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Terra State Community College promotes equal opportunity regardless of race, color, religion, national origin, sex, age, handicap, disability, military status, genetic information, or sexual preference.

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REV. 06.18.13
Welcome to Terra State!

On behalf of the faculty, staff and trustees, I would like to thank you for selecting Terra State Community College as your college of choice. I believe you will discover, as I have, that Terra State offers an unbelievable opportunity to learn and grow personally and professionally. The educational resources provide for practical learning with an environment that is caring and nurturing. Our goal is to offer an affordable, accessible and flexible college experience that you will treasure long after you graduate.

Please take a few minutes to explore the many program and course offerings listed in the catalog. You will notice how we engage the community and are dedicated to the generation of new knowledge and practical solutions to real world problems, such as advancements in manufacturing technologies, public health issues and public safety.

Our business programs offer exceptional learning opportunities in accounting, business management, hospitality management and marketing, to name a few. At the same time, Terra State is known for its innovation in creativity and for expanding new frontiers in the arts. We are the first community college in Ohio to blend enriching and insightful business programs with academic programming in music, fine and performing arts, offering a plethora of career paths in arts production, music business, and recording technologies. We pride ourselves on high quality science education, where individualized attention can be offered through small class and lab instruction. We continue to expand program offerings in nursing and allied health, and will this year begin offering a physical therapy assistant program. And, we enrich the lives of students and our communities by offering quality programs in engineering technologies and the skilled trades. We offer several affordable, yet high quality programs with easily transferable credits that lead to over 50 possible certifications and over 60 different degrees.

Please take advantage of all Terra State has to offer; we want you to succeed and we will go to great lengths to make that happen! Whether it is the Writing and Math Center or the Academic Service Center, the benefits of having trained professionals help you along the way is our mission. Faculty, staff and peer tutors are ready to assist you with academic questions and hurdles you may face with homework or lessons.

Terra State’s college life is filled with many amenities that will assist you in personal growth and development, while providing a fun atmosphere. Many student organizations such as the Terra State Student Government, Phi Theta Kappa (the international honor society for two-year colleges), the Astronomy Club, Rotaract (the Rotary International student organization), and the Student Nurses Association will provide you opportunities to participate in leadership positions, College governance, and personal enrichment experiences through co-curricular activities and events. Stay connected to your friends by participating and becoming engaged in student volunteerism experiences, campus sustainability programs, and sporting events sponsored by the Student Activities Center. Program notices and updates can be found on bulletin boards and information monitors located around campus.

While we honor and build upon Terra State’s heritage, we continue to renew our physical campus. You are here at a time of great revitalization, and you will see evidence of this as you watch various buildings further transform into student centered spaces that will enhance both student learning and student life. If you have not had a chance, check out the artist rendering of the Campus Master Plan—it is truly an exciting view of what the College can become!

Jerome E. Webster, Ph.D.
President, Terra State Community College

www.terra.edu
2013/14 TERRA STATE ACADEMIC CALENDAR
REV. 06.2013

FALL SEMESTER, 2013
First Day of 16-Week Session ...................................... Monday, August 19, 2013
First Day of 1st Eight-Week Session ................................ Monday, August 19, 2013
Fall Semester Payment Due (16-Week and 1st Eight-Week Session) .... Friday, August 23, 2013
1st Payment Plan Payment Due ........................................... Friday, August 23, 2013
First Day of Saturday Classes ............................................. Saturday, August 24, 2013
First Day of Sunday Classes .............................................. Sunday, August 25, 2013
Labor Day Break Begins (College Closed) ........................... Saturday, August 31, 2013
Labor Day Break Ends (College Closed) ............................. Monday, September 2, 2013
Last Day to Select Audit Option for Fall Classes .................. Sunday, September 1, 2013
First Day of 14-Week Session ........................................... Tuesday, September 3, 2013
Fall Convocation for Faculty and Staff (NO CLASSES) ........... Friday, September 6, 2013
Fall Semester Payment Due (14-Week Session) .................... Friday, September 6, 2013
First Day of 12-Week Session ........................................... Monday, September 16, 2013
2nd Payment Plan Payment Due ......................................... Friday, September 20, 2013
Fall Semester Payment Due (12-Week Session) ..................... Friday, September 20, 2013
Fall Semester Financial Aid Disbursement Begins ................. Wednesday, September 25, 2013
Last Day to Resolve Spring/Summer Incompletes ................. Friday, September 27, 2013
Last Day to Withdraw from Classes (1st Eight-Week Session) .... Monday, September 30, 2013
Last Day to Withdraw from Classes (1st 12-Week Session) ...... Monday, September 30, 2013
Thanksgiving Vacation Begins (College Closed) .................... Monday, November 25, 2013
Thanksgiving Vacation Ends (College Closed) ...................... Tuesday, November 26, 2013
Last Day to Withdraw from Classes (2nd 12-Week Session) ...... Thursday, November 28, 2013
Last Day of Instruction for Weekday Classes ....................... Friday, December 6, 2013
Last Day of Instruction & Final Exams for Saturday Classes ... Saturday, December 7, 2013
Last Day of Instruction & Final Exams for Sunday Classes .... Sunday, December 8, 2013
Final Exams Week Begins ............................................... Monday, December 9, 2013
Final Exams Week Ends .................................................. Friday, December 13, 2013
Holiday Break Begins (College Closed) ............................. Wednesday, December 25, 2013
Holiday Break Ends (College Closed) ................................. Wednesday, January 1, 2014

SPRING SEMESTER, 2014
First Day of Spring Classes ............................................. Monday, January 13, 2014
First Day of 16-Week Session ........................................... Monday, January 13, 2014
First Day of 1st Eight-Week Session ................................ Monday, January 13, 2014
Spring Semester Payment Due (16-Week and 1st Eight-Week Sessions) .... Friday, January 17, 2014
1st Payment Plan Payment Due ......................................... Friday, January 17, 2014
First Day of Saturday Classes ............................................ Saturday, January 18, 2014
First Day of Sunday Classes ............................................. Sunday, January 19, 2014
Martin Luther King Day (College Closed) .......................... Monday, January 20, 2014
Last Day to Select Audit Option for Spring Classes .............. Sunday, January 26, 2014
First Day of 14-Week Session .......................................... Monday, January 27, 2014
Spring Convocation for Faculty and Staff (NO CLASSES) ........ Friday, January 31, 2014
Spring Semester Payment Due (14-Week Session) ............... Friday, January 31, 2014
First Day of 12-Week Session ........................................... Monday, February 10, 2014
Spring Semester Payment Due (12-Week Session) ............... Friday, February 14, 2014
2nd Payment Plan Payment Due ........................................ Monday, February 17, 2014
Spring Financial Aid Disbursement Begins ......................... Wednesday, February 19, 2014
Last Day to Resolve Fall Incompletes ................................. Friday, February 21, 2014
Last Day to Withdraw from Classes (1st Eight-Week Session) .... Friday, February 21, 2014
Last Day of 1st Eight-Week Session ................................... Friday, March 7, 2014
Spring Break Week Begins (NO CLASSES) ......................... Monday, March 10, 2014
Spring Break Week Ends (NO CLASSES) ............................ Sunday, March 16, 2014
First Day of 2nd Eight-Week Session ................................. Monday, March 17, 2014

Academic Calendar continued on next page.
SPRING SEMESTER, 2014—continued

3rd Payment Plan Payment Due ............................... Monday, March 17, 2014
Spring Semester Payment Due (2nd Eight-Week Session) .............. Friday, March 21, 2014
SUMMER 2014 and FALL 2014 Registration Begins .................... Monday, March 24, 2014
Easter Holiday (College Closed) .................................. Saturday, April 19, 2014
Easter Holiday (College Closed) .................................. Sunday, April 20, 2014
Last Day to Withdraw from Classes (16-Week Session) ............... Wednesday, April 9, 2014
Last Day to Withdraw from Classes (14-Week Session) ............. Monday, April 14, 2014
Last Day to Withdraw from Classes (12-Week Session) ............. Wednesday, April 16, 2014
Last Day to Withdraw from Classes (2nd Eight-Week Session) ......... Thursday, April 24, 2014
Last Day of Instruction for Weekday Classes ..................... Friday, May 2, 2014
Last Day of Instruction & Final Exams for Saturday Classes .......... Saturday, May 3, 2014
Last Day of Instruction & Final Exams for Sunday Classes .......... Sunday, May 4, 2014
Final Exams Week Begins ...................................... Friday, May 2, 2014
Final Exams Week Ends ...................................... Thursday, May 8, 2014
Commencement .................................................. Friday, May 9, 2014

SUMMER SESSION, 2014 (Tentative—Subject To Change)
First Day of 1st Five-Week Session .................................. Monday, May 19, 2014
First Day of 10-Week Session ..................................... Monday, May 19, 2014
Summer Semester Payment Due (10-Week and 1st Five-Week Sessions) .... Friday, May 23, 2014
1st Payment Plan Payment Due ..................................... Friday, May 23, 2014
Memorial Day (College Closed) ................................... Monday, May 26, 2014
Last Day to Select Audit Option for Summer Classes ............... Sunday, June 1, 2014
First Day of Eight-Week Session .................................. Monday, June 2, 2014
Summer Semester Payment Due (Eight-Week Session) ............ Friday, June 6, 2014
Last Day to Withdraw from Classes (1st Five-Week Session) ......... Friday, June 13, 2014
Last Day of 1st Five-Week Session .................................. Monday, June 23, 2014
2nd Payment Plan Payment Due .................................... Monday, June 23, 2014
First Day of 2nd Five-Week Session ................................ Tuesday, June 24, 2014
Summer Financial Aid Disbursement Begins ..................... Wednesday, June 25, 2014
Summer Semester Payment Due (2nd Five-Week Session) ........... Friday, June 27, 2014
Independence Day (College Closed) ................................ Friday, July 4, 2014
Last Day to Withdraw from Classes (10-Week Session) ............. Thursday, July 10, 2014
Last Day to Withdraw from Classes (Eight-Week Session) .......... Monday, July 14, 2014
Last Day to Withdraw from Classes (2nd Five-Week Session) ......... Saturday, July 19, 2014
3rd Payment Plan Payment Due ..................................... Wednesday, July 23, 2014
Last Day of 2nd Five-Week Session ................................ Monday, July 28, 2014
Last Day of Eight-Week Session .................................. Monday, July 28, 2014
Last Day of 10-Week Session ...................................... Monday, July 28, 2014
Profile of the College

Vision Statement
Mission Statement
Strategic Goals
History of the College
Terra College Foundation
Accreditations and Memberships
Assessment of Student Learning
Vision Statement
Dynamic transformation through innovation, collaboration, and leadership.

Mission Statement
To be the catalyst for prosperity by providing quality learning experiences for life and work in our global community.

Strategic Goals
- Raise the region's educational attainment in higher education.
- Serve as a catalyst for success in college.
- Enhance community outreach and engagement.
- Provide dynamic training and learning opportunities for life and work in a global economy.
- Expand the College’s resource base.

History of the College
Terra State Community College's roots go back to September 1968, when the Vanguard Technical Institute opened to 78 full-time engineering and business students. The institute was a night school, using the facilities of Vanguard Vocational Center.

Today, Terra State Community College sits on a 140-acre site, offers more than 100 degree and certificate programs and is a source of information and support to the entire community.

In between, the college has undergone name and location changes and a steadily changing campus. Here are some important dates in Terra’s history:

- 1969—The Ohio Board of Regents declared Vanguard Technical Institute to be a state institution of higher learning authorized to grant the Associate Degree in Applied Science.
- 1970—Three new buildings were constructed on Cedar Street next to Vanguard Vocational Center.
- 1971—Both day and evening classes were offered for the first time.
- 1973—The college Board of Trustees officially changed the name to Terra Technical College.
- 1979—Work began on a new campus for Terra on Napoleon Road, and Roy Klay Hall, the first building, was named in honor of Terra’s founding president.
- 1980—The Vanguard Vocational Center.
- 1984—The General Technologies Building (GTB) was added to the campus. The GTB is home to the Kern Center for Community and Industrial Development, a full-service dining room, the CollegeStore, the Academic Service Center and several other classrooms and computer labs. The Learning Resource Center and Computer Center also occupy GTB.
- 1992—The Student Activities Building (SAC) was constructed. The SAC has become a favorite gathering place for students, and includes fitness equipment, a walking track, basketball and volleyball courts and facilities for seminars and special programs.
- 1994—Terra Technical College became Terra State Community College in the summer of 1994. The Associate of Arts and Associate of Science were added to the Associate of Applied Science degrees granted by Terra.
- 1996—The 58,000-square-foot Engineering Building opened during winter term. Labs for chemistry, physics, plastics, robotics, electricity, and computer-aided design are located here.
- 1997—The Early Learning Center was completed in this year. The Center provides a learning laboratory for the Early Childhood Education Program and child care facility for area families and for the children of Terra students.
- 2010—The Skilled Trades Center opened and houses labs for heating, ventilating and air conditioning, welding, and power technologies/automotive.
- 2011—The Marsha S. Bordner Arts and Health Technologies Center opened and houses labs for music, arts, nursing, and allied health programs.

Terra College Foundation
Vision Statement
Building a thriving culture of philanthropy that supports student learning and sustains the position of the College as a leader and innovator.

Mission Statement
To enhance continuous learning experiences, create facilities, and expand opportunities at Terra State Community College by cultivating partnerships and maximizing resources with fiscal integrity.

The Terra College Foundation was incorporated as a 501(c)(3) tax exempt charitable corporation in 1989. The Foundation is dedicated to supporting the students and the educational programs of Terra State Community College through the following fundraising programs:

Annual Giving: Yearly gifts that support on-going programs and operations.
Major/Capital Giving: Gifts for specific capital needs, projects and endowments.
Planned Giving: Gifts that include the integration of personal, financial, and estate planning concepts (bequests, annuities, trusts, insurance, etc.).
Special Events: Fundraising events that support student scholarships and other programs.

Grant Development: Proposal development for support for focused projects.

Stewardship: Recognition of donor philanthropy and thoughtfulness.

The donor’s special philanthropic interest is central to fund development. Gifts are given for many purposes, including the following:

- Memorials
- Instructional Program Projects
- Scholarships
- Endowment Building
- Bequests and other Planned Gifts
- Naming Opportunities (recognition)
- Legacy Society (recognition)

Assistance is available through the Foundation office. Contact the Foundation office at 419.559.2261 or foundation@terra.edu.

Accreditations and Memberships
Terra State Community College is accredited by the North Central Association of Colleges and Schools (NCA). The North Central Association can be reached at 312.263.0456, by writing to: North Central Association, 30 N. LaSalle Street, Chicago, IL 60602 or on the web at www.ncahlc.org.

The college programs are also approved by:

The Ohio Board of Regents
The United States Office of Education
The State of Ohio Department of Education (Division of Technical and Vocational Education)
The Ohio Bureau of Vocational Rehabilitation
The Immigration and Naturalization Service of the United States, Department of Justice

Membership is held in the following professional and service associations:

Air Conditioning Contractors of America
American Association for the Advancement of Science (AAAS)
Terra State Community College is committed to providing a quality teaching and learning environment for students, one that prepares them for future careers, continuing education, lifelong learning, and productive membership in the communities in which they live.

This commitment to excellent teaching and effective learning is reflected in the College’s assessment of student learning, which is supported by the faculty, administration, and staff.

As part of the continuous quality improvement process at the College, faculty assess student learning related to general education and program-specific learning outcomes. Program learning outcomes represent the program-specific knowledge, skills, and competencies each graduate should possess.

General education learning outcomes reflect "the knowledge, perspective, and skills which are a part of the educational experience of all students.” The faculty at Terra believes that general education courses should prepare graduates to

1. Communicate effectively.
2. Evaluate arguments in a logical fashion.
3. Demonstrate an understanding of cultural differences and the knowledge of how to work effectively in a global and diverse culture and society.
4. Employ the methods of inquiry characteristic of natural sciences, social sciences, mathematics, and the arts and humanities.
5. Engage in our democratic society.

Assessment results reflect what is being taught and learned in the classroom, and are used to identify needed improvements in the academic programs. The assessment process is an important part of the college’s efforts to prepare graduates to enter the workplace or to continue their education.
Admission Policy
Admission Procedures for International Students
Advising, Registration and Placement Testing
Post-Secondary Enrollment Options (PSEO) Program
College and Career Readiness Programs (Tech Prep)
Senior Citizens Educational Plan
Admission Policy
Terra State Community College has an “open door” admission policy for Ohio residents, United States citizens, non-citizens with permanent resident status, and undocumented residents. The college shall provide for admission of any person regardless of race, color, religion, national origin, sex, age, handicap disability, military status, genetic information, or sexual preference. Terra extends educational opportunities to everyone with a high school diploma or a GED certificate, and to non-high school graduates under certain conditions. The conditions for admission of non-high school graduates are:

- Student is age 16 or older and proves an ability to benefit, or
- Student is age 16 or older, and is selected for participation in the Post-Secondary Enrollment Options program and/or College and Career Readiness Program (Tech Prep), or
- Student receives recommendation for admission by a college official in consideration of unusual circumstances or abilities for applicants under age 16, or
- Student is seeking personal enrichment or credit-based workforce development and receives recommendation for admission by a college official.

Non-citizens and non-permanent residents may be considered for admission under the college’s international student admission procedures.

Students with felony records are subject to an institutional review and committee admission decision.

Admissions decisions are made by the Director of Admissions and Enrollment Services.

Professional Licensure
Or Certification Notice
Students who are pursuing degrees leading to application for professional licensure or certification, and/or who will be participating in clinical placements, internships, or practica through their program should be aware that their host facility may require a criminal background check, finger printing, or drug screening. In such situations, each student is responsible for obtaining and paying for the background check or other screening process and for delivering required documentation to the facility. Although the College will make reasonable efforts to place admitted students in field experiences and internships, it will be up to the host facility to determine whether a student will be allowed to work at that facility. Students should further be aware that a criminal record may jeopardize licensure by the State certification body. Students may consult the certification body corresponding to their intended occupation for more details. Successful completion of a program of study at the College does not guarantee licensure, certification, or employment in the relevant occupation.

Admission Procedures
1. Prospective students should visit the College, tour the campus, use the College web site at www.terra.edu and meet with an Admissions Advisor. These are all information gathering steps to help prospective students with their college decision.

2. Students who seek admission and enrollment as a certificate- or degree-seeking student at Terra State Community College must submit an official final copy of an approved secondary education transcript prior to the eighth calendar day in the entering term or a registration hold will be placed on the student's account until receipt of transcript. The office of Financial Aid may hold processing of financial aid until the Admissions Office receives the required document. An official, final secondary education transcript, as defined, must be received by the Office of Admissions and Enrollment Services unless the student is determined an ability-to-benefit student under the admission policy's non-graduate clause, an early enrollment high school student, a senior citizen under the audit option, a visiting transient student, or a student seeking select courses for personal or professional enrichment. A student who submits a fraudulent transcript will be charged with a violation of the student code of conduct. Sanctions may include revocation of admission or college suspension.

3. Applying students should complete and submit the application for admission to the Admissions and Enrollment Services Office. The application for admission can also be completed and submitted on-line through the College web site. Terra State Community College does not charge an admission fee.

4. Once admitted, the student receives an acceptance letter and guidance for upcoming enrollment.

Transfer Student Admission
Transfer students should follow the same application procedures shown above. In addition, official transcripts from previously attended colleges or universities should be sent to the Records Office, Terra State Community College, 2830 Napoleon Road, Fremont, Ohio 43420-9600.

After an application for admission and official transcripts are received by Terra, a credit transfer evaluation will be made. The results will be sent by letter.

Admission Procedures for International Students
Terra State Community College welcomes qualified students from other countries. An international student is defined as one who is in the United States on an F1 (student) visa. It is important for applicants to note that Terra State Community College does not have residence halls. Apartments are available from private landlords in Fremont. Terra State Community College is located in a rural setting that is not served by public transportation. All students need to have a car available for commuting to the campus.

Acceptance as a new applicant from abroad can be made for any term; however, all admission requirements must be completed no later than two months before the student intends to study. In addition to completion and submission of the application for admission, the following three requirements must also be met:

- **Proof of English language proficiency.** Terra State Community College requires all students for whom English is not the native language to participate in the Test of English as a Foreign Language (TOEFL). The internet-based TOEFL is administered throughout the world in major cities. A minimum overall score of 68 is required.

- **Proof of adequate financial support.** It is estimated that an international student will need a minimum of $15,000 per year for tuition, fees, books and living expenses while attending Terra State Community College. Immigration regulations prevent the student from earning any substantial portion of this amount while enrolled. There are no scholarships or educational loans available for international students. The international student is required to transmit a letter from an appropriate government or bank official showing that there are sufficient funds to cover the cost of the education while attending Terra State Community College and that these funds will be available.

- **Submission of transcripts.** For all international transcripts, please send your documentation to AACRAO, which has evaluation services. The college requests that you submit your information for the course-by-course evaluation. The online form to use is located at http://ies.aacrao.org. Please contact the Records Department with any questions.

**International Transfer Students.** International students looking to transfer from another college or university in the United States to Terra State Community College must meet the following requirements:

- Have not violated their immigration status and/or fallen out of status.
- Fulfilled his/her financial obligations to the college or university.

To demonstrate meeting these requirements, students are required to have the transferring institution complete an Intent to Transfer form and send it to ATTN: International Admissions, Admissions and Enrollment Services, Terra State Community College, 2830 Napoleon Road, Fremont, OH 43420 or fax it to 419.559.2352.
Once accepted for admission, an I-20 form will be processed and sent to the student with the letter of acceptance. The I-20 form is used to obtain an F1 (student) visa. Applicants for student visas should generally apply at the U.S. Embassy or Consulate with jurisdiction over their place of permanent residence. Although visa applicants may apply at any U.S. consular office abroad, it may be more difficult to qualify for the visa outside the country of permanent residence.

Advising, Registration and Placement Testing/COMPASS

Students are the number one priority at Terra State Community College and to make admission and registration as convenient as possible, we have greatly simplified these processes. There are only a few steps to complete the enrollment process after they have been admitted.

Because we care about student success, we ask students to take an assessment of their reading, writing, math and computer skills as part of the enrollment process. The assessment is given via computer so that students can take it at their convenience and is structured so that students can take all the time they need to demonstrate the knowledge and skills they bring with them to Terra. When scheduling for the assessment, students should indicate, at the time, if they feel they need any special accommodations for placement testing. ACT scores will also be accepted for placement.

After a new or readmitted student has completed the placement assessment, an admissions advising session will help them to better understand their placement scores and requirements. This session will also prepare them for their Complete Orientation & Registration Experience (CORE) session.* This orientation and registration session is designed to ensure students receive the information necessary to empower them to be successful during their time at Terra. Students attending this session will hear information on student policies, procedures and services available at Terra. Students will also navigate their student portal, receive advising, and register for classes through their portal. If students have any questions about financial aid, specialists are available to step them through the process.

For any questions, or to schedule a time to come to campus, call 419.559.2349.

*For PSEO, readmitted students whose last date of attendance was within five years, non-degree or non-certificate seeking students, and visiting transient students, exceptions apply. Please contact the Admissions and Enrollment Services Office.

Post-Secondary Enrollment Options (PSEO) Program

Under the PSEO program, high school students (grade 9 and over) may enroll for high school and/or college credit at Terra State Community College. High school freshmen and sophomores are limited to enrollment in one course per academic term. High school juniors and seniors may enroll in more than one course per academic term (including full-time enrollment).

Under PSEO program option A, the student is responsible for all fees associated with attending Terra State Community College. Under PSEO program option B, the State of Ohio subsidizes the tuition and fees.

PSEO Admission Requirements for Options A and B:

1. Enrolled at an eligible Ohio high school and have completed the eighth grade.
2. Submission of a PSEO application annually.
3. A counseling/participation form signed by the applicant, parent and high school counselor stating the applicant has received permission from their high school to participate in the PSEO program.
4. Achieved a cumulative GPA of at least a 3.0 on a 4.0 scale at the time of application.
5. Achieved scores on COMPASS, the placement test administered at Terra State Community College, needed for recommendation to ENG 1020 and college level reading, or MTH 1310 mathematics or higher, or ACT scores of 16 or higher in English or 21 or higher in Math.
6. To comply with HB215 ORC3365.02 a student may not enroll in a college course if they have less than a cumulative 3.0 on a 4.0 scale in high school courses the student has completed in the same subject area as the college course(s) in which the student seeks to enroll. Example: A student must have a “B” average in high school math courses in order to enroll in math courses at Terra State Community College.
7. Agree to abide by the policies and procedures of Terra State Community College and the PSEO Program.

To apply applicants must:

1. Submit a completed Post-Secondary Enrollment Option Application annually. Deadlines for submitting applications are May 1 for fall term enrollment and December 1 for spring term enrollment. Applications may be obtained from the Admissions and Enrollment Services Office at Terra State Community College, online at www.terra.edu or the high school guidance office.
2. Submit COMPASS or ACT scores that meet eligibility requirements.
3. Provide a copy of the counseling/participation form indicating that the student and parent or guardian has obtained the required counseling from the high school guidance counselor. This form is obtained from the high school.
4. Submit an official high school transcript.

Applicants will receive a letter of acceptance or denial to the Post-Secondary Enrollment Options Program.

PSEO applicants are required to successfully complete coursework and earn a minimum 2.5 cumulative grade point average at the College after 12 or more credit hours have been completed to remain eligible to participate in the PSEO program. PSEO students’ progress will be reviewed at the end of the fall term and spring term.

College and Career Readiness Programs (Tech Prep)

College and Career Readiness (Tech Prep) Programs combine academic and technical courses with career training to prepare high school students for college and high-skill, high-demand and high-pay technical careers. Career pathways and academic programs are designed through the collaborative effort of high schools, career-technical planning districts, colleges and businesses.

Get a Jump Start on College

Students have the opportunity to earn college credit while in high school and learn usable skills through the kind of training demanded by business and industry using state-of-the-art technology and equipment. Programs generally begin in the junior year of high school.

Prepare for an Exciting Career


College and Career Options

As a College and Career Readiness Program (Tech Prep) high school graduate students can:

• Use training to get a job; or
• Enter an apprenticeship program; or
• Complete an Associate Degree; or
• Enroll with one of our college partners to begin working on a Baccalaureate Degree.

The following is a list of locations that offer College and Career Readiness (Tech Prep) Programs:

EHOVE Career Center – Milan, Ohio
www.ehove.net
Phone: 1.866.256.9707

Continued next page...
Sandusky Career Center – Sandusky, Ohio
www.sanduskycareercenter.org
Phone: 419.625.9294

Vanguard-Sentinel Career and Technology Centers – Fremont and Tiffin, Ohio
www.vscc.k12.oh.us
Phone: 419.332.2626

For general information about College and Career Readiness Programs, please visit our website at www.terra.edu or call 419.559.2260.

For information about programs at a specific location, please contact them or visit their website.

Senior Citizens Educational Plan
Terra State Community College offers individuals 60 years and older the opportunity to enroll in courses tuition-free. Courses are offered on a space-available, non-credit basis to those who have resided in Ohio for at least one year.

To register, senior citizens pay the general fees, the lab fees, a term registration fee, the cost of books and supplies, and any other special fees as they apply to a specific class.

For additional information about specific programs and services for senior citizens, contact the Registrar or Cashier’s Office.
Fees
(Tuition and Other)

Residency Requirements
(for subsidy and tuition surcharge purposes)

Tuition and General Fees

Registration Fees

Lab Fees

Tuition and Fee Payment Policy

Other Fees

Refunds

Delinquent Accounts

Appeals to Fee Charges and Fee Refunds
Residency Requirements for Subsidy and Tuition Surcharge Purposes

The following persons are classified as Ohio residents for subsidy and tuition surcharge purposes:

- A dependent student with at least one parent or guardian who has been an Ohio resident for twelve consecutive months or more before the student's enrollment.
- A person who has been an Ohio resident for twelve consecutive months or more before enrollment and who has not received, in those twelve months, financial support from non-Ohio residents or entities.
- A dependent child of a parent or guardian, or the spouse of a person who, on the first day of enrollment, has accepted full-time employment and established a home in Ohio for reasons other than the benefit of favorable tuition rates.
- Any Ohio high school graduate who has left the state but has returned to Ohio to pursue their post-secondary education and therefore qualifies for in-state tuition.

Tuition and General Fees

### In-State Residents

Tuition fees for state residents are calculated using the table shown below. The table also shows the General fee a student is required to pay at the time of registration for classes. All fees are subject to change without prior notice.

<table>
<thead>
<tr>
<th>Credits</th>
<th>Tuition</th>
<th>General Fee</th>
<th>Total</th>
</tr>
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<td>$381.96</td>
<td>$42.36</td>
<td>$424.32</td>
</tr>
<tr>
<td>4</td>
<td>$509.28</td>
<td>$56.48</td>
<td>$565.76</td>
</tr>
<tr>
<td>5</td>
<td>$636.60</td>
<td>$70.60</td>
<td>$707.20</td>
</tr>
<tr>
<td>6</td>
<td>$763.92</td>
<td>$84.72</td>
<td>$848.64</td>
</tr>
<tr>
<td>7</td>
<td>$891.24</td>
<td>$98.84</td>
<td>$990.08</td>
</tr>
<tr>
<td>8</td>
<td>$1,018.56</td>
<td>$112.96</td>
<td>$1,131.52</td>
</tr>
<tr>
<td>9</td>
<td>$1,145.88</td>
<td>$127.08</td>
<td>$1,272.96</td>
</tr>
<tr>
<td>10</td>
<td>$1,273.20</td>
<td>$141.20</td>
<td>$1,414.40</td>
</tr>
<tr>
<td>11</td>
<td>$1,400.52</td>
<td>$155.32</td>
<td>$1,555.84</td>
</tr>
<tr>
<td>12</td>
<td>$1,527.84</td>
<td>$169.44</td>
<td>$1,697.28</td>
</tr>
<tr>
<td>13</td>
<td>$1,655.16</td>
<td>$183.56</td>
<td>$1,838.72</td>
</tr>
<tr>
<td>14</td>
<td>$1,782.48</td>
<td>$197.68</td>
<td>$1,980.16</td>
</tr>
<tr>
<td>15</td>
<td>$1,909.80</td>
<td>$211.80</td>
<td>$2,121.60</td>
</tr>
</tbody>
</table>

### Out-of-State Residents

Tuition fees for non-Ohio residents are calculated using the table shown below. The table also shows the General fee a student is required to pay at the time of registration for classes. All fees are subject to change without prior notice.

<table>
<thead>
<tr>
<th>Credits</th>
<th>Tuition</th>
<th>General Fee</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>$207.97</td>
<td>$14.12</td>
<td>$222.09</td>
</tr>
<tr>
<td>2</td>
<td>$415.94</td>
<td>$28.24</td>
<td>$444.18</td>
</tr>
<tr>
<td>3</td>
<td>$623.91</td>
<td>$42.36</td>
<td>$666.27</td>
</tr>
<tr>
<td>4</td>
<td>$831.88</td>
<td>$56.48</td>
<td>$888.36</td>
</tr>
<tr>
<td>5</td>
<td>$1,039.85</td>
<td>$70.60</td>
<td>$1,110.45</td>
</tr>
<tr>
<td>6</td>
<td>$1,247.82</td>
<td>$84.72</td>
<td>$1,332.54</td>
</tr>
<tr>
<td>7</td>
<td>$1,455.79</td>
<td>$98.84</td>
<td>$1,554.63</td>
</tr>
<tr>
<td>8</td>
<td>$1,663.76</td>
<td>$112.96</td>
<td>$1,776.72</td>
</tr>
<tr>
<td>9</td>
<td>$1,871.73</td>
<td>$127.08</td>
<td>$2,098.81</td>
</tr>
<tr>
<td>10</td>
<td>$2,079.70</td>
<td>$141.20</td>
<td>$2,221.90</td>
</tr>
<tr>
<td>11</td>
<td>$2,287.67</td>
<td>$155.32</td>
<td>$2,442.99</td>
</tr>
<tr>
<td>12</td>
<td>$2,495.64</td>
<td>$169.44</td>
<td>$2,665.08</td>
</tr>
<tr>
<td>13</td>
<td>$2,703.61</td>
<td>$183.56</td>
<td>$2,887.17</td>
</tr>
<tr>
<td>14</td>
<td>$2,911.58</td>
<td>$197.68</td>
<td>$3,109.26</td>
</tr>
<tr>
<td>15</td>
<td>$3,119.55</td>
<td>$211.80</td>
<td>$3,331.35</td>
</tr>
</tbody>
</table>

Other classifications for residency may be applicable. Questions regarding residency requirements should be directed to the College Registrar.

U.S. citizens and resident immigrant aliens who were originally classified as non-Ohio residents may petition for a change of residency status after residing in Ohio for at least a 12-month period. Students should file a request in writing to the College Registrar. Additional documentation may be requested.

### Registration Fee

A $10 (nonrefundable) fee is charged per term.

### Laboratory Fees

Laboratory fees are assessed for the costs of supplies and materials used in selected laboratory courses. Amounts due for individual courses are specified on the official schedule of classes published each term. All online courses are subject to a lab fee.

### Tuition and Fee Payment Policy

After registering for classes, students can view their billing for the term on the student portal. Paper statements will not be mailed. Balances are due at the end of the first week of the term.

Charges must be covered by one of the following:

- Paid in full using cash, check, Mastercard, VISA, or Discover credit cards (in person, by phone or online using the student portal)
- Paid through a payment plan
- Approved for payment by a third-party source such as an employer (as evidenced by the completion of an authorization form)
- Financial aid has been applied to account

In the event that these conditions are not met, the registration may be cancelled.

Students with cancelled registrations are encouraged to make necessary payment arrangements and register again.

### Payment Plan

If a student is unable to pay all of the charges at registration time, a payment plan can be arranged at the Cashier's Office. This plan allows students to pay one-third of all charges for the term, plus a $20 one-time (nonrefundable) fee, by the payment due date.

Two additional monthly payments complete the payment plan. If the monthly payments are not paid on the due date, an additional $25 will be charged for each late payment.

### Other Fees

#### Alternative Academic Credit Fee

A $45 fee per course for portfolio assessment is charged when a student requests credit for work experience. Portfolio development is part of the documentation process required for obtaining credit from previous training or experience.

#### Certificate Completion Fee

A non-refundable $15 fee is due when students file an application for certificate completion. A $15 charge is due for each additional certificate completed. See page 28 for complete certificate requirements.

#### COMPASS Test

If a COMPASS test is retaken, the student will be charged a $25 fee for each retake.

#### Duplicate Student I.D. Fee

A $10 fee is charged to reissue a student I.D.

#### Graduation Fee

A $35 graduation fee is due when students file their application for degree ($35 for each additional degree). This application should be filed one semester before graduation. If the graduation audit indicates that the student will not be able to complete the degree requirements for graduation, then the fee will be returned minus the processing fee of $15 per each degree. See complete Graduation Requirements on page 28.
Proficiency Examination Fee
A $25 fee per course is charged when a student takes a proficiency examination to test out of a course. In addition, any material costs are due at that time.

Returned Check Fee
A $20 fee is charged for all checks returned to the college.

Transcript Fee
A $5 fee is charged for each copy of a student’s transcript.

Refunds
When a student enrolls for a course and later officially withdraws from the course, tuition and fees will be refunded based on the date of the official withdrawal.

To complete an official withdrawal, a student must formally notify the Record’s Office either in person or by completing a Schedule Change Form. The percentage of refund is based on when the official withdrawal occurs and the length of enrollment in the course measured in calendar days from the beginning of the term.

An official withdrawal on the following calendar days entitles the student to the following refund percentage of instructional, general, and lab fees:

Refund of Instructional, General, and Lab Fees
1–8 Calendar Days ................. 100%
9–15 Calendar Days ................. 50%
After 15 Calendar Days .............. No Refund

Response to Students Called to Active Military Duty
If a student is a military service member and is called to active duty during an academic term, then the student may request one of two options in regard to coursework. The first option is to officially withdraw and receive a 100% tuition and fee refund. The second option is to be issued an incomplete grade for the course. The student will be extended a reasonable period of time to complete the course requirements. A reasonable period of time will be determined by the instructor in conjunction with the dean of the academic division in which the course is held.

To request option one, the student must present proof of the call to active duty status to the Student Records Office and must also complete the College’s schedule change form. Proof of the call to active duty will be determined legitimate by the Registrar.

To request option two, the student must present proof of the call to active duty status to the instructor(s) of the class(es) and must also discuss the remaining course requirements with the instructor(s). It is the instructors’ preroga-

tive to either approve the request or to refer the student to option one.

Members of the Ohio National Guard are eligible to receive a 100% tuition and general fee scholarship from the Ohio National Guard. If an Ohio National Guard member is called to active duty and the scholarship program has paid the tuition and fees, then the refund will be issued to the scholarship program.

If the service member was receiving federal or state financial assistance, the appropriate return of financial aid will be calculated.

Delinquent Accounts
Failure to pay fees in full will result in the inability to receive transcripts, grades or register for future terms until the balance due is paid in full.

Appeals
A student has the opportunity to appeal for a review of fee charges if he/she had an unusual circumstance that impacted his/her college attendance. The appeal must be in writing and include verification of the unusual circumstance that impacted college attendance. Appeal forms are available at the Cashier’s Office.

The appeal will be reviewed by the Appeals Committee. A written response to the appeal will be sent to the student after the review is complete. This Appeals Committee is also responsible for matters concerning financial aid status.
FINANCIAL AID INFORMATION

OFFICE OF FINANCIAL AID
FINANCIAL AID ELIGIBILITY
FINANCIAL AID APPLICATION PROCEDURES
FINANCIAL AID PROGRAMS
ENROLLMENT REQUIREMENTS FOR FINANCIAL AID RECIPIENTS
FEDERAL STAFFORD STUDENT LOAN
FINANCIAL AID PAYMENT
RETURN OF FEDERAL STUDENT AID CALCULATIONS
TERRA STATE COMMUNITY COLLEGE SCHOLARSHIPS
SCHOLARSHIP APPLICATION PROCEDURES
VETERANS EDUCATIONAL BENEFITS INFORMATION
Office of Financial Aid

Terra State Community College offers several types of financial assistance to students. This aid includes grants, loans, scholarships and work study programs. The Financial Aid Office handles these programs under policies established by the state and federal governments.

Terra’s Financial Aid Office is located on the first floor of Roy Klay Hall, Building A. Assistance is provided to students and parents with general financial aid questions. Due to federal privacy laws we can only provide answers for specific questions about financial aid to students or people listed on the FERPA release with the Record’s Office.

The goal of the Financial Aid Office is to help students afford the cost of attending Terra State Community College.

Financial Aid Eligibility

Financial aid eligibility at Terra is based on the parents’ and/or students’ ability to pay relative to the cost of education. The ability to pay is determined through federal methodology to calculate an expected family contribution. To receive any type of aid, a student must:

- Be a United States citizen or an eligible non-citizen.
- Be accepted for admission to and enrolled in the college.
- Maintain satisfactory academic progress.
- Comply with Selective Service requirements (male students).
- Meet all additional federal or state requirements.
- Have a high school diploma or a GED.

For Federal Programs

Students must:

- Apply for financial aid and have financial need.
- Be enrolled as a regular student in an eligible program.
- Eligible programs for federal student aid at Terra State Community College include all the Associate degrees and some certificates with at least 16 semester hours.
- Not be in default on a Perkins Loan (or National Direct Loan), Stafford Loan (or Guaranteed Student Loan), PLUS Loan or Supplemental Loan for Students (SLS).
- Not owe a refund on a Federal Pell Grant or Supplemental Educational Opportunity Grant (SEOG) or State Students Incentive Grant (SSIG).
- Accurately verify income and other application data if requested by the Financial Aid Office.
- Agree to use any federal student aid received for educational purposes.
- Comply with the Anti-Drug Abuse Act. Eligibility for any of the programs may be suspended or terminated by a court as part of a conviction for possessing or dispensing illegal drugs.

For Ohio Programs

Students must:

- Be a resident of Ohio.
- Be enrolled at the college in an associate degree program.
- Ohio grants are not available for students enrolled in certificate programs.

Financial Aid Application Procedures

Students can apply for financial aid by visiting the U.S. Department of Education financial aid web site at www.fafsa.ed.gov. Completing the Free Application for Federal Student Aid (FAFSA) online is very efficient and convenient. Students who do not have internet access can apply for financial aid by making an appointment with Terra’s Financial Aid Office. Financial aid is awarded for one academic year (Fall term through Spring term, or Spring term through Summer term). Students should re-apply for financial aid prior to each academic year as soon as IRS tax forms are completed.

Financial aid application processing can take multiple weeks. Tuition and fee payments are due to the College on the Friday of first week of the 16-week term. To ensure timely processing, we strongly encourage students to complete the FAFSA no later than 30 days before the start of the term. If the student does not complete the FAFSA in a timely manner they will need to contact the College Cashier’s Office to make any necessary payment arrangement.

Financial Aid Programs

The Terra State Community College Financial Aid Office administers federal, state, and institutional student aid programs. Students interested in any of these sources of student aid must follow the instructions for completing the FAFSA discussed in the previous section.


State aid programs include: Academic Scholarship, Ohio War Orphans, Ohio Safety Officers College Memorial, Nurse Education Assistance Loan Program. It is the student’s responsibility to obtain information about these programs and submit the required documentation. Information about these programs can be found at www.ohiohighered.org/sgs.

Institutional Aid Programs: A listing of the institutional aid programs for Terra State Community College can be found on pages 22–24. Students must file the FAFSA, complete the admissions process, and submit the Terra State Community College scholarship application to be considered for institutional funding. The scholarship application is located in the “My Forms” section of the student portal.

Charles E. Schell Foundation Emergency Loan: The College is able to offer short term, no interest loans to students through a donation to the Terra College Foundation from the Charles Schell Foundation and Fifth Third Bank. Loans are available for up to $500 maximum and are only made during an academic term. Repayment is due within 90 days.

Student eligibility requirements include:

- Minimum 2.0 college grade point average or new student status,
- Must be enrolled at least half-time (6 credits) during term that the loan is issued,
- No outstanding prior Schell loans or deferred College fees,
- Must have an education-related purpose for the loan,
- Must have a repayment plan,
- Must provide supporting documentation to substantiate the need for the loan.

Applications are available from the Financial Aid Office.

Enrollment Requirements for Financial Aid Recipients

Financial Aid awards are adjusted each term to correspond to the student’s enrollment status. Enrollment status is evaluated and determined on the 15th day of each module during each semester. Financial aid awards for the term will be based on enrollment status and module in which the student is enrolled.

Other enrollment changes after this date may affect award amounts. All in-semester schedule changes should be communicated to the Financial Aid Office to ensure appropriate award levels.

Students who drop a course after the 15th day in the term may see an adjustment in their financial aid awards even after disbursements are made. It is strongly encouraged that students who plan on dropping a course after the 15th day of the term consult the Financial Aid Office to receive guidance on how their financial aid will be affected.

The Federal Pell Grant recognizes four primary enrollment levels:

- Full-time (12 or more credit hours)
- Three-quarter time (9–11 credit hours)
- Half-time (6–8 credit hours)
- Less than half-time (1–5 credit hours)
Federal Direct Stafford Loans and Parent Loan for Undergraduate Students recognize full-time enrollment (12 or more credit hours) and part-time enrollment (6-11 credit hours). Students enrolled less than 6 credit hours are not eligible for these programs.

Federal Supplemental Educational Opportunity Grant can be awarded to Pell-eligible students with at least one credit hour.

Federal Work Study employees must be enrolled at least for six credit hours. Federal Work Study (FWS) positions are available on a “first come first served” basis. Notification of eligibility does not guarantee the attainment of FWS employment. All student employment is dependent on availability of funding. Students interested in the FWS employment should contact Career Services.

Federal Student Aid Standards of Satisfactory Academic Progress

Federal Student Aid recipients are required to meet quality and quantity academic standards to be eligible for federal student aid. The Standards of Satisfactory Academic Progress apply to the Federal Pell Grants, Federal Supplemental Educational Opportunity Grants, Federal Work Study, Federal Direct Stafford Student Loans (subsidized and unsubsidized) and Federal Parent Loans for Undergraduate Students. It does not apply to student aid from state sources.

Quality standards are measured by a student’s cumulative grade point average. The following course grades are considered as credits earned: A, B, C, D and S. These final course grades are not considered as credits earned: F, W, I and AU.

Quantity standards are measured by the percentage of credit hours a student earns divided by credit hours a student has attempted. A student cannot exceed 150% of the total credit hours required to complete a program of study and be eligible for federal student aid. For example, a student pursuing an Associate degree requiring the equivalent of 60 semester hours is not allowed to exceed the equivalent of 90 semester hours without earning a degree to be eligible for federal student aid. Certificate programs have less required credit hours and a lower maximum attempted allowed. A student working toward multiple Associate degrees is allowed a maximum of the equivalent of 120 semester hours.

The following scale provides the minimum quality and quantity standards:

<table>
<thead>
<tr>
<th>Total Equivalent Semester Hours Attempted</th>
<th>Minimum Cumulative Grade Point Avg.</th>
<th>Minimum Completion Rate*</th>
</tr>
</thead>
<tbody>
<tr>
<td>10</td>
<td>1.5</td>
<td>33%</td>
</tr>
<tr>
<td>11-20</td>
<td>1.6</td>
<td>50%</td>
</tr>
<tr>
<td>21-30</td>
<td>1.7</td>
<td>67%</td>
</tr>
<tr>
<td>31-40</td>
<td>1.8</td>
<td>67%</td>
</tr>
<tr>
<td>41-50</td>
<td>1.9</td>
<td>67%</td>
</tr>
<tr>
<td>51+</td>
<td>2.0</td>
<td>67%</td>
</tr>
</tbody>
</table>

*Completion Rate is defined as the minimum percentage of credit hours earned divided by attempted credit hours. Course withdrawals (W grades) count as credit hours attempted for federal student aid standards even though W grades do not count in the college’s calculation of cumulative grade point average.

Students’ academic progress is monitored at the end of every term: fall, spring, and summer. Students that are meeting SAP standards will remain in good standing for financial aid purposes. Students that are not meeting SAP will be placed into either Financial Aid Warning or Financial Aid Suspension, as required by the Department of Education regulations published in the Federal Register on October 29, 2010.

a. Financial Aid Warning status is meant to notify students that they are at risk of losing their federal student aid eligibility due to lack of academic progress. Students are eligible to receive federal student aid when they are in warning status. However, students are not allowed to remain on financial aid warning for two consecutive semesters. Any student not within the guidelines for academic progress within one term will be placed on financial aid suspension.

b. Financial Aid Suspension status is meant for students that have not made satisfactory academic progress as published in the student handbook. Students that are on suspension are ineligible for student aid. Students can regain their eligibility one of two ways. One method is for students to pay out-of-pocket or use alternative loans until they are back in good standing. Alternatively, students can submit an appeal for reinstatement of financial aid eligibility.

Appealing Financial Aid Status

Students may petition the Appeals Committee for a review of their financial aid eligibility due to unusual or extenuating circumstances. Unusual or extenuating circumstances are defined as events during the course of enrollment that prevented a student from progressing in their coursework. To petition the Appeals Committee, the students must complete and submit the appeals form found on the Terra State website, documentation substantiating the unusual circumstance, and if applicable, an academic improvement plan. The appeal can be submitted to the Admissions and Financial Aid Office in A100.

The Appeals Committee will review the petition and determine the course of action appropriate to the circumstances the student presented. If approved, students may be placed on financial aid probation or on an academic plan. Financial aid probation is reserved for students who can regain good standing within one semester. An academic plan is reserved for students who will take more than one semester to regain good standing. Whether on financial aid probation or an academic plan, students will be expected to complete all courses successfully and meet any conditions set by the Committee. Failure to meet these conditions could jeopardize financial aid eligibility. Students can only re-appeal if new circumstances arise.

Federal Stafford Student Loan

Annual Maximums

1st Year Dependent Student
- $3,500 for a subsidized interest loan, combination of subsidized and unsubsidized interest loan or an unsubsidized interest loan, and
- An additional $2000 unsubsidized.

2nd Year Dependent Student
- $4,500 for a subsidized interest loan, combination of subsidized and unsubsidized interest loan or an unsubsidized interest loan, and
- An additional $2000 unsubsidized.

1st Year Independent Student
- $3,500 for a subsidized interest loan.
- $6,000 for an unsubsidized interest loan.

2nd Year Independent Student
- $4,500 for a subsidized interest loan.
- $6,000 for an unsubsidized interest loan.

A first-year student is a student with 0-30 completed credit hours in the degree program. A second-year student is a student with 31 or more completed credit hours in the degree program. The FAFSA determines if a student’s status is Dependent or Independent.

Financial Aid Payment

All federal and state aid is sent directly to Terra State Community College and placed on the students’ account for payment of tuition and fee charges. Awards are made and fees are charged for one academic term. If financial aid is greater than the tuition and fees, then students can use the aid for a book voucher at the College Store. Excess financial aid funds will be provided to students in the sixth week after their term has commenced.

Return of Federal Student Aid Calculations

Federal student aid is provided to students on a term-by-term basis to make progress towards a degree or eligible certificate program. Students, therefore, have the responsibility of attending and being academically engaged in their courses in order to earn all of their aid. Federal regulations mandate that all institutions return certain amounts of unearned aid to the Department of Education. If a student never attends classes, stops attending classes, or officially withdraws from all classes during the term, the College

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calculates the amount of unearned aid and returns it to the appropriate program, i.e. Pell, Federal Direct Subsidized Loan, Federal Direct Unsubsidized Loan, etc.

For example: a student enrolls full-time for fall semester and receives $2,500 of federal student aid. Fall semester has 112 calendar days. The student officially withdraws from all classes on the 56th calendar day of the term. The student earns 50% of the $2,500 ($1,250). The other 50% has to be returned to the aid program. This may create an outstanding balance owed to Terra State Community College. Students are responsible for repaying this liability to the College Cashier’s Office. Please note that students cannot appeal any charges related to the return of federal aid as withdrawing is a decision made by the student and returning unearned aid is required law.

Once a student attends beyond the 60% point of the term all federal student aid is considered to be earned.

Federal student aid recipients need to consult college professionals prior to withdrawing from classes. All students should first speak with their instructors about current progress and possible solutions to academic challenges. Students can also seek out free services from the Academic Success Center to help develop proficiency in weak areas. All students should arrange an appointment with a financial aid advisor prior to withdrawing.

Terra State Community College Scholarships

Terra College Foundation Scholarships

Terra College Foundation Scholarships are awarded to students from the development activities of Terra College Foundation.

Awards range from $500 to $1,000
Selection is based on academic merit and financial need.

The AGC Mosser Construction Scholarship was established by Mosser Construction in cooperation with the Ohio Association of General Contractors to assist continuing students in the Architectural/Construction Engineering program.

The Amistad Scholarship is awarded to students from a culturally diverse background.

The Applebee’s Scholarship was established to by Applebee’s Neighborhood Grill and Bar, Fremont, to assist Terra students.

The Dr. Sue P. Babione Scholarship was established in the name of Sue P. Babione, PhD., in honor of her dedication to the Terra College Foundation.

The Nathan Brahier Memorial Scholarship was established to assist Terra students majoring in Engineering or Power Technologies.

The Deans’ Discretionary Scholarship Fund was established to assist Terra students.

The Louis and Helen Audritsh Memorial Scholarship was established by Mitchell Audritsh and Tamara Morris in memory of their parents, Louis and Helen Audritsh.

The Larry L. Auxter Memorial Scholarship was established by family members to assist Terra students.

The Matthew Thomas Beckley Memorial Scholarship was established in memory of Matthew Beckley, son of Jane Beckley, who is an adjunct faculty member.

The Bolte Family Scholarship was established to assist Terra students.

The Bordner-Brown Scholarship was established to assist Terra students.

The John Broderick Memorial Scholarship was established in memory of John E. Broderick, Terra’s second president.

The Paul and Rosemary Callaghan Scholarship was established by Pete Callaghan in honor of his parents, Paul and Rosemary Callaghan.

The Louis L. Capucini Memorial Scholarship was established in memory of Lou Capucini, a former instructor, to assist students majoring in Law Enforcement.

The Color and Appearance Scholarship was established by the Color and Appearance Division of The Society of Plastics Engineers to support scholarships for students enrolled in the Coloring of Plastics Technology Program or Coloring of Plastics Activities at Terra State Community College.

The Croghan Colonial Bank Scholarship was established to benefit adult students who have demonstrated a need for financial support to pursue post-secondary education.

The Culturally Diverse Student Scholarship is awarded to students from a culturally diverse background.

The Denman-Reckenwald Scholarship was established to assist Terra students.

The Haldon Dodway Veteran Scholarship was established by family members to provide financial support for veteran students.

The Arthur F. Doust Memorial Scholarship was established in memory of former Terra College Foundation board member and former governing board member, Arthur F. Doust.

The Richard and Jane Dudley Memorial Scholarship was established by family in memory of these long-time Fremont residents. Richard was a former Terra board member and administrator.

The Judi Foos Memorial Scholarship was established in memory of Judi Foos, a former Terra staff member.

The Fremont Company Scholarship was established by The Fremont Company to assist Terra students.

The Fremont Federal Credit Union Scholarship was established to benefit students who have demonstrated a need for financial support to pursue post-secondary education.

The Fremont Rotary Club Scholarship was established to provide scholarships for graduates of Fremont Ross High and/or St. Joseph Central Catholic High School.

The David G. Gangwer Memorial Scholarship was established by family and friends in memory of Sandusky County Sheriff David Gangwer to assist Sandusky County residents majoring in Law Enforcement.

The Paul E. Gillmor Memorial Scholarship was established by the Gillmor Foundation in memory of Paul E. Gillmor.

The Richard Halstead Memorial Scholarship was established by his wife in memory of Richard T. Halstead, a former faculty member.

The Grace Delware Hamilton Scholarship was established to assist Terra students.

The Robert “Red” Haslinger Jr. Scholarship was established to assist a resident of Sandusky County attending Terra.

The Herman-Kinn Funeral Homes Scholarship was established to assist Terra students.

The Don Herrit Memorial Scholarship was established in memory of former Divisional Vice President of Whirlpool Corporation—Findlay, Don Herrit.

The Home Savings Business Scholarship is a $1,000 award made to a student pursuing a Business major at Terra Community College.

The William E. House Scholarship was established by his son for nursing and Allied Health students.

The International Publishing Management Association (IPMA) Scholarship was established to assist Design for Print majors.

The Jennifer Kneeskern Memorial Scholarship was established to assist female Terra students in their second year majoring in Nursing.

The Lee N. Koenig Scholarship was established to assist Terra Students.

The Roy W. Klay Scholarship was established by Roy W. Klay, founding college president.

The Roy W. Klay Memorial Scholarship was established in memory of Roy W. Klay, founding college president.

The Myron Kraak Memorial Scholarship was established in memory of Myron Kraak to assist students from Sandusky County.

The Lake Erie Firelands Tourist Council Scholarship was established to assist Terra students majoring in Hospitality Management.

The Glenn and Evelyn Maddy Scholarship was established to assist Terra students.

The Kelly Maines Memorial Scholarship was established in memory of Kelly Maines, a former student.

The Medical Staff of Memorial Hospital Scholarship was established to assist Nursing and Allied Health students.
The Janet Ann Merriman Selby Memorial Scholarship Endowment was established in memory of Janet Ann Merriman Selby, by family members, to assist second year students majoring in Nursing.

The Anthony William Morley Memorial Scholarship was established by the Suzanne Morley family in memory of Anthony William Morley.

The National Machinery Scholarship was established to benefit high school graduates of Seneca County enrolled in a two-year technical program or Nursing program at Terra.

The Ron Neeley Memorial Scholarship was established by the Wanda Coldiron Family in memory of her brother and long time Terra Faculty member, Ron Neeley.

The Richard Newman Memorial Scholarship was established in memory of former Terra staff member, Richard Newman.

The Norton Endowment for Manufacturing Scholarship is awarded to students majoring in Manufacturing Engineering.

The Nursing Allied Health Scholarship was established by Memorial Hospital to assist students enrolled in Allied Health programs at Terra State.

The OCAN–Last Dollar Scholarship was established to support students enrolling through the Ohio College Access Network Program.

The Ohio-Firelands Coloring of Plastics Scholarship was established by the Ohio-Firelands Section of the Society of Plastics Engineers to support scholarships for students enrolled in the Plastics Technology Program or Coloring of Plastics Activities at Terra State Community College.

The Ottawa County Resident Scholarship was established for the residents of Ottawa County attending Terra State.

The Robert A. Parker & Nancy L. Parker Scholarship was established to assist Terra State students.

The Tom Perry Memorial Scholarship was established in memory of Tom Perry, a former member of Terra’s ElderCollege.

The President’s Scholarship was established as an honorary scholarship to assist deserving Terra students.

The Ernest R. Radabaugh Memorial Scholarship was established in memory of Ernest R. Radabaugh.

The Mary Recktenwald Memorial Scholarship was established in memory of former Terra staff member, Mary Recktenwald.

The Lorene & Luella Reese Nursing Scholarship was established in memory of Lorene & Luella Reese, and is awarded to students enrolled in the Nursing Program.

The Michael D. Ryder Memorial Scholarship was established in memory of Michael Ryder, a former student.

The Javier Sanchez Memorial Scholarship was established in memory of Javier Sanchez, a former student.

The Sandusky County Human Resource Management Association Scholarship offers a scholarship for a student planning to graduate in Business.

The Sandusky County Resident Scholarship was established for the residents of Sandusky County.

The Rudolph “Rudy” Sattler Memorial Scholarship was established in memory of Rudy Sattler, a former Terra adjunct faculty member.

The Seneca County Resident Scholarship was established for the residents of Seneca County.

The Don and Mary Shaffer Music Scholarship offers a scholarship for a student enrolled in a Music Program.

The Shoup/Searles Memorial Scholarship was established by Michael Holmes to assist male students enrolled in the nursing (RN) or Nursing (RN to LPN) Associates Degree programs.

The Dudley (Fred) Singer II Memorial Scholarship was established in memory of Fred Singer, a former Fremont Federal Credit Union board member, by the Fremont Federal Credit Union.

The Brad S. Smith Memorial Scholarship was established in memory of Brad S. Smith, a former Terra faculty member, to assist Terra students majoring in criminal justice or social work.

The Roger S. Smith Memorial Scholarship was established in memory of Roger S. Smith and is awarded to a Port Clinton student enrolled in Business.

The Social Work Assistant Scholarship offers an award for a student planning to graduate as a Social Work Assistant.

The Society of Plastics Engineers’ Scholarships offer several awards for full-time students planning to study the Coloring of Plastics.

The Davis Sunderland Scholarship was established by fellow Fremont Rotarians to honor Dave’s decades of community service. It supports students who are working to improve their lives through higher education.

The Norman O. and Anna Belle Swaigood Memorial Scholarship was established in memory of Norman O. Swaigood, a former board member and his wife Anna Belle.

The Charles Swearingen Memorial Scholarship was established in memory of Chuck Swearingen, a former faculty member, for students majoring in Plastics and the Coloring of Plastics.

The Taylor Family Scholarship was established by the William H. Taylor Family to assist Terra students.

The Terra Alumni Association Scholarship was established to provide scholarships for students.

The Terra College Foundation Memorial Scholarship is awarded as a memorial from donations made by families and friends of the college.

The Terra College Foundation General Scholarship Fund supports students from the development activities of Terra College Foundation.

The Terra College Foundation Scholarship Endowment is awarded to students from the development activities of Terra College Foundation.

The Terra Community College Support Staff Local #217 has established a scholarship fund through donations of its membership.

The Terra Faculty Association has established a scholarship fund through donations of its membership.

The Uzelac and Friends Scholarship was established by Stephen Uzelac to fund scholarships for Terra students.

The Van Voorhis Memorial Scholarship was established in memory of Eugene Van Voorhis, a former Terra instructor.

The James K. Walter Memorial Scholarship was established in memory of James K. Walter by family and friends to assist Terra students majoring in Business Finance and Healthcare, who have exhibited civic duty.

The Diane L. Warnke Hawk Scholarship was established to assist Terra Students.

The Shannon L. Wellington Memorial Scholarship was established in memory of Shannon L. Wellington, a former student.

The Ned G. Williams Memorial Scholarship was established in memory of Ned G. Williams.

The Ruth “Babe” Willey Memorial Scholarship was established in memory of Ruth “Babe” Willey, a former Terra instructor, by her family.

The Joe & Sharon Wilson Scholarship was established to assist a graduating senior from Clyde High School for credit courses at Terra.

The Robert and Mary Lou Wilson Memorial Scholarship was established in memory of Robert Wilson, a former Terra instructor and his wife, Mary Lou.

“Great Start” Merit Scholarships

20 awards — $1500 each

New students and 2013 high school graduates who achieved at least a 3.0 grade point average in their high school junior and senior years and plan to attend Terra State Community College full-time may apply.

Academic achievement is the primary selection factor. Other factors considered are:

• Being a first generation college student,
• Preparation for college level work as evidenced by ACT or COMPASS test scores and college prep or college courses completed,
• Completion of Career Center or College and Career Readiness (Tech Prep) Program, or
• Participation in the Post Secondary Enrollment Options at Terra State Community College.

Scholarships continued on next page.
Merit scholarship recipients who complete the service learning seminar (GEN 1600) and earn at least a 3.0 grade point average with 30 semester hours earned in the 2013–2014 academic year may qualify for the renewal of scholarship for the 2014–2015 academic year.

Vanguard Sentinel Career Center Awards for 2013 Graduates
An outstanding senior in each career program at Vanguard Sentinel Career Center will be selected to receive a $500 scholarship.

College and Career Readiness Program (Tech Prep) Awards for 2013 Graduates
An outstanding senior in each College and Career Readiness Program in the consortium including Vanguard Sentinel Career Center and EHOVE Career Center will be selected to receive a $500 scholarship.

“Jump Start” Need Scholarships
20 awards — $1000 each
New students who graduate through the Gateway program or new students who have been away from school for at least 3 years may apply. Full-time or part-time enrollment plans will be considered. Unmet financial need is the primary selection factor.

“Second Chance” Need Scholarships
10 awards — $500 each
Returning students who have been away from the College for at least 5 years after an unsuccessful enrollment experience and aren’t academically eligible for federal student aid may apply. Unmet financial need is the primary selection factor. Full-time or part-time enrollment plans will be considered. Awards are on a first come, first served basis.

The William Olpp Family Trust Scholarships
Sandusky or Wyandot county residents admitted to the clinical portion of the Registered Nurse program at Terra State Community College may apply for $1000 scholarships. There may be up to 18 scholarship awards made depending on the annual earnings of the trust. The awards are made for one school year. Recipients of scholarships may apply once for renewal. Renewal applicants will compete with all other applicants for awards in the subsequent year.

Sandusky or Wyandot county residents pursing the State Tested Nursing Assistant (STNA) training may apply for $250 scholarships toward the cost of the class. There may be up to 8 scholarship awards per school year. These are one-time scholarship awards with no renewal.

SCHOLARSHIP APPLICATION PROCEDURES
• Apply for admission to Terra State Community College.
• Submit your official high school transcript to the College's Admissions Office.
• Complete the COMPASS or ACT college examination. The COMPASS assessment is available free of charge through the College's Admissions Office.
• Complete and submit the Free Application for Federal Student Aid (FAFSA). Terra’s school code on the FAFSA is 008278. Assistance with applying for FAFSA on the web is available from the College’s Financial Aid Office.
• Complete the Terra State Community College Scholarship Application on the Terra student portal.
• The application priority deadline is April 1, 2013. Applications received after the April 1, 2013 priority deadline may still receive consideration.

Veterans Educational Benefits Information
Students with veteran eligibility through the Department of Veteran Affairs (DVA) may be certified to receive DVA educational benefits by registering in the College Veterans Office, located on the first floor of Building A.

How To Apply For Benefits
Veterans or eligible dependents wishing to enroll should:
1. Contact the College Veterans Office.
• Complete the DVA Application Form for Education Benefits. The DVA application form is available from the Veterans Office or is online at www.gibill.va.gov. This form should be completed, and submitted, to the College Veterans Office before the start of the enrollment period.
3. Provide a copy of the Veteran's DD214 (Authorization for Separation from Active Duty) or Certificate of Eligibility for Chapter 1606 or 1607.
4. Indicate the applicant's DVA Claim Number on the application, if a prior claim was filed with the DVA.
5. Enroll every term in courses meeting the curriculum requirements in the student's program of study.

Every term, the College Veterans Office reviews and certifies each veteran for the number of credit hours taken.

Change of Program/Objective
Veterans who have used DVA benefits in the past and have entitlement remaining may change their original objective or program of study by completing the Request for Change of Program or Place of Training (DVA Form 22-1995) in the College Veterans Office.

Change of Course Schedule
Veterans who wish to change their course schedules during the term should inform the College Veterans Office immediately so that courses that are part of the DVA approved program can be certified for payment.

Re-enrollment
Veterans who wish to enroll for classes following a complete withdrawal or lapse in enrollment should notify the College Veterans Office so that proper certification can be made to the DVA.

Responsibilities of Veteran Students
Veteran students should be sure to:
1. Consult an enrollment advisor and enroll in courses meeting the curriculum requirements of the program of study.
2. Attend classes regularly and complete course requirements satisfactorily to continue receiving DVA benefits.
3. Notify the Veterans Office when they:
• Drop or add courses
• Withdraw from classes
• Stop attending classes
• Change name, address and/or telephone number
• Change educational major
• Have any concerns or questions about benefits

Credit for Military Training
Terra State Community College recognizes the value of military training and experience and accepts the American Council on Education (ACE) recommendations for credit. There is no charge for the evaluation of military experience credits. In order to receive credit for military training, a Veteran must request an official transcript be sent to the College’s Records Office from their branch of the military. Transcripts can be received by contacting the individual branches.

Army: The AARTS System is available at www.aartstranscript.army.mil/


Coast Guard: A transcript request form is available at www.uscg.mil/hr/cgi/downloads/forms/cg_form.

Veteran Credit Hour Payment Status

<table>
<thead>
<tr>
<th>Credit Hours Per Term</th>
<th>VA Payment Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>12 or More</td>
<td>Full-time</td>
</tr>
<tr>
<td>9-11</td>
<td>Three-quarter-time</td>
</tr>
<tr>
<td>6-8</td>
<td>Half-time</td>
</tr>
<tr>
<td>5 or less</td>
<td>Less-than-half-time</td>
</tr>
</tbody>
</table>
ACADEMIC DEFINITIONS
ACADEMIC DISMISSAL
ACADEMIC INTEGRITY
ACADEMIC PROBATION
ACADEMIC WORKLOAD
ADDITION CLASSES
ATTENDANCE
CHANGE OF MAJOR
CLASS REGISTRATION
CLASS SCHEDULES
COMPLETE WITHDRAWAL FROM COLLEGE
COURSE REPEAT FORM
COURSE SUBSTITUTION
DEAN’S LIST
DISTANCE LEARNING

DROPPING CLASSES
FORGIVENESS POLICY
GRADE (REPORT)
GRADE POINT AVERAGE (CALCULATING)
GRADING SYSTEM
GRADUATION REQUIREMENTS
GRADUATION HONORS
PREREQUISITES SKILLS POLICY
STUDENT PERMANENT RECORD CHANGES
STUDENT RECORD PRIVACY
STUDENT TRANSCRIPTS
STUDENT’S RIGHT TO CONTINUE UNDER THE CATALOG IN EFFECT
TRANSFER, WORK EXPERIENCE AND OTHER KINDS OF CREDIT
Academic Definitions (Terms to Know)

Classification of Students
A student who has completed less than the equivalent of 31 semester credit hours is classified as a freshman. Completion of 31 or more credit hours classifies a student as a sophomore.

Credit Hours
Credit hours are standard units of measure for college work. Fees are based on credit hours. The number of credits for a course does not necessarily equal the number of hours that the course meets in one week. Credit hours are determined by combining class and lab hours. The number of credits for each class is listed in the catalog before each course description, as are class and lab hours.

Electives
Most degree programs at Terra require students to enroll in courses called electives. An elective is a course that a student chooses to take from a list of several course options.

Enrollment Status
To be considered a full-time student for enrollment and financial aid purposes, a student needs to be enrolled for at least 12 credit hours. A part-time student is someone enrolled for less than 12 credit hours. Federal Stafford Student Loan recipients must be enrolled in at least six credit hours to be considered at least half-time.

Prerequisites
A prerequisite is a course that must be completed before students can take the next course in a sequence. If a course has a prerequisite, that requirement is noted following the course description. A co-requisite is a course that should be taken at the same time as another course.

Supplemental Instruction
Supplemental Instruction (SI) is peer-facilitated group study attached to traditionally difficult courses. If interested in taking a course with an SI designation, please consult the course offerings through your student portal. There should be an “-SI” after the course title. Currently, the courses Introduction to General Chemistry, and Financial Accounting are offered with the SI assistance.

If interested in being an SI leader—a student who facilitates the group study sessions—please look for any position offerings through the Terra Thunder Job Board. This is a paid position and you must meet the qualifications for the position to be considered.

Academic Dismissal
If a student on academic probation does not raise his/her cumulative grade point average above the required minimum or does not earn at least a 2.0 term GPA, then the student is dismissed from the college for a period of at least one term.

Students who are dismissed from the college on academic grounds may not re-enroll for at least one full academic term. This time is intended to allow the student to thoroughly reassess his or her goals and performance capabilities.

Prior to re-enrolling at the college, dismissed students must visit with an advisor in the Academic Service Center. Students will complete an Academic Improvement Plan with the advisor.

A student may appeal a decision of academic dismissal to the Appeals Committee. The appeal must be in writing and should document any unusual circumstances and explain an improvement plan. The Appeals Committee may act to reinstate the student's eligibility on a probationary status or deny the appeal.

Academic Integrity
Academic integrity and honesty are basic values of Terra State Community College. Students are expected to follow standards of academic integrity and honesty. Academic misconduct implies dishonesty or deception in fulfilling academic requirements and includes, but is not limited to, cheating, plagiarism, or the furnishing of false information to the college or a college affiliate in academic related matters. An affiliate of the college is any person, organization, or company that works in conjunction with Terra State Community College for the purposes of assisting students in fulfilling their academic requirements. The term “cheating” is defined in Article I, section 15 of the Student Code of Conduct. The term “plagiarism” is defined in Article I, Section 16 of the Student Code of Conduct. Any student found to have committed academic misconduct is subject to the disciplinary sanctions outlined in Article IV of the Student Code of Conduct.

Academic Probation
Each student's record is reviewed at the close of each term. A student maintains satisfactory academic progress if, after attempting 10 credit hours or more, the cumulative grade point average meets the following minimum standards:

<table>
<thead>
<tr>
<th>Total Hours Attempted</th>
<th>Minimum Cumulative Grade Point Average</th>
</tr>
</thead>
<tbody>
<tr>
<td>10</td>
<td>1.5</td>
</tr>
<tr>
<td>11-20</td>
<td>1.6</td>
</tr>
<tr>
<td>21-30</td>
<td>1.7</td>
</tr>
<tr>
<td>31-40</td>
<td>1.8</td>
</tr>
<tr>
<td>41-50</td>
<td>1.9</td>
</tr>
<tr>
<td>51 and up</td>
<td>2.0</td>
</tr>
</tbody>
</table>

If a student's cumulative academic record does not meet the defined minimum standards, the student is placed on Academic Probation. Students are notified of their probationary status at the end of the term.

Students have until the next review to raise their GPA. At the end of the first probationary period, the college determines either to lift the probationary status, to continue the student on probation, or to recommend academic dismissal.

A student may be continued on probation if the term grade point average is raised to a 2.0 or higher, but the cumulative point average remains below the satisfactory academic progress standards.

Academic Workload
Students who plan to graduate at the end of two years should follow the associate degree curriculum plan for their program listed in the college catalog. To graduate in two years, most programs require 15-18 credit hours per semester. Students wishing to register for more than 20 credit hours need to obtain permission from their advisors. Part-time students should consult their advisors each term for assistance with scheduling.

Credit Hour Enrollment Guidelines:

<table>
<thead>
<tr>
<th>Credit Hours</th>
<th>Student Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>12 or more</td>
<td>Full-Time</td>
</tr>
<tr>
<td>9 – 11</td>
<td>3/4 Time</td>
</tr>
<tr>
<td>6 – 8</td>
<td>1/2 Time</td>
</tr>
<tr>
<td>1 – 5</td>
<td>Less than 1/2 Time</td>
</tr>
</tbody>
</table>

*Students considering full-time overload status must consult with their advisor prior to registration.

Adding Classes
With the exception of distance learning courses, summer session courses, or flexibly scheduled courses, student who wish to add a class can do so before that class has met through the first seven calendar days of a new semester, with no signature required as long as a seat is available. After the seventh day, the course instructor must approve the course addition through the portal.

Students in distance learning courses, summer session courses, or flexibly scheduled courses who find it necessary to add a class can do so before that class has met with no signature required as long as a seat is available. On or after the first day the class has met, the course instructor must approve the course addition through the portal.

Students requesting faculty permission to add a class must go to their online student portal and access “Course Addition Request” under “My Forms.” This will put their request into the system, and they may check back under this form to see the progress of their request.

Students adding a course are responsible to attend the next class meeting or, in the case of a distance learning course, immediately email the instructor upon adding the course.
Attendance
Regular attendance and consistent study habits are considered essential to academic success at Terra; therefore, regular and prompt attendance is expected in all classes. Students who are absent because of illness or emergency should notify their instructors immediately.

Excessive absence is defined as the number of absences that, in the professional judgment of the instructor, jeopardizes a student’s satisfactory progress.

No Show Policy
Any registered student who has been absent during the entire first ten calendar days of the class session will be dropped from that class.

Change of Major
Students wishing to change majors should do so through the student portal under My Forms, Records Revision and then selecting the new major. Students should update their major, if necessary, prior to being advised for an upcoming registration.

Class Registration
Registration begins at least 2 months in advance of the term. Online registration is available 24 hours a day, seven days a week on the Terra web site, www.terra.edu, for current students. The College has a Registration Help Area available in A-200. Telephone registration is also available for current students. Simply call 419.559.2333 or 419.559.2330 to register for classes. Phone registration hours are 8 a.m. to 7 p.m. Monday through Thursday and 8 a.m. to 4 p.m. Friday.

New students should contact the Admissions and Enrollment Services office at 419.559.2349, regarding advising procedures for new students.

Continuing students may contact either their academic or faculty advisor. Contact information for advisors is located in the student portal under MyAdvisors.

Class Schedules
Class schedules are located on the Internet at www.terra.edu and on the student online portal. These schedules contain course numbers, course titles, credit hours for each course and days and times each class is scheduled to meet.

Class section number coding (e.g. DC04M):
First Letter: Denotes time of day or type of class.
V – Virtual/distance
H – Hybrid
D – Day
E – Evening
W – Weekend

Second Letter: Denotes term course is taken.
F – First 8-week session – Fall or Spring (or 5-week Summer Session)
S – Second 8-week session – Fall or Spring (or 5-week Summer Session)

Third and Fourth Numbers:
Classes are numbered between 01 and 99 to vary the numbers for a unique code.

Fifth Letter: Denotes On- or Off-campus class
M – Main Campus
R – Remote or Off-campus

Complete Withdrawal from College
If you must leave school for any reason, be sure to officially withdraw from classes using the Schedule Change Forms in the Student Records Office. Complete withdrawal is not an automatic process that occurs if you stop attending classes, nor is it a process that will be done for you. You must complete the Schedule Change Forms. Failure to officially withdraw will result in failing grades. Forms must be returned to the Student Records Office for processing.

Course Repeat Form
Students may repeat courses taken at Terra to improve their original grade. After successfully repeating a course, the student must file a Course Repeat form so that the old grade calculation will be removed from the cumulative totals. Forms are available in the Student Records Office and online. Note that the original course will remain on the transcript, but the grade will appear as an FS (forgiven grade). Only one course repeat petition per course is allowed.

Course Substitution
On occasion, one course may be substituted for another course of the same type. Students should discuss a course substitution with their advisor; upon agreement, the advisor will contact the appropriate dean to begin the course substitution process. A Course Substitution Form must be completed and signed by the appropriate dean, and filed with the Student Records Office.

Dean’s List
The Dean’s List is an academic honor conferred only on the students who have accomplished an extraordinary level of academic achievement each term. Students meeting the following requirements qualify for the Dean’s List and receive an official letter from the college acknowledging their success:

• Academic Workload of 12 credit hours or more. (‘S’ and ‘U’ grades are excluded)
• Term grade point average of 3.50 or higher.
• No ‘F’ grades received during the term.
• No ‘I’ (incomplete) grades received during the term.

Distance Learning
In distance learning classes, students can take part in their learning despite barriers related to time or place. Distance learning courses allow students more flexibility in managing their use of time for studying and homework. It might mean taking courses that use a combination of the following resources: videotape, audiotape, CD-ROMS, the Internet, television, satellite connections, textbooks and other printed materials. Distance learning communications includes phone, fax, U.S. mail and electronic mail.

Distance learning courses are listed in the course schedule published each term.

Dropping Classes
Students may withdraw from a course by completing a schedule change form and submitting it to the Office of Student Records or by dropping the course through the student portal. A grade of “W” (Withdrawal) will only be issued when the student withdraws prior to 75% of any instructional part of a course. After 75% of a course is complete, students cannot withdraw from a course and will receive the grade that they earn in it. In order to be eligible for any possible tuition refund, students must officially withdraw from a course. Refund procedures and periods are identified within the Fee Policies section of the College Catalog.

Forgiveness Policy
A student who has been absent from the college for two consecutive academic years or who has changed majors may petition once for “Forgiveness.” If approved, qualifying “D” or “F” grades are forgiven. Forgiven grades will be designated as an FS on the student’s transcript, but are not calculated in the GPA.

To qualify, a minimum of 20 credit hours must have been satisfactorily completed, and the student must have maintained at least a 2.5 GPA (all grades being C and better) since enrolling or changing majors.

Grade (Report)
A Grade Report is available to students through their student portal under My Grades. This report includes grades for the current term. It also includes earned hours, quality points and grade point average for both the completed term and the student’s cumulative program at Terra State Community College. Please refer to the student portal for final grades.

All financial obligations to the college (Instructional fees, general fees, laboratory fees, library fines, etc.) must be paid and all college equipment returned before grades will be released.

Academic policies continued on next page.
Grade Point Average (Calculating)

Grade point average (GPA) is determined by multiplying the credit hours for each course by the number of points (A=4, B=3, C=2, D=1) earned for each course to determine the grade point. (Credit x Points = Grade Point). Then the total grade points are divided by the total credit hours attempted. On the Terra transcript, this will be the number in the “PTS” column divided by the number in the “HRS” column. This example illustrates the calculation:

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
<th>Grade Points</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG</td>
<td>3</td>
<td>B (3)</td>
<td>9</td>
</tr>
<tr>
<td>EET</td>
<td>3</td>
<td>C (2)</td>
<td>6</td>
</tr>
<tr>
<td>CAD</td>
<td>3</td>
<td>A (4)</td>
<td>12</td>
</tr>
</tbody>
</table>

Total = 12

GPA = 36 ÷ 12 = 3.00

Grading System

At the close of each term and upon completion of a course, each instructor reports a letter grade indicating the quality of a student's work. Points for each semester hour of credit earned are assigned according to the following system:

<table>
<thead>
<tr>
<th>Quality</th>
<th>Grade</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Excellent</td>
<td>A</td>
<td>4</td>
</tr>
<tr>
<td>Good</td>
<td>B</td>
<td>3</td>
</tr>
<tr>
<td>Average</td>
<td>C</td>
<td>2</td>
</tr>
<tr>
<td>Below Average</td>
<td>D</td>
<td>1</td>
</tr>
<tr>
<td>Failure</td>
<td>F</td>
<td>0</td>
</tr>
<tr>
<td>Incomplete</td>
<td>I</td>
<td>Not Computed</td>
</tr>
<tr>
<td>Satisfactory</td>
<td>S</td>
<td>Not Computed</td>
</tr>
<tr>
<td>Unsatisfactory</td>
<td>U</td>
<td>Not Computed</td>
</tr>
</tbody>
</table>

Grades may also be assigned or automatically placed on the student's transcript due to evaluations of alternative credit, transfer credit, or through student action. These are not computed in the GPA. These include the following:

| Withdrawn | W | Not Computed |
| Audit     | AU | Not Computed |
| Proficiency| CR | Not Computed |
| Previous Training |   |   |
| Work Experience | CR | Not Computeted |
| Progressing | PR | Not Computed |
| Forgiven   | FS | Not Computed |

Incompletes: An "I" (incomplete) is recorded when circumstances beyond the control of a student prevent the student from completing course requirements during a term. An "I" is assigned when the student has arranged, with the instructor, a specific plan for fulfilling the course requirements.

Incompletes are given based on the judgment of the instructor. Students have six weeks after the beginning of the next term to complete the coursework. Otherwise, a grade of "F" is recorded.

Exception: Incompletes received in the spring term may be resolved within six weeks after the beginning of the following fall term. Otherwise, a grade of "F" is recorded.

Audit: An “AU” is recorded on a student’s permanent record when a student audits a class. When auditing a course, the student pays full tuition and attends for informational instruction only, understanding that no credit may be earned or claimed later. The student is not required to submit assignments or take examinations, although this participation will help the student gain knowledge of the subject.

The “AU” grade is not included in the cumulative grade point average and does not apply to graduation. Audit status forms are available in the Student Records Office. Students may change an audit status to credit status before the end of the second week of classes. Students wishing to change from credit status to audit status may also do so before the end of the second week of classes.

Satisfactory/unsatisfactory: A grade of “S” (satisfactory) or “U” (unsatisfactory) is given for select courses. (Grades of A, B, C, D or F cannot be substituted for S/U courses.) These grades are not computed in the grade point average.

Graduation Requirements

ASSOCIATE DEGREE PROGRAMS

Graduation Requirements

Students planning to earn an associate degree at Terra State Community College must:

1. Successfully complete all credit hours, or equivalent, work, in the degree program.
2. Earn a minimum of 2.0 cumulative grade point average in the major and earn a minimum of 2.0 cumulative grade point average overall.
3. Earn at least one third* of total credit hours required in the major with courses taken at Terra and earn at least one third of total credit hours required for an associate degree with courses taken at Terra.
4. Earn at least 25% of total credit hours or military personnel or their families.

*For those students who are Servicemembers under SOC or the Ohio GI Bill, the minimum requirement for graduation is that 25% of the total credit hours overall and in the major must be earned at Terra.

Applying for Certificate Completion

Students nearing the completion of a certificate program need to apply for the certificate. Consideration for the certificate does not happen automatically. Students initiate the process by filing the application for certificate. The application for certificate form is available in the Student Records Office and on our website at www.terra.edu. The application for certificate should be completed and submitted to the College Cashier one academic term prior to the projected date of completion.

A $15 fee must accompany the application. The fee pays for the certificate curriculum audit, the certificate and the certificate cover. Students applying for multiple certificates are charged a $15 fee for each additional certificate. Certificate completers are invited to participate in the College's May commencement ceremony.
Graduation Honors
Honors are awarded to graduates who achieve the following cumulative grade point averages:

<table>
<thead>
<tr>
<th>Grade Classification</th>
<th>Cumulative Grade Point Average</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cum Laude</td>
<td>3.50–3.74</td>
</tr>
<tr>
<td>Magna Cum Laude</td>
<td>3.75–3.89</td>
</tr>
<tr>
<td>Summa Cum Laude</td>
<td>3.90–4.00</td>
</tr>
</tbody>
</table>

For students intending to graduate at the end of Spring term and to participate in commencement activities, honors recognition is based on the cumulative grade point average through the previous Fall term.

Prerequisites Skills Policy
Students who test into developmental English, developmental mathematics or developmental reading on the COMPASS assessment of basic skills or the ACT college examination will be required to enroll in the appropriate developmental course(s). Students may not enroll in any course that requires college level skills in that area, or that has a college level prerequisite course in that area, until they have completed the appropriate developmental course(s).

As another example, students who test into developmental mathematics will be required to enroll in the appropriate developmental mathematics course. Students may not enroll in a higher-level mathematics course unless they have completed the appropriate developmental mathematics course.

As another example, students who test into developmental reading will be required to enroll in the appropriate developmental reading course. Students may not enroll in any course that requires college level reading until they have completed the appropriate developmental reading course.

Any degree-seeking student who is not taking English, mathematics or a course requiring college-level reading skills may take up to 20 hours before pretesting.

Student Permanent Record Changes
It is very important for students to keep the college informed of any changes in contact information. Students needing to change their address, telephone number or email address contained in their permanent record may do so through the student portal under Edit Profile. A name change has to be completed at the Student Records office in building A, room 200.

Student Record Privacy
Family Educational Rights and Privacy Act (FERPA)
The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. They are:

1. The right to inspect and review the student's education records within 45 days of the day the college receives a request for access. Students should submit to the registrar, dean, head of the academic department or other appropriate official, written requests that identify the records they wish to inspect. The college official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the college official to whom the request was submitted, the official shall advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student's education records that the student believes are inaccurate or misleading. Students may ask the college to amend a record that they believe is inaccurate or misleading. They should write the college official responsible for the record, clearly identifying the part of the record they want changed and specify why it is inaccurate or misleading. If the college decides not to amend the record as requested by the student, the college will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the college in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the college has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. [Optional] Upon request, the college discloses education records without consent to officials of another school, upon request, in which a student seeks or intends to enroll. [Note: FERPA requires any institution to make a reasonable attempt to notify the student of the records request unless the institution states in its annual notification that it intends to forward records on request.]

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by State college to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, DC, 20202-4603.

Release of Student Record Information
Students may release their personally-identifiable information to others through the FERPA Release form. This is located in the student portal under My Forms, FERPA Releases. Specific information must be selected, which may include transcripts, financial billing, attendance, grades, honors, and GPA; also the name and address of the person to receive the information and the purpose for releasing this information must be entered on the form. The FERPA Release is only applicable through the end of the current academic year or until the student-set expiration date, which must be prior to the end of the academic year. This release date may be adjusted through the academic year by using the online portal.

Releasing Directory Information
Directory information is considered to be students' names, addresses, and telephone numbers; email addresses; photographs; dates of attendance; grade levels (first or second year students); enrollment status and ranks; degrees, honors and awards; high schools and other colleges attended.

The College does release directory information to other educational institutions for the purpose of providing Terra students and graduates information about further educational opportunities. Directory information may also be released to other outside entities due to the Ohio Sunshine Law, Ohio Public Records Act R.C. 149.43(B). The following information may be released for those students who are included within the directory information release listing: name, address, grade level, and major/field of study.

Students who want to be excluded from the directory information releases can complete a form online through the student portal. This is done by selecting My Forms, Records Revision, and changing the Release of Directory Information line item to "No." This change will then be processed by the Student Records Office. Please note that if the release is set to "no," your student name will not be included in newspaper articles for Dean's List or for graduation, including the commencement program.

Student Transcripts
Obtaining an Academic Transcript
A permanent academic record is maintained in the Student Records Office for each student attending Terra State Community College. The permanent record includes the student's academic record from application for admission through final graduation.

All transcripts from other institutions, including high school and college, are part of the student's permanent record and will not be
retrieved back to the student. Copies of the original transcript should be requested from the issuing institution.

Students may view and print an unofficial copy of their transcript at the student portal. To request an official copy of the transcript, please fill out the Transcript Request form available at www.terra.edu or at the Student Records office, Roy Klitz Hall, Room 200.

No one may obtain a student’s transcript without the student’s explicit written consent (The Family Education Rights and Privacy Act of 1974, as Amended).

Students may contact the Student Records Office for additional questions regarding their student records.

Student’s Right to Continue Under the Catalog in Effect When the Student First Registered for Classes

As time progresses, the content and structure of the college’s degree programs and the curricula within those programs may change in response to evolving community needs, technological advancements, or significant developments in the field of study.

When the curriculum of a student’s technology changes, a candidate for graduation may elect to follow either of:

1) the requirements listed for the desired degree either in the catalog in effect the year he or she first registered for classes at Terra State Community College (if within the last four academic years), or
2) any catalog in effect within the previous four academic years, or
3) the current catalog in effect at the time the student graduates.

In the event that the college no longer offers a course specified in an earlier college catalog, another course may be substituted. The choice(s) for the course substitution(s) will be determined by the appropriate division dean or his or her designate.

Transfer, Work Experience and Other Kinds of Credit

Credit for Life Experience
(Alternative Academic Credit)

Students may be granted credit for the learning proficiencies acquired through previous training, work or life experiences. Required courses in a technology program may be waived for prior training or experience. Students interested in applying for this type of credit may request this through the Petition for Alternative Academic Credit online form found in their student portal under “My Forms.” They may then arrange an appointment with the dean of their division.

Students will be required to meet with a faculty member for each course for which they seek credit and document attainment of course learning outcomes through a portfolio, test, interview, or other means determined by the faculty member. The faculty will recommend to the Dean whether credit should be awarded for prior learning.

Grade by Examination

The student must be officially enrolled in the course and have paid the tuition. After the second week of a term, a student may request Grade by Examination from an instructor. The instructor may give the exam when the student has demonstrated adequate prior education or training. If the results of the exam are satisfactory, the instructor will give a letter grade and credit for the course. The grade will be computed in the cumulative grade point average. Students need to take the exam by the fifth week of term, and may attempt the exam only once during a term. If a student is unsatisfied with his or her examination grade, he or she may continue in the course and receive credit in the usual manner.

Proficiency Examination

Students may receive credit for previous academic work or experience on the basis of a proficiency examination. Individuals may take a proficiency exam at any time prior to enrollment in the course. To take a Proficiency Exam, students need to request this through the Petition for Academic Proficiency Examination online form found in their student portal under “My Forms.” There is a $25 fee per course for the examination. The fee must be paid at the time the petition is filed.

If the results of the Proficiency exam are satisfactory, “CR” will be entered on the student’s permanent record. Such credit is not included in the student’s grade point average. Credit by proficiency examination cannot exceed two-thirds of the total hours toward an associate degree. Students who have received an “F” or withdrawal (“W”) in a course for which they petition for proficiency examination should have their petition approved by the Registrar.

These students also need to submit evidence of having completed supplemental work in the subject area.

Transfer Credit Evaluation

Students who have earned college credit at another college or university before attending Terra State Community College may be eligible for transfer credit.

An official evaluation of the transfer credit will be completed by the Registrar after the student has been admitted to Terra State Community College and has submitted official transcripts from all previously attended post-secondary institutions. An official transcript contains the signature of the registrar, the date issued and an embossed seal.

Official transcripts must be electronically sent through a secure system to the Terra Records Office from the issuing institution or mailed from the issuing institution to the Registrar at Terra, or an official transcript may be placed in a sealed envelope at the issuing institution and hand-delivered to the Records Office at Terra State Community College. Please contact the Records Office at Terra with any questions concerning the above procedure.

For all international transcripts, please send your documentation to AACRAO, which has evaluation services. The college requests that you submit your information for the course-by-course evaluation. The online form to use is located at http://www.aacrao.org. Please contact the Records Department with any questions.

Transfer credit is granted for college-level and some technical courses earned at regionally accredited institutions of higher education for which students receive a passing grade as defined by the academic departments. Courses graded on a pass/fail or satisfactory/unsatisfactory basis are subject to further evaluation. The procedure for contesting transfer of credit decisions is detailed on page 32.

Advanced Placement (AP) Credit

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

Beginning in the Fall term 2009:

1. Students obtaining an Advanced Placement (AP) exam score of 3 or above will be awarded the aligned course(s) and credits for the AP exam area(s) successfully completed.

2. General Education courses and credits received will be applied towards graduation and will satisfy a general education requirement if the course(s) to which the AP area is equivalent fulfill a requirement.

3. If an equivalent course is not available for the AP exam area completed, elective or area credit will be awarded in the appropriate academic discipline and will be applied toward graduation where such elective credit options exist within the academic major.

4. Additional courses or credits may be available when a score of 4 or 5 is obtained. Award of credit for higher score values varies depending on the institution and academic discipline.

5. In academic disciplines containing highly dependent sequences (Mathematics, Sciences, etc.) students are strongly advised to confer with the college/university advising staff to ensure they have the appropriate foundation to be successful in advanced coursework within the sequence.

A complete listing of credit awarded for an AP score of 3 or above for all University Systems of Ohio Colleges and Universities can be found at http://www.ohiohighered.org/transfer/advancedplacement.
COMPLAINT POLICIES AND APPEALS
ACADEMIC RECORDS
(INSPECTING/REVIEWING)
COMPUTER RESOURCES/ACCEPTABLE USE POLICY
DRUGS AND ALCOHOL POLICY
HARASSMENT POLICY
SMOKING POLICY
STUDENT CODE OF CONDUCT
Complaint Policies and Appeals

Administrative Student Complaint Policy

A student may file a complaint related to administrative processes. A student complaint resulting from an incident or event at the college related to any of the following: (a) a board of trustees policy, (b) an administrative procedure, or (c) an administrative regulation, shall follow these procedures:

A student considering a complaint should always seek an explanation of the policy, procedure, or regulation from a College official. After being provided with an explanation, the student should seek a resolution to the matter. If the matter is not resolved informally, the student may proceed with a formal complaint using the following procedure:

1. Obtain a Student Complaint Form available from the office of the Dean of Student Affairs & Enrollment Management, second floor of the Roy Klay Hall.
2. Complete the Student Complaint Form and submit it to the Dean of Student Affairs & Enrollment Management.
3. The Dean of Student Affairs & Enrollment Management, or designee, will contact the student within five business days of receiving the written complaint.
4. The Dean of Student Affairs & Enrollment Management or designee may indicate the need for an interview with the student or witnesses and may identify additional time needed for an investigation of the matter. A response to the complaint by the College will be provided in writing by the Academic Dean, or designee.

If the student is not satisfied with the College's written response to the complaint, the student may compose a letter of appeal describing the initial complaint and explaining the reason for his/her dissatisfaction with the College's written response. This letter should be addressed to the Senior Student Affairs Officer and must be submitted within ten business days after receiving the written complaint. The Senior Student Affairs Officer or designee, will contact the student within five days of receiving the written complaint.

