2024-25 Academic CATALOG

NORTHERN STATE COMMUNITY COLLEGE

Preface

While the Southern State Community College Catalog is intended to be a fair summary of certain matters of interest to students, its readers should be aware 1) that this catalog is not intended to be a complete statement of all procedures, policies, rules, and regulations by which the College is operated, and 2) that the College reserves the right to change, without notice, any academic or other requirements, course offerings, course contents, programs, fees, procedures, policies, rules, and regulations, which may be contained in this catalog, and 3) that departmental procedures, policies, rules, and regulations, whether or not contained in this catalog, may be applicable to students in those departments.

All statements in this publication are not to be regarded as offers to contract. Information in this catalog is subject to change.

A student is responsible for meeting all requirements for graduation. Academic advisors should assist in

for meeting the requirements for graduation rests with each student. In addition, students planning to transfer to another institution have the sole responsibility to determine that their course of study at the College will qualify for such transfer.

Non-Discriminatory Practices

Southern State Community College does not discriminate, in its programs or activities, against applicants, employees, or students on the basis of race, color, religion, gender, gender identity or expression, national origin (ancestry), military status (past, present or future), disability, age (40 years or older), status as a parent during pregnancy and immediately after the birth of a child, status as a parent of a young child, status as a nursing mother, status as a foster parent, genetic information, or sexual orientation. Questions about this should be directed to the Lead Title IX Coordinator, 100 Hobart Drive, Hillsboro, OH 45133; (937) 393-3431.

Accommodations for persons with disabilities may be made through the Coordinator of Learning Services and Accessibility, 100 Hobart Drive, Hillsboro, OH 45133; (937) 393-3431.

Nothing in this Catalog should be construed to supplant the special jurisdictions and procedures set forth in the Ohio Revised Code, federal and state laws. Information contained in this catalog constitutes policies and guidelines only and are no way to be interpreted as a contract or understanding between Southern State Community College and any of its students, employees, or etc. Southern State Community College reserves the right to modify or delete any of these policies.

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BROWN COUNTY CAMPUS
351 Brooks-Malott Rd.
Mt. Orab, OH 45154
800.628.7722

CENTRAL CAMPUS
100 Hobart Drive
Hillsboro, OH 45133
937.393.3431

Toll-free: 800.628.7722
Email address: info@sscc.edu
Web site: www.sscc.edu

2. High School Admission

College Credit Plus Program

7KH SXUSRVH RI WKH &RO-OHJH &UHGLW 3OXV &&3 3UR JUDP LV WR SURYLGH VWXGHQWV LQ WK JUDGH WKURXJK WK JUDGH ZKR DUH LQWHOOHFWXDOO\ DQG VRFLDOO\ FDSDEOH WKH RSSRUWXQLW\ WR HDUQ F-ROOHJH DQG KLJK VFKRRO JUDGXD WLRQ FUHGLW WKURXJK VXFFHVVIXO FRPSOHWLRQ RI FROOHJH FRXUVHV 6RPH DFDGHPLF SURJUDPV DW 6RXWKHUQ 6WDWH UHTXLUH WKH GRFXPHQWDWLRQ RI KLJK VFKRRO JUDGXDWLRQ RU WKH *(' IRU DGPLVVLRQ WR WKH DFDGHPLF SURJUDP DQG PD\ H[FOXGH HQWUDQFH XQGHU WKH &ROOHJH &UHGLW 3OXV &&3 3URJUDP

Criteria for Admission

&RPSOHWH WKH &ROOHJH &UHGLW 3OXV &&3 $SSOLFDWLRQ IRU $GPLVVLRQ RQ WKH &ROOHJH ZHEVLWH DW ZZZ VVFF HGX FFS DQG KDYH \RXU KLJK VFKRRO WUDQVFULSWV DFDGHPLF UHFRUG DQG VWDWH DSSURYHG DVVHVVPHQW VFRUHV LI DSSOL FDEOH VHQW WR WKH 66&& $GPLVVLRQV 2IÀFH

$IWHU 66&& UHFHLYHV WKH VWXGHQW·V &&3 DSSOLFDWLRQ DQG WUDQVFULSW 66&&·V 2IÀFH RI $GPLVVLRQ ZLOO VHQG VWXGHQW D OHWWHU DQG 6WDWH 0DQGDWHG 3HUPLVVLRQ 6OLS WKDW PXVW L¨ýD 0p°€0` ðHGX OL

$ YHWHUDQ ZKR LV WKH UHFLSLHQW RI RQH GLVWLQFW
YHWHUDQV· EHQHÀWV XQGHU WKHVH SURJUDPV WR DQ
)RUFH (GXFDWLRQDO $VVLVWDQFH 3URJUDPµ WKDW WD
8 6 & HW VHT RU ´3RVW UHFHVVLRQDU\ (GXFDWLRQDO $VVLVWDQFH 3URJUDPµ WKDW LV &XOH
HW VHT RU DQ\ VXFFHVVRU SURJUDP RI GHWH
YHWHUDQ PHHWV DOO RI WKH IROORZLQJ FULWHULD SXUS

a) 7KH YHWHUDQ VHUYHG DW OHDVW RQH GD\ RI
DFWLYH GXW\ LPPLJUDWLRQ VWDWXV ZL

b) 7KH YHWHUDQ HQUROOV LQ D VWDWHG LQVWLWXWLRQ RI HIW
KLJKHU HGXFDWLRQ DV GHÀQHG LQ VHFWLRQ
RI WKH 5HYLVHG FRGH

c) 7KH YHWHUDQ OLYHV LQ WKH VWDWH DV RI WKH ÀUVW
GD\ RI D WHUP RI HQUROOPHQW LQ WKH VWDWH
LQVWLWXWLRQ RI KLJKHU HGXFDWLRQ

$ SHUVRQ ZKR LV WKH UHFLSLHQW RI WKH IHGHUDO
´0DULQH *XQQHU\ 6HUJHDQW -RKQ 'DYLG)U\µ
VFKRODUVKLS RU WUDQVIHUUHG IHGHUDO YHWHUDQV·
EHQHÀWV XQGHU DQ\ RI WKH SURJUDPV OLVWHG LQ
SDUDJUDSK & RI WKLV UXOH LI WKH SHUVRQ
PHHWV ERWK RI WKH IROORZLQJ FULWHULD

a) 7KH SHUVRQ HQUROOV LQ D VWDWH LQVWLWXWLRQ RI
KLJKHU HGXFDWLRQ

b) 7KH SHUVRQ OLYHV LQ WKH VWDWH DV RI WKH ÀUVW
GD\ RI D WHUP RI HQUROOPHQW LQ WKH VWDWH
LQVWLWXWLRQ RI KLJKHU HGXFDWLRQ ,Q RUGHU WR
TXDOLI\ XQGHU SDUDJUDSK & RI WKLV UXOH WKH
YHWHUDQ·V SHULRG RI DFWLYH GXW\ PXVW KDYH EHHQ
DW OHDVW QLQHW\ GD\V

$ SHUVRQ ZKR ZKLOH D UHVLGHQW RI WKLV VWDWH IRU
VWDWH VXEVLG\ DQG WXLWLRQ VXUFKDUJH SXUSRVHV
JUDGXDWHG IURP D KLJK VFKRRO LQ WKLV VWDWH RU
FRPSOHWHG WKH ÀQDO \HDU RI LQVWUXFWLRQ DW KRPH
DV DXWKRUL]HG XQGHU VHFWLRQ RI WKH
5HYLVHG &RGH LI WKH SHUVRQ HQUROOV LQ DQ
LQVWLWXWLRQ RI KLJKHU HGXFDWLRQ DQG HVWDEOLVKHV
GRPLFLOH LQ WKLV VWDWH UHJDUGOHVV RI WKH VWXGHQ
UHVLGHQFH SULRU WR WKDW HQUROOPHQW

D. Additional criteria which may be considered in determining residency may include but are not limited to the following:

&ULWHULD HYLGHQFLQJ UHVLGHQF\

a) ,I D SHUVRQ LV VXEMHFW WR WD[OLDELOLW\ XQGHU
VHFWLRQ RI WKH 5HYLVHG &RGH

b) ,I D SHUVRQ TXDOLÀHV WR YRWH LQ 2KLR

c) ,I D SHUVRQ LV HOLJLEOH WR UHFHLYH 2KLR SXEOLF
DVVLVWDQFH

d) ,I D SHUVRQ KDV DQ 2KLR·V GULYHU·V OLFHQVH
DQG RU PRWRU YHKLFOH UHJLVWUDWLRQ

&ULWHULD HYLGHQFLQJ ODFN RI UHVLGHQF\

a) ,I D SHUVRQ LV D UHVLGHQW RI RU LQWHQGV WR EH
D UHVLGHQW RI DQRWKHU VWDWH RU QDWLRQ IRU WKH
SXUSRVH RI WD[OLDELOLW\ YRWLQJ UHFHLSW RI
SXEOLF DVVLVWDQFH RU VWXGHQW ORDQ EHQHÀWV LI
WKH VWXGHQW TXDOLÀHG IRU WKDW ORDQ SURJUDP E\
EHLQJ D UHVLGHQW RI WKDW VWDWH RU QDWLRQ

F. Procedures

Fees, Expenses, and Financial Aid

Refund Policy

:KHQ ZULWWHQ ZLWKGUDZDO SUHFHGHV WKH ILUVW GDB MHQWR ZHUGR WKH
&ROOHJH ZLOO UHIXQG IHHV ZLWKLQ WHQ EXVLQHVV GDBV RQ DOO WXLWLRQ SRX
WLPH DFFRUGLQJ WR WKH IROORZLQJ VFKHGXOH RQ DOO LQ FRXUVHV
&RPPXQLW\ &ROOHJH RQ D WXLWLRQ EDVLV &RXUVH IHHV DQG
%HIRUH VWDUW RI 6HPHVWHU WR SURSRUWLRQ (QUROOPHQW LV OL
%\ WKH ODVW GD\ RI WKH VHFRQG DVVURRP VSDFH LV DYDLODEOH
ZHHN FRXUVH GURS 6WXGHQWV DUH H[SHFWHG WR
$IWHU VHFRQG ZHHN WHQGDQFH UHJXODWLRQV IRU DXGL
FRXUVH ZLWKGUDZDO FODVVHV 6WXGHQWV QRW EH[XDQGH WKH
UHTXLUHG WR GR VR 6HQLRU IHH UI
:HHN LV GHÀQHG DV VHYHQ WRWDO FODVV GD\V EHWLQQ FRXV
QLQJ ZLWK WKH ÀUVW GD\ RI WSKDHVHQW VHVVLRQ DQG UHIXQG RI IH
WR WKH %XVLQHVV 2IÀFH
6WXGHQWV ZKR UHFHLYH 7LWOH ,9 ÀQDQFLDO DLG)HGHUDO
3HOO *UDQW)HGHUDO 6XS-SOHPHQWDO (GXFDWLRQDO 2SSRU
WXQLW\ *UDQW DQG)HGHUDO 'LUHFW /RDQV ZKR GR QRW
FRPSOHWH WKHLU FODVVHV IRU D VHPHVWHU ZLOO EH UHVSRQVLE
WR UHWXUQ XQHDUQHG DLG EDFN WR WKH 'HSDUWPHQW RI
(GXFDWLRQ)DLOXUH WR UHWXUQ XQHDUQHG DLG ZLOO UHVXOW L
ORVV RI IXWXUH HOLJLELOLW\ IRU DQ\ 7LWOH ,9 ÀQDQFLDO DLG

Note: Refund of fees for accelerated terms (Summer, etc.) will be pro-rated accordingly.

