (Th)	July 12, 2017 (W)	October 5, 2017 (Th)	December 1, 2017 (F)
Course (class) (last day to ADD)	May 19, 2017 (F)	June 9, 2016 (F)	September 1, 2017 (F)	September 1, 2017 (F)
Course (class) withdrawl period (no transcript entry)	Prior to May 31, 2017	Prior to June 19, 2017	Prior to Sept 12, 2017	Prior to Sept 12, 2017
Course (class) withdrawl period (with transcript entry "W")	May 31 to July 24, 2017	July 17, 2017 (M)	Sept 12 to Nov 27, 2017	Sept 12 to Nov 27, 2017
100% refund (last day)	Prior to May 31, 2017	Prior to June 20, 2017	prior to Sept 12, 2017	Prior to Sept 12, 2017
0% refund	May 31 to July 24, 2017	June 20 to July 29, 2017	Sept 12 to Nov 27, 2017	Sept 12 to Oct 9, 2017
Exam Date(s)	*On last class day*	*On last class day*	Dec 11 to Dec 16, 2017	*On last class day*
Dates and Deadlines	**8-Week (second half) Fall Semester**	**16 -Week Spring Semester**	**8- Week (first half) Spring Semester**	**8- Week (second half) Spring Semester**
MTC SEMESTERS BEGIN/END	Oct 23 to Dec 16, 2017	January 8 to May 5, 2018	January 8 to March 3, 2018	March 5 to May 5, 2018

ONLINE REGISTRATION (45 + cr hrs)		**March 1, 2017 (W)**	**November 1, 2017 (W)**	**November 1, 2017 (W)**	**November 1, 2017 (Wednesday)**	
ONLINE REGISTRATION CONTINUING STUDENTS		**March 2, 2017 (R)**	**November 6, 2017 (M)**	**November 2- 3, 2017 (R/F)**	**November 2- 3, 2017 (R/F)**	
NEW/RETURNING STUDENT REGISTRATION		**March 13, 2017 (M)**	**November 13, 2017 (M)**	**November 13, 2017 (M)**	**November 13, 2017 (M)**	
Spring Break			**March 26 to 31, 2018**	**March 26 to 31, 2018**	**March 26 to 31, 2018**	
(Priorty) Financial Aid Deadline (FAFSA)		**September 5, 2017 (T)**	**November 14, 2017 (T)**	**November 14, 2017 (T)**	**January 5, 2018 (F)**	
MTC Scholarship Deadline		**May 1, 2017 (M)**	**May 1, 2017 (M)**	**May 1, 2017 (M)**	**May 1, 2017 (M)**	
FEES (last day to pay)		**October 5, 2017 (Th)**	**December 14, 2017 (Th)**	**December 14, 2017 (Th)**	**February 15, 2018 (Th)**	
New Student Orientation		**August 22, 2017 (T) @ 10 am to 5:30 pm**	**January 3, 2018 (W) @ 4pm**	**January 3, 2018 (W) @ 4pm**	**January 3, 2018 (W) @ 4pm**	
Bookstore (credits open online)		**(October 16 to 24, 2017)**	**(January 2 to 12, 2018)**	**(January 2 to 12, 2018)**	**(February 26 to March 9, 2018)**	
Financial Aid Distribution (mailed to student)		**December 1, 2017 (F)**	**February 15, 2018 (Th)**	**February 20, 2018 (T)**	**April 19, 2018 (Th)**	
Course (class) (last day to ADD)		**September 25, 2017 (M)**	**January 12, 2018 (F)**	**January 12, 2018 (F)**	**February 5, 2018 (F)**	
Course (class) withdrawl period (no transcript entry)		**November 6, 2017 (M)**	**Prior to January 23, 2018**	**Prior to January 23, 2018**	**March 19, 2018 (M)**	
Course (class) withdrawl period (with transcript entry "W")		**December 4, 2017 (M)**	**January 23 to April 16, 2018**	**February 19, 2018 (M)**	**April 23, 2018 (M)**	
100% refund		**Prior to November 7, 2017**	**Prior to January 23, 2018**	**Prior to January 23, 2018**	**Prior to March 20, 2018**	
0% refund		**November 7 to Dec 4, 2017**	**January 23 - April 16, 2018**	**January 23 - February 19, 2018**	**March 20 to April 23, 2018**	
Exam Date(s)		*On last class day*	**April 30 to May 5, 2017**	*On last class day*	*On last class day*	
COMMENCEMENT			**May 12, 2018 (Sa)**	**May 12, 2018 (Sa)**	**May 12, 2018 (Sa)**	