1. Speak with the instructor involved and try to resolve the issue.
2. If the issue cannot be settled satisfactorily with the instructor, meet with the dean in the appropriate academic division. The dean will initiate a review within five working days and render a judgment in a timely fashion.
3. If, after the dean has reviewed the situation, the student wishes to have another level of review, the student may appeal to the Interim Assistant Vice President for Instruction. The Interim Assistant Vice President for Instruction will make a timely review of the situation with all involved parties. At the end of this review, the judgment of the Interim Assistant Vice President for Instruction, which will be provided in writing, is final and binding.

Appealing Transfer Credit Decisions

Initial questions concerning transfer credit evaluation should be directed to the Registrar. Students who wish to appeal a decision involving the application of transfer credit by Terra should follow these steps within 90 days of receiving the evaluation of transfer credit.

1. Notify the Registrar that a formal review is requested. The Registrar will initiate a review of the evaluation within five working days and render a written judgment within 30 days.
2. In the event that the student is not satisfied after the review by the Registrar, the student may then appeal to the Chief Academic Officer. The Senior Student Affairs Officer will initiate a review of the evaluation within 5 working days and render a written judgment within 30 days. The decision of the Senior Student Affairs Officer is final.

Academic Records (Inspecting/Reviewing)

Students who wish to inspect or review their official academic records should submit a written request to the Registrar. See page 29 for additional information on student record viewing and privacy.

Computer Resources/ Acceptable Use Policy

1. All college computers are provided for the exclusive use of Terra students (with current Terra IDs) and staff.
2. All users must read and sign an “acceptable use” form available in B308 before accessing any college computers.

Zero-Tolerance

The following activities and/or uses of computers will not be tolerated by the college in any form:

1. Accessing, transmitting or otherwise making use of pornographic materials of any kind available over the Internet.
2. Any form of harassment activity, including but not limited to email transmissions.
3. Accessing, transmitting, or otherwise making use of “hate-group” or materials of any kind available over the Internet that may cause discomfort to any racial or ethnic group.
4. Illegal duplication or transmission of protected software.
5. Destruction or theft of computer equipment or software.

The first violation of any part of the above “Zero-Tolerance” section of the Acceptable Use of Computer Resources Policy will result in immediate forfeiture of computer access.
Drugs and Alcohol Policy
Prevention and Education
Alcohol and Drug Policy

Health Risks and Understanding Drug Use
People use drugs for a variety of reasons, including to satisfy curiosity, to relieve stress, to cope with difficult problems and situations and to manage depression and low self-esteem. Drug use that begins casually or as experimentation can progress to problem use or addiction. But a person doesn’t have to be addicted to drugs to have a drug problem. The key to preventing and treating drug abuse is to treat the underlying reasons for use.

Drug abuse education is important. A thorough alcohol/drug education program includes three areas:
- Early detection—Understanding the signs and symptoms of drug use.
- Intervention—Helping someone who may have a problem with drugs.
- Referral—Knowing where to get help or to send someone for help.

Risk Factors
A number of factors put people at risk for drug abuse. Several of the higher risk factors are:
- Family history of alcoholism or drug abuse
- Inadequate interpersonal skills
- Favorable attitudes toward drug use
- Friends who use drugs
- Low self-esteem or self-worth
- College student between 18-25 years old
- Academic failure
- Depression
- Poor coping skills

Self Assessments
Alcohol: Am I using it, or is it using me?
- Do you drink to make yourself feel better if you’re having a hard time at work or at home?
- Has your drinking increased in the last two years, year, six months?
- Are you annoyed or defensive if anyone mentions your drinking?
- Have you ever tried to limit your drinking by drinking only at a certain time of day or on certain days of the week?
- Do you start drinking sooner, and stop drinking later, than most of your friends?
- Have you had a morning drink in the past year?
- Has your drinking ever caused you problems at home or at work?
- Do you ever feel guilty or regretful about how you’ve behaved when you’re drinking?
- Have you ever had a memory lapse after an evening of drinking?
- Do you secretly worry that drinking is damaging your life?

If you answered “yes” to two or more questions, there is a good chance that you may be heading for a dangerous drinking problem—if you don’t already have one. Only you know the truth about your own drinking.

Are you experiencing co-dependency (a family illness)?
- Do you lose sleep because of a problem user?
- Does your attitude change toward the problem user (alternating between love and hate)?
- Do you mark, hide, dilute and/or empty bottles of liquor or other substances?
- Do you think that everything would be OK if only the problem user would stop or control the use?
- Do you feel alone, fearful, anxious, angry and frustrated most of the time?
- Are you beginning to dislike yourself and wonder about your sanity?
- Do you feel responsible and guilty about the chemical problem?
- Have you taken over many chores and duties that you would normally expect the problem user to assume or that were formerly his or hers?
- Do you feel utterly defeated, that nothing you can say or do will influence the problem user?
- Do you believe that he or she cannot get better?

If you answered “yes” to any three of these questions, chemical dependency exists in the family and is producing negative changes in you.

Health Risks of Alcohol and Other Drugs
Alcohol is the most abused drug in society as well as on college campuses. Alcohol is directly involved in many injuries, assaults and the majority of deaths in people under age 25. Other commonly abused illegal drugs include marijuana, cocaine, stimulants, hallucinogens, depressants, narcotics, steroids and inhalants. Legal drugs such as caffeine, nicotine, over-the-counter and prescription drugs also have wide use and associated risks.

Health risks of using alcohol or other drugs include both physical and psychological effects. The health consequences depend on the frequency, duration and intensity of use. For all drugs, there is a risk of overdose. Overdose can result in coma, convulsions, psychosis or death. In addition, combinations of certain drugs, such as alcohol and barbiturates, can be lethal. Finally, the purity and strength of doses of illegal drugs are uncertain.

Continued use of substances can lead to tolerance (requiring more and more of a drug to get the same effect), dependence (physical or psychological need) or withdrawal (painful, difficult and dangerous symptoms when stopping the use of drugs). Long-term chronic use of drugs can lead to malnutrition, organic damage to the body, and psychological problems. The risk of AIDS and other diseases increases if drugs are injected. The consumption of alcohol or drugs by pregnant women may cause abnormalities, such as Fetal Alcohol Syndrome (the third leading cause of birth defects) in babies.

Drug and Alcohol-Related College Policy
All Terra State Community College students must abide by this statement:

The unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in or at Terra State Community College.

If a student engages in any of the above prohibited activities, that student will be subject to disciplinary action. This action will include the filing of criminal charges and may include dismissal from the college.

Terra State Community College reserves the right to warn, reprimand, suspend or dismiss any student or employee who violates the college conduct and discipline policy or the law. The college’s response will depend on the severity of the offense, number of previous offenses and extenuating circumstances. For students, all college judicial and appeals procedures will be followed except in rare cases when the possibility of imminent danger exists. For employees, due process will be followed.

If a student is convicted of a criminal drug violation, the student must notify the college. Law requires the college, within 30 days of such notification, to:

1. Take appropriate action against such student, up to and including dismissal; or
2. Require such student to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purpose by a federal, state or local health, law enforcement or other appropriate agency.

Terra State Community College annually updates community resources for counseling and treatment of drug abuse problems and maintains liaison contacts throughout the year.
Drug and Alcohol-Related State and Federal Laws
Ohio law prohibits illicit selling, cultivating, manufacturing or otherwise trafficking in controlled substances, including cocaine, heroin, amphetamines and marijuana; knowingly or recklessly furnishing them to a minor; and administering them to any person by force, threat or deception with the intent to cause serious harm or if serious harm results. These offenses are felonies.

The law also prohibits knowingly obtaining, possessing or using a controlled substance and permitting drug abuse on one’s premises or in one’s vehicle. These offenses may be either felonies or misdemeanors. The law further prohibits obtaining, possessing or using hypodermics for unlawful administration of drugs, and the sale to juveniles of paraphernalia for use with marijuana. These offenses are misdemeanors.

A felony conviction may lead to imprisonment or imprisonment and fine. The maximum prison term is 25 years. A misdemeanor conviction may lead to imprisonment for up to six months and/or a fine of up to $1,000.

With regard to beer and intoxicating liquor, Ohio law provides that a person under 21 years of age who orders, pays for, attempts to purchase, possesses or consumes beer or liquor or furnishes false information in order to effect a purchase commits a misdemeanor.

Ohio law prohibits the possession of beer or liquor which was not lawfully purchased, and a court may order that any place where beer or liquor is unlawfully sold not be occupied for one year, or that the owner or occupant of the premises be required to furnish a surety bond of $1,000 to $5,000.

Federal law forbids the illegal possession of, or any trafficking in, controlled substances. A person convicted for the first time of possessing a controlled substance, other than crack cocaine, may be sentenced to up to one year in prison and fined between $1,000 and $100,000. A second conviction carries a prison term of up to two years and a fine of up to $250,000. Subsequent convictions carry prison terms of up to three years and fines of up to $250,000.

Imprisonment for five to 20 years and fines of up to $250,000 apply to persons possessing more than five grams of crack cocaine on the first conviction, three grams on the second and one gram on subsequent convictions. In addition, a person convicted of possessing a controlled substance may be forfeited by forfeiture of property used to possess or facilitate possession if the offense is punishable by more than one year in prison; forfeiture of any conveyance used to transport or conceal a controlled substance; denial of federal benefits, such as student loans, for up to five years; ineligibility to receive or purchase a firearm; and a civil penalty of up to $10,000.

Community Resources
Firelands Counseling and Recovery Services of Erie County
2020 Hayes Avenue
Sandusky, Ohio 44870
419-557-5177 (Phone Number)
419-557-5179 (Fax Number)
419-557-5169 (Chemical Dependency Fax)
Outpatient Mental Health and Chemical Dependency Treatment and Prevention Site

Firelands Regional Medical Center Psychiatric Unit
1101 Decatur Street
Sandusky, Ohio 44870
419-557-5118 (Phone Number)
419-557-7781 (Fax Number)
800-342-1177 (Toll Free Number)

Firelands Counseling and Recovery Services of Huron County
292 Benedict Avenue
Norwalk, Ohio 44857
419-663-3737 (Phone Number)
419-663-5096 (Fax Number)
800-242-5393 (Toll Free Number)
1400 W. Main Street–Building 1
419-483-6516 (Phone Number)
419-483-9316 (Fax Number)
Outpatient Mental Health and Chemical Dependency Outpatient Treatment and Prevention Site
302 Woodland Avenue
Willard, Ohio 44890
800-242-5393 (Phone Number)
Outpatient Mental Health and Chemical Dependency Treatment Site

Firelands Counseling and Recovery Services of Ottawa County
127 West Perry Street
Port Clinton, Ohio 43452
419-750-0739 (Phone Number)
Outpatient Mental Health Treatment Site

Firelands Counseling and Recovery Services of Sandusky County
675 Bartson Road
Fremont, Ohio 43420
419-332-5524 (Phone Number)
419-332-0275 (Automated Attendant)
419-332-7581 (Fax Number)
888-332-5529 (Toll Free Number)
Outpatient Mental Health and Chemical Dependency Outpatient Treatment and Prevention Site

Firelands Counseling and Recovery Services of Seneca County
76 Ashwood Road
Tiffin, Ohio 44883
419-448-9440 (Phone Number)
419-448-9445 (Toll Free Number)
Seneca County continued next column.

Harassment Policy
Terra State Community College does not and will not tolerate harassment of our employees, applicants for employment or our students on the basis of race, color, religion, national origin, sex, age, handicap, disability, military status, genetic information, or sexual preference. The college recognizes the impact of harassment on absenteeism, academic grades, productivity and turnover, and recognizes that those who may be harassed may suffer adverse effects.

All employees, applicants for employment and students are entitled to an environment free from all forms of discrimination and harassment. This policy demonstrates the college’s commitment to addressing these concerns.

Sexual Harassment
Unwelcome sexual advances, either verbal or physical, requests for sexual favors and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

1. Submission to such conduct is either an explicit or implicit term or condition of employment, or status or academic progress in a course, program or activity; or
2. Submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions affecting such individual; or
3. Such conduct has the purpose or effect of unreasonably interfering with an individual’s academic or work performance or creating an intimidating, hostile or offensive educational or work environment.

Examples of sexual harassment include:
- Persistent, unwelcome flirtation, advances and/or propositions of a sexual nature;
- Repeated insults, humor, jokes and/or anecdotes that belittle or demean an individual’s or a group’s gender or sexuality;
- Repeated, unwelcome comments of a
sexual nature about an individual's body or clothing;
- Unwarranted displays of sexually suggestive objects or pictures that are inappropriate to the academic context;
- Unnecessary touching, such as patting, pinching, hugging or repeated brushing against an individual's body;
- Suggestions that submission to or rejection of sexual advances will affect decisions regarding such matters as an individual's employment, work assignments or status, salary, academic standing, grades, receipt of financial aid or letters of recommendation.

Consensual Relationships
Consensual relationships between faculty and students or between supervisors and supervisees cause special concern with respect to the existence or appearance of conflicts of interest, exploitation, abuse of position or favoritism. The existence of a prior consensual relationship does not automatically preclude the initiation of a sexual harassment complaint or a finding of sexual harassment.

Discriminatory Harassment
This type of harassment occurs when derogatory, vulgar or offensive comments are made about a person's race, gender, national origin, religion, age or disability or when the distribution of written or graphic material has such effects. Examples of discriminatory harassment include slurs, jokes or other degrading comments.

Disrespectful Harassment
This type of harassment occurs when threatening, coercive or intimidating behavior is directed toward a person. Disrespectful harassment also occurs when profane, abusive or threatening language is directed toward an individual.

Supervisor Responsibilities
Supervisors are responsible for preventing incidents of harassment by actively discussing the subject, expressing strong disapproval, developing methods for sensitizing employees and taking timely and appropriate corrective action where warranted.

Supervisors who become aware of possible harassment are required to investigate and ensure that the facts are brought to the attention of the college's Coordinator of Human Resources.

Student Responsibilities
All students are responsible for reporting any incidents of possible harassment and for following the complaint procedures set forth below. Any student may file a complaint with either the Coordinator of Human Resources or any dean.

Harassment Complaints
Terra State Community College does not and will not tolerate harassment of our employees, applicants for employment or our students on the basis of race, color, gender, religion, national origin, age or disability. All employees, applicants for employment and students are entitled to an environment free from all forms of discrimination and harassment. Individuals who believe they are being harassed:

1. Should not assume the college is aware of the problem.
2. Should confront the person and request that the conduct cease.
3. Should immediately report the problem to the Coordinator of Human Resources or any of the Deans.

If none of these actions is desirable, appropriate or possible, the individual may file a written complaint with the Coordinator of Human Resources.

Harassment Investigation Procedures
The college will investigate all complaints in a timely and responsible manner. All information obtained during an investigation will be kept confidential. All witnesses and those interviewed during the investigation are expected to treat the matter as confidential. Individuals who are part of the investigation are expected to answer all questions honestly and completely.

Individuals alleged to have committed harassment have the right to be presented with the allegations and the responsibility and the right to respond to the allegations. Both the accuser and the accused have the right to a prompt and complete investigation of the claim and the right to learn the results of the investigation.

If evidence shows that the harassment charge is true, the employee or student is subject to disciplinary action up to and including dismissal in the case of employees, and suspension or expulsion in the case of students.

If evidence shows that the harassment charge is false, the employee or student responsible for the false charge is subject to disciplinary action up to and including dismissal in the case of employees, and suspension or expulsion in the case of students.

Protection from Retaliation
An individual who files a complaint or participates in a harassment investigation will be protected from any form of retaliation that may arise from the investigation. An individual who covers up the truth or retaliates against a complainant will be subject to disciplinary action up to and including dismissal in the case of employees, and suspension or expulsion in the case of students.

Grievances
Students who wish to contest an action or decision by a college employee not covered in the sections above that is alleged to be in violation of a college policy or procedure (for example, reviewing official records or the acceptable use of computer resources) should follow these steps within 90 days of the action or decision:

1. Speak with the employee involved and try to resolve the issue.
2. If the issue cannot be settled satisfactorily with the employee, meet with the employee's supervisor. The supervisor will initiate a review within five working days and render a judgment in a timely fashion.
3. If after the supervisor has reviewed the situation, the student wishes to have another level of review, the student may appeal to the Senior Student Affairs Officer. The Senior Student Affairs Officer will make a timely review of the situation with all involved parties. At the end of this review, the judgment of the Senior Student Affairs Officer, which will be provided in writing, is final and binding.

Smoking Policy
In accordance with Chapter 3794 of the Ohio Revised Code, Terra State Community College's Board of Trustees has adopted a smoke-free facility policy. State law prohibits smoking in all public buildings. Smoking huts are located outside of the buildings in the quadrangle to provide an area for smoking.

Student Code of Conduct
This Student Code of Conduct is promulgated under the provisions of the Ohio Revised Code section 111.15, amends Chapter 3346.21 and modifies Ohio Administrative Rules 3367:4-1-98 and 3357:4-52 as they apply to student behavior and conduct. The Student Code of Conduct is adapted from the Journal of College and University Law published by the National Association of College and University Attorneys and the Notre Dame Law School.

ARTICLE A: DEFINITIONS
1. The term “COLLEGE” means Terra State Community College.
2. The term “STUDENT” includes all persons taking courses at the College both full-time and part-time, pursuing undergraduate or non-credit studies and those who attend post-secondary educational institutions other than Terra State Community College. Persons who are not officially enrolled for a particular term but who have a continuing relationship with the College are considered “students.”
3. The term “FACULTY MEMBER” means any person hired by the College to conduct classroom or teaching activities or who is otherwise considered by the College to be a member of its faculty.
4. The term “COLLEGE OFFICIAL” includes any person employed by the College performing assigned administrative or professional responsibilities.
5. The term “MEMBER OF THE COLLEGE COMMUNITY” includes any person who is a student, faculty member, College official or any other person employed by the
College. A person's status in a particular situation shall be determined by the chief student services officer.

6. The term "COLLEGE PREMISES" includes all land, buildings, facilities, and other property in the possession of or owned, used, or controlled by the College including adjacent streets and sidewalks.

7. The term "ORGANIZATION" means any number of persons who have complied with the formal requirements for College recognition of sanctions.

8. The term "STUDENT DISCIPLINE COMMITTEE" means any person or persons authorized by the Senior Vice President for Academic and Student Affairs to determine whether a student has violated the Student Code and to recommend sanctions that may be imposed when a regulation violation has been committed.

9. The term "STUDENT CONDUCT OFFICER" means a College official authorized on a case-by-case basis by the Senior Student Affairs Officer to impose sanctions upon students found to have violated the Student Code. The Senior Student Affairs Officer may authorize a Student Conduct Officer to serve simultaneously as a Student Conduct Officer and the sole member or one of the members of the Student Discipline Committee. The Senior Student Affairs Officer may authorize the same Student Conduct Officer to impose sanctions in all cases.

10. The term "DISCIPLINE APPEALS COMMITTEE" means any person or persons authorized by the Senior Student Affairs Officer to consider an appeal from a Student Discipline Committee's determination as to whether a student has violated the Student Code.

11. The term "SHALL" is used in the imperative sense.

12. The term "MAY" is used in the permissive sense.

13. The term "POLICY" is defined as the written regulations of the College as found in, but not limited to, the College catalog and student handbook, the College web pages and computer use policy.

14. "LEVEL I" infractions of the Student Code are those for which the sanctions may be a warning, disciplinary probation, special restrictions or loss of privileges, fines, restitution, imposed reassignment of course section, or assignments of discretionary sanctions. Level I violations will generally be heard by a Student Conduct Officer.

15. "LEVEL II" infractions of the Student Code are those for which the sanctions may be, in addition to those listed in Level I, suspension, expulsion from the College, revocation, or withholding of a degree. Level II violations will generally be heard by the Student Discipline Committee.

16. The term "CHEATING" includes, but is not limited to (1) use of any unauthorized assistance in taking quizzes or examinations; (2) dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; or (3) the acquisition, without permission, of tests or other academic material belonging to a member of the College faculty or staff.

17. The term "PLAGIARISM" includes, but is not limited to, the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgment. Examples include: the submission of an assignment purporting to be the student's original work which has been wholly or partly created by another person; the presentation as one's own, another person's ideas, organization, or wording without acknowledgment of sources; knowingly permitting one's own work to be submitted by another student as if it were the student's own; and the use of material from the World Wide Web, Internet, videos, encyclopedias, books, magazines, student papers, and copyrighted material without indicating where the material was found. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials.

18. The term "COMPLAINANT" means any person who submits a charge alleging that a student violated this Student Code. When a person believes that she/he has been a victim of another student's misconduct, the student who believes she/he has been a victim will have the same rights under this Student Code as are provided to the Complainant, even if another member of the College community submitted the charge itself.

19. The term "ACCUSED STUDENT" means any student accused of violating this Student Code.

ARTICLE B: STUDENT CODE AUTHORITY

1. The Senior Student Affairs Officer shall determine the composition of the Student Discipline Committee and Discipline Appeals Committee and determine which Student Discipline Committee, Student Conduct Officer, and Discipline Appeals Committee shall be authorized to hear each case.

2. The "Senior Student Affairs Officer" is that person designated by the College President to be responsible for the administration of the Student Code. The Senior Student Affairs Officer shall develop procedures for the administration of the student conduct system and rules for the conduct of hearings, which are not inconsistent with provisions of the Student Code.

3. Decisions made by the Student Discipline Committee and/or a Student Conduct Officer designated by the Senior Student Affairs Officer shall be final, pending the normal appeal process.

4. A Student Discipline Committee may be designated as arbiter of disputes within the student community in cases, which do not involve a violation of the Student Code. All parties must agree to arbitration, and to be bound by the decision with no right of appeal.

ARTICLE C: CONDUCT – RULES AND REGULATIONS

Any student found to have committed the following misconduct is subject to the disciplinary sanctions outlined in Article F:

1. Acts of dishonesty, including but not limited to the following:
   • Cheating, plagiarism, or other forms of academic dishonesty, furnishing false information to any College official, faculty member or office.
   • Forgery, alteration, or misuse of any College document, record, or instrument of identification.
   • Helping or attempting to help another student commit an act of dishonesty.
   • Any form of academically unethical behavior involving misuse of College computers.
   • Tampering with the election of any College recognized student organization.

2. Disruption or obstruction of teaching, research, administration, disciplinary proceedings, other College activities, including its public-service functions on or off campus, or other authorized non-College activities, when the act occurs on College premises.

3. Physical abuse, verbal abuse, threats, intimidation, harassment, coercion and/or other conduct, which threatens or endangers the health or safety of any person.

4. Attempted or actual theft of and/or damage to property of the College or property of a member of the College community or other personal or public property.

5. Hazing, defined as an act, which endangers the mental or physical health or safety of a student, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization.

6. Failure to comply with directions of College officials or law enforcement officers acting in performance of their duties and/or failure to identify oneself to these persons when requested to do so.

7. Unauthorized possession, duplication or use of keys to any College premises or unauthorized entry to or use of College premises.

8. Violation of any College policy, rule or regulation published in hard copy, posted
on campus or available electronically on the College’s website.

9. Violation of federal, state, or local law on College premises or at College-sponsored or supervised activities.

10. Use, possession, manufacturing or distribution of marijuana, heroin, narcotics, or other controlled substances except as expressly permitted by law; use or possession of drug paraphernalia.

11. Use, possession or distribution of alcoholic beverages except as expressly permitted by the law and College regulations, or public intoxication. Alcoholic beverages may not, in any circumstances, be used by, possessed by, or distributed to any person under 21 years of age.

12. Illegal or unauthorized possession of firearms, explosives, other weapons or dangerous chemicals on College premises, or any object that by its intended or actual use may be used to threaten or harm people or damage or destroy property.

13. Participation in a campus demonstration which disrupts the normal operations of the College and infringes on the rights of other members of the College community; leading or inciting others to disrupt scheduled and/or normal activities within any campus building or area; intentional obstruction which unreasonably interferes with freedom of movement, either pedestrian or vehicular on campus.

14. Obstruction of the free flow of pedestrian or vehicular traffic on college premises or at College-sponsored or supervised functions.

15. Conduct which is disorderly, lewd, or indecent breach of peace, or aiding, abetting, or procuring another person to breach the peace on College premises or at functions sponsored by, or participated in by the College or members of the academic community. Disorderly conduct includes but is not limited to: any unauthorized use of electronic or other devices to make an audio or video record of any person while on College premises without his/her knowledge, or without his/her effective consent when such recording is likely to cause injury or distress. This includes but is not limited to surreptitiously taking pictures of another person in a gym, locker room, or restroom.

16. Theft or other abuse of computer time, including but not limited to:

- Unauthorized entry into a file, to use, read, or change the contents, or for any other purpose.
- Unauthorized transfer of a file.
- Unauthorized use of another individual’s identification and password.
- Use of computing facilities to interfere with the work of another student, faculty member or college official.
- Use of computing facilities to send obscene or abusive messages.
- Use of computing facilities to interfere with normal operation of the college computing system.
- Tampering with any telecommunication service, including but not limited to: telephone, cable television, and/or voice mail; providing unauthorized service to another room or suite by any means through unauthorized installation of wiring jacks or extensions.

17. Tampering with any telecommunication service, including but not limited to: telephone, cable television, and/or voice mail; providing unauthorized service to another room or suite by any means through unauthorized installation of wiring jacks or extensions.

18. Abuse of the Student Conduct System, including but not limited to:

- Failure to obey the summons of a Student Discipline Committee, Discipline Appeals Committee, Student Conduct Officer, or College official to appear for a meeting or hearing as part of the Student Conduct System.
- Falsification, distortion, or misrepresentation of information before a Student Discipline Committee, or Student Conduct Officer.
- Disruption or interference with the orderly conduct of a proceeding.
- Attempting to discourage an individual's proper participation in, or use of, the Student Conduct System.
- Attempting to influence the impartiality of a member of a Student Discipline Committee or Discipline Appeals Committee prior to, and/or during, and/or after a student conduct proceeding.
- Harassment (verbal or physical), and/or intimidation of a member of a student conduct body prior to, during and/or after a student conduct proceeding.
- Failure to comply with the sanction(s) imposed under the Student Code.
- Influencing or attempting to influence another person to commit an abuse of the Student Conduct System.

19. Actions that endanger the student, the College or local community, or the academic process, or cause harm to self or others.

ARTICLE D: JURISDICTION OF THE TERRA STATE COMMUNITY COLLEGE STUDENT CODE

The Terra State Community College Student Code shall apply to conduct that occurs on College premises, at College-sponsored activities, and to off-campus conduct that adversely affects the College community and/or the pursuit of its objectives. Each student shall be responsible for his/her conduct from the time of application for admission through the actual awarding of a degree, even though conduct may occur before classes begin or after classes end, as well as during the academic year and during periods between terms of actual enrollment (and even if their conduct is not discovered until after a degree is awarded). The Student Code shall apply to a student's conduct even if the student withdraws from school while a disciplinary matter is pending. The Senior Student Affairs Officer shall decide whether the Student Code shall be applied to conduct occurring off campus, on a case-by-case basis, in his/her sole discretion.

ARTICLE E: VIOLATION OF LAW AND COLLEGE DISCIPLINE

1. College disciplinary proceedings may be instituted against a student charged with conduct that potentially violates both the criminal law and this Student Code (that is, if both possible violations result from the same factual situation) without regard to the pendency of civil or criminal litigation in court or criminal arrest and prosecution. Proceedings under this Student Code may be carried out prior to, simultaneously with, or following civil or criminal proceedings off campus at the discretion of the Senior Student Affairs Officer. Determinations made or sanctions imposed under this Student Code shall not be subject to change because criminal charges arising out of the same facts that gave rise to violation of College rules or regulations were dismissed, reduced, or resolved in favor of or against the criminal law defendant.

2. When a student is charged by federal, state, or local authorities with a violation of law, the College will not request or agree to special consideration for that individual because of his or her status as a student. If the alleged offense is also being processed under the Student Code, the College may advise off-campus authorities of the existence of the Student Code and of how much matters are typically handled within the College community. The College will attempt to cooperate with law enforcement or other agencies in the enforcement of criminal law on campus and in the conditions imposed by criminal courts for the rehabilitation of student violators (provided that the conditions do not conflict with campus rules, regulations, or sanctions). Individual students and other members of the College community, acting in their personal capacities, remain free to interact with governmental representatives as they deem appropriate.

3. If a student is charged with an off-campus violation of federal, state, or local laws, but not with another violation of this Code, disciplinary action may be taken by the College and sanctions imposed for grave misconduct which demonstrates flagrant disregard for the College community. In such cases, no sanction may be imposed unless the student has been found guilty in a court of law or has declined to contest such charges, although not actually admitting guilt (e.g., “no contest” or nolo contendere).
ARTICLE F: STUDENT CODE OF CONDUCT PROCEDURES

All suspected violations of the Code will be reviewed in accordance with the procedures outlined below.

1. Disciplinary Correspondence

All disciplinary correspondence will be sent to the student’s official mailing address as listed with the Office of the Student Records. The College reserves the right to use other reasonable means to notify students.

2. Filing Complaints

a. Any member of the College community may file charges against any student for misconduct. Charges shall be prepared in writing and directed to the Senior Student Affairs Officer. Any charge should be submitted as soon as possible after the event takes place, preferably within forty-eight hours. The Senior Student Affairs Officer will designate a Student Conduct Officer. In cases of academic dishonesty and plagiarism, the Student Conduct Officer designated will be an academic official such as an assistant, associate or academic dean.

b. While action on a complaint of violating a College rule or regulation is pending, the status of the student shall not be altered except for reasons outlined in Section J.

3. Presumption of Non-Violation

Any student charged with a violation under this Code shall be presumed not responsible until it is proven that, more likely than not, the violation of the rule or regulation occurred.

4. Preliminary Investigation

When the Senior Student Affairs Officer or designee receives Information that a student has allegedly violated College rules, regulations, or local, state, or federal law, the Senior Student Affairs Officer or designee shall investigate the alleged violation and determine whether further action is necessary. After completing a preliminary investigation, the Senior Student Affairs Officer or designee may:

a. Find no basis for the complaint and dismiss the allegation as unfounded, or

b. Contact the student for a discussion and either:

   (1) Dismiss the allegation.

   (2) Identify that the alleged violation(s) equate to a Level I infraction and assign the case to a Student Conduct Officer to conduct a student conduct meeting with the student(s).

   (3) Identify that the alleged violation(s) equate to a Level II infraction and schedule a hearing with the Student Discipline Committee.

5. Summoning a Student for a Student Conduct Meeting

A student conduct meeting is a meeting between a student(s) involved in an alleged violation of the Code and a Student Conduct Officer and may include sanctions. In some cases, the meeting may resolve the matter.

a. The Student Conduct Officer shall provide the student with:

   (1) Written notice of the charge(s) and an outline of rights.

   (2) Review of all available Information, documents, exhibits, and a list of witnesses that may testify against the student.

b. Following receipt of the notice of charges, a student:

   (1) May elect not to contest the charges and to accept responsibility for them. If this election is made, the student must sign a waiver of the right to a hearing, and must accept the sanction imposed by the Student Conduct Officer. The decision to waive a hearing and accept the sanction is final and not appealable.

   (2) May contest the charges and elect to proceed to a hearing. The hearing shall be scheduled not less than five (5) and nor more than 15 calendar days from the student conduct meeting.

ARTICLE G: HEARING PROCESS

Hearings provide the forum where parties to an allegation are afforded the opportunity to present Information for review by a Student Discipline Committee presided over by the chair of the Committee and moderated by the Senior Student Affairs Officer. The Senior Student Affairs Officer is an ex-officio member of the committee. A time shall be set for a Student Discipline Committee hearing, not less than five (5) nor more than 15 calendar days after the student has been notified. The maximum time limit for scheduling of hearings may be extended at the discretion of the Senior Student Affairs Officer or designee.

Hearings shall be conducted by the Student Discipline Committee according to the following guidelines, except as provided by article J below:

1. In cases in which the Student Discipline Committee has been authorized by the Senior Student Affairs Officer to conduct a hearing, the recommendations of the members of the Student Discipline Committee shall be considered in an advisory capacity by the Senior Student Affairs Officer in determining and imposing sanctions.

2. Composition: The Student Discipline Committee is composed of 15 members. Recommendations for membership on the Student Discipline Committee from the deans of each academic division, the faculty, the administration and staff of the College, and the executive committee of Student Government will be sought by the Senior Student Affairs Officer on an annual basis, or more frequently as needed. At the discretion of the Senior Student Affairs Officer, general solicitation of the student body for participation may be made. Based upon these recommendations and/or solicitations, candidates who meet eligibility requirements will be invited to apply and interview for participation the Student Discipline Committee.

3. Term of service: Students shall serve for one academic year and may continue to serve at the discretion of the Senior Student Affairs Officer.

4. Student eligibility: All students, full- or part-time, shall be eligible for recommendation to the Student Discipline Committee provided they have maintained a 2.30 cumulative grade point average, are not currently on disciplinary probation, and have not been suspended from the College.

5. Training: All members of the Student Discipline Committee, upon receiving notice of appointment, shall be given all necessary information about their responsibilities and the means for carrying them out.

6. Five students from the Student Discipline Committee will be chosen by the Senior Student Affairs Officer to hear a proceeding.

7. Hearings normally shall be conducted in private.

8. The Complainant, the Accused Student, and their advisors, if any, shall be allowed to attend the entire portion of the Student Discipline Committee hearing at which Information is received (excluding deliberations). Admission of any other person to the hearing shall be at the discretion of the Student Discipline Committee and/or the Senior Student Affairs Officer, or designee.

9. In the case of Student Discipline Committee hearings involving more than one Accused Student, the Senior Student Affairs Officer or designee, at his/her discretion, may permit the Student Discipline Committee hearings concerning each student to be conducted either separately or jointly.

10. The Complainant and the Accused Student have the right to be assisted by any advisor they choose, at their own expense. The advisor may be an attorney. The complainant and/or the accused are responsible for presenting his or her own information, and therefore, advisors are not permitted to speak or to participate directly in any hearings before the Student Discipline Committee. A student should select as an advisor a person whose schedule allows attendance at the scheduled date and time for the Student Discipline Committee because delays will not normally be allowed due to the scheduling conflicts of an advisor.

11. The Complainant, the Accused Student, and the Student Discipline Committee
may arrange for witnesses to present information to the Student Discipline Committee. The College will try to arrange the attendance of possible witnesses who are members of the College community, if reasonably possible, and who are identified by the Complainant and/or Accused Student at least two (2) business days prior to the Student Discipline Committee hearing. Witnesses will provide information to and answer questions from the Student Discipline Committee. Questions may be suggested by the Accused Student and/or Complainant to be answered by each other or by other witnesses, with such questions directed to the chairperson, rather than to the witnesses directly. This method is used to preserve the educational tone of the hearing and to avoid creation of an adversarial environment. Questions of whether potential information will be received shall be resolved at the discretion of the chairperson of the Student Discipline Committee, in consultation with the Senior Student Affairs Officer or designee.

12. Pertinent records, exhibits, and written statements (including Student Impact Statements) may be accepted as information for consideration by the Student Discipline Committee, at the discretion of the Senior Student Affairs Officer.

13. All procedural questions are subject to the final decision of the Senior Student Affairs Officer.

14. After the portion of the Student Discipline Committee hearing concludes in which all pertinent information has been received, the Student Discipline Committee shall determine by majority vote whether the Accused Student has violated each section of the Student Code that the student is charged with violating.

15. The Student Discipline Committee’s determination shall be made on the basis of whether it is more likely than not that the Accused Student violated the Student Code.

16. Formal rules of process, procedure, and/or technical rules of evidence, such as are applied in criminal or civil court, are not used in Student Code proceedings.

17. There shall be a single verbatim record, such as a transcription or tape recording, of all hearings before a Student Discipline Committee (not including deliberations). Deliberations shall not be recorded. Transcriptions and/or tapes made during Student Discipline Committee hearings shall be the property of the College. These materials are confidential. They are made available in case of appeal and, upon request, to the Discipline Appeals Committee hearing the appeal.

18. If the Accused Student, with notices, does not appear before a Student Discipline Committee hearing, the information in support of the charges shall be presented and considered even if the Accused Student is not present. If the Accused Student fails to attend the hearing, it shall be deemed that he or she denies all allegations. When appropriate, a sanction will be determined and the student will be notified in writing.

19. The Student Discipline Committee may accommodate concerns for the personal safety, well-being, and/or fears of confrontation of the Complainant, Accused Student, or other witness during the hearing by providing separate facilities, by using a visual screen, and/or by permitting participation by telephone, videophone, audio tape, written statement, or other means, where and as determined in the sole judgment of the Senior Student Affairs Officer to be appropriate.

ARTICLE H: SANCTIONS

1. The following sanctions may be imposed upon any student found to have violated the Student Code:

a. WARNING— a notice in writing to the student that the student is violating or has violated institutional regulations.

b. PROBATION— a written reprimand for violation of specified regulations. Probation is for a designated period of time and includes the probability of more severe disciplinary sanction if the student is found to be violating any institutional regulation(s) during the probationary period.

c. LOSS OF PRIVILEGES—denial of specified privileges for a designated period of time.

d. LOSS OF ACADEMIC CREDIT—reduction or regrade of the grade assigned for an assignment, project, quiz, test, or course due to academic dishonesty.

e. FINES—previously established and published fines may be imposed.

f. RESTITUTION— compensation for loss, damage or injury. This may take the form of appropriate service and/or monetary or material replacement.

g. DISCRETIONARY SANCTIONS— work assignments, service to the College or other related discretionary assignments (such assignment must have the prior approval of the Student Conduct Officer.)

h. COLLEGE SUSPENSION—separation of the student from the College for a definite period of time, after which the student is eligible to return. Conditions for re-admission may be specified.

i. COLLEGE EXPULSION— permanent separation of the student from the College

j. REVOCAITION OF ADMISSION AND/OR DEGREE— Admission to or a degree awarded from the College may be revoked for fraud, misrepresentation, or other violation of College standards in obtaining the degree, or for other serious violation committed by a student prior to graduation.

k. WITHHOLDING DEGREE— The College may withhold awarding a degree otherwise earned until the completion of the process set forth in this Student Code of Conduct, including the completion of all sanctions imposed, if any.

2. More than one of the sanctions listed above may be imposed for any single violation.

3. Sanctions imposed for acts of academic dishonesty typically will follow a three-step progression. The sanctions for the first offense will include loss of academic credit for the assignment or test and a warning. The sanctions for the second offense will include loss of academic credit for the course and probation status for the duration of the student’s enrollment at the College. The sanction for the third offense is college expulsion. The Senior Student Affairs Officer maintains records of conduct offenses.

4. Other than College suspension, expulsion, or revocation or withholding of a degree, disciplinary sanctions shall not be made part of the student’s permanent academic record, but shall become part of the student’s disciplinary record. Upon graduation, the student’s disciplinary record may be expunged of disciplinary actions other than, College suspension or College expulsion, upon application to the Senior Student Affairs Officer. Cases involving the imposition of sanctions other than College suspension, College expulsion, or revocation or withholding of a degree shall be expunged from the student’s disciplinary record three (3) years after the student completes all requirements for graduation.

5. In situations involving both an Accused Student(s) (or group or organization) and a student(s) claiming to be the victim of another student’s conduct, the records of the process and the sanctions imposed, if any, shall be considered to be the education records of both the Accused Student(s) and the student(s) claiming to be the victim because the educational career and chances of success in the academic community of each may be impacted.

6. The following sanctions, in addition to those listed above, may be imposed upon groups or student organization: loss of selected rights and privileges for a specified period of time, and/or deactivation/loss of all privileges, including College recognition, for a specified period of time.

7. In each case in which a Student Conduct Officer determines that a student has violated the Student Code, the recommendation of the Student Conduct Officer shall be considered by the Senior Student Affairs Officer in determining and imposing sanctions. In cases in which the Student Discipline Committee has been authorized to determine that a student has violated the Student Code, the recommendation of all members of the Student Discipline Committee shall be considered by the Senior Student Affairs Officer.
Student Affairs Officer in determining and imposing sanctions. The Senior Student Affairs Officer is not limited to sanctions recommended by members of the Student Discipline Committee.

8. Following the Student Discipline Committee hearing, the Senior Student Affairs Officer shall advise the Accused Student(s), group, and/or organization (and complaining student who believes she/he was the victim of another student's conduct) in writing of its determination and/or the sanction(s) imposed, if any. A copy of the notification will be retained in the student's disciplinary record. Cases involving suspension or expulsion or revocation or withholding of a degree will also be filed in the student's academic record.

ARTICLE I: APPEALS

1. A decision reached by the Student Discipline Committee or a sanction imposed may be appealed by the Accused Student(s) or Complainant(s) to the Discipline Appeals Committee within five school days of the decision. Such appeals shall be in writing and shall be delivered to the Senior Student Affairs Officer.

2. Composition: The Discipline Appeals Committee is composed of three (3) members: (a) the president of the Terra Faculty Association; (b) an administrator appointed by the President; and (c) the president of the Student Government.

3. Except as required to explain the basis of new evidence, an appeal shall be limited to review of the verbatim records of the Student Discipline Committee hearing and supporting documents for one or more of the following purposes:
   a. To determine whether the Student Discipline Committee hearing was conducted fairly in light of the charges and evidence presented, and in conformity with prescribed procedures, giving the complaining party a reasonable opportunity to prepare and present evidence that the Student Code was violated, and giving the Accused Student a reasonable opportunity to prepare and present a rebuttal of these allegations.
   b. To determine whether the decision reached regarding the Accused Student was based on substantial evidence, that is, whether the facts in the case were sufficient to establish that a violation of the Student Code occurred.
   c. To determine whether the sanction(s) imposed were appropriate for the violation of the Student Code, which the student was found to have committed.
   d. To consider new evidence, sufficient to alter a decision, or other relevant facts because such evidence and/or facts were not known to the person appealing at the time of the original hearing.

4. If the Discipline Appeals Committee upholds an appeal, the matter may be returned to the original Student Discipline Committee for reopening of the Student Discipline Committee hearing to allow reconsideration of the original determination and/or sanction(s).
   a. In cases involving appeals by students accused of violating the Student Code, the Discipline Appeals Committee may, upon review of the case, reduce but not increase the sanctions imposed by the Student Discipline Committee.
   b. In cases involving appeals by persons other than students accused of violating the Student Code, the Discipline Appeals Committee may, upon review of the case, reduce or increase the sanctions imposed by the Student Discipline Committee.

5. Following the appeal, the Senior Student Affairs Officer shall advise the Accused Student(s) in writing of the determination of the Discipline Appeals Committee and of the sanction(s) imposed, if any. A copy of the notification will be retained in the student's disciplinary record. Cases involving College suspension, expulsion, or revocation or withholding of a degree will be filed in the student's academic record.

ARTICLE K: INTERPRETATION AND REVIEW

1. Any question of interpretation regarding the Student Code shall be referred to the Senior Student Affairs Officer for final determination.

2. The Student Code will be reviewed every three years under the direction of the Senior Student Affairs Officer.

ARTICLE J: EXCEPTIONAL PROCEDURES

1. INTERIM SUSPENSION

In certain circumstances, the Senior Student Affairs Officer or designee may impose a College suspension prior to the hearing before the Student Discipline Committee.

Interim suspension is an action requiring that a student immediately leave the campus and College property.

a. Interim suspension may be imposed only: a) to ensure the safety and well being of members of the College community or preservation of College property; b) to ensure the student's own physical or emotional safety and well being; or c) if the student poses an ongoing threat of disruption of or interference with the normal operations of the College.

b. During the interim suspension, the student shall be denied access to the campus (including classes) and/or all other College activities or privileges for which the student might otherwise be eligible, as the Senior Student Affairs Officer or designee may determine to be appropriate.

2. Temporary Restriction from Personal Contact

The Senior Student Affairs Officer or designee may temporarily restrict a student from any personal, verbal, written, telephone, electronic, and third-party contact with another person pending an investiga-
STUDENT SERVICES

ACADEMIC AND CAREER SERVICES

ACADEMIC SERVICE CENTER
Academic Advising
Tutoring
Testing
Math Assistance Lab
Writing Assistance Lab
Transfer Center

CAREER PLANNING

COUNSELING CENTER

DEVELOPMENTAL EDUCATION

DISABILITY SERVICES

EMPLOYMENT PROCEDURES

CAMPUS SERVICES AND STUDENT ORGANIZATIONS

BULLETIN BOARDS

COLLEGE STORE

COMPUTER LABS

FOOD/DINING SERVICE

HOUSING

I.D. CARDS

LIBRARY

PARKING

PERSONAL OR FAMILY EMERGENCIES

PHONE (COURTESY)

STUDENT ACTIVITIES CENTER (SAC)

STUDENT ORGANIZATIONS

CAMPUS SAFETY

CAMPUS SAFETY OFFICERS

REPORTING CRIMINAL ACTIVITY AND SUSPICIOUS BEHAVIOR
Incident Reporting
Behavioral Intervention Team (BIT)
CLERY Act

SERVICES PROVIDED BY THE CAMPUS SAFETY OFFICE
Background Checks
Lost & Found
Student Chaperon
Vehicle Assistance
Vending Machine Refunds

TERRA ALERT

TERRA BUILDING HOURS

WEATHER DELAYS & CANCELLATIONS
the student's arrival to the Testing area. All other items must be stored in the lockers provided on site or placed in an alternative location. Students are encouraged to make an appointment to ensure that there is a seat for them in the testing area. If a student is 10 minutes late to a testing appointment, the seat may be given to a walk-in student.

Math Assistance Lab
The Math Lab, located within the Academic Service Center, provides free math assistance to all students at Terra. Students needing help understanding a mathematical concept, computation, or rule are welcome to visit the Math Lab. No appointments are necessary. The Math Lab offers walk-in service on a first-come, first-served basis. Both full- and part-time faculty staff the lab. New hours are established each term and are posted in the Academic Service Center.

Writing Assistance Lab
The Writing Lab, located within the Academic Service Center, provides free writing assistance to all students at Terra. Students may receive assistance anywhere in the writing process, whether it is generating ideas, getting started, developing and organizing thoughts, creating a rough draft or eliminating specific problems. The Writing Lab offers walk-in service on a first-come, first-served basis. Both full- and part-time faculty staff the lab. New hours are established each term and are posted in the Academic Service Center.

Transfer Center
The Transfer Center, located within the Academic Service Center, offers the opportunity for Terra students to meet with advisors or recruiters from various four-year institution partners. This allows Terra students to further their knowledge about the transfer process. Additionally, Spring Arbor University and Tiffin University's Bachelor Degree completion programs are housed in the Transfer Center. Students wishing to meet with a representative from a partner institution should make an appointment via the front desk of the Academic Service Center.

Career Planning
Students seeking assistance with career direction can obtain guidance in the Career Services Office located in the General Technologies Building, Room B104. Assessments related to interests, abilities and values are used to assist students in this process. Detailed information related to occupations is available through a variety of sources. To look into what is currently the “hot job” and to look into the future, our own Thunder Job Board (specifically for Terra students and alumni) and the State “Ohio Means Jobs/ Internships” job board may be used as well as state and national labor market information.

Counseling Center
The Counseling Center supports the academic success of Terra students by attending to their emotional well-being. Confidential, short term, individual, clinical services are offered free of charge to all students. The College is dedicated to being responsive to student needs and the Counseling Center provides that safe place to explore difficult life issues students may encounter. For any questions about services or to schedule an appointment to see a counselor, call 419.559.2342 or 419.559.2200.

Developmental Education
The Developmental Education Program provides important educational opportunities to Terra students. The program offers courses to help ensure students' preparedness for college-level mathematics, reading, and writing, and to introduce students to the computer and study skills necessary for collegiate success.

Developmental Education Courses
Developmental Education courses help students develop and enhance their skills in writing (ENG 0800, 0810), mathematics (MTH 0120), and reading comprehension (ENG 0710); a course in collegiate study skills (DEV 0140, 0510), and a course in Computer skills (CIT 0140) is also offered. Students are placed in these classes after the college entrance pretesting.

Disability Services
Terra State Community College provides auxiliary aids, accommodations and support services to students with documented disabilities in an effort to ensure that such students are not denied the benefits of or excluded from participation in any program or activity offered by the college.
To receive disability services, a student must disclose his/her disability and provide appropriate documentation from a licensed professional to the Coordinator of Counseling and Disability Services, as well as participate in an intake interview. All documentation received will be treated as confidential information. Approved accommodations are provided on an individual basis and must be requested at least three weeks prior to the beginning of every term.

For more information, please contact the Coordinator of Counseling and Disability Services, Building A, Room 200, phone 419.559.2342 or 419.559.2200.

Student Employment Procedures

All student employment is dependent on availability of funding.

All student employees must be considered in good academic standing by maintaining a minimum cumulative grade point average (G.P.A.) of 2.0. In the case of a new student without a G.P.A., the first term of employment will be a probationary period with the expectation that this minimum will be met. Students not maintaining this minimum will not be eligible for student employment until the G.P.A. has been improved to the 2.0 minimum. Any exceptions to this must be discussed and approved by the Coordinator of Career Services.

Students must be enrolled in at least 6 credit hours to be eligible for student employment and should be degree or certificate seeking; this includes students who are registered as transfer students. Under normal circumstances, students are limited to a maximum of 25 hours per work week during periods of enrollment. Students may work during periods of non-enrollment provided they are enrolled in the next term. Student employment ends when a student finishes their coursework at Terra (graduates, completes certificate, and is not enrolled for the following term).

Any question of interpretation regarding the Student Employment Procedures shall be referred to the Coordinator of Career Services for final determination. The Student Employment Procedures will be reviewed every three years under the direction of the Coordinator of Career Services.

Students wishing to seek student employment must submit a student employment application to the Career Services office. Resumes must be submitted electronically to the Thunder Job Board, online. All jobs directed toward Terra students and graduates are located on the Thunder Job Board. The link for this job board is located on the Career Services web page and on My Terra.

The Career Services office maintains the job board and assists students and alumni with the job search process including resume writing and interviewing. On-campus workshops, job fairs and special events are offered throughout the year to assist students. The Career Services Office is located in the General Technologies Building, Room B104.

Print resources to guide the job search process are located in Terra’s Library on the third floor of the General Technologies building, Building B.

Campus Services and Student Organizations

Bulletin Boards

Students may post information on the bulletin boards designated for student use in the student lounges, in the Student Activities Center and at various locations on campus. Information may include book lists, items for sale or trade, rooming requests or meeting news. Posters from outside organizations may be displayed pending approval from the Associate Dean of Students. Information posted on the bulletin boards will be removed periodically.

Terra State Community College will provide one (1) space for student organizations to promote their group and group sponsored activities. This space will be provided in the connector area of Buildings A and B, and in other locations on campus.

- The Associate Dean of Students coordinates the usage and moderation of this space.

- Each Terra State Community College Student Organization will be responsible for the creation and revision of their individual space.

- If there comes a time when the number of student organizations outnumbers the amount of spaces, a monthly rotation schedule shall be implemented.

- This space shall be recognized and reserved for student organizations and/or student activities related information.

Bulletin board use will be monitored monthly. If no student organizations desires usage and space is available, the Associate Dean of Students will designate space as requested on a monthly basis.

CollegeStore

The CollegeStore is located in the General Technologies Building, Building B, on the first floor and it accepts personal checks, Visa, MasterCard and Discover.

Students who are sponsored by their employer or have financial aid may have a voucher in the CollegeStore for the purchase of books and/or supplies. These vouchers are available only during the first three weeks of the term.

Students are encouraged to take advantage of the expanded CollegeStore hours before the start of each term and to buy books early to avoid the rush!

Textbooks

The CollegeStore makes every effort to have required textbooks available for students. In addition, the CollegeStore purchases many used textbooks. Because some titles are more abundant than others, one course may have all used books while another course may have none.

Students may refer to their class schedules to select the correct books. Books are arranged from left to right on the shelves, in alphabetical order by course number. Shelf cards with book and price information are placed beneath each title.

Refunds or Exchanges

To receive a refund or exchange on books and other materials from the bookstore, students should:

- Return the materials by the end of the second week of classes, even if he or she has tested out of the course. If books were purchased before the term began, returns must be made two weeks from date of purchase.

- Keep the register receipt and present it for the refund.

The following items may not be returned:

- A book that has been marked or written in.

- Books originally wrapped in plastic if they are unwrapped.

- Graphic papers and boards.

Computer Labs

Specialized computer labs provide access to computers for classes and other purposes. Many open labs are available for student use: the B-Atrium, B305, B306, and B307 on the third floor of Building B; A204 and A206 on the second floor of Building A; rooms E210 and E214 on the second floor of Building E, the Engineering Building; and D210 on the second floor of the Arts and Health Technology Center. Hours are posted.

Students will need their Student I.D. Card. All computer users should review the Acceptable Use of Computer Resources Policy.

Food/Dining Service

The TerraVue, located on the second floor of the General Technologies Building, Building B, serves food “cafe-stia-style” and offers a varied menu selection daily. The TerraVue is open from 8:00 a.m. until 7:00 p.m. Monday through Thursday, and Friday 8:00 a.m. until 1:00 p.m. An online menu is available at www.terra.edu under Food Service/TerraVue. The TerraVue is closed on weekends and between terms. In addition, food vending machines are located in all buildings, and are in operation year-round.

1.866.AT.TERRA
Housing
Although on-campus housing is unavailable, students seeking housing in the Fremont area are encouraged to contact the Admissions Office for a list of off-campus accommodations.

ID Cards
All students are required to have a Terra ID card and to carry it with them at all times when they are on campus. An ID card is required for service in all Terra offices including, but not limited to, Records, Cashiers, Financial Aid, and Computer Help Desk. It is also needed to make use of the SAC, to check out books from the library, to use B-Atrium and library printing, and to use bookstore accounts. You may get your ID card by bringing a picture ID such as a driver’s license to the Help Desk located in B308. There is no cost for initial ID cards. Lost IDs will be replaced at a cost of $10 paid to the cashier.

Library
The Library, located in the General Technologies Building, Building B, third floor, provides reference services to students, college personnel, alumni and the community. The Library’s mission is to provide information and resources in a constantly changing learning environment, with emphasis on responsiveness, dependability and quality.

The Library collection primarily supports those courses of instruction taught at Terra. The Library contains more than 25,000 books, selected government publications, audio visual materials, magazines, newspapers, books-on-tape, DVDs and music CDs.

Terra State Community College is a member of OhioLINK, a computer network of libraries and electronic information resources. OhioLINK accesses more than 75 research databases and a combined central catalog of more than 40 million items from most Ohio universities and colleges, as well as the State Library of Ohio. Students may access the many resources of OhioLINK via the World Wide Web at: http://www.OhioLINK.edu

Borrowing Materials
To borrow materials from the library, students must have a record in the library’s patron database AND a Terra ID.

Students must have their Terra ID every time they wish to conduct business in the library.

Materials are circulated for varying periods of time.

Books: 21 days with two renewals
Audiovisual Materials: 7 days with one renewal period
Books-on-Tape: 21 days with no renewal
Video Tapes and DVDs: library use only; specific titles circulated for 7 days only

Reference Books: library use only
Music CDs: 7 days with no renewal period
Text Reserves: 4 hours with NO renewals
Children’s Picture Books: 21 days with no renewal period

Note: MAGAZINES DO NOT CIRCULATE
OhioLINK Materials: materials circulate for 21 days with two renewal periods of 21 days; audio-visual software from OhioLINK circulates for 7 days with no renewal

Fines
The following is the list of overdue fines/fees:
Books: ........................... $10 per day
Audiovisual Materials: ......... $50 per day
Books-on-tape: ................ $50 per day
Videotapes/DVDs: ........... $1.00 per hour
Text Book Reserves: ........ $50 per hour
OhioLINK materials: ....... $50 per day with loss of interlibrary loan privileges until materials are returned. This is OhioLINK statewide policy with no exceptions.

Failure to return library materials can result in the loss of library privileges, holding grades, transcripts and/or class registration.

Parking
Students may park, without a permit, in any of Terra’s nonrestricted parking areas. Parking areas are located adjacent to all buildings for easy access.

Handicapped, visitor parking and other restricted parking areas (fire lanes) are clearly marked. Students need a valid permit to park in handicapped parking areas. Visitor parking is for visitors to the campus who need only short-term access. Individuals parking in restricted spaces without a permit may be ticketed.

Personal or Family Emergencies
In the event of a personal or family emergency, Terra’s staff will contact students on campus. College telephones are staffed from 7:00 a.m. to 11:00 p.m. Monday through Thursday, 7:00 a.m. to 4:00 p.m. Friday, and during class times on weekends. The main college telephone number is 419-334-8400.

For campus emergency information, see the following CAMPUS SAFETY section.

Phone (Courtesy)
There are no pay phones on the campus; however, there is a courtesy phone in Building B, in front of the Information Booth. This phone can be used for intercampus, local, long distance (using a phone card), TTY, and 800-number calls.

Student Activities Center (SAC)
Terra State Community College offers a variety of extracurricular activities in response to student needs and requests. Intramural programs are held in basketball, co-ed volleyball, flag football, pool, and table tennis. Noncredit courses offered to students and Terra employees include Body Works (resistance/weight bearing exercises), Blast-Off, Butts and Guts, Circuit Challenge, Cycling, Synergy, Yoga-Chi, and Zumba.

Recreational equipment and exercise machines are also provided. Students, faculty, staff, alumni and guests are encouraged to use the facilities available in the Student Activities Center. A valid I.D. card or guest pass is required and may be obtained at the Student Activities Center. A fee will be charged for alumni, EiderCollege and spouses.

The Student Activities Department, housed in the SAC, is also responsible for planning and implementing various events throughout campus such as the Interschool Classic, the Halloween Spooktacular, and many others. The Dean of Student Affairs & Enrollment Management oversees all student organizations. If you would like more information on how to start a new student organization, contact the Dean of Student Affairs & Enrollment Management at 419-559-2151.

Student Organizations
Art Club
This organization was established to expand the existing artistic community of Terra State Community College and to offer students and faculty the opportunity to experience hands-on studio art and art history related activities. The organization promotes personal artistic growth; provide networking opportunities, and professional development. The organization strives to increase the visual presence of art on campus and to promote an appreciation for artistic practices and history, both on campus and throughout the community. For further information contact Dan Chudzinski at dchudzinski01@terra.edu.

Astronomy Club
The purpose of the Astronomy Club is to promote an interest in astronomy and related sciences among members of our club and others, to increase the scientific knowledge of the Terra student body and beyond, to gather knowledge and information of the universe by observation and research and to disseminate this knowledge to others. For further information, contact Dr. Mike Smithback at msmitback01@terra.edu.

Medical Assisting Student Organization
The purpose of this organization is to encourage medical assisting students to strengthen and demonstrate knowledge, skills, and
professionalism necessary to be a successful medical assistant. For further information contact Jodi Taylor at jataylor01@terra.edu.

**Phi Theta Kappa**

Phi Theta Kappa is an honorary scholastic organization for community, junior and technical colleges. Students are invited to membership on the basis of scholarly achievement, leadership, citizenship, character and faculty recommendation. Phi Theta Kappa recognizes and encourages scholarship among associate degree students. To achieve this purpose, opportunities are provided for the development of leadership and service, for an intellectual climate to exchange ideas and ideas, for lively fellowship for scholars and for stimulation of interest in continuing academic excellence. For further information, contact the Nina Schyllander at nschyllander@terra.edu.

**Route 53 Records**

The purpose of this organization is to provide students with the experience of running an independent record label in a professional environment. The organization allows students to make and sell musical recordings and promote their work without connections to major companies. For further information contact Chris Cavera at ccavera@terra.edu.

**Student Government**

The Student Government is the governance body that provides a vehicle for student involvement in the affairs of Terra State Community College. All students enrolled at Terra are represented by the Student Government and are entitled to the benefits and privileges this governance body provides. It is the Student Government’s function to:

- Improve Terra State Community College campus life;
- Serve as a communications link between the student body and the administration;
- Serve as a vehicle for student expression;
- Help develop co-curricular activities and programs of the student body
- Participate in community service activities;
- Participate in leadership development activities;
- Represent the student body on various college councils and committees;
- Allocate funds to student organizations according to established guidelines;
- Represent the best interests of Terra State Community College students by serving as the liaison among the students, administration and faculty. The representatives of this governing body are responsible for recommending improvements in educational standards and practices;
- Provide students with experience and training in a democratic form of government;
- Serve as a programming board responsible for selecting, planning and implementing diverse program activities to be presented on campus during the year;
- Officially recognize, approve, and sponsor campus organizations by chartering, regulating and supporting their activities during the school year.

For further information, contact Chris Cavera at ccavera@terra.edu.

**Student Veterans Club of America**

Terra Community College appreciates the sacrifices veterans have made for our country. Because of your commitment, our country is a safer place. In return, we would like to show our gratitude by inviting you to join the Student Veterans of America. The main goal of the Student Veterans of America is to assist veterans with their transition from military life to campus life. This group also serves as an outreach mechanism for student veterans, school administrators, faculty and the campus community. For further information, contact Joyce Spencer at jspecker@terra.edu.

**Terra Association of Future Teachers**

The purpose of this organization is to promote awareness and appreciation for the education field. The organization provides students an opportunity to learn about the education field and directly work with families, schools, and other agencies that provide educational services. For further information, contact Stacey Pistorova at spistorova01@terra.edu.

**Terra Christian Fellowship**

Terra Christian Fellowship is an interdenominational Christian ministry group of dedicated Christians who study, pray and work together to encourage the growth of Christian character. Membership is open to students, faculty and staff. In addition to weekly meetings, special events include Bible studies, concerts and related outings. For further information, contact Terry Holmes at tholmes01@terra.edu.

**Terra Cultural Society**

The purpose of this organization is to raise cultural awareness and to integrate different types of cultures with one another. Terra Cultural Society will promote multicultural awareness, community services, and understanding of diverse cultures to the campus of Terra State Community College. For further information, contact Jammie Jelkes at jjelkes01@terra.edu.

**The Math Club**

For centuries, mathematics has amazed and perplexed even the most brilliant minds. Some of us truly adore math and the challenges it brings. Other cringe at the sight of it. The Math Club at Terra State Community College encourages those who love math to explore it even further. It also strives to help those with math anxiety become more comfortable with the subject.

Math Club’s mission is to promote awareness of the beauty of mathematics, to overcome fear of mathematics with understanding, and to provide a forum for mathematics. For further information, contact Michelle White at mwwhite01@terra.edu.

**The Rainbow Group**

The purpose of this organization is to help serve as a support system for Lesbian, Gay, Bisexual, Transgender, Queer, Questioning, and Ally students at Terra State Community College. They will also provide awareness to the campus community about L.G.B.T.Q.Q.A. concerns. For further information, contact Heath Martin at hmartin01@terra.edu.

**The Terra State Community College Nursing Student Association**

The Terra State Community College Nursing Student Association is an organization consisting of student nurses currently enrolled at TSCC. Our purpose is to provide communication between faculty and students, provide endeavors to reach fellow students’ needs and interest in academic matters, and promote involvement in the community for the benefit of the students and public. We also want to promote professionalism in nursing. We hold fundraisers throughout the year and donate portions of the earnings to different charities. We meet once a month during the fall and spring semesters. This organization is designed to assist fellow students through their difficult journey through Nursing School. For further information, contact Susan Kajfasz at skajfasz01@terra.edu.

**Student Services**

**Campus Safety Officers**

The Campus Safety Officers at Terra Community College are required to have First Aid/CPR certification. Most of the public safety officers have previously or currently work in law enforcement or security. Because Terra’s Campus Safety Officers often work full/part-time for other law enforcement agencies and part-time for Terra State Community College, the college has established and maintained excellent working relationships with state and local agencies. Campus Safety Officers are highly visible and accessible, and have established good rapport with students and staff which allows for prompt reporting of any criminal activity that might occur on campus.

Terra’s Campus Safety Officers patrol buildings and grounds for any irregularities or unsafe conditions, report violations of the law, investigate rule infractions, testify in court, direct traffic, provide crowd control, administer first aid and respond to emergencies. The Campus Safety Officers have the authority to use the minimum amount of force necessary to enforce rules at Terra State Community College and possibly minimize injury or the loss of a life. The Campus Safety Officers have
the authority to stop any unsafe act. They also have the right to detain someone in violation of state and/or federal law, and have arrest authority according to Section 2935.04 of the Ohio Revised Code.

**Reporting Criminal Activity and Suspicious Behavior**

**Incident Reporting**
All suspicious activity, behavior, and criminal activities should be reported to the Campus Safety Officer on duty in the atrium of building B. Campus Safety can be reached at extensions 2253 and 2254 from any campus phone. If a call is received in the Campus Safety office it will automatically rollover to the cellular phone carried by the officer on duty. Terra State Community College takes safety seriously and there is a Campus Safety Officer on duty any time the buildings are open. Campus Safety can also be direct dialed at 419-559-2253 or 419-559-2254. 911 can also be reached from any campus phone by dialing 9911.

**Behavioral Intervention Team (BIT)**
Campus Safety takes incident reports of all kinds. They also serve as a liaison with the Behavioral Intervention Team (BIT). If at any time you wish to report suspicious activity, behavior, or any other incident stop by the Campus Safety office in the building B atrium and file a report. Reports can be made discreetly.

**CLERY Act**
The Jeanne Clery Act (formerly known as the Crime Awareness and Campus Security Act of 1990) requires colleges and universities to disclose an annual report highlighting crime statistics for the previous three (3) years, safety awareness programming, student conduct information, and other information on campus crimes and incidents. Terra State Community College is strongly committed to providing a safe and secure environment for the campus community.

Under the “Jeanne Clery Disclosures of Campus Security Policy and Crime Crime Statistics Act,” Terra State Community College must produce and distribute an annual report containing crime statistics and statements of security policy. This information can be found at terra.edu under Campus Safety. Any questions can be referred to the Campus Safety office in the atrium of building B.

**Services Provided by the Campus Safety Office**

**Background Checks**
Terra State Community College is able to provide background check services for students and the public. FBI and BCI checks can be done, however FBI checks must have a valid reason. Please call Campus Safety at extension 2253 or 419-559-2253 for information or to schedule an appointment. Terra State Community College can complete BCI background checks for anyone and FBI checks for those with a valid reason; however at this time Terra State Community College cannot conduct checks for police academies or conceal carry weapons (CCW) permits.

**Lost and Found**
All items found should be turned into Campus Safety. If you are missing an item be sure to check with Campus Safety to see if someone may have turned it in. It is also helpful to include basic owner information on flash drives so they can be returned to the owner easier. Lost and found items are disposed of after 30 days.

**Student Chaperon**
If at any time a student, faculty, or staff member feels uncomfortable walking to their car a Campus Safety Officer will gladly walk them out. This service is available at any time. Please contact the officer on duty at extension 2253 or 2254 from any campus phone or stop by the Campus Safety office in the building B atrium to request this service. Campus Safety Officers can also assist with the parking of individuals with temporary or permanent disabilities.

**Vehicle Assistance**
Campus Safety Officers can assist with dead batteries and help you contact the appropriate services needed for vehicle malfunctions. In the event you lock your keys in your car the Fremont Police Department will have to be called as Terra State Community College does not provide vehicle unlock services. The Fremont Police Department can be reached at 419-332-6464 or stop by the Campus Safety office in the building B atrium to request help. They also serve as a liaison with the Behavioral Intervention Team (BIT). If at any time you wish to report suspicious activity, behavior, or any other incident stop by the Campus Safety office in the building B atrium and file a report. Reports can be made discreetly.

**Vending Machine Refunds**
If you lose money in a vending machine on campus you can receive a refund at the Campus Safety office in the building B atrium. Be sure to let them know which building and what machine you lost your money in.

**Terra Alert System**
Campus Safety is in charge of the Terra Alert system. Terra Alert is a mass notification system that can send text messages, tweets, Facebook posts, voice calls, and emails to cell phones and social media about emergencies or important events on campus. The service is free and all students are encouraged to sign up. More information is available at Terra.edu under Campus Safety.

**Terra Building Hours**
Terra State Community College is generally open during the following hours:

- **Monday** ........... 7:00 a.m.–11:00 p.m.
- **Tuesday** ........... 7:00 a.m.–11:00 p.m.
- **Wednesday** ........... 7:00 a.m.–11:00 p.m.
- **Thursday** ........... 7:00 a.m.–11:00 p.m.
- **Friday** ........... 7:00 a.m.–5:30 p.m.
- **Saturday** ........... *Varies
- **Sunday** ........... *Varies

*Weekend hours vary semester to semester based on class scheduling. Please call Campus Safety ahead of time at 419-559-2253 to check weekend hours.

**Weather Delays and Cancellations**
Student safety is a primary concern when determining closings due to weather. If classes are cancelled or postponed due to weather, announcements will be made on the following radio and television stations:

**Radio Stations:**
- WNR–Bellevue ........... 92.1 FM
- WFIN–Findlay ........... 1330 AM
- WXAA–Findlay .......... 100.5 FM
- WFOB–Fostoria .......... 1430 AM
- WFM–Fremont ........... 99.1 FM & 900 AM
- WXKR–Northwood ........ 94.5 FM
- WLK–Norwalk ........... 95.3 FM & 1510 AM
- WLEC–Sandusky ........ 1450 AM
- WMX–Sandusky .......... 102.7 FM
- WCPS–Sandusky .......... 100.9 FM
- WCWA–Toledo ........... 1230 AM
- WWW–Toledo ........... 106 FM
- WKKO–Toledo .......... 99.9 FM
- WTTD–Toledo ........... 1560 AM
- WQWN–Toledo .......... 93.5 FM
- WCWA–Toledo .......... 104.7 FM
- WTVG–Toledo .......... 1370 AM
- WQKS–Toledo .......... 92.5 FM
- WRV–Toledo .......... 101.5 FM

**Television Stations:**
- WTVG–Toledo ........ Channel 13 (ABC)
- WTOL–Toledo .......... Channel 11 (CBS)
- WTVG–Toledo ........ Channel 13 (ABC)
- WWNO–Toledo .......... Channel 24 (NBC)

When a decision is made to delay opening the college in the morning, ALL CLASSES PRIOR TO 10:00 A.M. ARE CANCELLED. Classes beginning at 10:00 a.m. or later will run as scheduled.

Off-campus classes will follow the same decisions made for weather as the main campus. If announcements are made that classes at Terra are delayed or cancelled, all classes, including those at off-campus sites, are delayed or cancelled.
OVERVIEW OF PROGRAMS

PROGRAMS OF STUDY

A LISTING OF DEGREE PROGRAMS, INDIVIDUALIZED STUDIES, AND CERTIFICATE PROGRAMS

OVERVIEW OF PROGRAMS:

APPLIED DEGREES (ASSOCIATE OF APPLIED BUSINESS AND APPLIED SCIENCE)

TRANSFER DEGREES (ASSOCIATE OF ARTS AND ASSOCIATE OF SCIENCE)

INDIVIDUALIZED DEGREE PROGRAMS

CERTIFICATE PROGRAMS

INFORMATION TECHNOLOGY PATHWAYS

STEMM PATHWAYS

COOPERATIVE EDUCATION PROGRAM

FIELD EXPERIENCE

COLLEGE AND CAREER READINESS PROGRAMS (TECH PREP)

SUMMER SESSION
PROGRAMS OF STUDY

APPLIED DEGREES

All degree programs are approved for Federal Student Aid.

Accounting
- Accounting Major
- Financial Services Major

Architectural Construction Management
- Architectural Construction Management Major

Clinical Laboratory Science
- Clinical Laboratory Science Technology Major

Computer Systems
- Computer Information Systems Major
- IT Help Desk Support Management Major
- Systems and Networking Support Major

Digital Arts and Media Design
- 3D Animation Major
- Design for Print Major
- Web Design Major

Early Childhood Education
- Early Childhood Education Major

Electricity
- Power and Controls Major

Health Information Technology
- Health Information Technology Major

Heating, Ventilating, and Air Conditioning
- HVAC Major

Law Enforcement
- Criminal Justice Major
- Police Science Major

Management
- Agribusiness Management Major
- Business Management Major
- Hospitality Management Major
- Industrial Supervision Major

Manufacturing Engineering
- Manufacturing Technology Major
- Mechanical Engineering Technology Major

Marketing
- Marketing Major
- Real Estate Major

Medical Assisting
- Coding Major
- Practice Management Major

Music
- Jazz and American Music Major
- Music Business Major
- Music Performance Major
- Music Technology & Recording Arts Major

Nuclear Power Technology
- Nuclear Power Technology Major

Office Administration
- Executive Office Administration Major
- Medical Office Administration Major

Physical Therapy
- Physical Therapist Assistant Major

Plastics
- Plastics Technology Major

Power Technologies
- Power Technologies Major
- Robotics/Mechatronics Technology

Technology Management
- Technology Management Major

Welding
- Welding Major

TRANSFER DEGREES

Associate of Arts
- Associate of Arts/General
- American Sign Language
- Art History
- Creative Writing
- Economics
- Education
- Education (Early Childhood)
- English
- Fine Arts
- History
- Music
- Psychology
- Social Work

Associate of Science
- Associate of Science/General
- Biology Pre-Major Pathway
- Business
- Electrical Engineering Technology
- Health Information Management
- Law Enforcement
- Mathematics
- Mechanical Engineering Technology

TECHNICAL STUDIES/INDIVIDUALIZED STUDIES

Health Care Administration
- Health Care Administration Major

Music
- Music Education Major (Transfer Option)

CERTIFICATE PROGRAMS

* Certificates available for Federal Student Aid

Accounting
- Financial Services/Supervision

Allied Health
- Medical Coding
- Medical Scribe
- Phlebotomy (LCCC)

Architecture
- Architectural Drafting
- Construction Technician
- Energy Audit Technician

Computer Systems
- PC Technician
- Networking Technician

Digital Arts and Media Design
- Digital Publishing

Early Childhood Education
- Special Needs

Electricity
- Introductory Electrical
- Power and Controls
- Programmable Logic Controllers
- Wind Power Technology

Heating, Ventilating, and Air Conditioning
- HVAC Entry Level
- HVAC Advanced
- HVAC Light Commercial Refrigeration Advanced
- HVAC Fast Track Entry Level
- HVAC Fast Track Advanced Level

Management
- Business Management
- Human Relations/Communications
- Industrial Supervision

Manufacturing Engineering
- CAD
- CAD/CAM
- Industrial Maintenance
- Manufacturing Foundation
- Plastics Machine Maintenance
- Precision Machining/CNC

Marketing
- Sales

Music
- Church Music
- Conducting

Office Administration
- Medical Clerk
- Office Assistant

Plastics
- Plastics
- Coloring of Plastics Level I
- Coloring of Plastics Level II
- Coloring of Materials
- Color for Processors

Power Technologies
- Automotive Certificate
- Automatic Transmission/Transaxle
- Brakes
- Diesel Engines
- Electrical/Electronics Systems
- Engine Performance
- Engine Repair
- Heating and Air Conditioning
- Manual Drive Train and Axles
- Suspension and Steering
- Power Technology Certificate
- Diesel
- RV and Marine

Robotics/Mechatronics
- Robotics

Welding
- Welding

STEMM: Denotes programs of Science, Technology, Engineering, Mathematics, and Medical

www.terra.edu
Overview of Programs

Associate of Applied Business and Associate of Applied Science

These degrees are awarded in recognition of successful completion of minimum of 60 semester credit hours of study in a specific degree program aimed at preparing a student for entry into a specific occupation. The credit hours in each degree program consist of 50% in a declared technical technology (major); and 50% in non-technical courses, including general studies courses and those that serve as a base to the technical field.

Associate of Arts and Associate of Science Transfer Degrees

The Associate of Arts and Associate of Science are transfer degrees that fulfill the requirements for completion of the first two years of a baccalaureate degree at most four-year colleges and universities.

Students are encouraged to discuss their transfer intentions with a Terra advisor early in their Terra experience to ensure that the correct courses are selected to meet the specific requirements of the receiving college or university.

The Associate of Arts degree is appropriate for students who plan to transfer to a bachelor of arts or related program. These include English, foreign language, humanities, social sciences, psychology, or K-12 education.

The Associate of Science degree is appropriate for students who plan to transfer to a Bachelor of Science or related program. These include engineering, business, pre-medicine mathematics or the natural sciences.

a. Concentration—An Associate of Arts or Associate of Science degree concentration at Terra State Community College must contain a minimum of twelve (12) semester hours in an academic discipline, including both freshman and sophomore level major courses. If an approved Transfer Assurance Guide exists for the discipline, the concentration must include the TAG courses identified for that academic major. A concentration is designed to enable transfer students to enter a public, state of Ohio, baccalaureate degree-granting institution ready (or very nearly ready*) to pursue upper-division coursework for their academic major.

b. Pre-Major Pathway—Associate of Arts or Associate of Science degrees at Terra State Community College may also be granted using a Pre-Major Pathway in a specific academic discipline. A pre-Major Pathway may exist if the coursework in the discipline contains a minimum of ten semester hours but does not contain sophomore level major courses and/or all major TAG courses, providing that an approved Transfer Assurance Guide exists for the academic major.

Individualized Degree Programs

Associate of Technical Study Associate of Individualized Study

Terra State Community College awards two individualized degrees: the Associate of Technical Study Degree and the Associate of Individualized Study Degree. Students, with the assistance of college staff, develop an individual program of study which may combine technical and general studies courses. More information may be obtained by contacting the respective academic division office.

Certificate Programs

Certificates of Completion are presented to students who complete a course or a series of courses established to certify a job skill or competence with a 2.0 grade point average or better.

Students who complete certificate programs can apply their certificate coursework toward an associate degree and are encouraged to do so as their resources permit.

Information Technology Pathways

Terra has multiple “pathways” for students to prepare for jobs in the Information Technology Industry.

These include degrees and certificates in Digital Arts and Media Design, Computer Systems, Programmable/Computer Controls, and courses and certificates through The Kern Center for Community and Industrial Development.

Digital Arts and Media Design

Areas of study include web design, computer animation, and digital video.

- 3-D Animation
- Web Design

Computer Systems

Areas of study include hardware, networking, data communications, routers, fiber optics, and RF

- Computer Information Systems
- Desktop Support Management
- Systems and Networking Support

Electricity

Areas of study include PLCs (programmable logic controllers), HMI's and CAD.

The Kern Center for Community and Industrial Development

Provides non-credit courses that provide information that prepares students for the following certifications:

- A+ Certification
- N+ Certification
- MCSE Certification
- MCSD Testing

STEMM Pathways

Science, Technology, Engineering, and Mathematics (STEM) are the content areas to boost the state economy and regional progress. Some define STEMM as the study of the natural sciences, modern technology, engineering, mathematics, and medical sciences.

Terra offers students an opportunity to begin work on a STEMM degree. Various programs and certificates in the catalog are marked as a STEMM pathway.

For more detailed information on STEMM programs, see page 56.

Cooperative Education Standards and Guidelines

Definition of Cooperative Work Experience:

A cooperative work experience is on- or off-campus paid employment that augments formal classroom instruction. The experience is coordinated by a technical faculty member related to the major and by the co-op coordinator.

Requirements:

1. A student must have a minimum cumulative 2.0 grade point average and a 2.0 grade point average in the technical area to participate in a cooperative work experience.

2. A student must have successfully completed at least 20 credit hours, 8 of which must be in the student’s major area of study, and approval of a technical faculty member to participate in a cooperative work experience.

3. Each student who is enrolled in a cooperative work experience must have successfully completed a prerequisite one credit-hour on-campus seminar (EBE 2980). This can be taken as a co-requisite upon approval of the technical faculty member.

4. At a minimum, each student is required to meet with the assigned technical faculty member at the beginning of the term, at the mid-term, and at the end of the term to discuss and evaluate progress in the cooperative work experience.

5. Each student who is enrolled in a cooperative work experience must document
learning outcomes to be achieved through the cooperative work experience, and submit these to the technical faculty member for approval by the end of the second week of the term.

6. Each student who desires to participate in a cooperative work experience must contact the co-op coordinator to record a job placement assignment.

7. Students who desire to participate in a cooperative work experience must be enrolled in a cooperative education course in their major in order to receive academic credit for the work experience.

Awarding of Credit:
One credit shall be awarded for a minimum of one hundred fifty clock hours of cooperative work experience that is completed during a semester. A maximum of nine semester credit hours may be earned in cooperative work experience, or any combination of cooperative work experience and practicum, over the associate degree program.

Evaluation:
The technical faculty member visits the job site for a conference with the student and supervisor at the mid-term and for a final evaluation. Additional visits may occur. The technical faculty member will evaluate the student based upon pre-approved learning outcomes to be determined between the student and the technical faculty member. The technical faculty member assigns the course grade to the student after appropriate consultation with the supervisor/employer. Students participating in cooperative experiences will be graded on a pass/fail basis.

Cooperative Education Seminar:
Students desiring to participate in a cooperative work experience will enroll in a prerequisite, one-credit seminar (EBE 2980). The seminar will meet for fifteen classroom hours during the semester. The seminar’s curriculum will encompass the following topics:

- Developing a resume
- Developing learning outcomes for a cooperative work experience
- Expectations of students participating in cooperative work experiences
- Workplace ethics
- Interviewing tips and techniques
- Development of a portfolio for presentation to potential employers

Students will be required to successfully complete the on-campus seminar only one time.

For more information, contact the Cooperative Education Coordinator at 419.559.2252.

Field Experience
Field experience is planned, paid work activity which relates to an individual student’s occupational objectives. With permission of a faculty advisor, the field experience replaces elective or required courses in a student’s associate degree program. The experience is coordinated by a faculty member of the college who assists the student in planning the experience, visits the site of the experience for a conference with the student and his/her supervisor at least once during the term and assigns the course grade to the student after appropriate consultation with the employer.supervisor.

One credit hour shall be awarded for a minimum of twelve clock hours of field experience which is completed during a week. A maximum of nine semester (or thirteen quarter) credit hours may be earned in field experience, or in any combination of field experience, cooperative education experience and practicum over the associate degree program.

College and Career Readiness Programs
(Tech Prep)
College and Career Readiness Programs combine academic and technical courses with career training to prepare high school students for college and high-skill, high-demand and high-pay technical careers. Career pathways and academic programs are designed through the collaborative effort of high schools, career-technical planning districts, colleges and businesses.

Students have the opportunity to earn college credit while in high school and learn usable skills through the kind of training demanded by business and industry using state-of-the-art technology and equipment. Programs generally begin in the junior year of high school.

Students from area secondary schools may enroll in College and Career Readiness Programs offered through the EHOVE Career Center, Sandusky Career Center, and the Vanguard-Sentinel Career and Technology Centers.

For more information on College and Career Readiness Programs, specific career pathways, and program locations, please see page 13.

Summer Session
Terra State Community College offers a 5-week and an 8-week summer session in which a variety of technical, general education, special interest, and learning achievement courses are offered.

www.terra.edu
TRANSFER PROGRAM INFORMATION

STATEWIDE TRANSFER POLICY
TRANSFER ASSURANCE GUIDES (TAGS)
TRANSFER MODULE
CAREER TECHNICAL CREDIT TRANSFER (CTAGS)
ARTICULATION AND TRANSFER AGREEMENTS
ASSOCIATE OF ARTS TRANSFER DEGREE DESCRIPTION AND LIST OF CONCENTRATIONS
ASSOCIATE OF SCIENCE TRANSFER DEGREE DESCRIPTION AND LIST OF CONCENTRATIONS
STEMM PATHWAY PROGRAMS
two years of a student's course of study. Each state-assisted university, technical and community college is required to establish and maintain an approved Transfer Module.

Transfer Module course(s) or the full module completed at one college or university will automatically meet the requirements of individual Transfer Module course(s) or the full Transfer Module at another college or university once the student is admitted. Students may be required, however, to meet additional general education requirements at the institution to which they transfer. For example, a student who completes the Transfer Module at Institution S (sending institution) and then transfers to Institution R (receiving institution) is said to have completed the Transfer Module portion of Institution R's general education program. Institution R, however, may have general education courses that go beyond its Transfer Module. State policy initially required that all courses in the Transfer Module be completed to receive its benefit in transfer. However, subsequent policy revisions have extended this benefit to the completion of individual Transfer Module courses on a course-by-course basis.

Transfer Assurance Guides (TAGs)

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

TAGs empower students to make informed course selection decisions and plans for their future transfer. Advisors at the institution to which a student wishes to transfer should also be consulted during the transfer process. Students may elect to complete the full TAG or any subset of courses from the TAG. Because of specific major requirements, early identification of a student's intended major is encouraged.

Shown below are the currently approved Transfer Assurance Guide semester courses. Please see the online information at www.terra.edu prior course TAG approvals (including quarter courses). Information may also be obtained from your advisor.

Approved Transfer Assurance Guide Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hrs.</th>
<th>OAN*</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC1100</td>
<td>Financial Accounting</td>
<td>.4</td>
<td>OBU001</td>
</tr>
<tr>
<td>ACC1200</td>
<td>Managerial Accounting</td>
<td>.4</td>
<td>OBU002</td>
</tr>
<tr>
<td>ADT1120</td>
<td>Construction Methods and Materials</td>
<td>.3</td>
<td>OET016</td>
</tr>
<tr>
<td>ART1010</td>
<td>Art History: Prehistory to Gothic</td>
<td>.3</td>
<td>OH0005</td>
</tr>
<tr>
<td>ART1020</td>
<td>Fine Arts Drawing I</td>
<td>.3</td>
<td>OH0001</td>
</tr>
<tr>
<td>ART1030</td>
<td>Art History: Renaissance to 20th Century</td>
<td>.3</td>
<td>OH1015</td>
</tr>
<tr>
<td>ART1110</td>
<td>2-D Foundations</td>
<td>.3</td>
<td>OH0003</td>
</tr>
<tr>
<td>ART1120</td>
<td>3-D Foundations</td>
<td>.3</td>
<td>OH0004</td>
</tr>
<tr>
<td>ART2010</td>
<td>Fine Arts Drawing II</td>
<td>.3</td>
<td>OH0051</td>
</tr>
<tr>
<td>ART2200</td>
<td>Sculpture</td>
<td>.4</td>
<td>OH0047</td>
</tr>
<tr>
<td>BIO2010</td>
<td>Biology I</td>
<td>.4</td>
<td>OCU001</td>
</tr>
<tr>
<td>BIO2015</td>
<td>Biology Lab</td>
<td>.1</td>
<td>OCU003</td>
</tr>
<tr>
<td>BIO2020</td>
<td>Biology II</td>
<td>.4</td>
<td>OCU004</td>
</tr>
<tr>
<td>BIO2025</td>
<td>Biology Lab</td>
<td>.1</td>
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</tr>
<tr>
<td>BIO2100</td>
<td>Nutrition</td>
<td>.3</td>
<td>OH0016</td>
</tr>
<tr>
<td>CAD1110</td>
<td>CAD I</td>
<td>.3</td>
<td>OET012</td>
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<tr>
<td>CHM1610</td>
<td>General Chemistry I</td>
<td>.4</td>
<td>OCU008</td>
</tr>
<tr>
<td>CHM1615</td>
<td>General Chemistry Lab</td>
<td>.1</td>
<td>OCU008</td>
</tr>
<tr>
<td>CHM1625</td>
<td>General Chemistry II</td>
<td>.4</td>
<td>OCU009</td>
</tr>
<tr>
<td>CHM1626</td>
<td>General Chemistry Lab</td>
<td>.1</td>
<td>OCU009</td>
</tr>
<tr>
<td>CIT1090</td>
<td>Digital Literacy and Applications</td>
<td>.3</td>
<td>OBU003</td>
</tr>
<tr>
<td>ECO2010</td>
<td>Microeconomics</td>
<td>.3</td>
<td>OBU005</td>
</tr>
<tr>
<td>ECO2020</td>
<td>Microeconomics</td>
<td>.3</td>
<td>OBU004</td>
</tr>
<tr>
<td>EDU1010</td>
<td>Educational Technology</td>
<td>.3</td>
<td>OED002</td>
</tr>
<tr>
<td>EDU1020</td>
<td>Introduction to Education</td>
<td>.3</td>
<td>OED001</td>
</tr>
<tr>
<td>EDU1100</td>
<td>Educational Psychology</td>
<td>.3</td>
<td>OED003</td>
</tr>
<tr>
<td>EDU1320</td>
<td>Children with Exceptionalities</td>
<td>.3</td>
<td>OED004</td>
</tr>
<tr>
<td>EET1700</td>
<td>DC Circuits</td>
<td>.3</td>
<td>OET001</td>
</tr>
<tr>
<td>EET1710</td>
<td>AC Circuits</td>
<td>.3</td>
<td>OET003</td>
</tr>
<tr>
<td>EET1720</td>
<td>Electronics</td>
<td>.4</td>
<td>OET005</td>
</tr>
</tbody>
</table>
continued next page.

## Conditions for Transfer Admission

1. Ohio residents with associate degrees from state-assisted institutions and a completed approved Transfer Module shall be admitted to any state institution of higher education in Ohio, provided they have cumulative grade point average is at least 2.0 for all previous college-level courses. Further, these students shall have admission priority over out-of-state associate degree graduates and transfer students.

2. When students have earned associate degrees but have not completed a Transfer Module, they may be eligible for preferential consideration for admission as transfer students if they have grade point averages of at least a 2.0 for all previous college-level courses.

3. In order to encourage completion of the baccalaureate degree, students who are not enrolled in an A.A. or A.S. degree program but have earned 60 semester or 90 quarter hours or more of credit toward a baccalaureate degree with a grade point average of at least a 2.0 for all previous college-level courses will be eligible for preferential consideration for admission as transfer students.

4. Students who have not earned a 2.0 or better grade point average of at least a 2.0 for all previous college-level courses are eligible for admission as transfer students.

5. Incoming transfer students admitted to a college or university shall compete for admission to selective programs, majors, and units on an equal basis with students native to the receiving institution.

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

### Acceptance of Transfer Credit

To recognize courses appropriately and provide equity in the treatment of incoming transfer students and students native to the receiving institution, transfer credit will be accepted for all successfully completed college-level courses completed in and after fall 2005 from Ohio state-assisted institutions and all college-level courses completed prior to fall 2005 with a 2.0 or better overall grade point average. Students who successfully completed A.A. or A.S. degrees prior to fall 2005 with a 2.0 or better overall grade point average would also receive college-level course they have passed. (see Ohio Articulation And Transfer Policy, Definition of Passing Grade and Appendix D) While this reflects the baseline policy requirement, individual institutions may set equitable institutional policies that are more accepting.

* Ohio Articulated Number
+ Pending Approval
Pass/fail courses, credit by examination courses, experiential learning courses, and other nontraditional credit courses that meet these conditions will also be accepted and posted to the student record.

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

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

Transfer Module
Shown below is the Transfer Module as it exists in the semester system. Prior to Fall 2006, Terra’s approved Transfer Module included courses in the quarter system. Please contact the Registrar for courses in the approved quarter format, as well as the most up-to-date information concerning Terra’s approved Transfer Module and Transfer Assurance Guides.

English/Oral Communications
A minimum of 3 semester hours is required.

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG1060 College Composition II</td>
<td>3</td>
</tr>
<tr>
<td>ENG1050 College Composition I</td>
<td>3</td>
</tr>
<tr>
<td>EN1020 Intro College Composition</td>
<td>5</td>
</tr>
<tr>
<td>SPE2010 Effective Speaking</td>
<td>3</td>
</tr>
</tbody>
</table>

Mathematics
A minimum of 3 semester hours is required.

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MTH2510 Calculus and Analytic Geometry I</td>
<td>5</td>
</tr>
<tr>
<td>MTH2520 Calculus and Analytic Geometry II</td>
<td>5</td>
</tr>
<tr>
<td>MTH2530 Calculus and Analytic Geometry III</td>
<td>4</td>
</tr>
<tr>
<td>MTH2610 Linear Algebra</td>
<td>3</td>
</tr>
<tr>
<td>MTH2620 Differential Equations</td>
<td>3</td>
</tr>
</tbody>
</table>

Arts and Humanities
A minimum of 6 semester hours from at least two different discipline areas is required.

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART1100 Art History: Prehistory to Gothic I</td>
<td>3</td>
</tr>
<tr>
<td>ART1103 Art History: Renaissance to 20th Century</td>
<td>3</td>
</tr>
<tr>
<td>ENG1850 Introduction to Literature</td>
<td>3</td>
</tr>
<tr>
<td>ENG2630 Non-Western Literature</td>
<td>3</td>
</tr>
<tr>
<td>ENG2640 British Literature I</td>
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</tr>
<tr>
<td>ENG2650 British Literature II</td>
<td>3</td>
</tr>
<tr>
<td>ENG2670 American Literature I</td>
<td>3</td>
</tr>
<tr>
<td>ENG2680 American Literature II</td>
<td>3</td>
</tr>
</tbody>
</table>

Social Science
A minimum of 6 semester hours from at least two different discipline areas is required.

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>ECO2010 Macroeconomics</td>
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</tr>
<tr>
<td>ECO2020 Microeconomics</td>
<td>3</td>
</tr>
<tr>
<td>HIST1050 Western Civilization I</td>
<td>3</td>
</tr>
<tr>
<td>HIST1080 Western Civilization II</td>
<td>3</td>
</tr>
<tr>
<td>HIST1050 American History I</td>
<td>3</td>
</tr>
<tr>
<td>HIST1060 American History II</td>
<td>3</td>
</tr>
<tr>
<td>MUS1010 Jazz Appreciation</td>
<td>3</td>
</tr>
<tr>
<td>MUS1130 History of Rock and Roll</td>
<td>3</td>
</tr>
<tr>
<td>MUS1110 History and Literature of Music I</td>
<td>3</td>
</tr>
<tr>
<td>MUS2100 History and Literature of Music II</td>
<td>3</td>
</tr>
</tbody>
</table>

Natural Science
A minimum of 6 semester hours is required. At least one course must contain a laboratory component or be a laboratory course.