Senior Citizens Fee Reductions

Action completed: All Students

Returned Check Fee

$Q\ FKHFN UHWXUQHG IRU LQVXIÀFLHQW IXQGV ZLOO KDYH D IHH

SCHOLARSHIPS DUH PRQHWDU\ JLIWV WKDW GR QRW
LQYROYH UHSD\PHQW 7KH DPRXQW RI VFKRODUVKLS
PRQLHV XVXDOO\ YDULHV-EDVHG RQ WKH W\SH RI VFKRODU
VKLS DQG WKH UHTXLUHPHQWV E\ WKH GRQRU /RRN VSSO\
IRU VFKRODUVKLSV YLVLW KWWSV
FLDODG VFKRODUVKLSV VKWPO

127( )$)6$ UHVXOWV UHFHLYHG SULRU WR -XQH ZLOO EH FRQVLGHUHG
EH FRQVLGHUHG IRU SULRULW\ DQG PD\ QRW EH DYDLODEOH LI
UHFHLYHG SULRU WR -XQH ZLOO EH FRQVLGHUHG RQO\ DIWHU
DLG IRU WKH)DOO VHPHVWHU µ

Student Rights and Responsibilities

You have the right . . .

‡ WR NQRZ ZKDW ÀQDQFLDO DLG $SSURSULDWLRQV DQG RWKHU
6RXWKHUQ 6WDWH &RPPXQLW\ &ROOHJH
‡ WR NQRZ WKH GHDGOLQHV IRU VXEPLWWLQJ DSSOLFDWLRQV IRU
HDFK RI WKH ÀQDQFLDO DLG SURJUDPV DYDLODEOH
‡ WR NQRZ KRZ ÀQDQFLDO DLG :LOO EH GLVWULEXWHG KRZ
GHFLVLRQV RQ WKDW GLVWULEXWLRQ DUH PDGH DQG WKH EDVLV
IRU WKHVH GHFLVLRQV
‡ WR NQRZ KRZ \RXU HOLJLELOLW\ ZDV GHWHUPLQHG LQFOXGH
LQFOXGHV KRZ FRVWV IRU WXLWLRQ DQG IHHV ERRNV DQG
KRXVLQJ WUDQVSRUWDWLRQ ERDUG DQG YDULRXV SHUVRQDO
DQG PLVFHOODQHRXV H[SHQVHV 7KH VWXGHQW·V HDUQLQJV
\RXU EXGJHW
‡ WR NQRZ ZKDW UHVRXUFHV VXFK DV SDUHQWDO
FRQWULEXWLRQ RWKHU ÀQDQFLDO DLG \RXU DVVHWV
ZHUH FRQVLGHUHG LQ WKH FDOFXODWLRQ RI \RXU ÀQDQFLDO
‡ WR UHTXHVW DQ H[SODQDWLRQ RI WKH GHFLVLRQV PDGH
\RXU VWXGHQW DLG SDFNDJH
‡ WR NQRZ WKH &ROOHJH·V UHIXQG SROLF\ DQG KRZ LW
DIIHFWV \RXU ÀQDQFLDO DLG SDFNDJH
‡ WR NQRZ ZKDW SRUWLRQ RI WKH ÀQDQFLDO DLG \RX UHFHLYH
PXVW EH UHSDLG DQG ZKDW SRUWLRQ LV JUDQW DLG ,I WKH
DLG LV D ORDQ \RX KDYH WKH ULJKW WR NQRZ ZKDW WKH
LQWHUHVW UDWH LV WKH WRWDO DPRXQW WKDW PXVW EH UHSDLG
WKH SD\EDFN SURFHGXUHV OHQJWK RI WLPH \RX KDYH WR
UHSD\ WKH ORDQ DQG ZKHQ UHSD\PHQW LV WR EHJLQ
‡ WR NQRZ KRZ WKH &ROOHJH GHWHUPLQHV ZKHWKHU \RX
DUH PDNLQJ 6DWLVIDFWRU\ $FDGHPLF 3URJUHVV DQG ZKDW
KDSSHQV LI \RX DUH QRW

You have the responsibility . . .

‡ WR FRPSOHWH DOO DSSOLFDWLRQ IRUPV DFFXUDWHO\ DQG
VXEPLW WKHP RQ WLPH WR WKH ULJKW SODFH
‡ WR SURYLGH FRUUHFW LQIRUPDWLRQ ,Q PRVW LQVWDQFHV
PLVUHSRUWLQJ LQIRUPDWLRQ RQ ÀQDQFLDO DLG DSSOLFDWLRQ
IRUPV LV D YLRODWLRQ RI ODZ DQG PD\ EH FRQVLGHUHG D

Important Academic Requirements for Receiving Financial Aid

FULPLQDO RIIHQVH WKDW FRXOG UHVXOW
WKH 8 6 &ULPLQDO &RGH
‡ WR UHWXUQ DOO GGLWLRQDO GRFXPHQ
FRUUHFWLRQV DQG RU QHZ LQIRUPDWLR
HLWKHU WKH ÀQDQFLDO DLG RIÀFH RU W
\RX VXEPLWWHG \RXU DSSOLFDWLRQ DV
‡ WR EH UHVSRQVLEOH IRU UHDGLQJ DQG
IRUPV WKDW DSSHDU RQ \RXU DVNHG WR VLJQ DQ
VLJQ ZZZ VVFF HGX ÀQDQ
‡ WR SHUIRUP WKH ZRUN WKDW LV DJUHHG
D)HGHUDO :RUN 6WXG\ SRVLWLRQ
‡ WR QRWLI\ WKH ÀQDQFLDO DLG RIÀFH RU WKH
HGXFDWLRQDO H[SHQVHV
‡ WR EH UHVSRQVLEOH IRU PDLQWDLQLQJ
UHJLVWUDWLRQ RI VL[VHPHVWHU KRX
VWXGHQW ORDQ ERUURZHU
‡ WR FRPSO\ ZLWK WKH VWDQGDUGV RI 6D
$FDGHPLF 3URJUHVV DQG WKH ÀQDQFLDO DLG
‡ ,Q RUGHU WR UHFHLYH IHGHUDO ÀQDQFL
PXVW EH GHWHUPLQHG WR EH LQ RQH RI 66
SURJUDPV 1RWH IHGHUDO DLG
HOLJLELOLW\ DQG VSHFLDO SURJUDPV
7KH VWXGHQW·V DUHD RI VWXG\ DQG
FRXUVHV QRW UHTXLUHG LQ WKHLU GHF
3D\PHQW IRU FRXUVHV WDNHQ RXWVLGH
WKH UHVSRQVLELOLW\ RI WKH VWXGHQW
E\ WKH GDWH GHWHUPLQHG E\ WKH
WKH WRWDO DPRXQW RI VSRQVRUVKLS
UHTXLUHG E\ WKDW PDMRU ,I \RX KDYH

3URJUHVV 3RLF\ 7KH 7UDQVIHU JUDGH SRLQW DYHUDJH GRHV QRW DIIHFW WKH 66&& JUDGH SRLQW DYHUDJH 7KH WUDQVIHU KRXU DSSOLFDELOLW\ WR WKH VWXGHQW·V PDMRU ZLOO EH GHWHUPLQHG DW WKH WLPH D VWXGHQW LV HYDOXDWHG IRU D SRVVLEOH

Return of Title IV Funds Policy

Change in enrollment status between semesters (recalculation required)

Student who does not begin attendance in all classes within the drop/add date (recalculation required)

Change in enrollment status within a semester

Title IV funds include:

Determination of Attendance:

Student Never Established Eligibility for Fed-

7KH UHVSRQVLELOLW\ WR UHSD\ XQHDUQHG DLG LV VKDUHG E\ WKH LQVWLWXWLRQ DQG WKH VWXGHQW LQ SURSRUWLRQ WR WKH HDFK LV DVVXPHG WR SRVVHVV 7KH LQVWLWXWLRQ·V VKDUH LV W OHVVHU RI

‡ 7KH WRWDO DPRXQW RI XQHDUQHG DLG RU
‡ ,QVWLWXWLRQDO FKDUJHV PXOWLSOLHG E\ WKH SHUFHQWDJH RI DLG WKDW ZDV XQHDUQHG

,QVWLWXWLRQDO FKDUJHV DUH WXLWLRQ FRXUVH IHHV DQG UHTXLUHG ERRNV VXSSOLHV SXUFKDVHG ZLWK IHGHUDO VWX GHQW DLG IURP WKH FDPSXV ERRNVWRUH 7KH FDOFXODWLRQ DVVXPHV WKDW 7LWOH ,9 IXQGV DUH GLUHFWO\ GLVEXUVHG WR D VWXGHQW RQO\ DIWHU DOO LQVWLWXWLRQDO FKDUJHV KDYH EH FRYHUHG DQG WKDW 7LWOH ,9 IXQGV DUH WKH ÀUVW UHVRXUFH DSSOLHG WR LQVWLWXWLRQDO FKDUJHV ,QVWLWXWLRQDO FKDUJH WKRVH DVVHVVHG SULRU WR WKH VWXGHQW·V ZLWKGUDZDO QRW UHGXFHG DPRXQW WKDW PLJKW UHVXOW IURP DQ\ LQVWLWXWLRQ UHIXQG SROLF\

7KH VWXGHQW·V VKDUH LV WKH GLIIHUHQFH EHWZHHQ WKH WR XQHDUQHG DPRXQW DQG WKH LQVWLWXWLRQ·V VKDUH 7KH LQ WXWLRQ·V VKDUH LV DOORFDWHG DPRQJ WKH 7LWOH ,9 SURJU LQ DQ RUGHU VSHFLÀHG E\ VWDWXWH EHIRUH WKH VWXGHQW·V VKDUH

‡ 8QVXEVLGL]HG 6WDIIRUG /RDQ
‡ 6XEVLGL]HG 6WDIIRUG /RDQ
‡ 3DUHQW 3OXV /RDQ
‡)HGHUDO 3HOO *UDQW
‡)HGHUDO 6XSSOHPHQWDO (GXFDWLRQDO 2SSRUWXQLW\ *UDQW

$IWHU WKH VWXGHQW·V VKDUH LV IXOO\ DOORFDWHG DPRQJ WKH 7LWOH ,9 SURJUDPV WKH -DPRXQW RZHG WR D JUDQW SUR JUDP LV UHGXFHG E\

7KH XQHDUQHG 7LWOH ,9 IXQGV PXVW EH UHWXUQHG WR (' QR ODWHU WKDQ FDO-HQGDU GD\V DIWHU WKH LQVWLWX WLRQ GHWHUPLQHV WKDW WKH VWXGHQW ZLWKGUHZ $W 66&& WKH LQVWLWXWLRQ UHWXUQV DOO VKDUHV RI XQHDUQHG DLG WR WKH 'HSDUWPHQW RI (GXF-DWLRQ $Q\ VXEVHTXHQW EDO DQFH FUHDWHG GXH WR WKLV UHWXUQ RI XQHDUQHG DLG LV WKH UHVSRQVLELOLW\ RI WKH VWXGHQW WR PDNH SD\PHQW DUUDQJH PHQWV ZLWK 66&&·V %XVLQHVV 2IÀFH ZLWKLQ GD\V RI QRWLÀFDWLRQ $Q\ UHPDLQLQJ HDUQHG ORDQ IXQGLQJ VWLOO IXQFWLRQV XQGHU WKH WHUPV DQG FRQGLWLRQV RI WKH PDVWHU SURPLVVRU\ QRWH

)HGHUDO DQG 6WDWH)

352*5$0	62285&(	0,1,080	5(4
	118/ 2))81',1*	8,5(' &5(',7 +56	$''7,21$/ ,1)250$7,21 $33/,&$7,21
)('(5$/ 3(// *5$17 |)HGHUDO	%DVHG RQ)HGHUDO IXQGLQJ 1	)$)6$	3URYLGHV ÀQDQFLDO DVVLVWDQFH EDVHG FDOFXODWLRQ
)(' 6833/(017 ('8& 233 *5$17 |)HGHUDO	%DVHG RQ)HGHUDO IXQGLQJ 1	)$)6$	3ULRULW\ JLYHQ WR VWXGHQWV DZDUGHG *UDQWV 0XVW KDYH H[FHSWLRQDO ÀQDQ DV GHWHUPLQHG E\ WKH)LQDQFLDO $LG
)('(5$/ :25. 678'<	)HGHUDO	DQQXDOO\	)$)6$:RUN 6WXG\ $SSOLFDWLRQ	3URYLGHV SDUW WLPH HPSOR\PHQW RQ F IRU PLQLPXP ZDJH 2QO\ IRU VWXGHQWV Z ÀQDQFLDO HOLJLELOLW\ GHWHUPLQHG E\ FLDO $LG 2IÀFH
',5(&7)('(5$/ 68%6,',=(' /2$1	)HGHUDO	IRU VW \U VWXG IRU QG \U VWXG	)$)6$ 6WXGHQW /RDQ 5HTXHVW)RUP	/RQ DGPLQLVWHUHG E\ 8 6 'HSDUWPHQW (GXFDWLRQ $PRXQW LV GHWHUPLQHG E\ FLDO $LG 2IÀFH 9DULDEOH LQWHUHVW UH EHJLQ DIWHU OHDYLQJ VFKRRO
',5(&7)('(5$/ 81 68%6,',=(' /2$1 |)HGHUDOUHPDLQLQJ need	$PRXQWV EDVHG RQ	)$)6$ 6WXGHQW /RDQ 5HTXHVW)RUP	6WXGHQWV PD\ PDNH PRQWKO\ LQWHUHVW SD\PHQWV ZKLOH HQUROOHG LQ FROOHJH
)('(5$/ 3$5(17 /2$1 3/86	)HGHUDO	8S WR WRWDO FRVW RI HGXF IRU DFDGHPLF \HDU	)$)6$ 3DUHQW 3OXV /RDQ 5HTXHVW)RUP www.studentloans.gov	$GPLQLVWHUHG E\ 8 6 'HSDUWPHQW RI (WLRQ FHUWLÀHG DQG FDOFXODWHG E\ )L $LG 2IÀFH 2QO\ IRU SDUHQWV RI GHSHQG XQGHUJUDGXDWHV
1856(('8&$7,21 $66,67$1&(/2$1	6WDWH	9DULHV	/RDQ $SSOLFDWLRQ	$SSO\ WKURXJK 1XUVH (GXFDWLRQ $VVLV 2IÀFH DW KWWSV KLJKHUHG RKLO JRY H WRUV ÀQDQFLDO DLG VJ\ QHDOS QHDOS
2+,2 1$7·/ *8$5' 6&+2/$5 21*6	6WDWH RI WXLWLRQ		2KLR 1DWLRQDO *XDUG $UPRU\	$SSO\ WKURXJK ORFDO 1DWLRQDO *XDUG 5HVHUYH IRU VWXGHQWV HQUROOHG DW FROOHJHV DQG XQLYHUVLWLHV
2+,2 :$5 253+$1 6(9(5(/< ',6$%/(' 9(7(5$16· &+,/'5(1 6&+ :26	6WDWH	*HQHUDO DQG ,QVWUXFWLRQDO)HHV	2KLR :DU 2USKDQV %RDUG	)RU FKLOGUHQ RI GLVDEOHG RU GHFHDVH YHWHUDQV $SSO\ WKURXJK WKH :DU 2USK %RDUG DW WKH 2KLR 'HSDUWPHQW RI +LJ (GXFDWLRQ
2+,2 &2//(*(233 *5$17 2&2*	6WDWH	7XLWLRQ RQO\ 1	)$)6$ E\ 2FWREHU	$SSOLHV WR HOLJLEOH 9HWHUDQV LQ DQ $OO RWKHU VWXGHQWV LV VXPPHU RQO\

*Free Application for Federal Student Aid

Student Affairs & Student Life

Retention and Engagement

Student Success Center staff provides in-depth, hands-on guidance and assistance to first-time college students who require preparation courses, who need assistance in locating and utilizing campus/community resources and who need help with academic progress.

For every one credit hour in which you enroll, you will spend approximately two hours per week of class studying. Therefore, to help determine the course load most appropriate for you, use the following formula:

- 3 credit hours (1 course) = 3 hours in class per week = 6-9 hours study time per week.
- 12 credit hours (4 courses) = 12 hours in class per week = 24-36 hours study time per week.

Full time students enroll in 12-18 credit hours per semester. Part time students enroll in 1-11 credit hours per semester. The course load that is best for you depends on a variety of factors, such as other commitments, study skills, time management skills, and self-discipline. To determine the course load which is most appropriate for you, please refer to the following guidelines:

Employment Obligations - Course Load if Working:
40 hours per week - 3-5 credit hours
30 hours per week - 3-9 credit hours
20 hours per week - 6-12 credit hours
Less than 20 hours - 12-18 credit hours

Career Services

Career counseling includes career direction, development, and job search services to currently enrolled students, alumni, and community members. Southern State will assist in discovering a career and/or major to match interests, abilities, values, and career desires.

From the beginning of a college career, through graduation and beyond, the Career Services Office is here to help.

New students are encouraged to explore the Career Services web page to discover career decision-making and planning resources.

Students looking for employment may register for employment search assistance any time during their 66&& experience as well as check out Job Search Resources including Job Fairs and Boards and Notices of job fairs at SSCC and the surrounding area.

Graduating students should register with the Career Services Office three to four months prior to graduating in order to effectively utilize the Office's resources – interview coaching, resume writing, and tips on job search strategies, networking, and the elevator speech including assistance with job coaching, tips for assessing and managing your current career, and dealing with job stress utilizing Hardiness Techniques' 3Cs. Watch for special related activities and workshops on SSCC's website.

Students can also get assistance in planning classes to satisfy course requirements for their program.

Pertinent information about trends in employment and guidelines of how to keep the job are explored.

Current job opportunities from area employers are posted on all campuses and also available on the SSCC webpage at www.sscc.edu/job-board/.

Mental Health Counseling

Many students take on multiple roles – student, parent, spouse, and worker to name a few. Life can pile up and become stressful. Southern State provides free and confidential assistance [illegible] inevitably come to the surface. We are here to help you succeed in school and in your personal life by offering:

- Free and confidential [illegible]
- Topics such as relationships, stress, depression, anxiety or referrals [illegible]

Check out our website for videos, printable handouts, and resource links on a variety of self-help topics as well as call our Mental Health Counselor at [illegible].

Veteran Workforce Training and Education

SSCC will work to provide better access and success for service members and veterans in postsecondary

Accessibility & Accommodations

Southern State Community College is committed to assuring equality of both opportunity and participation for persons with disabilities. The Americans with Disabilities Act (ADA) defines disability as a physical or mental impairment that substantially limits one or more major life activities such as walking, seeing, hearing, working, or learning. It further defines a person with a disability as having a physical or mental impairment, a record of such impairment, and/or someone that is regarded as having such impairment.

In addition to visible disabilities, such as the need for wheelchairs or sign language, this definition includes invisible disabilities as well. Some of these are learning disabilities, psychological disorders, and chronic illnesses.

Persons requesting reasonable adjustments for disabilities must self-identify to be granted protection under Section 504 and the Americans with Disabilities Act. Any student with a disability may request modifications at any time. However, because all individual needs are determined on a case by case basis it is suggested that notations be made with the Learning Services & Accessibility Coordinator several months in advance. This will enable time to provide appropriate documentation and completion of necessary processes prior to beginning classes. Requests for accommodations must be received 45 days prior to the start of the term for which they are requested. This is to ensure that reasonable accommodations will be provided at the start of the term.

All information is held in confidence in compliance with SSCC policies. Contact the Learning Services and Accessibility Coordinator on Central Campus at (800) 45 da 1 Tf T* (45 d51h02 willeion 64 (necessar)-27.8 (y processes prior

of any state or a reserve component of the armed forces, and who has been discharged under honorable conditions from the armed forces or who has been transferred to the reserve with evidence of satisfactory service.

Dissemination of Consumer Information

All schools that participate in the Title IV programs must designate an employee or group of employees who are available to assist in obtaining information concerning policies of the College.

At Southern State Community College, the Student $IIDLUV 2IÀFH ZLOO EH GHVLJQDWHG WR SURYLGH VXFK information.

Distribution of Literature

No literature, including newspapers, books, pamphlets, Á\HUV SRVWHUV EDQQHUV DQG RWKHU VXFK SXEOLFDWLRQV PD\ be distributed or posted on-campus without prior approval from the Vice President of Academic and Student Affairs.