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO1070 Environmental Science I</td>
<td>3</td>
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<tr>
<td>BIO1080 Environmental Science II</td>
<td>3</td>
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<tr>
<td>BIO1095 Environmental Science Lab</td>
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<tr>
<td>BIO1230 Anatomy and Physiology I</td>
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<tr>
<td>BIO1235 Anatomy and Physiology II</td>
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<tr>
<td>BIO1240 Anatomy and Physiology I Lab</td>
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<tr>
<td>BIO1245 Anatomy and Physiology II Lab</td>
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<tr>
<td>BIO1720 Microbiology</td>
<td>3</td>
</tr>
<tr>
<td>BIO1725 Microbiology Lab</td>
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</tr>
<tr>
<td>BIO2015 Biology I Lab</td>
<td>1</td>
</tr>
<tr>
<td>BIO2017 Biology II I Lab</td>
<td>4</td>
</tr>
<tr>
<td>BIO2020 Biology II II Lab</td>
<td>1</td>
</tr>
<tr>
<td>BIO2025 Biology II Lab</td>
<td>1</td>
</tr>
<tr>
<td>BIO2030 Nutrition</td>
<td>3</td>
</tr>
<tr>
<td>CHM1010 Intro to General Chemistry</td>
<td>3</td>
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<tr>
<td>CHM1015 Intro to General Chemistry Lab</td>
<td>1</td>
</tr>
<tr>
<td>CHM1020 Intro to Organic and Biochemistry</td>
<td>3</td>
</tr>
<tr>
<td>CHM1025 Intro to Organic and Biochemistry Lab</td>
<td>1</td>
</tr>
<tr>
<td>CHM1610 General Chemistry I</td>
<td>4</td>
</tr>
<tr>
<td>CHM1615 General Chemistry II</td>
<td>4</td>
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Approved CTAGS:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
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<tbody>
<tr>
<td>EET1700</td>
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<td>EET2730</td>
<td>Digital Circuits</td>
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<tr>
<td>LAC2030</td>
<td>Basic Law</td>
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<tr>
<td>LAC2040</td>
<td>Academy II</td>
<td>7</td>
</tr>
</tbody>
</table>

Articulation and Transfer Agreements
In addition to the Statewide Transfer Module, Terra has signed the Northern Ohio Public Higher Education Covenant with Bowling Green State University, Cleveland State University, Cuyahoga Community College, Kent State University, Lakeland Community College, Lorain County Community College, Northwest State Community College, Owens Community College and The University of Toledo.

www.terra.edu
sities including: Bluffton College, Bowling Green State University, Heidelberg College, Lourdes College, Mercy College of Ohio, Miami University, Ohio University, and Tiffin University.

Equivalency agreements are offered with the University of Akron, Ashland University, the University of Cincinnati, the University of Findlay and Owens Community College.

One plus One agreements are offered with Bowling Green Firelands (Respiratory Care) and with Owens Community College (Dietary Technician and LPN).

Several other agreements are currently being developed. For more information, students may contact an advisor.

Bachelor’s Completion Program

In addition, students may complete bachelor degrees on Terra’s campus or online. Universities participating with Terra in bachelor’s completion programs include Tiffin University, Miami University, The University of Cincinnati, Bowling Green State University, The University of Toledo and Franklin University. As well, Heidelberg College has a dual enrollment option with Terra. Please visit terra.edu/support/studentsupport/transfer/bachelorcompletion.asp.

Advanced Placement Articulation

Several career center districts have entered into formal advanced placement agreements with Terra. These programs provide the opportunity for graduates of designated vocational programs to receive credit for equivalent college courses. Agreements are in place with EHOVE, Sandusky High School, PENTA, Pioneer, Tri-Rivers, and Vanguard-Sentinel. For more information, students should contact Student Support Services or the appropriate academic division.

Also see http://www.terra.edu/Academics/ TechPrep.html.

Associate of Arts Transfer Degree

The Associate of Arts is a transfer degree that fulfills the requirements for completion of the first two years of a baccalaureate degree at most four-year colleges and universities. Students are encouraged to discuss their transfer intentions with an advisor early in their Terra experience to assure that the correct courses are selected to meet the specific requirements of the receiving college or university. The Associate of Arts degree is appropriate for students who plan to transfer to a Bachelor of Arts or related program. These include: English, foreign language, social and behavioral sciences, K-12 education and fine arts.

The Associate of Arts degree requires a minimum of 60 semester credit hours and a maximum of 73 semester credit hours for graduation. These hours are composed of general education courses, specific Terra degree requirements, and Transfer Assurance Guide (TAG) courses. The general education courses, consisting of courses in the state-wide approved Transfer Module, are in the areas of English composition/oral communications, arts and humanities, mathematics, natural and physical sciences, and the social and behavioral sciences. Since many bachelor degrees include a foreign language component, up to 16 semester credit hours in a specific foreign language may be included within the degree.

Electives consist of approved Transfer Assurance Guide (TAG) courses (refer to list on page 52); as well, appropriate Transfer Module courses may be used to complete the elective hours. Please see an advisor for the most appropriate electives to consider. Visit online at www.terra.edu or contact the Registrar’s office for the most up-to-date information concerning Terra’s approved Transfer Module and Transfer Assurance Guide courses.

Note that as completed and approved TAGs are added to the curriculum, the degree may indicate the TAG title (areas of concentration) along with the Associate of Arts, such as “Associate of Arts, Economics.”

AREAS OF CONCENTRATION

When an Area of Concentration is designated in the Associate of Arts, a minimum of twelve credit hours are required in that area of concentration. These are in addition to courses used to meet the General Education requirements. Please consult an advisor to determine if specific general education courses more satisfactorily complete the degree for transfer purposes.

Programs of study, required courses, and recommended selections for the following Associate of Arts concentrations are detailed in the following section, Programs and Degrees, on pages 57–121.

Associate of Arts Concentrations:

American Sign Language Concentration
Art History Concentration
Creative Writing Concentration
Economics Concentration
Education Concentration
Education Concentration (Early Childhood)
English Concentration
Fine Arts Concentration
History Concentration
Music Concentration
Psychology Concentration
Social Work Concentration

More information on the Associate of Arts program may be obtained by contacting an advisor and reviewing the Terra web site.

Associate of Science Transfer Degree

The Associate of Science is a transfer degree that fulfills the requirements for completion of the first two years of a baccalaureate degree at most four-year colleges and universities. Students are encouraged to discuss their transfer intentions with an advisor early in their Terra experience to assure that the correct courses are selected to meet the specific requirements of the receiving college or university. The Associate of Science degree is appropriate for students who plan to transfer to Bachelor of Science or related program. These include engineering, business, mathematics, natural sciences, pre-allied health, and technology.

The Associate of Science degree requires a minimum of 60 semester credit hours and a maximum of 73 semester credit hours for graduation. These hours are composed of general education courses, specific Terra degree requirements, and Transfer Assurance Guide (TAG) courses. The general education courses, consisting of courses in the state-wide approved Transfer Module, are in the areas of English composition/oral communications, arts and humanities, mathematics, natural and physical sciences, and the social and behavioral sciences. Since many bachelor degrees include a foreign language component, up to 16 semester credit hours in a specific foreign language may be included within the degree.

Electives consist of approved Transfer Assurance Guide (TAG) courses (refer to list on page 52); as well, appropriate Transfer Module courses may be used to complete the elective hours. Please see an advisor for the most appropriate electives to consider. Visit online at www.terra.edu or contact the Registrar’s office for the most up-to-date information concerning Terra’s approved Transfer Module and Transfer Assurance Guide courses.

Note that as completed and approved TAGs are added to the curriculum, the degree may indicate the TAG title (areas of concentration) along with the Associate of Science, such as “Associate of Science, Electrical Engineering Technology.”

AREAS OF CONCENTRATION

When an Area of Concentration is designated in the Associate of Science, a minimum of twelve credit hours are required in that area of concentration. These are in addition to courses used to meet the General Education requirements. Please consult an advisor to determine if specific general education courses more satisfactorily complete the degree for transfer purposes.

Programs of study, required courses, and recommended selections for the following Associate of Science concentrations are detailed in the following section, Programs and Degrees, on pages 57–121.
**Associate of Science Concentrations:**
- Biology Pre-Major Pathway Concentration
- Business Concentration
- Electrical Engineering Technology Concentration
- Health Information Management Concentration
- Law Enforcement Concentration
- Mathematics Concentration
- Mechanical Engineering Technology Concentration

More information on the Associate of Science programs may be obtained by contacting an advisor and reviewing the Terra web site.

**STEMM Pathway Programs**

**Science, Technology, Engineering, Mathematics, and Medicine**

Science, Technology, Engineering, and Mathematics (STEM) are the content areas to boost the state economy and regional progress. Some define STEMM as the study of the natural sciences, modern technology (especially electronic), engineering, mathematics, and medical sciences. STEMM is an amalgamation of very complex and intertwined scientific disciplines.

STEMM is not a content area in and of itself. The STEMM initiative began to address the perceived lack of qualified candidates for high-tech jobs. It also addresses concern that the subjects are often taught in isolation, instead of as an integrated curriculum. Competency in STEMM fields is necessary, but alone not sufficient to sustain and grow the economy. Polls show that the general public and policymakers, business leaders, and other opinion leaders have different ideas when it comes to addressing American competitiveness and STEMM education.

An exhaustive list of STEMM disciplines does not exist, but the U.S. Immigration and Customs Enforcement lists disciplines including Physics, Actuarial Science, Chemistry, Mathematics, Computer Science, Biochemistry, Robotics, Computer Engineering, Electrical Engineering, Mechanical Engineering, Civil Engineering, Aerospace Engineering, Chemical Engineering, Astrophysics, Astronomy, Nanotechnology, Nuclear Physics, Mathematical Biology, Operations Research, Neurobiology, Biomechanics, Bioinformatics, Acoustical Engineering, Geographic Information Systems, and Atmospheric Sciences. Medicine (including Health Care) is often added to the list of STEM initiatives.

Terra offers students an opportunity to begin work on a STEMM degree. Various majors are marked in the catalog as a STEMM major. Rather than specific content competency in STEMM fields, what seems to count for those who actually employ graduates is professionalism—work ethic, teamwork—collaboration, oral and written communications and critical thinking—problem solving. Terra’s STEMM curricula contribute to the education of a well-rounded individual who possesses these attributes.

Below are the degree and certificate areas, available at Terra, that fall within the STEMM disciplines. All corresponding program sections, as well as the Programs of Study list on page 48, are indicated with the STEMM pathway icon for convenient identification.

**Transfer and Applied Degree Programs within the STEMM disciplines:**

- **ARCHITECTURAL**
  - Architectural Construction Management
- **ASSOCIATE OF SCIENCE**
  - General AS Transfer Degree
- **BIOLOGY**
  - Pre-Major Pathway AS Transfer Degree
- **CLINICAL LABORATORY**
  - Clinical Laboratory Science Technology
- **COMPUTER SYSTEMS**
  - Information Systems
  - Desktop Support
  - Systems and Networking
- **ELECTRICITY**
  - Electrical Engineering Technology Transfer
  - Electricity/Power and Controls
- **HEALTH**
  - Health Care Administration
  - Health Information Management Transfer
  - Health Information Technology
- **MANUFACTURING ENGINEERING**
  - Manufacturing Technology Major
  - Mechanical Engineering Technology
- **MATHEMATICS/Transfer Degree**
- **MECHANICAL ENGINEERING**
  - Mechanical Engineering Technology Transfer
- **MEDICAL ASSISTING**
  - Coding
  - Practice Management Major
- **NUCLEAR POWER TECHNOLOGY**
- **NURSING**
  - RN
  - LPN to RN
- **PHYSICAL THERAPY**
  - Physical Therapist Assistant (PTA)
- **PLASTICS**
  - Plastics
  - Coloring of Plastics Level I and II
  - Coloring of Materials
  - Color for Processors
- **ROBOTICS/MECHATRONICS**
  - Robotics
- **TECHNOLOGY MANAGEMENT**
  - Technology Management Major

**Certificate Programs within the STEMM disciplines:**

- **ALLIED HEALTH**
  - Medical Coding
  - Medical Scribe
  - Phlebotomy (LCCC)

**ARCHITECTURAL**
- Architectural Drafting
- Construction Technician
- Energy Audit Technician

**COMPUTER SYSTEMS**
- PC Technician
- Networking Technician

**ELECTRICITY**
- Introductory Electrical
- Power and Controls
- Programmable Logic Controllers (PLC)
- Wind Power Technology

**MANUFACTURING ENGINEERING**
- CAD
- CAD/CAM
- Industrial Maintenance
- Manufacturing Foundation
- Plastics Machine Maintenance
- Precision Machining/CNC

**PLASTICS**
- Plastics
- Coloring of Plastics Level I and II
- Coloring of Materials
- Color for Processors

**ROBOTICS/MECHATRONICS**
- Robotics

**TECHNOLOGY MANAGEMENT**
- Technology Management Major
APPLIED DEGREES

ASSOCIATE OF APPLIED BUSINESS
Program of Study
Technical Concentration
General Education Courses

ASSOCIATE OF APPLIED SCIENCE
Program of Study
Technical Concentration
General Education Courses

TRANSFER PROGRAMS AND DEGREES

ASSOCIATE OF ARTS
General Transfer Option

ASSOCIATE OF ARTS CONCENTRATION DEGREES
Program of Study
Required Concentration Courses
General College Requirements

ASSOCIATE OF SCIENCE
General Transfer Option

ASSOCIATE OF SCIENCE CONCENTRATION DEGREES
Program of Study
Required Concentration Courses
General College Requirements

INDIVIDUALIZED STUDY AND TECHNICAL STUDY PROGRAMS AND DEGREES

ASSOCIATE OF INDIVIDUALIZED STUDY
Program of Study
Technical Concentration
General Education Courses

ASSOCIATE OF TECHNICAL STUDY
Program of Study
Technical Concentration
General Education Courses

ELECTIVES OPTIONS:

HUMANITIES ELECTIVES
MANUFACTURING TECHNICAL ELECTIVES
MATHEMATICS ELECTIVES
NATURAL SCIENCE ELECTIVES
SOCIAL SCIENCE ELECTIVES
WELDING ELECTIVES

TERRA STATE COMMUNITY COLLEGE
Accounting

Accounting Major

BUSINESS AND CREATIVE ARTS DIVISION

Program of Study

The Accounting program offers beginning courses for those persons who have never had formal training in accounting, as well as advanced courses for those already in the accounting field. Cooperative education opportunities are available for students to gain practical experience.

Accountants record, classify, summarize, and interpret an organization’s day-to-day business transactions. Accountants monitor the flow of cash and the continuing changes in financial obligations.

The faculty has identified the following Learning Outcomes for all graduates:

• Use generally accepted accounting principles in measuring, recording, and communicating financial information.
• Use software to assist accounting functions.
• Prepare fundamental individual federal income tax returns.
• Use financial reports for various decision-making purposes.
• Explain the procedures used in applying auditing standards in conducting an independent audit.
• Prepare budgets and forecasts.

ASSOCIATE OF APPLIED BUSINESS

TECHNICAL CONCENTRATION

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC 1100</td>
<td>Financial Accounting</td>
<td>4</td>
</tr>
<tr>
<td>ACC 1200</td>
<td>Managerial Accounting</td>
<td>4</td>
</tr>
<tr>
<td>ACC 1500</td>
<td>Fraud Examination</td>
<td>3</td>
</tr>
<tr>
<td>ACC 2330</td>
<td>Computerized Accounting</td>
<td>3</td>
</tr>
<tr>
<td>ACC 2400</td>
<td>Tax Accounting</td>
<td>3</td>
</tr>
<tr>
<td>ACC 2430</td>
<td>Intermediate Accounting I</td>
<td>4</td>
</tr>
<tr>
<td>ACC 2440</td>
<td>Intermediate Accounting II</td>
<td>4</td>
</tr>
<tr>
<td>ACC 2500</td>
<td>Cost Accounting</td>
<td>4</td>
</tr>
<tr>
<td>ACC 2600</td>
<td>Auditing</td>
<td>3</td>
</tr>
<tr>
<td>Total Technical Credit Hours</td>
<td>32</td>
<td></td>
</tr>
</tbody>
</table>

GENERAL EDUCATION AND RELATED COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>GEN 1000</td>
<td>First-Year Seminar</td>
<td>1</td>
</tr>
<tr>
<td>CIT 1090</td>
<td>Digital Literacy and Applications</td>
<td>3</td>
</tr>
<tr>
<td>ECO 2020</td>
<td>Microeconomics</td>
<td>3</td>
</tr>
<tr>
<td>Choose One:</td>
<td>ENG 1050 College Composition I or ENG 1020</td>
<td>3/5</td>
</tr>
<tr>
<td>ENG 1900</td>
<td>Technical Writing for Business and Industry</td>
<td>3</td>
</tr>
<tr>
<td>FST 2420</td>
<td>Finance</td>
<td>3</td>
</tr>
<tr>
<td>LAW 2420</td>
<td>Business Law</td>
<td>3</td>
</tr>
<tr>
<td>MGT 1190</td>
<td>Management</td>
<td>3</td>
</tr>
<tr>
<td>MRT 1010</td>
<td>Marketing</td>
<td>3</td>
</tr>
<tr>
<td><strong>MTH 2310 College Algebra or MTH 1110 Business Math</strong></td>
<td>3/4</td>
<td></td>
</tr>
<tr>
<td>SPE 2010</td>
<td>Effective Speaking</td>
<td>3</td>
</tr>
<tr>
<td>*Humanities Elective</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Total General Education and Related Credit Hours</td>
<td>34–37</td>
<td></td>
</tr>
</tbody>
</table>

TOTAL CREDIT HOURS

66–69

* See pages 122-123 for a listing of specific electives.
** See your advisor for appropriate course selection.

For available Certificate Program options, see catalog pages 125-132.

Completion of MGT 2670, Business Ethics provides the required coursework to sit for the CPA exam. Students interested in the CPA exam should contact the accounting faculty for more information.

All students graduating from Terra State Community College with an Associate degree of any kind will be functionally proficient in common computer operations and applications. Please see your academic advisor or academic division office for further details.

To determine when courses are scheduled, see program curriculum sheet which is available from the Enrollment Services office in Building A/Room 100, from the Business and Creative Arts Division in Building D/Room 201, or on the web at www.terra.edu.
### Accounting

#### Financial Services Major

**Business and Creative Arts Division**

**Program of Study**

The Financial Services major offers entry level courses for individuals who desire a career in the financial services industry. Banking institutions are marketing their financial services more aggressively. This program also offers advanced courses for people already employed in the field.

The faculty has identified the following Learning Outcomes for all graduates:

- Explain the variety of services offered by financial institutions.
- Understand the importance of financial institutions to the economy and realize the impact they have on the local community.
- Develop professional and human relations skills that are necessary in working with both business clients and personal consumers.
- Understand government regulations and the impact they have on financial institutions.
- Understand credit and the process of analyzing financial information to assist in the decision-making process of granting credit.

**Potential Occupations:**

- Bank Teller
- Loan Officer
- Insurance and Investment Agents
- Credit Managers
- Retail Management

#### Associate of Applied Business

**Technical Concentration**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC 1100</td>
<td>Financial Accounting</td>
<td>4</td>
</tr>
<tr>
<td>ACC 1200</td>
<td>Managerial Accounting</td>
<td>4</td>
</tr>
<tr>
<td>FST 1100</td>
<td>Introduction to Financial Services</td>
<td>3</td>
</tr>
<tr>
<td>FST 1300</td>
<td>Money and Banking</td>
<td>3</td>
</tr>
<tr>
<td>FST 2420</td>
<td>Finance</td>
<td>3</td>
</tr>
<tr>
<td>FST 2520</td>
<td>Risk Management</td>
<td>3</td>
</tr>
<tr>
<td>FST 2550</td>
<td>Installment Credit and Commercial Lending</td>
<td>3</td>
</tr>
<tr>
<td>MRT 1010</td>
<td>Marketing</td>
<td>3</td>
</tr>
<tr>
<td>MRT 1110</td>
<td>Principles of Selling</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total Technical Credit Hours** 29

**General Education and Related Courses**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>GEN 1000</td>
<td>First-Year Seminar</td>
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</tr>
<tr>
<td>ECO 2010</td>
<td>Macroeconomics</td>
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<td>Microeconomics</td>
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<tr>
<td>LAW 2420</td>
<td>Business Law</td>
<td>3</td>
</tr>
<tr>
<td>MGT 1190</td>
<td>Management</td>
<td>3</td>
</tr>
<tr>
<td>MGT 2670</td>
<td>Business Ethics</td>
<td>3</td>
</tr>
<tr>
<td>Choose One:</td>
<td><strong>MTH 2310 College Algebra or MTH 1110 Business Math</strong></td>
<td>3/4</td>
</tr>
<tr>
<td>SPE 2010</td>
<td>Effective Speaking</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>*Humanities Elective</td>
<td>3</td>
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</tbody>
</table>

**Total General Education and Related Credit Hours** 34–37

**Total Credit Hours** 63–66

* See pages 122-123 for a listing of specific electives.

** See your advisor for appropriate course selection.

For available Certificate Program options, see catalog pages 125-132.

All students graduating from Terra State Community College with an Associate degree of any kind will be functionally proficient in common computer operations and applications. Please see your academic advisor or academic division office for further details.

To determine when courses are scheduled, see program curriculum sheet which is available from the Enrollment Services office in Building A/Room 100, from the Business and Creative Arts Division in Building D/Room 201, or on the web at www.terra.edu.
# American Sign Language (Transfer Degree)

## American Sign Language Concentration

### Program of Study

American Sign Language, or ASL, is the language of the deaf community in the United States and Canada. Knowledge of ASL is valuable to people in interpretation, deaf education, law, health care, and other fields.

An increasing number of Transfer Programs and Degree of colleges and universities are recognizing that ASL is a foreign language for the purpose of meeting their foreign language requirements. The AA degree is intended for anyone interested in developing language skills that allow for conversation with people who are deaf or as a language foundation for those who intend to further pursue a Bachelor's degree in either Deaf Education or Sign Language Interpretation.

In order to complete this concentration, students should select a minimum of 12 hours from the following courses in the concentration area. It is strongly recommended that students intending to transfer take all the ASL courses. These credits are in addition to courses used to meet the college general requirements and the Ohio Transfer Module (OTM).

To make an informed selection of Arts and Humanities, Social Science, and Natural Science electives, Terra advises the transfer-intending student to consult the receiving institution to ensure maximum transferability and application of credits.

Recommended science courses include 100-level environmental science, chemistry, and physics classes.

See your advisor for appropriate course selection.

* required
** recommended at state TAG level

Note: Electives to be used for Mathematics, Arts and Humanities, Social Sciences, and Natural Sciences are located on page 54.

All students graduating from Terra State Community College with an Associate degree of any kind will be functionally proficient in common computer operations and applications. Please see your academic advisor or academic division office for further details.

To determine when courses are scheduled, see program curriculum sheet which is available from the Enrollment Services office in Building A/Room 100, from the Liberal Arts and Public Services Division in Building A/Room 202, or on the web at www.terra.edu.

For additional transfer information, see Transfer section, pages 51–56.

---

## Associate of Arts

### Concentration

A minimum of 12 semester hours from the following courses. It is strongly recommended that each student intending to transfer take all the ASL courses.

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>ASL 1010</td>
<td>American Sign Language I</td>
</tr>
<tr>
<td>ASL 1020</td>
<td>American Sign Language II</td>
</tr>
<tr>
<td>ASL 1250</td>
<td>Specialized Vocabulary</td>
</tr>
<tr>
<td>ASL 1310</td>
<td>Fingerspelling</td>
</tr>
<tr>
<td>ASL 2040</td>
<td>American Sign Language III</td>
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<tr>
<td>ASL 2050</td>
<td>American Sign Language IV</td>
</tr>
<tr>
<td>ASL 2110</td>
<td>Deaf Culture</td>
</tr>
<tr>
<td>ASL 2200</td>
<td>Linguistics of ASL</td>
</tr>
</tbody>
</table>

**Concentration Required Credit Hours** 12

### College Required Courses

#### Gen 1000
First-Year Seminar* 1

#### Cit 1090
Digital Literacy and Applications* 3

#### Hum 2900
Leading by the Humanities* 3

**College Required Courses Credit Hours** 7

### English/oral Communications Courses

By Placement:

- ENG 1050 College Composition I or ENG 1020 3 or 5
- ENG 1060 College Composition II* 3
- SPE 2010 Effective Speaking* 3

**English/oral Communications Required Credit Hours** 6

### Mathematics

Choose One:

- MTH 2010 Statistics or MTH 2310 College Algebra or OTM Math elective . . . . . . . 3 to 5

**Mathematics Required Credit Hours** 3

### Arts and Humanities

A minimum of 12 semester hours from approved OTM Arts and Humanities electives. At least 2 different discipline areas are required.

- Any combination of OTM Arts and Humanities electives  . . . . 12

**Arts and Humanities Required Credit Hours** 12

### Social Sciences

A minimum of 10 semester hours from approved OTM Social Sciences electives. At least 2 different discipline areas are required.

- Any combination of OTM Social Sciences electives . . . . 10

**Social Sciences Required Credit Hours** 10

### Natural Sciences

A minimum of 7 semester hours from approved OTM Natural Science electives are required. At least one course must contain a laboratory component or be a laboratory course.

- Any combination of OTM Natural Sciences electives . . . . 7

**Natural Sciences Required Credit Hours** 7

Additional elective hours may be taken from any Terra program or discipline to combine with the above requirements to complete a degree with at least 60, but not greater than 73 semester hours. Care should be taken to select elective courses that will meet specific requirements at the four-year institution. No mathematics course below the 200-level may be used as an elective. No developmental course may be used as an elective.

- Any combination of additional electives . . . . 3–16

**Total Credit Hours** 60–73
ARCHITECTURE

Architectural Construction Management Major

Program of Study

The Architectural Construction Management program offers students an introduction to renewable energy and sustainable architecture in addition to basic traditional architecture courses and construction management courses.

Students will gain an understanding of current trends in energy resources and sustainable/green architecture through site visits, guest speakers, and text. The students will also gain an understanding of the construction industry through vocabulary, drafting techniques, blueprint reading, construction standards, and computer-aided design (CAD). Codes and regulations established by governing bodies are also studied.

The faculty has identified the following Learning Outcomes for all graduates:

- Use of proper building terms.
- Demonstrate knowledge of the potential alternative energy sources in today’s world and research new sources of alternative energy.
- Be able to help make a building more green by following the Leadership in Energy and Environmental Design (LEED) guidelines as promoted by Green Building Council (GBC).
- Produce a set of drawings in a professional manner with appropriate lettering, line weight and neatness.
- Use of CAD as a tool to produce working drawings such as plans, building sections and details.
- Research materials through various support products.
- Demonstrate knowledge of construction standards and the ability to research new standards.
- To calculate quantities of building materials by looking at a set of working drawings and by using a computer program to arrive at an estimate.

ASSOCIATE OF APPLIED SCIENCE

TECHNICAL CONCENTRATION

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADT 1110</td>
<td>Architectural Drafting</td>
<td>3</td>
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<tr>
<td>ADT 1120</td>
<td>Construction Methods and Materials</td>
<td>3</td>
</tr>
<tr>
<td>ADT 1140</td>
<td>Construction Survey</td>
<td>3</td>
</tr>
<tr>
<td>ADT 2190</td>
<td>Building Systems</td>
<td>3</td>
</tr>
<tr>
<td>ADT 2210</td>
<td>Structures</td>
<td>3</td>
</tr>
<tr>
<td>ADT 2240</td>
<td>Site Planning</td>
<td>3</td>
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<tr>
<td>ADT 2250</td>
<td>Sustainable Architecture</td>
<td>3</td>
</tr>
<tr>
<td>ADT 2360</td>
<td>Estimating</td>
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<tr>
<td>ADT 2400</td>
<td>Fundamentals of Alternative Energy</td>
<td>3</td>
</tr>
<tr>
<td>CAD 1240</td>
<td>CAD: Architectural</td>
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</tr>
<tr>
<td>QCT 1020</td>
<td>Blueprint Reading</td>
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Total Technical Credit Hours .................................. 32

GENERAL EDUCATION AND RELATED COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>GEN 1000</td>
<td>First-Year Seminar</td>
<td>1</td>
</tr>
<tr>
<td>CIT 1090</td>
<td>Digital Literacy and Applications</td>
<td>3</td>
</tr>
<tr>
<td>Choose One:</td>
<td>ENG 1050 College Composition I or ENG 1020</td>
<td>3/5</td>
</tr>
<tr>
<td>ENG 1900</td>
<td>Technical Writing for Business and Industry</td>
<td>3</td>
</tr>
<tr>
<td>MTH 1310</td>
<td>Intermediate Algebra</td>
<td>4</td>
</tr>
<tr>
<td>MTH 1320</td>
<td>Intermediate Trigonometry</td>
<td>3</td>
</tr>
<tr>
<td>PHY 1315</td>
<td>General Physics Lab I</td>
<td>1</td>
</tr>
<tr>
<td>*Humanities Elective</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>*Social Science Elective</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Choose One:</td>
<td>† SPE 2010 Effective Speaking or SPE 2200 Interpersonal Communication</td>
<td>3</td>
</tr>
</tbody>
</table>

Total General Education and Related Credit Hours ........... 31/33

TOTAL CREDIT HOURS .................................................. 63/65

* See pages 122-123 for a listing of specific electives.
† See your advisor for appropriate course selection.

For available Certificate Program options, see catalog pages 125-132.

All students graduating from Terra State Community College with an Associate degree of any kind will be functionally proficient in common computer operations and applications. Please see your academic advisor or academic division office for further details.

To determine when courses are scheduled, see program curriculum sheet which is available from the Enrollment Services office in Building A/Room 100, from the Engineering Technologies and Mathematics Division in Building E/Room 107, or on the web at www.terra.edu.

POTENTIAL OCCUPATIONS

- Architectural Technician
- Survey Technician
- Estimator
- Assistant Project Manager
- CAD/Drafting Technician
- Building Material Sales
# Art History (Transfer Degree)

## Art History Concentration

### Business and Creative Arts Division

### Program of Study

Students pursuing an Art History concentration should select the following 12 hours in ART 1010, ART 1020, ART 1030, and ART 2010, in addition to courses used to meet the general college degree requirements and the Ohio Transfer Module.

To make an informed selection of Arts and Humanities, Social Science, and Natural Science electives, Terra advises the transfer-intending student to consult the receiving institution to ensure maximum transferability and application of credits.

Recommended science courses include 100-level environmental science, chemistry, and physics classes.

Since many four-year universities require a foreign language component, it is recommended that the student pursuing this degree consider up to 16 semester hours and competencies through the second year level in a foreign language. Students should contact their transfer institution to determine their foreign language requirements.

All students graduating from Terra State Community College with an Associate degree of any kind will be functionally proficient in common computer operations and applications. Please see your academic advisor or academic division office for further details.

To determine when courses are scheduled, see program curriculum sheet which is available from the Enrollment Services office in Building A/Room 100, from the Business and Creative Arts Division in Building D/Room 201, or on the web at www.terra.edu.

For additional transfer information, see Transfer section, pages 51–56.

### Associate of Arts

#### Concentration

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Credit Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 1010</td>
<td>Art History: Pre-History to Gothic (OAH005)</td>
<td>3</td>
</tr>
<tr>
<td>ART 1030</td>
<td>Art History: Renaissance to 20th Century (OAH005)</td>
<td>3</td>
</tr>
<tr>
<td>ART 1020</td>
<td>Fine Arts Drawing I (OAH001)</td>
<td>3</td>
</tr>
<tr>
<td>ART 2010</td>
<td>Fine Arts Drawing II (OAH051)</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><strong>Total Concentration Credit Hours.</strong></td>
<td><strong>12</strong></td>
</tr>
</tbody>
</table>

#### College Required Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Credit Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>GEN 1000</td>
<td>First-Year Seminar*</td>
<td>1</td>
</tr>
<tr>
<td>CIT 1090</td>
<td>Digital Literacy and Applications*</td>
<td>3</td>
</tr>
<tr>
<td>HUM 2900</td>
<td>Leading by the Humanities*</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><strong>College Required Courses Credit Hours.</strong></td>
<td><strong>7</strong></td>
</tr>
</tbody>
</table>

#### English/oral Communications Courses

By Placement:

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Credit Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 1050</td>
<td>College Composition I or ENG 1020</td>
<td>3 or 5</td>
</tr>
<tr>
<td>ENG 1060</td>
<td>College Composition II*</td>
<td>3</td>
</tr>
<tr>
<td>SPE 2010</td>
<td>Effective Speaking*</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><strong>English/oral Communications Required Credit Hours.</strong></td>
<td><strong>6</strong></td>
</tr>
</tbody>
</table>

#### Mathematics

Choose One:

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Credit Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>MTH 2010</td>
<td>Statistics or MTH 2310 College Algebra or OTM Math elective</td>
<td>3 to 5</td>
</tr>
<tr>
<td></td>
<td><strong>Mathematics Required Credit Hours.</strong></td>
<td><strong>3</strong></td>
</tr>
</tbody>
</table>

#### Arts and Humanities

A minimum of 12 semester hours from at least 2 different discipline areas is required.

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Credit Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Any combination of OTM Arts and Humanities electives</td>
<td>12</td>
</tr>
<tr>
<td></td>
<td><strong>Arts and Humanities Required Credit Hours.</strong></td>
<td><strong>12</strong></td>
</tr>
</tbody>
</table>

#### Social Sciences

A minimum of 10 semester hours from at least 2 different discipline areas is required.

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Credit Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>HIS 1010</td>
<td>Western Civilization I* (OHS041)</td>
<td>3</td>
</tr>
<tr>
<td>HIS 1020</td>
<td>Western Civilization II* (OHS042)</td>
<td>3</td>
</tr>
<tr>
<td>SOC 2120</td>
<td>Cultural Awareness** (OTM)</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Any combination of OTM Social Sciences electives</td>
<td>1 - 3</td>
</tr>
<tr>
<td></td>
<td><strong>Social Sciences Required Credit Hours.</strong></td>
<td><strong>10</strong></td>
</tr>
</tbody>
</table>

#### Natural Sciences

A minimum of 7 semester hours is required. At least one course must contain a laboratory component or be a laboratory course.

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Credit Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Any combination of OTM Natural Sciences electives</td>
<td>7</td>
</tr>
<tr>
<td></td>
<td><strong>Natural Sciences Required Credit Hours.</strong></td>
<td><strong>7</strong></td>
</tr>
</tbody>
</table>

Additional elective hours may be taken from any Terra program or discipline to combine with the above requirements to complete a degree with at least 60, but not greater than 73 semester hours. Care should be taken to select elective courses that will meet specific requirements at the four-year institution. No mathematics course below the 200-level may be used as an elective. No developmental course may be used as an elective.

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Credit Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Any combination of additional electives</td>
<td>3 - 16</td>
</tr>
</tbody>
</table>

#### Total Credit Hours

60–73

See your advisor for appropriate course selection.

* required

** recommended at state TAG level

Note: Electives to be used for Mathematics, Arts and Humanities, Social Sciences, and Natural Sciences are located on page 54.
ASSOCIATE OF ARTS/GENERAL (TRANSFER DEGREE)

General Transfer Option (No Concentration)

LIBERAL ARTS AND PUBLIC SERVICES DIVISION

Program of Study

Students pursuing an Associate of Arts degree (General Transfer Option) should select from the list of courses by areas, in addition to courses used to meet the general college degree requirements.

To make an informed selection of Arts and Humanities, Social Science, and Natural Science electives, Terra advises the transfer-intending student to consult the receiving institution to ensure maximum transferability and application of credits.

Recommended science courses include 100-level environmental science, chemistry, and physics classes.

Since many four-year universities require a foreign language component, it is recommended that the student pursuing this degree consider up to 16 semester hours and competencies through the second year level in a foreign language. Students should contact their transfer institution to clarify their foreign language requirements.

All students graduating from Terra State Community College with an Associate degree of any kind will be functionally proficient in common computer operations and applications. Please see your academic advisor or academic division office for further details.

To determine when courses are scheduled, see program curriculum sheet which is available from the Enrollment Services office in Building A/Room 100, from the Liberal Arts and Public Services Division in Building A/ Room 202, or on the web at www.terra.edu.

For additional transfer information, see Transfer section, pages 51–56.

ASSOCIATE OF ARTS

Credit Hrs.

COLLEGE REQUIRED COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>GEN 1000</td>
<td>First-Year Seminar*</td>
<td>1</td>
</tr>
<tr>
<td>CIT 1090</td>
<td>Digital Literacy and Applications*</td>
<td>3</td>
</tr>
<tr>
<td>HUM 2900</td>
<td>Leading by the Humanities*</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total College Required Courses Credit Hours</strong></td>
<td></td>
<td><strong>7</strong></td>
</tr>
</tbody>
</table>

ENGLISH/ORAL COMMUNICATIONS COURSES

By Placement:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 1050</td>
<td>College Composition I or ENG 1020</td>
<td>3 or 5</td>
</tr>
<tr>
<td>ENG 1060</td>
<td>College Composition II*</td>
<td>3</td>
</tr>
<tr>
<td>SPE 2010</td>
<td>Effective Speaking*</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total English/Oral Communications Required Credit Hours</strong></td>
<td></td>
<td><strong>6</strong></td>
</tr>
</tbody>
</table>

MATHEMATICS

Choose One:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MTH 2010</td>
<td>Statistics or MTH2310 College Algebra or OTM Math elective.</td>
<td>3 to 5</td>
</tr>
<tr>
<td><strong>Total Mathematics Required Credit Hours</strong></td>
<td></td>
<td><strong>3</strong></td>
</tr>
</tbody>
</table>

ARTS AND HUMANITIES

A minimum of 12 semester hours from at least 2 different discipline areas are required.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
</table>
| Any combination of OTM Arts and Humanities electives | | **12**
| **Total Arts and Humanities Required Credit Hours** | | **12** |

SOCIAL SCIENCES

A minimum of 10 semester hours from at least 2 different discipline areas are required.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
</table>
| Any combination of OTM Social Sciences electives | | **10**
| **Total Social Sciences Required Credit Hours** | | **10** |

NATURAL SCIENCES

A minimum of 7 semester hours are required. At least one course must contain a laboratory component or be a laboratory course.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
</table>
| Any combination of OTM Natural Sciences electives | | **7**
| **Total Natural Sciences Required Credit Hours** | | **7**

Additional elective hours may be taken from any Terra program or discipline to combine with the above requirements to complete a degree with at least 60, but not greater than 73 semester hours. Care should be taken to select elective courses that will meet specific requirements at the four-year institution. No mathematics course below the 200-level may be used as an elective. No developmental course may be used as an elective.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
</table>
| Any combination of additional electives | | **15–28**
| **TOTAL CREDIT HOURS** | | **60–73**

See your advisor for appropriate course selection.

* required

** recommended at state TAG level

Note: Electives to be used for Mathematics, Arts and Humanities, Social Sciences, and Natural Sciences are located on page 54.
ASSOCIATE OF SCIENCE/GENERAL (TRANSFER DEGREE)

General Transfer Option (No Concentration)  

LIBERAL ARTS AND PUBLIC SERVICES DIVISION

Program of Study

Students pursuing an Associate of Science degree (General Transfer Option) should select from the list of courses by areas, in addition to courses used to meet the general college degree requirements.

To make an informed selection of Arts and Humanities, Social Science, and Natural Science electives, Terra advises the transfer-intending student to consult the receiving institution to ensure maximum transferability and application of credits.

It is recommended that for the natural science courses students should take sequence courses within the areas.

Since many four-year universities require a foreign language component, it is recommended that the student pursuing this degree consider up to 16 semester hours and competencies through the second year level in a foreign language. Students should contact their transfer institution to clarify their foreign language requirements.

All students graduating from Terra State Community College with an Associate degree of any kind will be functionally proficient in common computer operations and applications. Please see your academic advisor or academic division office for further details.

To determine when courses are scheduled, see program curriculum sheet which is available from the Enrollment Services office in Building A/Room 100, from the Liberal Arts and Public Services Division in Building A/Room 202, or on the web at www.terra.edu.

For additional transfer information, see Transfer section, pages 51–56.

ASSOCIATE OF SCIENCE

COLLEGE REQUIRED COURSES  

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>GEN 1000</td>
<td>First-Year Seminar*</td>
<td>1</td>
</tr>
<tr>
<td>CIT 1090</td>
<td>Digital Literacy and Applications*</td>
<td>3</td>
</tr>
<tr>
<td>HUM 2900</td>
<td>Leading by the Humanities*</td>
<td>3</td>
</tr>
</tbody>
</table>

College Required Courses Credit Hours . . . . . . . . . . 7

ENGLISH/ORAL COMMUNICATIONS COURSES  

By Placement:  

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 1050</td>
<td>College Composition I</td>
<td>3 or 5</td>
</tr>
<tr>
<td>ENG 1060</td>
<td>College Composition II*</td>
<td>3</td>
</tr>
<tr>
<td>SPE 2010</td>
<td>Effective Speaking*</td>
<td>3</td>
</tr>
</tbody>
</table>

English/Oral Communications Required Credit Hours . . . . 6

MATHEMATICS  

Choose One:  

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>MTH 2010</td>
<td>OTM Math elective</td>
<td>3/5</td>
</tr>
</tbody>
</table>

Mathematics Required Credit Hours . . . . . . . . . . . . . 3

ARTS AND HUMANITIES  

A minimum of 10 semester hours from at least 2 different discipline areas is required.

Any combination of OTM Arts and Humanities electives . . . . 10

Arts and Humanities Required Credit Hours . . . . . . . . 10

SOCIAL SCIENCES  

A minimum of 10 semester hours from at least 2 different discipline areas is required.

Any combination of OTM Social Sciences electives . . . . 10

Social Sciences Required Credit Hours . . . . . . . . . . . 10

NATURAL SCIENCES  

A minimum of 10 semester hours is required. At least one course must contain a laboratory component or be a laboratory course.

Any combination of OTM Natural Sciences electives . . . . 7

Natural Sciences Required Credit Hours . . . . . . . . . . . 10

Additional elective hours may be taken from any Terra program or discipline to combine with the above requirements to complete a degree with at least 60, but not greater than 73 semester hours. Care should be taken to select elective courses that will meet specific requirements at the four-year institution. No mathematics course below the 200-level may be used as an elective. No developmental course may be used as an elective.

Any combination of additional electives . . . . . . . . . . 14–27

TOTAL CREDIT HOURS 60–73

See your advisor for appropriate course selection.

* required  
** recommended

Note: Electives to be used for Mathematics, Arts and Humanities, Social Sciences, and Natural Sciences are located on page 54.
ASSOCIATE OF SCIENCE

PRE-MAJOR

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO 2010</td>
<td>Biology I (OSC003 w/BIO2015)</td>
</tr>
<tr>
<td>BIO 2015</td>
<td>Biology Lab I (OSC003 w/BIO2015)</td>
</tr>
<tr>
<td>BIO 2020</td>
<td>Biology II (OSC004 w/BIO2025)</td>
</tr>
<tr>
<td>BIO 2025</td>
<td>Biology II Lab (OSC004 w/BIO2025)</td>
</tr>
<tr>
<td>PHY 1310</td>
<td>General Physics I (OSC014 w/PHY1315)</td>
</tr>
<tr>
<td>PHY 1315</td>
<td>General Physics I Lab (OSC014 w/PHY1310)</td>
</tr>
</tbody>
</table>

Pre-Major Required Credit Hours: 12

COLLEGE REQUIRED COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>GEN 1000</td>
<td>First-Year Seminar*</td>
</tr>
<tr>
<td>CIT 1090</td>
<td>Digital Literacy and Applications*</td>
</tr>
<tr>
<td>HUM 2900</td>
<td>Leading by the Humanities*</td>
</tr>
</tbody>
</table>

College Required Courses Credit Hours: 7

ENGLISH/ORAL COMMUNICATIONS COURSES

By Placement:
<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 1050 College Composition I or ENG 1020</td>
<td>3 or 5</td>
</tr>
<tr>
<td>ENG 1060</td>
<td>College Composition II*</td>
</tr>
<tr>
<td>SPE 2010</td>
<td>Effective Speaking*</td>
</tr>
</tbody>
</table>

English/Oral Communications Required Credit Hours: 6

MATHEMATICS

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>MTH 2510</td>
<td>Calculus and Analytic Geometry I (or higher)</td>
</tr>
</tbody>
</table>

Mathematics Required Credit Hours: 3

ARTS AND HUMANITIES

A minimum of 10 semester hours from at least 2 different discipline areas is required.

Any combination of OTM Arts and Humanities electives: 10

Arts and Humanities Required Credit Hours: 10

SOCIAL SCIENCES

A minimum of 10 semester hours from at least 2 different discipline areas is required.

Any combination of OTM Social Sciences electives: 10

Social Sciences Required Credit Hours: 10

NATURAL SCIENCES

A minimum of 10 semester hours is required. At least one course must contain a laboratory component or be a laboratory course.

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHM 1610</td>
<td>General Chemistry I**</td>
</tr>
<tr>
<td>CHM 1615</td>
<td>General Chemistry I Lab**</td>
</tr>
<tr>
<td>CHM 1620</td>
<td>General Chemistry II**</td>
</tr>
<tr>
<td>CHM 1625</td>
<td>General Chemistry II Lab**</td>
</tr>
</tbody>
</table>

Natural Science Required Credit Hours: 10

Additional elective hours may be taken from any Terra program or discipline to combine with the above requirements to complete a degree with at least 60, but not greater than 73 semester hours. Care should be taken to select elective courses that will meet specific requirements at the four-year institution. No mathematics course below the 200-level may be used as an elective. No developmental course may be used as an elective.

Any combination of additional electives: 2–15

Total Credit Hours: 60–73

See your advisor for appropriate course selection.

* required

** recommended

Note: Electives to be used for Mathematics, Arts and Humanities, Social Sciences, and Natural Sciences are located on page 54.
BUSINESS (TRANSFER DEGREE)

Business Concentration

BUSINESS AND CREATIVE ARTS DIVISION

Program of Study

Students pursuing a Business concentration should select 12 hours from the following list under the concentration; please note that the complete Business TAG, as approved by the state, includes all 5 courses as listed. In addition, other courses are included to meet the general college degree requirements and the Ohio Transfer Module.

To make an informed selection of Arts and Humanities, Social Science, and Natural Science electives, Terra advises the transfer-intending student to consult the receiving institution to ensure maximum transferability and application of credits.

Recommended science courses include 100-level environmental science, chemistry, and physics classes.

Terra faculty recommendations for this degree include the following: Mathematics: MTH 2010 (in addition to MTH 2510), and Social Sciences: HIS 1010.

All students graduating from Terra State Community College with an Associate degree of any kind will be functionally proficient in common computer operations and applications. Please see your academic advisor or academic division office for further details.

To determine when courses are scheduled, see program curriculum sheet which is available from the Enrollment Services office in Building A/Room 100, from the Business and Creative Arts Division in Building D/Room 201, or on the web at www.terra.edu.

For additional transfer information, see Transfer section, pages 51–56.

ASSOCIATE OF SCIENCE

CONCENTRATION

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC 1100</td>
<td>Financial Accounting (OBU001)</td>
<td>4</td>
</tr>
<tr>
<td>ACC 1200</td>
<td>Managerial Accounting (OBU002)</td>
<td>4</td>
</tr>
<tr>
<td>LAW 2420</td>
<td>Business Law (OBU004)</td>
<td>3</td>
</tr>
<tr>
<td>ENG 1900</td>
<td>Technical Writing for Business and Industry (OBU005)</td>
<td>3</td>
</tr>
<tr>
<td>MRT 1010</td>
<td>Marketing (OBU006)</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>Concentration Required Credit Hours</strong></td>
<td><strong>12</strong></td>
</tr>
</tbody>
</table>

COLLEGE REQUIRED COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>GEN 1000</td>
<td>First-Year Seminar</td>
<td>1</td>
</tr>
<tr>
<td>CIT 1090</td>
<td>Digital Literacy and Applications</td>
<td>3</td>
</tr>
<tr>
<td>HUM 2900</td>
<td>Leading by the Humanities</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>College Required Courses Credit Hours</strong></td>
<td><strong>7</strong></td>
</tr>
</tbody>
</table>

ENGLISH/ORAL COMMUNICATIONS COURSES

By Placement:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 1050</td>
<td>College Composition I or ENG 1020</td>
<td>.3 or 5</td>
</tr>
<tr>
<td>ENG 1060</td>
<td>College Composition II*</td>
<td>3</td>
</tr>
<tr>
<td>SPE 2010</td>
<td>Effective Speaking*</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>English/Oral Communications Required Credit Hours</strong></td>
<td><strong>6</strong></td>
</tr>
</tbody>
</table>

MATHEMATICS

Choose One:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>MTH 2510</td>
<td>Calculus I* (OMT005)</td>
<td>5</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>Mathematics Required Credit Hours</strong></td>
<td><strong>3</strong></td>
</tr>
</tbody>
</table>

ARTS AND HUMANITIES

A minimum of 10 semester hours from at least 2 different discipline areas is required.

Any combination of OTM Arts and Humanities electives | 10 |

SOCIAL SCIENCES

A minimum of 10 semester hours from at least 2 different discipline areas is required.

Any combination of OTM Social Sciences electives | 4 |

NATURAL SCIENCES

A minimum of 10 semester hours is required. At least one course must contain a laboratory component or be a laboratory course.

Any combination of OTM Natural Sciences electives | 10 |

Additional elective hours may be taken from any Terra program or discipline to combine with the above requirements to complete a degree with at least 60, but not greater than 73 semester hours. Care should be taken to select elective courses that will meet specific requirements at the four-year institution. No mathematics course below the 200-level may be used as an elective. No developmental course may be used as an elective.

Any combination of additional electives | 2–13 |

TOTAL CREDIT HOURS | 60–73 |

See your advisor for appropriate course selection.

* required

** recommended

Note: Electives to be used for Mathematics, Arts and Humanities, Social Sciences, and Natural Sciences are located on page 54.
Clinical Laboratory Science Technology

Clinical Laboratory Science Technology Major

ASSOCIATE OF APPLIED SCIENCE

TECHNICAL CONCENTRATION

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO 2010</td>
<td>4</td>
</tr>
<tr>
<td>BIO 2015</td>
<td>1</td>
</tr>
<tr>
<td>BIO 2020</td>
<td>1</td>
</tr>
<tr>
<td>BIO 2025</td>
<td>1</td>
</tr>
<tr>
<td>CHM 1010</td>
<td>3</td>
</tr>
<tr>
<td>CHM 1015</td>
<td>1</td>
</tr>
<tr>
<td>CHM 1020</td>
<td>3</td>
</tr>
<tr>
<td>CHM 1025</td>
<td>1</td>
</tr>
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</table>

LORAIN CC COURSES TAUGHT ON TERRA CC CAMPUS

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>CLSC 111</td>
<td>2</td>
</tr>
<tr>
<td>CLSC 112</td>
<td>2</td>
</tr>
<tr>
<td>CLSC 123</td>
<td>2</td>
</tr>
<tr>
<td>CLSC 131</td>
<td>2</td>
</tr>
<tr>
<td>CLSC 132</td>
<td>2</td>
</tr>
<tr>
<td>CLSC 133</td>
<td>3</td>
</tr>
<tr>
<td>CLSC 134</td>
<td>2</td>
</tr>
<tr>
<td>CLSC 135</td>
<td>2</td>
</tr>
<tr>
<td>CLSC 136</td>
<td>2</td>
</tr>
<tr>
<td>CLSC 213</td>
<td>9</td>
</tr>
<tr>
<td>CLSC 221</td>
<td>10</td>
</tr>
<tr>
<td>PHLY165</td>
<td>3</td>
</tr>
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</table>

GENERAL EDUCATION AND RELATED COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>GEN 1000</td>
<td>1</td>
</tr>
<tr>
<td>ENG 1050</td>
<td>3</td>
</tr>
<tr>
<td>ENG 1060</td>
<td>3</td>
</tr>
<tr>
<td>SOC 2010</td>
<td>3</td>
</tr>
<tr>
<td>*Arts and Humanities Elective</td>
<td>3</td>
</tr>
<tr>
<td>*Social Science Elective OR</td>
<td>3</td>
</tr>
<tr>
<td>*Computer Information Systems Electives</td>
<td>3</td>
</tr>
</tbody>
</table>

Total General Education and Related Credit Hours : 13

Total CREDIT HOURS : 73

American Heart Association Healthcare Provider certification is required upon entrance into the program.

> Indicates that this course has a prerequisite.

** Indicates that a grade of "C" (2.0) or better must be earned in order to continue in the sequence OR indicates that a student may select either course, which may have an effect on the total credit hours.

Students who expect to continue on for a Baccalaureate degree should consider taking MTH 2310, CHM 1610/1615 and CHM 1620/1625, and consult with a college counselor.

A student must register for the orientation course when enrolling for more than six credit hours per semester or any course that would result in an accumulation of 13 more credit hours.

See pages 122-123 for a listing of specific electives.

See your advisor for appropriate course selection.

All students graduating from Terra State Community College with an Associate degree of any kind will be functionally proficient in common computer operations and applications. Please see your academic advisor or academic division office for further details.

To determine when courses are scheduled, see program curriculum sheet which is available from the Enrollment Services office in Building A/Room 100, from the Allied Health, Nursing, and Science Division in Building D/Room 219, or on the web at www.terra.edu.

**  Indicates that a grade of "C" (2.0) or better must be earned in order to continue in the program.

> Indicates that this course has a prerequisite.

PROGRAMS AND DEGREES
COMPUTER SYSTEMS

Computer Information Systems Major

PROGRAM OF STUDY

The Computer Information Systems program is designed for students who have a preference for structure, logic, and detail. Computers are used in almost every business, industry, and profession. Excellent opportunities exist for individuals who are goal-oriented and who possess programming language and operating skills.

Students in this program are highly motivated, organized, logical, willing to commit themselves to tasks, and complete projects on time without close supervision. Graduates of the Computer Information Systems program learn several state-of-the-art computer languages and are exposed to program development tools, including the use of fourth-generation and web-based development tools.

The faculty has identified the following Learning Outcomes for all graduates:

• Code and develop both windows and web-based application components.
• Navigate and/or configure multiple operating system platforms.
• Design and develop a relational database conforming to 3rd normal form rules and including binary relationships.
• Effectively configure and troubleshoot computer and networking hardware and software.
• Demonstrate an understanding of organizations including how individuals interact with them and the relationship between the organization and their specialty area.

POSSIBLE OCCUPATIONS:

• Programmer
• Computer Operator
• Systems Analyst
• Software Engineer
• Database Administrator

ASSOCIATE OF APPLIED BUSINESS

ASSOCIATE OF APPLIED BUSINESS

TECHNICAL CONCENTRATION

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIT 1210</td>
<td>Visual Programming</td>
<td>4</td>
</tr>
<tr>
<td>CIT 1241</td>
<td>Microcomputers</td>
<td>3</td>
</tr>
<tr>
<td>CIT 1310</td>
<td>Windows Scripting</td>
<td>2</td>
</tr>
<tr>
<td>CIT 1400</td>
<td>Networking I</td>
<td>4</td>
</tr>
<tr>
<td>CIT 2010</td>
<td>Operations and Management</td>
<td>3</td>
</tr>
<tr>
<td>CIT 2200</td>
<td>Database</td>
<td>4</td>
</tr>
<tr>
<td>CIT 2220</td>
<td>Databases and Client/Server Programming</td>
<td>4</td>
</tr>
<tr>
<td>CIT 2260</td>
<td>Introduction to C/C ++</td>
<td>3</td>
</tr>
<tr>
<td>CIT 2400</td>
<td>Networking II</td>
<td>4</td>
</tr>
<tr>
<td>CIT 2430</td>
<td>Cisco Network Security</td>
<td>3</td>
</tr>
<tr>
<td>CIT 2903</td>
<td>CIS Capstone</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><strong>Total Technical Credit Hours</strong></td>
<td><strong>37</strong></td>
</tr>
</tbody>
</table>

GENERAL EDUCATION AND RELATED COURSES

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>GEN 1000</td>
<td>First-Year Seminar</td>
<td>1</td>
</tr>
<tr>
<td>CIT 1090</td>
<td>Digital Literacy and Applications</td>
<td>3</td>
</tr>
<tr>
<td>DMT 1020</td>
<td>Web Design I</td>
<td>3</td>
</tr>
<tr>
<td>ENG 1900</td>
<td>Technical Writing for Business and Industry</td>
<td>3</td>
</tr>
<tr>
<td>Choose One:</td>
<td>ENG 1050 College Composition I or ENG 1020</td>
<td>3/5</td>
</tr>
<tr>
<td>Choose One:</td>
<td>Any college-level Math course</td>
<td>3–5</td>
</tr>
<tr>
<td>SPE 2200</td>
<td>Interpersonal Communication</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Humanities Elective</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Business Elective</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Social Science Elective</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><strong>Total General Education and Related Credit Hours</strong></td>
<td><strong>28–32</strong></td>
</tr>
</tbody>
</table>

**TOTAL CREDIT HOURS**

65–69

* See pages 122-123 for a listing of specific electives.
† See your advisor for appropriate course selection.

For available Certificate Program options, see catalog pages 125-132.

All students graduating from Terra State Community College with an Associate degree of any kind will be functionally proficient in common computer operations and applications. Please see your academic advisor or academic division office for further details.

To determine when courses are scheduled, see program curriculum sheet which is available from the Enrollment Services office in Building A/Room 100, from the Engineering Technologies and Mathematics Division in Building E/Room 107, or on the web at www.terra.edu.

www.terra.edu
**Program of Study**

The Desktop Support Management program is designed for students learning technical support tasks for business software applications in both a networked and stand-alone environment. Students in this program are highly motivated, organized, logical, and willing to commit themselves to the timely completion of the tasks without close supervision.

Graduates gain experience in several popular business software applications. Excellent opportunities exist for graduates who are goal-oriented. They will be exposed to Web Design, Program Development using Visual Basic, networking, and data communications.

The faculty has identified the following Learning Outcomes for all graduates:

- Identify, compare, and use basic data communication term, basic tools of the data communication field, and all elements necessary for connectivity between network and computer systems.
- Effectively troubleshoot and distinguish between hardware and software problems.
- Design and develop a relational database.
- Demonstrate an understanding of organizations including how individuals interact with them and the relationship between the organization and their specialty area.
- Effectively implement computer hardware and software according to system/user requirements.

**POTENTIAL OCCUPATIONS:**
- Help Desk Support
- Network Assistant
- Client Service Technician
- Desktop Technician
- Workstation Support
- PC Technician
- PC Integrator
- Network Administrator

### ASSOCIATE OF APPLIED BUSINESS

**TECHNICAL CONCENTRATION**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credit Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIT 1210</td>
<td>Visual Programming</td>
<td>4</td>
</tr>
<tr>
<td>CIT 1241</td>
<td>Microcomputers</td>
<td>3</td>
</tr>
<tr>
<td>CIT 1310</td>
<td>Windows Scripting</td>
<td>2</td>
</tr>
<tr>
<td>CIT 1400</td>
<td>Networking I</td>
<td>4</td>
</tr>
<tr>
<td>CIT 2010</td>
<td>Operations and Management</td>
<td>3</td>
</tr>
<tr>
<td>CIT 2200</td>
<td>Database</td>
<td>4</td>
</tr>
<tr>
<td>CIT 2640</td>
<td>Server Management</td>
<td>3</td>
</tr>
<tr>
<td>CIT 2901</td>
<td>DSM Capstone</td>
<td>3</td>
</tr>
<tr>
<td>OAD 2240</td>
<td>Advanced Spreadsheets</td>
<td>1</td>
</tr>
<tr>
<td>OAD 2310</td>
<td>Advanced Word Processing</td>
<td>1</td>
</tr>
<tr>
<td>OAD 2330</td>
<td>Advanced Presentation Graphics</td>
<td>1</td>
</tr>
</tbody>
</table>

Total Technical Credit Hours: 29

### GENERAL EDUCATION AND RELATED COURSES

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credit Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>GEN 1000</td>
<td>First-Year Seminar</td>
<td>1</td>
</tr>
<tr>
<td>CIT 1090</td>
<td>Digital Literacy and Applications</td>
<td>3</td>
</tr>
<tr>
<td>DMT 1010</td>
<td>Introduction to Multimedia</td>
<td>3</td>
</tr>
<tr>
<td>DMT 1020</td>
<td>Web Design I</td>
<td>3</td>
</tr>
<tr>
<td>ENG 1900</td>
<td>Technical Writing for Business and Industry</td>
<td>3</td>
</tr>
<tr>
<td>Choose One:</td>
<td>ENG 1050 College Composition I or ENG 1020</td>
<td>3/5</td>
</tr>
<tr>
<td>MGT 2670</td>
<td>Business Ethics</td>
<td>3</td>
</tr>
<tr>
<td>MTH 1310</td>
<td>Intermediate Algebra</td>
<td>4</td>
</tr>
<tr>
<td>Choose One:</td>
<td>PSY 1210 General Psychology or SOC 2010 Fundamentals of Sociology</td>
<td>3</td>
</tr>
<tr>
<td>SPE 2010</td>
<td>Effective Speaking</td>
<td>3</td>
</tr>
<tr>
<td>*Humanities Elective.</td>
<td></td>
<td>3</td>
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</tbody>
</table>

Total General Education and Related Credit Hours: 32/34

**TOTAL CREDIT HOURS**

<table>
<thead>
<tr>
<th>Credit Hrs.</th>
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</thead>
<tbody>
<tr>
<td>61/63</td>
</tr>
</tbody>
</table>

* See pages 122-123 for a listing of specific electives.

See your advisor for appropriate course selection.

For available Certificate Program options, see catalog pages 125-132.

All students graduating from Terra State Community College with an Associate degree of any kind will be functionally proficient in common computer operations and applications. Please see your academic advisor or academic division office for further details.

To determine when courses are scheduled, see program curriculum sheet which is available from the Enrollment Services office in Building A/Room 100, from the Engineering Technologies and Mathematics Division in Building E/Room 107, or on the web at www.terra.edu.
Computer Systems

Systems and Networking Support Major

Program of Study

The Systems and Networking Support program is designed for students who are analytical, enjoy problem-solving, and enjoy troubleshooting hardware, software and network connectivity issues. Reliability of connectivity of networked equipment such as computers, tablets, smart phones, etc. is mandated by today's businesses. In addition to networking infrastructure, operating systems and telecommunications, students in the program are introduced to network and operating system security, web design, computer forensics, fiber optics, CAT 5 & 6 cabling and wireless communication.

Graduates of the program will gain experience in the following: technical skills in configuring and troubleshooting connectivity of networked systems, including LAN and WAN concepts; operating systems management; problem-solving using structured logic and mathematical skills; and written and communication skills.

The faculty has identified the following learning Outcomes for all graduates:

- Effectively install, configure and troubleshoot networking hardware and software.
- Setup, configure and troubleshoot local and wide area networks including wireless based systems.
- Install, configure and troubleshoot multiple types of computer operating systems including virtualized environments.
- Install, configure and troubleshoot security software and hardware for networking equipment, computers and operating systems.
- Demonstrate an understanding of organizations including how individuals interact with them and how the graduate's specialty area fits in the organization.

Potential Occupations:
- Network Assistant
- Network Analyst
- WAN Technician
- Network Administrator
- Telecommunications Specialist

ASSOCIATE OF APPLIED BUSINESS

TECHNICAL CONCENTRATION

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIT 1210</td>
<td>Visual Programming</td>
<td>4</td>
</tr>
<tr>
<td>CIT 1241</td>
<td>Microcomputers</td>
<td>3</td>
</tr>
<tr>
<td>CIT 1310</td>
<td>Windows Scripting</td>
<td>2</td>
</tr>
<tr>
<td>CIT 1345</td>
<td>Infrastructure Management</td>
<td>3</td>
</tr>
<tr>
<td>CIT 1400</td>
<td>Networking I</td>
<td>4</td>
</tr>
<tr>
<td>CIT 2010</td>
<td>Operations and Management</td>
<td>3</td>
</tr>
<tr>
<td>CIT 2200</td>
<td>Database</td>
<td>4</td>
</tr>
<tr>
<td>CIT 2400</td>
<td>Networking II</td>
<td>4</td>
</tr>
<tr>
<td>CIT 2430</td>
<td>Cisco Network Security</td>
<td>3</td>
</tr>
<tr>
<td>CIT 2640</td>
<td>Server Management</td>
<td>3</td>
</tr>
<tr>
<td>CIT 2902</td>
<td>Systems and Networking Support Capstone</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Technical Credit Hours ........................................... 36

GENERAL EDUCATION AND RELATED COURSES

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>GEN 1000</td>
<td>First-Year Seminar</td>
<td>1</td>
</tr>
<tr>
<td>Choose One:</td>
<td>DMT 1020 Web Design I or CIT XXXX Introduction to Computer Forensics</td>
<td>3</td>
</tr>
<tr>
<td>EET 1050</td>
<td>Electricity</td>
<td>3</td>
</tr>
<tr>
<td>ENG 1900</td>
<td>Technical Writing for Business and Industry</td>
<td>3</td>
</tr>
<tr>
<td>Choose One:</td>
<td>ENG 1050 College Composition I or ENG 1020</td>
<td>3/5</td>
</tr>
<tr>
<td>Choose One:</td>
<td>Any college-level Math course</td>
<td>3–5</td>
</tr>
<tr>
<td>Choose One:</td>
<td>PSY 1210 General Psychology or SOC 2010 Fundamentals of Sociology</td>
<td>3</td>
</tr>
<tr>
<td>Choose One:</td>
<td>SPE 2010 Effective Speaking or SPE 2200 Interpersonal Communication</td>
<td>3</td>
</tr>
<tr>
<td>*Humanities Elective.</td>
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<td>3</td>
</tr>
<tr>
<td>*Natural Science Elective.</td>
<td></td>
<td>3</td>
</tr>
</tbody>
</table>

Total General Education and Related Credit Hours .... 28–32

TOTAL CREDIT HOURS ........................................ 64–68

* See pages 122-123 for a listing of specific electives.
See your advisor for appropriate course selection.

For available Certificate Program options, see catalog pages 125-132.

All students graduating from Terra State Community College with an Associate degree of any kind will be functionally proficient in common computer operations and applications. Please see your academic advisor or academic division office for further details.

To determine when courses are scheduled, see program curriculum sheet which is available from the Enrollment Services office in Building A/Room 100, from the Engineering Technologies and Mathematics Division in Building E/Room 107, or on the web at www.terra.edu.

www.terra.edu
CREATIVE WRITING (TRANSFER DEGREE)

Creative Writing Concentration

LIBERAL ARTS AND PUBLIC SERVICES DIVISION

Program of Study

Students pursuing a Creative Writing concentration should select the following courses:
ENG1850, ENG1350, ENG2350, BUS2010 and ENG2950, in addition to courses used to meet the general college degree requirements and the Ohio Transfer Module (OTM). Designed around a workshop approach, the creative writing courses themselves encourage both creativity and artistic technique in all of the major writing genres: fiction, poetry, non-fiction, and drama. Unique to Terra’s program, the Publishing in the Arts course provides students with important information on copyrighting and publishing their works. The capstone course in the program draws on the previous four courses, with the goal of submitting work for actual publication.

To make an informed selection of Arts & Humanities, Social Science, and Natural Science electives, Terra advises the transfer-intending student to consult the receiving institution to ensure maximum transferability and application of credits.

It is recommended that for the science courses students should take 100-level environmental science, chemistry, and physics classes.

Since many four-year universities require a foreign language component, it is recommended that the student pursuing this degree consider up to 16 semester hours and competencies through the second year level in a foreign language. Students should contact their transfer institution to clarify their foreign language requirements.

For additional transfer information, see Transfer section, pages 51–56.

ASSOCIATE OF ARTS

<table>
<thead>
<tr>
<th>CONCENTRATION</th>
<th>Credit Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 1850</td>
<td>Introduction to Literature. 3</td>
</tr>
<tr>
<td>ENG 1350</td>
<td>Creative Writing I. 3</td>
</tr>
<tr>
<td>ENG 2350</td>
<td>Creative Writing II 3</td>
</tr>
<tr>
<td>BUS 2010</td>
<td>Publishing in the Arts (pending) 3</td>
</tr>
<tr>
<td>ENG 2950</td>
<td>Capstone in Writing (pending) 3</td>
</tr>
<tr>
<td>Total College Required Courses Credit Hours</td>
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</table>

<table>
<thead>
<tr>
<th>COLLEGE REQUIRED COURSES</th>
</tr>
</thead>
<tbody>
<tr>
<td>GEN 1000</td>
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<tr>
<td>CIT 1090</td>
</tr>
<tr>
<td>HUM 2900</td>
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<tr>
<td>Total College Required Courses Credit Hours</td>
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<table>
<thead>
<tr>
<th>ENGLISH/ORAL COMMUNICATIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>By Placement: ENG 1050 College Composition I or ENG 1020 3 or 5</td>
</tr>
<tr>
<td>ENG 1060</td>
</tr>
<tr>
<td>SPE 2010</td>
</tr>
<tr>
<td>Total English/Oral Communications Required Credit Hours</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>MATHEMATICS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Choose One: MTH 2010 Statistics or MTH 2310 College Algebra or OTM Math elective 3 to 5</td>
</tr>
<tr>
<td>Total Mathematics Required Credit Hours</td>
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</table>

<table>
<thead>
<tr>
<th>ARTS &amp; HUMANITIES</th>
</tr>
</thead>
<tbody>
<tr>
<td>A minimum of 12 semester hours from approved OTM Arts &amp; Humanities electives. At least 2 different discipline areas are required. Any combination of OTM Arts &amp; Humanities electives 12</td>
</tr>
<tr>
<td>Total Arts &amp; Humanities Required Credit Hours</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SOCIAL SCIENCES</th>
</tr>
</thead>
<tbody>
<tr>
<td>A minimum of 10 semester hours from approved OTM Social Sciences electives. At least 2 different discipline areas are required. Any combination of OTM Arts &amp; Humanities electives 10</td>
</tr>
<tr>
<td>Total Arts &amp; Humanities Required Credit Hours</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>NATURAL SCIENCES</th>
</tr>
</thead>
<tbody>
<tr>
<td>A minimum of 7 semester hours from approved OTM Natural Science electives are required. At least one course must contain a laboratory component or be a laboratory course. Any combination of OTM Natural Sciences electives .7</td>
</tr>
<tr>
<td>Total Natural Sciences Required Credit Hours</td>
</tr>
</tbody>
</table>

Additional elective hours should be taken from any Terra program or discipline to combine with the above requirements to complete a degree with at least 60, but not greater than 73 semester hours. Care should be taken to select elective courses that will meet specific requirements at the four-year institution. Any mathematics course below the 2000 level may not be used as an elective. Any developmental course may not be used as an elective.

Any combination of additional electives 0 - 13

TOTAL CREDIT HOURS 60 – 73

* required
** recommended at state TAG level

See your advisor for appropriate course selection.

Note: Electives to be used for Mathematics, Arts and Humanities, Social Sciences, and Natural Sciences are located on page 54.
# Digital Arts and Media Design

## 3-D Animation Major

**BUSINESS AND CREATIVE ARTS DIVISION**

### Program of Study

This Associate of Applied Science degree will provide students with a spectrum of skills, knowledge, and opportunities that are reflected in the diverse careers that graduates can pursue.

The 3-D Animation major incorporates design skills, and technical training, as well as critical thinking skills in its curriculum. Students are provided with a balanced synthesis of theory, practice, and production in a major that links the areas of graphic design, communication, and computer-based media.

The faculty has identified the following Learning Outcomes for all graduates:

- Three-dimensional spatial visualization.
- Computer-aided, three-dimensional layout.
- Three-dimensional programming and kinematics.
- Digital editing software skills in video and supportive audio.
- Post production, rendering, and multimedia composition skills.
- An understanding of Virtual Reality (VRML) web tools.
- Competency with interactive software authoring programs.

### ASSOCIATE OF APPLIED SCIENCE

#### TECHNICAL CONCENTRATION

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>DMT 1010</td>
<td>Introduction to Multimedia</td>
<td>3</td>
</tr>
<tr>
<td>DMT 1020</td>
<td>Web Design I</td>
<td>3</td>
</tr>
<tr>
<td>DMT 1030</td>
<td>Visual Communication</td>
<td>3</td>
</tr>
<tr>
<td>DMT 1040</td>
<td>Digital Photography</td>
<td>3</td>
</tr>
<tr>
<td>DMT 1100</td>
<td>Digital 3D Production</td>
<td>4</td>
</tr>
<tr>
<td>DMT 2010</td>
<td>Introduction to Digital Video Production</td>
<td>3</td>
</tr>
<tr>
<td>DMT 2020</td>
<td>Digital Creation and Editing</td>
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<td>DMT 2030</td>
<td>Digital Video Production II</td>
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<td>DMT 2500</td>
<td>Advanced 3D Animation</td>
<td>4</td>
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<tr>
<td>DMT 2550</td>
<td>3D Character Development</td>
<td>3</td>
</tr>
<tr>
<td>DMT 2600</td>
<td>Multimedia Project (Capstone)</td>
<td>3</td>
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</table>

Total Technical Credit Hours: 35

#### GENERAL EDUCATION AND RELATED COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>GEN 1000</td>
<td>First-Year Seminar</td>
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</tr>
<tr>
<td>CIT 1090</td>
<td>Digital Literacy and Applications</td>
<td>3</td>
</tr>
<tr>
<td>Choose One:</td>
<td>ENG 1050 College Composition I or ENG 1020</td>
<td>3/5</td>
</tr>
<tr>
<td>ENG 1900</td>
<td>Technical Writing for Business and Industry</td>
<td>3</td>
</tr>
<tr>
<td>HUM 1050</td>
<td>Introduction to Film</td>
<td>3</td>
</tr>
<tr>
<td>MRT 1010</td>
<td>Marketing</td>
<td>3</td>
</tr>
<tr>
<td>MRT 1140</td>
<td>Advertising</td>
<td>3</td>
</tr>
<tr>
<td>MTH 1310</td>
<td>Intermediate Algebra</td>
<td>4</td>
</tr>
<tr>
<td>PHY 1070</td>
<td>Survey of Physics</td>
<td>3</td>
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<tr>
<td>SPE 2010</td>
<td>Effective Speaking</td>
<td>3</td>
</tr>
<tr>
<td>*Social Science Elective</td>
<td>3</td>
<td></td>
</tr>
</tbody>
</table>

Total General Education and Related Credit Hours: 32/34

**TOTAL CREDIT HOURS: 67–69**

* See pages 122-123 for a listing of specific electives.
  See your advisor for appropriate course selection.

For available Certificate Program options, see catalog pages 125-132.

All students graduating from Terra State Community College with an Associate degree of any kind will be functionally proficient in common computer operations and applications. Please see your academic advisor or academic division office for further details.

To determine when courses are scheduled, see program curriculum sheet which is available from the Enrollment Services office in Building A/Room 100, from the Business and Creative Arts Division in Building D/Room 201, or on the web at www.terra.edu.

---

**POTENTIAL OCCUPATIONS:**
- Multimedia Producer
- Interactive Artist
- Information Manager
- CD-ROM Developer
- Digital Illustrator
- Digital Animator

---
DIGITAL ARTS AND MEDIA DESIGN

Design for Print Major

BUSINESS AND CREATIVE ARTS DIVISION

Program of Study

Terra’s Design for Print major emphasizes design and photography. Many of Terra’s students are graduates of graphics and commercial art programs in Career Centers, but most have had little previous training in the field.

Graphics professionals must be technically trained, creative individuals. Students develop the ability to solve communication problems with a technical/creative approach. Traditional and computerized applications to various media are studied in theory and practice.

Internships and Co-ops in industry have come to be expected by employers. In a society that is constantly in search of access to information and obsessed with change, it stands to reason that printing and design are everywhere. Opportunities are vast; almost 100,000 plants generate $100 billion in business every year.

The faculty has identified the following Learning Outcomes for all graduates:

- Demonstrate the ability to use various computer applications for the purposes of page layout, image-editing, and graphic design.
- Solve communications problems with a technical/creative approach.
- Design effectively with type.
- Present themselves and their ideas in an organized and professional manner.
- Demonstrate the ability to manage a design problem from conceptualization to a finished layout.
- Demonstrate the ability to use digital and video photographic equipment.

ASSOCIATE OF APPLIED SCIENCE

TECHNICAL CONCENTRATION

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>DMT 1010</td>
<td>Introduction to Multimedia.</td>
<td>3</td>
</tr>
<tr>
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<td>Visual Communication.</td>
<td>3</td>
</tr>
<tr>
<td>DMT 1040</td>
<td>Digital Photography</td>
<td>3</td>
</tr>
<tr>
<td>DMT 1310</td>
<td>Design</td>
<td>3</td>
</tr>
<tr>
<td>DMT 2010</td>
<td>Introduction to Digital Video Production.</td>
<td>3</td>
</tr>
<tr>
<td>DMT 2600</td>
<td>Multimedia Project (Capstone)</td>
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</tr>
<tr>
<td>PET 1100</td>
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<td>PET 1100</td>
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<tr>
<td>Total Technical Credit Hours</td>
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</table>

GENERAL EDUCATION AND RELATED COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>GEN 1000</td>
<td>First-Year Seminar</td>
<td>1</td>
</tr>
<tr>
<td>CIT 1090</td>
<td>Digital Literacy and Applications.</td>
<td>3</td>
</tr>
<tr>
<td>ENG 1350</td>
<td>Creative Writing</td>
<td>3</td>
</tr>
<tr>
<td>HUM 1050</td>
<td>Introduction to Film</td>
<td>3</td>
</tr>
<tr>
<td>MGT 1250</td>
<td>Leadership Development.</td>
<td>3</td>
</tr>
<tr>
<td>MRT 1010</td>
<td>Marketing</td>
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<tr>
<td>MRT 1140</td>
<td>Advertising</td>
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</tr>
<tr>
<td>MRT 1300</td>
<td>Public Relations</td>
<td>4</td>
</tr>
<tr>
<td>MTH 1310</td>
<td>Intermediate Algebra</td>
<td>4</td>
</tr>
<tr>
<td>SPE 2010</td>
<td>Effective Speaking</td>
<td>3</td>
</tr>
<tr>
<td>*</td>
<td>Social Science Elective.</td>
<td>3</td>
</tr>
<tr>
<td>†</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>Total General Education and Related Credit Hours</td>
<td>36/38</td>
<td></td>
</tr>
</tbody>
</table>

TOTAL CREDIT HOURS 64/66

* Students should meet with their academic advisor to select appropriate DMT or ART electives.
† See pages 122-123 for a listing of specific electives.

For available Certificate Program options, see catalog pages 125-132.

All students graduating from Terra State Community College with an Associate degree of any kind will be functionally proficient in common computer operations and applications. Please see your academic advisor or academic division office for further details.

To determine when courses are scheduled, see program curriculum sheet which is available from the Enrollment Services office in Building A/Room 100, from the Business and Creative Arts Division in Building D/Room 201, or on the web at www.terra.edu.

POTENTIAL OCCUPATIONS:

- Printing Press Operator
- Pressman
- Offset Press Operator
- Screen Printer
- Print Production Supervisor
- Customer Service Representative
- Printing Salesperson
DIGITAL ARTS AND MEDIA DESIGN

Web Design Major

BUSINESS AND CREATIVE ARTS DIVISION

Program of Study

Today, the computer is the primary means of production. Information is the commodity in demand and telecommunication lines are the highways through which information is transported. This major will prepare students to enter the world of e-commerce including web site design, programming support, and management. Four foundational areas of study include: design, technical training, communications, and critical thinking.

Students will learn all the skills necessary to participate in the exciting world of e-commerce, a fast growing field where job opportunities are virtually unlimited.

The faculty has identified the following Learning Outcomes for all graduates:

- Demonstrate ability to create a simple web site with links, graphics, and tables.
- Demonstrate ability to create a web site with scripting components.
- Demonstrate ability to create a web site with PHP and ASP scripts.
- Demonstrate ability to create a dynamic web site with access to an online database having the capabilities to add, delete, and change all records.
- Demonstrate ability to create and edit graphics both in photographic and drawn formats.
- Demonstrate ability to create interactive content pieces using leading authoring software.

ASSOCIATE OF APPLIED SCIENCE

TECHNICAL CONCENTRATION

<table>
<thead>
<tr>
<th>Course</th>
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<th>Credit Hrs.</th>
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</thead>
<tbody>
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<td>Introduction to Multimedia.</td>
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<td>Web Design I</td>
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<tr>
<td>DMT 1040</td>
<td>Digital Photography</td>
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<td>DMT 2010</td>
<td>Introduction to Digital Video Production</td>
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<td>DMT 2020</td>
<td>Digital Creation and Editing</td>
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</tr>
<tr>
<td>DMT 2030</td>
<td>Digital Video Production II</td>
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<tr>
<td>DMT 2100</td>
<td>Web Design II</td>
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<tr>
<td>DMT 2150</td>
<td>Interactive Media</td>
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<tr>
<td>DMT 2600</td>
<td>Multimedia Project (Capstone)</td>
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</table>

Total Technical Credit Hours: 34

GENERAL EDUCATION AND RELATED COURSES

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<thead>
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<td>First-Year Seminar</td>
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</tr>
<tr>
<td>CIT 1090</td>
<td>Digital Literacy and Applications</td>
<td>3</td>
</tr>
<tr>
<td>CIT 2230</td>
<td>Advanced Database</td>
<td>1</td>
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<tr>
<td>Choose One:</td>
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<tr>
<td>ENG 1050</td>
<td>College Composition I</td>
<td>3/5</td>
</tr>
<tr>
<td>HUM 1900</td>
<td>Technical Writing for Business and Industry</td>
<td>3</td>
</tr>
<tr>
<td>Choose One:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MTH 1310</td>
<td>Intermediate Algebra</td>
<td>4</td>
</tr>
<tr>
<td>PHY 1070</td>
<td>Survey of Physics</td>
<td>3</td>
</tr>
<tr>
<td>SPE 2010</td>
<td>Effective Speaking</td>
<td>3</td>
</tr>
<tr>
<td>*Social Science Elective</td>
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</table>

Total General Education and Related Credit Hours: 30/32

TOTAL CREDIT HOURS: 64-66

* See pages 122-123 for a listing of specific electives.

See your advisor for appropriate course selection.

For available Certificate Program options, see catalog pages 125-132.

All students graduating from Terra State Community College with an Associate degree of any kind will be functionally proficient in common computer operations and applications. Please see your academic advisor or academic division office for further details.

To determine when courses are scheduled, see program curriculum sheet which is available from the Enrollment Services office in Building A/Room 100, from the Business and Creative Arts Division in Building D/Room 201, or on the web at www.terra.edu.
EARLY CHILDHOOD EDUCATION
Early Childhood Education Major

LIBERAL ARTS AND PUBLIC SERVICES DIVISION

Program of Study

With tighter legislative controls over child care centers and their employees, new laws have dramatically affected the quality of service and the required qualifications of those in Early Childhood Education. Public school systems and Head Start are providing early childhood settings. Teachers are required to have appropriate certification/licensure that follow the Ohio Department of Education guidelines.

Terra’s Associate of Applied Science degree in Early Childhood Education is a fully-approved program for the State of Ohio Department of Education’s teaching licensure as a “Pre-Kindergarten Associate.” Specialized admission requirements and performance objectives are detailed by law.

The faculty has identified the following Learning Outcomes for all graduates:

- Develop skills in operational procedures based on NAEC/Ohio’s Early Childhood Core Knowledge and Competency guidelines useful in a variety of early childhood settings.
- Possess a theoretical knowledge of stages of human growth, development, and developmental domains.
- Develop sociological knowledge and skills to work with children and families of diverse economic, cultural, and social background, as well as those dealing with a variety of exceptionals.
- Demonstrate skills in program planning, assessment, guidance of children both individually and in groups, preparing the environment, and working in collaboration with others.
- Provide proof of Ohio Department of Education guidelines for working with children in the state of Ohio.
- See themselves as a member of a larger professional community, and accept the responsibility of personal professional growth.
- Realize the importance of children’s physical wellbeing as a basic foundation for their growth, development, and learning

POTENTIAL OCCUPATIONS:

- Early Childhood Director
- Early Childhood Teacher
- Teacher Assistant
- Children’s Tutor
- School-Age Child Care Administrator and Teacher
- Child Care Resource Referral
- Education Coordinator
- Home Visitor
- Home Day Care Provider

ASSOCIATE OF INDIVIDUALIZED STUDY

TECHNICAL CONCENTRATION

<table>
<thead>
<tr>
<th>Credit Hrs.</th>
<th>Course Title</th>
</tr>
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<tbody>
<tr>
<td>3</td>
<td>ECE 1000 Introduction to Early Childhood Education.</td>
</tr>
<tr>
<td>1</td>
<td>ECE 1010 Teacher as a Professional</td>
</tr>
<tr>
<td>3</td>
<td>ECE 1100 Child Development</td>
</tr>
<tr>
<td>3</td>
<td>ECE 1200 Observation, Documentation, and Assessment in ECE</td>
</tr>
<tr>
<td>3</td>
<td>ECE 1210 Infant and Toddler Curriculum</td>
</tr>
<tr>
<td>3</td>
<td>ECE 1420 Creative Experiences in Early Childhood Education</td>
</tr>
<tr>
<td>3</td>
<td>ECE 2030 Family, School, and Community</td>
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<tr>
<td>3</td>
<td>ECE 2130 Nutrition, Health, and Safety</td>
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<td>3</td>
<td>ECE 2300 Cognitive Curriculum for Early Childhood Education</td>
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<tr>
<td>3</td>
<td>ECE 2400 Behavior Guidance for Young Children</td>
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<td>3</td>
<td>ECE 2500 Emergent Language Literacy</td>
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<td>3</td>
<td>ECE 2630 Administration and Leadership in Early Childhood Education</td>
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<td>3</td>
<td>ECE 2680 Educational Practicum</td>
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<td>Total Technical Credit Hours</td>
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GENERAL EDUCATION AND RELATED COURSES

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<th>Course Title</th>
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<tbody>
<tr>
<td>1</td>
<td>GEN 1000 First-Year Seminar</td>
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<tr>
<td>3</td>
<td>EDU 1010 Introduction to Educational Technology</td>
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<td>EDU 1020 Introduction to Education</td>
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<td>3</td>
<td>EDU 1100 Educational Psychology</td>
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<td>3</td>
<td>EDU 1320 Children with Exceptionalities</td>
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<tr>
<td>3/5</td>
<td>Choose One: ENG 1050 College Composition I or ENG 1020</td>
</tr>
<tr>
<td>3</td>
<td>ENG 1060 College Composition II</td>
</tr>
<tr>
<td>3</td>
<td>PSY 1210 General Psychology</td>
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<tr>
<td>3</td>
<td>SPE 2010 Effective Speaking</td>
</tr>
<tr>
<td>3</td>
<td>Choose One: *Humanities Elective</td>
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<td>† Mathematics Elective</td>
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<td>Total General Education and Related Credit Hours</td>
</tr>
<tr>
<td>69/71</td>
<td>TOTAL CREDIT HOURS</td>
</tr>
</tbody>
</table>

† Mathematics Elective: Students should choose either MTH 1310, Intermediate Algebra or MTH 1110, Business Math. MTH classes below 2000 do not meet transfer module requirements.

* See pages 122-123 for a listing of specific electives.

See your advisor for appropriate course selection.

For available Certificate Program options, see catalog pages 125-132.

To be licensed by the ODJFS, ECE graduates must also complete training in CPR, First Aid, Communicable Disease, and Child Abuse. It is recommended that this training be completed during the second year of the degree.

All students graduating from Terra State Community College with an Associate degree of any kind will be functionally proficient in common computer operations and applications. Please see your academic advisor or academic division office for further details.

To determine when courses are scheduled, see program curriculum sheet which is available from the Enrollment Services office in Building A/Room 100, from the Liberal Arts and Public Services Division in Building A/Room 202, or on the web at www.terra.edu.
**ECONOMICS (Transfer Degree)**

**Economics Concentration**

**LIBERAL ARTS AND PUBLIC SERVICES DIVISION**

**Program of Study**

Students pursuing an Economics Concentration should select the following 6 hours of ECO2010 and ECO2020, in addition to courses used to meet the general college degree requirements and the Ohio Transfer Module.

To make an informed selection of Arts and Humanities, Social Science, and Natural Science electives, Terra advises the transfer-intending student to consult the receiving institution to ensure maximum transferability and application of credits.

Economics may be included at other institutions with the Colleges of Arts Sciences or Colleges of Business, which may impact whether a foreign language is included. Since many four-year universities require a foreign language component, it is recommended that the student pursing this degree consider up to 16 semester hours and competencies through the second year level in a foreign language. Students should contact their transfer institution to determine their foreign language requirements.

Terra faculty recommendations for this degree include the following: Social Sciences: non-HIS courses (check receiving institution). Recommended science courses include 100-level environmental science, chemistry, and physics classes.

All students graduating from Terra State Community College with an Associate degree of any kind will be functionally proficient in common computer operations and applications. Please see your academic advisor or academic division office for further details.

To determine when courses are scheduled, see program curriculum sheet which is available from the Enrollment Services office in Building A/Room 100, from the Liberal Arts and Public Services Division in Building A/Room 202, or on the web at www.terra.edu.

For additional transfer information, see Transfer section, pages 51–56.

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**ASSOCIATE OF ARTS**

<table>
<thead>
<tr>
<th>CONCENTRATION</th>
<th>Credit Hrs.</th>
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</thead>
<tbody>
<tr>
<td>ECO 2010</td>
<td>Macroeconomics (OSS005)</td>
</tr>
<tr>
<td>ECO 2020</td>
<td>Microeconomics (OSS004)</td>
</tr>
<tr>
<td>ACC 1100</td>
<td>Financial Accounting (OBU001)</td>
</tr>
<tr>
<td>MTH 2010</td>
<td>Statistics (OTM)</td>
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<tr>
<td><strong>Total Concentration Credit Hours</strong></td>
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</table>

**COLLEGE REQUIRED COURSES**

- GEN 1000 First-Year Seminar* | 1
- CIT 1090 Digital Literacy and Applications* | 3
- HUM 2900 Leading by the Humanities* | 3
- **College Required Courses Credit Hours** | **7**

**ENGLISH/ORAL COMMUNICATIONS COURSES**

- By Placement: ENG 1050 College Composition I or ENG 1020. 3 or 5
- ENG 1060 College Composition II* | 3
- SPE 2010 Effective Speaking* | 3
- **English/Oral Communications Required Credit Hours** | **6**

**MATHEMATICS**

- MTH 2510 Calculus and Analytic Geometry I ** | 5
- **Mathematics Required Credit Hours** | **3**

**ARTS AND HUMANITIES**

A minimum of 12 semester hours from at least 2 different discipline areas is required.
- Any combination of OTM Arts and Humanities electives | 12
- **Arts and Humanities Required Credit Hours** | **12**

**SOCIAL SCIENCES**

A minimum of 10 semester hours from at least 1 discipline (other than Economics) is required.
- Any combination of OTM Social Sciences electives | 10
- **Social Sciences Required Credit Hours** | **10**

**NATURAL SCIENCES**

A minimum of 7 semester hours is required. At least one course must contain a laboratory component or be a laboratory course.
- Any combination of OTM Natural Sciences electives | 7
- **Natural Sciences Required Credit Hours** | **7**

Additional elective hours may be taken from any Terra program or discipline to combine with the above requirements to complete a degree with at least 60, but not greater than 73 semester hours. Care should be taken to select elective courses that will meet specific requirements at the four-year institution. No mathematics course below the 200-level may be used as an elective. No developmental course may be used as an elective.
- Any combination of additional electives | 1–14
- **TOTAL CREDIT HOURS** | **60–73**

See your advisor for appropriate course selection.
* required
** recommended by state Transfer Assurance Guide (TAG)

Note: Electives to be used for Mathematics, Arts and Humanities, Social Sciences, and Natural Sciences are located on page 54.


**EDUCATION (TRANSFER DEGREE)**

**Liberal Arts and Public Services Division**

**Program of Study**

Students pursuing an Education concentration should select the following 12 hours in the concentration area, in addition to courses used to meet the general college degree requirements and the Ohio Transfer Module.

To make an informed selection of Arts and Humanities, Social Science, and Natural Science electives, Terra advises the transfer-intending student to consult the receiving institution to ensure maximum transferability and application of credits.

Since many four-year universities require a foreign language component, it is recommended that the student pursuing this degree consider up to 16 semester hours and competencies through the second year level in a foreign language. Students should contact their transfer institution to clarify their foreign language requirements.

Recommended science courses include 100-level environmental science, chemistry, and physics classes.

The transfer student should note that while this concentration is listing Education as the area in general, the state-wide Transfer Assurance Guides (TAG) include different specific advising recommendations depending on which TAG Education area is used. Specific TAGs for Education are the following: Professional Education Module; Professional Education Module for Intervention Specialist; Professional Education Module for Middle School Science; Professional Education Module for Middle School Math; Professional Education Module for AYA Science; and Professional Education Module for AYA Math. Students should meet with their advisors for further details.

All students graduating from Terra State Community College with an Associate of Arts degree of any kind will be functionally proficient in common computer operations and applications. Please see your academic advisor or academic division office for further details.

To determine when courses are scheduled, see program curriculum sheet which is available from the Enrollment Services office in Building A/Room 100, from the Liberal Arts and Public Services Division in Building A/Room 202, or on the web at www.terra.edu.

For additional transfer information, see Transfer section, pages 51–56.