Drug Policy

The College upholds the federal and state laws prohibiting the use, possession, sale, or offering for sale of controlled substances, including but not limited to marijuana, and will not interfere with the legal prosecution of any members of the community who YLRODWH VXFK ODZV /DZ HQIRUFHPHQW RIÀFHUV ZKHQ armed with the proper documents, have a legal right to search any and all buildings on the campus without prior notice.

Guidelines for Implementation of the Alcohol and Drug Policy

The Southern State Community College policy on alcohol and alcohol related behavior stresses the concept of individual responsibility.

The purpose of these implementation n State Community Collegconcen ST>BTu/Spaneþÿ 8E9>se,484.1onc671.463>>le28n

New Student Orientation

After students have met with an advisor and registered for classes, they will receive a letter and/or email inviting them to attend New Student Orientation. At orientation, students will learn about the free services available to them, the College's academic policies and standards, how to stay safe both online and on campus, student life, and more. New Student Orientation is a fun, interactive way for our students to learn everything they need to know when starting at Southern State.

Parking

Lighted parking lots are on each campus. The College reserves the right to have any vehicle that is illegally parked towed away by a professional wrecker service at WKH H[SHQVH RI WKH RZQHU

Title IX - Anti-Hazing, Sex-based Harrassment/Discrimination/ Violence Policy

Southern State Community College will not tolerate hazing, harassment, discrimination, or violent behavior of any kind. Title IX policies protects students, employees, and third parties with relationships to the &ROOHJH IURP VH[EDVHG WDUJHWHG LQFLGHQWV WKDW GLVUXSW the cohesive learning and working environment. Access the policy by visiting https://www.sscc.edu/

Tobacco Use/Smoking Policy

There is no tobacco use or smoking in any campus building, or within 20 feet of an outside entrance to a building. This includes the use of e-cigarettes and vaping.

Solicitation and Sales

No individual may solicit donations or sell on-campus for personal gain. Use of campus property for the collecting of donations or sales is restricted to recognized student organizations, the College or its departments. Approval for all such sales is to be UHFHLYHG IURP WKH 6WXGHQW $IID

State of Ohio Law on Hazing

No student or person in attendance at a public, private, parochial or military school, college, or other educational institution shall conspire to or engage in hazing or committing an act that injures, frightens, degrades, or tends to injure, frighten, degrade or disgrace a fellow student or person attending such LQVWLWXWLRQ 7KHUH DUH VWU levied by the State of Ohio for violation of said act.

Student ID Cards

In adherence with the Family Educational Rights and Privacy Act (FERPA) as well as SSCC's commitment to protecting student information, Student IDs are the preferred means of authenticating student identity in the Library and Bookstore.

Student IDs provide important information to identify students including email address, ID number, library barcode, and photo. The library barcode, located on the back of the Student ID, is used to request and check-out library materials and to access electronic research databases off-site or to gain Remote Authentication.

Student IDs are FREE and only take a few minutes to make. To get an ID, students will need to visit any SSCC Library and bring their current class schedule and a photo ID to verify student information. Accepted photo IDs include: Driver's License, State ID, Military ID, or High School ID (if it has a photo). Please note, only currently enrolled students are eligible to receive their ID. Additionally, Student IDs will be available twenty-four hours after initial enrollment.

Student Rights and Responsibilities

The welfare of the student is the primary interest and concern of Southern State Community College. The

Visitors on Campus

As a community college, Southern State welcomes persons within the community to visit our campuses and take advantage of the opportunities and services that are available to them. The College has the authority to regulate the use of grounds, buildings, equipment, and facilities and the conduct of students, staff, faculty, and visitors to the campus so that law and order are maintained and the College may pursue its educational objectives and programs in an orderly manner. All visitors may be required to secure a visi tor's pass according to Section 3345.21 of the Ohio Revised Code.

Weather and Emergency Policy

The following is the plan for closing campuses during inclement weather:

- If one campus is closed all day, all campuses will be closed.
- If one campus has a delayed opening, all campuses will have a delayed opening.
  &/$5,)&$7,21 2)'(/$< ([DPSOH ,I classes are on a 2-hour delay, your 8 a.m. class is cancelled. A class which would start before 10:00 a.m., and which would have 50% or more meeting time remaining after 10:00 a.m., will meet for the remainder of the class period (a 9:30 class which ends at 11:00 would begin meeting at 10:00 since more than 50% of the class period would be available).
- Delays may later be changed to closings. Therefore, check for updates of initial announcement before leaving home.
- If, after the start of classes, the weather becomes inclement during the day and the health and safety of the students and staff will be affected, the adminstration and campus directors haeather.

SSCC Alerts L V D F R P S U H K H Q V L Y H D O H U W
tem which Southern State uses to broadcast important information such as campus emergencies, closures,
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messaging. Students can sign up for alerts at:
'www.sscc.edu/students/alerts.shtml

- If one camp5/MCID 873 >>BText (þÿ)>>BDC

Student Life

Co-curricular Activities

Students within various academic departments of the College often sponsor co-curricular activities based upon their fields of study. Currently, the College has the co-curricular activities:

- Phi Theta Kappa Honor Society
- eSports
- Theatre Company
- Study Abroad
- Occupational Therapy Assistant Association: *in partnership with Shawnee State University https://www.shawnee.edu/

Departmental Clubs

Students of the College often sponsor clubs based upon their fields of study. Currently, the College has the following clubs:

- Patriot Campus Ministry

Recreation

Areas are provided on each Southern State campus for recreation and leisure activities. Each campus has outdoor recreational areas and/or recreational facilities.

Starting a New Club or Organization

The President's Advisory Committee authorizes the chartering of all new student organizations after each group has submitted a constitution, the names of officers and an advisor from among the College faculty and a completed "Student Club or Organization Form and Fact Sheet," available from the Student Affairs Office.

The following guidelines apply to all SSCC student organizations, clubs and activities:

1. Campus organizations must be open to all students without regard to race, color, creed, religion, age, sex, marital status, national origin, ancestry, citizenship, disability, veteran status, sexual orientation, and/or the College's right to limit membership in student clubs and organizations.
2. Campus organizations must secure a faculty or staff advisor.
3. Campus organizations must be open to student body members from all campuses of Southern State Community College.
4. Officers in all campus organizations must be current students of Southern State; however, membership in the organizations may be open to non-students.
5. Campus organizations must maintain all organizational funds in a college agency account under the organization's name.

Student Code of Conduct

violations result from the same factual situation, without regard to pending civil litigation or criminal arrest and prosecution. The College will determine whether disciplinary proceedings under this Student Code of Conduct will be carried out prior to, simultaneously with, or following civil or criminal proceedings off campus.

C. 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 the subject of a proceeding before a Student Disciplinary Committee under the Student Code of Conduct, however, the College may advise off-campus authorities of the existence of the Student Code of Conduct and of how such matters will be handled internally.

Conduct - Rules and Regulations

The welfare of the student is the primary interest and concern of Southern State Community College. The College endeavors to provide all students a college environment that is conducive to academic pursuit, social growth, and individual self-discipline. That students are both citizens and members of the academic community is recognized. As individual citizens, students have the same freedoms and rights guaranteed constitutionally for all members of our society. As members of the academic community, students hold rights of participation in the learning process of the institution while realizing responsibilities for conduct in accordance with the law, regulations of the College, observable social mores, and the rights of other citizens.

Students who do not meet these expectations on College premises or at any College sponsored activity held on or off-campus, may be subject to disciplinary action. Any student alleged to have committed the following misconduct is subject to the disciplinary sanctions outlined in the section dealing with Disciplinary Sanctions. Misconduct includes but is not limited to the following:

1. Acts of dishonesty, including but not limited to the following:
   a. Furnishing false information to any College RIÀFLDO IDFXOW\ PHPEHU RU RIAFH SHUVRQQHO
   b. Forgery, alteration, or misuse of any College document, record, or instrument of LGHQWLÀFDWLRQ
   c. Tampering with the election of any recognized student organization.
2. Disruption or obstruction of teaching, 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 for the purpose of initiation, admission LQWR DIÀOLDWLRQ ZLWK R continued membership in a group or organization.
6. Sex-based discrimination of any type against a person or group of people because of their sex, gender, pregnancy related conditions, sexual orientation or gender identity.
7. Failure to comply with direction of College RIÀFLDOV RU ODZ HQIRUFHP performance of their duties and/or failure to identify oneself to these persons when requested to do so.
8. Unauthorized possession, duplication or use of keys to any College premises or unauthorized entry to or use of College premises.
9. Use, possession or distribution of narcotic or other controlled substances except as expressly permitted by law.
10. Use, possession or distribution of alcoholic beverages on campus.
    %HLQJ XQGHU WKH LQÁXHQFH narcotics, or other controlled substances while on College premises or while participating in College connected activities at off campus locations.
    ,OOHJDO RU XQDXWKRUL]HG S explosives, other weapons, or dangerous chemicals on College premises.
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 or at College sponsored or supervised functions.
14. 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 the College.

exhibits, and written statements for consideration.

f. All procedural questions are subject to the ÀQDO GHFLVLRQ RI WKH FKDLUSHUVRQ RI WKH Committee.

g. After the hearing, the Committee shall determine by majority vote in a closed session, whether the student has violated the section of the Student Code of Conduct for which the student is charged with violating.

h. There shall be a single verbatim record, such as a tape recording of all hearings before the Student Disciplinary Committee. The record shall be the property of the College. Accused students may, at their expense, request a copy of the record for purposes of appeal.

environment. Examples of such assignments PLJKW EH DWWHQGLQJ D ZULWLQJ D UHVHDUFK SD

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

1. Warning – A notice in writing to the student that the student is violating or has violated institutional regulations.
2. Probation – A written reprimand for violation RI VSHFLÀHG UHJXODWLRQV 3UREDWLRQ LV IRU D designated period of time and includes the probability of more severe disciplinary sanctions if the student is found to be violating any institutional regulation(s) during the probationary period.
   /RVV RI 3ULYLOHJHV ² 'HQLDO RI VSHFLÀHG privileges for a designated period of time. In addition to a warning or probation period there may be a loss of privileges which would include, but not be limited to, the following:
   a. Denial of the right to park or operate motor vehicle on campus.
   E 'HQLDO RI HOLJLELOLW\ IRU D VSHFLÀHG SHULRG RI WLPH IRU HOHFWLRQ WR D VWXGHQW RIÀFH RU opportunity to represent the College.
   F 'HQLDO IRU D VSHFLÀHG SHULRG RI WLPH of the privilege of participating in athletics or other student activities.
4. Restitution – Compensation for loss, damage or injury. This may take the form of appropriate service and/or monetary or material replacement.
5. Service – Work assignments which offer service to College-oriented projects (such assignments must have prior approval of the Dean of Student Affairs).
6. Educational – Assignments, which are designed to educate a student, related to the effect of their behavior on the College

Academic Regulations

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Phi Theta Kappa

Registration and Course Changes

Registration for classes offered at Southern State Community College will be announced in advance for each academic semester by the Records Office. degree-seeking students shall arrange their schedules in consultation with their faculty or academic advisors. Refer to the class schedule on the college website for the announcement of registration opening dates.

Students may:

1. Register for courses by completing a Registration Form and submitting it to the Student Affairs Office. The class

Semester Calendar

The academic year consists of two semesters approximately 16 weeks long: Fall and Spring. At the present time, Summer Semester offers 8-12 week terms. All academic credits a T*3d3resent time, Summer Semester c

Requirements for Good Standing

It is to the advantage of every student to remain in good standing at all stages of the academic program. To remain in good standing a student's cumulative grade point average must not fall below the following levels:

1.75 for Freshman students RU IHZHU WRWDO KRXUV HDUQHG
2.0 for Sophomore students RU PRUH WRWDO KRXUV HDUQHG

In addition to GPA, all students must successfully complete 67% of the credit hours attempted per semester to meet satisfactory progress.

A student not in good standing at the end of any semester will be placed on academic warning for the following semester. A student not in good standing at the end of the second consecutive semester will be placed on academic probation for one semester. Students who fail to meet the requirements for good standing will be suspended at the end of the probation period. The period of academic suspension is for one calendar year. A student on academic suspension will be allowed to re-enter after one year and will be readmitted on probation. If the student is not in good standing at the end of the term of re-entry, they will be dismissed from the College for a period of two years (6 semesters). The student will be allowed to re-enter after the period of two years and will be readmitted on probation. If the student fails to meet the requirements of good standing after their second re-entry, they will be dismissed from the College for another

personal or professional commitments, problems

In the event the professor is absent from the campus or no longer in the employment of the college, or after consultation with the faculty member the issue is not resolved, the student may proceed to appeal Level 2.

Level 2

A Level 2 appeal is initiated by the student through a typed statement to the respective Dean or Program Director depending on the course for which they are appealing. If it is a course with a Program Director then the Program Director in conjunction with the Dean of Technical Studies will review the appeal together. If it is a course without a Program Director then the appeal will go to the respective Dean. Should a Program Director be the instructor of record for the course involved in the appeal then it shall be handled by the Dean. Should the appeal occur for a course taught by a Dean, then the Vice President will appoint a designee to review the appeal.

Upon receiving the typed student appeal the Dean/Program Director will notify the faculty member and request a written statement from the professor concerning the appeal. Additionally, the Dean may request a meeting with the professor and/or the student to obtain further clarification of the appeal. After receiving typed statements from both the student and professor and through possible consultation, with the student or the professor, the Dean/Program Director must give a typed response to the student with a copy to the professor within 10 working days. If the issue(s(04900580055>-15 the course f>-1c9A4esident will)]TJ EMC0/Pu<</en-a>)TJ EMC0 a mutually agreeable meeting date or adequate review not be feasible within the 10 working days, Level 3 may be extended an additional five days. If a decision, the chair of the committee will provide a typed response that will be sent to the student, instructor and Dean/Program Director.

The decision of the Academic Appeals Committee is final. If a change in the grade or requirement under appeal will result in academic discipline, the student will have an appropriate.

Student Complaint Procedure and Resolution Process

The steps are listed below to help the student through both the informal and the formal resolution processes. The informal process must be completed before using the formal process.

Informal Resolution Process

The goal of the informal process is to provide answers to the student's questions and concerns and/or come to a resolution agreeable to both the student and the faculty member. Within ten (10) days of the concern and no more than two (2) weeks after the end of the term in which the concern occurred, begin an Informal Resolution Process. If the beginning of the process occurs during a break in the schedule, such as the break following Fall, Spring, or Summer terms, it is important that the student send an email to the faculty member letting the faculty member know the concern. By sending the email, the student meets the required deadline for initiating an Informal Resolution Process.

- Continue the process when the faculty member returns to campus.
- Schedule a face-to-face meeting with the faculty member at a time and place where the student can have a confidential conversation. Please take this document to the meeting.
- Conversations with the faculty member after a class or in the hallway do not take the place of the required initial face-to-face meeting.
- The student and/or the faculty member may request the faculty member's Dean (or Program Director) to sit in on your discussion to help facilitate this step of the process. The Dean's or Program Director's job is to help with communication—not to take sides—and to maintain a neutral position.
- Begin the meeting by stating the student is beginning the Informal Resolution Process.
- The student and the faculty member should note in writing the day and time of the meeting and take

Institution R, however, may have general education courses that go beyond its Transfer Module. State policy initially required that all courses in the Transfer 0RGXOH EH FRPSOHWHG WR UHFHLYH LWV However, subsequent policy revisions have extended WKLV EHQHÀW WR WKH FRPSOHWLRQ RI LQ Module courses on a course-by-course basis.

Transfer Assurance Guides

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 col- OHJH VWXGHQWV SODQQLQJ VSHFLÀF PDMR selections that will ensure comparable, compatible, and equivalent learning experiences across the state's KLJKHU HGXFDWLRQ V\VWHP $ QXPEHU RI TAG pathways in the arts, humanities, business, com munication, 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 VSHFLÀF PDMRU UHTXLUHPHQWV HDUO\ LG student's intended major is encouraged.

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or T* * [(or their future transfer)40.8 (.)]4J EMC /P <</Lang (en-Up (eu

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.

Workforce Development and Community Services

The Workforce Development and Community Services Division is the employer services and community education outreach arm of the College. It serves the College's service area of Adams, Brown, Clinton, Fayette, and Highland counties. The Division provides college credit and noncredit courses, customized training, onsite and offsite employer services, customized contract training, and employer services according to business needs. Both credit and non-credit classes and training are offered. The training can be conducted at the business site or at any College campus location.

For information, contact the Executive Director of Workforce Development at 800-628-7722, Ext. 3510.

Customized Training

Southern State offers many types of training and programs, but we can go beyond our standard offerings and completely customize a program to meet

we can design a non-credit, high-impact, condensed program to help you meet your company goals.

Do you need to improve customer retention?

utilizing all the new features of the latest Microsoft® Word or Excel versions? Would you like to improve general performance in a non-threatening environment? We can help with all of these and much more!

Customized training services through the Workforce Development Division are available (but not limited to) such areas as: maintenance technology; business writing; communication; supervisory, management, and leadership training; employment skills, and workplace math. Portable wireless computers can be provided at

Adult Opportunity Center

Aspire

campus and in several off-campus locations, making services available in Adams, Brown, Clermont, Clinton, Fayette, and Highland counties. Morning and evening

present at each site. A variety of services are offered, which include adult literacy, GED preparation, college refresher/readiness courses, and workforce education.

individual who is at least 16 years old with those under the age of 19 have additional requirements. All books and materials are provided and no fees are charged for instruction. Following assessment, students work with

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their own educational or career objectives.

The Aspire Program offers services for improving the basic skills of reading, writing, and math. Parents can enroll to be better equipped to help their children with homework. Other adults enroll for self-improvement.

any of these areas.

GED preparation is available to those who wish to complete their secondary education. Instructors are trained in what is needed to pass the GED and excellent materials are available to students who enroll. Practice GED tests are taken during classes. Many workers come to the AOC to retrain for new or better jobs. Students are encouraged to develop skills that will allow them to get and keep jobs. The program works with area businesses to train workers.

Pre-registration is required. The Orientation process includes registration, assessment, and development of student goals. Information about the program is provided.

For additional information or to pre-register for the

(937) 393-3431, Ext. 2687 or 1-800-628-7722, Ext. 2687.

Further information is available at www.sscc.edu. From the home screen, click on Departments, then Adult Opportunity Center.

Tentative Class Schedule

The locations of campus classes and tentative class times for AOC classes are listed. New students can enter following an orientation for which pre-registration is required. The schedule and locations are subject to change, so please call for current information.

- Mt. Orab | SSCC Brown County Campus
  351 Brooks-Malott Rd.
  M & W (9 a.m. – 12 noon or 5:30 p.m. – 8:30 p.m.)
  T & Th (5:30 - 8:30 p.m.)
- Hillsboro | SSCC Central Campus
  200 Hobart Drive
  M & W (9 a.m. – 12 noon or 5:30 – 8:30 p.m.)

Please note: Additional classes are scheduled at various off-campus sites. Please call for information.

College Readiness

For college or college-bound students who need extra assistance in mathematics or English, the AOC program offers College Readiness. The classes, which meet twice a week, are free and the materials are furnished.

be reserved for college-level classes.

prepare for college. Students may enter prior to college enrollment or while taking college classes. Enrollment is limited to students who have a high school diploma/GED, yet need a refresher before or after registering for college math or English. Students cannot be enrolled in both the AOC and college classes for the same subject at the same time. Class enrollment is limited, allowing for ample opportunity for individualized instruction. This is a great opportunity for students to

For additional information or pre-registration, call the

7722, Ext. 2687.

Annual Recognition

An annual GED Recognition, sponsored by area businesses, organizations, and individuals, is held at the end of the program year. The evening is a way of recognizing students who have received their GED, or achieved

The GED Trustees Honors Scholarships are awarded during the ceremony. The time is also used to honor those in the community who have been especially supportive of the Aspire program. All students are invited

Truck Driving Academy (TDA)

offered by the TDA delivers practical, personalized instruction within a curriculum designed to provide the knowledge and skills necessary for a successful career in truck driving. The TDA's vehicles are modern, well maintained, and compare to equipment currently being used by major transportation companies.

Semi-tractor trailer driving is a career with many advantages including the following:

- Job freedom and independence.
- Maximum income potential with minimum investment of training time and money.
- Job security – U.S. News and World Report reported truck driving as one of the eight most secure jobs in America.

Potential students are encouraged to investigate this career opportunity. Career counseling and job placement is provided by program staff.

an introduction to the transportation industry, include driving instruction, proceed to testing in Academy vehicles, and conclude with the student earning the

The TDA offers weekday and weekend classes with a variety of partners in southern Ohio. The Class A Program is 160 hours and the Class B Program is 80 hours.

Additional services include customized contract training for companies, passenger and school bus endorsements, driver recruitment for companies, and

Contact the TDA at 800-628-7722, Ext. 4560 or 937-444-7722, Ext. 4560 for more questions and/or information on options to help with paying for TDA training costs. Industry partners and the State of Ohio often offer funding assistance to TDA students for training in "high demand, high wage" occupations such as CDL Class A driver.

Truck Driving Academy Attendance Policy

Attendance in the Truck Driving Academy is mandatory in order for students to meet the hour requirements that have been set down by the State of Ohio. Attendance will be taken daily and will be evaluated weekly. Students that miss any scheduled classroom hours must make arrangements with the Director of Training to make them up.