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**ASSOCIATE OF ARTS**

**Concentration**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDU 1010</td>
<td>Introduction to Educational Technology (OED002)</td>
<td>3</td>
</tr>
<tr>
<td>EDU 1020</td>
<td>Introduction to Education (OED001)</td>
<td>3</td>
</tr>
<tr>
<td>EDU 1100</td>
<td>Educational Psychology (OED003)</td>
<td>3</td>
</tr>
<tr>
<td>EDU 1320</td>
<td>Children with Exceptionalities (OED004)</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><strong>Total Concentration Credit Hours</strong></td>
<td><strong>12</strong></td>
</tr>
</tbody>
</table>

**College Required Courses**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>GEN 1000</td>
<td>First-Year Seminar*</td>
<td>1</td>
</tr>
<tr>
<td>HUM 2900</td>
<td>Leading by the Humanities*</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><strong>College Required Credit Hours</strong></td>
<td><strong>4</strong></td>
</tr>
</tbody>
</table>

**English/oral Communications Courses**

By Placement:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 1050</td>
<td>College Composition I or ENG 1020</td>
<td>.3 or 5</td>
</tr>
<tr>
<td>ENG 1060</td>
<td>College Composition II*</td>
<td>3</td>
</tr>
<tr>
<td>SPE 2010</td>
<td>Effective Speaking*</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><strong>English/oral Communications Required Credit Hours</strong></td>
<td><strong>6</strong></td>
</tr>
</tbody>
</table>

**Mathematics**

Choose One:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>MTH 2010</td>
<td>Statistics or MTH 2310 College Algebra</td>
<td>3 to 5</td>
</tr>
<tr>
<td></td>
<td><strong>Mathematics Required Credit Hours</strong></td>
<td><strong>3</strong></td>
</tr>
</tbody>
</table>

**Arts and Humanities**

A minimum of 12 semester hours from at least 2 different discipline areas is required.

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Credit Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Any combination of OTM Arts and Humanities electives</td>
<td>12</td>
</tr>
<tr>
<td><strong>Arts and Humanities Required Credit Hours</strong></td>
<td><strong>12</strong></td>
</tr>
</tbody>
</table>

**Social Sciences**

A minimum of 10 semester hours from at least 2 different discipline areas is required.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSY 1210</td>
<td>General Psychology**</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><strong>With any combination of OTM Social Sciences electives</strong></td>
<td><strong>7</strong></td>
</tr>
<tr>
<td></td>
<td><strong>Social Sciences Required Credit Hours</strong></td>
<td><strong>10</strong></td>
</tr>
</tbody>
</table>

**Natural Sciences**

A minimum of 7 semester hours is required. At least one course must contain a laboratory component or be a laboratory course.

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Credit Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Any combination of OTM Natural Sciences electives</td>
<td>7</td>
</tr>
<tr>
<td><strong>Natural Sciences Required Credit Hours</strong></td>
<td><strong>7</strong></td>
</tr>
</tbody>
</table>

Additional elective hours may be taken from any Terra program or discipline to combine with the above requirements to complete a degree with at least 60, but not greater than 73 semester hours. Care should be taken to select elective courses that will meet specific requirements at the four-year institution. No mathematics course below the 200-level may be used as an elective. No developmental course may be used as an elective.

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Credit Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Any combination of additional electives</td>
<td>3–16</td>
</tr>
<tr>
<td><strong>TOTAL CREDIT HOURS</strong></td>
<td><strong>57–70</strong></td>
</tr>
</tbody>
</table>

See your advisor for appropriate course selection.

**required**

**recommended at state TAG level**

Note: Electives to be used for Mathematics, Arts and Humanities, Social Sciences, and Natural Sciences are located on page 54.
EDUCATION (Transfer Degree)
Early Childhood Education Concentration

**Program of Study**

Students pursuing an Early Childhood Education concentration in Education should select the following 18 hours in EDU1010, EDU1020, EDU1100, EDU1320, ECE1100, ECE2030, in addition to courses used to meet the general college degree requirements and the Ohio Transfer Module (OTM).

To make an informed selection of Arts & Humanities, Social Science, and Natural Science electives, Terra advises the transfer-intending student to consult the receiving institution to ensure maximum transferability and application of credits.

It is recommended that for the science courses students should take 100-level environmental science, chemistry, and physics classes.

Since many four-year universities require a foreign language component, it is recommended that the student pursuing this degree consider up to 16 semester hours and competencies through the second year level in a foreign language. Students should contact their transfer institution to clarify their foreign language requirements.

For additional transfer information, see Transfer section, pages 51–56.

**ASSOCIATE OF ARTS**

### CONCENTRATION

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDU 1010</td>
<td>Introduction to Educational Technology (OED002).</td>
<td>3</td>
</tr>
<tr>
<td>EDU 1020</td>
<td>Introduction to Education (OED001)</td>
<td>3</td>
</tr>
<tr>
<td>EDU 1100</td>
<td>Educational Psychology (OED003)</td>
<td>3</td>
</tr>
<tr>
<td>EDU 1320</td>
<td>Children with Exceptionalities (OED004)</td>
<td>3</td>
</tr>
<tr>
<td>ECE 1100</td>
<td>Child Development (pending)</td>
<td>3</td>
</tr>
<tr>
<td>ECE 2030</td>
<td>Family, School, and Community (pending)</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><strong>Total College Required Courses Credit Hours.</strong></td>
<td><strong>18</strong></td>
</tr>
</tbody>
</table>

### COLLEGE REQUIRED COURSES.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>GEN 1000</td>
<td>First-Year Seminar*</td>
<td>1</td>
</tr>
<tr>
<td>CIT 1090</td>
<td>Computer Fundamentals*</td>
<td>3</td>
</tr>
<tr>
<td>HUM 2900</td>
<td>Leading by the Humanities*</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><strong>Total College Required Courses Credit Hours.</strong></td>
<td><strong>7</strong></td>
</tr>
</tbody>
</table>

### ENGLISH/ORAL COMMUNICATIONS

By Placement:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 1050</td>
<td>College Composition I or ENG 1020</td>
<td>3 or 5</td>
</tr>
<tr>
<td>ENG 1060</td>
<td>College Composition II*</td>
<td>3</td>
</tr>
<tr>
<td>SPE 2010</td>
<td>Effective Speaking**</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><strong>Total English/Oral Communications Required Credit Hours.</strong></td>
<td><strong>6</strong></td>
</tr>
</tbody>
</table>

### MATHEMATICS

Choose One:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>MTH 2010</td>
<td>Statistics or MTH 2310 College Algebra or OTM Math elective</td>
<td>3 to 5</td>
</tr>
<tr>
<td></td>
<td><strong>Total Mathematics Required Credit Hours.</strong></td>
<td><strong>3</strong></td>
</tr>
</tbody>
</table>

### ARTS & HUMANITIES

Twelve semester hours from at least 2 different discipline areas are required.

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Credit Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Any combination of OTM Arts &amp; Humanities electives</td>
<td>12</td>
</tr>
<tr>
<td><strong>Total Arts &amp; Humanities Required Credit Hours.</strong></td>
<td><strong>12</strong></td>
</tr>
</tbody>
</table>

### SOCIAL SCIENCES

Ten semester hours from at least 2 different discipline areas are required.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSY 1210</td>
<td>General Psychology (05015)**</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Any combination of OTM Social Sciences electives</td>
<td>7</td>
</tr>
<tr>
<td></td>
<td><strong>Total Social Sciences Required Credit Hours.</strong></td>
<td><strong>10</strong></td>
</tr>
</tbody>
</table>

### NATURAL SCIENCES

A minimum of 7 semester hours are required. At least one course must contain a laboratory component or be a laboratory course.

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Credit Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Any combination of OTM Natural Sciences electives</td>
<td>7</td>
</tr>
<tr>
<td><strong>Total Natural Sciences Required Credit Hours.</strong></td>
<td><strong>7</strong></td>
</tr>
</tbody>
</table>

Additional elective hours should be taken from any Terra program or discipline to combine with the above requirements to complete a degree with at least 60, but not greater than 73 semester hours. Care should be taken to select elective courses that will meet specific requirements at the four-year institution. Any mathematics course below the 2000 level may not be used as an elective. Any developmental course may not be used as an elective.

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Credit Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Any combination of additional electives</td>
<td>0 – 10</td>
</tr>
</tbody>
</table>

**TOTAL CREDIT HOURS** 63 – 73

* required

** recommended at state TAG level

See your advisor for appropriate course selection.

Note: Electives to be used for Mathematics, Arts and Humanities, Social Sciences, and Natural Sciences are located on page 54.
ELECTRICAL ENGINEERING TECHNOLOGY (TRANSFER DEGREE)

Electrical Engineering Technology Concentration

Program of Study

Students pursuing a concentration in Electrical Engineering Technology should select a minimum of 12 hours from the following courses:
EET 1700, EET 1710, EET 1720, EET 2730, and EET 2740. Please note that all five courses complete the Transfer Assurance Guide (TAG) major courses for Electrical Engineering Technology. These are in addition to courses used to meet the college general requirements and the Ohio Transfer Module (OTM).

To make an informed selection of Arts and Humanities, Social Science, and Natural Science electives, Terra advises the transfer-intending student to consult the receiving institution to ensure maximum transferability and application of credits.

Terra faculty recommend that the student also enroll in General Physics II and General Physics II Lab as part of their natural sciences.

All students graduating from Terra State Community College with an Associate degree of any kind will be functionally proficient in common computer operations and applications. Please see your academic advisor or academic division office for further details.

To determine when courses are scheduled, see program curriculum sheet which is available from the Enrollment Services office in Building A/Room 100, from the Engineering Technologies and Mathematics Division in Building E/Room 107, or on the web at www.terra.edu.

For additional transfer information, see Transfer section, pages 51–56.

ASSOCIATE OF SCIENCE

CONCENTRATION

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>EET 1700</td>
<td>DC Circuits (OET001)</td>
<td>3</td>
</tr>
<tr>
<td>EET 1710</td>
<td>AC Circuits (OET003)</td>
<td>3</td>
</tr>
<tr>
<td>EET 1720</td>
<td>Electronics (OET005)</td>
<td>4</td>
</tr>
<tr>
<td>EET 2730</td>
<td>Digital Circuits (OET002)</td>
<td>4</td>
</tr>
<tr>
<td>EET 2740</td>
<td>Microprocessors (OET004)</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Concentration Credit Hours</td>
<td>18</td>
</tr>
</tbody>
</table>

COLLEGE REQUIRED COURSES

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>GEN 1000</td>
<td>First-Year Seminar*</td>
<td>1</td>
</tr>
<tr>
<td>CIT 1090</td>
<td>Digital Literacy and Applications*</td>
<td>3</td>
</tr>
<tr>
<td>HUM 2900</td>
<td>Leading by the Humanities*</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>College Required Courses Credit Hours</td>
<td>7</td>
</tr>
</tbody>
</table>

ENGLISH/ORAL COMMUNICATIONS COURSES

By Placement:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 1050</td>
<td>College Composition I or ENG 1020</td>
<td>.3 or 5</td>
</tr>
<tr>
<td>ENG 1060</td>
<td>College Composition II*</td>
<td>3</td>
</tr>
<tr>
<td>SPE 2010</td>
<td>Effective Speaking*</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>English/Oral Communications Required Credit Hours</td>
<td>6</td>
</tr>
</tbody>
</table>

MATHEMATICS

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>MTH 2350</td>
<td>Pre-Calculus** (or MTH 2310 + MTH 2320) (OTM)</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Mathematics Required Credit Hours</td>
<td>4</td>
</tr>
</tbody>
</table>

ARTS AND HUMANITIES

A minimum of 10 semester hours from at least 2 different discipline areas is required.

Any combination of OTM Arts and Humanities electives | 10

Social Sciences Required Credit Hours | 10

SOCIAL SCIENCES

A minimum of 10 semester hours from at least 2 different discipline areas is required.

Any combination of OTM Social Sciences electives | 10

Social Sciences Required Credit Hours | 10

NATURAL SCIENCES

A minimum of 10 semester hours is required. At least one course must contain a laboratory component or be a laboratory course.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHY 1310</td>
<td>General Physics I**</td>
<td>4</td>
</tr>
<tr>
<td>PHY 1315</td>
<td>General Physics I Lab**</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>Any combination of OTM Natural Sciences electives</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>Natural Sciences Required Credit Hours</td>
<td>10</td>
</tr>
</tbody>
</table>

Additional elective hours may be taken from any Terra program or discipline to combine with the above requirements to complete a degree with at least 60, but not greater than 73 semester hours. Care should be taken to select elective courses that will meet specific requirements at the four-year institution. No mathematics course below the 200-level may be used as an elective. No developmental course may be used as an elective.

Any combination of additional electives | 0–12

TOTAL CREDIT HOURS | 61–73

See your advisor for appropriate course selection.

* required

** recommended at state Transfer Assurance Guide (TAG) level

Note: Electives to be used for Mathematics, Arts and Humanities, Social Sciences, and Natural Sciences are located on page 54.
Program of Study

The Industrial Electricity program prepares students for maintenance and electrical technician positions. Students receive hands-on training on programmable controllers (PLC), AC/DC motors and generators, transformers, test equipment, basic hydraulic systems, and industrial wiring practices according to the National Electrical Code.

The basic fundamentals are stressed in this curriculum so that graduates can adapt to the continuous changes in this field.

The faculty has identified the following Learning Outcomes for all graduates:

- Troubleshoot conventional and specialized motors and their feedback systems.
- Understand residential, commercial, and industrial diagrams, as well as motor control, hydraulic, pneumatic, and instrumentation piping diagrams.
- Troubleshoot and program open and closed loop process systems.
- Install, program, and troubleshoot state of the art, programmable logic controllers.
- Select, install, and troubleshoot industrial electrical sensors and devices.
- Design, install, and program a human interface device for a PLC network.

ASSOCIATE OF APPLIED SCIENCE

TECHNICAL CONCENTRATION

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIT 1241</td>
<td>Microcomputers</td>
<td>3</td>
</tr>
<tr>
<td>EET 1050</td>
<td>Electricity</td>
<td>3</td>
</tr>
<tr>
<td>EET 1200</td>
<td>Electrical Codes and Prints</td>
<td>3</td>
</tr>
<tr>
<td>EET 1320</td>
<td>AC/DC Machines</td>
<td>3</td>
</tr>
<tr>
<td>EET 1360</td>
<td>Power Electronics</td>
<td>3</td>
</tr>
<tr>
<td>EET 1630</td>
<td>Graphical Interfaces</td>
<td>3</td>
</tr>
<tr>
<td>EET 2400</td>
<td>Motor Controls</td>
<td>4</td>
</tr>
<tr>
<td>EET 2440</td>
<td>Programmable Controllers I</td>
<td>4</td>
</tr>
<tr>
<td>EET 2790</td>
<td>Programmable Controllers II</td>
<td>4</td>
</tr>
<tr>
<td>EET 2830</td>
<td>Instrumentation and Process Controls I</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Technical Credit Hours 33

GENERAL EDUCATION AND RELATED COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>GEN 1000</td>
<td>First-Year Seminar</td>
<td>1</td>
</tr>
<tr>
<td>CAD 1110</td>
<td>CAD I</td>
<td>3</td>
</tr>
<tr>
<td>CIT 1090</td>
<td>Digital Literacy and Applications</td>
<td>3</td>
</tr>
<tr>
<td>Choose One:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MET 2200</td>
<td>Hydraulics</td>
<td>3</td>
</tr>
<tr>
<td>MFG 1020</td>
<td>Safety</td>
<td>1</td>
</tr>
<tr>
<td>MTH 1310</td>
<td>Intermediate Algebra</td>
<td>4</td>
</tr>
<tr>
<td>ROB 2230</td>
<td>Servo Systems</td>
<td>3</td>
</tr>
<tr>
<td>SPE 2010</td>
<td>Effective Speaking</td>
<td>3</td>
</tr>
<tr>
<td>*Humanities Elective</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>*Social Science Elective</td>
<td></td>
<td>3</td>
</tr>
</tbody>
</table>

Total General Education and Related Credit Hours 30/32

TOTAL CREDIT HOURS 63/65

* See pages 122-123 for a listing of specific electives.

See your advisor for appropriate course selection.

For available Certificate Program options, see catalog pages 125-132.

All students graduating from Terra State Community College with an Associate degree of any kind will be functionally proficient in common computer operations and applications. Please see your academic advisor or academic division office for further details.

To determine when courses are scheduled, see program curriculum sheet which is available from the Enrollment Services office in Building A/Room 100, from the Engineering Technologies and Mathematics Division in Building E/Room 107, or on the web at www.terra.edu.
**ENGLISH (TRANSFER DEGREE)**

**English Concentration**

### LIBERAL ARTS AND PUBLIC SERVICES DIVISION

#### Program of Study

English is the appropriate concentration for students who plan to major in English, writing, literature, journalism, or other related fields. In order to complete this concentration, students should select 12 hours from the following courses under the concentration. These are in addition to courses used to meet the college general requirements and the Ohio Transfer Module (OTM).

To make an informed selection of Arts and Humanities, Social Science, and Natural Science electives, Terra advises the transferring student to consult the receiving institution to ensure maximum transferability and application of credits.

Terra faculty recommendations for this degree include the following:
- Arts and Humanities – ART 1010 or ART 1030; HUM 1010; MUS 2110; PHL 1010;
- Social Sciences: HIS 1010 or HIS 1020; HIS 1050 or HIS 1060; PLS 1000 or PLS 1100; SOC 2500.

Recommended science courses include 100-level environmental science, chemistry, and physics classes.

Since many four-year universities require a foreign language component, it is recommended that the student pursuing this degree consider up to 16 semester hours and competencies through the second year level in a foreign language. Students should contact their transfer institution to determine their foreign language requirements.

All students graduating from Terra State Community College with an Associate degree of any kind will be functionally proficient in common computer operations and applications. Please see your academic advisor or academic division office for further details.

To determine when courses are scheduled, see program curriculum sheet which is available from the Enrollment Services office in Building A/Room 100, from the Liberal Arts and Public Services Division in Building A/Room 202, or on the web at www.terra.edu.

For additional transfer information, see Transfer section, pages 51–56.

### ASSOCIATE OF ARTS

#### CONCENTRATION

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 1850</td>
<td>3</td>
</tr>
<tr>
<td>Choose One: Literature II</td>
<td>3</td>
</tr>
<tr>
<td>ENG 2710</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total Concentration Credit Hours** 12

#### COLLEGE REQUIRED COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>GEN 1000</td>
<td>1</td>
</tr>
<tr>
<td>CIT 1090</td>
<td>3</td>
</tr>
<tr>
<td>HUM 2900</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total College Required Courses Credit Hours** 7

#### ENGLISH/ORAL COMMUNICATIONS COURSES

By Placement:
- ENG 1060 College Composition II* 3
- SPE 2010 Effective Speaking* 3

**English/Oral Communications Required Credit Hours** 6

#### MATHEMATICS

Choose One:
- MTH 2010 Statistics or MTH 2310 College Algebra or OTM Math elective. 3 to 5

**Mathematics Required Credit Hours** 3

#### ARTS AND HUMANITIES

A minimum of 12 semester hours from at least 2 different discipline areas is required. Courses used to complete the concentration credit hours may not be used to complete this category.

Any combination of OTM Arts and Humanities electives 12

**Arts and Humanities Required Credit Hours** 12

#### SOCIAL SCIENCES

A minimum of 10 semester hours from at least 2 different discipline areas is required.

Any combination of OTM Social Sciences electives 10

**Social Sciences Required Credit Hours** 10

#### NATURAL SCIENCES

A minimum of 7 semester hours is required. At least one course must contain a laboratory component or be a laboratory course.

Any combination of OTM Natural Sciences electives 7

**Natural Sciences Required Credit Hours** 7

Additional elective hours may be taken from any Terra program or discipline to combine with the above requirements to complete a degree with at least 60, but not greater than 73 semester hours. Care should be taken to select elective courses that will meet specific requirements at the four-year institution. No mathematics course below the 200-level may be used as an elective. No developmental course may be used as an elective.

Any combination of additional electives 3–16

**TOTAL CREDIT HOURS** 60–73

See your advisor for appropriate course selection.

* required

** recommended at state TAG level

Note: Electives to be used for Mathematics, Arts and Humanities, Social Sciences, and Natural Sciences are located on page 54.
FINE ARTS (TRANSFER DEGREE)

Fine Arts Concentration

BUSINESS AND CREATIVE ARTS DIVISION

Program of Study

Students pursuing a Fine Arts concentration should select the following 12 hours in the concentration, in addition to courses used to meet the general college degree requirements and the Ohio Transfer Module.

To make an informed selection of Arts and Humanities, Social Science, and Natural Science electives, Terra advises the transfer-intending student to consult the receiving institution to ensure maximum transferability and application of credits.

Recommended science courses include 100-level environmental science, chemistry, and physics classes.

Terra Faculty recommendations include HUM 1010 Critical Thinking, and one of the following courses of MUS 1130 History of Rock and Roll, MUS 2110 History and Literature of Music I or MUS 2130 History and Literature of Music II, in addition to the World Art History courses for the Arts and Humanities electives

Since many four-year universities require a foreign language component, it is recommended that the student pursuing this degree consider up to 16 semester hours and competencies through the second year level in a foreign language. Students should contact their transfer institution to determine their foreign language requirements.

All students graduating from Terra State Community College with an Associate degree of any kind will be functionally proficient in common computer operations and applications. Please see your academic advisor or academic division office for further details.

To determine when courses are scheduled, see program curriculum sheet which is available from the Enrollment Services office in Building A/Room 100, from the Business and Creative Arts Division in Building D/Room 201, or on the web at www.terra.edu.

For additional transfer information, see Transfer section, pages 51–56.

ASSOCIATE OF ARTS

CONCENTRATION

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 1020</td>
<td>Fine Arts Drawing I (OAH001)</td>
<td>3</td>
</tr>
<tr>
<td>ART 1110</td>
<td>2-D Foundations (OAH003)</td>
<td>3</td>
</tr>
<tr>
<td>ART 1120</td>
<td>3-D Foundations (OAH004)</td>
<td>3</td>
</tr>
<tr>
<td>ART 2010</td>
<td>Fine Arts Drawing II (OAH051)</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total Concentration Credit Hours</strong></td>
<td></td>
<td><strong>12</strong></td>
</tr>
</tbody>
</table>

COLLEGE REQUIRED COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>GEN 1000</td>
<td>First-Year Seminar*</td>
<td>1</td>
</tr>
<tr>
<td>CIT 1090</td>
<td>Digital Literacy and Applications*</td>
<td>3</td>
</tr>
<tr>
<td>HUM 2900</td>
<td>Leading by the Humanities*</td>
<td>3</td>
</tr>
<tr>
<td><strong>College Required Courses Credit Hours</strong></td>
<td></td>
<td><strong>7</strong></td>
</tr>
</tbody>
</table>

ENGLISH/ORAL COMMUNICATIONS COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>By Placement: ENG 1050 College Composition I or ENG 1020</td>
<td>3 or 5</td>
<td></td>
</tr>
<tr>
<td>ENG 1060</td>
<td>College Composition II*</td>
<td>3</td>
</tr>
<tr>
<td>SPE 2010</td>
<td>Effective Speaking*</td>
<td>3</td>
</tr>
<tr>
<td><strong>English/Oral Communications Required Credit Hours</strong></td>
<td></td>
<td><strong>6</strong></td>
</tr>
</tbody>
</table>

MATHEMATICS

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Choose One: MTH 2010 Statistics or MTH 2310 College Algebra or OTM Math elective</td>
<td>3 to 5</td>
<td></td>
</tr>
<tr>
<td><strong>Mathematics Required Credit Hours</strong></td>
<td></td>
<td><strong>3</strong></td>
</tr>
</tbody>
</table>

ARTS AND HUMANITIES

A minimum of 12 semester hours from at least 2 different discipline areas is required.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 1010</td>
<td>Art History: Pre-History to Gothic**</td>
<td>3</td>
</tr>
<tr>
<td>ART 1030</td>
<td>Art History: Renaissance to 20th Century**</td>
<td>3</td>
</tr>
<tr>
<td>Any combination of OTM Arts and Humanities electives</td>
<td></td>
<td>6</td>
</tr>
<tr>
<td><strong>Arts and Humanities Required Credit Hours</strong></td>
<td></td>
<td><strong>12</strong></td>
</tr>
</tbody>
</table>

SOCIAL SCIENCES

A minimum of 10 semester hours from at least 2 different discipline areas is required.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Any combination of OTM Social Sciences electives</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td><strong>Social Sciences Required Credit Hours</strong></td>
<td></td>
<td><strong>10</strong></td>
</tr>
</tbody>
</table>

NATURAL SCIENCES

A minimum of 7 semester hours is required. At least one course must contain a laboratory component or be a laboratory course.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Any combination of OTM Natural Sciences electives</td>
<td>7</td>
<td></td>
</tr>
<tr>
<td><strong>Natural Sciences Required Credit Hours</strong></td>
<td></td>
<td><strong>7</strong></td>
</tr>
</tbody>
</table>

Additional elective hours may be taken from any Terra program or discipline to combine with the above requirements to complete a degree with at least 60, but not greater than 73 semester hours. Care should be taken to select elective courses that will meet specific requirements at the four-year institution. No mathematics course below the 200-level may be used as an elective. No developmental course may be used as an elective.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Any combination of additional electives</td>
<td>3–16</td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL CREDIT HOURS</strong></td>
<td></td>
<td><strong>60–73</strong></td>
</tr>
</tbody>
</table>

See your advisor for appropriate course selection.

* required
** recommended according to state-wide TAG

Note: Electives to be used for Mathematics, Arts and Humanities, Social Sciences, and Natural Sciences are located on page 54.
HEALTH CARE ADMINISTRATION

Health Care Administration Major

ALLIED HEALTH, NURSING, AND SCIENCE DIVISION

Program of Study

The Health Care Administration program provides a solid values-driven foundation of knowledge regarding the healthcare industry combined with the discipline to apply that knowledge in a professionally competent manner to advance the health of the local community. Emphasis is placed on building strong communication skills and organizational competence that highlight the effective health care manager. This program is designed to prepare students to continue their education into a bachelor’s degree in Health Care Administration while meeting the industry’s desire for professionally educated individuals prepared in a career-oriented associate degree program.

Students in the Health Care Administration program are expected to achieve the following four learning outcomes as part of the program of study:

• Demonstrate workplace aptitude through the ability to understand resource management (fiscal, human, and physical), the importance of planning and leadership skills as well as the understanding of the legal impact on professional ethical decision-making

• Possess interpersonal communication skills required for successful performance in the health care environment.

• Demonstrate a working knowledge of computer technology as applied to systems in health care operations, presentation technology, and other communication, planning, analysis and quality applications.

• Be prepared to advance their knowledge in the field of health care administration by pursuing a bachelor’s degree.

Students who successfully complete the Associates of Health Care Administration Degree Program from Terra State Community College will be GUARANTEED a seat in the Bachelor of Science in Health Care Administration Online Degree Completion Program at Mercy College of Northwest Ohio. (based on availability)

ASSOCIATE OF TECHNICAL STUDIES

TECHNICAL CONCENTRATION

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC 1100</td>
<td>Financial Accounting</td>
<td>4</td>
</tr>
<tr>
<td>ACC 1200</td>
<td>Managerial Accounting</td>
<td>4</td>
</tr>
<tr>
<td>HIT 1350</td>
<td>Health Data Management</td>
<td>3</td>
</tr>
<tr>
<td>HIT 2540</td>
<td>Health Record Law</td>
<td>2</td>
</tr>
<tr>
<td>HIT 2560</td>
<td>Clinical Data Analysis</td>
<td>3</td>
</tr>
<tr>
<td>HIT 2570</td>
<td>Quality Improvement in Health Care</td>
<td>3</td>
</tr>
<tr>
<td>MED 2400</td>
<td>Medical Terminology</td>
<td>3</td>
</tr>
<tr>
<td>MGT 1190</td>
<td>Management</td>
<td>3</td>
</tr>
<tr>
<td>MGT 1210</td>
<td>Human Resource Management</td>
<td>4</td>
</tr>
<tr>
<td>MGT 1300</td>
<td>Effective Teams and Processes</td>
<td>4</td>
</tr>
<tr>
<td>MRT 1010</td>
<td>Marketing</td>
<td>3</td>
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<tr>
<td>Total Technical Credit Hours</td>
<td>36</td>
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</table>

GENERAL EDUCATION AND RELATED COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO 1230</td>
<td>Anatomy and Physiology I</td>
<td>3</td>
</tr>
<tr>
<td>BIO 1235</td>
<td>Anatomy and Physiology I Lab</td>
<td>1</td>
</tr>
<tr>
<td>BIO 1240</td>
<td>Anatomy and Physiology II</td>
<td>3</td>
</tr>
<tr>
<td>BIO 1245</td>
<td>Anatomy and Physiology II Lab</td>
<td>1</td>
</tr>
<tr>
<td>CIT 1090</td>
<td>Digital Literacy and Applications</td>
<td>3</td>
</tr>
<tr>
<td>ENG 1050</td>
<td>College Composition I</td>
<td>3</td>
</tr>
<tr>
<td>ENG 1060</td>
<td>College Composition II</td>
<td>3</td>
</tr>
<tr>
<td>GEN 1000</td>
<td>First-Year Seminar</td>
<td>1</td>
</tr>
<tr>
<td>Choose One: HUM 1010 Critical Thinking or PHL 1010 Introduction to Ethics</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>MTH 1310</td>
<td>Intermediate Algebra</td>
<td>4</td>
</tr>
<tr>
<td>PSY 1210</td>
<td>General Psychology</td>
<td>3</td>
</tr>
<tr>
<td>SPE 2200</td>
<td>Interpersonal Communication</td>
<td>3</td>
</tr>
</tbody>
</table>

Total General Education and Related Credit Hours.......................... 31

TOTAL CREDIT HOURS 67

See your advisor for appropriate course selection

For transfer it is advisable to take the following:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>MTH 2010</td>
<td>Statistics</td>
<td>4</td>
</tr>
<tr>
<td>SOC 2120</td>
<td>Cultural Diversity</td>
<td>3</td>
</tr>
<tr>
<td>SOC 2500</td>
<td>Cultural Anthropology</td>
<td>3</td>
</tr>
</tbody>
</table>

For available Certificate Program options, see catalog pages 125-132.

All students graduating from Terra State Community College with an Associate degree of any kind will be functionally proficient in common computer operations and applications.

To determine when courses are scheduled, see program curriculum sheet which is available from the Enrollment Services office in Building A/Room 100, from the Allied Health, Nursing, and Science Division in Building D/Room 219, or on the web at www.terra.edu.

POTENTIAL OCCUPATIONS:

The field of Health Care Administration encompasses many aspects and roles in the management of the health care system. These professionals represent many different disciplines and are employed in a variety of traditional and non-traditional settings. Specific settings may include hospitals, home health agencies, long-term care facilities, insurance and managed care companies, non-profit agencies, physician group practices, hospice, extended care facilities and ambulatory care centers.

1.866.AT.TERRA
Program of Study

Students pursuing a concentration in Health Information Management Pre-Major should select the following courses: HIT1410 or HIT1430, HIT2540, HIT2650, CIT1090, and MED2400. These are in addition to courses used to meet the college general requirements and the Ohio Transfer Module (OTM).

To make an informed selection of Arts and Humanities, Social Science, and Natural Science electives, Terra advises the transfer-intending student to consult the receiving institution to ensure maximum transferability and application of credits.

All students graduating from Terra State Community College with an Associate degree of any kind will be functionally proficient in common computer operations and applications. Please see your academic advisor or academic division office for further details.

To determine when courses are scheduled, see program curriculum sheet which is available from the Enrollment Services office in Building A/Room 100, from the Allied Health, Nursing, and Science Division in Building D/Room 219, or on the web at www.terra.edu.

Note: Electives to be used for Mathematics, Arts and Humanities, Social Sciences, and Natural Sciences are located on page 54.

For additional transfer information, see Transfer section, pages 51–56.

ASSOCIATE OF SCIENCE

CONCENTRATION

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>HIT 1420</td>
<td>Pharmacology***</td>
<td>2</td>
</tr>
<tr>
<td>HIT 1430</td>
<td>Pathophysiology (OHL019)</td>
<td>3</td>
</tr>
<tr>
<td>HIT 2540</td>
<td>Health Record Law (OHL021)</td>
<td>2</td>
</tr>
<tr>
<td>HIT 2650</td>
<td>Medical Reimbursement (OHL022)</td>
<td>3</td>
</tr>
<tr>
<td>CIT 1090</td>
<td>Digital Literacy and Applications (OBU003)</td>
<td>3</td>
</tr>
<tr>
<td>MED 2400</td>
<td>Medical Terminology (pending)</td>
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</tr>
</tbody>
</table>

Concentration Credit Hours: 16

COLLEGE REQUIRED COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>GEN 1000</td>
<td>First-Year Seminar*</td>
<td>1</td>
</tr>
<tr>
<td>HUM 2900</td>
<td>Leading by the Humanities*</td>
<td>3</td>
</tr>
</tbody>
</table>

College Required Courses Credit Hours: 4

ENGLISH/ORAL COMMUNICATIONS COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>By Placement:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ENG 1050</td>
<td>College Composition I or ENG 1020</td>
<td>3 or 5</td>
</tr>
<tr>
<td>ENG 1060</td>
<td>College Composition II*</td>
<td>3</td>
</tr>
<tr>
<td>SPE 2010</td>
<td>Effective Speaking*</td>
<td>3</td>
</tr>
</tbody>
</table>

English/Oral Communications Required Credit Hours: 6

MATHEMATICS

Choose One:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MTH 2010</td>
<td>Statistics</td>
<td>3 to 5</td>
</tr>
<tr>
<td>MTH 2310</td>
<td>College Algebra</td>
<td>3</td>
</tr>
<tr>
<td>OTM Math elective</td>
<td></td>
<td>3</td>
</tr>
</tbody>
</table>

Mathematics Required Credit Hours: 3

ARTS AND HUMANITIES

A minimum of 10 semester hours from at least 2 different discipline areas is required.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Any combination of OTM Arts and Humanities electives</td>
<td></td>
<td>10</td>
</tr>
</tbody>
</table>

Arts and Humanities Required Credit Hours: 10

SOCIAL SCIENCES

A minimum of 10 semester hours from at least 2 different discipline areas is required.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Any combination of OTM Social Sciences electives</td>
<td></td>
<td>10</td>
</tr>
</tbody>
</table>

Social Sciences Required Credit Hours: 10

NATURAL SCIENCES

A minimum of 10 semester hours is required. At least one course must contain a laboratory component or be a laboratory course.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO 1230</td>
<td>Anatomy and Physiology I**</td>
<td>3</td>
</tr>
<tr>
<td>BIO 1235</td>
<td>Anatomy and Physiology I Lab**</td>
<td>1</td>
</tr>
<tr>
<td>BIO 1240</td>
<td>Anatomy and Physiology II**</td>
<td>3</td>
</tr>
<tr>
<td>BIO 1245</td>
<td>Anatomy and Physiology II Lab**</td>
<td>1</td>
</tr>
<tr>
<td>Any combination of OTM Natural Sciences electives</td>
<td></td>
<td>2</td>
</tr>
</tbody>
</table>

Natural Sciences Required Credit Hours: 10

Additional elective hours may be taken from any Terra program or discipline to combine with the above requirements to complete a degree with at least 60, but not greater than 73 semester hours. Care should be taken to select elective courses that will meet specific requirements at the four-year institution. No mathematics course below the 200-level may be used as an elective. No developmental course may be used as an elective.

Any combination of additional electives | | 5–18 |

TOTAL CREDIT HOURS: 64–77

See your advisor for appropriate course selection. It is also advisable to take HIT 1400, Introduction to Medical Coding (3 credits). For more details on transferability, please contact your transfer institution for their recommendation.

* required
** recommended by state Transfer Assurance Guide (TAG)
*** This course may not transfer, however it is a mandatory co-requisite with HIT 1430. Please contact your transfer institution for further information.
Program of Study

Health information management is the profession that focuses on healthcare data and the management of healthcare information resources. The Health Information Technology (HIT) program combines the knowledge of and skills from the disciplines of medicine, information management, business applications and computer technology within the healthcare industry. The HIT program is appropriate for individuals interested in preparing themselves for employment in a wide variety of healthcare settings.

The faculty has identified the following Learning Outcomes for all graduates:

* Apply legal principles, policies, regulations, and standards for the control and use of health information.
* Demonstrate ability to conduct quantitative and qualitative analysis of health records.
* Code, classify, and index diagnoses and procedures for the purpose of reimbursement, standardization, retrieval, and statistical analysis.
* Abstract health records for department indices, databases, and registries.
* Perform functions related to collection, storage, and retrieval of healthcare data; query databases to retrieve information.
* Collect, compute, analyze, interpret, and present statistical data related to health care services.
* Develop, implement, and monitor procedures to ensure healthcare data integrity.
* Apply quality improvement tools and techniques to improve departmental processes.
* Interpret and apply laws, statutes, licensure, and accreditation standards affecting healthcare data.

ASSOCIATE OF APPLIED SCIENCE

TECHNICAL CONCENTRATION

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>HIT 1350</td>
<td>Health Data Management</td>
<td>3</td>
</tr>
<tr>
<td>HIT 1400</td>
<td>Introduction to Medical Coding</td>
<td>3</td>
</tr>
<tr>
<td>HIT 1420</td>
<td>Pharmacology</td>
<td>2</td>
</tr>
<tr>
<td>HIT 1450</td>
<td>Pathophysiology</td>
<td>3</td>
</tr>
<tr>
<td>HIT 2450</td>
<td>ICD-9-CM Coding</td>
<td>4</td>
</tr>
<tr>
<td>HIT 2540</td>
<td>Health Record Law</td>
<td>2</td>
</tr>
<tr>
<td>HIT 2550</td>
<td>CPT-4 Coding</td>
<td>4</td>
</tr>
<tr>
<td>HIT 2560</td>
<td>Clinical Data Analysis</td>
<td>3</td>
</tr>
<tr>
<td>HIT 2570</td>
<td>Quality Improvement in Health Care</td>
<td>3</td>
</tr>
<tr>
<td>HIT 2650</td>
<td>Medical Reimbursement</td>
<td>3</td>
</tr>
<tr>
<td>HIT 2920</td>
<td>Professional Practice Experience I</td>
<td>2</td>
</tr>
<tr>
<td>HIT 2930</td>
<td>Professional Practice Experience II</td>
<td>2</td>
</tr>
</tbody>
</table>

Total Technical Credit Hours: 34

GENERAL EDUCATION AND RELATED COURSES

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hrs.</th>
</tr>
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<tbody>
<tr>
<td>GEN 1000</td>
<td>First-Year Seminar</td>
<td>1</td>
</tr>
<tr>
<td>BIO 1230</td>
<td>Anatomy and Physiology I</td>
<td>3</td>
</tr>
<tr>
<td>BIO 1235</td>
<td>Anatomy and Physiology I Lab</td>
<td>1</td>
</tr>
<tr>
<td>BIO 1240</td>
<td>Anatomy and Physiology II</td>
<td>3</td>
</tr>
<tr>
<td>BIO 1245</td>
<td>Anatomy and Physiology II Lab</td>
<td>1</td>
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<tr>
<td>CIT 1090</td>
<td>Digital Literacy and Applications</td>
<td>3</td>
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Choose One: ENG 1050 College Composition I or ENG 1020 . . . 3/5

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hrs.</th>
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<tr>
<td>ENG 1060</td>
<td>College Composition II</td>
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<tr>
<td>MGT 1190</td>
<td>Management</td>
<td>3</td>
</tr>
<tr>
<td>MTH 1310</td>
<td>Intermediate Algebra</td>
<td>4</td>
</tr>
<tr>
<td>SPE 2010</td>
<td>Effective Speaking</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>*Social Science Elective</td>
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</tr>
<tr>
<td></td>
<td>*Humanities Elective</td>
<td>3</td>
</tr>
</tbody>
</table>

Total General Education and Related Credit Hours: 34/36

TOTAL CREDIT HOURS: 68/70

Entry Level Requirements for HIT Degree and Medical Coding Certificate:

1. MED 2400/Medical Terminology or equivalent. Must pass with a grade of “C” or better to become eligible for consideration for a seat in the program.
2. COMPASS placement into ENG 1050 or completion of ENG 1020
3. Completion of high school chemistry with “C” or better within last 3 years or completion of CHM 1010 and CHM 1015
4. COMPASS Placement into MTH 1310 or completion of MTH 0140

HIT Program Graduation Requirements: Students must complete all HIT courses with a grade of “C” or better to meet graduation requirements. The “C” or better standard for HIT courses also applies to prerequisite requirements.

HIT Program Accreditation: The HIT Associate degree program is accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIM).

* See pages 122-123 for a listing of specific electives.

See your advisor for appropriate course selection.

For available Certificate Program options, see catalog pages 125-132.

All students graduating from Terra State Community College with an Associate degree of any kind will be functionally proficient in common computer operations and applications. Please see your academic advisor or academic division office for further details.

To determine when courses are scheduled, see program curriculum sheet which is available from the Enrollment Services office in Building A/Room 100, from the Allied Health, Nursing, and Science Division in Building D/Room 219, or on the web at www.terra.edu.
HEATING, VENTILATING AND AIR CONDITIONING

HVAC Major

ENGINEERING TECHNOLOGIES AND MATHEMATICS DIVISION

Program of Study

The Heating, Ventilating, and Air Conditioning (HVAC) program trains technicians with a strong theoretical background and hands-on experience. HVAC technicians will obtain a solid background in applied electricity and electronics.

Terra graduates are well-prepared to install and service residential and light commercial HVAC equipment along with light commercial refrigeration equipment. A certificate can be obtained in the day Fast-Track program or in the evening traditional program. Certificate credits can be applied to the Associate Degree.

The HVAC Program implements the new environmentally-friendly refrigerants, new controls and high-efficiency equipment to help the student enter the “Green” workforce.

The faculty has identified the following Learning Outcomes for all graduates:

- Be certifiable in National Refrigerant Transition and Recovery procedures by passing the national EPA mandated exam.
- Demonstrate the ability to understand and apply theoretical and practical knowledge of residential heating and air conditioning systems and light commercial refrigeration systems for service work and installation.
- Demonstrate an understanding of the application and calibration of HVAC and refrigeration control systems.
- Demonstrate the ability to design and fabricate sheet metal ductwork systems and their basic components.

ASSOCIATE OF APPLIED SCIENCE

TECHNICAL CONCENTRATION

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hrs.</th>
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<tbody>
<tr>
<td>REF 1100</td>
<td>Refrigeration I</td>
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<tr>
<td>REF 1120</td>
<td>Electricity for HVAC I</td>
<td>4</td>
</tr>
<tr>
<td>REF 1220</td>
<td>Electricity for HVAC II</td>
<td>4</td>
</tr>
<tr>
<td>REF 1250</td>
<td>Refrigeration II</td>
<td>4</td>
</tr>
<tr>
<td>REF 1350</td>
<td>Refrigeration III</td>
<td>4</td>
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<tr>
<td>REF 2150</td>
<td>Heating Systems I</td>
<td>3</td>
</tr>
<tr>
<td>REF 2160</td>
<td>Air Conditioning Systems</td>
<td>3</td>
</tr>
<tr>
<td>REF 2280</td>
<td>Heating Systems II</td>
<td>3</td>
</tr>
<tr>
<td>REF 2330</td>
<td>Electronics for HVAC</td>
<td>3</td>
</tr>
<tr>
<td>REF 2500</td>
<td>Troubleshooting (Capstone)</td>
<td>3</td>
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</table>

Total Technical Credit Hours ..................................................................... 36

GENERAL EDUCATION AND RELATED COURSES

<table>
<thead>
<tr>
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<th>Title</th>
<th>Credit Hrs.</th>
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<tbody>
<tr>
<td>CIT 1090</td>
<td>Digital Literacy and Applications</td>
<td>3</td>
</tr>
<tr>
<td>Choose One:</td>
<td>EET 1200 Electrical Codes and Prints or REF 1240 HVAC Electrical Codes (Recommended)</td>
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<tr>
<td>Choose One:</td>
<td>ENG 1050, College Composition I or ENG 1020</td>
<td>3/5</td>
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<tr>
<td>ENG 1900</td>
<td>Technical Writing for Business and Industry</td>
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<tr>
<td>MFG 1020</td>
<td>Safety</td>
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<tr>
<td>MTH 1150</td>
<td>Math for the Trades</td>
<td>4</td>
</tr>
<tr>
<td>SPE 2010</td>
<td>Effective Speaking</td>
<td>3</td>
</tr>
<tr>
<td>*Humanities Elective</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>*Social Science Elective</td>
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<td></td>
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</table>

Total General Education and Related Credit Hours ................................. 30/33

TOTAL CREDIT HOURS .................................................................................. 66/69

* See pages 122-123 for a listing of specific electives.

See your advisor for appropriate course selection.

For available Certificate Program options, see catalog pages 125-132.

All students graduating from Terra State Community College with an Associate degree of any kind will be functionally proficient in common computer operations and applications. Please see your academic advisor or academic division office for further details.

To determine when courses are scheduled, see program curriculum sheet which is available from the Enrollment Services office in Building A/Room 100, from the Engineering Technologies and Mathematics Division in Building E/Room 107, or on the web at www.terra.edu.

www.terra.edu
### HISTORY (TRANSFER DEGREE)

#### History Concentration

**LIBERAL ARTS AND PUBLIC SERVICES DIVISION**

## Program of Study

Students pursuing a History Concentration should select the following 12 hours of HIS 1010, HIS 1020, HIS 1050, and HIS 1060, in addition to courses used to meet the general college degree requirements and the Ohio Transfer Module.

To make an informed selection of Arts and Humanities, Social Science, and Natural Science electives, Terra advises the transfer-intending student to consult the receiving institution to ensure maximum transferability and application of credits.

Since many four-year universities require a foreign language component, it is recommended that the student pursuing this degree consider up to 16 semester hours and competencies through the second year level in a foreign language. Students should contact their transfer institution to determine their foreign language requirements.

Recommended science courses include 100-level environmental science, chemistry, and physics classes.

All students graduating from Terra State Community College with an Associate degree of any kind will be functionally proficient in common computer operations and applications. Please see your academic advisor or academic division office for further details.

To determine when courses are scheduled, see program curriculum sheet which is available from the Enrollment Services office in Building A/Room 100, from the Liberal Arts and Public Services Division in Building A/Room 202, or on the web at www.terra.edu.

For additional transfer information, see Transfer section, pages 51–56.

## ASSOCIATE OF ARTS

### CONCENTRATION

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hrs.</th>
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<tbody>
<tr>
<td>HIS 1010</td>
<td>Western Civilization I (OHS041)</td>
</tr>
<tr>
<td>HIS 1020</td>
<td>Western Civilization II (OHS042)</td>
</tr>
<tr>
<td>HIS 1050</td>
<td>American History I (OHS043)</td>
</tr>
<tr>
<td>HIS 1060</td>
<td>American History II (OHS044)</td>
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</table>

Total Concentration Credit Hours: 12

### COLLEGE REQUIRED COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>GEN 1000</td>
<td>First-Year Seminar*</td>
</tr>
<tr>
<td>CIT 1090</td>
<td>Digital Literacy and Applications*</td>
</tr>
<tr>
<td>HUM 2900</td>
<td>Leading by the Humanities*</td>
</tr>
</tbody>
</table>

College Required Courses Credit Hours: 7

### ENGLISH/ORAL COMMUNICATIONS COURSES

- By Placement: ENG 1050 College Composition I or ENG 1020 3 or 5
- ENG 1060 College Composition II* 3
- SPE 2010 Effective Speaking* 3

English/Oral Communications Required Credit Hours: 6

### MATHEMATICS

Choose One:
- MTH 2010 Statistics or MTH 2310 College Algebra or OTM Math elective 3 to 5

Total Mathematics Required Credit Hours: 3

### ARTS AND HUMANITIES

A minimum of 12 semester hours from at least 2 different discipline areas is required.

Any combination of OTM Arts and Humanities electives 12

Arts and Humanities Required Credit Hours: 12

### SOCIAL SCIENCES

A minimum of 10 semester hours from at least 2 different disciplines is required.

Any combination of OTM Social Sciences electives 10

Social Sciences Required Credit Hours: 10

### NATURAL SCIENCES

A minimum of 7 semester hours is required. At least one course must contain a laboratory component or be a laboratory course.

Any combination of OTM Natural Sciences electives 7

Natural Sciences Required Credit Hours: 7

Additional elective hours may be taken from any Terra program or discipline to combine with the above requirements to complete a degree with at least 60, but not greater than 73 semester hours. Care should be taken to select elective courses that will meet specific requirements at the four-year institution. No mathematics course below the 200-level may be used as an elective. No developmental course may be used as an elective.

Any combination of additional electives 3–16

Total Credit Hours: 60–73

See your advisor for appropriate course selection.

* recommended
** recommended by state Transfer Assurance Guide (TAG)

Note: Electives to be used for Mathematics, Arts and Humanities, Social Sciences, and Natural Sciences are located on page 54.
**Program of Study**

Students pursuing a Criminal Justice concentration should select all 12 hours from the following list under the concentration. In addition, other courses are included to meet the general college degree requirements and the Ohio Transfer Module.

To make an informed selection of Arts and Humanities, Social Science, and Natural Science electives, Terra advises the transfer-intending student to consult the receiving institution to ensure maximum transferability and application of credits.

Recommended science courses include 100-level environmental science, chemistry, and physics classes.

All students graduating from Terra State Community College with an Associate degree of any kind will be functionally proficient in common computer operations and applications. Please see your academic advisor or academic division office for further details.

To determine when courses are scheduled, see program curriculum sheet which is available from the Enrollment Services office in Building A/Room 100, from the Liberal Arts and Public Services Division in Building A/Room 202, or on the web at www.terra.edu.

For additional transfer information, see Transfer section, pages 51–56.

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**ASSOCIATE OF SCIENCE**

<table>
<thead>
<tr>
<th>CONCENTRATION</th>
<th>Credit Hrs.</th>
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<tbody>
<tr>
<td>LEN 1100 Introduction to Criminal Justice (OSS031)</td>
<td>3</td>
</tr>
<tr>
<td>LEN 1400 Policing (OSS032)</td>
<td>3</td>
</tr>
<tr>
<td>LEN 2200 Corrections (OSS033)</td>
<td>3</td>
</tr>
<tr>
<td>LEN 2400 Criminology (OSS034)</td>
<td>3</td>
</tr>
<tr>
<td>Concentration Required Credit Hours</td>
<td>12</td>
</tr>
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</table>

<table>
<thead>
<tr>
<th>COLLEGE REQUIRED COURSES</th>
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</thead>
<tbody>
<tr>
<td>GEN 1000 First-Year Seminar*</td>
<td>1</td>
</tr>
<tr>
<td>CIT 1090 Digital Literacy and Applications*</td>
<td>3</td>
</tr>
<tr>
<td>HUM 2900 Leading by the Humanities*</td>
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</tr>
<tr>
<td>College Required Courses Credit Hours</td>
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<thead>
<tr>
<th>ENGLISH/ORAL COMMUNICATIONS COURSES</th>
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</tr>
</thead>
<tbody>
<tr>
<td>By Placement:</td>
<td></td>
</tr>
<tr>
<td>ENG 1050 College Composition I or ENG 1020</td>
<td>3 or 5</td>
</tr>
<tr>
<td>ENG 1060 College Composition II*</td>
<td>3</td>
</tr>
<tr>
<td>SPE 2010 Effective Speaking*</td>
<td>3</td>
</tr>
<tr>
<td>English/Oral Communications Required Credit Hours</td>
<td>6</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>MATHEMATICS</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>Choose One:</td>
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</tr>
<tr>
<td>MTH 2010 Statistics or MTH2310 College Algebra or OTM Math elective</td>
<td>3/5</td>
</tr>
<tr>
<td>Mathematics Required Credit Hours</td>
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</table>

<table>
<thead>
<tr>
<th>ARTS AND HUMANITIES</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>A minimum of 10 semester hours from at least 2 different discipline areas is required. Any combination of OTM Arts and Humanities electives</td>
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</tr>
<tr>
<td>Arts and Humanities Required Credit Hours</td>
<td>10</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SOCIAL SCIENCES</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>A minimum of 10 semester hours from at least 2 different discipline areas is required. General Psychology*</td>
<td>3</td>
</tr>
<tr>
<td>Fundamentals of Sociology*</td>
<td>3</td>
</tr>
<tr>
<td>Any combination of OTM Social Sciences electives</td>
<td>4</td>
</tr>
<tr>
<td>Social Sciences Required Credit Hours</td>
<td>10</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>NATURAL SCIENCES</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>A minimum of 10 semester hours is required. At least one course must contain a laboratory component or be a laboratory course. Any combination of OTM Natural Sciences electives</td>
<td>10</td>
</tr>
<tr>
<td>Natural Sciences Required Credit Hours</td>
<td>10</td>
</tr>
</tbody>
</table>

Additional elective hours may be taken from any Terra program or discipline to combine with the above requirements to complete a degree with at least 60, but not greater than 73 semester hours. Care should be taken to select elective courses that will meet specific requirements at the four-year institution. No mathematics course below the 200-level may be used as an elective. No developmental course may be used as an elective. Any combination of additional electives | 2–13 |

**TOTAL CREDIT HOURS** 60–73

See your advisor for appropriate course selection.

* required
** recommended
† pending approval

Note: Electives to be used for Mathematics, Arts and Humanities, Social Sciences, and Natural Sciences are located on page 54.
Program of Study

The Criminal Justice program is designed for students who are interested in the criminal justice field, but do not want to pursue the traditional roles of Police Officer or Sheriff's Deputy. Graduates of the program will learn the technical skills needed to enter or advance in a wide variety of positions in the criminal justice field.

Graduates earning a two-year Criminal Justice degree from Terra can transfer to four-year institutions to pursue a bachelor's degree in Criminal Justice. Requirements vary depending on the student's ultimate goal. Students interested in bachelor's completion should contact an advisor or a representative from the Liberal Arts and Public Services Division.

The faculty has identified the following Learning Outcomes for all graduates:

- Explain and analyze the origins and evolution of the criminal justice system, including policing, corrections, and criminology.
- Differentiate and explain roles and practical functions of law enforcement officers, courts and corrections facilities.
- Explain and apply different theories of crime, sentencing, and corrections.
- Identify and demonstrate the ability to use technologies used in various aspects of the criminal justice system.
- Define and discuss applications of ethical behavior within the criminal justice system.
- Define forensic psychology and analyze the major issues surrounding the application of psychological studies to the criminal justice system.
- Identify and classify psychoactive drugs and analyze the effects of these drugs and the challenges of intervention, enforcement, and treatment.

ASSOCIATE OF APPLIED SCIENCE

TECHNICAL CONCENTRATION

<table>
<thead>
<tr>
<th>Credit Hrs.</th>
<th>Course</th>
<th>Title</th>
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</thead>
<tbody>
<tr>
<td>LEN 1090</td>
<td></td>
<td>Psychoactive Drugs</td>
</tr>
<tr>
<td>LEN 1100</td>
<td></td>
<td>Introduction to Criminal Justice (OSS031)</td>
</tr>
<tr>
<td>LEN 1400</td>
<td></td>
<td>Policing (OSS032)</td>
</tr>
<tr>
<td>LEN 1210</td>
<td></td>
<td>Criminal Code</td>
</tr>
<tr>
<td>LEN 1700</td>
<td></td>
<td>Practicum</td>
</tr>
<tr>
<td>LEN 2200</td>
<td></td>
<td>Corrections (OSS033)</td>
</tr>
<tr>
<td>LEN 2400</td>
<td></td>
<td>Criminology (OSS034)</td>
</tr>
<tr>
<td>LEN 2040</td>
<td></td>
<td>Investigation Techniques</td>
</tr>
<tr>
<td>LEN 2090</td>
<td></td>
<td>Report Writing</td>
</tr>
<tr>
<td>LEN 2150</td>
<td></td>
<td>Community Relations</td>
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<tr>
<td>LEN 2240</td>
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<td>Psychology and the Criminal Justice System</td>
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</table>

Total Technical Credit Hours: 31

GENERAL EDUCATION AND RELATED COURSES

<table>
<thead>
<tr>
<th>Credit Hrs.</th>
<th>Course</th>
<th>Title</th>
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<tbody>
<tr>
<td>GEN 1000</td>
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<tr>
<td>CIT 1090</td>
<td></td>
<td>Digital Literacy and Applications</td>
</tr>
<tr>
<td>Choose One:</td>
<td></td>
<td>EN 1050 College Composition I or EN 1020</td>
</tr>
<tr>
<td>ENG 1060</td>
<td></td>
<td>College Composition II</td>
</tr>
<tr>
<td>HUM 1010</td>
<td></td>
<td>Critical Thinking</td>
</tr>
<tr>
<td>MTH 1310</td>
<td></td>
<td>*Intermediate Algebra</td>
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<tr>
<td>PLS 1000</td>
<td></td>
<td>American Government</td>
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<td>PSY 1210</td>
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<td>General Psychology</td>
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<td>PSY 2210</td>
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<td>Abnormal Psychology</td>
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<tr>
<td>SOC 2010</td>
<td></td>
<td>Fundamentals of Sociology</td>
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<tr>
<td>SPE 2200</td>
<td></td>
<td>Interpersonal Communication</td>
</tr>
<tr>
<td>**Natural Science Electives</td>
<td>6</td>
<td></td>
</tr>
</tbody>
</table>

Total General Education and Related Credit Hours: 38/40

TOTAL CREDIT HOURS: 69/71

See your advisor for appropriate course selection.

* Students should complete a 2000 level mathematics course if transferring.

** See pages 122-123 for a listing of specific electives.

All students graduating from Terra State Community College with an Associate degree of any kind will be functionally proficient in common computer operations and applications. Please see your academic advisor or academic division office for further details.

To determine when courses are scheduled, see program curriculum sheet which is available from the Enrollment Services office in Building A/Room 100, from the Liberal Arts and Public Services Division in Building A/Room 202, or on the web at www.terra.edu.
Program of Study

The Police Science program is a two year associate’s degree which includes the Ohio Peace Officer Training Academy. Students who complete the Ohio Peace Officer Training Commission (OPOTC) educational and legal requirements are eligible to sit for the state certification exam.

The career of police professionals has changed dramatically in recent years and society is expecting better educated officers. In many local areas, minimum requirements for entry-level police professional positions include associate degrees; high-level state and federal positions require baccalaureate or even law degrees.

The faculty has identified the following Learning Outcomes for all graduates:

- Explain and analyze the origins and evolution of the criminal justice system, including policing, corrections, and criminology.
- Differentiate and explain roles and practical functions of law enforcement officers, courts and corrections facilities.
- Explain and apply different theories of crime, sentencing, and corrections.
- Identify and demonstrate the ability to use technologies used in various aspects of the criminal justice system.
- Define and discuss applications of ethical behavior within the criminal justice system.
- Demonstrate psychomotor skills appropriate for a law enforcement officer.
- Pass the State of Ohio certification test to become a police officer in the state.

ASSOCIATE OF APPLIED SCIENCE

TECHNICAL CONCENTRATION

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hrs.</th>
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</thead>
<tbody>
<tr>
<td>LAC 2030</td>
<td>Basic Law Academy I</td>
</tr>
<tr>
<td>LAC 2040</td>
<td>Basic Law Academy II</td>
</tr>
<tr>
<td>LEN 1100</td>
<td>Introduction to Criminal Justice (OSS031)</td>
</tr>
<tr>
<td>LEN 1400</td>
<td>Policing (OSS032)</td>
</tr>
<tr>
<td>LEN 1700</td>
<td>Practicum</td>
</tr>
<tr>
<td>LEN 2200</td>
<td>Corrections (OSS033)</td>
</tr>
<tr>
<td>LEN 2400</td>
<td>Criminology (OSS034)</td>
</tr>
<tr>
<td>LEN 2040</td>
<td>Investigation Techniques</td>
</tr>
<tr>
<td>LEN 2090</td>
<td>Report Writing</td>
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<tr>
<td>LEN 2150</td>
<td>Community Relations</td>
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<tr>
<td>Total Technical Credit Hours</td>
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GENERAL EDUCATION AND RELATED COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hrs.</th>
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</thead>
<tbody>
<tr>
<td>GEN 1000</td>
<td>First-Year Seminar</td>
</tr>
<tr>
<td>CIT 1090</td>
<td>Digital Literacy and Applications</td>
</tr>
<tr>
<td>Choose One:</td>
<td>3/5</td>
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<tr>
<td>HPE 1011</td>
<td>Physical Fitness for Law Enforcement</td>
</tr>
<tr>
<td>HUM 1010</td>
<td>Critical Thinking</td>
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<tr>
<td>MTH 1110</td>
<td>Business Math*</td>
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<tr>
<td>PLS 1000</td>
<td>American Government</td>
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<tr>
<td>PSY 1210</td>
<td>General Psychology</td>
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<tr>
<td>SPE 2200</td>
<td>Interpersonal Communication</td>
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<td>Total General Education and Related Credit Hours</td>
<td>25/27</td>
</tr>
<tr>
<td>TOTAL CREDIT HOURS</td>
<td>68/70</td>
</tr>
</tbody>
</table>

See your advisor for appropriate course selection.

* Students should complete a 2000 level mathematics course if transferring.

All students graduating from Terra State Community College with an Associate degree of any kind will be functionally proficient in common computer operations and applications. Please see your academic advisor or academic division office for further details.

To determine when courses are scheduled, see program curriculum sheet which is available from the Enrollment Services office in Building A/Room 100, from the Liberal Arts and Public Services Division in Building A/Room 202, or on the web at www.terra.edu.
**Management**

**Agribusiness Management Major**

**BUSINESS AND CREATIVE ARTS DIVISION**

**Program of Study**

The Agribusiness Management program combines agriculture and business management skills. This degree is appropriate for students interested in preparing themselves for a wide variety of careers in agriculture, both in production agriculture and other related fields.

Agribusiness Management allows students to combine these management skills with agricultural skills they have gained through the College and Career Readiness Programs (Tech Prep), practical experience, and/or other formal education in the field. It is also appropriate for individuals currently employed in an agribusiness setting who wish to move up to a management position.

The faculty has identified the following Learning Outcomes for all graduates:

- Use technology for business communication, computation, and presentation.
- Demonstrate an understanding of the changing contemporary agribusiness environment in a free enterprise system.
- Demonstrate an understanding of the global nature of agribusiness.
- Demonstrate an understanding of the legal aspects of agribusiness.
- Demonstrate an understanding of the role of the manager in resource management.
- Demonstrate an understanding of the role of marketing in agribusiness.

**Potential Occupations:**

- Field Agronomist
- Farmer/Production Agriculturalist
- Crop Consultant
- Field Crop Scout
- Horticultural Assistant
- Agrichemical Sales Representative
- Fertilizer Sales Representative
- Seed Sales Representative

**ASSOCIATE OF APPLIED BUSINESS**

**TECHNICAL CONCENTRATION**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hrs.</th>
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<tbody>
<tr>
<td>AGR 1010</td>
<td>Introduction to Agribusiness</td>
<td>3</td>
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<tr>
<td>AGR 1030</td>
<td>Intermediate Agribusiness Management</td>
<td>3</td>
</tr>
<tr>
<td>AGR 2000</td>
<td>Agronomy and Soil Science</td>
<td>3</td>
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<td>AGR 2150</td>
<td>Crop and Pest Management</td>
<td>3</td>
</tr>
<tr>
<td>Choose One:</td>
<td>LAW 2420 Business Law or FST 2520 Risk Management</td>
<td>3</td>
</tr>
<tr>
<td>MGT 1190</td>
<td>Management</td>
<td>3</td>
</tr>
<tr>
<td>MGT 2670</td>
<td>Business Ethics</td>
<td>3</td>
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<tr>
<td>MRT 1010</td>
<td>Marketing</td>
<td>3</td>
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<td>MRT 1110</td>
<td>Principles of Selling</td>
<td>3</td>
</tr>
<tr>
<td>Choose:</td>
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<tr>
<td>Choose One:</td>
<td>AGR 2500 Precision Agriculture Technology, or MGT 2560 Small Business Development, or MRT 1140 Advertising</td>
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**Total Technical Credit Hours**

31–34

**GENERAL EDUCATION AND RELATED COURSES**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hrs.</th>
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<tbody>
<tr>
<td>GEN 1000</td>
<td>First-Year Seminar</td>
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<tr>
<td>ACC 1100</td>
<td>Financial Accounting</td>
<td>4</td>
</tr>
<tr>
<td>Choose One:</td>
<td>BIO 1070 Environmental Science I or BIO 1080 Environmental Science II</td>
<td>3</td>
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<tr>
<td>BIO 1095</td>
<td>Environmental Science Lab</td>
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</tr>
<tr>
<td>Choose One:</td>
<td>MTH 1110 Business Math or DLS 1090 Digital Literacy and Applications</td>
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<tr>
<td>ECO 2010</td>
<td>Macroeconomics</td>
<td>3</td>
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<td>ECO 2020</td>
<td>Microeconomics</td>
<td>3</td>
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<tr>
<td>Choose One:</td>
<td>ENG 1050 College Composition I or ENG 1020</td>
<td>3/5</td>
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<tr>
<td>ENG 1900</td>
<td>Effective Speaking</td>
<td>3</td>
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<tr>
<td>Choose One:</td>
<td>MTH 2310 College Algebra or MTH 1110 Business Math</td>
<td>3/4</td>
</tr>
<tr>
<td>SPE 2010</td>
<td>*Humanities Elective</td>
<td>3</td>
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</tbody>
</table>

**Total General Education and Related Credit Hours**

33–36

**TOTAL CREDIT HOURS**

64–70

* See pages 122-123 for a listing of specific electives.
** See your advisor for appropriate course selection.

All students graduating from Terra State Community College with an Associate degree of any kind will be functionally proficient in common computer operations and applications. Please see your academic advisor or academic division office for further details.

To determine when courses are scheduled, see program curriculum sheet which is available from the Enrollment Services office in Building A/Room 100, from the Business and Creative Arts Division in Building D/Room 201, or on the web at www.terra.edu.
MANAGEMENT

Business Management Major

Program of Study

The career field of Business Management requires the setting of goals for a business and then coordinating the various resources of the organization to meet these goals. Terra’s Business Management program provides a well-rounded background in the various business disciplines with a focus on accounting, management, marketing, computer skills, as well as general math, communication, and business social skills.

The faculty has identified the following Learning Outcomes for all graduates:

• Use technology for business communication, computation, and presentation.
• Demonstrate an understanding of changing contemporary business environment in a free enterprise system.
• Demonstrate an understanding of the global nature of business.
• Demonstrate an understanding of the legal aspects of business.
• Demonstrate an understanding of the role of the manager in resource management.
• Demonstrate an understanding of the role of marketing in business.

POTENTIAL OCCUPATIONS:

— Small Business Manager
— Facility Manager
— General Manager
— Construction Manager
— Financial Manager
— Government Executive
— Hotel Manager
— Industrial Production Manager
— Property Manager
— Purchasing Manager
— Restaurant Manager
— Human Resource Manager
— Marketing Manager
— Public Relations Manager

ASSOCIATE OF APPLIED BUSINESS

TECHNICAL CONCENTRATION

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
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</thead>
<tbody>
<tr>
<td>ACC 1100</td>
<td>Financial Accounting</td>
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<tr>
<td>ACC 1200</td>
<td>Managerial Accounting</td>
</tr>
<tr>
<td>LAW 2420</td>
<td>Business Law</td>
</tr>
<tr>
<td>MGT 1190</td>
<td>Management</td>
</tr>
<tr>
<td>MGT 1210</td>
<td>Human Resource Management</td>
</tr>
<tr>
<td>MGT 1250</td>
<td>Leadership Development</td>
</tr>
<tr>
<td>MGT 2560</td>
<td>Small Business Development</td>
</tr>
<tr>
<td>MGT 2650</td>
<td>Organizational Behavior</td>
</tr>
<tr>
<td>MGT 2670</td>
<td>Business Ethics</td>
</tr>
</tbody>
</table>

Choose:

- MGT 2900 Management Capstone or
- EBE 2980 Cooperative Education Seminar and
- MGT 2980 Cooperative Work Experience

Total Technical Credit Hours: 32-35

GENERAL EDUCATION AND RELATED COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>GEN 1000</td>
<td>First-Year Seminar</td>
</tr>
<tr>
<td>CIT 1090</td>
<td>Digital Literacy and Applications</td>
</tr>
<tr>
<td>Choose Three:</td>
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</tr>
<tr>
<td>OAD 2230 Advanced Database</td>
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<tr>
<td>OAD 2240 Advanced Spreadsheets</td>
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<tr>
<td>OAD 2310 Advanced Word Processing</td>
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<tr>
<td>OAD 2330 Advanced Presentation Graphics</td>
<td></td>
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<tr>
<td>ECO 2020</td>
<td>Microeconomics</td>
</tr>
<tr>
<td>Choose One:</td>
<td></td>
</tr>
<tr>
<td>ENG 1050 College Composition I or ENG 1020</td>
<td></td>
</tr>
<tr>
<td>MRT 1010</td>
<td>Marketing</td>
</tr>
<tr>
<td>MRT 1301</td>
<td>Public Relations</td>
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<tr>
<td>Choose One:</td>
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</tr>
<tr>
<td>**MTH 2310 College Algebra or MTH 1110 Business Math</td>
<td></td>
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<tr>
<td>SPE 2010</td>
<td>Effective Speaking</td>
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<tr>
<td>*Humanities Elective</td>
<td></td>
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</tbody>
</table>

Total General Education and Related Credit Hours: 31-34

TOTAL CREDIT HOURS: 63-69

* See pages 122-123 for a listing of specific electives.
** See your advisor for appropriate course selection.

For available Certificate Program options, see catalog pages 125-132.

All students graduating from Terra State Community College with an Associate degree of any kind will be functionally proficient in common computer operations and applications. Please see your academic advisor or academic division office for further details.

To determine when courses are scheduled, see program curriculum sheet which is available from the Enrollment Services office in Building A/Room 100, from the Business and Creative Arts Division in Building D/Room 201, or on the web at www.terra.edu.
Hospitality Management Major

Program of Study

The hospitality industry is one of the Nation and Northern Ohio’s leading employers and is continually looking for well-qualified managers and supervisors. This program prepares students for a wide variety of career opportunities within the hospitality industry. The Hospitality Management major is designed to emphasize a broad base of knowledge and skills of the hospitality industry with the emphasis in strategies in supervision, sanitation, cost controls for food, beverage and labor, communication, customer service skills, management and a blend of general education topics.

The faculty has identified the following Learning Outcomes for all graduates:

• Discuss the scope of the Hospitality industry.
• Apply a comprehensive understanding of: basic food cookery; industry terminology; and the use and care of foodservice equipment.
• Exhibit knowledge of food purchasing, receiving, and issuing; proper table service; and front of the house management controls.
• Demonstrate the knowledge and understanding of the value of the menu as a major management tool, including its role as a merchandising tool for the presentation of food and beverage.
• Demonstrate knowledge of basic sanitation principles and methods of training employees to follow good sanitation practices.
• Plan, organize, and manage a special event.
• Demonstrate understanding of a successful lodging front-office operation and the role that housekeeping plays in its success.
• Use technology for business communication, computation, and presentation.

ASSOCIATE OF APPLIED BUSINESS

TECHNICAL CONCENTRATION

<table>
<thead>
<tr>
<th>Credit Hrs.</th>
</tr>
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<tbody>
<tr>
<td>HSP 1000 Introduction to Hospitality</td>
</tr>
<tr>
<td>HSP 1100 Food and Beverage Safety</td>
</tr>
<tr>
<td>MGT 2200 Customer Service and Auditing</td>
</tr>
<tr>
<td>HSP 2980 Cooperative Work Experience</td>
</tr>
<tr>
<td>HSP 2100 Food Preparation 1</td>
</tr>
<tr>
<td>HSP 2130 Food Preparation 2</td>
</tr>
<tr>
<td>HSP 1150 Food and Beverage Operations</td>
</tr>
<tr>
<td>HSP 1300 Lodging Operations</td>
</tr>
<tr>
<td>HSP 2200 Event Management</td>
</tr>
<tr>
<td>MGT 1250 Leadership Development</td>
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<tr>
<td>HSP 2150 Menu Engineering</td>
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<td><strong>Total Technical Credit Hours</strong></td>
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GENERAL EDUCATION AND RELATED COURSES

<table>
<thead>
<tr>
<th>Credit Hrs.</th>
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<tbody>
<tr>
<td>GEN 1000 First Year Seminar</td>
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<tr>
<td>ENG 1050 College Composition I</td>
</tr>
<tr>
<td>CIT 1090 Digital Literacy and Applications</td>
</tr>
<tr>
<td>Choose One: <strong>MTH 2310 College Algebra or MTH 1110 Business Math</strong></td>
</tr>
<tr>
<td>ACC 1100 Financial Accounting</td>
</tr>
<tr>
<td>Choose One: SPE 2010 Effective Speaking or SPE 2200 Interpersonal Communication</td>
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<tr>
<td>ECO 2020 Microeconomics</td>
</tr>
<tr>
<td>Choose One: MGT 1210, Human Resource Management or MRT 1010, Marketing</td>
</tr>
<tr>
<td>EBE 2980 Cooperative Education Seminar</td>
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<td><strong>Total General Education and Related Credit Hours</strong></td>
</tr>
<tr>
<td><strong>TOTAL CREDIT HOURS</strong></td>
</tr>
</tbody>
</table>

* See pages 122-123 for a listing of specific electives.
** See your advisor for appropriate course selection.

All students graduating from Terra State Community College with an Associate degree of any kind will be functionally proficient in common computer operations and applications. Please see your academic advisor or academic division office for further details.

To determine when courses are scheduled, see program curriculum sheet which is available from the Enrollment Services office in Building A/Room 100, from the Business and Creative Arts Division in Building D/Room 201, or on the web at www.terra.edu.
MANAGEMENT

Industrial Supervision Major

BUSINESS AND CREATIVE ARTS DIVISION

Program of Study

Business Management involves setting goals for a business and then coordinating the human, financial, physical, and informational resources of that industry to meet those goals. The Business Management program is designed to develop the skills needed to help individual managers prepare for today's changing business environment.

The Industrial Supervision major provides a well-rounded background in team processes, customer service, auditing, process improvement, organizational behavior, LEAN manufacturing, and business ethics.

The faculty has identified the following Learning Outcomes for all graduates:

- Use technology for business communication, computation, and presentation.
- Demonstrate an understanding of individual and organizational behavior within teams and contemporary business environments.
- Demonstrate an understanding of process and system improvements in business and industry.
- Demonstrate an understanding of the role of customer service and requirements within the changing contemporary business environment.

POTENTIAL OCCUPATIONS:
- Facility Manager
- General Manager
- Construction Manager
- Industrial Production Manager
- Human Resource Manager
- Production Advisor
- Quality Advisor

ASSOCIATE OF APPLIED BUSINESS

TECHNICAL CONCENTRATION

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hrs.</th>
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</thead>
<tbody>
<tr>
<td>FST 2520</td>
<td>Risk Management</td>
<td>3</td>
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<tr>
<td>MFG 1020</td>
<td>Safety</td>
<td>1</td>
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<tr>
<td>MGT 1190</td>
<td>Management</td>
<td>3</td>
</tr>
<tr>
<td>MGT 1210</td>
<td>Human Resource Management</td>
<td>4</td>
</tr>
<tr>
<td>MGT 1250</td>
<td>Leadership Development</td>
<td>3</td>
</tr>
<tr>
<td>MGT 1300</td>
<td>Effective Teams and Processes</td>
<td>4</td>
</tr>
<tr>
<td>MGT 2200</td>
<td>Customer Service and Auditing</td>
<td>3</td>
</tr>
<tr>
<td>MGT 2650</td>
<td>Organizational Behavior</td>
<td>3</td>
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<tr>
<td>MGT 2670</td>
<td>Business Ethics</td>
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<tr>
<td>QCT 2300</td>
<td>Lean Manufacturing</td>
<td>3</td>
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</table>

Choose:
- MGT 2900 Management Capstone
- EBE 2980 Cooperative Education Seminar
- MGT 2980 Cooperative Work Experience

Total Technical Credit Hours: 33

GENERAL EDUCATION AND RELATED COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hrs.</th>
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<tbody>
<tr>
<td>GEN 1000</td>
<td>First-Year Seminar</td>
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</tr>
<tr>
<td>ACC 1100</td>
<td>Financial Accounting</td>
<td>4</td>
</tr>
<tr>
<td>CIT 1090</td>
<td>Digital Literacy and Applications</td>
<td>3</td>
</tr>
<tr>
<td>ECO 2020</td>
<td>Microeconomics</td>
<td>3</td>
</tr>
</tbody>
</table>

Choose Three:
- OAD 2230 Advanced Database
- OAD 2240 Advanced Spreadsheets
- OAD 2310 Advanced Word Processing
- OAD 2330 Advanced Presentation Graphics

Choose One:
- ENG 1050 College Composition I or ENG 1020
- Marketing
- Principles of Selling
- **MTH 2310 College Algebra or MTH 1110 Business Math
- Effective Speaking
- *Humanities Elective

Total General Education and Related Credit Hours: 32–35

TOTAL CREDIT HOURS: 65–68

* See pages 122-123 for a listing of specific electives.
** See your advisor for appropriate course selection.

For available Certificate Program options, see catalog pages 125-132.

All students graduating from Terra State Community College with an Associate degree of any kind will be functionally proficient in common computer operations and applications. Please see your academic advisor or academic division office for further details.

To determine when courses are scheduled, see program curriculum sheet which is available from the Enrollment Services office in Building A/Room 100, from the Business and Creative Arts Division in Building D/Room 201, or on the web at www.terra.edu.
Program of Study

The Manufacturing Technology major provides a structured yet flexible degree path for those interested in developing hands-on skills in various aspects of an organization.

The core technical courses combine CAD, Electrical, Manufacturing, and Mechanical Engineering areas. Students will take three additional courses, listed as Technical Electives in their area of interest.

Two of the three technical electives must be 2000 level courses. If you are unsure about these electives, ask your advisor.

This major is ideal for individuals who have completed or are working on an apprenticeship program and would like to complete an associate degree.

The faculty has identified the following Learning Outcomes for all graduates:

• Prepare drawings using Computer-Aided Design (CAD) to completely describe a part for manufacture, including views and tolerances.
• Produce parts using various types of manual machines.
• Inspect parts that were produced using various types of tools.

ASSOCIATE OF APPLIED SCIENCE

TECHNICAL CONCENTRATION

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Credit Hrs.</th>
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<tbody>
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<td>CAD I</td>
<td>3</td>
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<tr>
<td>CAD 1320</td>
<td>CAD II</td>
<td>3</td>
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<tr>
<td>EET 1050</td>
<td>Electricity</td>
<td>3</td>
</tr>
<tr>
<td>MET 1130</td>
<td>Introduction to Machining Processes</td>
<td>2</td>
</tr>
<tr>
<td>MET 1140</td>
<td>Introduction to Machining Processes Lab</td>
<td>1</td>
</tr>
<tr>
<td>MET 1320</td>
<td>CNC I</td>
<td>3</td>
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<tr>
<td>Choose One:</td>
<td>MET 1340 Advanced CNC Lathe; or MET 2370 Advanced CNC Mills</td>
<td>3</td>
</tr>
<tr>
<td>MET 2200</td>
<td>Hydraulics I</td>
<td>3</td>
</tr>
<tr>
<td>MFG 1020</td>
<td>Safety</td>
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<td>MFG 1080</td>
<td>Materials</td>
<td>3</td>
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<td>*Technical Elective</td>
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<td>*Technical Elective</td>
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Total Technical Credit Hours ............................................... 31

GENERAL EDUCATION AND RELATED COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Credit Hrs.</th>
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<tbody>
<tr>
<td>GEN 1000</td>
<td>First-Year Seminar</td>
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<tr>
<td>Choose One:</td>
<td>ENG 1050 College Composition I or ENG 1020</td>
<td>3/5</td>
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<tr>
<td>ENG 1900</td>
<td>Technical Writing for Business and Industry</td>
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</tr>
<tr>
<td>MTH 1150</td>
<td>Math for the Trades</td>
<td>4</td>
</tr>
<tr>
<td>PHY 1070</td>
<td>Survey of Physics</td>
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<tr>
<td>PHY 1075</td>
<td>Survey of Physics Lab</td>
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<tr>
<td>QCT 1020</td>
<td>Blueprint Reading</td>
<td>2</td>
</tr>
<tr>
<td>QCT 2300</td>
<td>Lean Manufacturing</td>
<td>3</td>
</tr>
<tr>
<td>SPE 2010</td>
<td>Effective Speaking</td>
<td>3</td>
</tr>
<tr>
<td>*Humanities Elective</td>
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<td>3</td>
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<tr>
<td>*Social Science Elective</td>
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</table>

Total General Education and Related Credit Hours ................. 29/31

TOTAL CREDIT HOURS .......................................................... 60/62

* See pages 122-123 for a listing of specific electives.

See your advisor for appropriate course selection.

For available Certificate Program options, see catalog pages 125-132.

All students graduating from Terra State Community College with an Associate degree of any kind will be functionally proficient in common computer operations and applications. Please see your academic advisor or academic division office for further details.

To determine when courses are scheduled, see program curriculum sheet which is available from the Enrollment Services office in Building A/Room 100, from the Engineering Technologies and Mathematics Division in Building E/Room 107, or on the web at www.terra.edu.

* See pages 122-123 for a listing of specific electives.

See your advisor for appropriate course selection.

For available Certificate Program options, see catalog pages 125-132.

All students graduating from Terra State Community College with an Associate degree of any kind will be functionally proficient in common computer operations and applications. Please see your academic advisor or academic division office for further details.

To determine when courses are scheduled, see program curriculum sheet which is available from the Enrollment Services office in Building A/Room 100, from the Engineering Technologies and Mathematics Division in Building E/Room 107, or on the web at www.terra.edu.
MANUFACTURING ENGINEERING

Mechanical Engineering Technology Major

ASSOCIATE OF APPLIED SCIENCE

PROGRAM OF STUDY

The Mechanical Engineering Technology major is for a person who aspires to be an integral part of product design and manufacturing. Beginning with CAD skills and a fundamental knowledge of Blueprint reading, graduates of this program learn to create drawings, solid models and assemblies, and utilize those skills to work inside of CAM software. Each of the aforementioned systems simplify, enhance, and streamline the process of engineering.

Included are traditional engineering courses, such as Statics, Strength of Materials, and Machine Design. Students in this program will learn to apply the principles of mathematics and physics to solve real-world design problems.

This degree is designed for students who wish to earn an Associate’s degree and then go into the workforce or students who would like to go on to receive a Bachelor’s degree in Mechanical Engineering Technology.

The faculty has identified the following Learning Outcomes for all graduates:

- Prepare drawings using Computer-Aided Design (CAD) to completely describe a part for manufacture, including views and tolerances.
- Produce parts using various types of manual machines.
- Inspect parts that were produced using various types of tools.
- Program and produce parts on a variety of Computer Numerical Control (CNC) equipment.
- Utilize CAD skills to present a design including assemblies for approval.
- Complete a design from start to finish.

POTENTIAL OCCUPATIONS:
- CAD Technician
- CAM Technician
- CNC Technician
- Mechanical Designer
- Process Engineer

TECHNICAL CONCENTRATION

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>CAD 1110</td>
<td>CAD I</td>
<td>3</td>
</tr>
<tr>
<td>CAD 1320</td>
<td>CAD II</td>
<td>3</td>
</tr>
<tr>
<td>MET 1130</td>
<td>Introduction to Machining Processes</td>
<td>2</td>
</tr>
<tr>
<td>MET 1140</td>
<td>Introduction to Machining Processes Lab</td>
<td>1</td>
</tr>
<tr>
<td>MET 1320</td>
<td>CNC I</td>
<td>3</td>
</tr>
<tr>
<td>MET 2110</td>
<td>Statics</td>
<td>3</td>
</tr>
<tr>
<td>MET 2150</td>
<td>Strength of Materials</td>
<td>3</td>
</tr>
<tr>
<td>MET 2200</td>
<td>Hydraulics</td>
<td>3</td>
</tr>
<tr>
<td>MET 2210</td>
<td>Machine Design</td>
<td>3</td>
</tr>
<tr>
<td>MET 2500</td>
<td>CAM Programming</td>
<td>3</td>
</tr>
<tr>
<td>MFG 1020</td>
<td>Safety</td>
<td>1</td>
</tr>
<tr>
<td>MFG 1080</td>
<td>Materials</td>
<td>3</td>
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Total Technical Credit Hours: 31

GENERAL EDUCATION AND RELATED COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>GEN 1000</td>
<td>First-Year Seminar</td>
<td>1</td>
</tr>
<tr>
<td>ECO 2010</td>
<td>Macroeconomics.</td>
<td>3</td>
</tr>
<tr>
<td>Choose One:</td>
<td>ENG 1050 College Composition I or ENG 1020</td>
<td>3/5</td>
</tr>
<tr>
<td>ENG 1900</td>
<td>Technical Writing for Business and Industry</td>
<td>3</td>
</tr>
<tr>
<td>HUM 1010</td>
<td>Critical Thinking</td>
<td>3</td>
</tr>
<tr>
<td>MTH 1310</td>
<td>Intermediate Algebra</td>
<td>4</td>
</tr>
<tr>
<td>MTH 1320</td>
<td>Intermediate Trigonometry</td>
<td>3</td>
</tr>
<tr>
<td>PHY 1310</td>
<td>General Physics I</td>
<td>4</td>
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<tr>
<td>PHY 1315</td>
<td>General Physics Lab I</td>
<td>1</td>
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<tr>
<td>QCT 1020</td>
<td>Blueprint Reading</td>
<td>2</td>
</tr>
<tr>
<td>QCT 2300</td>
<td>Lean Manufacturing</td>
<td>3</td>
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<tr>
<td>SPE 2010</td>
<td>Effective Speaking</td>
<td>3</td>
</tr>
</tbody>
</table>

Total General Education and Related Credit Hours: 33/36

TOTAL CREDIT HOURS: 64/67

See your advisor for appropriate course selection.

For available Certificate Program options, see catalog pages 125-132.

All students graduating from Terra State Community College with an Associate degree of any kind will be functionally proficient in common computer operations and applications. Please see your academic advisor or academic division office for further details.

To determine when courses are scheduled, see program curriculum sheet which is available from the Enrollment Services office in Building A/Room 100, from the Engineering Technologies and Mathematics Division in Building E/Room 107, or on the web at www.terra.edu.
Marketing

Marketing Major

BUSINESS AND CREATIVE ARTS DIVISION

Program of Study

The Marketing program is designed to fulfill the needs of students who intend to explore careers in marketing-related fields, as well as those students who are presently working in business who desire to supplement their work experience. Terra’s Marketing curriculum includes retail and industrial sales, sales management, advertising, public relations, buying, and marketing research.

The faculty has identified the following Learning Outcomes for all graduates:

- Demonstrate the ability to use an understanding of marketing to effectively integrate that knowledge into the management of business.
- Understand the importance of sales and management of sales teams within a business organization.
- Demonstrate knowledge of the impact of technology in the modern business world.
- Manage the marketing, financial, legal, and global aspects of running a business.

ASSOCIATE OF APPLIED BUSINESS

TECHNICAL CONCENTRATION

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>MGT 1190</td>
<td>Management</td>
<td>3</td>
</tr>
<tr>
<td>MGT 2560</td>
<td>Small Business Development</td>
<td>4</td>
</tr>
<tr>
<td>MRT 1010</td>
<td>Marketing</td>
<td>3</td>
</tr>
<tr>
<td>MRT 1110</td>
<td>Principles of Selling</td>
<td>3</td>
</tr>
<tr>
<td>MRT 1140</td>
<td>Advertising</td>
<td>3</td>
</tr>
<tr>
<td>MRT 1301</td>
<td>Public Relations</td>
<td>3</td>
</tr>
<tr>
<td>MRT 2131</td>
<td>Retail Management</td>
<td>3</td>
</tr>
<tr>
<td>MRT 2600</td>
<td>Marketing Research</td>
<td>3</td>
</tr>
<tr>
<td>MRT 2610</td>
<td>Internet Marketing</td>
<td>3</td>
</tr>
<tr>
<td>MRT 2620</td>
<td>Marketing Management (Capstone)</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Technical Credit Hours: 31

GENERAL EDUCATION AND RELATED COURSES

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>GEN 1000</td>
<td>First-Year Seminar</td>
<td>1</td>
</tr>
<tr>
<td>ACC 1100</td>
<td>Financial Accounting</td>
<td>4</td>
</tr>
<tr>
<td>MTH 2010</td>
<td>Statistics</td>
<td>4</td>
</tr>
<tr>
<td>CIT 1090</td>
<td>Digital Literacy and Applications</td>
<td>3</td>
</tr>
<tr>
<td>ECO 2020</td>
<td>Microeconomics</td>
<td>3</td>
</tr>
<tr>
<td>ENG 1050</td>
<td>College Composition</td>
<td>3</td>
</tr>
<tr>
<td>ENG 1900</td>
<td>Technical Writing for Business and Industry</td>
<td>3</td>
</tr>
<tr>
<td>HSP 1200</td>
<td>Customer Service in Hospitality</td>
<td>3</td>
</tr>
<tr>
<td>MGT 2670</td>
<td>Business Ethics</td>
<td>3</td>
</tr>
<tr>
<td>LAW 2420</td>
<td>Business Law</td>
<td>3</td>
</tr>
<tr>
<td>SPE 2010</td>
<td>Effective Speaking</td>
<td>3</td>
</tr>
</tbody>
</table>

Total General Education and Related Credit Hours: 33

TOTAL CREDIT HOURS: 64

* See pages 122-123 for a listing of specific electives.

See your advisor for appropriate course selection.

For available Certificate Program options, see catalog pages 125-132.

All students graduating from Terra State Community College with an Associate degree of any kind will be functionally proficient in common computer operations and applications. Please see your academic advisor or academic division office for further details.

To determine when courses are scheduled, see program curriculum sheet which is available from the Enrollment Services office in Building A/Room 100, from the Business and Creative Arts Division in Building D/Room 201, or on the web at www.terra.edu.
Program of Study

The Marketing Technology program is designed to fulfill the needs of two groups of individuals: students who intend to explore career opportunities in marketing-related fields and students who are presently working in business and desire to supplement their practical experience with an effective marketing education. Marketing, to some, may mean price, product, place, and promotion. To others, marketing means all that is involved in sales and distribution.

Terra State Community College’s Marketing program is designed to include instruction in sales, sales management, small business and retail management, advertising, public relations, buying, and marketing research.

The Real Estate Major allows students to apply the marketing skills learned to the real estate field by combining this instruction with specific Real Estate classes. The four Real Estate classes, Real Estate Principles, Law, Finance, and Appraisal, are also the classes necessary to sit for the Real Estate Sales License in the State of Ohio. Completion of this degree may also meet the academic requirements for a Real Estate Broker's License in the state of Ohio.

The faculty has identified the following Learning Outcomes for all graduates:

- Demonstrate the ability to use an understanding of marketing to effectively integrate that knowledge into the management of business.
- Understand the importance of sales and management of sales teams within a business organization.
- Demonstrate knowledge of the impact of technology in the modern business world.
- Manage the marketing, financial, legal, and global aspects of running a business.
- Understand the application of marketing concepts to real estate sales and promotion.

Potential Occupations:
- Real Estate Sales Agent
- Property Manager
- Real Estate Appraisal Assistant
- Mortgage Broker
- Mortgage Loan Specialist
- Landlord

ASSOCIATE OF APPLIED BUSINESS

TECHNICAL CONCENTRATION

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>MGT 1190</td>
<td>Management</td>
<td>3</td>
</tr>
<tr>
<td>MGT 2560</td>
<td>Small Business Development</td>
<td>4</td>
</tr>
<tr>
<td>MGT 2670</td>
<td>Business Ethics</td>
<td>3</td>
</tr>
<tr>
<td>MRT 1010</td>
<td>Marketing</td>
<td>3</td>
</tr>
<tr>
<td>MRT 1110</td>
<td>Principles of Selling</td>
<td>3</td>
</tr>
<tr>
<td>MRT 1140</td>
<td>Advertising</td>
<td>3</td>
</tr>
<tr>
<td>MRT 2620</td>
<td>Marketing Management (Capstone)</td>
<td>3</td>
</tr>
<tr>
<td>MRT 2600</td>
<td>Marketing Research</td>
<td>3</td>
</tr>
<tr>
<td>RST 1100</td>
<td>Principles and Practices of Real Estate</td>
<td>3</td>
</tr>
<tr>
<td>RST 1450</td>
<td>Real Estate Finance</td>
<td>2</td>
</tr>
<tr>
<td>RST 2110</td>
<td>Real Estate Law</td>
<td>3</td>
</tr>
<tr>
<td>RST 2450</td>
<td>Real Estate Appraisal</td>
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<tr>
<td>RST 2630</td>
<td>Research Project (Real Estate)</td>
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Total Technical Credit Hours .......................... 37

GENERAL EDUCATION AND RELATED COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hrs.</th>
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</thead>
<tbody>
<tr>
<td>GEN 1000</td>
<td>First-Year Seminar</td>
<td>1</td>
</tr>
<tr>
<td>ACC 1100</td>
<td>Financial Accounting</td>
<td>4</td>
</tr>
<tr>
<td>CIT 1090</td>
<td>Digital Literacy and Applications</td>
<td>3</td>
</tr>
<tr>
<td>ECO 2020</td>
<td>Microeconomics</td>
<td>3</td>
</tr>
<tr>
<td>Choose One:</td>
<td>ENG 1050 College Composition I or ENG 1020</td>
<td>3/5</td>
</tr>
<tr>
<td>ENG 1900</td>
<td>Technical Writing for Business and Industry</td>
<td>3</td>
</tr>
<tr>
<td>FST 2520</td>
<td>Risk Management</td>
<td>3</td>
</tr>
<tr>
<td>LAW 2420</td>
<td>Business Law</td>
<td>3</td>
</tr>
<tr>
<td>MTH 1110</td>
<td>Effective Speaking</td>
<td>3</td>
</tr>
<tr>
<td>SPE 2010</td>
<td>*Humanities Elective</td>
<td>3</td>
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</table>

Total General Education and Related Credit Hours .......................... 33/35

TOTAL CREDIT HOURS 70/72

* See pages 122-123 for a listing of specific electives.
See your advisor for appropriate course selection.

For available Certificate Program options, see catalog pages 125-132.

All students graduating from Terra State Community College with an Associate degree of any kind will be functionally proficient in common computer operations and applications. Please see your academic advisor or academic division office for further details.