If a student misses a total of 2 days (or 10% of scheduled classroom hours) for any Truck Driving Academy, the student will be dropped from that class. The student's performance will be evaluated and a determination could result in either being dropped from the course completely or set back into another class.

Ohio Transfer (OT36) Module Requirements

The Ohio Transfer (OT36) Module at Southern State Community College (revised Autumn term, 2021) consists of 36 semester credit hours of introductory J H Q H U D O H G X F D W L R Q F R X U V H V L Q (Q J O L V K & R P S R V L W L R Q 2 U D O & R P P X Q L F D W L R Q V 0 D W K H P D W L F V S K L O R V R S K L F D Q G N D W X U D O S F L H Q F H V courses following the instructions provided in each section.

1. Select minimum requirements from introductory courses following the instructions provided in each section.
2. Complete the required minimum hours of the OT36 Module from the remaining courses on this list.

NOTE: Be sure to check with an academic advisor to assure the courses selected are the most appropriate for the major and the transfer college or university selected.

WRITTEN & ORAL COMMUNICATIONS
(9 semester hours)

ENGL 1101	English Composition I (3)
ENGL 1102	English Composition II (3)
COMM 1115	Fundamentals of Effective Speech (3)

(This course is in addition to English Composition and does not replace nor can it be substituted for written composition courses.)

MATHEMATICS
(Select a minimum of 3 semester hours)

MATH 1124	Finite Math (3)
MATH 1141	College Algebra (4)
MATH 1142	College Trigonometry (4)
MATH 2221	Calculus I (5)
MATH 2222	Calculus II (5)
MATH 2223	Calculus III (4)
MATH 2250	Linear Algebra (4)
MATH 2281	Introductory Statistics (3)

ARTS/HUMANITIES
(Select 6 semester hours from at least two areas)
English

ENGL 2201	Introduction to Literature (3)
ENGL 2202	The Great American Novel (1925-Present) (3)
ENGL 2207	Women's Literature (3)
ENGL 2217	Readings in Early British Literature (3)
ENGL 2218	Readings in Later British Literature (3)
ENGL 2230	American Literature to 1865 (3)
ENGL 2236	American Literature after 1865 (3)
ENGL 2236	Contemporary World Literature: The Novel (1945 to present) (3)
ENGL 2238	Young Adult Literature (3)
ENGL 2240	Introduction to Films (3)
ENGL 2241	Film History (3)
ENGL 2246	Classical and World Mythology (3)
ENGL 2247	Critical & Cultural Approaches to the Fairytale (3)

Philosophy

PHIL 1101	Introduction to World Philosophy (3)
PHIL 1102	Introduction to Westery (3)

Theater
THEA 1121 Introduction to the Theater (3)

SOCIAL SCIENCE
(Select 6 semester hours in at least two areas)
Economics
ECON 2205 Principles of Microeconomics (3)
ECON 2206 Principles of Macroeconomics (3)

History
HIST 1110 American History I (3)
HIST 1111 American History II (3)
HIST 1130 African American History (3)
HIST 1140 American Women's History (3)
HIST 1151 Introduction to Western Civilization I (3)
HIST 1152 Introduction to Western Civilization II (3)

Political Science
PSCI 1104 American Government - The American Democracy I (3)
PSCI 1105 American Government - The American Democracy II (3)
PSCI 2208 Comparative Government and Politics (3)

Psychology
PSYC 1110 Principles of Psychology (3)

Sociology
SOCI 1107 Introduction to Diversity (3)
SOCI 1170 Introduction to Sociology (3)

NATURAL AND PHYSICAL SCIENCES
(Select 6 semester hours with at least one course a laboratory course)
Biology
BIOL 1310 Principles of Biology I (5)
BIOL 1320 Principles of Biology II (5)
BIOL 1040 Human Biology I (4)
BIOL 1050 Human Biology II (3)
BIOL 1060 Environmental Science (3)
BIOL 1510 Anatomy & Physiology I (4)
BIOL 1520 Anatomy & Physiology II (4)
BIOL 2300 Microbiology (4)

Chemistry
y 9 2I109 44a.79155>-241.20305C9 263.4C02I109 44a.79155>-241.203000300031703000305C9 263.4F03440945 9 54 26>/Lang (en-U60

&HUWLÀFDWH 3URJUDPV

7KHVH FHUWLÀFDWHV DUH DZDUGHG
FRPSOHWLRQ RI WKH FHUWLÀFDWH
give students a compact but thorough knowledge for
WKHVH ÀHOGV

429G Accounting
432 Practical Nursing
470I Aviation Airframe
470J Aviation Powerplant
492B Phlebotomy
492E Medical Assistant Tec

Associate of Arts Degree

Two-year Degree Program

Total Credits: 60

Associate of Arts Degree

Concentration Pathways

Associate of Arts – Concentration Pathways

The concentrations listed below are academic pathways within the Associate of Arts Degree. For example, a stude
who is planning to transfer to a four-year institution for Business Management may be interested in pursuing a con
Management. Students must meet all requirements for the Associate of Arts Degree and Transfer Module to qualify
for a concetration.

[redacted]ses)

[redacted]

[redacted]

Associate of Science Degree

Concentration Pathways

Associate of Science – Concentration Pathways

7KH FRQFHQWUDWLRQV OLVWHG EHORZ DUH DFDGHPLF IRFXV SDWK
a student who is planning to transfer to a four-year institution for Engineering may be interested in pursuing a con

Business Management | Agriculture - 429

Associate of Applied Business Degree Total Credits: 60-61

Nature of the Profession: Managerial personnel oversee, direct and plan the work of others as well as determine business policy. Entry-level positions are either supervisory or trainee in nature. Supervisors are the largest group and they direct workers' activities in such areas as sales, production, accounting, and purchasing.

Related Job Titles: 5HWDLO 'HSDUWPHQW 0DQDJHU 3XUFKDVLQJ 0DQDJHU 5HVWDXUDQW +RWHO RU 0RWHO 0DQDJHU &UHGLW 0DQDJHU DQG 0DQDJHU 7UDLQHH

Agriculture Electives

AGRI 1101	Agricultural Economics (3)
AGRI 1106	Principles of Crop Science (4)
AGRI 1107	Principles of Animal Science (4)
AGRI 1114	Principles of Horticulture (4)
AGRI 1119	Greenhouse Management (4)
AGRI 1126	Livestock Feeds & Feeding (3)
$*5,	$JULFXOWXUDO)LHOG ([SHULHQFH

Business Electives

BADM 2206	Organizational Behavior (3)
BADM 2213	Personal Finance

Business Management | Real Estate Broker - 429

Associate of Applied Business Degree Total Credits: 60/61

Nature of the Profession:

Accounting Major - 429D

Associate of Applied Business Degree Total Credits: 61

Nature of the Profession: Accounting personnel compile and analyze business records. They DOVR SUHSDUH ÀQDQFLDO UHSRUWV HQVXULQJ DFFXUDF\ DQG FRPSOLDQFH ZLWK OHJDO UHJXODWLRQV 7KH PDMRU RSSRUWX

$FFRXQWLQJ &HUWLÀFDWH *

2QH <HDU &HUWLÀFDWH

Nature of the Profession: The Accounting 2QH <HDU &HUWLÀFDWH ZLOO HQDEOH \RX WR WKH EDVLFV of accounting and prepare you for employment with a small business or an entry level accounting position. <RX ZLOO KDYH WKH RSSRUWXQLW\ WR HDUQ $&7 7DU[$FFRXQWLQJ WLRQV LQ ,QWXLW 4XLFNERRNV DQG 0LFURVRIW ([FHO &6&,

Related Job Titles: Accounting Clerk, %RRNNHHSLQJ DQG 7D[3UHSDUHUV

COURSES		CREDITS
Fall Semester		
ACCT 1101	Principles of Financial Accounting	3
BADM 2251	Business Law I	3
ENGL 1101	English Composition I	3
Spring Semester		
ACCT 1102	Principles of Managerial Accounting	3
ACCT 2230	Computerized Accounting - Quickbooks	3
MATH 1115	Math for Business & Social Sciences OR	3
MATH 1125*	Quantitative Reasoning OR higher	4
ECON 2205	Principles of Microeconomics	3
ENGL 1102	English Composition II	

Nursing - 430

Associate of Applied Science Degree Total Credits: 65-68

Nature of the Profession: The registered nurse (RN) provides patient care due to illness or desire to PDLQWDLQ KHDOWK 7KH 51 VFRSH RI SUDFWLFH LV GHÀQHG by the Ohio Nurse Practice Act. RNs practice nursing in a wide range of settings including hospitals, schools, work sites, and patient's homes. Multiple advanced degrees are offered at various universities.

Program Design: The program is designed to be-com SOHWHG LQ ÀYH VHPHVWHUV ,W LV D GD\WLPH SURJUDP ZLWK primarily face-to-face classes. Accepted students enter ZLWK D VSHFLÀF FRKRUW DQG FRQWLQXH ZLWKLQ WKDW FRKRUW until graduation. All lecture, lab, simulation, and clinical H[SHULHQFHV DUH LQWHJUDWHG LQWR HDFK VHPHVWHU DQG PXVW be completed successfully to progress in the program. NRSG courses must be completed in the order listed in the outline.

Non-nursing courses may be completed prior to entry into the program or during the required semester of the nursing program. Please note this may reduce the amount of Financial Aid you receive each term.

Admission Criteria: Admission to the nursing program is a competitive and selective process. The Associate Degree Nursing Pathway Information Packet describes the application process and documentation required to support entry into the ADN Program. The Nursing Transition Pathway Information Packet is available to guide practicing LPNs to apply to the Associate Degree Nursing Program. The Associate De gree Nursing Program and Nursing Transition Pathway Information Packets are available at all Southern State campuses or at:

Practical Nursing - 432

&HUWLÀFDWH 3URJUDP

Total Credits: 35

Nature of the Profession:The licensed practical nurse (LPN) provides patient care due to illness or desire to maintain health. The LPN scope of practice LV GHÀQHG E\ WKH 2KLR 1XUVH 3UDFWLFH $FW 7KH /31 provides care at the direction of a licensed physician, dentist, podiatrist, optometrist, chiropractor, or registered nurse. The majority of LPNs work in long term care and community organizations.