To determine when courses are scheduled, see program curriculum sheet which is available from the Enrollment Services office in Building A/Room 100, from the Business and Creative Arts Division in Building D/Room 201, or on the web at www.terra.edu.
ASSOCIATE OF SCIENCE

<table>
<thead>
<tr>
<th>CONCENTRATION</th>
<th>Credit Hrs.</th>
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<tbody>
<tr>
<td>MTH 2520</td>
<td>Calculus and Analytic Geometry II (OMT006)</td>
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<tr>
<td>MTH 2530</td>
<td>Calculus and Analytic Geometry III (OMT007)*</td>
</tr>
<tr>
<td>MTH 2610</td>
<td>Linear Algebra (OMT008)*</td>
</tr>
<tr>
<td>MTH 2630</td>
<td>Differential Equations (OMT009)*</td>
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<td></td>
<td>Concentration Required Credit Hours</td>
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<table>
<thead>
<tr>
<th>COLLEGE REQUIRED COURSES</th>
</tr>
</thead>
<tbody>
<tr>
<td>GEN 1000</td>
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<tr>
<td>CIT 1090</td>
</tr>
<tr>
<td>HUM 2900</td>
</tr>
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<table>
<thead>
<tr>
<th>ENGLISH/ORAL COMMUNICATIONS COURSES</th>
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<tr>
<td>Placement Test: ENG 1050 College Composition I or ENG 1020</td>
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<tr>
<td>ENG 1060</td>
</tr>
<tr>
<td>SPE 2010</td>
</tr>
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<table>
<thead>
<tr>
<th>MATHEMATICS</th>
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<tbody>
<tr>
<td>Choose One: MTH 2510 Calculus and Analytic Geometry I or MTH 2010</td>
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<td>Mathematics Required Credit Hours</td>
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</table>

<table>
<thead>
<tr>
<th>ARTS AND HUMANITIES</th>
</tr>
</thead>
<tbody>
<tr>
<td>A minimum of 10 semester hours from at least 2 different discipline areas is required.</td>
</tr>
<tr>
<td>Any combination of OTM Arts and Humanities electives</td>
</tr>
<tr>
<td>Arts and Humanities Required Credit Hours</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SOCIAL SCIENCES</th>
</tr>
</thead>
<tbody>
<tr>
<td>A minimum of 10 semester hours from at least 2 different discipline areas is required.</td>
</tr>
<tr>
<td>Any combination of OTM Social Sciences electives</td>
</tr>
<tr>
<td>Social Sciences Required Credit Hours</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>NATURAL SCIENCES</th>
</tr>
</thead>
<tbody>
<tr>
<td>A minimum of 10 semester hours is required. At least one course must contain a laboratory component or be a laboratory course.</td>
</tr>
<tr>
<td>PHY 2330</td>
</tr>
<tr>
<td>PHY 2335</td>
</tr>
<tr>
<td>PHY 2340</td>
</tr>
<tr>
<td>PHY 2345</td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>

Additional elective hours may be taken from any Terra program or discipline to combine with the above requirements to complete a degree with at least 60, but not greater than 73 semester hours. Care should be taken to select elective courses that will meet specific requirements at the four-year institution. No mathematics course below the 200-level may be used as an elective. No developmental course may be used as an elective.

Any combination of additional electives | 2–15

TOTAL CREDIT HOURS | 60–73

See your advisor for appropriate course selection.

* required
** recommended by state-wide Transfer Assurance Guide (TAG)

Note: Electives to be used for Mathematics, Arts and Humanities, Social Sciences, and Natural Sciences are located on page 54.
MECHANICAL ENGINEERING TECHNOLOGY (TRANSFER DEGREE)

Mechanical Engineering Technology Concentration

ENGINEERING TECHNOLOGIES AND MATHEMATICS DIVISION

Program of Study

Students wanting a concentration in Mechanical Engineering Technology should select 12 hours from the following courses: CAD 1110, MET 2110, MET 2150, and MFG 1080. These are in addition to courses used to meet the college general requirements and the Ohio Transfer Module (OTM).

To make an informed selection of Arts and Humanities, Social Science, and Natural Science electives, Terra advises the transfer-intending student to consult the receiving institution to ensure maximum transferability and application of credits.

All students graduating from Terra State Community College with an Associate degree of any kind will be functionally proficient in common computer operations and applications. Please see your academic advisor or academic division office for further details.

To determine when courses are scheduled, see program curriculum sheet which is available from the Enrollment Services office in Building A/Room 100, from the Engineering Technologies and Mathematics Division in Building E/Room 107, or on the web at www.terra.edu.

For additional transfer information, see Transfer section, pages 51–56.

<table>
<thead>
<tr>
<th>ASSOCIATE OF SCIENCE</th>
<th></th>
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</thead>
<tbody>
<tr>
<td><strong>CONCENTRATION</strong></td>
<td></td>
</tr>
<tr>
<td>MET 2110</td>
<td>Statics (OET007) .......... 3</td>
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<tr>
<td>MET 2150</td>
<td>Strength of Materials (OET008) .......... 3</td>
</tr>
<tr>
<td>MFG 1080</td>
<td>Materials (OET013) .......... 3</td>
</tr>
<tr>
<td>CAD 1110</td>
<td>CAD I *** .......... 3</td>
</tr>
<tr>
<td><strong>Concentration Credit Hours</strong></td>
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</tr>
<tr>
<td><strong>COLLEGE REQUIRED COURSES</strong></td>
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</tr>
<tr>
<td>GEN 1000</td>
<td>First-Year Seminar* .......... 1</td>
</tr>
<tr>
<td>CIT 1090</td>
<td>Digital Literacy and Applications* .......... 3</td>
</tr>
<tr>
<td>HUM 2900</td>
<td>Leading by the Humanities* .......... 3</td>
</tr>
<tr>
<td><strong>College Required Courses Credit Hours</strong></td>
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</tr>
<tr>
<td><strong>ENGLISH/ORAL COMMUNICATIONS COURSES</strong></td>
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</tr>
<tr>
<td>By Placement: ENG 1050 College Composition I or ENG 1020 .......... 3 or 5</td>
<td></td>
</tr>
<tr>
<td>ENG 1060</td>
<td>College Composition II* .......... 3</td>
</tr>
<tr>
<td>SPE 2010</td>
<td>Effective Speaking* .......... 3</td>
</tr>
<tr>
<td><strong>English/Oral Communications Required Credit Hours</strong></td>
<td>6</td>
</tr>
<tr>
<td><strong>MATHMATICS</strong></td>
<td></td>
</tr>
<tr>
<td>MTH 2351</td>
<td>Pre-Calculus** (or MTH 2310 + MTH 2320) (OTM) .......... 5 or 6</td>
</tr>
<tr>
<td><strong>Mathematics Required Credit Hours</strong></td>
<td>4</td>
</tr>
<tr>
<td><strong>ARTS AND HUMANITIES</strong></td>
<td></td>
</tr>
<tr>
<td>A minimum of 10 semester hours from at least 2 different discipline areas is required. Any combination of OTM Arts and Humanities electives .......... 10</td>
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</tr>
<tr>
<td><strong>Arts and Humanities Required Credit Hours</strong></td>
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</tr>
<tr>
<td><strong>SOCIAL SCIENCES</strong></td>
<td></td>
</tr>
<tr>
<td>A minimum of 10 semester hours from at least 2 different discipline areas is required. Any combination of OTM Social Sciences electives .......... 10</td>
<td></td>
</tr>
<tr>
<td><strong>Social Sciences Required Credit Hours</strong></td>
<td>10</td>
</tr>
<tr>
<td><strong>NATURAL SCIENCES</strong></td>
<td></td>
</tr>
<tr>
<td>A minimum of 10 semester hours is required. At least one course must contain a laboratory component or be a laboratory course. Any combination of OTM Natural Sciences electives .......... 5</td>
<td></td>
</tr>
<tr>
<td><strong>Natural Sciences Required Credit Hours</strong></td>
<td>10</td>
</tr>
<tr>
<td>Additional elective hours may be taken from any Terra program or discipline to combine with the above requirements to complete a degree with at least 60, but not greater than 73 semester hours. Care should be taken to select elective courses that will meet specific requirements at the four-year institution. No mathematics course below the 200-level may be used as an elective. No developmental course may be used as an elective. Any combination of additional electives .......... 1–14</td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL CREDIT HOURS</strong></td>
<td>60–73</td>
</tr>
</tbody>
</table>

See your advisor for appropriate course selection.

* required

** recommended at state Transfer Assurance Guide (TAG) level

*** currently not approved as a TAG course

Note: Electives to be used for Mathematics, Arts and Humanities, Social Sciences, and Natural Sciences are located on page 54.
Program of Study

The Medical Assistant works in a variety of healthcare settings: medical offices, clinics, and ambulatory care facilities. Medical Assisting duties vary between administrative and clinical skills. Medical Assistants help to ensure a smooth and functional health care setting and to provide a patient centered approach to quality health care. The program provides individuals with hands-on clinical skills, knowledge, and an understanding of the profession of Medical Assisting through classroom instruction, clinical skills, and externship.

Upon successful completion of the program, graduates will be able to sit for the Registered Medical Assisting (RMA) examination through American Medical Technologists (AMT).

The faculty have identified the following learning Outcomes for all graduates:

- Maintain patient chart and filing systems. Produce daily patient list and pull charts. Ensure various records and forms are in proper order. Insert clinical and administrative documentation.
- Process medical records requests. Pull charts and obtain physician approval. Copy pertinent information, adhering to rules of confidentiality.
- Perform various data entry tasks using computerized practice management software programs.
- Perform initial patient work-ups, assisting the patient into the exam room, obtaining medical history, and measuring vital signs.
- Perform basic lab work; venipuncture, capillary puncture, urinalysis, and other lab specimens ordered by the physician. Follow up on lab results by placing in patient chart and routing results to the physician for review.
- Perform EKG’s as ordered.
- Perform injections as ordered.
- Assist the physician with various examinations as instructed.
- Sterilize, package, and autoclave instruments.
- Organize examination rooms, set up for specific procedures, and do general cleaning and restocking.
- Perform other duties as necessary and within the Medical Assistant’s scope of practice.

ASSOCIATE OF APPLIED SCIENCE

TECHNICAL CONCENTRATION

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hrs.</th>
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<tbody>
<tr>
<td>HIT 1400</td>
<td>Introduction to Medical Coding</td>
<td>3</td>
</tr>
<tr>
<td>HIT 1420</td>
<td>Pharmacology</td>
<td>2</td>
</tr>
<tr>
<td>HIT 1430</td>
<td>Pathophysiology (OHL019)</td>
<td>3</td>
</tr>
<tr>
<td>HIT 2450</td>
<td>ICD-9-CM Coding</td>
<td>4</td>
</tr>
<tr>
<td>HIT 2540</td>
<td>Health Record Law</td>
<td>2</td>
</tr>
<tr>
<td>HIT 2550</td>
<td>CPT-4 Coding</td>
<td>4</td>
</tr>
<tr>
<td>HPE 1020</td>
<td>First Aid and Safety</td>
<td>2</td>
</tr>
<tr>
<td>MED 1110</td>
<td>Introduction to Medical Assisting</td>
<td>3</td>
</tr>
<tr>
<td>MED 1115</td>
<td>Introduction to Medical Assisting Lab</td>
<td>1</td>
</tr>
<tr>
<td>MED 2510</td>
<td>Medical Transcription</td>
<td>3</td>
</tr>
<tr>
<td>MED 2600</td>
<td>Medical Billing</td>
<td>3</td>
</tr>
<tr>
<td>MED 2640</td>
<td>Medical Assisting Procedures I</td>
<td>3</td>
</tr>
<tr>
<td>MED 2645</td>
<td>Medical Assisting Procedures I Lab</td>
<td>1</td>
</tr>
<tr>
<td>MED 2670</td>
<td>Medical Assisting Procedures II</td>
<td>3</td>
</tr>
<tr>
<td>MED 2675</td>
<td>Medical Assisting Procedures II Lab</td>
<td>1</td>
</tr>
<tr>
<td>MED 2980</td>
<td>Cooperative Work Experience</td>
<td>1</td>
</tr>
</tbody>
</table>

Total Technical Credit Hours: 36

GENERAL EDUCATION AND RELATED COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>GEN 1000</td>
<td>First-Year Seminar</td>
<td>1</td>
</tr>
<tr>
<td>BIO 1230</td>
<td>Anatomy and Physiology I</td>
<td>3</td>
</tr>
<tr>
<td>BIO 1235</td>
<td>Anatomy and Physiology I Lab</td>
<td>1</td>
</tr>
<tr>
<td>BIO 1240</td>
<td>Anatomy and Physiology II</td>
<td>3</td>
</tr>
<tr>
<td>BIO 1245</td>
<td>Anatomy and Physiology II Lab</td>
<td>1</td>
</tr>
<tr>
<td>CIT 1090</td>
<td>Digital Literacy and Applications</td>
<td>3</td>
</tr>
<tr>
<td>Choose One: ENG 1050 College Composition I or ENG 1020</td>
<td>3/5</td>
<td></td>
</tr>
<tr>
<td>ENG 1060</td>
<td>College Composition II</td>
<td>3</td>
</tr>
<tr>
<td>HUM 1010</td>
<td>Critical Thinking</td>
<td>3</td>
</tr>
<tr>
<td>MTH 1310</td>
<td>Intermediate Algebra</td>
<td>4</td>
</tr>
<tr>
<td>OAD 1150</td>
<td>Document Formatting I</td>
<td>3</td>
</tr>
<tr>
<td>PSY 1210</td>
<td>General Psychology</td>
<td>3</td>
</tr>
<tr>
<td>SPE 2200</td>
<td>Interpersonal Communication</td>
<td>3</td>
</tr>
</tbody>
</table>

Total General Education and Related Credit Hours: 34/36

TOTAL CREDIT HOURS: 70/72

Entry Level Requirements for the MA Degree:

- MED 2400 Medical Terminology and HPE 1020 First Aid and Safety. Must pass with a grade of “C” or better to be eligible for consideration for a seat in the program.
- COMPASS placement into ENG 1050 or completion of ENG 1020.
- Completion of high school chemistry with a “C” or better within the last 3 years or completion of CHM 1010 and CHM 1015.
- COMPASS placement into MTH 1310 or completion of MTH 0140.

See your advisor for appropriate course selection.

All students graduating from Terra State Community College with an Associate degree of any kind will be functionally proficient in common computer operations and applications. Please see your academic advisor or academic division office for further details.

To determine when courses are scheduled, see program curriculum sheet which is available from the Enrollment Services office in Building A/Room 100, from the Allied Health, Nursing, and Science Division in Building D/Room 219, or on the web at www.terra.edu.

POTENTIAL OCCUPATIONS:

- Medical Assistants work in a variety of healthcare settings, such as physicians’ offices, clinical laboratories, nursing homes, chiropractic offices, optometry offices, and dental offices.
ASSOCIATE OF APPLIED SCIENCE

TECHNICAL CONCENTRATION

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hrs.</th>
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<tr>
<td>ACC 1100</td>
<td>Financial Accounting</td>
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<tr>
<td>HIT 1400</td>
<td>Introduction to Medical Coding</td>
<td>3</td>
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<tr>
<td>HIT 1420</td>
<td>Pharmacology</td>
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<td>HIT 1430</td>
<td>Pathophysiology (OHL019)</td>
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<td>HIT 2540</td>
<td>Health Record Law</td>
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<tr>
<td>MED 1110</td>
<td>Introduction to Medical Assisting</td>
<td>3</td>
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<tr>
<td>MED 1115</td>
<td>Introduction to Medical Assisting Lab</td>
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<tr>
<td>MED 2510</td>
<td>Medical Transcription</td>
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<td>MED 2600</td>
<td>Medical Billing</td>
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<tr>
<td>MED 2640</td>
<td>Medical Assisting Procedures I</td>
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</tr>
<tr>
<td>MED 2645</td>
<td>Medical Assisting Procedures I Lab</td>
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</tr>
<tr>
<td>MED 2670</td>
<td>Medical Assisting Procedures II</td>
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</tr>
<tr>
<td>MED 2675</td>
<td>Medical Assisting Procedures II Lab</td>
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<tr>
<td>MED 2980</td>
<td>Cooperative Work Experience</td>
<td>1</td>
</tr>
<tr>
<td>MGT 1190</td>
<td>Management</td>
<td>3</td>
</tr>
<tr>
<td>MGT 1300</td>
<td>Effective Teams and Processes</td>
<td>4</td>
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Total Technical Credit Hours: 40

GENERAL EDUCATION AND RELATED COURSES

<table>
<thead>
<tr>
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<tr>
<td>GEN 1000</td>
<td>First-Year Seminar</td>
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</tr>
<tr>
<td>BIO 1230</td>
<td>Anatomy and Physiology I</td>
<td>3</td>
</tr>
<tr>
<td>BIO 1235</td>
<td>Anatomy and Physiology I Lab</td>
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</tr>
<tr>
<td>BIO 1240</td>
<td>Anatomy and Physiology II</td>
<td>3</td>
</tr>
<tr>
<td>BIO 1245</td>
<td>Anatomy and Physiology II Lab</td>
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<tr>
<td>CIT 1090</td>
<td>Digital Literacy and Applications</td>
<td>3</td>
</tr>
<tr>
<td>ENG 1060</td>
<td>College Composition II</td>
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</tr>
<tr>
<td>HUM 1010</td>
<td>Critical Thinking</td>
<td>3</td>
</tr>
<tr>
<td>MTH 1310</td>
<td>Intermediate Algebra</td>
<td>4</td>
</tr>
<tr>
<td>OAD 1150</td>
<td>Document Formatting I</td>
<td>3</td>
</tr>
<tr>
<td>PSY 1210</td>
<td>General Psychology</td>
<td>3</td>
</tr>
<tr>
<td>SPE 2200</td>
<td>Interpersonal Communication</td>
<td>3</td>
</tr>
</tbody>
</table>

Total General Education and Related Credit Hours: 34/36

TOTAL CREDIT HOURS: 74/76

Entry Level Requirements for the MA Degree:

- MED 2400 Medical Terminology and HPE 1020 First Aid and Safety. Must pass with a grade of “C” or better to be eligible for consideration for a seat in the program.
- COMPASS placement into ENG 1050 or completion of ENG 1020.
- Completion of high school chemistry with a “C” or better within the last 3 years or completion of CHM 1010 and CHM 1015.
- COMPASS placement into MTH 1310 or completion of MTH 0140.

See your advisor for appropriate course selection.

For available Certificate Program options, see catalog pages 125-132.

All students graduating from Terra State Community College with an Associate degree of any kind will be functionally proficient in common computer operations and applications. Please see your academic advisor or academic division office for further details.

To determine when courses are scheduled, see program curriculum sheet which is available from the Enrollment Services office in Building A/Room 100, from the Allied Health, Nursing, and Science Division in Building D/Room 219, or on the web at www.terra.edu.
MUSIC (TRANSFER DEGREE)

Music Concentration

BUSINESS AND CREATIVE ARTS DIVISION

Program of Study

The AA in Music degree is appropriate for students planning to transfer into a four-year program in any discipline in music. Students should be aware that although only 12 hours from this list are required as a minimum, students should take more music coursework in order to transfer into most music degrees as a junior. See your music faculty advisor for details.

Please note that most of the concentration courses, as listed, are part of the state-wide Transfer Assurance Guide and are designed that students will take classes from each grouping each term (Group B—only 2 semesters total). An entire sequence must be completed and passed for courses that are sequential in nature (Groups A and B). Students interested in a Music concentration should also select courses used to meet the general college degree requirements and the Ohio Transfer Module.

To make an informed selection of Arts and Humanities, Social Science, and Natural Science electives, Terra advises the transfer-intending student to consult the receiving institution to ensure maximum transferability and application of credits.

Recommended science courses include 100-level environmental science, chemistry, and physics classes. Terra Faculty recommendations for this degree include HUM 1410 Introduction to Theatre, MUS 1120 Jazz Appreciation or MUS 1130 History of Rock and Roll.

Since many four-year universities require a foreign language component, it is recommended that the student pursuing this degree consider up to 16 semester hours and competencies through the second year level in a foreign language. Students should contact their transfer institution to clarify their foreign language requirements.

All students graduating from Terra State Community College with an Associate degree of any kind will be functionally proficient in common computer operations and applications. Please see your academic advisor or academic division office for further details.

To determine when courses are scheduled, see program curriculum sheet which is available from the Enrollment Services office in Building A/Room 100, from the Business and Creative Arts Division in Building D/Room 201, or on the web at www.terra.edu.

Note: Electives to be used for Mathematics, Arts and Humanities, Social Sciences, and Natural Sciences are located on page 54. For additional transfer information, see Transfer section, pages 51–56.

ASSOCIATE OF ARTS

CONCENTRATION

<table>
<thead>
<tr>
<th>Group A:</th>
<th>Credit Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>MUS 1210</td>
<td>Music Theory I (part of OAH052)</td>
</tr>
<tr>
<td>MUS 1220</td>
<td>Music Theory II (part of OAH052)</td>
</tr>
<tr>
<td>MUS 1240</td>
<td>Aural Skills I (part of OAH052)</td>
</tr>
<tr>
<td>MUS 1250</td>
<td>Aural Skills II (part of OAH052)</td>
</tr>
<tr>
<td>MUS 2210</td>
<td>Music Theory III (part of OAH052)</td>
</tr>
<tr>
<td>MUS 2220</td>
<td>Music Theory IV (part of OAH052)</td>
</tr>
<tr>
<td>MUS 2240</td>
<td>Aural Skills III (part of OAH052)</td>
</tr>
<tr>
<td>MUS 2250</td>
<td>Aural Skills IV (part of OAH052)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Group B:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>MUS 1410</td>
<td>Class Piano I (part of OAH019)</td>
</tr>
<tr>
<td>MUS 1420</td>
<td>Class Piano II (part of OAH019)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Group C:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>MUS 17XX</td>
<td>Applied Music (part of OAH020) (may repeat)</td>
</tr>
<tr>
<td>MUS 27XX</td>
<td>Applied Music II (part of OAH020) (may repeat)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Group D:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Choose 4 Hrs:</td>
<td></td>
</tr>
<tr>
<td>MUS 1300, MUS 1330, MUS 1380</td>
<td>(all are 1 semester hour and equate to OAH022)</td>
</tr>
</tbody>
</table>

| Concentration Required Credit Hours | 12 |

COLLEGE REQUIRED COURSES

| GEN 1000 | First-Year Seminar* | 1 |
| CIT 1090 | Digital Literacy and Applications* | 3 |
| HUM 2900 | Leading by the Humanities* | 3 |

| College Required Credit Hours | 7 |

ENGLISH/ORAL COMMUNICATIONS COURSES

By Placement:
| ENG 1050 College Composition I | 3 or 5 |
| ENG 1060 College Composition II* | 3 |
| SPE 2010 Effective Speaking* | 3 |

| English/Oral Communications Required Credit Hours | 6 |

MATHEMATICS

Choose One:
| MTH 2010 Statistics or MTH 2310 College Algebra or OTM Math elective | 3 to 5 |
| Mathematics Required Credit Hours | 3 |

ARTS AND HUMANITIES

A minimum of 12 semester hours from approved OTM Arts and Humanities electives. At least 2 different discipline areas are required.

| Any combination of OTM Arts and Humanities electives | 12 |
| Arts and Humanities Required Credit Hours | 12 |

SOCIAL SCIENCES

A minimum of 10 semester hours from approved OTM Social Sciences electives. At least 2 different discipline areas are required.

| Any combination of OTM Social Sciences electives | 10 |
| Social Sciences Required Credit Hours | 10 |

NATURAL SCIENCES

A minimum of 7 semester hours from approved OTM Natural Science electives are required. At least one course must contain a laboratory component or be a laboratory course.

| Any combination of OTM Natural Sciences electives | 7 |
| Natural Sciences Required Credit Hours | 7 |

Additional elective hours may be taken from any Terra program or discipline to combine with the above requirements to complete a degree with at least 60, but not greater than 73 semester hours. Care should be taken to select elective courses that will meet specific requirements at the four-year institution. No mathematics course below the 200-level may be used as an elective. No developmental course may be used as an elective.

| Any combination of additional electives | 3–16 |

| TOTAL CREDIT HOURS | 60–73 |

See your faculty advisor for appropriate course selection.

* required

** state recommendations (due to TAG)
MUSIC (TRANSFER OPTION)

Music Education Major

BUSINESS AND CREATIVE ARTS DIVISION

Program of Study

Students pursuing a degree in Music Education must transfer into a four-year program for the completion of their junior and senior level studies and certifications in teaching music for the areas of general music, choir, band, or orchestra at the middle and high school levels. The Music Education degree at Terra State Community College offers the general first two years of a music education degree. Students are required to work with their faculty advisor for successful transition into a four-year program. (See Music Education articulation agreements in the Business and Creative Arts Division Office, D201.)

Students enrolled in the Music Education Transfer degree option will then focus on a specific area of instrumental or vocal studies within the department. Students are required to participate in music education student groups and functions as part of their training opportunities and advancement in Music Education.

For students interested in a degree in vocal music education, many four-year universities require a foreign language component. It is recommended that the student pursuing this degree concentration contact their transfer institution to clarify their foreign language requirements.

The faculty has identified the following Learning Outcomes for all graduates:

- Demonstrates comprehension of written music theory for the appropriate freshman and sophomore levels.
- Demonstrates comprehension of aural skills for the appropriate freshman and sophomore levels.
- Utilizes the technique and fundamental practices of performance skills for appropriate freshman and sophomore levels.
- Demonstrates command of standard and contemporary repertoire through understanding and performance skills.

POTENTIAL OCCUPATIONS:
- General Music Teacher
- Choir Director/Educator
- Band Director/Educator
- Orchestra Director/Educator
- Private Studio Instructor
- Music Director/Conductor

ASSOCIATE OF TECHNICAL STUDY

<table>
<thead>
<tr>
<th>TECHNICAL CONCENTRATION</th>
<th>Credit Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>MUS 1040 Professional Seminar (taken 4 semesters, 1 hour each)</td>
<td>4</td>
</tr>
<tr>
<td>MUS 1210 Music Theory I</td>
<td>3</td>
</tr>
<tr>
<td>MUS 1220 Music Theory II</td>
<td>3</td>
</tr>
<tr>
<td>MUS 1240 Aural Skills I</td>
<td>1</td>
</tr>
<tr>
<td>MUS 1250 Aural Skills II</td>
<td>1</td>
</tr>
<tr>
<td>MUS 1410 Class Piano I</td>
<td>1</td>
</tr>
<tr>
<td>MUS 1420 Class Piano II</td>
<td>1</td>
</tr>
<tr>
<td>MUS 17XX Applied Music (taken 2 semesters, 2 hours each)</td>
<td>4</td>
</tr>
<tr>
<td>MUS 2210 Music Theory III</td>
<td>3</td>
</tr>
<tr>
<td>MUS 2220 Music Theory IV</td>
<td>3</td>
</tr>
<tr>
<td>MUS 2240 Aural Skills III</td>
<td>1</td>
</tr>
<tr>
<td>MUS 2250 Aural Skills IV</td>
<td>1</td>
</tr>
<tr>
<td>MUS 27XX Applied Music (taken 2 semesters, 2 hours each)</td>
<td>4</td>
</tr>
<tr>
<td>GEN 1000 First-Year Seminar</td>
<td>1</td>
</tr>
<tr>
<td>Choose One: ENG 1050 College Composition I or ENG 1020</td>
<td>3/5</td>
</tr>
<tr>
<td>ENG 1060 College Composition II</td>
<td>3</td>
</tr>
<tr>
<td>EDU 1100 Educational Psychology</td>
<td>3</td>
</tr>
<tr>
<td>SPE 2010 Effective Speaking</td>
<td>3</td>
</tr>
<tr>
<td>Choose One: MTH 2010 Statistics or MTH 2310 College Algebra</td>
<td>3/4</td>
</tr>
<tr>
<td>EDU 1320 Children with Exceptionalities</td>
<td>3</td>
</tr>
<tr>
<td>TOTAL Technical Credit Hours</td>
<td>43</td>
</tr>
</tbody>
</table>

Optional: MUS 2970 Recital; this course is recommended for transfer

GENERAL EDUCATION AND RELATED COURSES

| GEN 1000 First-Year Seminar | 1 |
| Choose One: ENG 1050 College Composition I or ENG 1020 | 3/5 |
| ENG 1060 College Composition II | 3 |
| EDU 1100 Educational Psychology | 3 |
| SPE 2010 Effective Speaking | 3 |
| Choose One: MTH 2010 Statistics or MTH 2310 College Algebra | 3/4 |
| EDU 1320 Children with Exceptionalities | 3 |
| TOTAL General Education and Related Credit Hours | 28/31 |
| TOTAL CREDIT HOURS | 71/74 |

Students planning on entering Vocal Music Education must take piano lessons (MUS 27XX, Applied Piano) for area of study.

Music Performance and Music Education majors are required to pass the piano proficiency exam for degree completion.

For additional transfer information, see Transfer section, pages 51–56.

For available Certificate Program options, see catalog pages 125-132.

All students graduating from Terra State Community College with an Associate degree of any kind will be functionally proficient in common computer operations and applications. Please see your academic advisor or academic division office for further details.

To determine when courses are scheduled, see program curriculum sheet which is available from the Enrollment Services office in Building A/Room 100, from the Business and Creative Arts Division in Building D/Room 201, or on the web at www.terra.edu.
MUSIC

Jazz and American Music Studies Major

BUSINESS AND CREATIVE ARTS DIVISION

Program of Study

The Jazz and American Music major focuses on technique, repertoire, and language, while providing the musician with knowledge of jazz/pop music theory and history.

Students acquire individualized attention via Applied Music lessons to develop their performance skills that are nurtured through participation in Professional Seminar, ensembles, and jazz/pop courses.

In addition, Music Theory, Aural Skills, Jazz Appreciation, and History of Rock and Roll are integrated with performance studies in order to broaden one's artistic understanding.

This degree has been arranged so that transfer into a Bachelor of Music or Music program is achievable. Students should work with their faculty advisor on transfer opportunities with four-year colleges.

The faculty has identified the following Learning Outcomes for all graduates:

• Demonstrates comprehension of written music theory for the appropriate freshman and sophomore levels.

• Demonstrates comprehension of aural skills for the appropriate freshman and sophomore levels.

• Utilizes the technique and fundamental practices of performance skills for appropriate freshman and sophomore levels.

• Demonstrates command of standard jazz/pop repertoire through understanding and performance skills.

Potential Occupations:

— Band Leader
— Band Member
— Freelance Entertainment Personnel
— Media Musician
— Music Director
— Private Studio Teacher
— Recording Studio Musician
— Songwriter/Arranger

ASSOCIATE OF TECHNICAL STUDY

TECHNICAL CONCENTRATION

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>MUS 1040</td>
<td>Professional Seminar (taken 4 semesters, 1 hour each)</td>
<td>4</td>
</tr>
<tr>
<td>MUS 1200</td>
<td>Introduction to Music Technology</td>
<td>3</td>
</tr>
<tr>
<td>MUS 1210</td>
<td>Music Theory I</td>
<td>3</td>
</tr>
<tr>
<td>MUS 1220</td>
<td>Music Theory II</td>
<td>3</td>
</tr>
<tr>
<td>MUS 1240</td>
<td>Aural Skills I</td>
<td>1</td>
</tr>
<tr>
<td>MUS 1250</td>
<td>Aural Skills II</td>
<td>1</td>
</tr>
<tr>
<td>MUS 1410</td>
<td>Class Piano I</td>
<td>1</td>
</tr>
<tr>
<td>MUS 1420</td>
<td>Class Piano II</td>
<td>1</td>
</tr>
<tr>
<td>MUS 17XX</td>
<td>Applied Music (taken 2 semesters, 2 hours each)</td>
<td>4</td>
</tr>
<tr>
<td>MUS 2510</td>
<td>Jazz/Pop Theory I</td>
<td>2</td>
</tr>
<tr>
<td>MUS 2520</td>
<td>Jazz/Pop Theory II</td>
<td>2</td>
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<tr>
<td>MUS 2540</td>
<td>Jazz/Pop Performance I</td>
<td>2</td>
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<tr>
<td>MUS 2550</td>
<td>Jazz/Pop Performance II</td>
<td>2</td>
</tr>
<tr>
<td>MUS 27XX</td>
<td>Applied Music (taken 2 semesters, 2 hours each)</td>
<td>4</td>
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<tr>
<td>MUS 1120</td>
<td>Jazz Appreciation</td>
<td>3</td>
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<tr>
<td>MUS 1130</td>
<td>History of Rock and Roll</td>
<td>3</td>
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</tbody>
</table>

Total Technical Credit Hours: 37

Optional: MUS 2970 Recital; this course is recommended for transfer

GENERAL EDUCATION AND RELATED COURSES

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hrs.</th>
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<tbody>
<tr>
<td>GEN 1000</td>
<td>First-Year Seminar</td>
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<tr>
<td>Choose One:</td>
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<tr>
<td>SPE 2010</td>
<td>Effective Speaking</td>
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<td>MTH 2010</td>
<td>Statistics</td>
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<td>MUS 1120</td>
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<td>3</td>
</tr>
<tr>
<td>MUS 1130</td>
<td>History of Rock and Roll</td>
<td>3</td>
</tr>
</tbody>
</table>

Natural Science Electives: 6

Social Science Electives: 6

Total General Education and Related Credit Hours: 29/31

TOTAL CREDIT HOURS: 66/68

For additional transfer information, see Transfer section, pages 51–56.

For available Certificate Program options, see catalog pages 125-132.

All students graduating from Terra State Community College with an Associate degree of any kind will be functionally proficient in common computer operations and applications. Please see your academic advisor or academic division office for further details.

To determine when courses are scheduled, see program curriculum sheet which is available from the Enrollment Services office in Building A/Room 100, from the Business and Creative Arts Division in Building D/Room 201, or on the web at www.terra.edu.
Music Business Major

Program of Study

Music Business is a practical blend of studies that address the challenges facing careers in music industry and business, arts management, and the musician-entrepreneur.

Music Theory, Aural Skills, and Music History are integrated with performance studies in order to broaden one’s artistic understanding. For the music business professional, this helps them relate to the needs between the performers and the business elements required in producing and managing music.

Business Management involves setting business goals and coordinating human, financial, and technical resources.

Marketing focuses on the promotion, price, place and distribution of a given product. An understanding of effective marketing skills are valuable to all business and arts industries and professions.

Sound and Stage Production provides Music Business students the necessary foundations in concert and event production. Understanding the lighting, staging, and technical performance needs allows students to experience real-life, hands-on experiences.

Students will produce various types of music programs for training in a Professional Practicum.

This degree has been arranged so that a transfer into a Bachelors of Music or Bachelors of Business program is achievable. Students should work with their faculty advisor on transfer opportunities with four-year colleges.

The faculty has identified the following Learning Outcomes for all graduates:

- Utilize the techniques and fundamental practices of solo and ensemble performance.
- Identify terms and concepts in the study of music theory.
- Prepare, promote and produce simple and complex musical productions and events.

POTENTIAL OCCUPATIONS:
- Music Group/Band Manager
- Promotion Assistant
- Performance Events Coordinator
- Fundraising Assistant
- Studio Manager
- Promoter

ASSOCIATE OF TECHNICAL STUDY

TECHNICAL CONCENTRATION

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>MUS 1031</td>
<td>Music Business I</td>
<td>3</td>
</tr>
<tr>
<td>MUS 1040</td>
<td>Professional Seminar</td>
<td>4</td>
</tr>
<tr>
<td>MUS 1200</td>
<td>Introduction to Music Technology</td>
<td>3</td>
</tr>
<tr>
<td>MUS 1210</td>
<td>Music Theory I</td>
<td>3</td>
</tr>
<tr>
<td>MUS 1220</td>
<td>Music Theory II</td>
<td>3</td>
</tr>
<tr>
<td>MUS 1240</td>
<td>Aural Skills I</td>
<td>1</td>
</tr>
<tr>
<td>MUS 1250</td>
<td>Aural Skills II</td>
<td>1</td>
</tr>
<tr>
<td>MUS 1410</td>
<td>Class Piano I</td>
<td>1</td>
</tr>
<tr>
<td>MUS 1420</td>
<td>Class Piano II</td>
<td>1</td>
</tr>
<tr>
<td>MUS 1600</td>
<td>Sound and Stage Production</td>
<td>3</td>
</tr>
<tr>
<td>MUS 2031</td>
<td>Music Business II</td>
<td>3</td>
</tr>
<tr>
<td>MUS 2980</td>
<td>Professional Music Practicum</td>
<td>1</td>
</tr>
<tr>
<td>MGT 1190</td>
<td>Management</td>
<td>3</td>
</tr>
<tr>
<td>ACC 1100</td>
<td>Financial Accounting</td>
<td>4</td>
</tr>
<tr>
<td>ACC 1200</td>
<td>Managerial Accounting</td>
<td>4</td>
</tr>
<tr>
<td>MRT 1010</td>
<td>Marketing</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Technical Credit Hours: 41

Optional: MUS 2970 Recital; this course is recommended for transfer

GENERAL EDUCATION AND RELATED COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>GEN 1000</td>
<td>First-Year Seminar</td>
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<tr>
<td>ENG 1050</td>
<td>College Composition I</td>
<td>3/5</td>
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<tr>
<td>SPE 2010</td>
<td>Technical Writing for Business and Industry</td>
<td>3</td>
</tr>
<tr>
<td>MTH 2010</td>
<td>Statistics</td>
<td>4</td>
</tr>
<tr>
<td>MGT 2560</td>
<td>Small Business Development</td>
<td>4</td>
</tr>
<tr>
<td>MUS 2110</td>
<td>History and Literature of Music I</td>
<td>3</td>
</tr>
<tr>
<td>MUS 2130</td>
<td>History and Literature of Music II</td>
<td>3</td>
</tr>
<tr>
<td>ECO 2010</td>
<td>Macroeconomics</td>
<td>3</td>
</tr>
</tbody>
</table>

Total General Education and Related Credit Hours: 27/29

TOTAL CREDIT HOURS: 68/70

Music Business students planning on transferring to a four-year degree may be advised to enroll in the following music courses: MUS 2210–Music Theory III and MUS 2240–Aural Skills III; MUS 2220–Music Theory IV and MUS 2250–Aural Skills IV; and Class Piano sequence MUS 1410, 1420, 2410 and 2420.

For additional transfer information, see Transfer section, pages 51–56.

For available Certificate Program options, see catalog pages 125-132.

All students graduating from Terra State Community College with an Associate degree of any kind will be functionally proficient in common computer operations and applications. Please see your academic advisor or academic division office for further details.

To determine when courses are scheduled, see program curriculum sheet which is available from the Enrollment Services office in Building A/Room 100, from the Business and Creative Arts Division in Building D/Room 201, or on the web at www.tera.edu.
Music

Music Performance Major

BUSINESS AND CREATIVE ARTS DIVISION

Program of Study

The Performance major focuses on technique, repertoire, and performance skills, while providing the musician with knowledge of music theory and history.

Students acquire individualized attention via Applied Music Lessons with accomplished faculty. Performance skills are nurtured through participation in Professional Seminar and ensembles.

In addition, Music Theory, Aural Skills, and Music History are integrated with performance studies in order to broaden one's artistic understanding.

This degree has been arranged so that a transfer into a Bachelors of Music program is achievable.

The faculty has identified the following Learning Outcomes for all graduates:

- Demonstrates comprehension of written music theory for the appropriate freshman and sophomore levels.
- Demonstrates comprehension of aural skills for the appropriate freshman levels sophomore levels.
- Utilizes the techniques and fundamental practices of performance skills for appropriate freshman and sophomore levels.
- Demonstrates command of instrument specific skills for appropriate freshman and sophomore levels.
- Demonstrates command of standard and contemporary repertoire through understanding and performance skills.

Potential Occupations:

- Band Leader
- Band Member
- Choir Director/Section Leader
- Church Musician
- Freelance Entertainment Personnel
- Media Musician
- Music Director
- Orchestra Member
- Private Studio Teacher
- Recording Studio Artist
- Song Writer/Arranger

To determine when courses are scheduled, see program curriculum sheet which is available from the Enrollment Services office in Building A/Room 100, from the Business and Creative Arts Division in Building D/Room 201, or on the web at www.terra.edu.

ASSOCIATE OF APPLIED SCIENCE

TECHNICAL CONCENTRATION

<table>
<thead>
<tr>
<th>Credit Hrs.</th>
<th>Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>GEN 1000 First-Year Seminar</td>
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<tr>
<td>3/5</td>
<td>Choose One: ENG 1050 College Composition I or ENG 1020</td>
</tr>
<tr>
<td>3</td>
<td>MUS 2110–History and Literature of Music I</td>
</tr>
<tr>
<td>3</td>
<td>MUS 2130 History and Literature of Music II</td>
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<td>3</td>
<td>MUS 1200 Introduction to Music Technology</td>
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<tr>
<td>3</td>
<td>MUS 2110 Introduction to History and Literature of Music I or II</td>
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<tr>
<td>3</td>
<td>SPE 2010 Effective Speaking</td>
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<td>3</td>
<td>*Humanities Elective</td>
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<td>*Natural Science Electives</td>
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<td>*Social Science Electives</td>
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<td>Total General Education and Related Credit Hours</td>
</tr>
<tr>
<td>66–69</td>
<td>Total Credit Hours</td>
</tr>
</tbody>
</table>

Voice Performance will take MUS 1710/2710–Applied Music–Voice; MUS 1400–Diction for Singers; and MUS 1300–Choral Society or Auditioned Vocal Ensemble for a total of 69 hours.

Instrumental Performance Majors will take MUS 1710/2710–Applied Music and Ensembles based on their instrument for a total of 66 hours.

GENERAL EDUCATION AND RELATED COURSES

Choose One:

- MTH 2010 Statistics
- MTH 2310 College Algebra

Choose One:

- MUS 1200 Introduction to Music Technology

*See pages 122-123 for a listing of specific electives.

For additional transfer information, see Transfer section, pages 51–56.

For available Certificate Program options, see catalog pages 125-132.

All students graduating from Terra State Community College with an Associate degree of any kind will be functionally proficient in common computer operations and applications. Please see your academic advisor or academic division office for further details.

1.866.AT.TERRA
Music Technology and Recording Arts Major

BUSINESS AND CREATIVE ARTS DIVISION

Program of Study

Music Technology and Recording Arts combines studies of the latest technology with traditional theory, history, and performance courses.

Terra offers students the chance to work in modern facilities with the very latest in audio technology. The main music lab contains 25 Mac workstations each with a 61-key keyboard controller and the latest versions of Reason, Pro Tools, and Reaper. The Terra Recording Arts Complex houses an acoustically-treated control room equipped with an Avid HD/IO recording system and C|24 control surface. The soundproof control room is surrounded by four acoustically-treated recording rooms that consist of an isolation booth, medium-sized tracking room, small ensemble room, and recital hall. Terra's recording studio can accommodate myriad projects including voice-over work, solo artists, bands, small ensembles, choirs, and large orchestras. Projects can be mixed in stereo or 5.1 surround sound. Students can also have an opportunity to gain experience in live sound support.

This program supports the Contemporary Music Ensemble in which students perform on a variety of electronic musical instruments including Theremin, a modular synthesizer, electronic percussion, and other varieties of keyboards, samplers, and synthesizers.

This degree has been arranged so that a transfer into a Bachelors of Music program is achievable.

The faculty has identified the following Learning Outcomes for all graduates:

- Demonstrates comprehension of written music theory for the appropriate freshman and sophomore levels.
- Demonstrates comprehension of aural skills for the appropriate freshman and sophomore levels.
- Utilizes the techniques and fundamental practices of performance skills for appropriate freshman and sophomore levels.
- Produce or create music utilizing computer hardware, software, and other technology equipment.
- Capture live and studio performance utilizing digital recording techniques.
- Demonstrates proficient application of Mixing and Mastering Techniques.

ASSOCIATE OF APPLIED SCIENCE

TECHNICAL CONCENTRATION

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>MUS 1031</td>
<td>Music Business I</td>
<td>3</td>
</tr>
<tr>
<td>MUS 1040</td>
<td>Professional Seminar (taken 4 semesters, 1 hour each)</td>
<td>4</td>
</tr>
<tr>
<td>MUS 1210</td>
<td>Music Theory I</td>
<td>3</td>
</tr>
<tr>
<td>MUS 1220</td>
<td>Music Theory II</td>
<td>3</td>
</tr>
<tr>
<td>MUS 1240</td>
<td>Aural Skills I</td>
<td>1</td>
</tr>
<tr>
<td>MUS 1250</td>
<td>Aural Skills II</td>
<td>1</td>
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<tr>
<td>MUS 1410</td>
<td>Class Piano I</td>
<td>1</td>
</tr>
<tr>
<td>MUS 1420</td>
<td>Class Piano II</td>
<td>1</td>
</tr>
<tr>
<td>MUS 17XX</td>
<td>Applied Music (taken 2 semesters, 2 hours each)</td>
<td>4</td>
</tr>
<tr>
<td>MUS 1820</td>
<td>MIDI Sequencing</td>
<td>3</td>
</tr>
<tr>
<td>MUS 2300</td>
<td>Recording Technology I</td>
<td>3</td>
</tr>
<tr>
<td>MUS 2310</td>
<td>Recording Technology II</td>
<td>3</td>
</tr>
<tr>
<td>MUS 27XX</td>
<td>Applied Music (taken 2 semesters, 2 hours each)</td>
<td>4</td>
</tr>
<tr>
<td>MUS</td>
<td>Music Ensemble (taken 4 semesters, 1 hour each)</td>
<td>4</td>
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</table>

Total Technical Credit Hours: 38

Music Technology students planning on transferring to a four-year degree as a junior should take MUS 2210–Music Theory III; MUS 2240–Aural Skills III; MUS 2220–Music Theory IV and/or MUS 2250–Aural Skills IV for a total of 76 credit hours. Two additional semesters in piano instruction is strongly encouraged.

GENERAL EDUCATION AND RELATED COURSES

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>GEN 1000</td>
<td>First-Year Seminar</td>
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</tr>
<tr>
<td>Choose One:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ENG 1050</td>
<td>College Composition I or ENG 1020</td>
<td>3/5</td>
</tr>
<tr>
<td>ENG 1900</td>
<td>Technical Writing for Business and Industry</td>
<td>3</td>
</tr>
<tr>
<td>MTH 2010</td>
<td>Statistics</td>
<td>4</td>
</tr>
<tr>
<td>MUS 1200</td>
<td>Introduction to Music Technology</td>
<td>3</td>
</tr>
<tr>
<td>MUS 2130</td>
<td>History and Literature of Music II</td>
<td>3</td>
</tr>
<tr>
<td>MUS 1600</td>
<td>Sound and Stage Production</td>
<td>3</td>
</tr>
<tr>
<td>SPE 2010</td>
<td>Effective Speaking</td>
<td>3</td>
</tr>
</tbody>
</table>

Total General Education and Related Credit Hours: 29/31

TOTAL CREDIT HOURS: 68/70

Music Technology students may be asked to take MUS 2110, History and Literature of Music I before entering MUS 2130, History and Literature of Music II.

* See pages 122-123 for a listing of specific electives.
† See your faculty advisor for appropriate course selection.

For additional transfer information, see Transfer section, pages 51–56.

For available Certificate Program options, see catalog pages 125-132.

All students graduating from Terra State Community College with an Associate degree of any kind will be functionally proficient in common computer operations and applications. Please see your academic advisor or academic division office for further details.

To determine when courses are scheduled, see program curriculum sheet which is available from the Enrollment Services office in Building A/Room 100, from the Business and Creative Arts Division in Building D/Room 201, or on the web at www.terra.edu.
Program of Study

The Nuclear Power Technology (NPT) program will prepare students for employment in specific areas within a nuclear power plant. The technical curriculum is designed around direct specifications from the nuclear power industry. All NPT courses are offered as evening-only courses and most are held at the Davis-Besse Training Center in Oak Harbor. Students complete the remaining courses in the nuclear power technology program on campus at Terra State Community College during the day, evening, weekend, or via distance learning. To be eligible for employment in the nuclear power industry, students must pass a background check and drug test.

The faculty has identified the following Learning Outcomes for graduates:

• Identify methods to minimize human error in decision making.
• Understand the design and operation of the reactor of a nuclear power plant.
• Understand the basic thermodynamic concepts as they are related to power plant design and how altering these conditions affect the performance of a nuclear plant.
• Explain the importance of the need for continual training and education in the nuclear power industry.
• Describe how to avoid unplanned radiation exposure.

Potential Occupations:
- Mechanical and Electrical Maintenance
- Instruments and Controls
- Operations
- Chemistry
- Radiation Protection

ASSOCIATE OF APPLIED SCIENCE

TECHNICAL CONCENTRATION

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hrs.</th>
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<tbody>
<tr>
<td>EET 1050</td>
<td>Electricity</td>
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<tr>
<td>EET 2830</td>
<td>Instrumentation and Process Control</td>
<td>3</td>
</tr>
<tr>
<td>MFG 1020</td>
<td>Safety</td>
<td>3</td>
</tr>
<tr>
<td>NPT 1000</td>
<td>Nuclear Industry Fundamental Concepts</td>
<td>3</td>
</tr>
<tr>
<td>NPT 1210</td>
<td>Nuclear Plant Drawings</td>
<td>1</td>
</tr>
<tr>
<td>NPT 2000</td>
<td>Reactor Plant Materials</td>
<td>3</td>
</tr>
<tr>
<td>NPT 2100</td>
<td>Radiation Detection and Protection</td>
<td>3</td>
</tr>
<tr>
<td>NPT 2301</td>
<td>Thermo-Fluid Sciences</td>
<td>3</td>
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<tr>
<td>NPT 2500</td>
<td>Reactor Theory, Safety and Design</td>
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<tr>
<td>†Technical Elective (3-4 credits) or EBE 2980 Cooperative Education Seminar (1 credit) and NPT 2980 Cooperative Work Experience (1-4 credits)</td>
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<td>Total Technical Credit Hours</td>
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<td>27–31</td>
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</table>

GENERAL EDUCATION AND RELATED COURSES

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<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>GEN 1000</td>
<td>First-Year Seminar</td>
<td>1</td>
</tr>
<tr>
<td>CHM 1010</td>
<td>Introduction to Chemistry</td>
<td>3</td>
</tr>
<tr>
<td>CHM 1015</td>
<td>Introduction to Chemistry Lab</td>
<td>3</td>
</tr>
<tr>
<td>CIT 1090</td>
<td>Digital Literacy and Applications</td>
<td>3</td>
</tr>
<tr>
<td>ECO 2010</td>
<td>Macroeconomics (recommended)</td>
<td>3</td>
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<tr>
<td>Choose One:</td>
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<tr>
<td>ENG 1900</td>
<td>Technical Writing for Business and Industry</td>
<td>3</td>
</tr>
<tr>
<td>HUM 1010</td>
<td>Critical Thinking</td>
<td>3</td>
</tr>
<tr>
<td>MTH 1310</td>
<td>Intermediate Algebra</td>
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<tr>
<td>MTH 1320</td>
<td>Intermediate Trigonometry</td>
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<td>PHY 1310</td>
<td>General Physics I</td>
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<td>PHY 1315</td>
<td>General Physics Lab I</td>
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<td>SPE 2200</td>
<td>Interpersonal Communications</td>
<td>3</td>
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<td>Total General Education and Related Credit Hours</td>
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<td>TOTAL CREDIT HOURS</td>
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<td>67–74</td>
</tr>
</tbody>
</table>

* See pages 122-123 for a listing of specific electives.
† Any technical course.

All students graduating from Terra State Community College with an Associate degree of any kind will be functionally proficient in common computer operations and applications. Please see your academic advisor or academic division office for further details.

To determine when courses are scheduled, see program curriculum sheet which is available from the Enrollment Services office in Building A/Room 100, from the Engineering Technologies and Mathematics Division in Building E/Room 107, or on the web at www.terra.edu.
NURSING

ALLIED HEALTH, NURSING, AND SCIENCE DIVISION

Program of Study

The Associate Degree Nursing program prepares graduates to function as registered nurses in hospitals, nursing homes, and other health care agencies. Registered nurses promote health for clients through assessment of body systems, implementation of the nursing process, application of treatment modalities, client education, and rehabilitation care. Upon completion of the program, the graduate is eligible to take the NCLEX examination for licensure as a registered nurse.

The faculty has identified the following Learning Outcomes for all graduates:

- Demonstrate autonomy in completing physical, psychosocial and spiritual assessments of patients.
- Implement an individualized plan of care using evidence based practice and technology for patients across the life span.
- Assess the educational needs of patients in the promotion, maintenance, and restoration of health.
- Practice within the realm of the professional nurse as defined by law.
- Deliver safe, patient centered care in a manner that is sensitive to the patient's cultural diversity.
- Identify professional, ethical and legal situations within the scope of practice of the registered nurse.
- Adhere to the principles of confidentiality in caring for patients in a variety of healthcare settings.

Requirements for Applications to Enroll in the Clinical Nursing courses:

Upon successful completion of all entry level requirements and BIO 1230, BIO 1235, BIO 1240 and BIO 1245 with a grade of “C” or better on the first attempt, students may submit an application to enroll in the clinical nursing courses to the Nursing faculty.

POTENTIAL OCCUPATIONS:

- Registered nurses work in a variety of settings including hospitals, Home Health Clinics, and extended-care facilities.

ASSOCIATE OF APPLIED SCIENCE

TECHNICAL CONCENTRATION

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hrs.</th>
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<tbody>
<tr>
<td>NUR 1050</td>
<td>Nursing Pharmacology</td>
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<tr>
<td>NUR 1111</td>
<td>Nursing Theory and Process</td>
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</tr>
<tr>
<td>NUR 1112</td>
<td>Fundamentals of Nursing</td>
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</tr>
<tr>
<td>NUR 1113</td>
<td>Fundamentals of Nursing Clinical</td>
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</tr>
<tr>
<td>NUR 1120</td>
<td>Nursing Concepts and Trends Lecture</td>
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</tr>
<tr>
<td>NUR 1125</td>
<td>Fundamentals of Nursing Skills Laboratory</td>
<td>1</td>
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<tr>
<td>NUR 1140</td>
<td>Medical-Surgical Nursing I Lecture.</td>
<td>3</td>
</tr>
<tr>
<td>NUR 1143</td>
<td>Medical-Surgical Nursing I Clinical</td>
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</tr>
<tr>
<td>NUR 1145</td>
<td>Medical-Surgical Nursing I Skills Laboratory</td>
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<td>NUR 2060</td>
<td>Obstetrical Nursing</td>
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<td>NUR 2063</td>
<td>Obstetrical Nursing Clinical</td>
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<tr>
<td>NUR 2110</td>
<td>Medical-Surgical Nursing II Lecture</td>
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</tr>
<tr>
<td>NUR 2113</td>
<td>Medical-Surgical Nursing II Clinical</td>
<td>3</td>
</tr>
<tr>
<td>NUR 2120</td>
<td>Mental Health Nursing Lecture</td>
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</tr>
<tr>
<td>NUR 2123</td>
<td>Mental Health Nursing Clinical</td>
<td>1</td>
</tr>
<tr>
<td>NUR 2130</td>
<td>Medical Surgical Nursing III Lecture</td>
<td>3</td>
</tr>
<tr>
<td>NUR 2133</td>
<td>Medical-Surgical Nursing III Clinical</td>
<td>3</td>
</tr>
<tr>
<td>NUR 2140</td>
<td>Community Based Nursing</td>
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<tr>
<td>NUR 2143</td>
<td>Community Based Nursing Clinical</td>
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</tr>
<tr>
<td>NUR 2150</td>
<td>Nursing Management and Leadership Lecture</td>
<td>1</td>
</tr>
<tr>
<td>NUR 2153</td>
<td>Nursing Management and Leadership Clinical</td>
<td>1</td>
</tr>
<tr>
<td>NUR 2160</td>
<td>Pediatric Nursing</td>
<td>2</td>
</tr>
<tr>
<td>NUR 2163</td>
<td>Pediatric Nursing Clinical</td>
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</tbody>
</table>

Total Technical Credit Hours: 42

GENERAL EDUCATION AND RELATED COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hrs.</th>
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</thead>
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<tr>
<td>GEN 1000</td>
<td>First-Year Seminar</td>
<td>1</td>
</tr>
<tr>
<td>BIO 1230</td>
<td>Anatomy and Physiology I</td>
<td>3</td>
</tr>
<tr>
<td>BIO 1235</td>
<td>Anatomy and Physiology I Lab</td>
<td>1</td>
</tr>
<tr>
<td>BIO 1240</td>
<td>Anatomy and Physiology II</td>
<td>3</td>
</tr>
<tr>
<td>BIO 1245</td>
<td>Anatomy and Physiology II Lab</td>
<td>1</td>
</tr>
<tr>
<td>BIO 1720</td>
<td>Microbiology</td>
<td>3</td>
</tr>
<tr>
<td>BIO 1725</td>
<td>Microbiology Lab</td>
<td>1</td>
</tr>
<tr>
<td>CIT 1090</td>
<td>Digital Literacy and Applications</td>
<td>3</td>
</tr>
<tr>
<td>Choose One:</td>
<td>ENG 1050, College Composition I or ENG 1020</td>
<td>3</td>
</tr>
<tr>
<td>ENG 1060</td>
<td>College Composition II</td>
<td>3</td>
</tr>
<tr>
<td>*Humanities Elective Recommended: PHL 1010, Introduction to Ethics</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>PSY 1210</td>
<td>General Psychology</td>
<td>3</td>
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<tr>
<td>PSY 1360</td>
<td>Life Span Development</td>
<td>3</td>
</tr>
<tr>
<td>SPE 2200</td>
<td>Interpersonal Communication</td>
<td>3</td>
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</tbody>
</table>

Total General Education and Related Credit Hours: 34

TOTAL CREDIT HOURS: 75

Entry Level Requirements for RN degree program:

1. Completion of TEAS entrance examination at the Proficient level or higher.
2. GPA of at least a 2.8 on a 4.0 scale or higher for nursing requirements.
3. Students will be admitted based on a point scale and will be ranked accordingly.

* See pages 122-123 for a listing of specific electives.

See your advisor for appropriate course selection.

To determine when courses are scheduled, see program curriculum sheet which is available from the Enrollment Services office in Building A/Room 100, from the Allied Health, Nursing, and Science Division in Building D/Room 219, or on the web at www.terra.edu.
NURSING

LPN to RN

ALLIED HEALTH, NURSING, AND SCIENCE DIVISION

Program of Study

Licensed Practical Nurses (LPNs) who have an active license, one year of nursing experience and are in good professional standing, may apply for advanced placement into the Nursing program. LPNs are required to complete the program prerequisites courses and general education courses. Upon completion of the program prerequisite courses with a grade of “C” or better, the LPN may apply for admission to the Nursing program. BIO 1230, 1235, 1240 and 1245 must be completed prior to enrolling in NUR 1130 and 1135.

Upon successful completion of the following courses, NUR 1130, NUR 1133, and NUR 1135 with a “C” or better, the LPN will be given credit for the following Nursing courses: NUR 1112, NUR 1113, NUR 1115, NUR 1050, and NUR 1120.

The faculty has identified the following Learning Outcomes for all graduates:

- Demonstrate autonomy in completing physical, psychosocial and spiritual assessments of patients.
- Implement an individualized plan of care using evidence based practice and technology for patients across the life span.
- Assess the educational needs of patients in the promotion, maintenance, and restoration of health.
- Practice within the realm of the professional nurse as defined by law.
- Deliver safe, patient centered care in a manner that is sensitive to the patient's cultural diversity.
- Identify professional, ethical and legal situations within the scope of practice of the registered nurse.
- Adhere to the principles of confidentiality in caring for patients in a variety of healthcare settings.

Requirements for Applications to Enroll in the Clinical Nursing courses:

Upon successful completion of all entry level requirements and BIO 1230, BIO 1235, BIO 1240 and BIO 1245 with a grade of “C” or better on the first attempt, students may submit an application to enroll in the clinical nursing courses to the Nursing faculty.

POTENTIAL OCCUPATIONS:

- Registered nurses work in a variety of settings including hospitals, Home Health Clinics, and extended-care facilities.

ASSOCIATE OF APPLIED SCIENCE

TECHNICAL CONCENTRATION

<table>
<thead>
<tr>
<th>Credit Hrs.</th>
<th>Course Code</th>
<th>Course Title</th>
</tr>
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<tbody>
<tr>
<td>2</td>
<td>NUR 1130</td>
<td>Nursing Transition Lecture</td>
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<td>NUR 1133</td>
<td>Nursing Transition Clinical</td>
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<td>NUR 1135</td>
<td>Nursing Transition Skills Laboratory</td>
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<td>NUR 2110</td>
<td>Medical-Surgical Nursing I Lecture</td>
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<td>3</td>
<td>NUR 2113</td>
<td>Medical-Surgical Nursing II Clinical</td>
</tr>
<tr>
<td>2</td>
<td>NUR 2120</td>
<td>Mental Health Nursing Lecture</td>
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<td>NUR 2123</td>
<td>Mental Health Nursing Clinical</td>
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<td>3</td>
<td>NUR 2130</td>
<td>Medical Surgical Nursing III Lecture</td>
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<td>NUR 2133</td>
<td>Medical-Surgical Nursing III Clinical</td>
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<td>1</td>
<td>NUR 2140</td>
<td>Community Based Nursing Lecture</td>
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<td>NUR 2143</td>
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<td>1</td>
<td>NUR 2150</td>
<td>Nursing Management and Leadership Lecture</td>
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<td>Nursing Management and Leadership Clinical</td>
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<td>NUR 2060</td>
<td>Obstetrical Nursing</td>
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<tr>
<td>1</td>
<td>NUR 2063</td>
<td>Obstetrical Nursing Clinical</td>
</tr>
<tr>
<td>2</td>
<td>NUR 2160</td>
<td>Pediatric Nursing</td>
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<tr>
<td>1</td>
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<td>Pediatric Nursing Clinical</td>
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Total Technical Credit Hours ........................................... 29

GENERAL EDUCATION AND RELATED COURSES

<table>
<thead>
<tr>
<th>Credit Hrs.</th>
<th>Course Code</th>
<th>Course Title</th>
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<tr>
<td>1</td>
<td>GEN 1000</td>
<td>First-Year Seminar</td>
</tr>
<tr>
<td>3</td>
<td>BIO 1230</td>
<td>Anatomy and Physiology I</td>
</tr>
<tr>
<td>1</td>
<td>BIO 1235</td>
<td>Anatomy and Physiology I Lab</td>
</tr>
<tr>
<td>3</td>
<td>BIO 1240</td>
<td>Anatomy and Physiology II</td>
</tr>
<tr>
<td>1</td>
<td>BIO 1245</td>
<td>Anatomy and Physiology II Lab</td>
</tr>
<tr>
<td>1</td>
<td>BIO 1720</td>
<td>Microbiology</td>
</tr>
<tr>
<td>1</td>
<td>BIO 1725</td>
<td>Microbiology Lab</td>
</tr>
<tr>
<td>3</td>
<td>CIT 1090</td>
<td>Digital Literacy and Applications</td>
</tr>
<tr>
<td>3</td>
<td>ENG 1050</td>
<td>College Composition I or ENG 1020</td>
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<td>3</td>
<td>ENG 1060</td>
<td>College Composition II</td>
</tr>
<tr>
<td>3</td>
<td>PSY 1210</td>
<td>General Psychology</td>
</tr>
<tr>
<td>3</td>
<td>PSY 1360</td>
<td>Life Span Development</td>
</tr>
<tr>
<td>3</td>
<td>SPE 2200</td>
<td>Interpersonal Communication</td>
</tr>
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</table>

Total General Education and Related Credit Hours ........................................... 34

TOTAL CREDIT HOURS .................................................. 62

Entry Level Requirements for RN degree program:

1. Completion of TEAS entrance examination at the Proficient level or higher.
2. GPA of at least a 2.8 on a 4.0 scale or higher for nursing requirements.
3. Students will be admitted based on a point scale and will be ranked accordingly.

* See pages 122-123 for a listing of specific electives.

See your advisor for appropriate course selection.

All students graduating from Terra State Community College with an Associate degree of any kind will be functionally proficient in common computer operations and applications. Please see your academic advisor or academic division office for further details.

To determine when courses are scheduled, see program curriculum sheet which is available from the Enrollment Services office in Building A/Room 100, from the Allied Health, Nursing, and Science Division in Building D/Room 219, or on the web at www.terra.edu.
# Office Administration

## Executive Office Administration Major

### Program of Study

The Executive Office Administration curriculum prepares individuals for position in administrative support careers. It equips office professionals to respond to the demands of a dynamic computerized workplace. Students will complete courses designed to develop proficiency in the use of integrated software, oral and written communication, analysis and coordination of office duties and systems, and other support topics. Emphasis is placed on non-technical as well as technical skills.

The faculty has identified the following Learning Outcomes for all graduates:

- Demonstrate the ability to use a personal computer in the workplace and have a basic understanding of computer hardware, software applications, the internet, and operating systems.
- Use skills technical information, and judgement required for assisting an administrator.
- Produce a variety of business documents using correct grammar, punctuation, and spelling in a format acceptable in today's business environment.
- Apply general business management principles in assisting an administrator.
- Use the alphabetic, geographic, numeric, and subject methods of filing in storing and retrieving records both manually and electronically.
- Apply general accounting principles and concepts in analyzing, recording, summarizing, and reporting data related to business transactions.
- Apply mathematical concepts and methods to understand, analyze, and solve mathematical problems necessary to perform job-related tasks.
- Communicate information effectively using a variety of written, spoken, and/or visual methods.
- Demonstrate knowledge of accepted ethical behavior, and interpersonal skills that reflect an understanding of diversity and the need for teamwork.
- Understand the importance of keeping abreast of technological changes that affect the office professional.

### ASSOCIATE OF APPLIED BUSINESS

#### TECHNICAL CONCENTRATION

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hrs.</th>
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</thead>
<tbody>
<tr>
<td>MGT 1190</td>
<td>Management</td>
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<tr>
<td>MGT 1250</td>
<td>Leadership Development</td>
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</tr>
<tr>
<td>MGT 2670</td>
<td>Business Ethics</td>
<td>3</td>
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<tr>
<td>OAD 1150</td>
<td>Document Formatting I</td>
<td>3</td>
</tr>
<tr>
<td>OAD 1160</td>
<td>Document Formatting II</td>
<td>3</td>
</tr>
<tr>
<td>OAD 1300</td>
<td>Office Procedures</td>
<td>3</td>
</tr>
<tr>
<td>OAD 1400</td>
<td>Personal and Professional Development</td>
<td>3</td>
</tr>
<tr>
<td>OAD 1500</td>
<td>Customer Service</td>
<td>3</td>
</tr>
<tr>
<td>OAD 2151</td>
<td>Technical Office Skills</td>
<td>3</td>
</tr>
<tr>
<td>OAD 2600</td>
<td>Integrated Office Applications</td>
<td>3</td>
</tr>
<tr>
<td>OAD 2902</td>
<td>Executive Work Experience</td>
<td>2</td>
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</table>

Total Technical Credit Hours: 32

#### GENERAL EDUCATION AND RELATED COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hrs.</th>
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</thead>
<tbody>
<tr>
<td>GEN 1000</td>
<td>First-Year Seminar</td>
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<tr>
<td>ACC 1100</td>
<td>Financial Accounting</td>
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<tr>
<td>ACC 2330</td>
<td>Computerized Accounting</td>
<td>3</td>
</tr>
<tr>
<td>CIT 1090</td>
<td>Digital Literacy and Applications</td>
<td>3</td>
</tr>
<tr>
<td>OAD 2230</td>
<td>Advanced Database</td>
<td>1</td>
</tr>
<tr>
<td>OAD 2240</td>
<td>Advanced Spreadsheets</td>
<td>1</td>
</tr>
<tr>
<td>OAD 2320</td>
<td>Desktop Publishing</td>
<td>1</td>
</tr>
<tr>
<td>OAD 2330</td>
<td>Advanced Presentation Graphics</td>
<td>1</td>
</tr>
</tbody>
</table>

Choose One: ENG 1050, College Composition I or ENG 1020 3/5

Choose One: ENG 1900 Technical Writing for Business and Industry or ENG 1060 College Composition II 3

MTH 1110 | Business Math                              | 4           |

SPE 2010 | Effective Speaking                         | 3           |

*Humanities Elective 3
*Social Science Elective 3

Total General Education and Related Credit Hours: 34/36

#### TOTAL CREDIT HOURS

66/68

Students who are not keyboard proficient must enroll in OAD 1000, Basic Keyboarding.

* See pages 122-123 for a listing of specific electives.

See your advisor for appropriate course selection.

For available Certificate Program options, see catalog pages 125-132.

All students graduating from Terra State Community College with an Associate degree of any kind will be functionally proficient in common computer operations and applications. Please see your academic advisor or academic division office for further details.

To determine when courses are scheduled, see program curriculum sheet which is available from the Enrollment Services office in Building A/Room 100, from the Business and Creative Arts Division in Building D/Room 201, or on the web at www.terra.edu.

**Potential Careers:**
- Executive Assistant
- Office Manager
- Administrative Assistant
- Technical Office Assistant
### Office Administration

#### Medical Office Administration Major

**BUSINESS AND CREATIVE ARTS DIVISION**

#### Program of Study

The Medical Office Administration curriculum prepares individuals for employment in medical and other healthcare-related offices. Coursework includes anatomy and physiology, computer systems, document formatting, medical billing, medical coding, medical terminology, medical transcription, office procedures, and personal and professional development. Students will learn administrative and support functions and develop skills applicable in medical environments through classroom instruction as well as cooperative work experiences and internships.

**The faculty has identified the following Learning Outcomes for all graduates:**

- Demonstrate the ability to use a personal computer in the workplace and develop a basic understanding of computer hardware, software applications, the Internet, and operating systems.
- Produce a variety of business and medical documents using correct grammar, punctuation, and spelling in a format acceptable in today’s business environment.
- Operate dictation and transcription equipment in transcribing mailable documents from different areas of medicine in various formats.
- Build an extensive medical vocabulary and apply an understanding of basic anatomical systems to the interpretation of records and reports in a variety of medical settings.
- Demonstrate an understanding of the various types of health insurance and apply standard coding guidelines in processing insurance claims forms.
- Use the alphabetic, geographic, numeric, and subject methods of filing in storing and retrieving records both manually and electronically.
- Apply general accounting principles and concepts in analyzing, recording, summarizing, and reporting data related to business transaction.
- Apply mathematical concepts and methods to understand, analyze, and solve mathematical problems necessary to perform job-related tasks.
- Communicate information effectively using a variety of written, spoken, and/or visual methods.
- Demonstrate knowledge of accepted ethical behavior and interpersonal skills that reflect an understanding of diversity and the need for teamwork.

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#### ASSOCIATE OF APPLIED BUSINESS

**TECHNICAL CONCENTRATION**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hrs.</th>
</tr>
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<tbody>
<tr>
<td>BIO 1200</td>
<td>Introduction to Anatomy and Physiology</td>
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<tr>
<td>HIT 1400</td>
<td>Introduction to Medical Coding</td>
</tr>
<tr>
<td>MED 1300</td>
<td>Medical Office Management</td>
</tr>
<tr>
<td>MED 2400</td>
<td>Medical Terminology</td>
</tr>
<tr>
<td>MED 2510</td>
<td>Medical Transcription and Voice Recognition</td>
</tr>
<tr>
<td>MED 2600</td>
<td>Medical Billing</td>
</tr>
<tr>
<td>MED 2902</td>
<td>Medical Work Experience</td>
</tr>
<tr>
<td>OAD 1150</td>
<td>Document Formatting I</td>
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<tr>
<td>OAD 1160</td>
<td>Document Formatting II</td>
</tr>
<tr>
<td>OAD 1300</td>
<td>Office Procedures</td>
</tr>
<tr>
<td>OAD 1400</td>
<td>Personal and Professional Development</td>
</tr>
<tr>
<td>OAD 2151</td>
<td>Technical Office Skills</td>
</tr>
<tr>
<td>OAD 2600</td>
<td>Integrated Office Applications</td>
</tr>
</tbody>
</table>

Total Technical Credit Hours: 38

**GENERAL EDUCATION AND RELATED COURSES**

**GEN 1000** First-Year Seminar

**ACC 1100** Financial Accounting
**CIT 1090** Digital Literacy and Applications
**OAD 2230** Advanced Database
**OAD 2240** Advanced Spreadsheets
**OAD 2320** Desktop Publishing
**OAD 2330** Advanced Presentation Graphics

Choose One: ENG 1050 College Composition I or
Choose One: ENG 1900 Technical Writing for Business and Industry or

**MTH 1110** Business Math
**SPE 2010** Effective Speaking

*Humanities Elective
*Social Science Elective

Total General Education and Related Credit Hours: 31/33

**TOTAL CREDIT HOURS** 69/71

Students who are not keyboard proficient must enroll in OAD 1000, Basic Keyboarding.

* See pages 122-123 for a listing of specific electives.
  See your advisor for appropriate course selection.

For available Certificate Program options, see catalog pages 125-132.

All students graduating from Terra State Community College with an Associate degree of any kind will be functionally proficient in common computer operations and applications. Please see your academic advisor or academic division office for further details.

To determine when courses are scheduled, see program curriculum sheet which is available from the Enrollment Services office in Building A/Room 100, from the Business and Creative Arts Division in Building D/Room 201, or on the web at www.terra.edu.

**POTENTIAL CAREERS:**

- Medical Office Management
- Medical Transcription
- Medical Billing
- Administrative Assistant
Program of Study

The Associate Degree Physical Therapist Assistant program prepares graduates for career as a licensed Physical Therapist Assistant. A physical therapist assistant performs a broad range of skilled clinical tasks under the direction and supervision of a physical therapist and in a variety of health settings including hospital-based acute and outpatient; skilled nursing facilities; sub-acute rehabilitation hospitals; privately-owned outpatient clinics; and home health agencies. Physical therapist assistants administer the patient treatment plan developed by the physical therapist; collect measures and other patient-related data; progress the patient within the parameters established by the supervising physical therapist; and document the treatment appropriately.

Upon completion of the program, graduates are eligible to take the National Physical Therapist Assistant Examination. Graduates must then pass the NPTAE in order to become licensed as a physical therapist assistant.

There are 27 terminal skills/behaviors that the graduate is expected to have achieved at program completion including:

- Demonstrate competency in implementing selected components of interventions identified in the plan of care established by the physical therapist.
- Exhibit conduct that reflects a commitment to meet the expectations of members of society receiving health care services.
- Communicate verbally and non-verbally with the patient, the physical therapist, health care delivery personnel, and others in an effective, appropriate, and capable manner.
- Demonstrate competency in performing components of data collection skills essential for carrying out the plan of care established by the physical therapist.
- Adjust interventions within the plan of care established by the physical therapist in response to patient clinical indications and reports this to the supervising physical therapist.
- Recognize when intervention should not be provided due to changes in the patient’s status and reports this to the supervising physical therapist.
- Provides patient-related instruction to patients, family members, and caregivers to achieve patient outcomes based on the plan of care established by the physical therapist.
- Demonstrates an awareness of social responsibility, citizenship, and advocacy, including participation in community and service organizations and activities.
- Completes thorough, accurate, logical, concise, timely, and legible documentation that follows guidelines and specific documentation formats required by state practice acts, the practice setting, and other regulatory agencies.

ASSOCIATE OF APPLIED SCIENCE

TECHNICAL CONCENTRATION

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hrs.</th>
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</thead>
<tbody>
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<td>PTA 1110</td>
<td>PTA Skills I</td>
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<tr>
<td>PTA 1210</td>
<td>PTA Skills II</td>
<td>4</td>
</tr>
<tr>
<td>PTA 1410</td>
<td>Applied Physics in Physical Therapy</td>
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</tr>
<tr>
<td>PTA 1310</td>
<td>Pathophysiology</td>
<td>3</td>
</tr>
<tr>
<td>PTA 1420</td>
<td>Kinesiology</td>
<td>5</td>
</tr>
<tr>
<td>PTA 2610</td>
<td>Contemporary Issues in Health Care</td>
<td>1</td>
</tr>
<tr>
<td>PTA 2620</td>
<td>Clinical Safety and Emergency Procedures</td>
<td>1</td>
</tr>
<tr>
<td>PTA 2710</td>
<td>Orthopedic Treatment and Practice</td>
<td>4</td>
</tr>
<tr>
<td>PTA 2720</td>
<td>Neuromuscular and Practice</td>
<td>4</td>
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<tr>
<td>PTA 2900</td>
<td>PTA Capstone</td>
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<td>PTA 2980</td>
<td>PTA Practicum I</td>
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<td>PTA 2982</td>
<td>PTA Practicum II</td>
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Total Technical Credit Hours: 36

GENERAL EDUCATION AND RELATED COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hrs.</th>
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</thead>
<tbody>
<tr>
<td>GEN 1000</td>
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<td>ENG 1050</td>
<td>College Comp I</td>
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<tr>
<td>ENG 1060</td>
<td>College Comp II</td>
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<td>CIT 1090</td>
<td>Digital Literacy and Applications</td>
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<td>PSY 1210</td>
<td>General Psychology</td>
<td>3</td>
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<td>PSY 1360</td>
<td>Life Span Development</td>
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<td>MED 1200</td>
<td>Introduction to Physical Therapy</td>
<td>2</td>
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<td>MED 2400</td>
<td>Medical Terminology</td>
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<td>PHL 1010</td>
<td>Introduction to Ethics</td>
<td>3</td>
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<td>SPE 2200</td>
<td>Interpersonal Communications</td>
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<td>BIO 1230</td>
<td>Anatomy and Physiology I</td>
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<td>BIO 1235</td>
<td>Anatomy and Physiology I Lab</td>
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</tr>
<tr>
<td>BIO 1245</td>
<td>Anatomy and Physiology II Lab</td>
<td>1</td>
</tr>
</tbody>
</table>

Total General Education and Related Credit Hours: 35

TOTAL CREDIT HOURS: 71

Entry Level Requirement for PTA degree program:
1. Completion of A&P I in the last five years with a minimal grade of “B”.
2. Completion of MED1200 with a minimal grade of “B”.
3. Cumulative GPA of 3.0 on a 4.0 scale.
4. Completion of 40 hours of volunteer experience in a minimum of two physical therapy environments.

To determine when courses are scheduled, see program curriculum sheet which is available from the Enrollment Services office in Building A/Room 100, from the Allied Health, Nursing, and Science Division in Building D/Room 219, or on the web at www.terra.edu.

See your advisor for appropriate course selection.

All students graduating from Terra State Community College with an Associate degree of any kind will be functionally proficient in common computer operations and applications. Please see your academic advisor or academic division office for further details.

Effective August 23, 2012, the Physical Therapist Assistant Program at Terra State Community College has been granted Candidate for Accreditation status by the Commission on Accreditation in Physical Therapy Education (1111 North Fairfax Street, Alexandria, VA, 22314; phone: 703-706-3245; email: accreditation@apta.org). Candidate for Accreditation is a pre-accreditation status of affiliation with the Commission on Accreditation in Physical Therapy Education that indicates that the program may matriculate students in technical/professional courses and that the program is progressing toward accreditation. Candidate for Accreditation is not an accreditation status nor does it assure eventual accreditation.
**Plastics**

**Plastics Technology Major**

**Engineering Technologies and Mathematics Division**

**Program of Study**

Look around your house, car, and workplace—you will see many products made out of plastic. Those products need to be made somewhere. Many of them, or their components, are made right here in Ohio. Ohio is the second largest plastic-producing state in the U.S., which indicates that there are many employment opportunities within the state.

Terra’s Plastics Technology program provides students with a broad background starting in resin manufacturing and continuing through the many processing methods needed to produce finished plastic articles. Practical hands-on plastic processing and testing experience is gained in Terra’s state-of-the-art, industry supported, laboratory. A unique feature of Terra’s program is that it gives the student a firm foundation in the use of colorants and additives in the Plastics industry.

It is the country’s only college-level program that teaches the coloring of plastics. Terra’s program is supported by the Color and Appearance Division of the Society of Plastics Engineers, the pre- eminent coloring of plastics technical organization in the country. Graduates of this program have been employed all over the U.S.

Students in this program should enjoy courses in science, mathematics, and art. Students will find this program as a way to apply their abilities to a field that pays well and has significant employment opportunities.

The faculty has identified the following Learning Outcomes for all graduates:

- Safely and efficiently start up, shut down, operate, troubleshoot, and optimize the operation of common plastic processing machines.
- Properly perform standard tests, common in the plastics industry, to identify unknown plastic materials and determine their important physical properties using ASTM test methods.
- Identify the various safety hazards associated with the handling of materials used in the processing of plastic materials.
- Select, weigh, and combine colorants with natural plastic to produce color samples on an injection molding machine.
- Use a standard light booth, spectrophotometer, and color software to make and evaluate the quality of a color match.

**ASSOCIATE OF APPLIED SCIENCE**

**TECHNICAL CONCENTRATION**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>EET 1050</td>
<td>Electricity</td>
<td>3</td>
</tr>
<tr>
<td>MFG 1020</td>
<td>Safety</td>
<td>1</td>
</tr>
<tr>
<td>MFG 1080</td>
<td>Materials</td>
<td>3</td>
</tr>
<tr>
<td>PET 1100</td>
<td>Introduction to Plastics (offered online)</td>
<td>3</td>
</tr>
<tr>
<td>PET 1110</td>
<td>Color Lab</td>
<td>3</td>
</tr>
<tr>
<td>PET 1240</td>
<td>Introduction to Color (offered online)</td>
<td>3</td>
</tr>
<tr>
<td>PET 2100</td>
<td>Plastic Processes</td>
<td>4</td>
</tr>
<tr>
<td>PET 2311</td>
<td>Plastics Material Testing</td>
<td>4</td>
</tr>
<tr>
<td>PET 2320</td>
<td>Colorants (offered online)</td>
<td>3</td>
</tr>
<tr>
<td>QCT 1020</td>
<td>Blueprint Reading</td>
<td>2</td>
</tr>
<tr>
<td>*Technical Elective</td>
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<td>3</td>
</tr>
</tbody>
</table>

**Total Technical Credit Hours** 33

**GENERAL EDUCATION AND RELATED COURSES**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>GEN 1000</td>
<td>First-Year Seminar</td>
<td>1</td>
</tr>
<tr>
<td>CHM 1010</td>
<td>Introduction to General Chemistry</td>
<td>3</td>
</tr>
<tr>
<td>CHM 1015</td>
<td>Introduction to General Chemistry Lab</td>
<td>1</td>
</tr>
<tr>
<td>CIT 1090</td>
<td>Digital Literacy and Applications</td>
<td>3</td>
</tr>
<tr>
<td>Choose One:</td>
<td></td>
<td></td>
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<tr>
<td>ENG 1050, College Composition I or ENG 1020</td>
<td></td>
<td>3/5</td>
</tr>
<tr>
<td>ENG 1900</td>
<td>Technical Writing for Business and Industry</td>
<td>3</td>
</tr>
<tr>
<td>MTH 1310</td>
<td>Intermediate Algebra</td>
<td>4</td>
</tr>
<tr>
<td>MTH 1320</td>
<td>Intermediate Trigonometry</td>
<td>3</td>
</tr>
<tr>
<td>SPE 2200</td>
<td>Interpersonal Communication</td>
<td>3</td>
</tr>
<tr>
<td>*Humanities Elective</td>
<td></td>
<td>3</td>
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<tr>
<td>*Social Science Elective</td>
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<td>3</td>
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</tbody>
</table>

**Total General Education and Related Credit Hours** 31/33

**TOTAL CREDIT HOURS** 64/66

*Technical Electives (Need 3 Credits)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>CAD 1110</td>
<td>CAD I</td>
<td>3</td>
</tr>
<tr>
<td>MET 2200</td>
<td>Hydraulics</td>
<td>3</td>
</tr>
<tr>
<td>MET 1130</td>
<td>Introduction to Machining Processes</td>
<td>2</td>
</tr>
<tr>
<td>MET 1140</td>
<td>Introduction to Machining Processes Lab</td>
<td>1</td>
</tr>
<tr>
<td>PET 2200</td>
<td>Color Lab II</td>
<td>4</td>
</tr>
<tr>
<td>ROB 1010</td>
<td>Introduction to Robotics</td>
<td>3</td>
</tr>
</tbody>
</table>

* See pages 122-123 for a listing of specific electives.

See your advisor for appropriate course selection.

For available Certificate Program options, see catalog pages 125-132.

All students graduating from Terra State Community College with an Associate degree of any kind will be functionally proficient in common computer operations and applications. Please see your academic advisor or academic division office for further details.

To determine when courses are scheduled, see program curriculum sheet which is available from the Enrollment Services office in Building A/Room 100, from the Engineering Technologies and Mathematics Division in Building E/Room 107, or on the web at www.terra.edu.

**POTENTIAL OCCUPATIONS:**

- Plastic Process Technician
- Quality Control Technician
- Technical Service and Development Technician
- Color Laboratory Technician
- Plastic Color Matcher

1.866.AT.TERRA
Power Technologies Major (Includes Automotive)

**Program of Study**

The Power Technologies program offers entry-level and advanced instruction, with an emphasis on the analysis and diagnosis of modern gasoline and diesel vehicles.

Students may select courses in areas of specialization within the Power Technologies Program. Automotive, small engines, diesel, and recreational vehicle and marine specializations are available.

Available certificate programs allow the student to select courses that provide the skills for ASE certification tests.

The faculty has identified the following Learning Outcomes for all graduates:

- Troubleshoot electrical, computer, mechanical and emissions systems.
- Operate a Computer Service Information to assist in repair of automotive systems.
- Reinforce ethical business practices in relation with customers and suppliers.
- Use mathematical skills in analytical and practical problem-solving.
- Diagnose electrical, electronic and drive-line systems.
- Use proper test meters, computers and lab scopes.
- Study and test engines for proper operation to meet manufacturer specifications. Perform engine overhaul and perform complete car service.

NOTE: This program is offered primarily evenings; selected courses are offered during the day.

**ASSOCIATE OF APPLIED SCIENCE**

**TECHNICAL CONCENTRATION**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>AAD 1110</td>
<td>Auto Electricity</td>
<td>4</td>
</tr>
<tr>
<td>AAD 1120</td>
<td>Auto Engines</td>
<td>4</td>
</tr>
<tr>
<td>AAD 1150</td>
<td>Introduction to Auto</td>
<td>3</td>
</tr>
<tr>
<td>AAD 1330</td>
<td>Drivability</td>
<td>3</td>
</tr>
<tr>
<td>AAD 1400</td>
<td>Suspension</td>
<td>3</td>
</tr>
<tr>
<td>AAD 1500</td>
<td>Braking Systems</td>
<td>3</td>
</tr>
<tr>
<td>AAD 2440</td>
<td>Automotive Power Train I</td>
<td>3</td>
</tr>
<tr>
<td>AAD 2450</td>
<td>Electronic Engine Controls</td>
<td>4</td>
</tr>
<tr>
<td>AAD 2520</td>
<td>Automotive Power Train II</td>
<td>4</td>
</tr>
<tr>
<td>AAD 2640</td>
<td>Fuel and Emission Systems</td>
<td>3</td>
</tr>
<tr>
<td>AAD 2660</td>
<td>Air Conditioning and Heating</td>
<td>3</td>
</tr>
</tbody>
</table>

Choose:

- AAD 2900 Capstone
- EBE 2980 Cooperative Education Seminar and AAD 2980 Cooperative Work Experience 1-6

Total Technical Credit Hours 38–43

**GENERAL EDUCATION AND RELATED COURSES**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>GEN 1000</td>
<td>First-Year Seminar</td>
<td>1</td>
</tr>
<tr>
<td>CIT 1090</td>
<td>Digital Literacy and Applications</td>
<td>3</td>
</tr>
</tbody>
</table>

Choose One:

- ENG 1050 College Composition I or ENG 1020 3/5
- Technical Writing for Business and Industry 3
- Safety 1
- Math for the Trades 4
- Survey of Physics 3
- Survey of Physics Lab 1
- Effective Speaking 3

*Humanities Elective 3
*Social Science Elective 3

Total General Education and Related Credit Hours 28/30

**TOTAL CREDIT HOURS** 66–73

*See pages 122-123 for a listing of specific electives.
See your advisor for appropriate course selection.

For available Certificate Program options, see catalog pages 125-132.

All students graduating from Terra State Community College with an Associate degree of any kind will be functionally proficient in common computer operations and applications. Please see your academic advisor or academic division office for further details.

To determine when courses are scheduled, see program curriculum sheet which is available from the Enrollment Services office in Building A/Room 100, from the Engineering Technologies and Mathematics Division in Building E/Room 107, or on the web at www.terra.edu.
Program of Study

Students pursuing a Psychology concentration should select the following 12 hours in PSY2030, PSY2210, PSY1400, and (PSY2410 or PSY1360), in addition to courses used to meet the general college degree requirements and the Ohio Transfer Module (OTM).

To make an informed selection of Arts and Humanities, Social Science, and Natural Science electives, Terra advises the transfer-intending student to consult the receiving institution to ensure maximum transferability and application of credits.

It is recommended that for the science courses students should take 100-level environmental science, chemistry, and physics classes.

Since many four-year universities require a foreign language component, it is recommended that the student pursuing this degree consider up to 16 semester hours and competencies through the second year level in a foreign language. Students should contact their transfer institution to clarify their foreign language requirements.

To determine when courses are scheduled, see program curriculum sheet which is available from the Enrollment Services office in Building A/Room 100, from the Liberal Arts and Public Services Division in Building A/Room 202, or on the web at www.terra.edu.

Note: Electives to be used for Mathematics, Arts and Humanities, Social Sciences, and Natural Sciences are located on page 54.

For additional transfer information, see Transfer section, pages 51–56.
Robotics/Mechatronics Technology Major

Program of Study

The Robotics/Mechatronics Technology program prepares students for industrial automation in applications (engineering) positions, as well as service (maintenance) type positions.

Students use robotics with programmable controllers, as well as conventional control systems, to solve problems in an industrial flexible manufacturing laboratory.

Students train on electrical equipment such as DC and AC motors, controllers such as VFDs, Servo and Stepper systems, and Allen-Bradley, as well as Siemens programmable controllers with Rockwell RSLogix and RSLogix software.

Troubleshooting hardware and software systems of an automated system, along with concepts of how they are integrated, are important parts of the training.

The faculty has identified the following Learning Outcomes for all graduates:

• Understand the electrical and mechanical components of a robot system.
• Safe startup and shutdown of FANUC and ABB robots.
• Programming of FANUC and ABB robots.
• Install, test, and properly use safety equipment.
• Install, test, and troubleshoot sensors, switches, and other control devices.
• Read and interpret electrical, hydraulic, and pneumatic diagrams.
• Install, integrate and troubleshoot servo and stepper motor controls.

ASSOCIATE OF APPLIED SCIENCE

TECHNICAL CONCENTRATION

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>CAD 1110</td>
<td>CAD I</td>
<td>3</td>
</tr>
<tr>
<td>EET 1320</td>
<td>AC/DC Machines</td>
<td>3</td>
</tr>
<tr>
<td>EET 2440</td>
<td>Programmable Controllers I</td>
<td>4</td>
</tr>
<tr>
<td>EET 2790</td>
<td>Programmable Controllers II</td>
<td>3</td>
</tr>
<tr>
<td>MET 2200</td>
<td>Hydraulics</td>
<td>3</td>
</tr>
<tr>
<td>ROB 1010</td>
<td>Introduction to Robotics</td>
<td>3</td>
</tr>
<tr>
<td>ROB 1020</td>
<td>Robotic Programming</td>
<td>3</td>
</tr>
<tr>
<td>ROB 2020</td>
<td>Flex Cell Design and Robotic Interface</td>
<td>3</td>
</tr>
<tr>
<td>ROB 2230</td>
<td>Servo Systems</td>
<td>3</td>
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<tr>
<td>†MET Elective: Recommend MET 1320 CNC I</td>
<td>3</td>
<td></td>
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<tr>
<td>†WET Elective: Recommend WET 2435 GMAW and GTAW Theory and WET 2445 GMAW Welding Lab</td>
<td>2-4</td>
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<tr>
<td>Total Technical Credit Hours</td>
<td>32-36</td>
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</table>

GENERAL EDUCATION AND RELATED COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>GEN 1000</td>
<td>First-Year Seminar</td>
<td>1</td>
</tr>
<tr>
<td>CIT 1090</td>
<td>Digital Literacy and Applications</td>
<td>3</td>
</tr>
<tr>
<td>CIT 1241</td>
<td>Microcomputers</td>
<td>3</td>
</tr>
<tr>
<td>EET 1050**</td>
<td>Electricity</td>
<td>3</td>
</tr>
<tr>
<td>EET 2400</td>
<td>Motor Controls</td>
<td>4</td>
</tr>
<tr>
<td>Choose One:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ENG 1900</td>
<td>Technical Writing for Business and Industry</td>
<td>3</td>
</tr>
<tr>
<td>MFG 1020</td>
<td>Safety</td>
<td>1</td>
</tr>
<tr>
<td>MTH 1310</td>
<td>Intermediate Algebra</td>
<td>4</td>
</tr>
<tr>
<td>SPE 2010</td>
<td>Effective Speaking</td>
<td>3</td>
</tr>
<tr>
<td>*Humanities Elective</td>
<td>3</td>
<td></td>
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<tr>
<td>*Natural Science Elective</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>*Social Science Elective</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Total General Education and Related Credit Hours</td>
<td>37/39</td>
<td></td>
</tr>
</tbody>
</table>

TOTAL CREDIT HOURS

69-75

* See pages 122-123 for a listing of specific electives.
† See your advisor for appropriate course selection.
** Students who want a more in-depth discussion of AC and DC circuits may substitute EET 1700 and EET 1710 for EET 1050.

For available Certificate Program options, see catalog pages 125-132.

All students graduating from Terra State Community College with an Associate degree of any kind will be functionally proficient in common computer operations and applications. Please see your academic advisor or academic division office for further details.