Program Design:The Practical Nursing Program LV D WKUHH VHPHVWHU FHUWLÀFDWH SURJUDP FRPELQLQJ OHFWXUH ODE DQG FOLQLFDO H[SHULHQFHV GHVLJQHG WR SU the graduate to be eligible to complete the licensure

DÙ„ÒW çMî¡ò”Mè.ê2fÍð7n-USfÍð44 ou0receE TÙìÄ”Jèy

Human and Social Services - 435

Associate of Applied Science Degree Total Credits: 64

Nature of the Profession

Human services ZRUNHU LV D JHQHULF WHUP IRU SHRSOH ZLWK YDULRXV MRE WLWOHV who may play a variety of roles in community service and

Chemical Dependency Major - 435A

Human and Social Services - Associate of Applied Science Degree Total Credits: 64

Nature of of the Profession:

7KH +XPDQ DQG 6RFLDO 6HUYLFHV &KHPLFDO 'HSHQGHQF\ 0DMRU is designed to prepare students for careers in case management and counseling of chemically dependent individuals and their families. Students are prepared for employment in entry level positions in a variety of settings including therapeutic communities, rehabilitation centers, inpatient facilities, residential programs, outpatient clinics, PHQWDO KHDOWK FHQWHUV GHWR[XQLWV DQG RWKHU RUJDQL]DWLR focusing on addictions treatment, education, or prevention. They may organize and lead group activities, assist clients in need of emotional support or crisis intervention, or they may monitor and keep case records on clients and report progress to supervisors. The amount of responsibility and supervision WKH\ DUH JLYHQ YDULHV D JUHDW GHDO DV GR DFWXDO MRE GXWLHV

Related Job Titles:

Case Manager, Caseworker, Chemical Dependency Counselor, Social Work Assistant, Home Visitor, Residential Treatment Facility Associate, Addictions Educator, Intake Specialist.

Program Design:

The program provides students with a foundation in social and behavioral sciences, a focused study in addictions, and career-oriented FOLQLFDO SUDFWLFXP H[SHULHQFHV OHDGLQJ WR WKH GHYHORSPHQW RI competent addictions counselors. The curriculum places strong emphasis on application of knowledge to problems and practices in WKH ÀHOGV RI KXPDQ VHUYLFHV DQG FKHPLFDO GHSHQGHQF\ WUHDWPHQW intervention, and prevention. Courses in the program address basic human services and counseling skills, pharmacology and addictions theory, as well as a selection of liberal arts topics to provide a broad XQGHUVWDQGLQJ RI WKH KXPDQ H[SHULHQFH $FDGHPLF DQG FOLQLFDO application coursework is built around the knowledge, skills, and competencies necessary to help clients move from life threatening addictions to recovery. Classes focus on the following: SV\FKRORJLFDO DQG VRFLRORJLFDO XQGHUVWDQGLQJ RI KXPDQ LQWHUDFWLRQV addictive behaviors and various treatments utilized with chemically GHSHQGHQW SHUVRQV SKDUPDFRORJLFDO HIIHFWV RI DOFRKRO DQG RWKHU FKHPLFDOV XQGHUVWDQGLQJ WKH YDULRXV QHHGV RI VSHFLDO SRSXODWLRQV DQG WKHLU GLIIHUHQJ KHOS VHHNLQJ EHKDYLRUV HWKLFDO LVVXHV LQFOXGLQJ FRQÀGHQWLDOLW\ DSSURSULDWH ERXQGDULHV DQG GXDO UHODWLRQVKLSV DQG counseling theory and techniques.

3URJUDP UHTXLUHPHQWV DGGUHVV WKH FRPSHWHQFLHV LGHQWLÀHG by Ohio Department of Mental Health and Addictions Services (OMHAS). Graduates will have completed the necessary coursework requirements for eligibility as a Licensed Chemical Dependency Counselor II, a credential awarded by the Ohio Chemical Dependency Professionals Board. Additional requirements for LCDC II LQFOXGH D SHULRG RI VXSHUYLVHG H[SHULHQFH VRPH RI ZKLFK VWXGHQWV DUH H[SHFWHG WR FRPSOHWH DIWHU JUDGXDWLRQ IURP WKH SURJUDP 3URgram graduates planning to work as chemical dependency counselors must apply for and receive this credential in order to practice legally in the State of Ohio. In addition, the program meets the educational requirements of the State of Ohio Counselor, Social Worker, and 0DUULDJH DQG)DPLO\ 7KHUDSLVW %RDUG FHUWLÀFDWLRQ RI 6RFLDO :RUN Assistant.

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Computer Technology - 455B

Associate of Applied Science Degree

Total Credits: 63/64

Nature of the Profession: This program focuses on the design of technological information systems, including computing systems, as solutions to business and communications support needs. The program includes instruction in the principles of computer hardware and software components, programming, application support and human interface design.

Related Job Titles: Consultant, Desktop Support Technician, Hardware Support Technician, Help Desk Technician, Junior Analyst, Network Administrator, Network Technician, Server Administrator, Software Support Technician, Technical Salesman, Technical Writer and Testing Technician.

COURSES		CREDITS
Fall Semester | First Year		
CSCI 2246	IT Fundamentals	3
ENGL 1101	English Composition I	3
CSCI 1150	IT Essentials	3
CSCI 2275	Professionalism	1
- - - - - - - -	General Elective	3
PSYC 1110	Principles of Psychology	3
Spring Semester | First Year		
PHIL 1107	Ethics	3
- - - - - - - - -	Student Pick (Class 1 of 3)	3
- - - - - - - - -	Student Pick (Class 1 of 3)	3

Mechanical Design Technology - 460C

Associate of Applied Science Degree

COURSES		CREDITS
Fall Semester		
ENDS 1140	Introduction to Engineering *UDSKLFV Z $XWR&$'	
ENDS 1100	Introduction to Engineering	2
ENGL 1101	English Composition I	3
MATH 1120	Technical Math	3
EENG 1105	DC Circuits & Devices	3
Spring Semester		
CSCI 2260	MicroController Programming	3
ENDS 2232	Introduction to SolidWorks	3

$LUIUDPH &HUWLÀFDWH ,

Total Credits: 36

Nature of the Profession: Aviation mechanics repair and perform scheduled maintenance on airplanes and helicopters. They inspect aircraft as required by the Federal Aviation Administration (FAA). The Airframe &HUWLÀFDWH LV WKH IRXQGDWLRQDO UROH WR PDLQWDLQ UHJLVWHUHG DLUFUDIW 7KH $LUIUDPH program must be completed before any FAA testing can occur as it also incorporates the general knowledge requirement.

Related Job Titles: Aviation Airframe Mechanic

COURSES		CREDITS
Fall Semester		
AVIT 1101	Aircraft Operations & Preservation	3
AVIT 1104	Fundamentals of Electricity and Electronics	3
AVIT 1103	Aircraft Materials and Corrosion	3
AVIT 1102	Aircraft Maintenance Forms & Inspection Techniques	3
Spring Semester		
AVIT 1203	Aircraft Communications & Instruments	3

Early Childhood Education - 485

Associate of Applied Science Degree

Total Credits: 63

Nature of the Profession: Early childhood professionals are responsible for planning daily programs, providing caring and nurturing environments, and utilizing community resources to enrich programs and to support the needs of young children and their families.

Related Job Titles: Pre-kindergarten Teacher, $VVRFLDWH 7HDFKHU 3UHVFKRRO &KLOG &DUH 7HDFKHU 1DQQ\ ,QIDQW 7RGGOHU &DUHJLYHU RU &KLOGUHQ·V Activities Coordinator for hospitals, group homes, resorts, etc.

COURSES		CREDITS
Fall Semester		
EDUC 1140	Introduction to Early Childhood Education	3
(' 8 & 2 E V HUDWLRQ $VVHVVPHQW RI Children		3
EDUC 2234	on to Early Child-	

Note: Successful completion of the Early Childhood Education program, along with a passing performance RQ WKH UHTXLUHG VWDWH RI 2KLR H[DP ZLOO SHUPLW graduates to obtain an Ohio Pre-K teaching license.

Paraprofessional Education - 486

Associate of Applied Science Degree

Total Credits: 64

Nature of the Profession Paraprofessionals work in schools and districts throughout Ohio and serve a critical role in supporting the delivery of high quality instruction for all children (from preschool through grade 12), especially those students considered at risk. Today's paraprofessionals (which may also be known as instructional assistants, special education DLGHV WHDFKLQJ DVVLVWDQWV RU WHDFKLQJ DVVLVWDQWV) work alongside a professional under the direction of licensed teachers, as part of instructional teams, to support individual students and small groups of students to access and progress through challenging curricula aligned with Ohio's academic content and common core state standards.

General duties associated with a paraprofessional educator include the following:

- Assisting teachers in the classroom
- Supervising students outside of the classroom
- Providing administrative support for teaching
- Helping students understand and complete assignments
- Working with students who have special needs
- Performing clerical work for teachers as needed

COURSES		CREDITS
Fall Semester		
EDUC 1101	Introduction to Education	3
EDUC 2234	Technology in Education	3
ENGL 1101	English Composition I	3
PSYC 1110	Principles of Psychology	3
('8&	2EVHUYDWLRQ $VVHVVPHQW DQG FODVVURRP DLGHV	
	of Children	3
Spring Semester		
EDUC 1102	Foundations of Education	3
EDUC 1118	Guiding Children's Behavior & Learning	3
ENGL 1102	English Composition II	3
('8&	,QG ZSYWE RQDOLWLHV (I	
EDUC 1000	Introduction to Child Development	3
Fall Semester		
EDUC 2220	Foundation of Litera 9 463.25 551.4619 Tm (	

Medical Assisting - 492

Associate of Applied Science Degree

Total Credits: 60

Nature of the Profession: The Medical Assistant is cross-trained to perform administrative and FOLQLFDO GXWLHV LQ SK\VLFLDQV RIÀFHV KRVSLWDOV DQG RWKHU healthcare facilities. They may choose to work as a UHFHSWLRQLVW LQ D KRVSLWDO RU SK\VLFLDQ·V RIÀFH D PHGLFDO WUDQVFULSWLRQLVW VFULEH LQVXUDQFH VSHFLDOLVW ÀQDQFLDO secretary, billing and collection specialist, laboratory assistant, or a clinical assistant involved in patient care. 'XWLHV YDU\ ZLWK WKH ORFDWLRQ VSHFLDOW\ DQG QHHGV VL]H of the practice.

Related Job Titles: Medical Receptionist, Com-SXWHUL]HG 0HGLFDO 2IÀFH 0DQDJHPHQW 0HGLFDO 5HFRUGV &OHUN 0HGLFDO 7UDQVFULSWLRQLVW 6FULEH &OLQLFDO Assistant, Lab Assistant, Out-patient Clinic Medical $VVLVWDQW ; UD\ $LGH +HDOWK &RDFK 0DQDJHU 3DWLHQW Navigator, or Patient Care Coordinator.

Program Design: This program is a two-semester, accelerated program designed to be completed following the Step Pathway outline, as a full-time student. Graduates also earn the Medical Assistant Technology &HUWLÀFDWH DQG PD\ EH HOLJLEOH WR FRPSOHWH VWDFN-DEOH FUHGHQ¤WLDOLQJ H[DPV XSRQ VXFFHVVIXO SURJUDP completion. All courses must be completed with a minimum grade of “C”.