To determine when courses are scheduled, see program curriculum sheet which is available from the Enrollment Services office in Building A/Room 100, from the Engineering Technologies and Mathematics Division in Building E/Room 107, or on the web at www.terra.edu.
### SOCIAL WORK (TRANSFER DEGREE)

## Social Work Concentration

### ASSOCIATE OF ARTS

<table>
<thead>
<tr>
<th>CONCENTRATION</th>
<th>Credit Hrs.</th>
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</thead>
<tbody>
<tr>
<td>SWK 1010</td>
<td>Introduction to Social Work</td>
</tr>
<tr>
<td>SWK 1030</td>
<td>Introduction to Social Welfare</td>
</tr>
<tr>
<td>PSY 1360</td>
<td>Life Span Development (OSS048)</td>
</tr>
<tr>
<td>PSY 2210</td>
<td>Abnormal Psychology (OSS017)</td>
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<tr>
<td>Total College Required Courses Credit Hours</td>
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</table>

#### COLLEGE REQUIRED COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Credit Hrs.</th>
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</thead>
<tbody>
<tr>
<td>GEN 1000</td>
<td>First-Year Seminar*</td>
<td>1</td>
</tr>
<tr>
<td>CIT 1090</td>
<td>Computer Fundamentals*</td>
<td>3</td>
</tr>
<tr>
<td>HUM 2900</td>
<td>Leading by the Humanities*</td>
<td>3</td>
</tr>
<tr>
<td>Total College Required Courses Credit Hours</td>
<td>7</td>
<td></td>
</tr>
</tbody>
</table>

#### ENGLISH/ORAL COMMUNICATIONS

By Placement:
- ENG 1050 College Composition I or ENG 1020 | 3 or 5 |
- ENG 1060 College Composition II* | 3 |
- SPE 2010 Effective Speaking** | 3 |
| Total English/Oral Communications Required Credit Hours | 6 |

#### MATHEMATICS

Choose One:
- MTH 2010 Statistics
- MTH 2310 College Algebra
- OTM Math elective | 3 to 5 |
| Total Mathematics Required Credit Hours | 3 |

#### ARTS & HUMANITIES

Twelve semester hours from at least 2 different discipline areas are required.
| Total Arts & Humanities Required Credit Hours | 12 |

#### SOCIAL SCIENCES

Ten semester hours from at least 2 different discipline areas are required.
| Total Social Sciences Required Credit Hours | 10 |

#### NATURAL SCIENCES

A minimum of 7 semester hours are required. At least one course must contain a laboratory component or be a laboratory course.
| Total Natural Sciences Required Credit Hours | 7 |

| Any combination of additional electives | 0 – 10 |

| TOTAL CREDIT HOURS | 63 – 73 |

* required  
** recommended at state TAG level

See your advisor for appropriate course selection.

---

For additional transfer information, see Transfer section, pages 51–56.
Technology Management

Technology Management Major

Program of Study

The Technology Management program prepares students for leadership positions in a wide variety of technological environments. Students take a unique blend of classes that combines technical engineering classes with business management and lean manufacturing. The combination of these disciplines will yield graduates who can think, problem-solve, and prosper in today’s diverse workforce. This program has been designed specifically to address the challenges we face today with the advent of new technologies and the need to embrace future technological advancements. Students must choose their technical focus from any of the seven available foci listed.

This program is well suited for individuals from nearly any background. Additionally, this program is excellent for those individuals who may choose to continue their education beyond the Associate degree level.

*See pages 122-123 for a listing of specific electives.

For available Certificate Program options, see catalog pages 125-132.

All students graduating from Terra State Community College with an Associate degree of any kind will be functionally proficient in common computer operations and applications. Please see your academic advisor or academic division office for further details.

To determine when courses are scheduled, see program curriculum sheet which is available from the Enrollment Services office in Building A/Room 100, from the Engineering Technologies and Mathematics Division in Building E/Room 107, or on the web at www.terra.edu.

POTENTIAL OCCUPATIONS:
- Industrial Team Leader or Manager
- Technical Sales
- Small Business Owner or Manager
- Engineering Technician
- Quality Technician
- Six Sigma Green Belt

ASSOCIATE OF APPLIED SCIENCE

TECHNICAL CONCENTRATION

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>CAD 1110</td>
<td>CAD I</td>
<td>3</td>
</tr>
<tr>
<td>MGT 1250</td>
<td>Leadership Development</td>
<td>3</td>
</tr>
<tr>
<td>MGT 2560</td>
<td>Small Business Development</td>
<td>4</td>
</tr>
<tr>
<td>MRT 1120</td>
<td>Personal Selling</td>
<td>4</td>
</tr>
<tr>
<td>QCT 1020</td>
<td>Blueprint Reading</td>
<td>2</td>
</tr>
<tr>
<td>QCT 1030</td>
<td>Quality Assurance</td>
<td>3</td>
</tr>
<tr>
<td>QCT 2030</td>
<td>Six Sigma Fundamentals</td>
<td>3</td>
</tr>
<tr>
<td>QCT 2300</td>
<td>Lean Manufacturing</td>
<td>3</td>
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<tr>
<td>Choose:</td>
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<tr>
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<td>34–37</td>
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GENERAL EDUCATION AND RELATED COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>GEN 1000</td>
<td>First-Year Seminar</td>
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<tr>
<td>MGT 1190</td>
<td>Management</td>
<td>3</td>
</tr>
<tr>
<td>ECO 2010</td>
<td>Economics I</td>
<td>3</td>
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<tr>
<td>By Placement:</td>
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<tr>
<td>ENG 1900</td>
<td>Technical Writing</td>
<td>3</td>
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<tr>
<td>MTH 2010</td>
<td>Statistics</td>
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<td>Choose One:</td>
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<tr>
<td>CIT 1090</td>
<td>Digital Literacy &amp; Applications</td>
<td>3</td>
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<tr>
<td>*Humanities Elective</td>
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<td></td>
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<tr>
<td>*Natural Science Elective</td>
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<td></td>
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<tr>
<td>Total General Education and Related Credit Hours</td>
<td></td>
<td>30/32</td>
</tr>
</tbody>
</table>

TOTAL CREDIT HOURS 64–69

*TECHNICAL FOCUS – Choose (1) focus group:

Color Management:
- PET 1100 Intro to Plastics | 3 |
- PET 1240 Intro to Color | 3 |
- PET 2320 Colorants | 4 |

Computer Programming:
- CIT 1210 Visual Programming | 4 |
- CIT 1310 Windows Scripting | 3 |
- CIT 2260 Intro to C/C++ | 3 |

Electrical:
- EET 1050 Electricity I | 3 |
- EET 1320 AC/DC Machines | 3 |
- EET 1360 Power Electronics | 3 |

IT Network Support:
- CIT 1241 Microcomputers | 3 |
- CIT 1400 Net I | 3 |
- CIT 2010 Operations and Management | 3 |
- CIT 2640 Server Management | 3 |

Mechanical:
- CAD 1320 CAD III | 3 |
- MFG 1080 Materials | 3 |
- MET 1130 Machining Processes | 2 |
- MET 1140 Machining Processes Lab | 1 |

Plastics:
- PET 1100 Intro to Plastics | 3 |
- PET 2100 Plastics Processes | 4 |
- PET 2311 Plastic Material Testing | 4 |

Robotics:
- ROB 1010 Intro to Robotics | 3 |
- ROB 1020 Robotic Programming | 3 |
- ROB 2020 Flex Cell Design & Robotic Interface | 3 |
Welding Technology Major

Program of Study

The Welding Technology program offers instruction in a wide range of topics, from oxyfuel and plasma arc cutting applications to advanced courses in pipe welding.

With the increased use of sophisticated welding equipment and exotic commercial alloys, a need exists for technicians who can coordinate the efforts of the highly skilled welder and the welding engineer. The person performing this function must be broadly educated in welding theory, processes, symbols and prints, codes and standards, metallurgy, mathematics, and science. Terra's Associate in Applied Science degree program is structured to provide this background.

A well-equipped laboratory supports the theoretical instruction with hands-on instruction in the modern welding processes.

The faculty has identified the following Learning Outcomes for all graduates:

- Correctly apply and interpret welding symbols and prints.
- Select proper welding processes, equipment, accessories, and follow appropriate welding procedures required to manufacture or fabricate materials in accordance with engineering design.
- Develop a high degree of knowledge and skill in selecting and utilizing the major welding processes in all four welding positions on a variety of commercial ferrous and nonferrous alloys on sheet, plate, tubing, and/or piping, as well as other structural shapes requiring welding.
- Utilize industrial codes, standards, and specifications whenever and wherever they apply to specific jobs or projects.
- Be familiar with destructive testing methods and how they are used to verify engineering design data and qualify/certify materials, processes, procedures, and the personnel responsible for performing them.
- Be familiar with nondestructive testing methods and how they are used to determine the soundness of materials, components, and engineered products.
- Be knowledgeable in welding metallurgy and heat treating principles and how they apply to the modern day workforce.

ASSOCIATE OF APPLIED SCIENCE

TECHNICAL CONCENTRATION

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>EET 1050</td>
<td>Electricity</td>
<td>3</td>
</tr>
<tr>
<td>MFG 1020</td>
<td>Safety</td>
<td>1</td>
</tr>
<tr>
<td>MFG 1080</td>
<td>Materials</td>
<td>3</td>
</tr>
<tr>
<td>QCT 1020</td>
<td>Blueprint Reading</td>
<td>2</td>
</tr>
<tr>
<td>WET 1145</td>
<td>SMAW Theory and Lab.</td>
<td>3</td>
</tr>
<tr>
<td>WET 2435</td>
<td>GMAW and GTAW Welding Theory</td>
<td>2</td>
</tr>
<tr>
<td>WET 2445</td>
<td>GMAW Welding Lab</td>
<td>2</td>
</tr>
<tr>
<td>WET 2455</td>
<td>GTAW Welding Lab</td>
<td>2</td>
</tr>
<tr>
<td>WET 2660</td>
<td>Advanced Materials Joining Systems</td>
<td>3</td>
</tr>
<tr>
<td>WET 2670</td>
<td>Welding Codes and Procedures</td>
<td>3</td>
</tr>
<tr>
<td>*Technical Elective</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>*Pipe Welding Elective OR</td>
<td></td>
<td>2</td>
</tr>
<tr>
<td>EBE 2980</td>
<td>Cooperative Education Seminar and</td>
<td>1</td>
</tr>
<tr>
<td>WET 2980</td>
<td>Cooperative Work Experience</td>
<td>1</td>
</tr>
<tr>
<td>Total Technical Credit Hours</td>
<td></td>
<td>31</td>
</tr>
</tbody>
</table>

GENERAL EDUCATION AND RELATED COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>GEN 1000</td>
<td>First-Year Seminar</td>
<td>1</td>
</tr>
<tr>
<td>CAD 1110</td>
<td>CAD I</td>
<td>3</td>
</tr>
<tr>
<td>CIT 1090</td>
<td>Digital Literacy and Applications</td>
<td>3</td>
</tr>
<tr>
<td>Choose One:</td>
<td>ENG 1050 College Composition I or ENG 1020</td>
<td>3/5</td>
</tr>
<tr>
<td></td>
<td>Technical Writing for Business and Industry</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Math for the Trades</td>
<td>4</td>
</tr>
<tr>
<td>PHY 1070</td>
<td>Survey of Physics</td>
<td>3</td>
</tr>
<tr>
<td>PHY 1075</td>
<td>Survey of Physics Lab</td>
<td>1</td>
</tr>
<tr>
<td>QCT 2300</td>
<td>Lean Manufacturing</td>
<td>3</td>
</tr>
<tr>
<td>Choose One:</td>
<td>SPE 2010 Effective Speaking or</td>
<td></td>
</tr>
<tr>
<td></td>
<td>SPE 2200 Interpersonal Communication</td>
<td></td>
</tr>
<tr>
<td></td>
<td>*Social Science Elective</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>*Humanities Elective</td>
<td>3</td>
</tr>
<tr>
<td>Total General Education and Related Credit Hours</td>
<td></td>
<td>33/35</td>
</tr>
</tbody>
</table>

TOTAL CREDIT HOURS 64-66

* See pages 122-123 for a listing of specific electives.

For available Certificate Program options, see catalog pages 125-132.

All students graduating from Terra State Community College with an Associate degree of any kind will be functionally proficient in common computer operations and applications. Please see your academic advisor or academic division office for further details.

To determine when courses are scheduled, see program curriculum sheet which is available from the Enrollment Services office in Building A/Room 100, from the Engineering Technologies and Mathematics Division in Building E/Room 107, or on the web at www.terra.edu.

POTENTIAL OCCUPATIONS:

- Welder/Fabricator
- Millwright
- Welding T-technician
- Welding Inspector
- Welder/Pipe Fitter
ELECTIVES

Associate of Applied Business and Associate of Applied Science

Most Associate of Applied Business (AAB) and Associate of Applied Science (AAS) degree programs include electives. Electives allow students to choose from a list of selected courses within a specific discipline. For example, if a program includes a Science Elective, students can meet that requirement by completing any of the science courses listed here as Science Electives. This flexibility allows students to select classes that best meet their personal needs.

Within the degree programs are the following types of electives: Humanities, Manufacturing Technical, Mathematics, Natural Science, Social Science, and Welding.

Humanities Electives

Any of the following courses can be used to fulfill the Humanities elective requirement:

- ART 1010 Art History: Prehistory to Gothic
- ART 1030 Art History: Renaissance to 20th Century
- ART 1050 Art Appreciation
- ENG 1850 Introduction to Literature
- ENG 2630 Non-Western Literature
- ENG 2640 British Literature I
- ENG 2650 British Literature II
- ENG 2670 American Literature I
- ENG 2680 American Literature II
- HUM 1010 Critical Thinking
- HUM 1050 Introduction to Film
- HUM 1410 Introduction to Theatre
- HUM 2010 Introduction to Humanities
- HUM 2550 Shakespeare on Film
- MUS 1010 Music Appreciation
- MUS 1120 Jazz Appreciation
- MUS 1130 History of Rock and Roll
- PHL 1010 Introduction to Ethics

Manufacturing Technical Electives

The following is a list of approved technical electives for Manufacturing Engineering. Students should consult with their academic advisor to select courses which best fit with their career objectives. Refer to catalog descriptions for course prerequisites.

- CAD 1110 CAD I
- CAD 1320 CAD II
- EET 1050 Electricity
- EET 1200 Electrical Codes and Prints
- EET 1320 AC/DC Machines
- EET 1360 Power Electronics
- EET 1630 Graphical Interfaces
- EET 1700 DC Circuits
- EET 1710 AC Circuits
- EET 1720 Electronics
- EET 2400 Motor Controls
- EET 2440 Programmable Controllers I
- EET 2730 Digital Circuits
- EET 2740 Microprocessors
- EET 2790 Programmable Controllers II
- EET 2830 Instrumentation and Process Controls
- MFG 1020 Safety
- MFG 1080 Materials
- MET 1040 Introduction to Hand and Power Tools
- MET 1130 Introduction to Machining Processes
- MET 1140 Introduction to Machining Process Lab
- MET 1230 Advanced Machining Processes
- MET 1240 Advanced Machining Processes Lab
- MET 1320 CNC I
- MET 1340 Advanced CNC Lathe
- MET 1780 Tool and Die Making
- MET 2110 Statics
- MET 2150 Strength of Materials
- MET 2200 Hydraulics
- MET 2210 Machine Design
- MET 2370 Advanced CNC Mills
- MET 2500 CAM Programming
- MET 2600 Mechanical Power Transmission
- MET 2620 Hydraulics II
- PET 1100 Introduction to Plastics
- PET 1110 Color Lab I Introduction to Color Matching
- PET 1240 Plastic Processes
- PET 2100 Plastic Processes
- PET 2200 Color Lab II Advanced Color Matching
- PET 2311 Plastic Material Testing
- PET 2320 Colorants
- PET 2400 Industrial Troubleshooting
- QCT 1020 Blueprint Reading
- QCT 1030 Quality Assurance
- QCT 2030 Six Sigma Fundamentals
- QCT 2300 Lean Manufacturing
- REF 1100 Refrigeration I
- REF 1120 Electricity for HVAC I
- REF 1220 Electricity for HVAC II
- REF 1240 HVAC Electrical Codes
- REF 1250 Refrigeration II
- REF 1350 Refrigeration III
- REF 1390 System Sizing
- REF 2150 Heating Systems I
- REF 2160 Air Conditioning Systems
- REF 2280 Heating Systems II
- REF 2330 Electronics for HVAC
- ROB 1010 Introduction to Robotics
- ROB 1020 Robotic Programming
- ROB 2020 Flex Cell Design and Robotic Interfacing
- ROB 2330 Servo Systems
- WET 1030 Applied Metallurgy
- WET 1145 SMAW Theory and Lab
- WET 2435 GMAW and GTAW Welding Theory
- WET 2445 GMAW Welding Lab
- WET 2455 GTAW Welding Lab
- WET 2660 Advanced Materials Joining Systems
- WET 2670 Welding Codes and Procedures
- WET 2700 Pipe Welding/Upshall
- WET 2710 Pipe Welding/Downhill
- WET 2720 Pipe Welding/TIG
- WPT 1100 OSHA Standards: Wind Energy
- WPT 1200 Fundamentals of Wind Energy

Mathematics Electives

If a Mathematics elective is listed for a program, the possible choices are also listed. Mathematics electives are program specific so no general list can be given here. The college recommends that students take the highest level mathematics that they are capable of completing.

Mathematics Course Substitution Policy

Students taking a higher level mathematics course than that required by their technology will automatically receive credit for a lower level mathematics course except in the case of Business Mathematics. Students placing into a high level mathematics may take the proficiency test for Business Mathematics after reviewing the curriculum.

If taking
- MTH 2310, College Algebra:
  Automatic substitution for:
  - MTH 1310 Intermediate Algebra

If taking
- MTH 2320, College Trig:
  Automatic substitution for:
  - MTH 1320 Intermediate Trig

If taking
- MTH 2351, Precalculus:
  Automatic substitution for:
  - MTH 1310 Intermediate Algebra and MTH 1320 Intermediate Trig OR
  - MTH 2310 College Algebra, and MTH 2320 College Trig OR
  - MTH 1150 Math for the Trades

If taking
- MTH 2510, Calculus I:
  Automatic substitution for:
  - MTH 1310 College Algebra, and MTH 2320 College Trig, OR
  - MTH 2351 Precalculus OR
  - MTH 1310 Intermediate Algebra and MTH 1320 Intermediate Trig OR
  - MTH 1150 Math for the Trades

Natural Science Electives

Any of the following courses can be used to fulfill the Science elective requirement:

- BIO 1070 Environmental Principles
- BIO 1080 Environmental Resources
- BIO 1095 Environmental Science Lab
- BIO 2010 Biology I
- BIO 2015 Biology Laboratory I
- BIO 2020 Biology II
- BIO 2025 Biology Laboratory II
- BIO 2100 Nutrition
- CHM 1010 Introduction to Chemistry
- CHM 1015 Introduction to Chemistry Lab
- CHM 1020 Introduction to Organic and Biochemistry
- CHM 1025 Introduction to Organic and Biochemistry Lab
- CHM 1610 General Chemistry I
- CHM 1615 General Chemistry Lab I

Continued on next page.
CHM 1620  General Chemistry II  
CHM 1625  General Chemistry Lab II  
PHY 1070  Survey of Physics  
PHY 1075  Survey of Physics Lab  
PHY 1310  General Physics I  
PHY 1315  General Physics Lab I  
PHY 1320  General Physics II  
PHY 1325  General Physics Lab II

**Social Science Electives**

Any of the following courses can be used to fulfill the Social Science elective requirement.

- ECO 2010  Macroeconomics
- ECO 2020  Microeconomics
- EDU 1100  Educational Psychology
- GEO 1110  World Geography
- HIS 1010  Western Civilization I
- HIS 1020  Western Civilization II
- HIS 1050  American History I
- HIS 1060  American History II
- HIS 1100  Ancient Asian Civilization
- HIS 1120  Modern Asian Civilization
- PLS 1000  American Government
- PLS 1100  State and Local Government
- PSY 1210  General Psychology
- PSY 1360  Life Span Development
- PSY 2210  Abnormal Psychology
- PSY 2400  Child Psychology
- PSY 2410  Adolescent Psychology
- SOC 2010  Fundamentals of Sociology
- SOC 2120  Cultural Awareness
- SOC 2150  Introduction to Women's Studies
- SOC 2300  The Family
- SOC 2400  Sociology of Deviant Groups
- SOC 2500  Cultural Anthropology

**Welding Electives**

Any of the following can be used to fulfill the Welding technical and Pipe Welding electives.

- WET 2700  Pipe Welding/Uphill
- WET 2710  Pipe Welding/Downhill
- WET 2720  Pipe Welding/TIG
Certification Programs

Gainful Employment Information Regarding Eligible Certificate Programs—Page 126

Accounting
Financial Services/ Supervision Certificate

Allied Health STEAM
Medical Coding Certificate
Medical Scribe Certificate
Phlebotomy Certificate, LCCC

Architectural STEAM
Architectural Drafting Certificate
Construction Technician Certificate
Energy Audit Technician Certificate

Computer Systems STEAM
PC Technician Certificate
Networking Technician Certificate

Digital Arts and Media Design
Digital Publishing Certificate

Early Childhood Education
Special Needs Certificate

Electricity STEAM
Introductory Electrical Certificate
Power and Controls Certificate
Programmable Logic Controllers (PLC) Certificate
Wind Power Technology Certificate

Heating, Ventilating and Air Conditioning
HVAC Certificates
HVAC Fast Track Certificates

Management
Business Management Certificate
Human Relations/Communications Certificate
Industrial Supervision Certificate

Manufacturing Engineering STEAM
CAD Certificate
CAD/CAM Certificate
Industrial Maintenance Certificate
Manufacturing Foundation Certificate
Plastics Machine Maintenance Certificate
Precision Machining/CNC Certificate

Marketing
Sales Certificate

Music
Church Music Certificate
Conducting Certificate

Office Administration
Medical Clerk Certificate
Office Assistant Certificate

Plastics STEAM
Plastics Certificate
Coloring of Plastics Level I and II Certificates
Coloring of Materials Certificate
Color for Processors Certificate

Power Technology
Automotive Certificates
Power Technology Certificates

Robotics/Mechatronics STEAM
Robotics Certificate

Welding
Welding Certificate
Gainful Employment Information Regarding Eligible Certificate Programs

Terra State Community College is providing this information to meet federal requirements to disclose information about programs that lead to gainful employment, (75 FR 66665 and FR 66832). The following table includes important information related to Title-IV eligible certificate programs.

### Standard Occupational Classification and Occupational Title

The Standard Occupational Code (SOC) is a system provided by the Bureau of Labor Statistics to categorize employment groups. Students can go to www.bls.gov/soc to search these codes and obtain information about these specific occupations. The occupation column corresponds with the SOC code and provides a job title for occupations you might expect to pursue upon successful completion of the stated certificate program.

<table>
<thead>
<tr>
<th>PROGRAM NAME</th>
<th>SOC Code</th>
<th>OCCUPATION TITLE</th>
<th>PROGRAM COST</th>
<th>ON-TIME RATE</th>
<th>PLACEMENT RATE</th>
<th>MEDIAN LOAN DEBT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Office Assistant (Software) Certificate</td>
<td>43-6011, 43-6014</td>
<td>Administrative Assistant (Office)</td>
<td>$3,951.59</td>
<td>0%</td>
<td>89%</td>
<td>$2,252.50</td>
</tr>
<tr>
<td>Architectural Drafting Certificate</td>
<td>17-3011, 17-3012</td>
<td>Drafter</td>
<td>$1,684.04</td>
<td>0%</td>
<td>89%</td>
<td>$4,677.02</td>
</tr>
<tr>
<td>Robotics Certificate</td>
<td>17-3024</td>
<td>Robotics Technician</td>
<td>$3,573.08</td>
<td>0%</td>
<td>89%</td>
<td>$0.00</td>
</tr>
<tr>
<td>Heating Ventilating and Air Conditioning Certificates</td>
<td>49-9021, 49-9022</td>
<td>HVAC Technician/Supervisor</td>
<td>$6,169.42</td>
<td>45%</td>
<td>89%</td>
<td>$4,644.33</td>
</tr>
<tr>
<td>Plastics Certificate</td>
<td>51-4021, 51-4031</td>
<td>Plastics Molding Technician</td>
<td>$3,141.91</td>
<td>0%</td>
<td>89%</td>
<td>$0.00</td>
</tr>
<tr>
<td>Industrial Supervision Certificate</td>
<td>11-1021</td>
<td>Assistant Manager / Manager Manufacturing</td>
<td>$3,728.76</td>
<td>0%</td>
<td>89%</td>
<td>$0.00</td>
</tr>
<tr>
<td>Construction Technician Certificate</td>
<td>47-2010</td>
<td>Assistant Construction Supervisor</td>
<td>$3,014.91</td>
<td>0%</td>
<td>89%</td>
<td>$0.00</td>
</tr>
<tr>
<td>Coloring of Plastics Level I Certificate</td>
<td>51-4072</td>
<td>Plastic Coloring Technician</td>
<td>$2,435.89</td>
<td>0%</td>
<td>89%</td>
<td>$0.00</td>
</tr>
<tr>
<td>Human Relations/Communications Certificate</td>
<td>43-4160</td>
<td>Assistant Human Relations Manager</td>
<td>$3,571.42</td>
<td>0%</td>
<td>89%</td>
<td>$5,417.50</td>
</tr>
<tr>
<td>Power and Controls Certificate</td>
<td>17-3023</td>
<td>Electrical Technician Supervisor</td>
<td>$3,298.74</td>
<td>0%</td>
<td>89%</td>
<td>$3,472.94</td>
</tr>
<tr>
<td>Programmable Logic Controllers Certificate</td>
<td>51-4010</td>
<td>Programmable Logic Controller Supervisor</td>
<td>$3,983.59</td>
<td>0%</td>
<td>89%</td>
<td>$621.34</td>
</tr>
<tr>
<td>Industrial Maintenance, Intro. Electrical, Plastics Machine Maintenance Certificate</td>
<td>17-3023</td>
<td>Electrical Technician</td>
<td>$2,422.06</td>
<td>0%</td>
<td>89%</td>
<td>$3,355.61</td>
</tr>
<tr>
<td>Automotive Engine Performance Certificate</td>
<td>49-3020</td>
<td>Auto Engine Performance Technician</td>
<td>$3,195.57</td>
<td>0%</td>
<td>89%</td>
<td>$0.00</td>
</tr>
<tr>
<td>Diesel Certificate</td>
<td>49-3030</td>
<td>Diesel Engine Technician</td>
<td>$2,416.55</td>
<td>0%</td>
<td>89%</td>
<td>$3,953.00</td>
</tr>
<tr>
<td>Computer-Aided Drafting and Design</td>
<td>17-3022</td>
<td>CAD Technician</td>
<td>$1,886.21</td>
<td>0%</td>
<td>89%</td>
<td>$52.06</td>
</tr>
<tr>
<td>Welding Certificate</td>
<td>51-4120</td>
<td>Welding Technician</td>
<td>$3,582.42</td>
<td>10%</td>
<td>89%</td>
<td>$3,735.00</td>
</tr>
<tr>
<td>CNC/Precision Machining Certificate</td>
<td>51-4012</td>
<td>Machinist / CNC Operator / Programer</td>
<td>$2,717.40</td>
<td>25%</td>
<td>89%</td>
<td>$3,939.26</td>
</tr>
<tr>
<td>Power Technology Recreational Vehicle and Marine Certificate</td>
<td>49-3092, 49-3051</td>
<td>RV/Marine Engine Repair Technician</td>
<td>$3,639.08</td>
<td>0%</td>
<td>89%</td>
<td>$4,296.66</td>
</tr>
<tr>
<td>Digital Publishing Certificate</td>
<td>43-9031</td>
<td>Digital Publishing Technician</td>
<td>$4,389.93</td>
<td>0%</td>
<td>89%</td>
<td>$3,961.48</td>
</tr>
<tr>
<td>Medical Clerk/Coding Certificate</td>
<td>43-6013, 31-9092, 29-2071</td>
<td>Medical Clerk Technician (Office)</td>
<td>$3,993.59</td>
<td>0%</td>
<td>89%</td>
<td>$3,595.80</td>
</tr>
<tr>
<td>Accounting/Financial Services Certificate</td>
<td>43-3031</td>
<td>Accounting / Financial Service Supervisor</td>
<td>$3,819.93</td>
<td>0%</td>
<td>89%</td>
<td>$0.00</td>
</tr>
<tr>
<td>Business Management Certificate</td>
<td>11-1020</td>
<td>Assistant Business Manager</td>
<td>$4,051.10</td>
<td>0%</td>
<td>89%</td>
<td>$4,467.81</td>
</tr>
</tbody>
</table>

Program Cost

The total cost of the program is provided for each of Terra State's Title-IV eligible certificate programs. The program cost is an aggregate of tuition and fees, books, and the cost of program specific equipment and supplies.

On-Time Rate

The on-time rate measures the percentage of students that complete their certificate program within the published time frame. For instance, if the program length is published as one academic, this rate tells you how many students graduated within the academic year.

Placement Rate

The placement rate measures the percent of Terra students that obtain employment after completing their certificate program. Currently placement rates at the certificate level are not available. Terra State has provided the institutional placement rate, until certificate level information is provided.

Median Loan Debt

This category provides an overview of the average dollar amount of Federal Stafford loans that students use to complete the stated certificate program.

Private and Institutional Financing

Currently federal regulations require institutions to disclose private and institutional financing done by students. Terra State does not have any student in any of its certificate programs financing their education through private or institutional sources.

Information changes annually. For the most up-to-date Gainful Employment information, please contact the Financial Aid office at 419-539-2344.
Accounting
FINANCIAL SERVICES/SUPERVISON CERTIFICATE
This certificate program is designed for those who now have, or anticipate having, supervisory responsibilities in financial institutions such as banks, savings and loans and commercial lending institutions.

Certificate credits may also be applied to an appropriate major leading to an associate degree.

Credit Hrs.
ECO 2010 Macroeconomics ........... 3
ENG 1050 College Composition ........ 3
FST 1100 Intro to Financial Services .... 3
Choose: FST 2520 Risk Management or SPE 2010 Effective Speaking .... 3
FST 255 Installment Credit and Commercial Lending ....... 3
MGT 1210 Human Resource Management .... 4
MGT 1250 Leadership Development .... 3
MRT 1110 Principles of Selling .... 3
Choose One: MTH 1110 Business Math or MTH 2310 College Algebra . . . 3/4
Total Credit Hours ........... 28/29

Allied Health [STEMM]
MEDICAL CODING CERTIFICATE
The Medical Coding Certificate program prepares students with entry-level skills needed to code, classify, and index diagnoses and procedures for the purpose of reimbursement, standardization, retrieval, and statistical analysis. Principles in ICD-9-CM coding, CPT coding, and third-party reimbursement will be emphasized. Students must pass MED 2400, Medical Terminology, with a grade of “C” or better to become eligible for consideration for a seat in the program.

Certificate credits may also be applied to the HIT major leading to an associate degree.

Credit Hrs.
BIO 1200 Introduction to Anatomy and Physiology ........... 3
CIT 1090 Digital Literacy and Applications ........... 3
HIT 1400 Introduction to Medical Coding ........... 3
MED 2400 Medical Terminology ........... 3
HIT 2650 Medical Reimbursement or MED 2600 Medical Billing ........ 3
Choose One: HIT 2650 Medical Reimbursement or MED 2600 Medical Billing
Total Credit Hours ........... 23 hours

PHLEBOTOMY CERTIFICATE
The phlebotomy certificate is collaborative effort between Terra State Community College (TSCC) and Lorain County Community College (LCCC) with the certificate of completion being awarded by LCCC. The curriculum listed below prepares students to work as phlebotomists, highly-trained professionals whose primary responsibility is the collection of blood specimens through venipuncture and skin puncture techniques. Phlebotomists are employed in a wide variety of settings, including hospital laboratories, clinics, physician offices, private laboratories, blood collection centers, home health agencies, and home visits for insurance agencies.

Credit Hrs.
BIO 1200 Introduction to Anatomy and Physiology ........... 3
CLCS 111 Intro/ Clinical Lab ........... 3
GEN 1000 First-Year Seminar ........... 1
HPE 1020 First Aid and Safety ........... 2
MED 2400 Medical Terminology ........... 3
PHBT 111 Basic Laboratory Techniques ........... 2
PHBT 121 Phlebotomy Clinical Practicum ........... 3
SPE 2200 Interpersonal Communication ........... 3
Total Credit Hours ........... 19

The Phlebotomy program is fully accredited by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS); 5600 N. River Road, Suite 720, Rosemont, IL 60018-5119; www NAACLS.org.

Architecture [STEMM]
ARCHITECTURAL DRAFTING CERTIFICATE
The Certificate in Architectural Drafting is designed to fit the needs of students preparing for entry level positions as the contractor who needs drafting skills to effectively communicate design and project details.

Certificate credits may also be applied to an appropriate major leading to an associate degree.

Credit Hrs.
ADT 1110 Architectural Drafting ........... 3
ADT 2190 Building Systems ........... 3
ADT 2400 Fundamentals of Alternative Energy ........... 3
CAD 1240 CAD: Architectural ........... 3
Total Credit Hours ........... 12

CONSTRUCTION TECHNICIAN CERTIFICATE
The Certificate in Construction Technician is designed to provide the basic training needed for entry level jobs in the construction trades.

Certificate credits may also be applied to an appropriate major leading to an associate degree.

Credit Hrs.
ADT 1110 Architectural Drafting ........... 3
ADT 1120 Construction Methods and Materials ........... 3
ADT 2210 Structures ........... 3
ADT 2360 Estimating ........... 3
ADT 2400 Fundamentals of Alternative Energy ........... 3
MTH 1310 Intermediate Algebra ........... 4
PHY 1310 General Physics I ........... 4
PHY 1315 General Physics I Lab ........... 1
Total Credit Hours ........... 24

ENERGY AUDIT TECHNICIAN CERTIFICATE
The Certificate in Energy Audit Technician is designed to provide the basic training needed for entry level jobs in the Energy Audit Field of Work and National Certification Testing. Credits may also be applied to an appropriate major leading to an associate degree.

Credit Hrs.
ADT 2190 Building Systems ........... 3
ADT 2250 Sustainable Architecture ........... 3
EET 1050 Electricity ........... 3
EET 1320 AC/DC Machines ........... 3
REF 1390 System Sizing ........... 3
MFG 1020 Safety ........... 1
MTH 1310 Intermediate Algebra ........... 4
Total Credit Hours ........... 20

Computer Systems [STEMM]
PC TECHNICIAN CERTIFICATE
This certificate program is designed for the individual who wants to focus on computer hardware and software installation, maintenance, and repair. The objectives of this certificate are in line with CompTIA’s A+ certification. Along with computer skills and knowl-
edge, the achiever is introduced to the world of telecommunications. Telecommunications, in today's world of connectivity, compliments the knowledge of microcomputer utilization in the industry.

Certificate credits may also be applied to an appropriate Computer Systems associate degree.

<table>
<thead>
<tr>
<th>Credit Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIT 1090 Digital Literacy and Applications</td>
</tr>
<tr>
<td>CIT 1241 Microcomputers</td>
</tr>
<tr>
<td>CIT 1400 Networking</td>
</tr>
<tr>
<td>Total Credit Hours</td>
</tr>
</tbody>
</table>

**NETWORKING TECHNICIAN CERTIFICATE**

This certificate program is designed to augment an individual's current knowledge of local area networking. The certificate program broadens the scope of both local and wide area networking architecture. Included in this are hands-on utilization/configuration/troubleshooting activities of the IP protocols, Cisco Routers and Switches, and Microsoft Windows Server operating systems. After successful completion of this certificate, the achiever should be in a position to take the CCNA certification and well on their way to obtain MCP certification.

Certificate credits may also be applied to an appropriate Computer Systems associate degree.

<table>
<thead>
<tr>
<th>Credit Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIT 1345 Infrastructure Management</td>
</tr>
<tr>
<td>CIT 2400 Networking</td>
</tr>
<tr>
<td>CIT 2640 Server Management</td>
</tr>
<tr>
<td>Total Credit Hours</td>
</tr>
</tbody>
</table>

**Digital Arts and Media Design**

**DIGITAL PUBLISHING CERTIFICATE**

This certificate program is designed to enhance the technical, computer, and design skills of individuals employed in the digital publishing field or to prepare individuals to enter that field.

Certificate credits may also be applied to an appropriate major leading to an associate degree.

<table>
<thead>
<tr>
<th>Credit Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIT 1090 Digital Literacy and Applications</td>
</tr>
<tr>
<td>DMT 1010 Introduction to Multimedia</td>
</tr>
<tr>
<td>DMT 1020 Web Design</td>
</tr>
<tr>
<td>DMT 1100 3D Computer Animation</td>
</tr>
<tr>
<td>DMT 1310 Design</td>
</tr>
<tr>
<td>DMT 2020 Digital Creation and Editing</td>
</tr>
<tr>
<td>DMT 2010 Digital Video Production</td>
</tr>
<tr>
<td>ENG 1050 College Composition</td>
</tr>
<tr>
<td>PET 1110 Color Lab or DMT Elective</td>
</tr>
<tr>
<td>Total Credit Hours</td>
</tr>
</tbody>
</table>

**Early Childhood Education**

**SPECIAL NEEDS CERTIFICATE**

Address the need in the early childhood education field for special needs training and educational foundation.

<table>
<thead>
<tr>
<th>Credit Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDU 1320 Children with Exceptionalities</td>
</tr>
<tr>
<td>ECE 2400 Behavior Guidance</td>
</tr>
<tr>
<td>PSY 2400 or PSY 2210</td>
</tr>
<tr>
<td>ECE 2682 Special Needs Practicum</td>
</tr>
<tr>
<td>Total Credit Hours</td>
</tr>
</tbody>
</table>

**Electricity [STEMM]**

**INTRODUCTORY ELECTRICAL CERTIFICATE**

This certificate is for students with no prior experience in the electrical field and must be completed prior to beginning the certificate in Power and Controls or Programmable Controllers.

Certificate credits may also be applied to an appropriate major leading to an associate degree.

<table>
<thead>
<tr>
<th>Credit Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>CAD 1110 CAD I</td>
</tr>
<tr>
<td>CIT 1090 Digital Literacy and Applications</td>
</tr>
<tr>
<td>EET 1050 Electricity</td>
</tr>
<tr>
<td>EET 1200 Electrical Codes and Prints</td>
</tr>
<tr>
<td>EET 1320 AC/DC Machines</td>
</tr>
<tr>
<td>EET 1360 Power Electronics</td>
</tr>
<tr>
<td>MFG 1020 Safety</td>
</tr>
<tr>
<td>MTH 1310 Intermediate Algebra</td>
</tr>
<tr>
<td>Total Credit Hours</td>
</tr>
</tbody>
</table>

**POWER AND CONTROLS CERTIFICATE**

The Industrial Electricity Power and Controls Certificate focuses on industrial electrical and electronic systems used in industrial manufacturing. Students will train on electronic equipment, DC/AC machines, programmable controllers, motor drives and industrial wiring.

To begin this certificate requires completion of the Introductory Electrical Certificate, equivalent skills or instructor permission.

Certificate credits may also be applied to an appropriate major leading to an associate degree.

<table>
<thead>
<tr>
<th>Credit Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>EET 1200 Electrical Codes and Prints</td>
</tr>
<tr>
<td>EET 1630 Graphical Interfaces</td>
</tr>
<tr>
<td>EET 2400 Motor Controls</td>
</tr>
<tr>
<td>EET 2440 Programmable Controllers I</td>
</tr>
<tr>
<td>EET 2790 Programmable Controllers II</td>
</tr>
<tr>
<td>MFG 1020 Safety</td>
</tr>
<tr>
<td>ROB 2230 Servo Systems</td>
</tr>
<tr>
<td>Total Credit Hours</td>
</tr>
</tbody>
</table>

**PROGRAMMABLE LOGIC CONTROLLERS (PLC) CERTIFICATE**

The PLC Certificate concentrates on state-of-the-art programmable controller systems used in industrial process and manufacturing plants. To begin this certificate requires completion of the Introductory Electrical Certificate, equivalent skills or instructor permission.

Certificate credits may also be applied to an appropriate major leading to an associate degree.

<table>
<thead>
<tr>
<th>Credit Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>MFG 1020 Safety</td>
</tr>
<tr>
<td>MTH 1150 Math for the Trades</td>
</tr>
<tr>
<td>REF 1100 Refrigeration</td>
</tr>
<tr>
<td>REF 1120 Electricity for HVAC</td>
</tr>
<tr>
<td>REF 1220 Electricity for HVAC II</td>
</tr>
<tr>
<td>REF 1250 Refrigeration II</td>
</tr>
<tr>
<td>Total Credit Hours</td>
</tr>
</tbody>
</table>

**WIND POWER TECHNOLOGY CERTIFICATE**

The Wind Power Technology Certificate prepares the student for an exciting career in the fast-growing field of renewable energy. It deals with the areas involved in the production of electricity from wind power, including the turbines, the towers, and the actual generating units with their associated electronic gear used to convert the power into a clean 60 Hz. AC.

Certificate credits may also be applied to an appropriate major leading to an associate degree.

<table>
<thead>
<tr>
<th>Credit Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>EET 1700 D C Circuits</td>
</tr>
<tr>
<td>EET 1720 Electronics</td>
</tr>
<tr>
<td>EET 1050 Electricity</td>
</tr>
<tr>
<td>EET 1360 Power Electronics</td>
</tr>
<tr>
<td>EET 1200 Electrical Codes and Prints</td>
</tr>
<tr>
<td>EET 1320 AC/DC Machines</td>
</tr>
<tr>
<td>MET 2200 Hydraulics</td>
</tr>
<tr>
<td>MFG 1020 Safety</td>
</tr>
<tr>
<td>WPT 1100 OSHA Standards: Wind Energy</td>
</tr>
<tr>
<td>WPT 1200 Fundamentals of Wind Energy</td>
</tr>
<tr>
<td>Total Credit Hours</td>
</tr>
</tbody>
</table>

**Heating, Ventilating and Air Conditioning**

**HVAC CERTIFICATE**

The certificates in Heating, Ventilating, and Air Conditioning (HVAC) are designed to fit the needs of students preparing for entry level positions as well as experienced technicians seeking to upgrade their skills. The entry level certificate is appropriate for students entering the HVAC field. The advanced certificates in HVAC and light commercial refrigeration allow experienced technicians and students completing the entry level certificate to upgrade their skills.

Certificate credits may also be applied to an appropriate major leading to an associate degree.

<table>
<thead>
<tr>
<th>Credit Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>MFG 1020 Safety</td>
</tr>
<tr>
<td>MTH 1150 Math for the Trades</td>
</tr>
<tr>
<td>REF 1100 Refrigeration</td>
</tr>
<tr>
<td>REF 1120 Electricity for HVAC</td>
</tr>
<tr>
<td>REF 1220 Electricity for HVAC II</td>
</tr>
<tr>
<td>REF 1250 Refrigeration II</td>
</tr>
<tr>
<td>Total Credit Hours</td>
</tr>
</tbody>
</table>

www.terra.edu
### HVAC Advanced Certificate

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>REF 1240</td>
<td>HVAC Electrical Codes</td>
<td>3</td>
</tr>
<tr>
<td>REF 1350</td>
<td>Refrigeration III</td>
<td>4</td>
</tr>
<tr>
<td>REF 1390</td>
<td>System Sizing</td>
<td>3</td>
</tr>
<tr>
<td>REF 2150</td>
<td>Heating Systems I</td>
<td>3</td>
</tr>
<tr>
<td>REF 2160</td>
<td>Air Conditioning Systems</td>
<td>3</td>
</tr>
<tr>
<td>REF 2280</td>
<td>Heating Systems II</td>
<td>4</td>
</tr>
<tr>
<td>REF 2330</td>
<td>Electronics</td>
<td>4</td>
</tr>
<tr>
<td>REF 2500</td>
<td>Troubleshooting (Capstone)</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Credit Hours: 11

### HVAC Light Commercial Refrigeration Advanced Certificate

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIT 1090</td>
<td>Digital Literacy and Applications</td>
<td>3</td>
</tr>
<tr>
<td>MGT 1210</td>
<td>Human Resource Management</td>
<td>4</td>
</tr>
<tr>
<td>ENG 1050</td>
<td>College Composition</td>
<td>3</td>
</tr>
<tr>
<td>MET 1130</td>
<td>Manufacturing Processes I</td>
<td>3</td>
</tr>
<tr>
<td>MRT 1010</td>
<td>Marketing</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Credit Hours: 26

### HVAC FAST TRACK CERTIFICATE

The HVAC Fast Track is a cohort group. Students that enroll in the HVAC Fast Track certificate are required to enroll in all courses in both 8-week sessions, for both the fall and spring semester. Students will enroll in the Entry Level certificate during the fall semester and the Advanced Level certificate during the Spring semester.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>MFG 1020</td>
<td>Safety</td>
<td>1</td>
</tr>
<tr>
<td>REF 1100</td>
<td>Refrigeration I</td>
<td>4</td>
</tr>
<tr>
<td>REF 1120</td>
<td>Electricity for HVAC I</td>
<td>4</td>
</tr>
<tr>
<td>REF 1390</td>
<td>System Sizing</td>
<td>3</td>
</tr>
<tr>
<td>REF 1220</td>
<td>Electricity for HVAC II</td>
<td>4</td>
</tr>
<tr>
<td>REF 1240</td>
<td>HVAC Electrical Codes</td>
<td>3</td>
</tr>
<tr>
<td>REF 1250</td>
<td>Refrigeration II</td>
<td>4</td>
</tr>
</tbody>
</table>

Total Credit Hours: 23

### Advanced Level—Spring Semester

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>REF 2160</td>
<td>Air Conditioning Systems</td>
<td>3</td>
</tr>
<tr>
<td>REF 2150</td>
<td>Heating Systems I</td>
<td>3</td>
</tr>
<tr>
<td>REF 2330</td>
<td>Electronics</td>
<td>4</td>
</tr>
<tr>
<td>REF 1350</td>
<td>Refrigeration III</td>
<td>4</td>
</tr>
<tr>
<td>REF 2500</td>
<td>Troubleshooting (Capstone)</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Credit Hours: 20

### Management

#### BUSINESS MANAGEMENT CERTIFICATE

This certificate program is designed to enhance the managerial skills of individuals employed in business or industry or to prepare employees to assume supervisory responsibilities.

Certificate credits may be applied to an appropriate major leading to an associate degree.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC 1100</td>
<td>Financial Accounting</td>
<td>4</td>
</tr>
<tr>
<td>CIT 1090</td>
<td>Digital Literacy and Applications</td>
<td>3</td>
</tr>
<tr>
<td>ENG 1050</td>
<td>College Composition</td>
<td>3</td>
</tr>
<tr>
<td>MGT 1190</td>
<td>Management</td>
<td>3</td>
</tr>
<tr>
<td>MGT 1210</td>
<td>Human Resource Management</td>
<td>4</td>
</tr>
</tbody>
</table>

### HUMAN RELATIONS/COMMUNICATIONS CERTIFICATE

This certificate program is designed to enhance the ability of individuals employed in business or industry to communicate effectively and to interact in a positive manner with other employees.

Certificate credits may be applied to an appropriate major leading to an associate degree.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 1050</td>
<td>College Composition</td>
<td>3</td>
</tr>
<tr>
<td>ENG 1060</td>
<td>College Composition II</td>
<td>3</td>
</tr>
<tr>
<td>ENG 1900</td>
<td>Technical Writing for Business and Industry</td>
<td>3</td>
</tr>
<tr>
<td>MGT 1250</td>
<td>Leadership Development</td>
<td>3</td>
</tr>
<tr>
<td>MGT 1300</td>
<td>Effective Teams and Processes</td>
<td>4</td>
</tr>
<tr>
<td>MGT 2650</td>
<td>Organizational Behavior</td>
<td>3</td>
</tr>
<tr>
<td>MRT 1301</td>
<td>Public Relations</td>
<td>3</td>
</tr>
<tr>
<td>SPE 2010</td>
<td>Effective Speaking</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Credit Hours: 25

### INDUSTRIAL SUPERVISION CERTIFICATE

This certificate program is designed for individuals who now have supervisory responsibilities or for those anticipating a supervisory position.

Certificate credits may be applied to an appropriate major leading to an associate degree.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC 1100</td>
<td>Financial Accounting</td>
<td>4</td>
</tr>
<tr>
<td>MGT 1210</td>
<td>Human Resource Management</td>
<td>4</td>
</tr>
<tr>
<td>MGT 1250</td>
<td>Leadership Development</td>
<td>3</td>
</tr>
<tr>
<td>MGT 1300</td>
<td>Effective Teams and Processes</td>
<td>4</td>
</tr>
<tr>
<td>MGT 2200</td>
<td>Customer Service and Auditing</td>
<td>3</td>
</tr>
<tr>
<td>MGT 2650</td>
<td>Organizational Behavior</td>
<td>3</td>
</tr>
<tr>
<td>MTH 2010</td>
<td>Statistics</td>
<td>4</td>
</tr>
<tr>
<td>QCT 2300</td>
<td>Lean Manufacturing</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Credit Hours: 28

### INDUSTRIAL MAINTENANCE CERTIFICATE

The Industrial Maintenance Certificate Program is designed for students who want to upgrade their career skills. Students graduating with this certificate would be ready to work as a maintenance technician or in plant maintenance. Credits may also be applied to an appropriate major leading to an associate degree.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>EET 1050</td>
<td>Electricity I</td>
<td>3</td>
</tr>
<tr>
<td>MET 2200</td>
<td>Hydraulics I</td>
<td>3</td>
</tr>
<tr>
<td>MET 2600</td>
<td>Mechanical Power Transmission</td>
<td>3</td>
</tr>
<tr>
<td>QCT 2300</td>
<td>Lean Manufacturing</td>
<td>3</td>
</tr>
<tr>
<td>ROB 1010</td>
<td>Introduction to Robotics</td>
<td>3</td>
</tr>
<tr>
<td>WET Elective</td>
<td></td>
<td>3</td>
</tr>
</tbody>
</table>

Total Credit Hours: 18

### MANUFACTURING FOUNDATION CERTIFICATE

The Manufacturing Foundation Certificate Program is designed for students who want to change or upgrade their career skills. Students graduating with this certificate would be ready to work as a CNC programmer, or setup person. They would also have the capability of creating and editing 2-D and 3-D CAD drawings.

Certificate credits may be applied to any of the following three certificates listed. Credits may also be applied to an appropriate major leading to an associate degree.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>QCT 1020</td>
<td>Blueprint Reading</td>
<td>2</td>
</tr>
<tr>
<td>CAD 1110</td>
<td>CAD I</td>
<td>3</td>
</tr>
<tr>
<td>MET 1320</td>
<td>CNC I</td>
<td>3</td>
</tr>
<tr>
<td>MFG 1020</td>
<td>Safety</td>
<td>1</td>
</tr>
<tr>
<td>MFG 1080</td>
<td>Materials</td>
<td>3</td>
</tr>
<tr>
<td>MET 1130</td>
<td>Manufacturing Processes I</td>
<td>2</td>
</tr>
<tr>
<td>MET 1140</td>
<td>Manufacturing Processes I Lab</td>
<td>1</td>
</tr>
<tr>
<td>MTH 1150</td>
<td>Math for the Trades</td>
<td>4</td>
</tr>
</tbody>
</table>

Total Credit Hours: 19
PLASTICS MACHINE MAINTENANCE CERTIFICATE
This certificate program is designed to train students for jobs as plastics machine maintenance and repair technicians. Because of the specialized machinery used in the plastics industry, a great demand exists for people with hydraulic and electrical troubleshooting skills along with microcomputer testing and repair skills. This program covers all of these skill areas, in addition to providing detailed study in the plastics processes used by such machines.

Certificate credits may also be applied to an appropriate major leading to an associate degree.

Credit Hrs.
EET 1050 Electricity 3
MET 2200 Hydraulics 3
PET 1100 Introduction to Plastics 3
PET 1200 Plastic Processes I 4
Technical Elective* 2-3
Technical Elective* 3-4
Total Credit Hours 18-20

PRECISION MACHINING/CNC/CERTIFICATE
The Precision Machining Certificate Program is designed for students who want to upgrade their career skills. This certificate is designated for someone who would like to work in the manufacturing field as a precision machinist or CNC operator/programmer.

Credits may also be applied to an appropriate major leading to an associate degree.

Manufacturing Foundation Certificate required in addition to courses listed below:
MET1230 Manufacturing Process II 2
MET1240 Manufacturing Process II Lab 2
MET1340 Advanced CNC Lathe 3
MET2370 Advanced CNC Mills 3
QCT 2300 Lean Manufacturing 3
WET Elective 3
Total Credit Hours 16

Marketing
SALES CERTIFICATE
This certificate program is designed to enhance the sales skills of individuals employed in the marketing field or to prepare employees to assume sales responsibilities.

Certificate credits may be applied to an appropriate major leading to an associate degree.

Credit Hrs.
MRT 1010 Marketing 3
MRT 1110 Principles of Selling 3
MRT 1301 Public Relations 3
MRT 2600 Marketing Research 3
MRT 2620 Marketing Management (Capstone) 3
Total Credit Hours 15

Music
CHURCH MUSIC CERTIFICATE
Participants in this program will take courses and lessons in developing their knowledge, understanding, skills, and performance of directing a vocal/instrumental church music program.

Credit Hrs.
MUS 1550 History and Literature of Church Music 2
MUS 1710 Applied Music Piano 2
MUS 1710 Applied Music Voice 2
MUS 1716 Applied Music Conducting 2
MUS 2716 Applied Music II Conducting 2
MUS 2716 Applied Music II Conducting 2
Total Credit Hours 12

Music Certificate Requirements:
To be eligible to participate in the Terra State Conducting Certificate Programs, students should be familiar with basic music theory principles, understand basic fundamental conducting patterns, have at least three years experience in singing or playing an instrument, and have current experience as either a member or leader of an ensemble or musical group. Depending on the level of the students, they may be asked to take refresher courses in music theory and aural skills.

CONDUCTING CERTIFICATE
Participants in this program will take courses and lessons in developing their knowledge, understanding, skills, and performance of conducting vocal and instrumental music. These courses are designed to help music instructors, community choir and band directors, church music directors, and practicing musicians with ongoing education and artistic development. School music teachers K-12 can earn continuing education credit.

Credit Hrs.
MUS 1500 Survey of Conducting Methods 2
MUS 1710 Applied Music Piano 2
MUS 1710 Applied Music Voice 2
MUS 1716 Applied Music Conducting 2
MUS 2716 Applied Music II Conducting 2
MUS 2716 Applied Music II Conducting 2
Total Credit Hours 12

Office Administration
MEDICAL CLERK CERTIFICATE
This certificate program is designed to provide an individual with the skills and knowledge for an entry-level position in a health-related field.

Certificate credits may be applied to an appropriate major leading to an associate degree.

Credit Hrs.
BIO 1200 Intro to Anatomy and Physiology 3
HIT 1400 Introduction to Medical Coding 3
MED 1300 Medical Office Management 3
MED 2400 Medical Terminology 3
MED 2510 Medical Transcription and Voice Recognition 3

Total Credit Hours 30

Plastics [STEMM]
PRACTICE MACHINING/CNC/CERTIFICATE
This program is designed to provide students with the software knowledge and skills to perform the basic office procedures required in most offices.

Certificate credits may be applied to an appropriate major leading to an associate degree.

Credit Hrs.
CIT 1090 Digital Literacy and Applications 3
CIT 2230 Advanced Database 1
CIT 2240 Advanced Spreadsheets 1
CIT 2330 Advanced Presentation Graphics 1
MGT 1190 Management 3
MGT 1250 Leadership Development 3
OAD 1110 Document Formatting I 3
OAD 1160 Document Formatting II 3
OAD 1300 Office Procedures 3
OAD 1400 Personal and Professional Development 3
OAD 1500 Customer Service 3
OAD 2151 Technical Office Skills 3
Total Credit Hours 30

COLORING OF PLASTICS CERTIFICATE
These certificate programs are designed for individuals who wish to enter the color matching field. The Level I certificate is for students with no prior experience in the coloring of plastics and must be completed prior to beginning the Level II certificate.

Certificate credits may be applied to an appropriate major leading to an associate degree.
To begin the Level II certificate requires the completion of the Level I certificate, equivalent skills, or instructor permission.

**LEVEL II**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hrs.</th>
<th>Total Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>PET 2100</td>
<td>Plastic Processes</td>
<td>3</td>
<td>17</td>
</tr>
<tr>
<td>PET 2200</td>
<td>Colorants for Plastics</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>QCT 2300</td>
<td>Lean Manufacturing</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>PET 2400</td>
<td>Industrial Troubleshooting</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>DMT 1030</td>
<td>Visual Communication</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>PET 1100</td>
<td>Introduction to Plastics</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>PET 1110</td>
<td>Color Lab I</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>PET 1240</td>
<td>Introduction to Color</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>PET 2100</td>
<td>Plastic Processes</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>PET 2311</td>
<td>Plastic Material Testing</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>PET 2320</td>
<td>Colorants</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>PET 2400</td>
<td>Industrial Troubleshooting</td>
<td>3</td>
<td></td>
</tr>
</tbody>
</table>

**COLORING OF MATERIALS CERTIFICATE**

This certificate program is designed for individuals who wish to enter a field where knowledge of color is required. The courses can not only lead to jobs in the coloring of plastics industry, but also coloring in several other industries, such as: paints, inks, print and digital media. Students that are interested in art and technology should take these courses.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hrs.</th>
<th>Total Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>PET 1100</td>
<td>Introduction to Plastics</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>PET 1110</td>
<td>Color Lab I</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>PET 1240</td>
<td>Introduction to Color</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>PET 2100</td>
<td>Plastic Processes</td>
<td>3</td>
<td></td>
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<tr>
<td>PET 2311</td>
<td>Plastic Material Testing</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>PET 2320</td>
<td>Colorants</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>PET 2400</td>
<td>Industrial Troubleshooting</td>
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<tr>
<td>DMT 1030</td>
<td>Visual Communication</td>
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<td></td>
</tr>
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<td>PET 1100</td>
<td>Introduction to Plastics</td>
<td>3</td>
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<tr>
<td>PET 2200</td>
<td>Colorants for Plastics</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>QCT 2300</td>
<td>Lean Manufacturing</td>
<td>3</td>
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</tr>
</tbody>
</table>

**POWER TECHNOLOGY CERTIFICATES**

These certificates in Power Technology cover a broad range of power equipment other than automotive. They are designed to fit the needs of students preparing for entry level positions as well as experienced technicians seeking to upgrade their skills.

Certificate credits may also be applied to an appropriate major leading to an associate degree.

**RECREATIONAL VEHICLES AND MARINE CERTIFICATE**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hrs.</th>
<th>Total Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>AAD 1110</td>
<td>Auto Electricity</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>AAD 1120</td>
<td>Auto Engines</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>AAD 1150</td>
<td>Introduction to Auto</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>AAD 1250</td>
<td>Light Diesel Engines</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>AAD 2660</td>
<td>Air Conditioning and Heating</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>AAD 2450</td>
<td>Electronic Engine Controls</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>MET 2200</td>
<td>Hydraulics I</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>MFG 1020</td>
<td>Safety</td>
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</table>

**DIAGNOSIS AND TROUBLESHOOTING**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hrs.</th>
<th>Total Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>AAD 1110</td>
<td>Auto Electricity</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>AAD 1120</td>
<td>Auto Engines</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>AAD 1150</td>
<td>Introduction to Auto</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>AAD 1250</td>
<td>Light Diesel Engines</td>
<td>2</td>
<td></td>
</tr>
</tbody>
</table>

**SERVICE TECHNICIANS CERTIFICATE**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hrs.</th>
<th>Total Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>AAD 1110</td>
<td>Auto Electricity</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>AAD 1120</td>
<td>Auto Engines</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>AAD 1150</td>
<td>Introduction to Auto</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>AAD 1250</td>
<td>Light Diesel Engines</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>MET 2200</td>
<td>Hydraulics I</td>
<td>3</td>
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</tr>
<tr>
<td>MFG 1020</td>
<td>Safety</td>
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</tbody>
</table>

**MANUFACTURING INDUSTRIES**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hrs.</th>
<th>Total Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>AAD 1110</td>
<td>Auto Electricity</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>AAD 1120</td>
<td>Auto Engines</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>AAD 1150</td>
<td>Introduction to Auto</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>AAD 1250</td>
<td>Light Diesel Engines</td>
<td>2</td>
<td></td>
</tr>
</tbody>
</table>

**GENERAL AUTOMOTIVE AND HEATING AND AIR CONDITIONING**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hrs.</th>
<th>Total Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>AAD 1110</td>
<td>Auto Electricity</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>AAD 1120</td>
<td>Auto Engines</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>AAD 1250</td>
<td>Light Diesel Engines</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>MET 1040</td>
<td>Power and Hand Tools</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>MFG 1020</td>
<td>Safety</td>
<td>1</td>
<td></td>
</tr>
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</table>

**ROBOTICS/MECHATRONICS**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hrs.</th>
<th>Total Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>EET 1050</td>
<td>Electricity</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>EET 1360</td>
<td>Power Electronics</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>EET 1630</td>
<td>Graphical Interfaces</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>EET 2440</td>
<td>Programmable Controllers I</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>MFG 1020</td>
<td>Safety</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>ROB 1010</td>
<td>Intro to Robotics</td>
<td>3</td>
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</tr>
<tr>
<td>ROB 1020</td>
<td>Robotic Programming</td>
<td>3</td>
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</tr>
<tr>
<td>ROB 2020</td>
<td>Flex Cell Design and Robotics</td>
<td>3</td>
<td></td>
</tr>
</tbody>
</table>

**Certification Programs**

- **Engine Performance Certificate**
  - Credit Hrs.
  - AAD 1150 Introduction to Auto...3
  - AAD 1110 Auto Electricity...4
  - AAD 1120 Auto Engines...4
  - AAD 1330 Drivability...3
  - AAD 2450 Electronic Engine Controls...4
  - AAD 2640 Fuel and Emission Systems...3

- **Diesel Engines Certificate**
  - Credit Hrs.
  - AAD 1150 Introduction to Auto...3
  - AAD 1110 Auto Electricity...4
  - AAD 1250 Light Diesel Engines...2

**Power Technology Certificates**

- **Recreational Vehicles and Marine Certification**
  - Credit Hrs.
  - AAD 1110 Auto Electricity...4
  - AAD 1120 Auto Engines...4
  - AAD 1150 Introduction to Auto...3
  - AAD 1250 Light Diesel Engines...2
  - MET 1040 Power and Hand Tools...1
  - MFG 1020 Safety...1

- **Robotic/Integrated Manufacturing**
  - Credit Hrs.
  - EET 1050 Electricity...3
  - EET 1360 Power Electronics...3
  - EET 1630 Graphical Interfaces...3
  - EET 2440 Programmable Controllers I...4
  - MFG 1020 Safety...1
  - ROB 1010 Intro to Robotics...3
  - ROB 1020 Robotic Programming...3
  - ROB 2020 Flex Cell Design and Robotics Interfacing...3

Certificates continued on next page.
Welding

WELDING CERTIFICATE

The Certificate in Welding is designed to fit the needs of students preparing for entry level positions as well as experienced technicians seeking to upgrade their skills.

Certificate credits may also be applied to an appropriate major leading to an associate degree.

<table>
<thead>
<tr>
<th>Credit Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>EET 1050: Electricity</td>
</tr>
<tr>
<td>MFG 1080: Materials</td>
</tr>
<tr>
<td>MFG 1020: Safety</td>
</tr>
<tr>
<td>MTH 1150: Math for the Trades</td>
</tr>
<tr>
<td>QCT 1020: Blueprint Reading</td>
</tr>
<tr>
<td>WET 1145: SMAW Theory and Lab</td>
</tr>
<tr>
<td>WET 2435: Gas Metal Arc and Gas Tungsten Arc Theory</td>
</tr>
<tr>
<td>WET 2445: Gas Metal Arc Lab</td>
</tr>
<tr>
<td>WET 2455: Gas Tungsten Arc Lab</td>
</tr>
<tr>
<td>WET 2670: Welding Codes and Procedures</td>
</tr>
<tr>
<td>Total Credit Hours</td>
</tr>
</tbody>
</table>

[STEMM] Denotes Programs of Science, Technology, Engineering, Mathematics, and Medical
COMMUNITY PARTNERSHIPS AND PROGRAMS

KERN CENTER FOR COMMUNITY AND INDUSTRIAL DEVELOPMENT

CERTIFICATION PROGRAMS
CONTINUING EDUCATION
CUSTOMIZED WORKFORCE TRAINING
INDUSTRY TRAINING AND APPRENTICE PROGRAMS
ELDERCOLLEGE
KIDSCOLLEGE
MOTORCYCLE OHIO SAFETY COURSES
OHIO MEANS JOBS (NORTHCOAST JOBS CONNECTION)
SMALL BUSINESS DEVELOPMENT CENTER (SBDC)
ONLINE COURSES
Kern Center for Community and Industrial Development

For more than 40 years, Terra State Community College has supported local business and industry with quality training at an affordable cost. To expand these services, Terra formed the Kern Center for Community and Industrial Development, which consists of a business and industry training unit, small business development center, and community education.

The Kern Center for Community and Industrial Development provides:

- Certification Programs
- Continuing Education Courses
- Customized Workforce Training for Business and Industry
- Industrial Training and Apprentice Programs
- ElderCollege Courses
- KidsCollege Programs
- Motorcycle Ohio Safety Courses
- Small Business Development Planning and Counseling

Terra’s professional training staff can assist in analyzing all training needs. The Kern Center may be reached at 800.826.2431 or kern@terra.edu

Certification Programs

The Kern Center offers classes to prepare students for the computer certification exams in A+, Security+, and Strata certifications. Many of the Kern Center desktop computer classes prepare students for the Microsoft Office Specialist (MOS) exams. The Kern Center’s Testing Center in partnership with Certiport provides the opportunity for students and the general public to take certification exams at Terra. Call the Kern Center at 800.826.2431 for more information or email kern@terra.edu.

Several healthcare certification programs are now available. A Pharmacy Technician training class is offered in the fall and in the spring. State Tested Nurse Aide (STNA) training is offered on a regular basis.

The Kern Center is a proctoring agent authorized by the Environmental Protection Agency through the Air Conditioning Contractors of America to administer refrigerant certification exams. Types I, II, III and Universal are tested. The Kern Center is an authorized certification center for welding certification, brazing certification, and NATE testing.

Continuing Education

The Kern Center offers a number of non-credit classes several times a year for adult learners who want to improve their skills and enhance their knowledge base. These classes are taught by experienced instructors and are suitable for learners who need to upgrade the skills required in their present position and for job seekers or career changers who need to obtain more marketable skills.

Many classes meet in the evenings or on the weekends. Classes are offered at Terra State Community College and the Ottawa County Community Resource Centre near Oak Harbor. The Kern Center also offers approved seminars and classes that fulfill continuing education requirements for various professionals.

The latest course schedule can be viewed or downloaded on the Kern Center web site: www.terra.edu/learning.

Customized Workforce Training

Terra State Community College is the supplier of choice for customized workforce training. Our commitment is to provide customer-driven, convenient, affordable, and effective training. Our instructors are able to take courses and modify them to meet your specific company needs at a location and schedule of your choice.

Customized Training Areas:

- Assessments
- Computer
- Industrial Maintenance
- Professional Development/Leadership/Management
- Quality
- Safety/Health

If your organization is interested in Customized Training, contact Beth Hannam at 419.559.2237, toll free at 800.826.2431 or email bhannam@terra.edu.

Industrial Training and Apprentice Programs

Terra State Community College has been providing apprentice and industrial training to area companies for over thirty-five years. There are several types of apprentice and training programs available at Terra State Community College. Apprenticeship programs combine on the job training and educational related curriculum to meet a company’s specific workforce needs. Apprenticeships involve a well-planned and controlled program that is monitored by the company and the appropriate certification and registration agencies. To become a journey person a student must be sponsored and complete the apprenticeship program as outlined by the company. Many companies also offer employees internal skilled trades and maintenance training programs. Apprentice and training programs can both lead to certificates and Associate Degrees at Terra State Community College.

If an individual is interested in obtaining a specific skill set, Terra State Community College offers individual courses and certificate programs. Terra State Community College’s certificate programs are designed to provide technical competencies that will help prepare a student to enter an apprentice program. College and Career Readiness (Tech Prep) and Career Center vocational training programs are designed to link students in secondary schools with careers in the trades. Individuals with this type of educational background, along with adult vocational training, military training, or individuals with related work experience, may be eligible for prior learning credit.

Prospective students interested in apprenticeship programs or upgrading their technical skills should contact Amy Below, Coordinator of Apprentice and Industrial Training, at 419.559.2324 or email abelow@terra.edu.

Company Apprenticeship Programs

Terra State Community College coordinates training programs for both state registered apprentice and internal training programs.

Since each apprenticeship or training program is uniquely designed for the company, interested companies should contact the college for new program development. Site visitation, assessment, training development and scheduling assistance is available through the Apprenticeship Office. Credit and/or non-credit coursework can be tailored to meet the ever changing needs of our area workforce. The college can also assist in coordinating the apprenticeship certification process with the State of Ohio Bureau of Apprentice and Training, and the United States Department of Labor.

For more information on apprenticeship training, please contact Amy Below, Coordinator of Apprentice and Industrial Training, at 419.559.2324.

Standard Apprentice Programs

- Electrician
- HVAC Technician
- Industrial Maintenance
- Machine Repair
- Machinist
- Maintenance Mechanic
- Millwright
- Tool Maker
- Welder

ElderCollege

ElderCollege is a member-directed organization for adults 50 and older, offering short-term educational experiences. Members of ElderCollege are active learners involved in all aspects of decision making, including curriculum planning, selection of instructors and administration of the organization.
Members are not only encouraged to attend courses, but to design and lead them as well. Annually, more than 150 ElderCollege students take coursework in the arts, literature, computers, music, technology, psychology and science. Interested individuals may contact Don Stull at 419.559.2243.

KidsCollege
KidsCollege, founded in the summer of 1993, brings academic enrichment to first through eighth graders. The curriculum varies from year to year. Past offerings included computers, sign language, art, archeology, science, math, the Internet, photography and creative writing.

Students register for the classes of their choice and pay a fee for each class. Terra offers discounts for families with multiple students and for students who want to take multiple classes.

KidsCollege sessions are announced through area newspapers and grade schools. Class size may be limited. KidsCollege schedules are available in early May. Interested individuals may contact the Kern Center at 800.826.2431.

Motorcycle Ohio Safety Courses
Motorcycle Ohio has awarded Terra State Community College an ongoing grant to be a permanent site for motorcycle safety classes. Both the Basic Rider Course and the Experienced Rider Course will be offered on weekends beginning in April and running through October. For more information visit the Kern Center web site at www.terra.edu/learning/motorcycle.asp or call 419.559.2110.

Small Business Development Center (SBDC)
The Small Business Development Centers (SBDC) Network of Ohio is the premier technical assistance program for Ohio’s small businesses. The network is provided through a partnership with the U.S. Small Business Administration, the Ohio Development Services Agency, and selected Ohio chambers of commerce, colleges and universities, and economic development agencies. It links resources of the Federal, State, and local governments with the resources of the educational system and the private sector to meet the specialized, complex, and changing needs of the small business community.

The Ohio SBDC, located in the Kern Center, provides entrepreneurial services for small businesses in Erie, Ottawa, Sandusky, and Seneca Counties. These services are free of charge and include:

- Small Business Training and Counseling
- Business Planning

Its Mission is to help people get into business, stay in business, and grow. Anyone who is thinking of starting, buying, or expanding a business is encouraged to contact Bill Auxt er, SBDC Coordinator, at 419-559-2210, toll free at 800-826-2431, or email bauxter@terra.edu.

Ohio Means Jobs
Northcoast Jobs Connection Region
Our One Stop system is working hard to serve our local employers and job seekers, with this mission:

To utilize the partners’ combined resources in a timely, effective, and efficient way to assist businesses in meeting their workforce needs, and to assist job seekers in entering, remaining and progressing in the workplace.

Employer services include (at a minimum) recruitment, assessment and screening of potential hires, training and education incentives. The goal is to help employers find and retain a skilled and motivated workforce.

Job Seeker services include (at a minimum) professional resume writing assistance as well as job search correspondence. Career guidance, job postings, internet access, fax, phone and copy machines are available. Education and training referral and funding source information is also at hand. The goal is to help job seekers with every aspect of their job search.

For more information visit ohiomeansjobs.com or our local site at www.northcoastjobs.org.

5 Regional Locations:
Erie County ............. 419.624.6451
Huron County ...... 419.668.8126 x 3335
Ottawa County ...... 419.898.3688 x 270
Sandusky County .......... 419.332.2169
Seneca County .......... 419.447.5011 x 443

Online Courses
The Kern Center offers over 300 non-credit online courses in 30 different categories. They range from Web Graphics to Grant Writing, from Speed Spanish to Real Estate Investing, from Digital Photography to Writer’s Workshops. Classes are 6 weeks in length and start every month. A course listing is available at www.ed2go.com/kern.

Additional on-line classes in Social Media, eMarketing, Green Buildings, and Online Teaching are available through the Kern Center’s UGotClass courses. Visit www.terra.edu/learning for more information.
### Allied Health, Nursing, and Science

- **BIO** Biology
- **CHM** Chemistry
- **HIT** Health Information Technology
- **HPE** Health and Physical Education
- **MED** Medical Assisting*
- **NUR** Nursing
- **PHY** Physics
- **PTA** Physical Therapist Assistant

*Courses are cross-divisional in this discipline. MED2510 and MED2902 belong to the Business and Creative Arts Division. All other MED courses belong to the Allied Health, Nursing and Science Division.

### Engineering Technologies and Mathematics

- **AAD** Automotive/Power Technologies
- **ADT** Architectural/Construction Management
- **CAD** Computer-Aided Design
- **CIT** Computer Information Technology
- **EET** Electrical
- **MET** Manufacturing Engineering
- **MFG** Manufacturing Engineering
- **MTH** Mathematics
- **NPT** Nuclear Power Technology
- **PET** Plastics
- **QCT** Quality Control
- **REF** Heating, Ventilating and Air Conditioning
- **ROB** Robotics/Mechatronics Technology
- **WET** Welding
- **WPT** Wind Power

### Business and Creative Arts

- **ACC** Accounting
- **AGR** Agribusiness
- **ART** Art
- **BUS** Business
- **DMT** Digital Arts and Media Design
- **FST** Financial Services
- **HSP** Hospitality Management
- **HUM** Humanities
- **MED** Medical Office Administration*
- **MGT** Management
- **MRT** Marketing
- **MUS** Music
- **OAD** Office Administration
- **RST** Real Estate

### Liberal Arts and Public Services

- **ASL** American Sign Language
- **DEV** Developmental
- **DLS** Digital Literacy Skills
- **EBE** Experiential Based Education
- **ECE** Early Childhood Education
- **ECO** Economics
- **EDU** Education
- **ENG** English
- **FCH** French
- **GEN** General
- **GEO** Geography
- **GER** German
- **HIS** History
- **LAC** Law Enforcement Academy
- **LAW** Law
- **LEN** Law Enforcementº
- **PHL** Philosophy
- **PLS** Political Science
- **PSY** Psychology
- **SOC** Sociology
- **SPE** Speech
- **SPH** Spanish
- **SWK** Social Work

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*Terra State Community College*
Course Descriptions

Programs at Terra State Community College consist of courses that prepare students for a specific educational goal. On the following pages, descriptions are provided for courses that appear in more than one program, fulfill a general elective requirement, or prepare students for more advanced study in a discipline.

A course description is made up of the following parts:

- **The title** of each course is unique to that course.
- **The course number** indicates the course within that discipline.
- **The alphacode** indicates the discipline to which the course is assigned.
- **The prerequisite** indicates the knowledge, skills or class needed before beginning this class. In most cases, prerequisites concern instruction offered at the college. The department offering that course should be consulted if there is uncertainty about the prerequisite knowledge or skills.
- **The co-requisite** is a course that should be taken at the same time.
- **The Laboratory Hours (Lab)** refer to hands-on testing, experimenting or practicing time incorporated into the class.
- **The Lecture Hours (Lecture)** are the part of the class time each week designated for classroom instruction through presentations.
- **The Credits** assigned are the credits earned upon successful completion of the course.
- **The course description is a brief explanation of course content. The course syllabus, available when attending class, will more fully explain the content.**
- **The course description concludes with the term or terms during which the course is most frequently offered.**

**Note:** If an **ODD** or **EVEN** is listed with the term, it denotes courses that are **offered every other year.** The courses indicated this way are offered either in even years (eg. 2008, 2010) or odd years (eg. 2009, 2011).

Not all courses are offered both day and evening. See the curriculum sheets available in the Enrollment Services office or on the web at www.terra.edu.
(AAD) AUTOMOTIVE/POWER TECHNOLOGIES

AAD 1110 Auto Electricity
2 Lab 3 Lecture 4 Credits
Fundamental electrical theory, Ohm’s Law, magnetism, induction and conductors are studied. Also covered will be various electrical circuits used in today’s vehicles. Lab work involves the use of interactive computer generated training programs and vehicles. Use of ohmmeter, voltmeter, ammeter, lab scopes, and other troubleshooting and diagnostic devices are taught. A study of wiring diagrams, symbols and flow charts are used in diagnostic and troubleshooting training. Students supply an approved DVOM. (Fall)

AAD 1120 Auto Engines
4 Lab 2 Lecture 4 Credits
Prerequisite: AAD 1150 or equivalent skills recommended.
A study of various types of internal combustion engines. Emphasis is on principles, theory, design, construction and teardown. Lab work consists of disassembly and assembly of student’s or school’s gasoline or diesel engine. Students completely disassemble, measure and inspect components of the engine. Use of specialized tools and machines are incorporated in this class. (Spring, Fall)

AAD 1150 Introduction to Auto
2 Lab 2 Lecture 3 Credits
An introductory course in the use of hand and power tools. Use of computerized information systems, introduction to applied mathematics and familiarization with various equipment used in modern automotive shops. Students will learn to use precision measurement equipment such as micrometers, dial indicators, calipers and the removal of critical components of modern automotive engines. Lab projects will allow the student to develop skills related to the above lectures. Required for all AAD certificates. (Fall)

AAD 1250 Light Diesel Engines
2 Lab 1 Lecture 2 Credits
Prerequisite(s): AAD 1120 or equivalent skills recommended.
A study of the operation, servicing and repair of small Diesel engines as used in lawn care, construction, agriculture, automotive, light trucks and marine applications. The hands on lab give the student experience in diesel engines. Both the theory and lab portion meets the requirements of the Power Equipment Technology certification. (Fall)

AAD 1330 Drivability
4 Lab 1 Lecture 3 Credits
Prerequisite(s): AAD 1110 and AAD 1150 or equivalent skills are recommended.
A study of fuel and emission management systems and component parts. Emphasis is on throttle body injection, fuel pumps, emission control systems and tune-up procedures. Exhaust gas analyzers and chassis dynamometer are used in diagnostic training. Testing equipment includes voltmeters, ammeters, vacuum gauges and limited use scan tools. Federal and State emission laws are researched. Lab projects are completed on vehicles in the shop and on interactive computerized trainers. (Spring)

AAD 1400 Suspension
4 Lab 1 Lecture 3 Credits
Prerequisite(s): AAD 1150 or equivalent skills are recommended.
The theory, operation and repair of manual and power steering, spring suspension, McPherson struts, wheel balancing and wheel alignment are taught. Lab practice will include the use of a computerized wheel-balancer and various wheel alignment stations. Lab training involves hands-on projects in a working shop environment. This course will stress “hands on training” of these topics. (Spring–Even years)

AAD 1500 Braking Systems
4 Lab 1 Lecture 3 Credits
Prerequisite(s): AAD 1110 and AAD 1150 or equivalent skills are recommended.
Diagnosis and repair of automotive hydraulic brake systems including, master cylinder, fluids, lines, hoses, valves, switches, bleeding and leak testing the system. Troubleshooting and repair of power assist brakes, ABS brakes, sensors and electronic controls. Drum and disc brake diagnosis and repair are studied. The use of voltmeters, scan tools, lab scopes and flow charts will be incorporated in this class. Specialized brake tools and machining are studied. Lab projects will be completed on student or school assigned vehicles. (Fall-Odd years)

AAD 2440 Automotive Power Train I
4 Lab 1 Lecture 3 Credits
Prerequisite(s): AAD 1150 or equivalent skills are recommended.
The study and operation of standard transmissions, drive shafts, axle shafts, bearings, universal joints, constant velocity joints, limited slip differentials and four-wheel drive components. Lab projects include but are not limited to teardown and assembly of the above mentioned components. The use of specialized tools are emphasized. Included in lab training are analysis and service of drive train systems. (Fall – even years)

AAD 2450 Electronic Engine Controls
2 Lab 3 Lecture 4 Credits
Prerequisite(s): AAD 1110 and AAD1150 or equivalent skills are recommended.
A complete study of automotive computer and advanced fuel delivery systems and their components. This course will emphasis the study of various electrical sensors, the use of advanced scan tools, and various actuators. Lab projects will include in-depth instruction on various scan tools, diagnosing electrical sensors and various actuator components. Students will be trained on voltmeters, ammeters, scan tools and lab scopes. Students will also learn diagnostic and troubleshooting procedures using flow charts. Lab assignments will be completed using static vehicles and interactive computerized trainers. (Spring)

AAD 2520 Automotive Power Train II
2 Lab 2 Lecture 4 Credits
Prerequisite: AAD 2440 or equivalent skills are recommended.
A concentrated study of the major automatic transmissions and transaxes used with modern gasoline and diesel powered vehicles. Overhaul procedures for automatic transmissions and transaxes are emphasized. The use of scan tools, gauges and flow charts for diagnostic procedures are discussed. Lab projects include static transmissions and computerized interactive trainers. To simulate road conditions the static transmission will be operated on a test stand. (Spring–Odd years)

AAD 2640 Fuel and Emission Systems
2 Lab 2 Lecture 3 Credits
A thorough study of automotive fuel and emission systems and their components. This course will explain the combustion process of fuels and the emissions that are emitted from each fuel. Students will learn state and federal emission laws and study fuel delivery systems up to and including throttle body injection (TBI). Students learn to test, remove and replace electric and manual fuel pumps. Advanced test equipment including labscopes will be used to troubleshoot and diagnose problems. Four- and five-gas analyzers will be used to demonstrate emission problems. The chassis dynamometer will be used to enhance troubleshooting techniques. (Fall)

AAD 2660 Air Conditioning and Heating
2 Lab 2 Lecture 3 Credits
Prerequisite(s): AAD 1110 and AAD 1150 or equivalent skills are recommended.
Study of principles of automotive and truck heating and air conditioning systems, including heat transfer, change of state, and pressure-temperature relationships. An emphasis is placed on diagnosing, servicing, repairing, testing and associated safety procedures. Lab training includes the use of an interactive computer trainer and static vehicles. (Spring)

AAD 2900 Automotive Capstone
0 Lab 1 Lecture 1 Credit
Prerequisite: AAD 2440 or equivalent skills are recommended.
Students will work with faculty to choose a project that includes: planning and designing a project, estimate materials and costs, purchase materials and construct the project. Student and instructor will hold frequent conferences to plan and implement the project. During the planning stage, student will create a time line and then follow the schedule as part of the capstone project. A final report will be written and presented using current computer technology and conform to industrial and governmental standards. (Spring)

AAD 2980 Cooperative Work Experience
1–5 Credits
Prerequisite: EBE 2980
A cooperative work experience is on or off campus paid employment which augments formal instruction in the Power Technologies curriculum. The experience is coordinated by the Cooperative Education Coordinator who
visits the job site for a conference with the student and supervisor at least once per semester. As part of this course the student must attend a cooperative education orientation. Please see Cooperative Education Standards and Guidelines, pages 49–50, for maximum number of credit hours awarded for cooperative work experience. (On Demand)

(ACC) ACCOUNTING

ACC 1100  Financial Accounting  
0 Lab  4 Lecture  4 Credits  
An introduction to financial accounting and reporting. Areas of study include the environment of accounting, preparation and analysis of basic financial statements, service and merchandising businesses, and accounting for different types of business entities. (All)

ACC 1200  Managerial Accounting  
0 Lab  4 Lecture  4 Credits  
Prerequisite: ACC 1100  
An introduction to managerial accounting for business entities. Areas of study include an overview of managerial accounting, cost measurement decisions, job order costing and process costing, budgeting, and cost-volume-profit analysis. (Fall, Spring)

ACC 1500  Fraud Examination  
0 Lab  3 Lecture  3 Credits  
Prerequisite: ACC 1100 is recommended  
This course covers the basic concepts of fraud examination. It is appropriate for students in either business or law enforcement. Topics covered include why people commit fraud, fraud prevention, fraud detection and investigation, types of fraud, and the legal resolution of fraud. (Spring)

ACC 2330  Computerized Accounting  
2 Lab  2 Lecture  3 Credits  
Prerequisite: DLS 1090, ACC 1100, or permission of instructor  
An applications course designed to show the uses and value of the computer in various accounting functions. (Spring)

ACC 2400  Tax Accounting  
0 Lab  3 Lecture  3 Credits  
Introduction to basic income tax concepts relating to individuals, partnerships, and corporations. Federal taxes are covered. Individual returns are emphasized. (Fall)

ACC 2430  Intermediate Accounting I  
0 Lab  4 Lecture  4 Credits  
Prerequisite: ACC 1200  
A further study of financial accounting theory and practices. Topics include the income statement; the balance sheet; statement of cash flows; and an in-depth study of cash, receivables, inventory, and financing activities. (Fall)

ACC 2440  Intermediate Accounting II  
0 Lab  4 Lecture  4 Credits  
Prerequisite: ACC 2430  
This course presents further analysis of accounting problem areas related to investing activities, leases, income taxes, employee compensation, additional disclosures and other dimensions of financial reporting. (Spring)

ACC 2500  Cost Accounting  
0 Lab  4 Lecture  4 Credits  
Prerequisite: ACC 1200  
Job order and process cost accounting topics are presented. Related topics are cost allocation, standard costing with variance analysis, budgeting, transfer pricing, responsibility accounting, cost-volume-profit relationships, variable costing, lean accounting, decision models, balanced scorecard, and activity-based costing. Emphasis is on managerial analysis, decision making, and the role and responsibility of the accountant for cost control. (Fall)

ACC 2600  Auditing  
0 Lab  3 Lecture  3 Credits  
Prerequisite: 11 credit hours of accounting  
This course presents concepts and principles of the auditing profession, audit objectives, and audit procedures. Topics covered include: audit objectives; evidence; materiality; internal controls; audit plans; audit procedures for balance sheet and income statement accounts; and audit reports. (Spring)

ACC 2980  Cooperative Work Experience  
1–4 Credits  
Prerequisite: EBE 2980  
A cooperative work experience is on or off campus paid employment which augments formal instruction in the Accounting curriculum. The experience is coordinated by the Cooperative Education Coordinator who visits the job site for a conference with the student and supervisor at least once per term. As part of this course the student must attend a cooperative education orientation. Please see Cooperative Education Standards and Guidelines, pages 49–50, for maximum number of credit hours awarded for cooperative work experience. (On Demand)

(ADT) ARCHITECTURAL CONSTRUCTION MANAGEMENT

ADT 1110  Architectural Drafting  
2 Lab  2 Lecture  3 Credits  
This course is a study of basic architectural drafting skills: lettering, technical drawing, detailing of frame construction and organization of working drawings. This is accomplished by producing a set of plans for a small residence. (Fall)

ADT 1120  Construction Methods and Materials  
0 Lab  3 Lecture  3 Credits  
Introduction to the building industry through exposure to the various parties involved in the industry. Material and methods used in residential, small commercial and large commercial projects, problems and solutions in assembly of materials into buildings will be studied. (Fall)

ADT 1140  Construction Survey  
4 Lab  1 Lecture  3 Credits  
Basic surveying concepts, surveying instrumentation: Art of field, data acquisition, planning and execution of field surveys. Application of professional surveying practice engineering and other disciplines. Students will use surveying equipment and general procedures in land surveying. Introduction of computer-based geographic information systems which organize, analyze and present spatially reference data. (Fall)

ADT 2190  Building Systems  
2 Lab  2 Lecture  3 Credits  
The course covers designing and drawing of plans and details for heating and cooling systems, water supply, plumbing, and electrical systems. Methods of sizing systems and use of handbooks are studied. (Spring)

ADT 2210  Structures  
2 Lab  2 Lecture  3 Credits  
Prerequisite: MTH 1310  
This is an application of the mechanics and strength of materials principles for the design of structural steel and timber members in building construction. Beams, columns, connections, and types of floor, wall, and roof framing will be studied. (Fall)

ADT 2240  Site Planning  
2 Lab  2 Lecture  3 Credits  
This is a study of phases in the development of a site plan using Computer-Aided Design (CAD) in planning of site circulation, utilities, grading, and site drainage. (Spring)

ADT 2250  Sustainable Architecture  
1 Lab  3 Lecture  3 Credits  
Prerequisite: College-level reading  
This course is a study of the process of green building, covering the theory, history, and current materials and systems that are used in today building industry to meet the environmental needs. LEED (Leadership in Energy and Environmental Design) is used as an assessment system to better understand the process of rating building practices and design for both residential and commercial type buildings. (Spring)

ADT 2360  Estimating  
4 Lab  1 Lecture  3 Credits  
This course covers methods and procedures for preparing an estimate. Emphasis is on preparing quantity takeoffs for the major trades—concrete, steel, masonry, carpentry, excavation and site work. Included is an introduction to pricing, including considerations of job overhead. (Spring)

ADT 2370  Research/Capstone  
0 Lab  1 Lecture  1 Credit  
An in-depth study of an architectural problem requiring a combination of the student's total architectural skills and knowledge in detailing, use of Computer-Aided Design (CAD), site planning, structure, and design. (Spring)
ADT 2400  Fundamentals of Alternative Energy  
2 Lab  3 Lecture  3 Credits  
Prerequisite: COMPASS placement into MTH 1150

This course is first a introduction to thermodynamics, electrical principles, the related technologies for electric power and the current status of our non-renewable energy sources. Also covered are the multidisciplinary topics of alternative energy, including fuel cells, solar energy (photovoltaic and solar heating), wind energy (turbines), hydrogen energy, biomass, geothermal, wave and tidal energy. Energy generation system integration is also discussed. (Fall)

ADT 2980  Co-op Work Experience  
1–3 Credits  
Prerequisite: EBE 2980

A cooperative work experience is on or off campus paid employment which augments formal instruction in the Architectural Drafting curriculum. The experience is coordinated by the Cooperative Education Coordinator who visits the job site for a conference with the student and supervisor at least once per term. As part of this course the student must attend a cooperative education orientation. Please see Cooperative Education Standards and Guidelines, pages 49–50, for maximum number of credit hours awarded for cooperative work experience. (On Demand)

(AGR) AGRIBUSINESS

AGR 1010  Introduction to Agribusiness  
0 Lab  3 Lecture  3 Credits  
Review the role, current organization, history, and characteristics of United States and world agriculture; identify personal strengths and professional goals; explore career opportunities in agribusiness; discuss skills and courses necessary for specific career paths.

AGR 1020  Laboratory Techniques  
2 Lab  2 Lecture  1 Credit

An introductory course designed to give students a hands-on lab experience. Students will use lab equipment for measuring materials related to agricultural production.

AGR 1030  Intermediate Agribusiness Management  
0 Lab  3 Lecture  3 Credits  
A continuation of AGR 1010 with an emphasis on principles and skills in the context of the five functions of management: planning, organizing, staffing, directing, and controlling. Agricultural input, output and service sector businesses will be studied.

AGR 2000  Agronomy and Soil Science  
2 Lab  2 Lecture  3 Credits  
Prerequisite: High School Lab Science

A study of soils including water movement, water management, soil forming factors, and soil erosion and its control. Alternative agriculture and organic production will also be discussed. Includes a laboratory component.

AGR 2150  Crop and Pest Management  
2 Lab  2 Lecture  3 Credits  
Prerequisite: AGR 2000

This course will cover the identification and management of weed species, plant diseases, and other pests. Selection and application of appropriate pesticides will be demonstrated with an emphasis on both individual and environmental safety. Includes a laboratory component.

AGR 2500  Precision Agriculture Technology  
2 Lab  2 Lecture  3 Credits  
Prerequisite: AGR 2000

A look at the newest technology for accurate fertilizer and pesticide application using global positioning and geographic information systems.

(ART) ART

ART 1010  Art History: Prehistory to Gothic  
0 Lab  3 Lecture  3 Credits  
Prerequisite: College-level reading and writing

This course focuses on a panoramic view of Western art from the periods of Prehistory to the Middle Ages with a brief introduction to Early Renaissance Art. An overview of Non-Western art is included to aid in understanding various cultures and the relevance of works of art to our own culture. The influences of the social, cultural, historical, economic, spiritual and technical trends during each period of history are reviewed. The course encompasses the comprehension and use of the specialized vocabulary of art history and offers practice in applying the skills of visual analysis and historical interpretation to works of art. (Fall, Summer)

ART 1020  Fine Arts Drawing I  
2 Lab  2 Lecture  3 Credits

This course will provide laboratory experience practicing various approaches to linear media in drawing, while giving opportunities for the students to gain experience in the development of perception, drawing skills, and aesthetic awareness. Students will gain experience proficiency in a broad range of technical skills, disciplines, a broad range of media, and challenges of a variety of subject matter. Basic materials of charcoal, pencil, and pen and ink, and a variety of papers will be utilized. (Fall)

ART 1030  Art History: Renaissance to 20th Century  
0 Lab  3 Lecture  3 Credits  
Prerequisite: College-level reading and writing

This course focuses on a panoramic view of Western Art from the periods of the Renaissance to the 20th Century. Emphasis is given to Impressionism, Post-Impressionism, Photography, Modern Architecture, and Post Modernism periods. An overview of non-Western art is included to aid in understanding the various cultures and the relevance of works of art to our own culture. The influence of social, cultural, historical, economic, spiritual, and technical trends during each period of recent history will also be discussed. The course encompasses the comprehension and
ogy of color interactions as applied to artistic expression in print, painting, photography, and the computer. Color mixing, specification, systems, and control are explored during studio and lab exercises as well as interactive lectures. (Spring)

ART 2200 Sculpture 
4 Lab 2 Lecture 4 Credits
ART 1120 or permission of instructor
This studio art course places emphasis on the development of essential 3-dimensional skills. Students will demonstrate a competency with modeling, mold-making, and both additive and subtractive methods of sculptural composition. (Fall)

(ASL) AMERICAN SIGN LANGUAGE

ASL 1010 American Sign Language I 
0 Lab 4 Lecture 4 Credits
An introduction to the fundamentals of American Sign Language using a functional notional approach. Primary attention is given to receptive skills and using the language in context. Each of nine units will reinforce the grammatical aspect covered in ASL 2. Areas of grammar covered include spatial referencing, WH-and yes/no questions, non-manual markers, classifiers, negative responses, sentences types, role shifting, and topic/comment structure. Fingerspelling is also included and clearly defined, but strictly limited. (Fall)

ASL 1020 American Sign Language II 
0 Lab 4 Lecture 4 Credits
Prerequisite: ASL 1010
This is a continuation of ASL 1 with eight units covering topics such as personal and possessive pronouns, numerical incorporations, one-character role, contrastive structure, cultural language uses, time signs associated with frequency, above/below perspective, signer's and receiver's perspective, and temporal sequencing. This course also stresses the use of the language in context as well as the above through reviewing and repetition and is designed to help students acquire a certain level of skill in using some of the major grammatical features of ASL. (Spring)

ASL 1250 Specialized Vocabulary 
0 Lab 3 Lecture 3 Credits
Prerequisite: ASL 1020
This course exposes the student to terms in English and ASL from various disciplines with which she/he will come in contact as an interpreter. The subject areas include: education, drugs, legal, medical, sexual behavior, religiouns, politics, and others which may arise in an ever-changing profession. (Fall)

ASL 1310 Fingerspelling 
0 Lab 3 Lecture 3 Credits
Prerequisite: ASL 1010
Mastery of the manual alphabet in conversational settings. Rules for using fingerspelling in expressive and receptive modes. Emphasis on developing receptive skills in understanding persons when they are conversing in ASL. (Spring)

ASL 2030 American Sign Language III 
0 Lab 4 Lecture 4 Credits
Prerequisite: ASL 1020
In this course each of thirteen units will reinforce the grammatical topics of ASL. The discussion of each topic will be covered and become more complex and detailed. Primary focus is to develop receptive skills and refining the expressive skills in using ASL through dialogues and viewing Deaf ASL natives on videotapes. The topics covered are sentence types, time, pronominalization, subjects and objects, classifiers, locative, pluralization, and temporal and distributional aspects. Students will be expected to carry on conversation correctly using all ASL grammatical principles that have been learned to date and will be expected to be able to understand an average Deaf person's ASL with less difficulty. Role shifting is also included. (Fall)

ASL 2040 American Sign Language IV 
0 Lab 4 Lecture 4 Credits
Prerequisite: ASL 2030
This course consists of twelve units, stressing the use of the same topics as ASL 3 with continuation to a more advance level on both receptive and expressive levels and enhancement and improvement in conversing with Deaf persons using ASL. Role shifting will be performed at a more advanced level. Primary outcome is the ability to understand ASL idioms and the various ASL grammatical features learned in previous courses. English to ASL interpreting will also be demonstrated to recognize the true meaning of basic ASL grammar as well as the similarity between those two languages linguistically. (Spring)

ASL 2110 Psychol/Social Aspects of Deafness 
0 Lab 3 Lecture 3 Credits
This course will take an in-depth look at the structure of American Sign Language. The processes used to describe phonology, morphology, semantics, and syntax in American Sign Language will be compared to processes used in English. (Spring)

ASL 2200 Linguistics of American Sign Language 
0 Lab 3 Lecture 3 Credits
Prerequisite(s): ASL 2030
Co-requisite: ENG 1060
This course provides an introduction to the structure and function of the major organ systems of the human body using a systemic approach. This course includes a study of models, charts, and computer programs in anatomy and physiology. Upon completion, students should be able to demonstrate knowledge of basic terminology and concepts pertaining to the disciplines of anatomy and physiology. (Fall, Spring, Summer)

BIO 1070 Environmental Science I 
0 Lab 3 Lecture 3 Credits
Prerequisite(s): 2 years of high school science and 2 years of high school math; and COMPASS test into ENG 1050 and MTH 1310
An introductory course in environmental science emphasizing the principles of nutrition, resource management, environmental health and toxicology, natural and physical resources, air, climate, weather, the effects of air and water pollution and acid rain. (Spring and Fall—online)

BIO 1080 Environmental Science II 
0 Lab 3 Lecture 3 Credits
Prerequisite(s): 2 years of high school science and 2 years of high school math; and COMPASS test into ENG 1050 and MTH 1310
An introductory course in environmental science emphasizing the principles of nutrition, resource management, environmental health and toxicology, natural and physical resources, air, climate, weather, the effects of air and water pollution and acid rain. (Spring and Fall—online)

BIO 1095 Environmental Science Lab 
2 Lab 0 Lecture 1 Credit
Co-requisite: BIO 1070 or BIO 1080
A series of experiments designed to enhance the material discussed in BIO 1070/BIO 1080. (Fall, Spring)

BIO 1100 Oceanography 
0 Lab 3 Lecture 3 Credits
This is an introductory course, which deals with the basic physical and chemical aspects of oceanography. Oceanography connects the atmosphere, earth, and ocean and the interactions between them. Topics to be covered include the origin and evolution of oceans, physical and chemical properties of ocean waters, physical and chemical processes that operate in oceans, climate/weather patterns, and the interaction between humans, oceans, and the atmosphere. Some environmental issues related to oceans are also addressed. (Fall)

BIO 1200 Introduction to Anatomy and Physiology 
0 Lab 3 Lecture 3 Credits
This course provides an introduction to the structure and function of the major organ systems of the human body using a systemic approach. This course includes a study of models, charts, and computer programs in anatomy and physiology. Upon completion, students should be able to demonstrate knowledge of basic terminology and concepts pertaining to the disciplines of anatomy and physiology. (Fall, Spring, Summer)

BIO 1230 Anatomy and Physiology I 
0 Lab 3 Lecture 3 Credits
Prerequisite(s): MTH 0140 or placement into MTH 1310 and a "C" or better in both CHEM 1010 and CHEM 1015 or Chemistry Placement Exam
Co-requisite: BIO 1235
This course is the first course of the Anatomy and Physiology sequence. Provides an introduction to body organization, including structure/function relationships, homeostasis, and organizational levels. Gross and microscopic anatomy and physiology of the integumentary, skeletal, muscular and nervous systems are discussed. Lab course required. (Fall, Spring, Summer)
BIO 1235 Anatomy and Physiology I Lab
2 Lab 0 Lecture 1 Credit
Co-requisite: BIO 1230
Topics of the lab align to the lecture course. Each student is responsible for the dissection of a cat, sheep brain, as well as extensive use of human models and charts. Upon completion, students should be able to demonstrate knowledge of anatomical and physiological aspects of cells and tissues, and the integral skeletal, muscular and nervous system. (Fall, Spring, Summer)

BIO 1240 Anatomy and Physiology II Lab
0 Lab 3 Lecture 3 Credits
Prerequisite(s): Grade of "C" or better in BIO 1230 and BIO 1235
Co-requisite: BIO 1245
This course is a continuation of BIO 1230. This course focuses on gross and microscopic structure and function, as well as an emphasis on the homeostatic control mechanisms of each organ system. Lab course required. (Fall, Spring)

BIO 1245 Anatomy and Physiology II Lab
2 Lab 0 Lecture 1 Credit
Co-requisite: BIO 1240
Topics of the lab align to the lecture course. The lab course focuses on practical applications of the material presented in lecture. Upon completion, students should be able to demonstrate knowledge of anatomical and physiological aspects of the endocrine, cardiovascular, respiratory, urinary, digestive, and reproductive systems. (Fall, Spring)

BIO 1720 Microbiology
0 Lab 3 Lecture 3 Credits
Prerequisite: A grade of "C" or better in BIO 1230 and BIO 1235 or BIO 2010 and BIO 2015
Co-requisite: BIO 1725
This course covers principles of microbiology, including microbial structure, metabolism, and growth. With emphasis on microorganisms and human disease, this course explores the identification and control of pathogens, disease transmission, host resistance, and immunity. Immunology is also studied. The lab course develops techniques in the preparation, handling and identification of a variety of microbial cultures. Upon completion, students should be able to demonstrate knowledge of microorganisms and the disease process as well as aseptic and sterile techniques. (Fall, Spring)

BIO 1725 Microbiology Lab
3 Lab 0 Lecture 1 Credit
Prerequisite: A grade of "C" or better in BIO 1230 and BIO 1235 or BIO 2010 and BIO 2015
Co-requisite: BIO 1720
Topics of the lab align to the lecture course. This lab develops techniques in the preparation, handling and identification of a variety of microbial cultures. Upon completion, students should be able to demonstrate knowledge of microorganisms and the disease process as well as aseptic and sterile techniques. (Fall, Spring)

BIO 2010 Biology I
0 Lab 4 Lecture 4 Credits
Prerequisite(s): 2 years of BOTH high school math and science (biology and chemistry are required) and COMPASS placement into both MTH 1310 and ENG 1050.
This course explores general biological problems and processes as they are experienced by all living organisms; the chemistry and energetics of life, molecular genetics, cellular reproduction, evolution and ecology. (Fall)

BIO 2015 Biology II Laboratory I
3 Lab 0 Lecture 1 Credits
Co-requisite: BIO 2010
Lab topics align to the lecture course. (Fall)

BIO 2020 Biology II
0 Lab 4 Lecture 4 Credits
Prerequisite(s): 2 years of BOTH high school math and science (biology and chemistry are required) and COMPASS placement into both MTH 1310 and ENG 1050.
This course explores general biological problems and processes as they are experienced by all living organisms; organism diversity, evolution, basic plant and animal systems, hormones and immunology. (Spring)

BIO 2025 Biology Laboratory II
3 Lab 0 Lecture 1 Credits
Co-requisite: BIO 2020
Topics of the lab align to the lecture course. (Spring)

BIO 2100 Nutrition
0 Lab 3 Lecture 3 Credits
Recommended: CHM 1010 and 1015 and either BIO 2020 and/or BIO 1230
Application of fundamental nutrition principles in studying the role of major nutrients in a healthy diet. Discussion topics include current nutrition concepts and controversies including The Revised Food Pyramid, The Glycemic Index, World Hunger and changing nutritional needs over the human lifespan. (Fall, Spring)

BUS 2010 Publishing in the Arts
0 Lab 3 Lecture 3 Credits
Prerequisite: ENG 1020 or ENG 1050
Survey course concentrating on publishing artistic product for public distribution and intellectual property rights protection. Students will study the elements of publishing, including copyright, legal requirements, manuscript evaluation, agenting, editing, design, production, publicity, sales and marketing. Students also learn about different types of publishing houses, publishing strategies and career paths in specified areas of literary, musical, performance, digital and fine arts. (Pending)

(CAD) COMPUTER- AIDED DESIGN

CAD 1110 CAD I
2 Lab 2 Lecture 3 Credits
An introductory course in the basic operation of a computer assisted drafting system. Use of the commands and input devices will be stressed. The course will begin in the very beginning level of CAD while producing 2-D drawings without emphasis on any specific discipline. A study of advanced drafting and dimensioning techniques will then be covered to create efficient shop floor drawings. Later topics in this course will include: complex orthographic and isometric drawings, Sectioning, and assemblies using 2D CAD software. (Fall, Spring, Summer)

CAD 1240 CAD: Architectural
2 Lab 2 Lecture 3 Credits
The application of CAD in architectural drafting in developing floor plans, building sections, site plans, and wall sections is studied. (Fall)

CAD 1230 CAD II
2 Lab 2 Lecture 3 Credits
Prerequisite: CAD1110 or Instructor's Permission
A study of advanced CAD practices. This course will cover advanced solid models using parametric and engineering design intent as they relate to manufacturing. Solid Works will be used to cover topics including creating both standard mechanical parts and sheet metal parts, creating assemblies from parts, detail drawings of parts and assemblies, and presentation of assemblies. (Spring)

CAD 2980 Cooperative Work Experience
1–4 Credits
Prerequisite: EBE 2980
A cooperative work experience is on or off campus paid employment which augments formal instruction in the CAD/CAM curriculum. The experience is coordinated by the Cooperative Education Coordinator who visits the job site for a conference with the student and supervisor at least once per term. As part of this course the student must attend a cooperative education orientation. Please see Cooperative Education Standards and Guidelines, pages 49–50, for maximum number of credit hours awarded for cooperative work experience. (On Demand)

(CHM) CHEMISTRY

CHM 1010 Introduction to General Chemistry
0 Lab 3 Lecture 3 Credits
Prerequisite(s): Placement into MTH 1310 (or equivalent) and college level reading. Co-requisite: CHM 1015
An introduction to the fundamentals of chemistry. Areas of study include: metric measurements, significant figures, the properties of matter, atomic structure, molecular geometry, periodic chart arrangement, chemical bonding, chemical reactions, stoichiometry, equilibrium, kinetics, gas laws, acids and bases, solutions, and nuclear chemistry. (All)
equilibrium, electrochemistry, nuclear chemistry, introduction to organic and biological chemistry, and various topics in descriptive chemistry. (Spring)

CHM 1625 General Chemistry Lab II
3 Lab 0 Lecture 1 Credits
Co-requisite: CHM 1620
This is a sequence of experiments to accompany CHM 1620. (Spring)

(CIT) COMPUTER INFORMATION TECHNOLOGY
CIT 1210 Visual Programming
2 Lab 3 Lecture 4 Credits
This is an introductory programming course with emphasis on developing basic skills necessary to write event driven, object oriented windows applications. Topics include: handling various types of controls, their properties and events; conditional statements; looping; accessing/creating sequential files; reusable code modules; and array handling. Visual Basic.Net and the Visual Studio.Net environment are currently used in this course to enforce concepts. (Fall, Spring)

CIT 1241 Microcomputers
3 Lab 2 Lecture 3 Credits
Co-requisite: DLS 1090
This course focuses on desktop computing, including the installation, configuration and trouble-shooting of hardware, software, operating systems and applications. An introduction to network topologies, protocols, and modeling is also included. Students will participate in hands-on projects in these areas. Upon completion of this course, students should be prepared to pass the CompTIA A+ Certification. (Fall, Spring)

CIT 1310 Windows Scripting
2 Lab 1 Lecture 2 Credits
Prerequisite: CIT1210
This course covers the Visual Basic Scripting (VBScript) language and its usage in writing system utility programs in the Windows environment running Windows Script Host (WSH). VBScript files can be written to directly access and manipulate Windows resources such as the Windows desktop, file system, registry, and printers. (Spring)

CIT 1345 Infrastructure Management
Credit hours 3 lab 2 lecture 3 Credits
Prerequisite: CIT 1241
This class will help the student prepare to pass the BICSI Installer, Level 1 certification. The course covers a wide range of topics that affect the telecommunication industry from the history of divestiture and deregulation to the development of new standards, communications media, topologies, grounding and bonding, firestopping and documentation. The student will study basic components of fiber optic with emphasis on LAN installation. The course introduces students to the characteristics of fiber optic cabling including construction, performance, installation specifications, connectors, splices, and design guidelines. Hands on activities include terminating, splicing and testing fiber optic cable including introducing students to the tools used in the fiber optic industry. (Spring)

CIT 1400 Networking I
5 Lab 2 Lecture 4 Credits
Prerequisite: CIT 1241
The curriculum for this course is based upon the Cisco Networking Academy Semesters 1 and 2. Students taking this course will be introduced to networking terminology that includes both local and remote networks. Along with the terminology, students will be instructed in networking models, network protocols, network cabling and testing, hardware devices including routers and switches, local and remote networking technologies, networking standards and the TCP/IP routed protocol. Hands-on activities will include cable construction according to predefined standards and testing, workstation configurations, and a large amount of time dedicated to the configuration of Wide Area Networks (WANs) using routers. Activities will also include structured trouble-shooting and disaster recovery techniques. After successful completion of this course, students should be in a position to take the INTRO CCNA certification exam and meet the prerequisite of the follow-up Networking 2 course. (Spring)

CIT 2010 Operations and Management
2 Lab 2 Lecture 3 Credits
Prerequisite: CIT1400
This course has two main topics. The first topic is Security in a networking environment and the second topic is to introduce the student to a Unix/Linux type environment. The student will learn about the technologies used and principles involved in creating a secure computer networking environment. Hands-on activities will include Unix/Linux functions and commands. These topics will introduce the student to command-line activities including account creation and management, shell command line commands, file and directory properties and permissions, scripting, and basic command line management skills. (Fall)

CIT 2200 Database
2 Lab 3 Lecture 4 Credits
Prerequisite: CIT 1210
An in-depth look at database structure and design via the Relational Database model. Concepts covered include normalized tables, relationships, querying via QBE and SQL, client-server considerations, concurrent data access, and database management tasks. Objects to enhance a user's view of the data are introduced. (Spring)

CIT 2220 Databases and Client/Server Programming
2 Lab 3 Lecture 4 Credits
Prerequisite(s): CIT2200 and CIT1210
This course emphasizes development of client/server applications accessing a true client/server database. Topics include ActiveX Data Objects (ADO.Net), databound controls such as datagrids and list controls, implementing

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security, server side (data base) techniques and a comparison of client verses server side roles in a client/server application. Visual Basic.Net and MS SQL Server are used in this class to develop both windows and web based projects. (Fall)

CIT 2260  Introduction to C/C++
2 Lab 2 Lecture 3 Credits
Prerequisite: CIT 1400
This course introduces Procedural Oriented and object oriented concepts such as instantiation, polymorphism, inheritance, and encapsulation. Students will learn how to create classes, objects, and member functions. C+ data types, pointers, structures, and arrays will be covered. Students will use C++ to create object oriented console programs. (Fall)

CIT 2400  Networking II
5 Lab 2 Lecture 4 Credits
Prerequisite: "C" or better in CIT 1400
The curriculum for this course is based upon the Cisco Networking Academy Semesters 3 and 4. Students taking this course will be competent in more advanced topics including switching hardware functions and configurations for local area networks (LANs) and advanced TCP/IP topics including Variable Length Subnetting (VLSM), Network and Port Address Translation (NAT and PAT), and Dynamic Host Configuration Protocol (DHCP). Additional advanced Wide Area Networking topics such as Point-to-Point protocols (PPP) and introduction into circuit and packet switched networking protocols are covered. The course is intense with hands-on activities that include, but are not limited to, configuring switching hardware, advanced router configurations, and advanced troubleshooting activities. After successful completion of this course, students should be in a position to take the ICMP CCNA certification exam – the final certification exam necessary to complete the CCNA certification. (Fall)

CIT 2430  Cisco Network Security
2 Lab 2 Lecture 3 Credits
Prerequisite: CIT 1400
This course covers computer network security terminology and technology overview, hardware, software, and policy issues and the ethics of network security. Activities include probing, testing, and securing networks using current commercial operating systems. Two hours lecture and two hours lab per week. (Spring)

CIT XXXX  Introduction to Computer Forensics
X Lab X Lecture 3 Credits
Prerequisite: CIT 1400 and CIT 2640
Course description being developed. (Spring)

CIT 2640  Server Management
2 Lab 2 Lecture 3 Credits
Prerequisite: CIT 1400
The goal of this course is to prepare students for the real-world challenges of a Microsoft networking professional. It is designed for students interested in learning Microsoft desktop and server platforms. The course includes extensive hands-on projects and exercises which reinforce Microsoft Windows Server skills. Specific topic coverage includes: an introduction to the Microsoft server platform, installing a Windows server, configuring the Windows server environment, an introduction to Active Directory and account management, configuring, managing, and troubleshooting resource access, and configuring Windows server printing configuring Remote Access Services, and securing a Windows server. (Fall)

CIT 2901  DSM Capstone
2 Lab 2 Lecture 3 Credits
Prerequisite: Fourth Semester status or permission of instructor
This course is offered in an online format to allow students to work independently and also use online tools to discuss course topics with their instructor and peers. This course includes advanced topics in providing customer service, dealing with common support problems, evaluating products, installing and managing end-user computers, creating user material, training users, and developing a user support utility kit. An industry standard project planning application is used. This course also includes a community service component with a minimum of 20 hours. (Spring)

CIT 2902  Systems and Networking Support Capstone
3 Lab 2 Lecture 3 Credits
Prerequisite: CIT 2400 and CIT 2640
This course includes advanced topics in developing a networking environment by combining infrastructure topics and server management. Activities will include medias (guided and unguided), alternate inputs, infrastructure management and documentation, and server management. (Spring)

CIT 2903  CIS Capstone
2 Lab 2 Lecture 3 Credits
Prerequisite: CIT 2220
This course is designed for those students in need of the most intense preparation, and it does not fulfill any graduation requirement. (All)

ENG 0910  Foundations of English
0 Lab 4 Lecture 4 Credits
Prerequisite: Placement Testing by COMPASS
This Developmental course provides students with preparation for courses with college-level communications requirements. Specifically, students will practice the strategies for college-level reading: study the writing process including prewriting, drafting, revising, and editing; compose and revise written work at the sentence, paragraph, and essay levels; and prepare and present oral communications assignments. This course is designed for those students in need of the most intense preparation, and it does not fulfill any graduation requirement. (All)

ENG 0920  Elements of Communication
0 Lab 4 Lecture 4 Credits
Prerequisite: Placement Testing by COMPASS
This Developmental course provides students with preparation for courses with college-level communications requirements. Specifically, students will practice the strategies for college-level reading: study the writing process including prewriting, drafting, revising, and editing; compose and revise written work at the paragraph and essay levels; and prepare and present oral communications assignments. This course is designed for those students in need of the most intense preparation, and it does not fulfill any graduation requirement. (All)

MTH 0120  Math Skills
0 Lab 3 Lecture 3 Credits
Self-paced, multi-level course stressing basic arithmetic and pre-algebra skills. Topics include operations on whole numbers, fractions, mixed numbers, decimals, and integers; percents; ratio and proportion; evaluation of variable expressions; solution of equations; translation of sentences into equations; and applications to personal finance. The student is tested and placed in the program according to individual mathematical achievement. (All)

MTH 0140  Basic Algebra
0 Lab 4 Lecture 4 Credits
Prerequisite: Placement Testing
Introduction to algebra. Topics include order of operations; algebraic notation and expressions; operations with integer exponents; evaluation of formulas; conversion to and from metric units; conversion to and between scientific and engineering notation; solution and graphing of linear equations and inequalities; solution of systems of linear equations; solution of word problems; and factorization of polynomials. Graphing calculator required. (All)
(DLS) DIGITAL LITERACY SKILLS

DLS 0410 Computer Skills
0 Lab 2 Lecture 2 Credits
Basic instruction in computer use. Students will be introduced to the operations of primarily Windows PCs, email and the internet, along with the basics of keyboarding, word processing and Terra State Community College's online Learning Management System. (All)

DLS 1090 Digital Literacy and Applications
2 Lab 2 Lecture 3 Credits
Prerequisite: College Level Reading
Introduction to the concepts and basic features of electronic computers. Emphasis on the understanding of the terms used in the computer industry to describe hardware, software, procedures, data communications, and security. Laboratory exercises include an overview of the workstation operating system, an introduction to a Windows-based word processing, spreadsheet, presentation graphics, database package, and internet access. Keyboarding skills required. (All)

(DMT) DIGITAL ARTS AND MEDIA DESIGN

DMT 1010 Introduction to Multimedia
2 Lab 2 Lecture 3 Credits
Introduction to basic multimedia development which includes integration of text, graphics, animation, digital video, sound, and interactive links to create interactive multimedia applications. Design issues will be covered, and supporting software, especially authoring software, will be reviewed. (Fall)

DMT 1020 Web Design I
2 Lab 2 Lecture 3 Credits
Prerequisite: DLS 1090 or DMT 1010
Introduction to the use of Hypertext Markup Language (HTML) and a popular HTML editing software package. A basic web site will be constructed containing pages with text, lists, links, graphics, tables, image maps, and forms. Web site management through HTML editor software and ftp methods will be used along with a beginning emphasis on scripting. (Spring)

DMT 1030 Visual Communication
0 Lab 2 Lecture 3 Credits
A detailed study of human visual perception applied to communication problem solving. Tracing communication from cave drawings roots into the digital future through various media is studied. Print, film, video, multimedia and digital mediums are compared and contrasted. (Fall)

DMT 1040 Digital Photography
2 Lab 2 Lecture 3 Credits
A study of digital and silver-based photography. Composition, exposure, image capture, image manipulation and output will be practiced in the lab. Understanding light and integrating its affect on the subject and attaining the desired end result will be of great emphasis. A digital camera is required. (Fall, Spring)

DMT 1100 Digital 3D Production
2 Lab 3 Lecture 4 Credits
Prerequisite: DMT 1010
An introduction to Digital 3D Production. Students will explore the various components of a professional 3D pipeline. Concepts of 3D Modeling, Scene Rendering, Image Mapping, Virtual Lighting, Virtual Cameras, and 3D Animation will be experienced through the use of Autodesk 3ds Max, the industry-standard software used by professionals. Students will engage in a variety of learning activities that encompass 3D terms and skills commonly used in a traditional multimedia studio. File management and the integration of various software platforms into a 3D project are also presented. Students will conclude the course by exploring the use of post-production skills and publishing a 3D portfolio demo reel that includes all work developed throughout the course. (Spring)

DMT 1310 Design
0 Lab 3 Lecture 3 Credits
Exploration and application of design principles to enhance the message through varied mediums. Emphasis on development of visual solutions to communication problems utilizing typography, composition and other tools will be stressed in lab. (Fall)

DMT 2010 Introduction to Digital Video Production
2 Lab 2 Lecture 3 Credits
Co-requisite: DMT 1010 or DLS 1090
A comprehensive introduction to the techniques of generating and manipulating electronic imagery (video) by means of digital instrumentation. Topics include digital video format standards and the principles of rendering and distribution formats; in addition to basics of sound including stereo and digital audio, and the synchronization of audio and video files for presentations and final productions. (Fall)

DMT 2020 Digital Creation and Editing
2 Lab 2 Lecture 3 Credits
Prerequisite: DMT 1010 or DLS 1090
Coursework includes developing the vocabulary necessary to form constructs and create imagery using the computer, several software packages, and by studying various computer imaging techniques. Compositional approaches will include abstraction, fragmentation, and synthesis. Digital illustration which includes text effects, fill patterns, drawing Bezier curves, information graphics, technical illustrations, and cartography which can be used for print, creating images or for publishing on the World Wide Web. (Spring)

DMT 2030 Digital Video Production II
2 Lab 2 Lecture 3 Credits
Prerequisite: DMT 2010
An advanced Study into the techniques of generating special effects and manipulating digital video and supporting audio by means of digital instrumentation. The study will use the industry standard Adobe AfterEffects for video production and Adobe Audition for audio effects. Advanced sound and digital audio will be studied and applied to support video productions. Digital video productions projects applying special effects, and a final digital video production will be required for this class. (Spring)

DMT 2100 Web Design II
2 Lab 2 Lecture 3 Credits
Prerequisite: DMT 1020
A continuation of Web Design I, with ongoing emphasis on web site development, CSS, SEO and site management. Students will learn to use industry standard software tools for design and editing. Students will produce sites with templates, graphics and scripting based on professional standards and ethics. Creation of shared photo galleries, spry menus and incorporation of interactive media elements will also be covered. FTP association will be discussed and used to publish a site to a web server. (Fall)

DMT 2150 Interactive Media
2 Lab 2 Lecture 3 Credits
Prerequisite: DMT 1020
This course introduces students to creating and editing of rich interactive media content for the web and interactive devices. This class interjects the primary applications of multimedia; graphics, animation, interactive authoring, and video & audio integration. Students will engage in activities and discussions that evaluate the use of such mediums. DMT 2150 provides an overview of the fundamentals of interactive media, with a primary focus on keyframing animation sequences, navigational controls, audio synchronizing, and publishing. Integration between software & interactive devices will be explored. Students are introduced to the basics of media scripting and its use in various interactive applications. (Fall)

DMT 2500 Advanced 3D Animation
1 Lab 3 Lecture 4 Credits
Prerequisite: DMT 1100 or instructor permission
A continuation of DMT 1100, with an emphasis on moving into animated reenactments for industrial applications. Accident reenactments, medical simulations, and training animations will be studied. Precise details such as sizes, speeds and timing accuracy of animation sequences will be practiced. Advanced special effects and rendering methods will also be practiced and applied. (Fall)

DMT 2550 3D Character Development
2 Lab 2 Lecture 3 Credits
Prerequisite: DMT 2500
This course is for those who are looking to pursue a career in 3D modeling and animation of organic characters for simulations, entertainment or gaming applications. Students will explore the specifics of 3D character project management and experience a multimedia project based workflow. While developing a conceptual 3D character through the various stages, students will become familiar with conceptual techniques such as creating job
proposals, designing model sheets, and creating storyboards. Experience with polygon modeling in Autodesk Maya and digital sculpting with Autodesk Mudbox will enhance the students understanding of industrial standards commonly required of a 3D designer. The final stages of the character development process include complex animation techniques which use keyframing and inverse kinematics of a character rig within Autodesk 3ds Max. (Spring)

DMT 2980 Cooperative Work Experience
1-3 Credits
Prerequisite: EBE 2980
A cooperative work experience is on or off campus paid employment which augments formal instruction in the Digital Media Technology curriculum. The experience is coordinated by the Cooperative Education Coordinator who visits the job site for a conference with the student and supervisor at least once per term. As part of this course the student must attend a cooperative education orientation. Please see Cooperative Education Standards and Guidelines, pages 49–50, for maximum number of credit hours awarded for cooperative work experience. (On Demand)

(EBE) EXPERIENTIAL BASED EDUCATION

EBE 2980 Cooperative Education Seminar
0 Lab 1 Lecture 1 Credits
Prerequisite: Technical Faculty and Co-op Office permission
This course is designed to satisfy the requirement for a cooperative education orientation. It will assist the student in experiencing a meaningful cooperative work experience, evaluation of that experience and assistance with career planning and job search issues. This course is the prerequisite (co-requisite with permission from technical faculty) for any Cooperative Work Experience at Terra State Community College. (All)

(ECE) EARLY CHILDHOOD EDUCATION

ECE 1000 Introduction to Early Childhood Education
0 Lab 3 Lecture 3 Credits
Observation Hours: 6
Prerequisite: College level reading and placement into ENG 1020/1050
Co-requisite: ECE 1010
This comprehensive survey course of Early Childhood Education identifies the core knowledge and competencies necessary for individuals working with all young children, including young children with developmental delays. This course is designed to: introduce students to the field of early childhood; gain an understanding of the complexity of the field and the issues around it; develop an awareness of the diversity of young children, including cultural, linguistic and developmental differences, and populations with whom early childhood professionals work; and provide the opportunity to apply that knowledge with young children and their families within a variety of early childhood settings. Six field experience hours in an approved, inclusive early childhood center are required. (Fall)

ECE 1010 Teacher as a Professional
0 Lab 1 Lecture 1 Credit
Observation Hours: 6
Co-requisite: ECE 1000 (this course can also be taken prior to taking ECE 1000)
Understanding professionalism in the field of Early Childhood Education proves necessary in supporting early childhood educators’ understanding of the profession, the seriousness of their work with young children, and the implications of their actions and relationships in the field. This course is meant to prepare teacher candidates for the early childhood education department by addressing issues on how to behave like a professional through effective communication, the development of professional relationships, understanding a good work ethic and the importance of behaving ethically. This course is required of all candidates entering the Early Childhood Education department and must be taken prior to admission to the program. Six hours of field experience are required for this class. (Fall)

ECE 1100 Child Development
0 Lab 3 Lecture 3 Credits
Observation Hours: 6
Prerequisite: College level reading and placement into ENG 1020/1050
This course is designed to study various methods of observation and apply evidence-based, multi-assessment strategies as the means of understanding the holistic development of individual children, including those whose early development is delayed. Topics explored include methods of observation, individual child study, portfolio development, classroom practices and learning environments as the means of informing curriculum and supporting the individual child and their families both within the classroom and at home. Students will gain an understanding of the Universal Design for Learning Model of education and apply this knowledge in their observations, interactions and lesson plan design within their 14 hours of field experience in inclusive early childhood educational settings. Fourteen hours of field experience in an approved center is required outside of class. (Spring)

ECE 1210 Infant and Toddler Curriculum
0 Lab 3 Lecture 3 Credits
Observation Hours: 6
Prerequisite(s): ECE 1000, 1010, 1100, 1200
This course provides an overview of the growth and development of children from birth to three years of age in all developmental domains. Students will engage in reflective practices and gain an understanding of the importance of responding and supporting the individual child that leads to a level of increased competence in working and interacting with all infants, toddlers and their families, including those from culturally and linguistically diverse backgrounds. Course content focuses on evidence-based practices in relation to working with infants and toddlers with attention paid to the importance of relationships to a child’s holistic development. Candidates will gain an understanding of the importance of creating safe and nurturing learning environments; the role of early intervention; an introduction to the Infant Family Service Plan (IFSP); all with an emphasis on planning a holistic curriculum based on best practices for infants and toddlers. Ten hours of field experience in an approved early childhood center are required. (Spring)

ECE 1420 Creative Experiences in Early Childhood Education
2 Lab 2 Lecture 3 Credits
Observation Hours: 10
Prerequisite(s): ECE 1000, 1010, 1100, 1200
This course supports the role of creativity and play in early childhood education through developmentally appropriate visual, music, kinesthetic and dramatic practices. Students will engage in preparing and supporting appropriate environments and design creative experiences for the individual, developmental needs of young children across the curricu-
emphasized, family and community involvement is essential to the development of each and every child. Emphasis will be placed on the cultural, linguistic, and ability diversity of children, families, and communities and intentional research based practices for effective family and community partnerships are included to assist students in establishing a deeper awareness of family systems, effective home/school communication and collaborative practices. Students will recognize their essential role in effective partnerships and communication with families. Six field experience hours are required for this course. (Spring)

**ECE 2300  Cognitive Curriculum for Early Childhood Education**

2 Lab  2 Lecture  3 Credits

Observation Hours: 12

Prerequisite(s): ECE 1000, 1010, 1100, 1200

Quality early childhood educational experiences are essential to the development of young children and later school outcomes. This course engages candidates in the study of evidence-based, developmentally appropriate curricular practices with an emphasis on project, inquiry based curriculum in toddlers-3rd grade (field experience will occur within an inclusive preschool or kindergarten setting). Project work integrates all content areas, supports holistic development, including awareness of the effect of cultural and/or linguistic diversity and socio-economic factors on child engagement, and provides the context for allowing each and every child access to the curriculum through differentiated instructional approaches, including the adoption of basic principles of universal design for learning. Emphasis is placed on planning for student learning based on children’s interests and development through open-ended, child-initiated experiences and inquiry-based curricular approaches by engaging students in the process of scaffolding and facilitating learning in an inclusive early childhood setting. Based upon the assessment-teach model of pedagogy, students will engage in focused observations to gain an understanding of children’s interest and current development; plan and implement a mini-project within an early childhood classroom; differentiate instruction to meet the cultural, linguistic and developmental needs of a child; and use a variety of assessments to evaluate student learning and teaching. 18 hours of field experience in an approved early childhood center are required outside of class time. (Fall)

**ECE 2400  Behavior Guidance for Young Children**

0 Lab  3 Lecture  3 Credits

Observation Hours: 6

Prerequisite(s): ECE 1000, 1010, 1100, 1200

This course engages students in the study of theory outlining developmentally appropriate methods of guiding children’s behavior along with evidence-based strategies for preventing and handling day-to-day mistaken behaviors. Methods focus on positive guidance for young children, prevention of potential issues in the early childhood setting; explore how developmental delays and cultural differences can affect social emotional development, and techniques for supporting children of all abilities in learning self-regulation and negotiating skills. Students will gain an understanding of the classroom environment as an integral component of supporting positive behaviors in the classroom. Eight hours of field experiences in an approved inclusive early childhood center are required. (Fall)

**ECE 2500  Emergent Language Literacy**

2 Lab  2 Lecture  3 Credits

Observation Hours: 12

Prerequisite(s): ECE 1000, 1010, 1100, 1200

This course involves the critical study and application of language development theory, philosophies, evidence-based intervention strategies and literacy instruction for children from birth to 8 years of age as the means of supporting language and emergent literacy for each and every child. Students will explore the foundations of emergent literacy in relation to the developmental continuum of oral, written and read language skills. Knowledge of print, foundational reading and writing skills through developmentally appropriate methods will provide the context for students understanding purposeful literacy experiences that include phonics, storybook selection, story reading and storytelling in the classroom. Attention to developing quality literacy environments as the means of supporting culturally, linguistically and developmentally diverse students and families will further support students understanding of a holistic, literacy environment for all children. Twelve hours of field experience in an approved early childhood center are required outside of class time. (Fall)

**ECE 2630  Administration and Leadership in Early Childhood Education**

0 Lab  3 Lecture  2 Credits

Prerequisite(s): Second-year standing

This course will help students develop an understanding of how the management and leadership of early childhood programs require knowledge of early childhood to support early development and learning, business, law, public relations and exceptional interpersonal skills to work in collaboration with children, families, teachers, licensed and certified related services of professionals and practitioners. The course will study the principles and practices of administration, the development of policies to implement program philosophy, center organization, the administrator’s responsibility for staff development and relationships, bookkeeping and record keeping practices, personnel practices, and the interpretation of school programs to parents and community. This course is designed to prepare the student to serve in an administrative position in inclusive early learning program and to identify and conduct themselves as early childhood professionals and advocates for appropriate educational practices and policies. This course will help administrators understand their role in curriculum selection, assessments and the adoption of evidence based practices by program personnel. (Spring)

**ECE 2680  Educational Practicum**

14 Lab  1 Lecture  3 Credits

Observation Hours: 200

Prerequisite: Completion of all ECE classes

This Educational Practicum provides the student with the opportunity to practice skills and apply knowledge previously acquired in a supervised setting. The student will plan and implement individual small and large group experiences for children within an educational setting while gain experience in all aspects of group management and collaboration in a center setting. A professional portfolio will be completed by students and the supervising faculty will provide informal and formal feedback based on observations and evaluations. A minimum of 200 Practicum hours in an approved Early Childhood Center are required plus a one hour weekly seminar. (Fall, Spring, Summer)

**ECE 2682  Special Needs Practicum**

7 Lab  1 Lecture  2 Credits

Prerequisite: EDU 1320; ECE 2400; 2nd year standing and/or with instructor permission

This Educational Practicum provides students with the opportunity to build a foundation for the opportunity of working with special needs children from birth to age 5 and their families in inclusive early childhood environments. Knowledge and implementation of inclusionary practices are
foundational to the current early childhood professional. This course is designed around the SpecialQuest approach on inclusion. This relationship- and team-based approach to working with children with special needs and their families focuses on enhancing and sustaining inclusive services, supports the leadership role of the family and seeks to build integrated and collaborative service delivery (SpecialQuest, 2008). Topics related to working with young children with special needs will be investigated during 1-hour weekly class meetings and observed and implemented within the field. This practicum includes observation and participation in a variety of classroom settings, but is not a student teaching experience. From curriculum to special educational services, students will understand the holistic nature of working with children with special needs and their families both within and outside the early childhood classroom. (Fall, Spring)

**ECO 2010  Macroeconomics**

ECO 2010  Macroeconomics  0 Lab  3 Lecture  3 Credits  Prerequisite: College level reading and writing
A study of economics from the societal perspective, focusing on the concepts of monetary and fiscal policy and their ability to control unemployment, inflation and growth. Macro-economic ideas such as scarcity, market forces and the quantity theory of money will be thoroughly explored. (All)

**ECO 2020  Microeconomics**

ECO 2020  Microeconomics  0 Lab  3 Lecture  3 Credits  Prerequisite: College level reading and writing
A study of economic theory from the perspective of the individual or individual business firm. Micro-economic ideas such as elasticity, utility and diminishing returns as well as an examination of difference market systems. Special focus is placed on the profit maximization and its relationship to marginal cost and marginal return. (All)

**EDU 1010  Introduction to Educational Technology**

EDU 1010  Introduction to Educational Technology  2 Lab  2 Lecture  3 Credits  Prerequisite: Keyboarding skills
This class provides practical skills in various ways to incorporate technology into the student’s personal education program as well as integrating instructional technology into the classroom. The use of existing and emergent educational technologies in achieving curricular goals including classroom management, curriculum design, and instructional strategies will be discussed. Ethical issues, which will include copyright law and software licensing, will be presented. Laboratory exercises include an introduction to Windows-based operating system features, word processing, spreadsheets, presentation graphics, database management, web page design and Internet access. (Fall)

**EDU 1020  Introduction to Education**

EDU 1020  Introduction to Education  0 Lab  3 Lecture  3 Credits  Observation Hours: 10
This course is an introduction to the teaching profession. Candidates engage in a variety of experiences that broadly explore the purposes of schools in society and knowledge, dispositions, and performances required to be an effective teacher today. Participation in field experience is required. (Fall)

**EDU 1100  Educational Psychology**

EDU 1100  Educational Psychology  0 Lab  3 Lecture  3 Credits  Observation Hours: 10
This course deals with the major theories of human development and learning, motivation, instructional strategies, assessment, and examines similarities and differences in learners. The role of factors in the students’ learning and development are considered. (Fall)

**EDU 1320  Children with Exceptionalities**

EDU 1320  Children with Exceptionalities  0 Lab  3 Lecture  3 Credits  Observation Hours: 10  Prerequisite: EDU 1020 or ECE 1100
This course is designed to study the special educational needs of the atypical child. Methods based on research will be taught in order to guide and direct the development of children who have a variety of exceptionalities. Participation in a field experience serving children with special needs is required. (Spring)

**EET 1050  Electricity**

EET 1050  Electricity  2 Lab  2 Lecture  3 Credits  Prerequisite: Placement into MTH 1150 or MTH 0140 or Above
This is an introductory electricity course primarily for Industrial Electricity majors, and skilled trades personnel. A study of DC and AC electricity concepts, with a practical approach to applications in an industrial environment. The course will cover basic electrical theory, terminology, applications, troubleshooting and safety aspects of electrical circuits and components. Students who want a more in-depth discussion of AC and DC circuits may substitute EET 1700 and EET 1710 for EET 1050. (Fall, Spring)

**EET 1200  Electrical Codes and Prints**

EET 1200  Electrical Codes and Prints  2 Lab  2 Lecture  3 Credits  Prerequisite: EET 1050, or instructor permission
This course is an overview of the general chapters of the National Electrical Code (NECB) with an emphasis on applying the code to both general and industrial applications. The course begins with a focus on residential related sections, related diagrams and symbols and local requirements. The course also examines industrial related codes and their applications with a focus on motors and motor circuits. Industrial wiring diagram standards and symbols, safety standards including arc flash and protection, and lock-out/tag-out are reviewed. (Fall, Spring)

**EET 1320  AC/DC Machines**

EET 1320  AC/DC Machines  2 Lab  2 Lecture  3 Credits  Prerequisite: EET 1050, or instructor’s permission
A study of the operation and characteristics of transformers, DC motors, DC generators, and AC motors. Installation, circuit sizing and troubleshooting will be emphasized, as well as industrial safety procedures. (Spring)

**EET 1360  Power Electronics**

EET 1360  Power Electronics  2 Lab  2 Lecture  3 Credits  Prerequisite: EET 1050, or instructor’s permission
A study of power electronic devices and circuits as they apply to power circuits such as power diodes, SCRs, Triacs, power transistors, and IGBT (insulated gate bipolar transistors) as they are used in power supplies, AC and DC motor speed drives, and different types of amplifiers that are used in servo and stepper motors. A variety of circuits such as op amp circuits, opto coupled circuits and amplifier circuits will be studied as they apply to PLC modules and other industrial circuits. Emphasis on diagnostic test equipment and troubleshooting. (Spring)

**EET 1630  Graphical Interfaces**

EET 1630  Graphical Interfaces  2 Lab  2 Lecture  3 Credits  Prerequisite(s): CIT 1241, EET 2440, or instructor’s permission
This course is a study of human machine interface (HMI) terminals and their editors that connect to a PLC. Students will create graphic systems and control connections to the PLC. Students will learn to transport these programs and also learn how to set security conditions for the application. The students will learn to develop tag databases and create graphical animation screens in various software packages. (Spring)

**EET 1700  DC Circuits**

EET 1700  DC Circuits  2 Lab  2 Lecture  3 Credits  Co-requisite: MTH 1310
In this course, the student will study the principles of Direct Current Circuits starting with electrical terms, components and quantities. The student will develop a thorough understanding of Ohm’s law, series circuits, parallel circuits, series-parallel circuits and Kirchoff’s current and voltage laws. They will then advance their circuit analysis technique by using Superposition, Thevenin’s, and Norton’s theorems and also Mesh and Nodal analysis methods. They will also study the behavior of inductors and capacitors under DC conditions. (Fall)

**EET 1710  AC Circuits**

EET 1710  AC Circuits  2 Lab  2 Lecture  3 Credits  Prerequisite: EET 1700, MTH 1310
In this course, the student will study the principles of Alternating Current Circuits starting with sinusoidal wave properties, complex numbers, and phasors. The student will develop a thorough understanding of the steady-state behavior of RC circuits, RL circuits, and RLC circuits under AC conditions. They will then advance their circuit analysis technique by using Superposition,
Thevenin’s, and Norton’s theorems as they apply to AC circuits. They will also study basic filter circuits, three phase and poly-phase systems, and power factor analysis. (Fall)

**EET 1720 Electronics**  
2 Lab 3 Lecture 4 Credits  
Prerequisite: EET 1700; Co-requisite: MTH 2320

In this course, the student will study the principles of Electronic Circuits starting with semiconductor properties. The student will develop a thorough understanding of diodes and transistors including the PN junction diode, special purpose diodes, diode applications, and BJTs, FETs, JFETs, MOSFETs transistors. Amplifier, multi-amplifiers, and power amplifiers circuits will then be studied along with frequency analysis. The student will also study thyristors, oscillators, op-amps, regulated power supplies, and feedback concepts. (Fall)

**EET 2400 Motor Controls**  
4 Lab 2 Lecture 4 Credits  
Prerequisite: EET 1320 or instructor’s permission

This is a study of the devices and methods used to control and protect DC and AC motors on industrial machinery. This includes 2-wire and 3-wire circuits, controls relays, motor starters, timers, proximity sensors, forward-reversing and jogging control circuits. Emphasis is placed on developing, interpreting, and troubleshooting ladder diagram circuits. A basic introduction to the Logo and MicroLogix 1000 PLC is also presented with a focus on how the PLC is used in motor control applications. (Fall)

**EET 2440 Programmable Controllers I**  
1 Lab 3 Lecture 4 Credits  
Prerequisite(s): EET 1360 or instructor’s permission; Co-requisite: EET 2400

A study of the programming and troubleshooting programmable controllers used in today’s automated factories. This course has the student apply Programmable Controllers to actual industrial situations, as well as to design programs and documentation to solve problems in industrial control. (Fall)

**EET 2730 Digital Circuits**  
2 Lab 3 Lecture 4 Credits  
In this course, the student will study the principles of numbering systems, logic gates, Boolean algebra, DeMorgan’s theorem and logic simplification. The student will develop a thorough understanding of combinational logic circuits, encoders/decoders, multiplexers/demultiplexers, adders, subtractors, and ALUs. They will then advance their digital application by using Flip-flops, counters, shift registers, memory and storage devices. They will also be introduced to integrated circuit technologies. (Spring)

**EET 2740 Microprocessors**  
2 Lab 3 Lecture 4 Credits  
Prerequisite: EET-2730

In this course, the student will study the principles of microprocessor architecture, and assembly language programming. The student will develop a thorough understanding of bus structures and timing diagrams, memory technologies, and interfacing. They will then advance their knowledge of microprocessors by studying input/output interface and systems, and interrupt-processed input/output. They will then be introduced to DMA, direct memory access. (Fall)

**EET 2790 Programmable Controllers II**  
3 Lab 3 Lecture 4 Credits  
Prerequisite(s): CIT 1241, EET 2440 or instructor’s permission

This course will be an advanced study of Programmable Controllers. The concentration will be on the Allen-Bradley SLC-500, PLC-5 and Controllogix Programmable Controllers. The focus of the course will be on the technician learning how to utilize the processor's memory to control intelligent I/O modules that are integrated into industrial processes. This course has the student apply Programmable Controllers to actual industrial situations, as well as to design programs and documentation to solve problems in industrial control. The student will program, document and troubleshoot a complete PLC system. (Spring)

**EET 2830 Instrumentation and Process Controls**  
2 Lab 2 Lecture 3 Credits  
Prerequisite: EET 1050

A study of the basic methods of measurement and control of parameters such as pressure, temperature, flow, level, and position. The electrical and mechanical fundamentals of typical process control systems are studied. Typical transducer and control characteristics are examined by means of laboratory experiments. Both open loop and closed loop systems are studied using operational systems. (Fall)

**EET 2980 Cooperative Work Experience**  
1–3 Credits  
Prerequisite: EBE 2980

A cooperative work experience is on or off campus paid employment which augments formal instruction in the Electronics/Industrial Electricity curriculum. The experience is coordinated by the Cooperative Education Coordinator who visits the job site for a conference with the student and supervisor at least once per term. As part of this course the student must attend a cooperative education orientation. Please see Cooperative Education Standards and Guidelines, pages 49–50, for maximum number of credit hours awarded for cooperative work experience.

**ENG ENGLISH**

**ENG 0910 Foundations of English**  
0 Lab 6 Lecture 6 Credits  
Prerequisite: Placement Testing by COMPASS

This Developmental course provides students with intensive preparation for courses with college-level communications requirements. Specifically, students will practice the strategies for college-level reading; study the writing process including prewriting, drafting, revising, and editing; compose and revise written work at the sentence, paragraph, and essay levels; and prepare and present oral communications assignments. This course is designed for those students in need of the most intense preparation, and it does not fulfill any graduation requirement. (All)

**ENG 1020 Introductory College Composition**  
0 Lab 5 Lecture 5 Credits  
Prerequisite: Placement Testing; College level reading

English 1020 is an intensive introductory college writing course that is based on reading. Writing assignments will require accurate reading of professionally written essays. Because accurate reading is vital to understanding and critical thinking, students will learn to become active participants in the reading process. Through this process, students will also learn to achieve clear, thoughtful writing that is coherent, organized, and well developed. Moreover, the course, which emphasizes revision through peer review, instructor feedback and intervention, and portfolio assembly, will focus on critical analysis of ideas and writing as a process. Sentence level aspects of writing are addressed as well as style. (All)

**ENG 1050 College Composition I**  
0 Lab 3 Lecture 3 Credits  
Prerequisite: Placement testing; College level reading

English 1050 is an introductory college writing course that is based on reading. Writing assignments will require accurate reading of professionally written essays. Because accurate reading is vital to understanding and critical thinking, students will learn to become active participants in the reading process. Through this process, students will also learn to achieve clear, thoughtful writing that is coherent, organized, and well developed. The course emphasizes revision through peer review, instructor feedback and intervention, and portfolio assembly. The course also emphasizes critical analysis of ideas and “writing as a process.” (All)

**ENG 1060 College Composition II**  
0 Lab 3 Lecture 3 Credits  
Prerequisite: “C” or better in ENG 1020 or 1050

English 1060 is an advanced college writing course in research supported argumentation; the course encourages practice in close analy-
sis, use of supporting materials, and logical organization” (Rottenberg iii). Students will generate topics for their arguments from their major field of study or an area of interest if a major has not yet been declared. In either case, the instructor will approve the topic. The instructor may also assign topics. Students are actively encouraged to consult often with their academic advisor, professors in their major, or professors in the content area of the argument’s topic for help with content material or a topic itself. (All)

**ENG 1350 Creative Writing I**

0 Lab 3 Lecture 3 Credits  
**Prerequisite:** “C” or better in ENG 1020 or ENG 1050  

This course will explore the creative writing process through the reading and writing of poetry, fiction, drama, and creative nonfiction. We will discuss the fundamental elements of creative writing, and analyze contemporary models of each genre studied. Peer response groups will be used for revision of student writings. Finally, we will examine strategies for publication of final drafts. (Spring)

**ENG 1850 Introduction to Literature**  
0 Lab 3 Lecture 3 Credits  
**Prerequisite:** College level reading score; Pre or co-requisite: ENG 1020 or ENG 1050  

Introduction to Literature provides foundational exposure to the three primary genres of literature: fiction, poetry, and drama. The course also provides foundational exposure to current critical approaches to analyzing literature: reader-response, formalist, historical, psychological, mythological and gender. Students will develop an enhanced appreciation for the broad arena of literature and its forms, as well develop enhanced critical thinking skills through application of the critical approaches. (All)

**ENG 1900 Technical Writing for Business and Industry**  
0 Lab 3 Lecture 3 Credits  
**Prerequisite:** “C” or better in ENG 1020 or ENG 1050  

This course provides an understanding of technical writing theory and practical applications. Students will study principles of readability, audience analysis, document design, and speech communication. Topics include instruction and procedure writing, resumes/cover letters, business letters/memos, informal business reports and oral presentations. The computer lab component of the course allows students to practice their business and technical writing skills. (All)

**ENG 2230 Technical Editing**  
0 Lab 3 Lecture 3 Credits  
**Prerequisite:** ENG 1900 or Instructor permission  

Students will learn a variety of techniques for cutting copy, making better word choices, and writing sentences that are more stylistically sound. Techniques to develop paragraph continuity, coherence and organization will be discussed. Although students will edit documents for a variety of different audiences, the course will focus on reading and understanding technical copy. (On Demand)

**ENG 2350 Creative Writing II**  
0 Lab 3 Lecture 3 Credits  
**Prerequisites:** ENG 1350, ENG 1850  

Creative Writing II draws on the foundations of writing poetry, fiction, and drama established in ENG 1350, Creative Writing I. In this course, students further hone their writing skills by focusing them on a preferred genre. Content components of the class address in greater depth the theoretical underpinnings of the genre and, through a workshop approach, peer critique and review address refined skills development. (Fall)

**ENG 2630 Non-Western Literature**  
0 Lab 3 Lecture 3 Credits  
**Prerequisites:** Successful completion of ENG 1020 or ENG 1050  

A survey course, Non-Western Literature is designed to provide students with an exposure to and an understanding of literature from selected cultures around the world, specifically those outside of Euro-American (Western) cultures. This course relates the literature studied to relevant political, cultural, economic, religious, social, and historical contexts. The course also introduces post-colonial theory as means of approaching and understanding the readings. The course provides a background for more in-depth understanding of and appreciation for non-western literature that can enhance the understanding and appreciation of any literature as well. (On Demand)

**ENG 2640 British Literature I**  
0 Lab 3 Lecture 3 Credits  
**Prerequisites:** Successful completion of ENG 1020 or ENG 1050  

A survey course, British Literature I is designed to provide students with an understanding of the historical and cultural conditions that influenced the development and formation of British literature from an early period up to the early modern period. The course provides a background for more in-depth understanding of and appreciation for British literature. It also employs several common techniques used to analyze a text. This approach can enhance the understanding and appreciation of any text as well. (Spring of odd years)

**ENG 2650 British Literature II**  
0 Lab 3 Lecture 3 Credits  
**Prerequisites:** Successful completion of ENG 1020 or ENG 1050  

A survey course, British Literature II is designed to provide students with an understanding of the historical and cultural conditions that influenced the development and formation of a substantial portion of British literature from the onset of industrialization to the present. The course provides a background for more in-depth understanding of and appreciation for British literature. It also employs several common techniques used to analyze a text. This approach can enhance the understanding and appreciation of any text as well. (Spring of even years)

**ENG 2670 American Literature I**  
0 Lab 3 Lecture 3 Credits  
**Prerequisites:** Successful completion of ENG 1020 or ENG 1050  

American Literature I is a survey course that examines the development of American literature from an earlier period up to the middle of the nineteenth century. Through reading and discussing selected texts, students will become familiar with key authors and works that represent American literature and the multiple voices within it. As a survey course, American Literature I is designed to provide students with a foundational understanding of the historical and cultural conditions that influenced the development and formation of American literature. It also employs several common techniques used to analyze a text. This approach can enhance the understanding and appreciation not only of American Literature, but of any text as well. (Fall of odd years)

**ENG 2680 American Literature II**  
0 Lab 3 Lecture 3 Credits  
**Prerequisites:** Successful completion of ENG 1020 or ENG 1050  

American Literature II is a survey course that examines the development of American literature from the middle of the nineteenth century to the present. Through reading and discussing selected texts, students will become familiar with key authors and works that represent American literature and the multiple voices within it. As a survey course, American Literature II is designed to provide students with a foundational understanding for the historical and cultural conditions that have influenced the development and formation of American literature over the past one hundred and sixty years. It also employs several common techniques used to analyze a text. This approach can enhance the understanding and appreciation not only of American Literature, but of any text as well. (Fall of even years)

**ENG 2710 Introduction to Language**  
0 Lab 3 Lecture 3 Credits  
**Pre or Co-requisite:** A “C” or better in ENG 1060  

The purpose of the course is to provide an introduction to the field of linguistics and some of its various components, while simultaneously applying linguistic theory. The course will entail an examination of the nature of language, a definition of grammar, and an analysis of the components of language, using English as the example language. These components include morphology, syntax, semantics, phonetics and phonology; the course also includes an introduction to language acquisition and variation. (Spring)

**ENG 2950 Capstone in Writing**  
0 Lab 3 Lecture 3 Credits  
**Prerequisite:** ENG 2350  
**Co-requisite/Prerequisite:** BUS 2010  

The capstone course in the Associate of Arts, Creative Writing concentration, ENG 2950 draws on the four other courses comprising the concentration to provide students with
a unique and comprehensive professional experience for their creative efforts. Students will be focusing their writing on the genre or genres of their choice studied in ENG 1850, Introduction to Literature. They will hone their creative writing techniques in both ENG 1350, Creative Writing, and ENG 2350, Creative Writing II. Students will apply the information gained in BUS 2010, Publishing in the Arts, to submit for copyright and/or publication their own writing, while also publishing the Terra State Community College Journal of the Arts. (Pending)

ENG 2980  Cooperative Work Experience
1–4 Credits
Variable contact hours
A cooperative work experience is on or off campus paid employment which augments formal instruction in the technical writing curriculum. The experience is coordinated by the Cooperative Education Coordinator who visits the job site for a conference with the student and supervisor at least once per term. As part of this course the student must attend a cooperative education orientation. Please see Cooperative Education Standards and Guidelines, pages 49–50, for maximum number of credit hours awarded for cooperative work experience. (On Demand)

(FCH) FRENCH

FCH 1010  Conversational French I
0 Lab  3 Lecture  3 Credits
Introduction to the fundamentals of the French language, with an emphasis on speaking and listening skills. The vocabulary is geared towards travel and French culture. This course may transfer as an elective but will not generally fulfill a university language requirement. (On Demand)

FCH 1020  Conversational French II
0 Lab  3 Lecture  3 Credits
Prerequisite: FCH 1010
Further exploration of the French language through multiple approaches with continuing emphasis on speaking and listening. The vocabulary is geared towards travel and French culture. This course may transfer as an elective but will not generally fulfill a university language requirement. (On Demand)

FCH 1110  Beginning French I
0 Lab  3 Lecture  3 Credits
Introduction to French through multiple approaches with continuing emphasis on speaking, listening, reading and writing. Further development of communicative skills. Meets transfer requirements. (On Demand)

(FST) FINANCIAL SERVICES

FST 1100  Introduction to Financial Services
0 Lab  3 Lecture  3 Credits
Prerequisite: ACC 1100
This course examines the physical structure and different college and university options. The modules that allow students to choose some topics based on relevance for them. The modules will cover a variety of topics including, but not limited to, Financial Aid, Library Research, Study Skills / Stress and Time Management, Career Services / Advising / Planning and Finalizing your Degree, CAMS / Student Portal / e-portfolio, How to Be an Informed College Student, and the Adult Students. (All)

FST 2420  Finance
0 Lab  3 Lecture  3 Credits
Prerequisite: ACC 1100
This course is designed to help students make the transition to college life through introduction to college culture and facilities. Topics include: study skills, learning strategies, time management skills, memory techniques, test-taking strategies, goal setting, note-taking skills, stress management skills, and student responsibility. (Fall)

GEN 2600  Service Learning Seminar–Second Year Students
0 Lab  1 Lecture  1 Credit
This is a student-oriented, seminar-based course. Students are expected to pursue independent research and make presentations to the seminar group. Students will participate in a service learning project. This project may take more than one semester to complete and may be coordinated with another academic or technical class. Students will discuss various professional and graduate level degrees and different college and university options. This class will be graded S or U based on meaningful participation. (GEN1600/Spring: GEN2600/Fall)

(GEO) GEOGRAPHY

GEO 1110  World Regional Geography
0 Lab  3 Lecture  3 Credits
Prerequisite: College-level reading and writing skills
Survey of the regions of the world, concentrating on the relationship between culture and the physical environment. Includes development of resources, land masses and waterways. Students will study 21st century concepts of global geographic reality. (On Demand)

GEO 1200  Physical Geography
0 Lab  3 Lecture  3 Credits
Prerequisite: College-level reading and writing skills
This course examines the physical structure and processes of change on the earth’s surface including climate, landforms, water resources and biogeography. The course considers how the physical world conditions human choices. (On Demand)

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**GER) GERMAN**

**GER 120** Beginning German I  
0 Lab 3 Lecture 3 Credits  
An introduction to German through multiple approaches with an emphasis on speaking, focused on practice in conversing in German using simple idiomatic sentences on topics of everyday interest. (On Demand)

**GER 1220** Beginning German II  
0 Lab 3 Lecture 3 Credits  
A study of the German language with an emphasis on communication including continued practice in speaking, listening, reading and writing. The student's communicative skills will be strengthened through discussion of selected reading and cultural topics. (On Demand)

**(HIS) HISTORY**

**HIS 1010** Western Civilization I  
( Until 1700)  
0 Lab 3 Lecture 3 Credits  
The student will be introduced to the major trends in the development of Western culture. An emphasis will be placed on political, economical, social, religious and cultural achievements.

**HIS 1020** Western Civilization II  
(1700 to present)  
0 Lab 3 Lecture 3 Credits  
The student will be introduced to the major trends in the development of Western culture. An emphasis will be placed on political, economical, social, religious and cultural achievements. (Spring)

**HIS 1050** American History I  
( Until 1700)  
0 Lab 3 Lecture 3 Credits  
The student will be introduced to selected constitutional, intellectual, political and social developments that defined and shaped America in the periods between 1700 and 1890. (Fall).

**HIS 1060** American History II  
0 Lab 3 Lecture 3 Credits  
The student will be introduced to selected constitutional, intellectual, political and social developments that defined and shaped modern America in the periods between 1890 and 1980's. (Spring)

**HIS 1100** Ancient Asian Civilization  
0 Lab 3 Lecture 3 Credits  
Prerequisite: College level reading; Co-requisite(s): ENG 1020 or ENG 1050  
From the birth of their civilizations to the 1800's, this course will examine China, Japan and Korea, highlighting their cultural aspects (such as literature, architecture, music, religion) and their social and political developments. Of special interest is how each culture evolved and its influence on its people in order to possibly better understand today's Asian culture. Non-Western multicultural course. (Fall)

**HIS 1120** Modern Asian Civilization  
0 Lab 3 Lecture 3 Credits  
Prerequisite: College level reading; Co-requisite(s): ENG 1020 or ENG 1050  
Introduction to the history, civilization, political organization, international relations, social and economic patterns and cultural trends of China, Japan and Korea. Of particular interest will be how the three cultures adapted to change not only within their social and political structures but also how change influenced their literature, architecture or religion. Primary documents will be examined throughout the course to familiarize the student with Asian civilizations. Non-Western multicultural course. (Spring)

**HIS 1210** Local History  
0 Lab 3 Lecture 3 Credits  
A study of the development of Ohio through the examination of a local historical person, place and time and the impact of cultural and social diversities within these chosen areas. (Fall)

**(HIT) HEALTH INFORMATION TECHNOLOGY**

**HIT 1350** Health Data Management  
0 Lab 3 Lecture 3 Credits  
The student will be introduced to filing systems as well as the computer-based patient record (CPR). The student will study the policies and procedures required to collect, analyze, interpret, report, and maintain health care data. The student will perform clinical pertinent chart reviews and also be introduced to the internal and external requirements for establishing, operating, and maintaining various registers and registries. (Fall)

**HIT 1400** Introduction to Medical Coding  
0 Lab 3 Lecture 3 Credits  
Prerequisite: MED 2400  
Introduces proper ICD-9-CM and CPT-4 coding procedures. Emphasis is placed on coding rules, coding guidelines, and accurate matching of diagnosis and procedure codes for optimizing provider reimbursement. (Fall, Spring)

**HIT 1420** Pharmacology  
0 Lab 2 Lecture 2 Credits  
Prerequisite(s): BIO 1230 and 1235; HIT 1400; Co-requisite: HIT 1430  
This course will survey the major classification of drugs. The indications and contraindications for use will be presented. Emphasis will be placed on the correlation between drug therapy and disease. The student will be required to use various desk references efficiently. (Spring)

**HIT 1430** Pathophysiology  
0 Lab 3 Lecture 3 Credits  
Prerequisite(s): BIO 1230, HIT 1400, HIT 1420; Co-requisite: HIT 1420  
This course provides the student with an introduction to the pathophysiology of human disease including signs and symptoms, etiology, diagnosis, and treatment. Each anatomical system and associated pathological condition will be covered. Major disorders and diseases are described with the intention of providing information on a broad spectrum of diseases with one or more distinguishing features for each. Upon successful completion of this course, the student will have a basic understanding of human disease and will be able to apply this information to their health profession. (Spring)

**HIT 2450** ICD-9-CM Coding  
2 Lab 3 Lecture 4 Credits  
Prerequisite(s): BIO 1230, HIT 1350, HIT 1400  
The student will be introduced to the nomenclature and major classification and indexing systems in ICD-9-CM utilized in coding medical information. Laboratory experiences will emphasize the application of the related skills using codebooks and an encoder program. (Spring)

**HIT 2540** Health Record Law  
0 Lab 2 Lecture 2 Credits  
The student will be introduced to healthcare privacy, confidentiality, and legal and ethical issues. Emphasis will be placed on procedures for access, disclosure and tracking of protected health information. (Spring)

**HIT 2550** CPT-4 Coding  
2 Lab 3 Lecture 4 Credits  
Prerequisite(s): BIO 1240, HIT 1410, HIT 2450  
The student will be introduced to ambulatory coding and payment systems emphasizing CPT-4 coding. Laboratory experiences will emphasize the application of the related skills using codebooks and an encoder program. (Fall)

**HIT 2560** Clinical Data Analysis  
0 Lab 3 Lecture 3 Credits  
Prerequisite: HIT 2450 and BIO 1240  
The student will use a physician office management software program to practice various procedures such as patient registration, appointment scheduling, posting and editing data, insurance billing, and financial and administrative reporting. (Fall)

**HIT 2570** Quality Improvement in Health Care  
0 Lab 3 Lecture 3 Credits  
Prerequisite(s): HIT 2920 and HIT 2560  
The student will be introduced to procedures for facility-wide quality management and performance improvement programs. Emphasis will be placed on analyzing clinical data to identify trends that demonstrate healthcare quality, safety, and effectiveness. (Spring)

**HIT 2650** Medical Reimbursement  
0 Lab 3 Lecture 3 Credits  
Prerequisite(s): HIT 1400  
Students are introduced to systems used in outpatient and inpatient health care settings to obtain payment for health care services. A discussion of various third party payers will be presented as well as reimbursement methodologies used by these payers. Students are introduced to claims processing, posting payments and claims follow-up. (Spring)
HIT 2920  Professional Practice Experience I
14 Lab 0 Lecture 2 Credits
Prerequisite(s): All first year HIT classes
Students are assigned to area health care facilities to work under the supervision of facility personnel. Students will obtain exposure to actual working conditions and gain experience in various aspects of health information management services. (Fall)

HIT 2930  Professional Practice Experience II
14 Lab 0 Lecture 2 Credits
Prerequisite: HIT 2920
Students are assigned to area health care facilities to work under the supervision of facility personnel. Students will obtain exposure to actual working conditions and gain experience in various aspects of health information management services. (Spring)

(HPE) HEALTH AND PHYSICAL EDUCATION

HPE 1000  Physical Conditioning
2 Lab 0 Lecture 1 Credit
This includes both an overview of health and physical fitness with an individually designed physical conditioning protocol. Emphasis is upon a well-rounded package of objectives in the areas of body composition, flexibility, dynamic strength and endurance along with basic nutrition information. Course may be repeated up to three times for graduation. (All)

HPE 1010  Golf
0 Lab 1 Lecture 1 Credit
Skills and techniques for beginning golf. To include grip, stance and swing development; (full, pitching, chipping and putting). Safety and exercises for golfers. Lecture topics include; history of the game, rules, etiquette, equipment and club selection, golf vocabulary and scoring. (Fall, Spring)

HPE 1011  Physical Fitness for Law Enforcement
2 Lab 1 Lecture 2 Credits
This course is designed to enhance the student’s level of fitness, as well as to develop an understanding of wellness as it relates to police work and to develop an appreciation for a conditioned state of well-being. The class will include demonstrations, discussions and participation in all physical aspects of the requirements of the PT Cooper Standards. This class will incorporate periodic fitness assessments, strength, cardiovascular, and flexibility training. Additionally, concepts of nutrition will be covered. The student will be required to perform satisfactorily on the final fitness tests of the New Cooper Age and Gender Base Standards for Law Enforcement. (All)

HPE 1020  First Aid and Safety
2 Lab 1 Lecture 2 Credits
This course teaches the fundamentals of personal safety and emergency care for acute injury and illness prior to the arrival of professional assistance. It includes the American Heart Association Healthcare Provider level of Cardiopulmonary Resuscitation. (Fall, Spring)

HPE 1030  Horseback Riding
2 Lab 0 Lecture 1 Credit
The Western/English Horsemanship 100-Level Course is designed for the novice or beginner who has had little or no exposure to horses or riding. Students will learn horses and riding from the “ground-up” in which the very basics of horsemanship is taught. The instructor tries to match each student’s abilities with a specific horse while keeping in mind everyone’s safety is of the highest concern. All classes are conducted at Sanderson Stables. (All)

HPE 1031  Horseback Riding Level II
2 Lab 0 Lecture 1 Credit
The Western/English Horsemanship 200-Level Course is designed for the intermediate level rider who has mastered the 100 level skills and thus builds on those skills. The instructor tries to match each student’s abilities with a specific horse while keeping in mind everyone’s safety is of the highest concern. All classes are conducted at Sanderson Stables. (All)

HPE 1040  Running and Walking
2 Lab 0 Lecture 1 Credit
Prerequisite: Par-Q Questionnaire
(Satisfactory evaluation or better)
This course develops the proper techniques for walking and running. Students will enhance their walking and running performance. Students will understand the proper gait for both walking and running, as well as how the mind and body can benefit from a walk/run program. (Fall, Spring)

HPE 1050  Boot Camp
2 Lab 0 Lecture 1 Credit
Prerequisite: Par-Q Questionnaire
(Satisfactory evaluation or better)
Learn how a boot camp class is set up to utilize the body’s energy systems and gain knowledge of how to develop a multi-leveled boot camp class. Boot camp is a class that combines power, function, agility, speed, cardio, and interval training. Students will discover how the body systems work at different intensities and how different muscles are utilized in the different planes of movement. Students will be in a learning atmosphere while having fun. (Fall, Spring)

HPE 1060  Yoga
2 Lab 0 Lecture 1 Credit
Prerequisite: Par-Q Questionnaire
(Satisfactory evaluation or better)
Yoga can help make you feel healthier, to feel less beaten down by stress, to feel more alert and focused, to sleep better to gain muscle tone and flexibility, and to feel more alive and energetic. Emphasis is on the different backgrounds of Yoga. From beginner to intermediate, any person can benefit from learning the significance of the poses to how yoga flows. Find out how to balance the mind, body and spirit. Gain knowledge of yoga sequences, progressions, movements, breathing, and much more in this class. (Fall, Spring)

HPE 1070  Cycle
2 Lab 0 Lecture 1 Credit
Prerequisite: Par-Q Questionnaire
(Satisfactory evaluation or better)
In this course the student will understand and demonstrate the proper fit for an indoor cycling bike. The basics of a cycling class will be taught and implemented. Students will be able to recognize the different fitness intensities by learning about their target heart rate and gauging their target heart rate with the use of a heart rate monitor. They will know how to train in the correct heart rate zone for their age and body type. (Fall, Spring)

HPE 1080  Zumba
2 Lab 0 Lecture 1 Credit
Prerequisite: Par-Q Questionnaire
(Satisfactory evaluation or better)
This course teaches students the basics of Zumba. Zumba is an exhilarating, effective, easy-to-follow, Latin-inspired, calorie-burning dance exercise. Zumba combines fast and slow rhythms that tone and sculpt the body because it utilizes a balanced blend of cardio and muscle-toning techniques. Students will learn the three basic concepts of Zumba, the muscles used during this type of dancing, and the basic steps of Zumba. (Fall, Spring)

HPE 1090  Revamped 212°
2 Lab 0 Lecture 1 Credit
Prerequisite: Par-Q Questionnaire
(Satisfactory evaluation or better)
This 16-week circuit-style class utilizes hand weights, bands, steps, stability balls, medicene balls, and more. Enjoy a fun, fast-paced workout focusing on weight loss while improving overall health. Students will explore the role of different nutrients and exercise for health and well-being. Students will participate in weekly weigh-ins and learn about basic nutritional information, such as: essential nutrients, nutritional claims sorting fact from fiction, and food labels. (Fall, Spring)

(HSP) HOSPITALITY MANAGEMENT

HSP 1000  Introduction to Hospitality
0 Lab 2 Lecture 2 Credits
A survey of the interrelated industries that comprise the hospitality and tourism industry. (Fall)

HSP 1100  Food and Beverage Safety
0 Lab 2 Lecture 2 Credits
Students will be introduced to the essentials of food safety and sanitation. (Spring)

HSP 1150  Food and Beverage Operations
0 Lab 3 Lecture 3 Credits
Students develop a realistic understanding of day to day operations of a Food and Beverage
establishment. The student will be given an overview of the food and beverage operation, with an emphasis on kitchen, dining room and bar operations. Described within the course will be management functions, tools, and technology required in today's food and beverage industry. (TBD)

**HSP 1300 Lodging Operations**

0 Lab 3 Lecture 3 Credits

Explores how the lodging industry and the types of hotels in the industry operate. The student will be given an overview of the rooms division, with an emphasis on housekeeping and front office operations. Described within the course will be management functions, tools, and technology required in today's lodging industry. (TBD)

**HSP 2100 Food Preparation 1**

3 Lab 2 Lecture 3 Credits

Prerequisite: HSP 1100

A comprehensive understanding of basic food cookery, industry terminology, care and use of food service equipment. Sauces, soups, salads, entrees, side dishes, and desserts are discussed and prepared with an emphasis on food quality and safety, effective equipment use, work load planning and recipe standardization and presentation. (TBD)

**HSP 2130 Food Preparation 2**

3 Lab 2 Lecture 3 Credits

Prerequisite: HSP 2100

This course presents the practical application of terminology and techniques discussed in HSP 2100. Students develop skills and techniques used to prepare and present cold food. Students work on buffet displays and centerpieces as well as learning the value of wholesome ingredients and proper sanitation in the cold kitchen. Buffet pricing in today's market is also explored. (TBD)

**HSP 2150 Menu Engineering**

0 Lab 3 Lecture 3 Credits

Prerequisite: HSP 1150

Covers all aspects of menu development from customer demographics to kitchen capabilities, to cost cards and menu analysis. (TBD)

**HSP 2200 Event Management**

0 Lab 3 Lecture 3 Credits

Prerequisites: HSP 1150 and 2100

Students will learn how to design, plan, market, and stage an event. Also covered is how to manage staff, staffing problems and to ensure the safety of guests and staff. Students will also learn how technology, such as social media, can be utilized to improve the financial and environmental outcomes of their special events. (TBD)

**HSP 2980 Cooperative Work Experience**

3 Credits

A work experience on or off campus paid employment which augments formal instruction in the Hospitality curriculum. Includes 450 hours of work experience. As part of this course the student must attend a cooperative education orientation. Please see Cooperative Education Standards and Guidelines, pages 49–50, for maximum number of credit hours awarded for cooperative work experience. (Fall)

**Course Descriptions**

**HUM 1010 Critical Thinking**

0 Lab 3 Lecture 3 Credits

Prerequisite: College level reading and writing

This course is designed to enable students to understand and to evaluate the structure, content, and quality of arguments; to objectively analyze print and oral communication; to clearly communicate their positions about issues, supporting their positions with solid evidence; and to understand how critical thinking can be applied to decision-making in all areas of daily life. (All)

**HUM 1050 Introduction to Film**

0 Lab 3 Lecture 3 Credits

Introduction to Film is a course intended to introduce students to the elements and basic history of filmmaking. The basic technical aspects of filmmaking such as cinematography, editing, mise-en-scene will be examined. The different types of American films will be examined and discussed in relation to the historic periods from which they arose. (Fall, Spring)

**HUM 1200 Survey of World Religions**

0 Lab 3 Lecture 3 Credits

Prerequisite(s): College level reading and writing

World Religions is a general survey course that encompasses an historical investigation of the nature of religion by examining the major teachings, beliefs, and practices of the major world religions. The worldview, rituals, symbols, and sacred experiences of the following traditions will be considered: Hinduism, Buddhism, Jainism/Sikhism, Judaism, Christianity, and Islam. (Fall)

**HUM 1410 Introduction to Theatre**

0 Lab 3 Lecture 3 Credits

Prerequisite: College level reading and writing.

Co-requisite: ENG 1050 or Instructor Permission

An introductory class designed to study the art of theatre; heritage and contemporary values as a humanistic discipline and its importance as a social/cultural experience. It should be applicable to the humanities and arts general education requirements. (Fall, Spring)

**HUM 2010 Introduction to Humanities**

0 Lab 3 Lecture 3 Credits

Prerequisite: ENG 1060 completed with a “C” or better, or permission of the instructor.

Introduction to Humanities presents a study of the human condition in the framework of world cultures. Literature, history, and the fine arts (music and the visual arts) are the primary areas of investigation. Beginning with the earliest individuals and moving toward the present establishes a sequence that illuminates the shifting values of humankind over time. (All)

**HUM 2550 Shakespeare on Film**

0 Lab 3 Lecture 3 Credits

Co-requisite: ENG 1060

A survey of selected dramatic works of William Shakespeare in both written and film formats to include histories, comedies, and tragedies. At least one film or live production will be required outside of class time. Emphasis will be on critical analysis of theme, plot, conflict, mood, historical and cultural influences, the use of Renaissance English as an artistic medium, and how all that is transposed for our culture by film as an artistic medium. Online. (Fall)

**HUM 2900 Leading by the Humanities**

0 Lab 3 Lecture 3 Credits

Prerequisite: "C" or better in ENG 1060 and successful completion of 45 credit hours

A Humanities-based course integrating classical literature/philosophy, film, historical case studies, leadership theory, and group dynamic theory. Leading by the Humanities is designed to provide students with the opportunity to explore the concept of leadership and to develop and improve their leadership skills. Experiential exercises also enable students to understand the moral and ethical dimensions of leadership and their own leadership styles. The course provides the opportunity to develop essential leadership skills through study, observation, and application. Instructors will use a variety of pedagogical techniques that may include, but are not limited to, dialogue, experiential exercises, and shared-analysis of films and print texts, all of which integrate the humanities and the study of leadership. (Fall, Spring)

**LAC 2030 Basic Law Academy I**

FALL, SPRING

22 Lab 3 Lecture 14 Credits

Academy standards are set by the Ohio Peace Officers Training Commission. Areas covered include, but are not limited to: administration, legal, human relations, firearms, driving, investigation, traffic, patrol, civil disorders, unarmed self-defense, and first aid. After successful completion of both courses the student is then eligible to take the state examination for a police officer. Admission for the academy requires a felony clear background check, fingerprinting, and photograph by the Academy Commander. LAC 2030 and LAC 2040 must be taken consecutively.

**LAC 2040 Basic Law Academy II**

SPRING, SUMMER

12 Lab 1 Lecture 7 Credits

Prerequisite: LAC 2030

Academy standards are set by the Ohio Peace Officers Training Commission. Areas covered include, but are not limited to: administration, legal, human relations, firearms, driving, investigation, traffic, patrol, civil disorders, unarmed self-defense, and first aid. After successful completion of both courses the student is then eligible to take the state examination
for a police officer. Admission for the academy requires a felony clear background check, fingerprinting, and photograph by the Academy Commander. LAC 2030 and LAC 2040 must be taken consecutively.

(LAW) LAW

LAW 2420 Business Law
Prerequisite: College-level reading and writing
The development of the law and the legal process relating to financial and business matters and their application to modern society are studied. From this foundation, students work with the practical application of the law to everyday business and personal situations. Areas of the law such as employer/employee relations, contracts, landlord-tenant, personal injury liability and insurance are covered. (Fall, Spring)

(LEN) LAW ENFORCEMENT

LEN 1090 Psychoactive Drugs
A study of alkaloid drugs, i.e., alcohol, amphetamines, antidepressants, cocaine, designer drugs, inhalants, LSD, marijuana, nicotine, opiates, stimulants, and suppressants. Explores the impact of each drug on the brain and major bodily functions as pertaining to the effective dosage, margin of safety and their addictive properties. (Spring)

LEN 1100 Introduction to Criminal Justice
Prerequisite(s): College level reading and writing
This course addresses all components of the criminal justice system. Topics will include the philosophy and history of the criminal justice system; the origin and evolution of the system as well as current events; the process of a case as it progresses through the system; the mission, roles and strategies of policing; the impact of diversity in the system and individuals involved; and ethical issues in criminal justice. The MMPI assessment will be administered during this course. (Fall)

LEN 1210 Criminal Code
A study of the Ohio Criminal Code with emphasis on elements of crimes, frequently used terms, and interpretation of criminal statutes. (Spring)

LEN 1400 Policing
Co-requisite: LEN 1100
An overview of the evolution, structure and practices of policing in the U.S. Topics include: the evolution of policing in the United States; the roles and duties of law enforcement officers at the federal, state, and local levels; the different styles of policing (watchman, order-maintenance, etc.); various duties in police operations (patrol, investigation and administration); prob-

LEN 1700 Practicum
Prerequisite: LEN 1100 or permission of instructor
Students will find a law enforcement or criminal justice agency and work a minimum of 70 clock hours per semester hour. Work will be rotated among all appropriate task assignments and shifts. Instructors may have placement. (All Semesters)

LEN 2040 Investigation Techniques
Prerequisite: LEN 1100 or permission of instructor
A study in the field of Criminal Investigation emphasizing the understanding of the investigation process. The course focuses on developing theoretical and proven practical aspects of crime detection and solution. Commonly encountered crimes are discussed as well as associated crime characteristics. (Fall)

LEN 2090 Report Writing
Prerequisite: Successful completion of ENG 1020 or ENG 1050
A practicum in the writing of Law Enforcement case studies. Included are such topics as review of appropriate writing practices, note taking and report organization. Sample reports in police, probation, and corrections will be completed. (Fall)

LEN 2150 Community Relations
Prerequisite(s): LEN 1100 and PSY 1210 or permission of instructor
A study of the field of police and community relations emphasizing the police officer's role and influence in community relations. The impact of community tensions and conflict on the officer, the department, and the community. In addition the use of, and effect of, crime prevention programs to aid both the officer and the community will be included. (Spring)

LEN 2200 Corrections
Prerequisite: LEN 1100 or permission of instructor
An introduction to the history, principles, and practices of the corrections system. Topics include: the history of corrections; the function, purpose and jurisdiction of different forms of correctional facilities; the inmate care of prisons and that culture impact on the operations of the facility; effectiveness of different programs within community corrections; major constitutional rights and legal issues facing corrections; special populations and how the system addresses their needs; different sentencing practices and the impact on the system; philosophies and goals of corrections. (Fall)

LEN 2240 Psychology and the Criminal Justice System
Prerequisite: PSY 1210
An analysis of the classification and causes of crime and criminality along with the psychology of the corrections environment. Applied psychological principles will be utilized to explore various treatment strategies for offenders as well as coping skills for correction personnel. (Fall)

(MED) MEDICAL ASSISTING

MED 1110 Introduction to Medical Assisting
Prerequisite(s): HPE 1020 and MED 2400
Co-requisite: MED 1115
Orientation to the medical assisting field. Includes the profession of medical assisting, personal communication, and history of medicine, ethics, law, medical practice and specialties, basic concepts of asepsis, vital signs, and obtaining patient histories. (Fall)

MED 1115 Introduction to Medical Assisting Lab
Co-requisite: MED 1110
Laboratory skills will be demonstrated by faculty and will be followed by student independent practice, supervised practice, and skills competency. Topics of the lab align to the lecture course. (Fall)

MED 1200 Introduction to Physical Therapy
Prerequisite(s): Placement out or completion of all developmental coursework in reading, writing and math.
Co-requisite(s): ENG 1020 or 1050
The course explores the development of the physical therapy profession; examines physical therapy employment settings, current issues and challenges, and the PT/PTA relationship. This course also reviews statutes, policies and other standards governing the practice of physical therapy; discusses communication skills and documentation in the health care profession and physical therapy practice; provides fundamental knowledge of aseptic techniques and vital signs; and an introduction to musculoskeletal, neuromuscu-
lar, cardiopulmonary, pediatric and geriatric conditions relevant to physical therapy practice. (Fall, Spring)

MED 1300  Introduction to Medical Scribe
0 Lab  3 Lecture  3 Credits
This course is an introduction to the medical scribe responsibilities and job requirements. Throughout the course, the student will learn the primary function of a scribe, proper documentation of the interaction between the physician and the patient, keep an accurate and up-to-date record of the patient interaction in the electronic medical record system (EMR), learn how to inform the physician of diagnostic tests and work as a liaison between the physician and other staff members. (Fall)

MED 1315  Medical Scribe Lab
2 Lab  0 Lecture  1 Credit
Concurrent enrollment in MED 1300
Laboratory skills will be demonstrated by faculty and followed by student independent practice, supervised practice and competency testing. Topics of the lab align with the lecture course. (Fall)

MED 1400  Medical Office Management
0 Lab  3 Lecture  3 Credits
This course addresses all of the intricacies of managing the medical office. Focusing on both issues and skills, the course covers regulatory compliance, personnel management, front office management, appointment scheduling, medical records management, legal and ethical issues, issue policies and procedures, billing and collections, health insurance, quality improvement and risk management. (Fall, Spring)

MED 2400  Medical Terminology
0 Lab  3 Lecture  3 Credits
Emphasis is placed on nomenclature, medical vocabulary, pronunciation, spelling, and definitions. Introduction of medical root words, prefixes, and suffixes used as the basis for building a sound medical and professional vocabulary are studied. (Fall, Spring)

MED 2510  Medical Transcription and Voice Recognition
2 Lab  2 Lecture  3 Credits
Prerequisite(s): MED 2400, BIO 1200 and OAD 1150
Medical Transcription is a foundation course that introduces the student to the medical transcription process and utilization of voice recognition in creating a patient's medical record. The student will begin to master medical transcription using authentic physician dictation to transcribe various medical reports and will edit reports previously created utilizing voice recognition. (Fall, Spring)

MED 2600  Medical Billing
0 Lab  3 Lecture  3 Credits
Prerequisite: HIT 1400—Introduction to Medical Coding
A study of the medical office procedures performed in the doctors' offices, clinics, and hospitals. Emphasis is placed on proper medical billing, maintaining patient billing records and payment collection techniques. (Spring)

MED 2640  Medical Assisting Procedures I
0 Lab  2 Lecture  2 Credits
Prerequisite(s): MED 1110, MED 1115, Co-requisite: MED 2645
This course focuses on assisting the physician with various types of examinations and procedures, assisting the patient with the use of ambulatory aids and equipment, cleaning and dressing of wounds, laboratory equipment and procedures, and the collection, processing, and testing of various specimens. (Spring)

MED 2645  Medical Assisting Procedures I Lab
2 contact hours  1 credit
Laboratory skills will be demonstrated by faculty and will be followed by student independent practice, supervised practice, and skills competency. Topics of the lab align to the lecture course. (Spring).

MED 2670  Medical Assisting Procedures II
0 Lab  2 Lecture  2 Credits
Prerequisite(s): MED 2640, MED 2645 Co-requisite: MED 2675
This course focuses on principles of pharmacology, drug administration, diagnostic testing, collection, processing, nutrition, and testing of various blood specimens with emphasis on phlebotomy. (Fall)

MED 2675  Medical Assisting Procedures II Lab
2 Lab  0 Lecture  1 credit
Laboratory skills will be demonstrated by faculty and will be followed by student independent practice, supervised practice, and skills competency. Topics of the lab align to the lecture course. (Fall).

MED 2901  Medical Work Experience
0 Lab  0 Lecture  1 Credit
100 work hours; Prerequisite: Second-year standing
The student participates in an intern/work experience program for 10-20 hours per week. Each week the student summarizes duties, equipment used, references used, and self-assesses performance. The supervisor and instructor work with the student in developing positive progress and performance. Students are encouraged to pursue employment in their area of study. (Fall, Spring)

MED 2902  Medical Work Experience
0 Lab  0 Lecture  2 Credits
200 work hours; Prerequisite: Second-year standing
The student participates in an intern/work experience program for 10-20 hours per week. Each week the student summarizes duties, equipment used, references used, and self-assesses performance. The supervisor and instructor work with the student in developing positive progress and performance. Students are encouraged to pursue employment in their area of study. (Fall, Spring)

MED 2920  Clinical Training for Medical Scribe
0 Lab  0 Lecture  1 Credit
Prerequisites: MED 1300 and 1315
Students are assigned to area health care facilities for 48 hours to work under the supervision of facility personnel. Students will obtain exposure to actual working conditions and gain experience in various aspects of the Medical Scribe field.

MED 2980  Directed Practice Hour
1 Credit; Prerequisite: EBE 2980
An off-campus externship within an ambulatory health care setting. The experience is coordinated by the Medical Assisting Practicum Coordinator who visits the externship site for a conference between the student and the preceptor at least once throughout the externship. A minimum of 160 unpaid hours must be documented. The student must perform administrative and clinical procedures within the Medical Assistant's scope of practice. All coursework must be completed with a “C” or better upon entering into externship. The externship must be completed prior to graduation. (On Demand)

(MFG/MET) MANUFACTURING ENGINEERING

MFG 1020  Safety
2 Lab  0 Lecture  1 Credit
This is a self-paced, video-based course for students who will be working in manufacturing. Topics covered are electrical safety, hazardous communication, fire safety, first aid, forklift certification, lockout/tagout, back safety, and general industrial safety. (Fall, Spring, Summer)

MFG 1080  Materials
0 Lab  3 Lecture  3 Credits
Materials is the study of basic metallurgical principles and their relationship to the following processes: welding, machining, forming, heat treating, and finishing of ferrous and non-ferrous metals. In addition to metals, ceramics, polymers, and composites will be examined. The course serves the needs of manufacturing technology students, including apprentices. (Fall, Spring)

MET 1040  Introduction to Hand and Power Tools
3 Lab  0 Lecture  1 Credit
Hand and portable power tool operation, precision measuring techniques, abrasives, fasteners and various material joining systems. (Fall)

MET 1130  Introduction to Machining Processes
0 Lab  2 Lecture  2 Credits
An entry level course in machine tool operations. Drilling, turning, milling and grinding are
covered along with measurement and the use of precision tools. The safe operation of machine tools is stressed. (Fall, Spring, Fall 8-week)

**MET 1140 Introduction to Machining Processes Lab**  
2 Lab 0 Lecture 1 Credit  
Co-requisite: MET 1130

Measurement exercises and machining projects are used to apply the knowledge gained in MET 1130. (Fall, Spring, Fall 8-week)

**MET 1230 Advanced Machining Processes**  
0 Lab 2 Lecture 2 Credits  
Prerequisite: MET 1130; Co-requisite: MTH 1150

A continuation of MET 1130 which includes further study of turning, milling, and grinding. Also included are studies of cutting fluids, carbide tools, EDM and properties and testing of metals. (Spring)

**MET 1240 Advanced Machining Processes Lab**  
4 Lab 0 Lecture 2 Credits  
Prerequisite: MET 1140; Co-requisite: MTH 1150

A continuation of MET 1130 which includes further study of turning, milling, and grinding. Also included are studies of cutting fluids, carbide tools, EDM and properties and testing of metals. Laboratory projects designed to apply and reinforce topics covered in MET 1230. (Spring)

**MET 1320 CNC I**  
2 Lab 2 Lecture 3 Credits  
Prerequisite: MET1130/1140 or ROB 1020

An introduction to computer numerical control (CNC) practices, equipment, setup and programming. This course will concentrate on both mills and lathes. Manual programming methods will be taught in this course for both types of machines. A series of lab projects are included to enhance the material covered in MET 1320. (Fall 8-week or Spring)

**MET 1340 Advanced CNC Lathe**  
2 Lab 2 Lecture 3 Credits  
Prerequisite(s): MET 1320

An advanced course on the setup and programming of a CNC lathe and Wire EDM. The programming will be via G and M codes. Concepts such as tool nose radius offsets, tool offsets, tool setting, work shifts, turning speeds and feeds, threading, grooving, and turning will be examined. There will also be lecture on electronic discharge technology and terms. A series of lab projects are included to enhance the material covered in MET 1340. (Spring)

**MET 1780 Tool and Die Making**  
4 Lab 2 Lecture 4 Credits  
Prerequisite(s): MET 1230 and 1240

This course examines tool design methods from the problem statement through analysis and research to tentative finish design solutions. Various ferrous and non-ferrous metals and the theory of heat-treating will be examined. An in-depth study of gage designs including fixed, indicating, and automatic will be presented. The design of drill jigs and the construction of fixtures for vise, lathe, grinding and milling will be discussed. (On Demand)

**MET 2110 Statics**  
0 Lab 3 Lecture 3 Credits  
Prerequisite: MTH1130

This course begins with a discussion of basic statics, an analysis of forces acting on rigid bodies in equilibrium. Studies include: forces as vectors, free body diagrams, conditions of equilibrium, centroid and moment of inertia. Applications of mechanical design are emphasized. (Fall)

**MET 2150 Strength of Materials**  
2 Lab 2 Lecture 3 Credits  
Prerequisite: MET2110

This course covers mechanics of materials, analysis and design members subjected to various combinations of loading. Studies include: stress and strain, beams, and members in torsion. CAD software will be utilized to perform FEA (finite element analysis) on models and assemblies. (Spring)

**MET 2200 Hydraulics**  
2 Lab 2 Lecture 3 Credits  

An introductory course in fluid power fundamentals providing a study of system components including pumps, cylinders, valves, compressors, air conditioning equipment and fluids. Symbols of both hydraulics and pneumatics will be explained and utilized in the various circuit analyses. The students will perform lab work to enhance the theory explanations. (Fall, Spring)

**MET 2210 Machine Design**  
0 Lab 3 Lecture 3 Credits  
Co-requisite: MET 2150

An investigation of the various aspects of a mechanical design. The course combines the theory and calculations of the mechanical components with an investigation of the procedures and practices involved in performing a mechanical design. The student will be required to complete a comprehensive design as part of the course. The student will be responsible for not only completing the design but also preparing and delivering the design proposal or presentation to the customer. In the procedures and practices of performing a mechanical design the studies include: problem statements, need and function analysis, project planning. Gantt charts, risk analysis and communications with the customer. In the theory and calculations of a mechanical component, the items to be examined will include: belts, chains, clutches, bearings, gears, shafting, columns, and tolerances and fits. (Spring)

**MET 2370 Advanced CNC Mills**  
2 Lab 2 Lecture 3 Credits  
Prerequisite: MET 1320

A continuation of the material presented in MET 1320, with an emphasis on milling machines. This course will utilize both 3 axis and 4 axis vertical CNC milling machines advanced programming concepts, setups, tooling and machining methods. A series of lab projects are included to enhance the material covered in MET 2370. (Spring)

**MET 2500 CAM Programming**  
2 Lab 2 Lecture 3 Credits  
Prerequisite(s): CAD 1110, MET 1320

An introduction to CAM programming. This course will begin with basic 2D profiles utilizing CNC milling and CNC lathe programming. It will continue through importing 3D models and applying toolpaths. This course will stress the interworkings between the CAD/CAM system and CNC. Topics will include pre-job planning, job setup, machining considerations, documentation, cutter compensation and post processors. A series of lab projects are included to enhance the material covered in MET 2500. (Spring)

**MET 2600 Mechanical Power Transmission**  
2 Lab 2 Lecture 3 Credits  
Prerequisite: MTH 1150

This course covers all aspects of power transmission as it relates to typical components such as belts, gears, couplings, shafts, etc. The fundamental physics of power transmission is also discussed. (Fall)

**MET 2620 Hydraulics II**  
2 Lab 2 Lecture 3 Credits  
Prerequisite: MET 2200

A study of electrical controlled hydraulic and pneumatic directional, pressure and flow control valves. Emphasis on electrical, hydraulic and pneumatic symbols and system diagrams. This course will cover component identification, theory of operation, print reading, installation and troubleshooting of electrical controlled hydraulic and pneumatic systems. (On Demand)

**MET 2900 Manufacturing Capstone**  
1–3 Credits  

Prerequisite: Students must be in their last semester or receive instructor’s permission.

Students will work with faculty to choose a project that includes: planning and designing a project, estimate materials and costs, purchase materials and construct the project. Student and instructor will hold frequent conferences to plan and implement the project. During the planning stage, student will create a time line and follow the schedule as part of the capstone project. A final report will be written and presented using current computer technology and conform to industrial and governmental standards. (Spring)

**MET 2980 Cooperative Work Experience**  
1–4 Credits  
Prerequisite: EBE 2980

A cooperative work experience is on or off campus paid employment which augments formal instruction in the Mechanical curriculum. The experience is coordinated by the Cooperative Education Coordinator who visits the job site for a conference with the student and supervisor at least once per semester. As part of this course the student must attend a cooperative education orientation.
Please see Cooperative Education Standards and Guidelines, pages 49–50, for maximum number of credit hours awarded for cooperative work experience. (On Demand)

(MGT) MANAGEMENT

MGT 1190 Management
0 Lab  3 Lecture  3 Credits
Basic principles of management and their application to modern organizations with an emphasis on quality. Included is an overview of the planning, organization, staffing, leading, and control functions of management, and the importance of these functions for successful quality management. (All)

MGT 1210 Human Resource Management
0 Lab  4 Lecture  4 Credits
Prerequisite: College-level reading required.
The impact of internal and external environments upon the activities of a human resource manager. Special topics include job design, job analysis, human resource planning and recruitment, interviewing, resume writing, affirmative action, coverage of discrimination laws, training and development, performance appraisal, employee compensation, safety and health, and discipline in the work place. The course also emphasizes labor relations and collective bargaining. (Spring)

MGT 1250 Leadership Development
0 Lab  3 Lecture  3 Credits
This course is designed to develop leadership skills that are compatible with Quality Management philosophies, concepts and application. The student is invited to participate in a variety of cases and exercises to enhance interpersonal skills for leadership. This course will present the student with numerous opportunities for continuous improvement in Leadership Development. Building self-esteem, self-motivation, and self-discipline will be emphasized. Oral and written communication skills will be utilized extensively to improve interpersonal skills. (Fall, Spring)

MGT 1300 Effective Teams and Processes
0 Lab  4 Lecture  4 Credits
Placement into MTH 1310
This course is designed to introduce the learner to systematic team building and process improvement techniques that are used in business, education and health care throughout the world. The learner will use team processes which are governed by the use of effective meeting tools, problem solving and planning tools. The course includes opportunities for the use of TQM practices and the use of virtual group technology and projects. (Fall)

MGT 2200 Customer Service and Auditing
0 Lab  3 Lecture  3 Credits
This course introduces the student to customer service management concepts. Vital to the focus on the customer is the area of customer satisfaction. Methods to determine the satisfaction level of customers will be discussed as well as assurance and auditing practices in use in business and industry. Quality standards used in the world today, including ISO-9000, QS-9000, and the Malcolm Baldrige Quality Award will be examined.

MGT 2560 Small Business Development
0 Lab  4 Lecture  4 Credits
Prerequisite: MRT 1010 and/or MGT 1190
This course incorporates the discussion of concepts in the start-up of a small business (including the various types and forms of a typical small business, the importance of location, the major legal forms and considerations, the financial and inventory requirements, and the pertinent marketing activities of a business) along with the simultaneous development of a comprehensive business plan based on these studies including initial financial requirements and site evaluations. (Fall)

MGT 2650 Organizational Behavior
0 Lab  3 Lecture  3 Credits
A study that focuses on the whole culture of an organization. Study of beliefs, attitudes, values, motivation, leadership, performance, communications and their relationship to structure, people, technology, and the influence that external systems place upon organizations, as related to job satisfaction. (Fall, Spring)

MGT 2670 Business Ethics
0 Lab  3 Lecture  3 Credits
A comprehensive text and case study approach to business applications of ethical practices (including both managerial and marketing strategies) and emerging proactive approaches to social responsibility by quality-driven organizations in today's global climate. Course considerations include historic, current, and future trends as well as "true cost" considerations and the impact on management, employees, consumers, and the marketplace. (Spring)

MGT 2900 Management Capstone
1–3 Credits
Prerequisite: Fourth semester status or permission of instructor
A research study in management to be chosen by the student and approved by the instructor. Students will prepare a formal written research project, as well as present it orally. Frequent conferences will be held between student and instructor. The student is encouraged to begin his/her theme development in the first year of study. (Spring)

MGT 2980 Cooperative Work Experience
1–3 Credits
Prerequisite: EBE 2980
A cooperative work experience is on or off campus paid employment which augments formal instruction in the Business Management curriculum. The experience is coordinated by the Cooperative Education Coordinator who visits the job site for a conference with the student and supervisor at least once per term. As part of this course the student must attend a cooperative education orientation.

Please see Cooperative Education Standards and Guidelines, pages 49–50, for maximum number of credit hours awarded for cooperative work experience. (On Demand)

(MRT) MARKETING

MRT 1010 Marketing
0 Lab  3 Lecture  3 Credits
Co-requisite: ECO 2020
An introduction of contemporary marketing, consumer motivation and behavior, marketing institutions, channels of distribution, marketing research, coordinating the product, price, place, and promotion within the context of a marketing strategy. (Fall, Spring)

MRT 1110 Principles of Selling
0 Lab  3 Lecture  3 Credits
Provides an overview of the selling process. Students investigate the psychological aspects of persuasion and influence. Methodologies that incorporate analyses of audience, situation, and purpose are evaluated. The application of effective strategies for sales, product introduction, and advocacy for a position are emphasized. (Spring)

MRT 1140 Advertising
0 Lab  3 Lecture  3 Credits
Purpose of advertising, aspects of social and economic influence on the overall marketing process, idea visualization, and the media plan, including the cost and results expected. Management planning and control of advertising. (Spring)

MRT 1301 Public Relations
0 Lab  3 Lecture  3 Credits
A practical applied approach to thinking and writing in the context of public relations. Emphasis is on the role of all employees in a public relations program, both formal and informal. The actual organization of programs and events is studied. The developing of related promotional materials and plans for implementation are cornerstones of the course. Includes the creation of a position paper. (Fall)

MRT 2131 Retail Management
0 Lab  3 Lecture  3 Credits
Functions and concepts of the retail organization. Policies and procedures in planning, pricing, layout, buying, and services. (Fall)

MRT 2600 Marketing Research
0 Lab  3 Lecture  3 Credits
Presents basic research methods entailing procedures, questionnaire design, data analysis, and effectively communicating research results in the field of marketing. (Fall)

MRT 2610 Internet Marketing
0 Lab  3 Lecture  3 Credits
Provides an introduction to the Internet as a marketing strategy. Students investigate and evaluate various marketing and communication strategies and tactics for the World Wide Web. Emphasis is placed on critical evalu-
tion skills as well as Web site planning, development, design, and other factors which contribute to a Web site's success. (Spring)

MRT 2620  Marketing Management
(Capstone)
0 Lab  3 Lecture  3 Credits
Prerequisite: MRT 1010 or permission of instructor
Serves as a capstone course to allow the student to apply marketing skills acquired in previous coursework toward the preparation of a complete marketing plan. Working in teams, students will research and develop a complete marketing plan, which includes an industry and market analysis, preparation of a market strategy and presentation of the marketing plan. (Spring)

(MTH) MATHEMATICS

MTH 0120  Math Skills
0 Lab  3 Lecture  3 Credits
Self-paced, multi-level course stressing basic arithmetic and pre-algebra skills. Topics include operations on whole numbers, fractions, mixed numbers, decimals, and integers; percents; ratio and proportion; evaluation of variable expressions; solution of equations; translation of sentences into equations; and applications to personal finance. The student is tested and placed in the program according to individual mathematical achievement. (All)

MTH 0140  Basic Algebra
0 Lab  4 Lecture  4 Credits
Prerequisite: Placement Testing
Introduction to algebra. Topics include order of operations; algebraic notation and expressions; operations with integer exponents; evaluation of formulas; conversion to and from metric units; conversion to and between scientific and engineering notation; solution and graphing of linear equations and inequalities; solution of systems of linear equations; solution of word problems; and factorization of polynomials. Graphing calculator required. (All)

MTH 1110  Business Math
0 Lab  4 Lecture  4 Credits
Prerequisite: Placement Testing
Applications of mathematics to finance. Topics include checking account management; discount; markup and markdown; simple and compound interest; annuities; payroll; annual percentage rate and effective rate; depreciation by various methods; financial statements; taxes; stocks and bonds; and basic measures of central tendency. (Fall, Spring)

MTH 1150  Math for the Trades
0 Lab  4 Lecture  4 Credits
Prerequisite: Placement Testing
Applications of mathematics to skilled trades. Topics include operations on fractions and decimals; ratios and proportions; percents; measurement in and conversion between customary and metric units; operations with signed numbers; algebraic notation and expressions; scientific and engineering notations; and conversion between notations; expression of answers using significant digits; solution of equations; and practical applications of plane geometry and right-triangle trigonometry. Graphing calculator required. (Fall, Spring, Summer)

MTH 1310  Intermediate Algebra
0 Lab  4 Lecture  4 Credits
Prerequisite: "C" or better in MTH 0140 or Placement Testing
Continuation of algebra; proficiency with topics in MTH 0140 is assumed. Topics include factorization of polynomials; operations with rational expressions, rational exponents, radical expressions, and complex numbers; simplification of rational, radical, and logarithmic expressions; solution of problems involving ratio and variations; solution of quadratic, rational expression, radical, exponential, logarithmic, and absolute value equations; solution of linear and absolute value inequalities; and evaluation of polygonal, rational, radical, exponential, and logarithmic functions. Graphing calculator required. (All)

MTH 1320  Intermediate Trigonometry
0 Lab  3 Lecture  3 Credits
Prerequisite: "C" or better in MTH 1310
Introduction to trigonometry. Topics include angular measure in degrees and radians; definition, evaluation, operations with, and graphing of trigonometric functions and their inverses; solution of right triangles and oblique triangles; verification of trigonometric identities; operations with vectors; and graphs in and conversion between rectangular and polar coordinates. Graphing calculator required. (All)

MTH 2010  Statistics
0 Lab  4 Lecture  4 Credits
Prerequisite: "C" or better in MTH 1310
Introduction to descriptive and inferential statistics. Topics include calculation of measures of central tendency and dispersion; calculation of event probability; calculations using counting techniques including combinations and permutations; study of binomial, Poisson, and normal probability distributions; study of frequency and relative frequency distributions; population parameter estimation; confidence interval estimation; hypothesis testing; analysis of variation; chi-square analysis; correlation and regression analysis; and quality control. Graphing calculator required. (All)

MTH 2310  College Algebra
0 Lab  3 Lecture  3 Credits
Prerequisites: A grade of "C" or better in MTH 1310, or a satisfactory placement exam score (COMPASS Trigonometry 26, ACT 27).
Combination of algebra and trigonometry in preparation for a calculus sequence; proficiency with topics in MTH 0140, MTH 1310, and MTH 1320 is assumed. Topics include solution of absolute value equations and inequalities; exponential and radical equations; location of zeroes of polynomials; function notation, domain and range, and operations; synthetic division and remainder theorem of polynomials; definition, evaluation, and operations with exponential, logarithmic, trigonometric, and inverse-trigonometric functions; evaluation and graphing of functions; angular measure in degrees and radians; verification of trigonometric identities; operations on sequences and series; vector operations and applications; implications of the binomial theorem; solution of systems of simultaneous equations; operations on matrices and Cramer's Rule; graphs of conics and parametric and polar equations; partial fraction decomposition; and applications. Graphing calculator required. (Fall, Spring)

MTH 2341  Precalculus
0 Lab  5 Lecture  5 Credits
Prerequisites: A grade of "C" or better in both MTH 1310 and MTH 1320, or a satisfactory placement exam score (COMPASS Trigonometry 26, ACT 27).
Continuation of algebra and trigonometry in preparation for a calculus sequence; proficiency with topics in MTH 0140, MTH 1310, and MTH 1320 is assumed. Topics include solution of absolute value equations and inequalities; exponential and radical equations; location of zeroes of polynomials; function notation, domain and range, and operations; synthetic division and remainder theorem of polynomials; definition, evaluation, and operations with exponential, logarithmic, trigonometric, and inverse-trigonometric functions; evaluation and graphing of functions; angular measure in degrees and radians; verification of trigonometric identities; operations on sequences and series; vector operations and applications; implications of the binomial theorem; solution of systems of simultaneous equations; operations on matrices and Cramer's Rule; graphs of conics and parametric and polar equations; partial fraction decomposition; and applications. Graphing calculator required. (Fall, Spring)

MTH 2411  Applied Calculus
0 Lab  4 Lecture  5 Credits
Prerequisite(s): A grade of "C" or better in MTH 2310, a grade of "C" or better in MTH 2351, and either MTHT 1320 or one-semester course in high school trigonometry, or a satisfactory placement exam score (COMPASS Trigonometry 26, ACT 27).
A course in differential and integral calculus.
with application to life and social sciences. Topics include function regression and modeling; limits and continuity; definition and evaluation of derivatives; higher order derivatives; applications of the derivative to graphing and optimization; implicit differentiation and related rates; definition, differentiation, and applications of exponential and logarithmic functions; definition and evaluation of definite and indefinite integrals; applications of the integral to economics; symbolic and numerical techniques of integration; improper integrals and applications; and solution and application of differential equations. Graphing calculator required. (Spring)

MTH 2510 Calculus and Analytic Geometry I

0 Lab 5 Lecture 5 Credits
Prerequisite(s): "C" or better in MTH 2320 or MTH 2310, or four years of college-prep mathematics (or equivalent) and placement testing
Part one of a three-part sequence in differential and integral calculus. Topics include a review of algebra; introduction to logic and proof; formal definition and evaluation of limits; determination of continuity; the Intermediate Value Theorem, definition and evaluation of derivatives; implicit differentiation; applications of differentiation to rates of change, graphing, optimization, estimation, and related rates; the Mean Value Theorem; definition and evaluation of definite and indefinite integrals; the Fundamental Theorem of Calculus; numerical integration; and applications of integration to area, volume, arc length, center of mass, and physics concepts. Graphing calculator required. (Fall)

MTH 2520 Calculus and Analytic Geometry II

0 Lab 5 Lecture 5 Credits
Prerequisite(s): Completion of MTH 2510 with a "C" or better, or "4" or better on the Advanced Placement Calculus AB or Calculus BC exam
Part two of a three-part sequence in differential and integral calculus. Topics include derivatives and integrals of transcendental functions; symbolic and numerical integration techniques; evaluation of improper integrals; analytic geometry in the plane; operations on sequences and series; and applications. Graphing calculator required. (Spring)

MTH 2530 Calculus and Analytic Geometry III

0 Lab 4 Lecture 4 Credits
Prerequisite: "C" or better in MTH 2520
Part three of a three-part sequence in differential and integral calculus. Topics include operations and applications of vectors; calculus of vector-valued functions; analytic geometry in space; derivatives of functions of several variables; partial derivatives; multiple integrals; and applications. Graphing calculator required. (Fall)

MTH 2610 Linear Algebra

0 Lab 3 Lecture 3 Credits
Prerequisite: "C" or better in MTH 2530
Introduction to linear algebra. Topics include solution of systems of linear equations by various methods; operations on matrices; representations of and operations on vectors; properties of vector spaces; computation of matrix determinants, eigenvalues, and eigenvectors; properties of and operations on linear transformations; and applications. Graphing calculator required. (Spring)

MTH 2630 Differential Equations

0 Lab 3 Lecture 3 Credits
Prerequisite: "C" or better in MTH 2530
Introduction to ordinary differential equations. Topics include solution methods for general equations of low order and linear differential equations; numerical solution methods; series solution methods; Laplace transforms; and physical applications. Graphing calculator required. (Spring)

(MUS) MUSIC

MUS 0910 Foundations of Music

0 Lab 3 Lecture 3 Credits
Prerequisite(s): Placement (by in-house placement instrument)
This course introduces the fundamental concepts of music necessary for students to begin an intensive study of the structure of music. Examines, through analysis and application, the beginning rudiments of music theory and ear training skills. Begins with studies in fundamental music notation and concludes with basic harmonization techniques. (All)

MUS 1010 Music Appreciation

0 Lab 3 Lecture 3 Credits
Prerequisite(s): MUS 0910; Placement (by in-house placement instrument)
Study of history and literature of music from early history through the 20th century. Integrates the study of music history and literature with related art forms and social contexts. Designed for non-music majors. (All—Distance course only)

MUS 1031 Music Business I

0 Lab 3 Lecture 3 Credits
This course is a survey of the music industry with emphasis on careers in arranging and publishing, performing and recording, manufacturing production and sales. This course consists of both lecture and real-life applications. (Fall)

MUS 1040 Professional Seminar

2 Lab 0 Lecture 1 Credit
Prerequisite: MUS 1210 and MUS 1240; Co-requisite: MUS 1410 and 1420
Continuation of an intensive study of the structure of music of the Common Practice period. Examines, through analysis and composition, the musical practice of the late 17th and early 18th centuries. (Fall, Spring)

MUS 1210 Music Theory I

0 Lab 3 Lecture 3 Credits
Prerequisite: Music placement exam or MUS 0910; Co-requisite: MUS 1410 and 1420
Beginning an intensive study of the structure of music of the Common Practice period. Examines, through analysis and composition, the musical practice of the late 17th and early 18th centuries. (Fall, Spring)

MUS 1220 Music Theory II

0 Lab 3 Lecture 3 Credits
Prerequisite: MUS 1210 and MUS 1240; Co-requisite: MUS 1250 and 1420
Continuation of an intensive study of the structure of music of the Common Practice period. Examines, through analysis and composition, the musical practice of the late 17th, 18th, and 19th centuries. (Fall, Spring)

MUS 1240 Aural Skills I

2 Lab 0 Lecture 1 Credit
Prerequisite: Music placement exam or MUS 0910
Develops skills in sight singing and melodic, harmonic, and rhythmic dictation and detection. Integrates and puts into practice concepts of Music Theory. (Fall, Spring)

MUS 1250 Aural Skills II

2 Lab 0 Lecture 1 Credit
Prerequisite: MUS 1240
Continues to develop skills in sight singing and melodic, harmonic, and rhythmic dictation and detection. Integrates and puts into practice concepts of Music Theory. (Fall, Spring)
MUS 1300 Choral Society
2 Lab  0 Lecture  1 Credit
Rehearsal and public performance of choral literature from a variety of musical periods and styles. Open to singers ages 14 through adult and of all levels of musical experience. Community and student organization based ensemble. (Fall, Spring)

MUS 1315 Harp Ensemble
2 Lab  0 Lecture  1 Credit
Prerequisite: Consent of Instructor
A select ensemble of harp musicians rehearsing and performing traditional and contemporary musical styles. Membership by audition or instructor’s consent. (Fall, Spring)

MUS 1330 Brass Choir
2 Lab  0 Lecture  1 Credit
Prerequisite: Consent of Instructor
Rehearsal and public performance of brass literature from a variety of musical periods and styles. Open to brass players on trumpet, french horn, trombone, baritone/euphonium, and tuba. Membership by instructor’s consent. (Fall, Spring)

MUS 1350 Jazz Ensemble
2 Lab  0 Lecture  1 Credit
Prerequisite: Consent of Instructor
Rehearsal and public performance of jazz music. (Fall, Spring)

MUS 1355 Jazz Combo
2 Lab  0 Lecture  1 Credit
Prerequisite: Consent of Instructor
A select ensemble of musicians rehearsing and performing music in traditional and contemporary jazz styles, with focus in improvisation and arranging. Membership by audition or instructor’s consent. (Fall, Spring)

MUS 1360 Guitar Ensemble
2 Lab  0 Lecture  1 Credits
Rehearsal and public performance of guitar literature in a variety of musical periods and styles. Membership by instructor’s consent. (Fall, Spring)

MUS 1365 String Ensemble
2 Lab  0 Lecture  1 Credit
Prerequisite: Consent of Instructor
Rehearsal and public performance of string music in a variety of styles. (Fall, Spring)

MUS 1370 Contemporary Music Ensemble
2 Lab  0 Lecture  1 Credit
Prerequisite: Consent of Instructor
A select group of musicians rehearsing, arranging, and performing music on contemporary instruments in a variety of styles. (Fall, Spring)

MUS 1380 Arts Chorale
2 Lab  0 Lecture  1 Credit
Rehearsal and public performance of advanced choral literature from a variety of musical periods and styles. Membership by audition. (Fall, Spring)

MUS 1390 State of the Art
2 Lab  0 Lecture  1 Credit
A highly select group of student singers. Rehearsal and public performances of vocal music in musical theater, jazz, pop, and contemporary vocal styles. Membership by audition. (Fall, Spring)

MUS 1400 Diction for Singers
2 Lab  1 Lecture  2 Credits
Prerequisite: Consent of Instructor
Techniques for singing and speaking, including anatomy and physiology, breathing, diction, and repertoire in a variety of styles. (Fall)

MUS 1410 Class Piano I
2 Lab  0 Lecture  1 Credit
Prerequisite: MUS 1210
Instruction in keyboard skills including technique, sight reading, harmonization, improvisation, and transposition. Integrates and incorporates Music Theory concepts. (Fall, Spring)

MUS 1420 Class Piano II
2 Lab  0 Lecture  1 Credit
Prerequisite: MUS 1410
Continued instruction in keyboard skills including technique, sight reading, harmonization, improvisation, and transposition. Integrates and incorporates Music Theory concepts. (Fall, Spring)

MUS 1500 Survey of Conducting Methods
0 Lab  2 Lecture  2 Credit
Prerequisite(s): "C" or better in ENG 1050, MUS 1220
Study and practice of rehearsal techniques, concert planning, tuning, vocal and instrumental repertoire, and artistic and educational development of school or church music programs. (On Demand)

MUS 1550 History and literature of Church Music
0 Lab  2 Lecture  2 Credits
A survey of religious choral and instrumental music repertoire. (On Demand)

MUS 1600 Sound and Stage Production
2 Lab  2 Lecture  3 Credits
Prerequisite(s): "C" or better in ENG 1050, MUS 2110 or permission of the instructor
A practical and intensive study in the fundamentals of live sound engineering and production, including lighting design and stage management. This course consists of lecture and real-life applications as well as workplace safety and equipment management. (Spring)

MUS 17XX Applied Music
2 Lab  1 Lecture  2 Credit
Prerequisite: Consent of Instructor
Fundamentals of technique and tone production, basic musicianship, and sight-reading skills on the student’s primary instrument. Student meets with instructor one hour per week for private lessons. May be repeated. (All)

MUS 1820 MIDI Sequencing
2 Lab  2 Lecture  3 Credits
Prerequisite: MUS 1200
An in-depth study exploration of MIDI Sequencing and music production using Propellerhead’s Reason 5. (Spring)

MUS 1840 Music and the Internet
0 Lab  3 Lecture  3 Credits
Prerequisite: MUS 1200
Web page design for the music industry with an emphasis on streaming audio and MIDI. (On Demand)

MUS 1850 Music Notation
2 Lab  2 Lecture  3 Credits
Prerequisite: MUS 1200
Produce printed music in a variety of styles using notation software. May include composition of original musical material. (On Demand)

MUS 2031 Music Business II
0 Lab  3 Lecture  3 Credits
Prerequisite: "C" or better in MUS 1031
Study of artists promotion, management, contracts, advertising and marketing, concert promotion, arts administration, copyrights, retail, and music entrepreneurship. This course consists of lecture and real-life applications. (Spring)

MUS 2070 Conducting
0 Lab  1 Lecture  1 Credits
Introduction to rehearsal and conducting techniques, including beat patterns, cueing, use of baton, and score reading. (On Demand)

MUS 2110 History and Literature of Music I
0 Lab  3 Lecture  3 Credits
Prerequisite(s): "C" or better in ENG 1050, MUS 1220
Intensive study of music literature and its relationship to history, society, philosophy, and art, and its development in Western Civilization with an emphasis on Ancient, Medieval, Renaissance, and Baroque periods. (Fall)

MUS 2130 History and Literature of Music II
0 Lab  3 Lecture  3 Credits
Prerequisite: "C" or better in ENG 1050, MUS 2110 or permission of the instructor
Intensive study of music literature and its relationship to history, society, philosophy, and its development in Western Civilization with an emphasis on Classical, Romantic, and 20th Century periods. (Spring)

MUS 2210 Music Theory III
0 Lab  3 Lecture  3 Credits
Prerequisite: MUS 1220; Co-requisite: MUS 2240
Continues the study of the structure of music of the Common Practice period and an introduction to 19th and 20th century technologies. (Fall)

MUS 2220 Music Theory IV
0 Lab  3 Lecture  3 Credits
Prerequisite: MUS 2210; Co-requisite: MUS 2250
Completes the study of the structure of music, through analysis and composition, of the Common Practice, Romantic, and 20th Century styles. (Spring)
MUS 2240  Aural Skills III  
2 Lab 0 Lecture 1 Credit  
Prerequisite: MUS 1250  
Continues to develop skills in sight singing and melodic, harmonic, and rhythmic dictation and detection. Integrates and puts into practice concepts of Music Theory. (Fall)  

MUS 2250  Aural Skills IV  
2 Lab 0 Lecture 1 Credit  
Prerequisite: MUS 2240  
Continues to develop skills in sight singing and melodic, harmonic, and rhythmic dictation and detection. Integrates and puts into practice concepts of Music Theory. (Fall)  

MUS 2300  Recording Technology I  
2 Lab 2 Lecture 3 Credits  
Prerequisite(s): MUS 1200 and 1820  
In-depth study of microphone history, construction, and placements. Guides on tuning and maintaining guitars and drums. Recording techniques for various instruments. Session setup and management. (Fall)  

MUS 2310  Recording Technology II  
2 Lab 2 Lecture 3 Credits  
Prerequisite(s): MUS 2300  
In-depth study of mixing and mastering techniques using Pro Tools, Reaper, and Waves Plugs-ins. Students will complete mixing projects for various styles of music. (Spring)  

MUS 2410  Class Piano III  
2 Lab 0 Lecture 1 Credit  
Prerequisite: MUS 1420  
Instruction in keyboard skills including technique, sight-reading, harmonization, improvisation, and transposition. Integrates and incorporates Music Theory concepts. (Fall)  

MUS 2420  Class Piano IV  
2 Lab 0 Lecture 1 Credit  
Prerequisite: MUS 2410  
Instruction in keyboard skills including technique, sight-reading, harmonization, improvisation, and transposition. Integrates and incorporates Music Theory concepts. (Spring)  

MUS 2510  Jazz/Pop Theory I  
0 Lab 2 Lecture 2 Credits  
Prerequisite(s): “C” or better in MUS 1220 and MUS 1240; Co-requisite: MUS 2540  
Introduction to theoretical foundations of Jazz/Pop music. Includes diatonic and chromatic harmony, harmonic embellishment and substitution, voicings, advanced rhythmic concepts, phrase analysis, lyric import and analysis of transcribed solos and compositions from Jazz/pop repertoire. (Spring)  

MUS 2540  Jazz/Pop Performance I  
2 Lab 1 Lecture 2 Credits  
Prerequisite(s): “C” or better in MUS 1220 and MUS 1240; Co-requisite: MUS 2510  
Study of applied and ear-training skills related to melodic, harmonic, and rhythmic concepts found in Jazz/Pop Music. Includes application through singing, dictation, improvisation, keyboard skills, and transcriptions on student’s primary instrument. (Fall)  

MUS 2550  Jazz/Pop Performance II  
2 Lab 1 Lecture 2 Credits  
Prerequisite(s): “C” or better in MUS 2520 and MUS 2540; Co-requisite: MUS 2520  
Continued study of applied and ear-training skills related to melodic, harmonic, and rhythmic concepts found in Jazz/Pop Music. Includes application through singing, dictation, improvisation, keyboard skills, and transcriptions on student’s primary instrument. Emphasis placed on memorization of standard Jazz/Pop repertoire. (Spring)  

MUS 2700  Special Topics in Music  
1–10 credits; Variable class hours  
Special topics in music under the direction of the music faculty. (On Demand)  

MUS 2710  Electro-Acoustic Composition  
0 Lab 1 Lecture 1 Credit  
Prerequisite: Consent of Instructor  
Individualized study for students considering a career in academic music. The course is project-oriented and includes composition of original material in the electro-acoustic style. May be repeated. (On Demand)  

MUS 2720  Recording Techniques  
0 Lab 3 Lecture 3 Credits  
Prerequisite: MUS 2310  
Individualized study for students considering a career in the recording industry. The course is project-oriented and includes composition of original material in the popular style. May be repeated. (On Demand)  

MUS 2730  Sounds and Multimedia  
0 Lab 3 Lecture 3 Credits  
Prerequisite: MUS 2820  
Use of sound in multimedia software. Intended as a cross-discipline course for students in the music and Digital Media Technologies program. (On Demand)  

MUS 2820  Advanced Topics in Music Technology  
0 Lab 3 Lecture 3 Credits  
Prerequisite: MUS 1820 and 1830  
Special topics in music technology as determined by the music technology faculty. May be repeated. (On Demand)  

MUS 2960  Portfolio Development  
2 Lab 0 Lecture 1 Credit  
Prerequisite: Consent of Instructor  
Development of portfolio to include with business resume or college application. Intended for Music Technology majors. (On Demand)  

MUS 2970  Recital  
2 Lab 0 Lecture 1 Credit  
Prerequisite: Consent of Instructor  
Solo public performance of music in a variety of styles. Intended for the final semester for Music Performance majors. (Fall, Spring)  

(NPT) NUCLEAR POWER TECHNOLOGY  

NPT 1000  Nuclear Industry Fundamentals  
0 Lab 3 Lecture 3 Credits  
This course introduces fundamental concepts used throughout the nuclear industry as an integral part of daily operations. Topics include: Human Performance Enhancement (HPE) fundamentals; an introduction to the Systematic Approach to Training (SAT); conduct of On-The-Job Training (OJT) and Task Performance Evaluation (TPE); Foreign Material Exclusion (FME); and an overview of the FirstEnergy Nuclear Operating Corporation (FENOC) safety manual. (Fall)  

NPT 1210  Nuclear Plant Drawings  
0 Lab 1 Lecture 1 Credit  
This course covers the use of and relationship among typical drawings found at a nuclear power plant. Topics include using mechanical, electrical and isometric drawings; the information contained in the lead sheet of a set of drawings; the use of notes and legends; standard symbols used in engineering drawings; and the use of various types of drawings together in order to perform work, locate components, or use for other typical applications. (Spring)  

NPT 2000  Reactor Plant Materials  
2 Lab 2 Lecture 3 Credits  
Prerequisite: NPT1000 Nuclear Industry Fundamentals  
This course provides students with an understanding of the various materials used in the construction and operation of a nuclear power plant. Topics include metals and alloys; effect of environment, process fluid type, and radiation on the selection of materials; an overview of fracture mechanics and brittle fracture; design margin; and hazards associated with reactor plant materials. (Fall)
NPT 2100  Radiation Detection and Protection  
0 Lab  2 Lecture  2 Credits  
Prerequisite: NPT1000 Nuclear Industry Fundamental Concepts  
This course presents the theory, application detection and shielding of the various types of radiation. It also covers detection devices such as typical survey meters, core power detectors and personnel monitoring devices. The course will also discuss how exposure to radiation can be minimized and the biological impact of radiation. (Spring)

NPT 2301  Thermo-Fluid Sciences  
0 Lab  3 Lecture  3 Credits  
Prerequisite: NPT1000 Nuclear Industry Fundamental Concepts  
This course presents basic concepts of thermodynamics, heat transfer and fluid dynamics as they apply to power plant applications. It covers the topics of energy, entropy, thermodynamic cycles, heat transfer, and fluid dynamics. The course also discusses the basics of important pieces of equipment such as turbines, heat exchangers, pumps and valves. (Fall)

NPT 2500  Reactor Theory  
0 Lab  3 Lecture  3 Credits  
Prerequisite: NPT1000 Nuclear Industry Fundamental Concepts  
This course provides an understanding of the principles of reactor theory, including the fission process; the neutron life cycle; the concepts of subcritical multiplication, criticality and reactivity; thermal limits and their importance to operation; the functions and construction of fission product barriers; the practical application of the concepts of defense in depth and redundancy; and the roles of the various employees in reactor safety. (Spring)

NPT 2980  Cooperative Work Experience  
Variable contact hours; 1–4 Credits  
Prerequisite: EBE 2980  
A cooperative work experience is paid employment which augments formal instruction in the Nuclear Power Technology curriculum. Please see Cooperative Education Standards and Guidelines, pages 49–50, for maximum number of credit hours awarded for cooperative work experience.

(NUR) NURSING

NUR 1050  Nursing Pharmacology  
0 Lab  2 Lecture  2 Credits  
Prerequisite(s): BIO 1230, 1235, 1240, 1245, and NUR 1111, 1112, 1113, 1115  
In this course the student will become familiar with classifications of medications along with their therapeutic effects, side effects and nursing responsibilities. Emphasis is placed on the use of medications and the nursing process based on Orem’s Self Care Deficit Theory, including the role of the nurse in medication administration and client education. Students will be required to perform math calculations for proper drug dosages. (Fall, Spring)

NUR 1111  Nursing Theory and Process  
0 Lab  1 Lecture  1 Credit  
Co-requisite(s): NUR 1112, 1113, and 1115  
This course will introduce the student to practical application of the nursing process using Orem’s SCDTN of nursing. Nursing process is based on NANDA and NIC/NOC nomenclature. Students will learn proper use of clinical forms. (Fall and Spring)

NUR 1112  Fundamentals Of Nursing Lecture  
0 Lab  2 Lecture  2 Credits  
Prerequisite(s): BIO 1230, 1235, 1240, 1245  
Co-requisite(s): NUR 1111, 1113, 1115  
This course introduces the student to the principles of applying nursing skills when caring for clients through the lifespan, the psychosocial aspects of nursing care and the principles of nursing skills learned and developed in the nursing skills laboratory and in the clinical setting. Students will utilize Orem’s Self-Care Deficit Theory of Nursing to organize data used in the five steps of the nursing process in the care of clients. Emphasis is placed on development of physical assessment skills, nursing skills, and the ability to safely use these skills in the clinical setting. Course includes lecture, nursing skills laboratory and clinical assignments in health care agencies. Laboratory and clinical objectives include development of the professional and technical aspects of nursing. (Fall, Spring)

NUR 1113  Fundamentals Of Nursing Clinical Experience  
6 Contact Hours  2 Credits  
Co-requisite(s): NUR 1111, 1112, 1115  
Application of nursing skills to the direct care of one or more clients in a health care setting. (Fall, Spring)

NUR 1120  Nursing Concepts And Trends Lecture  
0 Lab  2 Lecture  2 Credits  
Prerequisite: Admission to the Nursing Program  
This Hybrid course will provide an overview of nursing philosophy, nursing theories, legal aspects of nursing, and nursing ethics. Course includes lecture, group discussion, student presentations and papers. (Fall, Spring)

NUR 1125  Fundamentals Of Nursing Skills Laboratory  
2 Lab  0 Lecture  1 Credit  
Co-requisite(s): NUR 1112 and 1113  
Nursing skills demonstrations by faculty will be followed by student independent practice, supervised practice and skills competency testing. (Fall, Spring)

NUR 1130  Nursing Transition Lecture  
0 Lab  2 Lecture  2 Credits  
Prerequisite(s): BIO 1240, 1245;  
Co-requisite(s): NUR 1133, 1135  
This is the transition course for the Licensed Practical Nurses entering the Associate Degree Nursing Program. The primary focus of this course is to assist in the transition from licensed practical nurse to registered nurse. Students will review principles and techniques of assessment, the nursing process and therapeutic communication. The course will describe the Self Care Deficit Theory of Nursing, with particular attention to application of SCDTN utilizing critical thinking skills. Ethics, professionalism, and nursing legislation will be incorporated. The focus of laboratory studies will be review and practice of professional-technical and clinical skills. The course includes lecture and campus-based practice labs. Upon successful completion of required course work and achievement of a grade of “C” for the course, the student will be eligible for advanced placement in the Associate Degree Nursing Program. (Fall or Spring)

NUR 1133  Nursing Transition Clinical Experience  
6 Contact Hours  1 Credit  
Co-requisite(s): NUR 1130, 1135  
This course consists of four clinical days of experience in acute care agencies where the student applies Orem’s SCDTN and appropriate nursing interventions to provide care for patients and groups of patients. This is an eight-week course. (Fall or Spring)

NUR 1135  Nursing Transition Laboratory  
2 Lab  0 Lecture  1 Credit  
Co-requisite(s): NUR 1130, 1133  
Laboratory experiences focus on the development of physical assessment skills, advanced nursing procedure and treatment skills, and skills competency testing. This is an eight-week course. (Fall or Spring)

NUR 1140  Medical-Surgical Nursing I Lecture  
0 Lab  3 Lecture  3 Credits  
Prerequisite(s): NUR 1111, 1112, 1113, 1115, 1120; Co-requisite(s): NUR 1143, 1145  
This course focuses on those factors that lead to client health deviation requisites affecting the musculoskeletal, reproductive, metabolic, integumentary and sensory systems. Nursing role in the care of the patient undergoing surgical interventions will be incorporated. Emphasis is placed on recognition of self-care deficits, therapeutic self care demand and nursing diagnosis and the nursing process. The nursing system utilized is the supportive/educative. This includes developing and initiating a plan of care in collaboration with the health care team. Principles of pathophysiology and nutrition are integrated into the course. The course includes lecture, campus based practice labs and assignments in health care agencies. Objectives for laboratory and clinical experiences are focused on the application of SCDTN in the clinical setting, improving technical skills, and increasing skill at assessment of self-care deficit in the patient population. (Fall, Spring)

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NUR 1143  Medical-Surgical Nursing I  Clinical Experience
6 Contact Hours  2 Credits
Prerequisite(s): NUR 1111, 1112, 1113, 1115, 1120; Co-requisite(s): NUR 1140, 1145
This course consists of six hours per week of clinical experience in acute care agencies where the student applies Orem's SCDTN learned in NUR 1140 and skills learned in NUR 1145 to provide care for individual clients. (Fall, Spring)

NUR 1145  Medical-Surgical Nursing I  Laboratory
2 Contact Hours  1 Credit
Prerequisite(s): NUR 1111, 1112, 1113, 1115, 1120; Co-requisite(s): NUR 1140, 1143
The development of advanced nursing skills in a controlled college environment using manikins and other teaching aids to prepare students for the clinical setting. Skills to be emphasized are tracheostomy care, initiating and maintaining intravenous therapy and maintaining central venous lines. (Fall, Spring)

NUR 2060  Obstetrical Nursing
0 Lab  2 Lecture  2 Credits
Prerequisite(s): NUR 1050, 1140, 1143, 1145
This eight-week course will focus on pregnancy, the birthing process, the care and support of mothers and infants as well as the family system. Students will develop an understanding of new self-care requirements and potential self-care deficits related to pregnancy. In addition, students will identify dependent-care needs of newborns, and potential dependent-care deficits within the family system. The course includes lecture and clinical experience assignments in health care agencies and community settings. Principles of pathophysiology and nutrition are integrated into the course. (Fall, Spring)

NUR 2063  Obstetrical Nursing Clinical
3 Contact Hours  1 Credit
Co-requisite(s): NUR 2060
This clinical consists of 24 hours of experience in a maternal child health unit where the student will apply the theories and appropriate nursing interventions based on a knowledge of the birthing process, post-partum care and the immediate care of the newborn. (Fall, Spring)

NUR 2110  Medical-Surgical Nursing II  Lecture
0 Lab  3 Lecture  3 Credits
Prerequisite(s): NUR 1050, 1140, 1143, 1145; Co-requisite(s): NUR 2113
This course focuses on those factors that lead to patient self care health deviations that affect the cardiovascular, respiratory, gastrointestinal, hematological function and cancers of various body systems. Emphasis is placed on use of the nursing process as the basis for initiation of a plan of care with collaboration of the health care team, and in evaluating care outcomes to revise the plan of care as required. The course includes lecture, campus based practice labs and nine hour clinical assignments in health care agencies. Objectives for the clinical experience are focused on the application of Orem's Self Care Deficit Theory in acute care settings. Principles of pathophysiology and nutrition are integrated into the course. (Fall, Spring)

NUR 2113  Medical-Surgical Nursing II  Clinical Experience
9 Contact Hours  3 Credits
Co-requisite(s): NUR 2110
This course consists of 9 hours of experience in acute care agencies where the student applies Orem's SCDTN and appropriate nursing interventions learned in NUR 2110 to provide care for individual clients and groups of clients. (Fall, Spring)

NUR 2120  Mental Health Nursing Lecture
0 Lab  2 Lecture  2 Credits
Prerequisite(s): NUR 1140 and 1050
Co-requisite(s): NUR 2123
In this eight-week course, the student will study the effect of mental health on self-care and dependent care. Emphasis is placed on techniques for therapeutic communication, treatment modalities and community resources utilized to help patients with self-care or dependent-care health deviation requisites related to mental health issues. Course includes lecture and clinical experience in a variety of mental health care settings. Principles of pathophysiology and nutrition are integrated into the course. (Fall, Spring)

NUR 2123  Mental Health Nursing Clinical Experience
6 Contact Hours  1 Credit
Co-requisite(s): NUR 2120
This course consists of six hours per week of clinical experience in mental health settings. The student will apply the theories and strategies of the nursing process to develop a plan of care for clients with mental health problems. This is an eight-week course. (Fall, Spring)

NUR 2130  Medical-Surgical Nursing III  Lecture
0 Lab  3 Lecture  3 Credits
Prerequisite: NUR 2110, 2113
This course focuses on the development of advanced professional-technical skills necessary to provide the appropriate therapeutic response to patients who require wholly or partially compensatory level nursing system. This course focuses on health deviations that affect the neurological, immune, endocrine and renal systems including burns and shock. Objectives for the clinical experience are focused on the application of Orem's Self Care Deficit Theory in acute care settings. Principles of pathophysiology and nutrition are integrated into the course. (Fall, Spring)

NUR 2133  Medical-Surgical Nursing III  Clinical Experience
9 Contact Hours  3 Credits
Co-requisite(s): NUR 2130
This course consists of nine hours per week of experience in acute care settings where the student will apply the theories and appropriate nursing interventions learned in NUR 2130 to provide care for individual clients and groups of clients. (Fall, Spring)

NUR 2140  Community Based Nursing  Lecture
0 Lab  2 Lecture  1 Credit
Prerequisite: NUR 2110, 2113; Co-requisite(s): NUR 2143
This eight-week hybrid course provides the student with experiences in a community setting. Emphasis will be on providing the student with a variety of situations that require clinical judgment and the development of the nursing interventions appropriate for the patient within the community. Clinical assignments may include several community practice settings under the supervision of a registered nurse preceptor in areas such as public health, home health, hospice care, school nursing, and occupational health nursing. Clinical preceptors will afford students the opportunity to experience patient interactions in a community setting while encouraging students to refine practice skills, time management and critical thinking skills. Objectives for this experience use Orem's concepts of health deviations, self-care agency, dependent-care agency and self-care deficit in the community-based patient population. (Fall, Spring)

NUR 2143  Community Based Nursing  Clinical Experience
6 Contact Hours  1 Credit
Co-requisite(s): NUR 2140
Clinical assignments may include several community practice settings under the supervision of a registered nurse preceptor in areas such as public health, home health, hospice care, school nursing, and occupational health nursing. Clinical preceptors will provide the students with the opportunity to experience patient interactions in a community setting while encouraging students to refine community practice skills and the development of time management and clinical judgement skills. This is an eight-week course. (Fall, Spring)

NUR 2150  Nursing Management And Leadership Lecture
0 Lab  2 Lecture  1 Credit
Prerequisite: NUR 2110, 2113; Co-requisite(s): NUR 2153
This eight-week course prepares the graduating nursing student for entry into the workplace. The course will require the comprehensive application of all the nursing concepts, philosophies and skills which through clinical judgment will lead to the development of the nursing process and nursing diagnosis for multiple patients. This course focuses on preparing the student as a leader, using standardized language, Self-Care Agency, Benner's Theory of Novice to Expert, and nursing to advance decision making skills, understanding delegation and demonstrating leadership behavior in any clinical setting. Clinical
assignments will include experiences within several hospital settings under the supervision of a registered nurse preceptor. Students will participate in Leadership and Management experiences to discuss current topics in nursing, including ethical, legal, professional issues and continuous quality improvement. Current standards of practice and the Ohio Administrative Code and Rules as they apply to the practice of nursing will be the main focus of study. (Fall, Spring)

NUR 2150 Pediatric Nursing
0 Lab 2 Lecture 2 Credits
Prerequisites: NUR 1050, 1140, 1143, 1145
This eight-week course will focus on the care and support of children, adolescents and family systems. Students will develop an understanding of new self-care requirements and potential self-care deficits related to children. In addition, students will identify potential dependent-care needs within the family system for newborns, toddlers, school age children and adolescents. The course includes lecture and clinical experience assignments in health care agencies and community settings. Principles of pathophysiology and nutrition are integrated into the course. (Fall, Spring)

NUR 2160 Pediatric Nursing Clinical
3 Contact Hours 1 Credit
Co-requisite(s): NUR 2150
This clinical consists of 24 hours of experience in an acute care and an out-patient setting for pediatrics. Nursing care of children will focus on the application of the theory of growth and development of the presenting health and development to the presenting health care needs of the child. (Fall, Spring)

(OAD) OFFICE ADMINISTRATION

OAD 1000 Basic Keyboarding I
2 Lab 0 Lecture 1 Credits
Prerequisite: Recommended college level reading
Students enrolled in this course will use the proper techniques to key the alpha keys on the computer by touch with good accuracy. Basic Keyboarding I is recommended for all students who will be using computer labs on campus. Students majoring in Office Administration are required to have mastered the alpha keyboard prior to enrolling in core Office Administration courses. (Fall, Spring)

OAD 1150 Document Formatting I
2 Lab 2 Lecture 3 Credits
Prerequisite: Touch-typing
This course introduces a wide range of business document formats using Microsoft Word. Students apply formatting criteria to office correspondence, tables, and reports. Keyboarding speed, accuracy, proofreading, and language arts are fundamental for success in completing format assignments. Objective and production exams as well as timed writings may be used for evaluation. Independent lab time is required. (Fall, Spring)

OAD 1160 Document Formatting II
2 Lab 2 Lecture 3 Credits
Prerequisite: OAD 1150 or proficiency testing
Document Formatting II applies advanced formats to correspondence, newsletters and graphics, reports and outlines, and introduces mail merge. Keyboarding speed, accuracy, proofreading, and language arts are fundamental for success in completing format assignments. Objective and production exams as well as timed writings may be used for evaluation. Independent lab time is required. (Fall, Spring)

OAD 1200 Office Procedures
0 Lab 3 Lecture 3 Credits
Prerequisite: Keyboarding skills
This course covers several windows-based presentation graphics packages. Some advanced presentation graphics features are covered, including the design and creation of promotional materials, business and personal documents. Students will be able to publish these files using a variety of formats, such as web pages and presentations. (Fall, Spring)

OAD 2200 Advanced Spreadsheets
2 Lab 0 Lecture 1 Credits
Prerequisite: DLS 1090
This course covers several windows-based spreadsheet package. Some advanced spreadsheet features covered, including advanced reports, forms and subforms, creating switchboards, administering a database and integration with other windows applications. (Fall, Spring)

OAD 2310 Advanced Word Processing
2 Lab 0 Lecture 1 Credits
Prerequisite: DLS 1090
This course covers a windows-based word processing package. Some advanced word processing features covered, including tables, charts, mail merge, working with an index, a table of contents, and integration with other windows applications. (Fall, Spring)

OAD 2320 Desktop Publishing
2 Lab 0 Lecture 1 Credit
This course is designed to introduce students to the concepts of desktop publishing through the design and creation of newsletters, flyers, brochures, business documents, and personal documents. Principles of layout and design, graphic design techniques, and publishing terminology are stressed. Opportunities for problem solving and decision making are incorporated. (Fall, Spring)

OAD 2330 Advanced Presentation Graphics
2 Lab 0 Lecture 1 Credits
Prerequisite: DLS 1090
This course covers several windows-based presentation graphics packages. Some advanced presentation graphics features are covered, including the design and creation of promotional materials, business and personal documents. Students will be able to publish these files using a variety of formats, such as web pages and presentations. (Fall, Spring)

OAD 2600 Integrated Office Applications
2 Lab 2 Lecture 3 Credits
Prerequisite: OAD 1150, OAD1160, OAD 2151
This course serves as the capstone for second-year Office Administration majors. Collaborative and
individual office simulations integrate aspects and principles of the Microsoft Office Suite. Critical thinking and problem solving are applied to expert-level formatting, word processing, proofreading, file management, research, and related office equipment in office production. Evaluation may be based on simulations, and special projects where applicable. Independent lab time is required. This course contains evaluation criteria for the Office Administration Student Assessment Plan. (Spring)

**OAD 2901 Executive Work Experience**
0 Lab 1 Lecture 1 Credit
100 work hours; Prerequisite: Second-year standing

The Office Administration student participates in an intern/work experience program for 20 hours per week. Each week the student summarizes duties and responsibilities, equipment used, references, and self-assesses performance. The supervisor and instructor work with the student in developing positive progress and performance. There are three components in the evaluation process: student, instructor, and work supervisor. This course contains evaluation criteria for the Office Administration Student Assessment Plan. (Fall, Spring)

**OAD 2902 Executive Work Experience**
0 Lab 0 Lecture 2 Credits
200 work hours; Prerequisite: Second-year standing

The Office Administration student participates in an intern/work experience program for 20 hours per week. Each week the student summarizes duties and responsibilities, equipment used, references, and self-assesses performance. The supervisor and instructor work with the student in developing positive progress and performance. There are three components in the evaluation process: student, instructor, and work supervisor. This course contains evaluation criteria for the Office Administration Student Assessment Plan. (Fall, Spring)

**(PET) PLASTICS**

**PET 1100 Introduction to Plastics**
2 Lab 2 Lecture 3 Credits
An overview of the plastics industry. Topics covered include: basic polymer and organic chemistry; polymer types and properties; polymer and colorant compounding; converting and manufacturing processes; testing; safety; and environmental issues affecting the plastics industry. The introduction of color into the plastics manufacturing processes using color concentrates, dry color, and liquid color will be discussed. (Fall, Spring)

**PET 1110 Color Lab I Introduction to Color Matching**
4 Lab 2 Lecture 4 Credit
The course provides an introductory study of the art and science of color matching. The course will provide experience in the plastic color matching process. Students will use laboratory balances to precisely weigh colorants, make lab scale colorant batches, and produce color chips on an injection molding machine. These color chips will be evaluated primarily visually using a standard light Booth. Standard visual color difference techniques will be used to determine acceptability of color matches. The use of color instrumentation to determine and describe color differences will also be introduced. (Spring)

**PET 1240 Introduction to Color**
0 Lab 3 Lecture 3 Credits
An introduction to color theory as it applies primarily to the coloring of plastic materials. This course will provide the background information required to develop color matching skills in plastics, which could also be applied to printing inks, textiles, or paints. Topics covered include: how we see color; color mixing laws; systems used to describe colors and color differences; color difference measurement; and the use of spectrophotometers in color measurement. A basic discussion of colorants used to color plastics will be presented. (Spring)

**PET 2100 Plastic Processes**
4 Lab 2 Lecture 4 Credits
A hands-on study of the plastics injection molding and thermoforming processes. The theory of injection molding and thermoforming will be supplemented by laboratory exercises using plastics injection molding machines and thermoformers. The operation, set-up, optimization, and programming of the processes will be performed. Injection molding and thermoforming molds will be discussed, including basic mold design principles. A thermoforming mold will be made by the student as part of the laboratory exercises. (Fall)

**PET 2200 Color Lab II Advanced Color Matching**
4 Lab 2 Lecture 4 Credits
Prerequisite(s): PET 1110, 1240
The course provides a continued study of the art and science of color matching. The use of spectrophotometers and color matching software programs will be used in addition to visual matching techniques. The course will provide hands-on experience creating a colorant data base. Students will produce primary colorant samples, read and store the samples into several color matching programs, and then use the programs to predict a color match. Spectrophotometers and software from several leading industry suppliers will be used in this course. (Fall)

**PET 2311 Plastic Material Testing**
2 Lab 3 Lecture 4 Credits
Prerequisite: PET 1100 or work experience
A study of testing procedures used to test plastics materials. The course will provide hands-on experience performing several common tests using standard ASTM test methods. Tests used to identify plastics materials as well as tests used to determine physical properties are investigated. Tests performed include: melt flow, tensile, impact tests and weathering. Statistical evaluation of data will be introduced. (Spring)

**PET 2320 Colorants**
2 Lab 3 Lecture 4 Credits
Prerequisite: PET 1240 or work experience
A study of colorants used in the coloring of plastic products. The course will present the properties of the main types of organic and inorganic pigments, as well as solvent dyes, used to color the many different polymers used in the plastics industry. Basic chemistry required to understand colorant interactions will be covered. Emphasis will be placed on the selection criteria used to select colorants for a given application. Properties examined will include: heat stability; light-fastness; weatherability; dispersability; chemical stability; and coloring strength. Laboratory exercises will be conducted to supplement lecture material, including a project to evaluate the properties of an assigned colorant. (Spring)

**PET 2400 Industrial Troubleshooting**
0 Lab 3 Lecture 3 Credits
This class will give an overview of the basic hydraulic and electrical symbols and systems used in industrial machines. Emphasis will be placed on the troubleshooting processes as they relate to a plastics manufacturing, but are applicable to any industrial setting. Key components of the class will be the troubleshooting process variables, as well as hydraulic, pneumatic, and electrical circuits. Troubleshooting and diagnosis of mechanical problems will also be included in this class.

**PET 2980 Cooperative Work Experience**
Variable contact hours; 1-4 Credits
A cooperative work experience is on or off campus paid employment which augments formal instruction in the Plastics/Coloring of Plastics curriculum. The experience is coordinated by the Cooperative Education Coordinator who visits the job site for a Conference with the student and supervisor at least once per term. As part of this course the student must attend a cooperative education orientation. Please see Cooperative Education Standards and Guidelines, pages 49–50, for maximum number of credit hours awarded for cooperative work experience. (Spring)

**(PHL) PHILOSOPHY**

**PHL 1010 Introduction to Ethics**
0 Lab 3 Lecture 3 Credits
An inquiry into systems and problems of human conduct and its application to moral and social behavior, attitudes, and standards of western society. Case studies will apply sample professional codes of ethics to social and professional problem areas recognized within both our society at large and the more specific areas of individual professions. (All)
PHY 1070  Survey of Physics  
0 Lab  3 Lecture  3 Credits  
Co-requisite: PHY 1070
The study of basic physical principles of physics for students with no previous physics or science background. Topics include the scientific method, systems of units, vectors, mechanics, properties of matter, heat, sound, electricity and light. Includes a laboratory component. (Fall)

PHY 1075  Survey of Physics Lab  
2 Lab  0 Lecture  1 Credit  
Co-requisite: PHY 1070
This is the lab component of a one-semester introduction of the study of basic physical principles for students with no previous physics or science background. A series of experiments is included to enhance the material covered in PHY 1070. Topics covered include the scientific method, systems of units, vectors, mechanics, properties of matter, heat, sound, electricity and light. (Spring)

PHY 1310  General Physics I  
0 Lab  4 Lecture  4 Credits  
Prerequisite: MTH 1320; Co-requisite: PHY 1315
The first semester of a two-semester, algebra-based introduction to physics. Topics include kinematics in 1-D and 2-D, vectors, force and Newton's laws of motion, work, energy, conservation of energy, linear momentum, collisions, rotational kinematics and dynamics, angular momentum and rotational energy, rotational and translational equilibrium, gravitation, properties of solids and fluids, heat and thermodynamics, the kinetic theory of gases, simple harmonic motion, waves and sound. There is a separate laboratory component to this class that must also taken. (Fall)

PHY 1315  General Physics Lab I  
2 Lab  0 Lecture  1 Credit  
Prerequisite: PHY 1310
This is the lab component of the first semester of a two-semester, algebra-based introduction to physics. A series of experiments is included to enhance the material covered in PHY 1310. Topics covered in the experiments include 1-D kinematics, vector addition in 2-D, elastic and inelastic collisions, energy and momentum conservation, statics, elasticity, buoyancy, density, thermal expansion, heat, sound waves, and resonance. (Fall)

PHY 1320  General Physics II  
0 Lab  4 Lecture  4 Credits  
Prerequisite: PHY 1310; Co-requisite: PHY 1325
The second semester of a two-semester, algebra-based introduction to physics. Topics include electric forces and fields, electric potential, capacitance, current and resistance, conductivity, Kirchhoff's rules, basic circuit analysis, magnetism, induction and inductance, EMF, Faraday's law, RLC circuits, electric power, electromagnetic waves, geometric optics, interference, diffraction, polarization, special relativity, quantum physics, atomic physics, nuclear physics and elementary particles. There course has a separate laboratory component. (Fall)

PHY 1325  General Physics Lab II  
2 Lab  0 Lecture  1 Credit  
Prerequisite(s): PHY 1310 and 1315;  
Co-requisite: PHY 1320
This is the lab component of the second semester of a two-semester, algebra-based introduction to physics. A series of experiments is included to enhance the material covered in PHY 1320. Topics covered in the experiments include electricity and magnetism, DC and AC circuits, geometric and physical optics, semiconductors, and spectroscopy. (Fall)

PLS 1000  American Government  
0 Lab  3 Lecture  3 Credits  
Prerequisite: College level reading and writing
Introduction to American Government: methods to improve one's political efficacy will be a primary goal of this course. American heritage and the struggles of early government under the Articles of Confederation will be examined. The creation of the United States Constitution as well as contemporary civil rights and liberties will be debated in class. The role of mass media, special interests and political parties and their ability to influence political processes will be covered as well. College level reading and writing are required for this course. (All)

PSY 1100  Career/Life Planning  
0 Lab  2 Lecture  2 Credits  
Prerequisite: College-level reading and writing
Exercises in goal setting, self-discovery, occupational fact finding, decision making and career planning. The course is divided into three parts: assessing personal characteristics (interests, abilities, values), identifying occupations (using the Discover System) and job search strategy (resume writing, communication letters, interview techniques, hidden job market) (On Demand)

PSY 1210  General Psychology  
0 Lab  3 Lecture  3 Credits  
Prerequisite: College-level reading and writing
This course provides an in-depth approach to the science of behavior on life adjustments processes from birth through old age to death, with application to these concepts to modern living. It should give the student a better understanding of the behavior of themselves and of others. (All)
PSY 1320  Death and Dying
0 Lab  3 Lecture  3 Credits
**Prerequisite:** College-level reading and writing

The course examines the spiritual, philosophical, psychological, sociological, medical, and legal aspects of death and dying. Ethical issues associated with the definition of death will be analyzed. This class can help one overcome the reluctance to discuss death and teach how to talk with the dying and the survivors. (Fall)

PSY 1350  Alcohol and Health
0 Lab  3 Lecture  3 Credits
**Prerequisite:** College-level reading and writing

A study of historical and contemporary alcohol uses and abuses, the cause of alcoholism, and prevention methods. Pathophysiological effects of alcohol problems in the family and other special groups and therapeutic approaches to alcoholism are examined. (Fall)

PSY 1360  Life Span Development
0 Lab  3 Lecture  3 Credits
**Prerequisite:** PSY 1210

An introductory course covering the cognitive, social, emotional and personality developments from early childhood to late adulthood. (All)

PSY 1400  Psychology of Personality Theories
0 Lab  3 Lecture  3 Credits
**Prerequisite:** PSY 1210

A survey course of the major perspectives of personality theory (psychodynamic, trait, biological, behavioral/social learning, socio-cultural and humanistic) and their applications in clinical setting. (Spring)

PSY 1510  Grief and Bereavement
0 Lab  3 Lecture  3 Credits
**Prerequisite:** PSY 1210

The goal of this course is Grief Education with an emphasis on 'loss' and the unique bereavement process across the generations and an individual's lifetime. The uniqueness of the grief process will be explained with theories derived from psychology applicable to many perspectives. This course will describe and discuss the concept of grief language, and the principals of recovery. The balance of this course offers a comprehensive understanding of the human behavior, cognition, and language associated with the impact of significant loss due to all forms of tragedy—from pet loss to divorce. (Spring)

PSY 2210  Abnormal Psychology
0 Lab  3 Lecture  3 Credits
**Prerequisite:** PSY 1210

The basic purpose of this course is to introduce the students to various forms of maladaptive behavior and to assist in recognizing the various patterns associated with each form. In addition, this course will demonstrate some techniques for treating behavior in each of several modalities. (All)

PSY 2400  Child Psychology
0 Lab  3 Lecture  3 Credits
**Prerequisite:** PSY 1210

This course provides an in-depth approach to the science of child behavior based on physical, cognitive, and social adjustment processes from birth to adolescence with a focus toward application of these concepts to modern living. (On Demand)

PSY 2410  Adolescent Psychology
0 Lab  3 Lecture  3 Credits
**Prerequisite:** PSY 1210

This course covers the psychology of the developing child from adolescent to early adulthood. Topics may include normative psychological, cognitive, social, and physical development issues. Students may have to develop a case study of an individual adolescent child which will require some extensive out-of-the-class commitment. (Fall, Spring)

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**PTA PHYSICAL THERAPIST ASSISTANT**

PTA 1110  PTA Skills I
3 Lab  3 Lecture  4 Credits
**Prerequisite(s):** BIO 1230, BIO 1235, MED 1200
**Co-requisite:** PTA 1410

The course provides an overview of the physical therapy profession, the patient/client model and the role of the physical therapist assistant. Emphasis is on the development and performance of foundation-level procedural and behavioral skills required of the PTA. These include infection control; vital signs; cardiac conditioning; body mechanics and postural awareness training; positioning and draping; range of motion; anthropometrical measures; transfers; bed mobility; wheelchair management; gait training; environmental accessibility; documentation; assistive and adaptive devices and equipment; and prosthetics and orthotics. The course utilizes clinically-based directed practice segments concurrent with didactic and laboratory-based instructional methods to facilitate acquisition, integration and application of skills and behaviors. (Fall)

PTA 1210  PTA Skills II
3 Lab  3 Lecture  4 Credits
**Prerequisite:** PTA 1110
**Co-requisite(s):** PTA 1420 and PTA 1310

The course provides lecture and laboratory work that include the physiology and treatment of pain; the utilization of physical agents including thermal and athermal agents, hydrotherapy, ultrasound, phonophoresis, electrical stimulation, iontophoresis, compression, mechanical motion and traction devices; massage; biofeedback; and basic wound care, bandaging and measures in physical therapy. The course utilizes clinically-based directed practice segments concurrent with didactic and laboratory-based instructional methods to facilitate acquisition, integration and application of skills and behaviors. (Summer 2013, Spring 2014)

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**PTA 1310  Pathophysiology**

0 Lab  3 Lecture  3 Credits
**Prerequisite(s):** PTA 1110 and PTA 1410
**Co-requisite(s):** PTA 1210 and PTA 1420

This course discusses the processes of inflammation and healing; immunopathology; neoplasia and chromosome abnormalities and introduces the student to a variety of human diseases and conditions treated in physical therapy throughout the lifespan including: cardiovascular; respiratory; musculoskeletal; neurologic; developmental; metabolic and nutritional; infectious; reproductive, endocrine, digestive, integumentary and urinary systems. Additional emphasis will be provided on the physiological/psychological effects of aging and the relevance to physical therapy practice. (Summer 2013, Spring 2014)

PTA 1410  Applied Physics in Physical Therapy
0 Lab  2 Lecture  2 Credits
**Prerequisite(s):** BIO 1230, BIO 1235, MED 1200
**Co-requisite:** PTA 1110

Emphasis is placed on basic concepts of physics, including general motion, linear and angular acceleration, gravity, work, energy, heat, torque, fluid, and levers. The student is also given an overall view of the relationship between these concepts and the practice of physical therapy. (Fall)

PTA 1420  Kinesiology
3 Lab  4 Lecture  5 Credits
**Prerequisite(s):** PTA 1110, PTA 1410
**Co-requisite(s):** PTA 1210, PTA 1310

Emphasis is placed on the framework of human movement, arthokinematics of joints, the muscular system, the nervous system, the circulatory system, joint measures and testing, and the biomechanical application to joint structure and the function of the body, with emphasis on the vertebral column, thorax and chest wall, TMJ, shoulder, elbow, wrist, hand, hip, knee, ankle, and foot. The course will also include the study of posture and locomotion. The lab portion of the course will allow for a more interactive and immersive learning environment to reinforce the learning that occurs in the classroom portion of the course. (Summer 2013, Spring 2014)

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PTA Continued next page.
PTA 2610  Contemporary Issues in Health Care  
0 Lab  1 Lecture  1 Credits  
Prerequisite(s): PTA1110, PTA1210, PTA1310, PTA1410, PTA1420  
Co-requisite(s): PTA2710, PTA2720  
This course explores the impact of legal, regulatory and policymaking activities on the healthcare industry with emphasis on current physical therapy practice. Course content will integrate such topics with those of ethics, communication, organizational governance and professional behaviors in the context of societal expectations and cultural competency using relevant histories and recent case studies. 8 weeks (Summer)

PTA 2620  Clinical Safety and Emergency Procedures  
0 Lab  1 Lecture  1 Credits  
Prerequisite(s): PTA1110, PTA1210, PTA1310, PTA1410, PTA1420  
Co-requisite(s): PTA2610, PTA2710, PTA2720  
This course includes CPR certification; discusses patient and clinical safety as it relates to and is governed by the healthcare organization's policies and procedures, governmental regulation and emergency preparedness; and, explores patient education in healthcare with focus on physical rehabilitation and predictors of effectual patient education; communication; behavioral modification and adherence as it relates to the physical therapy plan of care and patient outcomes. 8 weeks (Summer)

PTA 2710  Orthopedic Treatment and Practice  
0 Lab  4 Lecture  4 Credits  
Prerequisite(s): PTA1110, PTA1210, PTA1310, PTA1410, PTA1420  
Co-requisite(s): PTA2610, PTA2620, PTA2720  
This course provides didactic and laboratory-based clinical experiences in the study and application of physical therapy interventions for orthopedic conditions. Students will learn the underlying principles of orthopedic interventions and assessment processes; review and explore orthopedic conditions in the context of patient function; pain; movement impairments; physical therapy treatment; and learn/apply orthopedic treatment techniques in the laboratory setting. (Summer)

PTA 2720  Neurologic Treatment and Practice  
1 Lab  3 Lecture  4 Credits  
Prerequisite(s): PTA1110, PTA1210, PTA1310, PTA1410, PTA1420,  
Co-requisite(s): PTA2610, PTA2620, PTA2710  
This course provides didactic and laboratory-based clinical experiences in the study and application of physical therapy interventions for neurological conditions. Students will learn the underlying principles of neuroanatomy; review and explore neurological conditions in the context of patient function and physical therapy treatment; and learn/apply neurological treatment techniques in the laboratory setting. (Summer)

PTA 2900  PTA Capstone  
0 Lab  0 Lecture  3 Credits  
Prerequisite(s): PTA1110, PTA1210, PTA1310, PTA1410, PTA1420, PTA2610, PTA2620, PTA2710, PTA2720,  
Co-requisite(s): PTA2980, PTA2982  
This course includes an overview of research theory, methods and significance in evidence-based practice; development of the Capstone Project; preparation for the NPTAE and employment as a PTA; and collaboration with other health care disciplines. The course is held concurrent with the Clinical Practicum experiences and provides a faculty-led platform from which students discuss and evaluate their experiences and progress towards career development and the Minimum Required Skills of Physical Therapist Assistant Graduates at Entry-Level. (Fall)

PTA 2980  PTA Practicum I  
2 Clinical  0 Lecture  2 Credits  
Prerequisite(s): PTA1110, PTA1210, PTA1310, PTA1410, PTA1420, PTA2610, PTA2620, PTA2710, PTA2720  
Co-requisite(s): PTA 2900, PTA 2910  
The skills and knowledge attained over the course of the PTA program will be utilized for application in direct patient care situations in a selected clinical setting over a 35 hours/week for 6 weeks. Students will be expected to apply and integrate the knowledge and skills that they have learned in the PTA program to provide quality care to patients with uncomplicated to complex diagnoses. Supervision and guidance of the students will be the responsibility of the clinical instructor at the clinical setting, and will vary with the complexity of the patient, the environment, the governing laws, and the skill of the PTA student. (Fall)

PTA 2982  PTA Practicum II  
3 Clinical  0 Lecture  3 Credits  
Prerequisite(s): PTA1110, PTA1210, PTA1310, PTA1410, PTA1420, PTA2610, PTA2620, PTA 2710, PTA 2720, PTA 2980  
Co-requisite(s): PTA 2900, PTA 2910  
The skills and knowledge attained over the course of the PTA program will be utilized for application in direct patient care situations in a selected clinical setting over a 35 hours/week for 10 weeks. Students will be expected to apply and integrate the knowledge and skills that they have learned in the PTA program and from that of the previous clinical practicum. By the end of this clinical practicum, the students will be expected to be able to practice in a manner that is consistent with the role and entry level skills of a PTA professional. (Fall)

(QCT) QUALITY CONTROL

QCT 1020  Blueprint Reading  
2 Lab  1 Lecture  2 Credits  
An introductory blueprint reading course for all trades. An emphasis is placed on the ability to read working shop drawings and to produce technical sketches. Topics covered include: basic drawing practices, orthographic projection, sections, dimensioning, isometric sketching, and assembly drawings. (Fall)

QCT 1030  Quality Assurance  
0 Lab  3 Lecture  3 Credits  
This course will introduce basic Quality Assurance and Control concepts and practices. Examples include Quality Systems, Statistical Process Control, Poka-yoke, Design of Experiments, Gage R&R, etc. (Fall)

QCT 2300  Lean Manufacturing  
0 Lab  3 Lecture  3 Credits  
Placement into MTH 1110 or 1150  
This course is designed to emphasize lean manufacturing, to analyze and improve present management and operational work methods. As a learning partner, the student will be introduced to traditional industrial engineering tools for method improvement. The objective is to utilize various charting techniques, modern time study methods, ergonomics, incentives and alternative methods of improving present operational management processes. Emphasis will be placed on value-added and non-value added activities and their relationship to the financial success of an organization. (Spring)
Study of electron flow, voltage, amperage and resistance in series, parallel and combination circuits. Magnetic principles, electrical diagrams and symbols. Study of alternating current and familiarization and usage of volt, ohm and amp meters. Assembly of series and parallel circuits. Introduced to transformers, thermostats, relays, contactors and motors. (Fall)

A study of compressor motor theory, compressor motors and circuits. Wiring of various compressor motor and start assist components. Troubleshooting compressor motors. Development of ladder diagrams for specific operations with various air conditioning, heating and refrigeration. (Spring)

Learn to use the NEC codebook, 70E (electrical safety), wire sizing, fuse and circuit breaker sizing for HVACR equipment, conduit sizing, box fill calculations, proper wiring practices, conduit bending, switches and proper wiring of HVAC equipment, refrigeration equipment and electric heaters. (Fall, Spring)

A study of high and low pressure components and their functions in air conditioning and refrigeration systems. Sizing of air cooled condensers, installing of dryers, sight glasses. Solenoids, pressure controls and low ambient capacity controls. Comprehensive lab work involving the installation of a light commercial refrigeration system including refrigeration and electrical system components. Refrigerant recovery procedures will also be studied. (Specified hand tools required.) (Spring)

A study of the application, design, and operation of high, medium, and low temperature equipment used in light commercial refrigeration systems in common use today. The laboratory portion consists of system design and analysis, refrigerant piping methods, and uses of various control systems. Preparation for national EPA certification includes study of Federal regulations on reclaim, recovery and recycle of refrigerants. Course includes research project off campus. (Spring)

A study of the operating characteristics and methods of troubleshooting heating systems, including gas, natural and liquefied petroleum and oil. Laboratory exercises provide hands-on experience in fuel areas involved with emphasis placed on combustion analysis, troubleshooting, and diagnosis of system problems utilizing competency-based format. (Fall)

A study of the application, installation, and operation of the different types of air conditioning systems, including troubleshooting and problem-solving. A comprehensive analysis of psychometrics, air flow, and duct design utilizing ACCA Manual “D” is covered. Basic sheet metal layout includes design and fabrication of ductwork and the tools required to complete the installation. Laboratory activity provides competency-based hands-on experience in troubleshooting both electrical and refrigerant systems with emphasis on superheat charging methods and refrigerant recycle and recovery. (Fall)

A study of the operating characteristics and methods of troubleshooting electric heating systems, hydronic heating systems and their peripheral component applications and heat pump systems. Establishment of balance-point criteria and interface with other types of heating systems and their special control systems are also studied. Lab activities include competency-based testing, troubleshooting, and repairing of air-to-air systems including charging and recovery of refrigerants to these systems. (Spring)

A study of solid state components including ignition systems, programmable thermostats, short cycle protectors, motor speed controls and logic systems as they apply to HVAC equipment. (Fall)

A study of electrical and mechanical components of heating, air conditioning and light commercial refrigeration systems designed to teach the student how to quickly and accurately determine the causes of problems in these units. (Spring)

A cooperative work experience is on or off campus paid employment which augments formal instruction. The experience is coordinated by the Cooperative Education Coordinator who visits the job site for a conference with the student and supervisor at least once per term. As part of this course the student must attend Robotic Interfacing

A study of the application, design, and operation of high, medium, and low temperature equipment used in light commercial refrigeration systems in common use today. The laboratory portion consists of system design and analysis, refrigerant piping methods, and uses of various control systems. Preparation for national EPA certification includes study of Federal regulations on reclaim, recovery and recycle of refrigerants. Course includes research project off campus. (Spring)

A study of the application, installation, and operation of the different types of air conditioning systems, including troubleshooting and problem-solving. A comprehensive analysis of psychometrics, air flow, and duct design utilizing ACCA Manual “D” is covered. Basic sheet metal layout includes design and fabrication of ductwork and the tools required to complete the installation. Laboratory activity provides competency-based hands-on experience in troubleshooting both electrical and refrigerant systems with emphasis on superheat charging methods and refrigerant recycle and recovery. (Fall)

A study of the application, installation, and operation of the different types of air conditioning systems, including troubleshooting and problem-solving. A comprehensive analysis of psychometrics, air flow, and duct design utilizing ACCA Manual “D” is covered. Basic sheet metal layout includes design and fabrication of ductwork and the tools required to complete the installation. Laboratory activity provides competency-based hands-on experience in troubleshooting both electrical and refrigerant systems with emphasis on superheat charging methods and refrigerant recycle and recovery. (Fall)

A study of the operating characteristics and methods of troubleshooting electric heating systems, hydronic heating systems and their peripheral component applications and heat pump systems. Establishment of balance-point criteria and interface with other types of heating systems and their special control systems are also studied. Lab activities include competency-based testing, troubleshooting, and repairing of air-to-air systems including charging and recovery of refrigerants to these systems. (Spring)

A study of solid state components including ignition systems, programmable thermostats, short cycle protectors, motor speed controls and logic systems as they apply to HVAC equipment. (Fall)

A study of electrical and mechanical components of heating, air conditioning and light commercial refrigeration systems designed to teach the student how to quickly and accurately determine the causes of problems in these units. (Spring)

A cooperative work experience is on or off campus paid employment which augments formal instruction in the Robotics curriculum. The experience is coordinated by the Cooperative Education Coordinator who visits the job site for a conference with the student and supervisor at least once per term. As part of this course the student must attend a cooperative education orientation. Please see Cooperative Education Standards and Guidelines, pages 49-50, for maximum number of credit hours awarded for cooperative work experience. (On Demand)
exploration of the dynamic relationships between insiders and outsiders and the degree of integration determined by a variety of cultural, socioeconomic and situational factors. (Spring)

**SOC 2150** *Introduction to Women's Studies*

0 Lab 3 Lecture 3 Credits

Pre-requisite: College-level reading and writing

This course introduces historical and contemporary perspectives of feminist thought. A survey of issues relevant to the status and roles of women will be explored, with a focus on cultural beliefs and socialization. The study of women’s viewpoints and lived experiences will be examined through the interconnecting lenses of gender, class, race, ethnicity, and sexual orientation. (Spring)

**SOC 2300** *The Family*

0 Lab 3 Lecture 3 Credits

Prerequisite: SOC 2150

A study of the sociology of the human family throughout the life cycle of its individual members. Class discussion will include primary and extended families, normative and deviant relationships within family units, and how the interactivity of the family members affects both society and the individual. (On Demand)

**SOC 2400** *Sociology of Deviant Groups*

0 Lab 3 Lecture 3 Credits

Prerequisite: SOC 2150

A study of social groups which are abnormal within common social standards prevalent in our western society. The course will explore the characteristics of such groups including their social artifacts, how individuals interact within these groups, and how these groups interact with each other and our society at large. (On Demand)

**SOC 2500** *Cultural Anthropology*

0 Lab 3 Lecture 3 Credits

The concept of culture is examined through historical and contemporary cultural patterns and diversity across economic, social, and symbolic contexts. This course emphasizes the development of a greater awareness of how cultural anthropology can contribute to a more informed understanding of human rights. (Fall)

**SPE 2200** *Interpersonal Communication*

0 Lab 3 Lecture 3 Credits

Pre-requisite: College level reading; Pre- or co-requisite: ENG 1020 or ENG 1050

Interpersonal Communication concerns the study and practice of how communication affects relationships in everyday situations, with a special emphasis on workplace relationships, ranging from employee/employer, employee/employee, health care provider/patient and business person/client. Through role playing, small group, and individual presentations, this course provides students with practical skills necessary to analyze and solve communication problems. It emphasizes interpersonal verbal and non verbal behaviors and includes practice in the articulation of ideas and feelings. Emphasis is also placed on listening and response techniques, as well as on role relationships. (Fall, Spring)

**SPH SPANISH**

**SPH 1150** *Beginning Spanish I*

0 Lab 4 Lecture 4 Credits

Introduction to Spanish through multiple approaches with emphasis on speaking. Practice in conversing Spanish in simple and somatic sentences on topics everyday interest. (Fall)

**SPH 1250** *Beginning Spanish II*

0 Lab 4 Lecture 4 Credits

Pre-requisite(s): SPH 1150

Study of the Spanish language with emphasis on communication. Continued practice in listening, speaking, reading, and writing. Emphasis on strengthening communicative skills through discussion of selected reading and cultural topics. (Spring)

**SWK SOCIAL WORK**

**SWK 1010** *Introduction to Social Work*

0 Lab 3 Lecture 3 Credits

Co-requisites: ENG 1050, PSY 1210

An overview to theories, concepts and the base knowledge perspectives that are more commonly used in the fields of social work and chemical dependency addiction treatment counseling. Builds the foundations for development of an individualized approach for the helping professionals. The MMPI assessment will be administered during this course. (Fall)

**SWK 1020** *Social Work Methods and Practice*

0 Lab 3 Lecture 3 Credits

Pre-requisite: SWK 1010; Co-requisite: SWK 2881 or SWK 2891

A foundation course which provides a conceptual framework of the generalist social work practice model. Effective social work problem-solving process that blends creativity, knowledge, values, and skills will be examined. (Spring)
SWK 1030 Social Work Policy  
Prerequisite: SWK 1010  
This course will examine the programs and policies of the social welfare system from a historical perspective. Students will evaluate and critically analyze the current social policies in the United States with emphasis on the impact of legislation on social needs and social problems. (Spring)

SWK 1080 Alcoholism  
Prerequisites: SWK 1010  
A study of the disease concept of alcohol abuse, social and moral effects, psychological and physiological diagnosis and treatment for the alcoholic dependent and co-dependents. (Fall)

SWK 1090 Psychoactive Drugs  
Prerequisites: SWK 1010  
A study of the major drugs of abuse; i.e., alcohol, amphetamines, antidepressants, cocaine, designer drugs, inhalants, LSD, marijuana, nicotine, opiates, stimulants, and suppressants. Explores the impact of each drug on the brain and major bodily functions as pertaining to the effective dosage, margin of safety and their addictive properties. (Spring)

SWK 1100 Drugs and Behavior  
Prerequisites: SWK 1010  
This course will introduce principles and practices of interviewing clients and writing support documentation. The interviewing process will be examined with an emphasis placed on micro-skills training. Other topics reviewed include appropriate writing practices, professional standards of behavior, confidentiality, and liability issues in documentation. (Fall)

SWK 2100 Group Dynamics  
Prerequisites: SWK 1010  
This course will introduce the theories and dynamics of group counseling techniques. The planning of and participation in group activities will include group formation, member roles, and group functions. Students will have an opportunity to observe experienced leaders in various community groups. (Fall)

SWK 2120 Social Diversity  
Prerequisites: SWK 1010  
This course provides a comparison of diverse roles, interests, opportunities, contributions and experiences in social life. Topics include race, ethnicity, gender, sexual orientation, class and religion. Upon completion, students should be able to analyze how cultural and ethnic differences evolve and how they affect personality development, values, and tolerance. (Spring)

SWK 2150 Crisis Intervention  
Prerequisite: SWK 2120  
This course covers the theories and lab instruction in shielded metal arc welding (SMAW). Welding laboratory projects will provide students with the skills necessary to meet the AWS D1.1 acceptance criteria for SMAW fillet and groove welds in the flat, horizontal and vertical positions, on mild carbon steel plate. Lectures will include safety, selection and preparation of welding tools and equipment. (Spring)

WET 1030 Applied Metallurgy  
Co-requisite: WET 2445  
Basic metallurgical principles and their relationship to the following processes: welding, machining, forming, heat treating and finishing of ferrous and nonferrous metals. The course serves the needs of welding and mechanical technology students, as well as apprentices and trainees in the machining, tool and die, millwright, and allied trades. (On Demand)

WET 1145 SMAW Theory and Lab  
Prerequisites: SWK 1010  
This course covers the theories and lab instruction in shielded metal arc welding (SMAW). Welding laboratory projects will provide students with the skills necessary to meet the AWS D1.1 acceptance criteria for SMAW fillet and groove welds in the flat, horizontal and vertical positions, on mild carbon steel plate. Lectures will include safety, selection and preparation of welding tools and equipment. (Spring)

WET 2435 GMAW and GTAW Welding Theory  
Co-requisite: Either WET 2445 or 2455  
This is a lecture course on inert and active gas mixtures for shielding during welding. Gas metal arc welding (GMAW) and flux-cored arc welding (FCAW), gas tungsten arc welding (GTAW) and plasma arc welding and cutting (PAW/PAC) covered. Welding process selection and use for welding ferrous and nonferrous metals will also be discussed. (Spring)

WET 2445 GMAW Welding Lab  
Pre-requisites: WET 2435  
This is a laboratory course with instruction in gas metal arc welding (GMAW) and flux-cored arc welding (FCAW) in the flat, horizontal, vertical and overhead positions on mild carbon steel and aluminum. Modes of metal transfer and their uses are also reviewed. (Fall, Spring)

WET 2455 GTAW Welding Lab  
Pre-requisites: WET 2435  
This is a laboratory course with instruction in GTAW in the flat, horizontal, vertical and overhead positions on mild carbon steel, stainless steel and aluminum. (Fall, Spring)
WET 2660 Advanced Materials Joining Systems
0 Lab 3 Lecture 3 Credits
Prerequisite(s): WET 1145, 2435, 2445 and 2455 or permission of the instructor.
A survey of the advanced welding systems including electron beam, laser and ultrasonic welding, CNC and robotic programming, including the latest resistance welding processes, techniques, practices and applications used in manufacturing on a mass production basis will also be covered. (Fall)

WET 2670 Welding Codes and Procedures
0 Lab 3 Lecture 3 Credits
Prerequisite(s): Three (3) semesters of welding or permission of the instructor.
Emphasis will be placed on writing welding procedures. Instruction relating to the various codes and standards governing welding procedures and welder qualification will be covered in detail. (Spring)

WET 2700 Pipe Welding/Uphill
4 Lab 0 Lecture 2 Credits
Prerequisite(s): Successful completion of WET 1145 or proficiency on mild carbon steel plate open groove welds in all four positions
Uphill pipe welding is a laboratory class in which SMAW skills are developed to weld high pressure piping systems. The course is designed to prepare the student to weld in the 1GR, 2G, 5G, and 6G positions in accordance with the ASME Boiler & Pressure Vessel Code, Section IX. Students will complete laboratory projects on 6", 4" and 2" diameter mild carbon steel pipe. (Fall, Spring)

WET 2710 Pipe Welding/Downhill
4 Lab 0 Lecture 2 Credits
Prerequisite(s): Successful completion of WET 1145 or proficiency on mild carbon steel plate open groove welds in all four positions.
Downhill pipe welding is a laboratory class in which SMAW skills are developed to weld cross-country transmission and other low pressure piping systems. The course is designed to prepare the student to weld in the 1GR, 2G, 5G, and 6G positions in accordance with the API Standard 1104. Students will complete laboratory projects on 6 diameter mild carbon steel pipe. (Fall, Spring)

WET 2720 Pipe Welding/TIG
4 Lab 0 Lecture 2 Credits
Prerequisite(s): Successful completion of WET 2435 & WET 2455 or permission of the Instructor.
TIG pipe welding is a laboratory class in which GTAW skills are developed to weld either structural tubing or piping systems and/or pressure piping systems. The course is designed to prepare the student to weld in the 1GR, 2G, 5G, and 6G positions in accordance with either the AWS Structural Code or the ASME Boiler & Pressure Vessel Code. Students will complete laboratory projects on 2" & 4" diameter mild carbon steel pipe. (Fall, Spring)

WET 2980 Cooperative Work Experience
1–4 Credits
Pre- or Co-requisite: EBE2980
A cooperative work experience is on or off campus paid employment which augments formal instruction in the Welding curriculum. The experience is coordinated by the Cooperative Education Coordinator who visits the job site for a conference with the student and supervisor at least once per term. As part of this course the student must attend a cooperative education orientation. Please see Cooperative Education Standards and Guidelines, pages 49–50, for maximum number of credit hours awarded for cooperative work experience. (On Demand)

(WPT) WIND POWER TECHNOLOGY

WPT 1100 OSHA Standards: Wind Energy
0 Lab 1 Lecture 1 Credits
This self-paced online course in an overview of the Occupational Safety and Health Administration (OSHA) standards as they pertain the generation of electrical energy from wind power. Primary emphasis is placed on basic concepts of wind turbines, electrical generators, and their associated electrical and electronic components and which OSHA regulations govern these systems. Climbing and tower safety regulations are also studied. (Fall)

WPT 1200 Fundamentals of Wind Energy
0 Lab 3 Lecture 3 Credits
This course in an overview of the fundamentals of wind energy and how it can be used to generate electrical power. Primary emphasis is placed on basic concepts of wind turbines and ways the mechanical energy is transmitted through various drive systems to the electrical and electronic components. The integration to the electrical grid along with different types of tower designs and installation is also studied. (Fall)
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MEYER, Abby L., Technician, Information Technology/Software Support/Help Desk; A.A.B.; A.A.S., Terra State Community College

MOHR, Marla, Accounts Receivable Specialist; A.A., A.S., Firelands College, BGSU; B.S., Bowling Green State University

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NOLEN, Revlen (Ray), Maintenance Technician; A.A.S., Terra Community College

NUSSER, Bonnie, Director, Northcoast Jobs Connection; B.S., Bowling Green State University

PASKVAN, Phillip M., Distance Learning Instructional Technologist; B.F.A., Bowling Green State University

POWERS, Brannon, Custodian

REINCK, Connie M., Custodian

SALDUSKY, Betty, Accounts Payable Specialist; A.A.S., A.A.B., Owens Community College; B.B.A., Tiffin University

SANCHEZ, Jessica, Bookstore Specialist, Supplies; A.A.R., Terra State Community College

SCHABEL, Ann E., Coordinator, Data and Records

SCHANK, Elizabeth A., Executive Assistant to the President; M.A.Ed., Heidelberg University

SHAFFER, Thomas L., Maintenance Technician; A.A.S., Terra Community College

SIMPSON, Jill A., Administrative Coordinator to the Vice President for Institutional Advancement; A.S., Terra Community College; B.S., Heidelberg College; M.B.A., Tiffin University

SMITH, Della M., Custodian

SPENCER, Joyce M., Student Success Mentor/Veteran Students; A.T.S., Terra Technical College; B.B.A., Tiffin University

SZYMANOWSKI, Dennis L., Lead Maintenance Technician

THIESSEN, Marsha, Kern Center Assistant

WALKER, Kevin, Machine Lab Supervisor; A.I.S., A.A.S., Terra Community College; B.S., Bowling Green State University

WEAVER, Destry, Library Assistant; B.A., Heidelberg University

WILHELM, Brett, Bookstore Specialist, Textbooks; B.S., Bowling Green State University

YERDON, Wayne, Assistant Director, Information Technology; A.G.S., Central Texas College
Campus Maps and Building Floor Plans

Area and Campus Maps

Building Floor Plans

Building A: Roy W. Klay Hall (RK)
Building B: General Technologies Building (GTB)
Building C: Student Activities Center (SAC)
Building D: Marsha S. Bordner Arts and Health Technologies Center (AHTC)
Building E: Engineering Technologies Building (ENG)
Building G: Under Construction
Building I: Skilled Trades Center (STC)
From Cleveland:
West on Ohio Turnpike
to Exit 91/6
to South on State Route 53
to East on Napoleon Road

From Columbus:
North on US 23
to North State Route 53
to East on Napoleon Road

From Cincinnati:
North on I-75
to East on US 6
to North State Route 53
to East on Napoleon Road

From Toledo:
East on Ohio Turnpike
to Exit 91/6
to South on State Route 53
to East on Napoleon Road
or:
East on Ohio Turnpike
to Exit 81/5A (Elmore)
to South on State Route 51
to East on US 20
to South on State Route 53
to East on Napoleon Road

419.559.2349
or toll-free
866.AT.TERRA, ext. 2349
Building A / Roy W. Klay Hall (RK)

(E) Elevator  (M) Men’s Restroom  (S) Stairs  (W) Women’s Restroom
Building C / Student Activities Center (SAC)

(E) Elevator  (M) Men’s Restroom  (S) Stairs  (W) Women’s Restroom
Building E / Engineering Technologies Building (ENG)

(E) Elevator  (M) Men's Restroom  (S) Stairs  (W) Women's Restroom
Building I / Skilled Trades Center (STC)

(E) Elevator (M) Men's Restroom (S) Stairs (W) Women’s Restroom

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