Program Criteria: Students interested in the Medi-cal Assisting (MAST) Program must meet with the 3URJUDP 'LUHFWRU 2IÀFH $VVLVWDQW WR FRPSOHWH WKH program information packet and required documenta-tion. The Medi¬cal Assisting Student Handbook details program requirements (available online). Completion of minimum course requirements does not guarantee a practicum placement (review BCI Information).

See the Student Handbook for the Medical Assist-ing Program requirements and policies pertaining to: GPA Requirements, Health Requirements, Required ,PPXQL]D¤WLRQV 7HVWV *-HQHUDO 3UDFWLFXP 5HTXLUH-ments, Background checks, etc.

It is strongly recommended for students within Medi-FDO $VVLVWLQJ $OOLHG +HDOWK 3URJUDPV WR PHHW ZLWK a program advisor every semester to ensure they are taking classes in sequence. Not meeting with a Medical Assisting program advisor may result in a student being XQDEOH WR ÀQLVK WKHLU GHJUHH LQ WKH H[SHFWHG WLPHIUDPH

Note: General Education Courses for the A.A.S. in Medical Assisting may be completed prior to, or following, the 492E 0HGLFDO $VVLVWDQW 7HFKQRORJ\ &HUWLÀFDWH

Step 1 – Pathway to Medical Assistant Technician

After successful completion of semester courses, meet with the program director to discuss your options for completion of professional credentialing examinations offered by American Association of Medical Assistants (AAMA), American Medical Technologists (AMT), National Healthcareer Association (NHA).

COURSES	CREDITS
Fall Semester (A Term) | Year One	
MAST 1101	

COURSES CREDITS

Step 1 – Pathway to Phlebotomy Technician

After successful completion of semester courses, meet with the program dire
to discuss your options for completion of professional credentialing examina
tions offered through the American Society of Clinical Pathology (ASCP), the
American Medical Technologists (AMT), the National Healthcareer As
tion (NHA).

Spring Semester

ALTH 2201	Phlebotomy Technology	3
ALTH 2225	Phlebotomy Practicum	1
ALTH 2220	Emergency Med. Pro.	3

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Add Step 1 courses if not yet complete. Meet with the ALTH Program Direc
tor to discuss recommended course options for 1-year Full-time Status Outlin

Fall Semester | Year 1

BIOL 1510-1511	Anatomy & Physiology I	4
COMM 1115	Fund. of Effective Speech	3
ENGL 1101	English Composition I	3
MAST 1115	Medical Terminology	2
MATH 1135	Allied Health Mathematics	3

Spring Semester | Year 1

BIOL 1520-1521	Anatomy & Physiology II	4
MAST 1118	Human Diseases	2
MAST 2205	Medical Law & Ethics	2

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W K H 0 H G L F D O $ V V L V W D Q W 7 H F K Q R O R J \
Applied Science in Medical Assisting Program. Some of the require
courses include online offerings, allowing degree completion while w
L Q W K H À H O G

Step 3 – Pathway to Associate of Applied Science in Medical Assisting (492)

Meet with the Program Director for a complete Program Outline for Associate
Applied Science in Medical Assisting (492/222L ( )]TJ EMC /

Medical Assistant Technology - 492E

&HUWLÀFDWH 3URJUDP HGLWV 7RWDO &

Nature of the Profession: The Medical Assistant is cross-trained to perform administrative and clinical duties LQ SK\VLFLDQ·V RIÀFHV KRVSLWDOV &OLQLFV DQG RWKHU KHDOWKFDUH IDFLOLWLHV They may choose to work as a receptionist in a hospital or SK\VLFLDQ·V RIÀFH D PHGLFDO WUDQVFULSWLRQLVW RU DQ DGPLQLVWUDWLYH VSHFLDOLVW ÀQDQFLDO VHFUHWDU\ RU D FOHULFDO VXSHUYLVRU RU D PHGLFDO laboratory assistant, or a clinical assistant involved in patient FDUH 'XWLHV YDU\ ZLWK WKH ORFDWLRQ VSHFLDOW\ DQG QHHGV VL]H of the practice.

Related Job Titles: Medical Receptionist, Computerized 0HGLFDO 2IÀFH 0DQDJHPHQW 0HGLFDO 5HFRUGV &OHUN 0HGLFDO 7UDQVFULSWLRQLVW 6FULEH &OLQLFDO $VVLVWDQW $VVLVWDQW 2XW SDWLHQW &OLQLF 0HGLFDO $VVLVWDQW : DUG\ $LGH +HDOWK &RDFK 0DQDJHU 3DWLHQW 1DYLJDWRU RU 3DWLHQW &DUH &RRUGL-nator.

Program Design: 7KLV DFFHOHUDWHG FHUWLÀFDWH SURJUDP LV designed to be completed in two semesters, in one academic \HDU DV D IXOO WLPH VWXGHQW WKH +HUW ÀFDWH SURJUDP LV as a Step Pathway toward the A.A.S. in Medical Assisting. Graduates may be eligible to complete stackable credentialing H[DPV XSRQ VXFFHVVIXO VHPHVWHU DQG RU SURJUDP FRPSOH-tion. All courses must be completed with a grade of “C”or better.

Program Criteria: Students interested in the Medical Assist LQJ 0$67 3URJUDP PXVW PHHW ZLWK WKH 3URJUDP 'LUHFWRU 2IÀFH $VVLVWDQW WR FRPSOHWH WKH SURJUDP LQIRUPDWLRQ SDFNHW and required documentation. The Medi¬cal Assisting Student Handbook details program requirements (available online). Completion of minimum course requirements does not guar-antee a practicum placement (review BCI Information).

See the Student Handbook for the Medical Assisting Program requirements and policies pertaining to: GPA Requirements, Health Requirements, Required Immuniza¬tions/Tests, General Practicum Requirements, Background checks, etc.

Note: Meet with Program Director to discuss STEP Program Outline options combining program outlines for 492 Associate of Applied Science in Medical Assisting and/or 492B Phlebotomy Technician &HUWLÀFDWH

It is strongly recommended for 492/492E Medical Assisting students to meet with a program advisor every semester to ensure they are taking classes in sequence. Not meeting with a Medical Assisting program advisor may result in a student being unable WR ÀQLVK WKHLU GHJUHH LQ WKH HSHFWHG WLPHIUDPH

Gainful Employment Program Disclosure 7KLV 7LWOH ,9 HOLJLEOH FHUWLÀFDWH LV VXEMHFW WR WKH 86 'HSDUW-ment of Education gainful employment regulations. These regulations require that we make the gainful employment program disclosure information available to you so that you may make informed decisions about which program best meets your career path needs.

Step 1 – Pathway to Medical Assistant Technician &HUWLÀFDWH
After successful completion of semester courses, meet with the Program Director or designee to discuss your options for completion of professional credential preparation offered by American Association of Medical Assistants (AAMA), American Medical Technologists (AMT), National Healthcareer Association (NHA).

COURSES		CREDITS
Fall Semester (A-Term) | Year One		
MAST 1101	Intro. to Medical Assisting & Procedures	3
MAST 1111	Medical Administrative Procedures	3
Fall Semester (B-Term) | Year One		
MAST 2240	Clinical Procedures	3
MAST 2218	Medical Billing & Coding	3
Fall Semester | Year One (Full Semester)		
MAST 1115	Medical Terminology	2
ALTH 1160	Electronic Health Records	2
Spring Semester (A-Term) | Year One		
MAST 2215	Medical Laboratory Techniques	3
MAST 2230	Pharmacology for Medical Assisting	3
Spring Semester (B-Term) | Year One		
MAST 1126	Clinical Practicum I	1
MAST 2226	Clinical Practicum II	1
Spring Semester | Year One (Full Semester)		
MAST 1118	Human Diseases	2
MAST 2205	Medical Law & Ethics	2
MAST 2297	Medical Assisting Review	2

Step 2 – Pathway to A.A.S. Medical Assisting
Meet with the MAST Program Director to discuss recommended course options for program completion – See Program 492B/492E. Completion of the STEP Program 492E Medical $VVLVWDQW 7HFKQRORJ\ &HUWLÀFDWH LV VWDFNDEOH ZLWKLQ WKH <HDU EHORZ 0DQ\ RI WKH UHTXLUHG $$6 3DWKZD\ FR ourses.

Step 3 – Pathway to Bachelor Degree
Transfer to one of our Partner Universities for a Bachelor Degree in Healthcare Management OR Bachelor Degree in Healthcare Administration.

Program Total		36

Program Total does not include any pre-requisites.

Law Enforcement Major - 496A

Associate of Applied Science Degree Total Credits: 65

Nature of the Profession:

Course Descriptions

ACCOUNTING - ACCT

ACCT 1101 Principles of Financial

ACCT 2299 Seminar 1-6 credits
This course will be a discussion of particular problems related to the student's chosen program and areas of interest.

ADVANCED MANUFACTURING - ADMF

ADMF 1101 Introduction to Manufacturing 3 credits
In this course, students will be introduced to print reading and part visualization from drawings, including analyzing and interpreting Multiview drawings and three-dimensional models, location of key features and dimensions, and tolerances. Instruction in using precision measurement tools including, but not limited to scales, calipers, micrometers, dial indicators, coordinate measuring machines, and optical comparators.

AGRI 2200 Agriculture Field Experience 1-9 credits

$JULFXOWXUDO ÀHOG H[SHULHQFH LV D SDLG RU XQSDLG ZRUN activity which relates to an individual student's oc-
FXSDWLRQDO RU OHDUQLQJ REMHFWLYHV DQG ZKLFK FDQ EH

AVIT 1103 Aircraft Materials & Corrosion 3 credits

This course covers aircraft corrosion and corrosive

BTNL 1120 Intermediate 4 credits

JHQHWLF XVH UHVWULFWLRQ WHFKQRORJLHV such as organizational change, issues associated with the stock market and patents will be examined. Books, movies, and television shows based on laboratory science and biotechnology will be reviewed.

Career skills and workplace ethics will be discussed. Students will prepare a resume and participate in mock interviews for employment.

A trip to Europe to visit sites associated with the discovery of the structure of DNA and other important 20th century sites will be an option. Visits to the University of London-Kings College where X-ray crystallographic images of DNA were made by Rosalind Franklin, the Cambridge area and The Eagle Pub where the announcement of the discovery of DNA structure was made, and many important sites associated with molecular biology and the history of science in general will be an option.

BTNL 2280 Biotechnology and Laboratory Science Work Experience 1-8 credits

Prerequisite: The student must have completed Introduction to Biotechnology (BTNL 1110).
Biotechnology and Laboratory Science Work ([SHULHQFH LV D SDLG RU XQSDLG ZRUN DFWLYLW\ ZKLFK UHlates to an individual student's occupational or learning objectives.

BUSINESS ADMINISTRATION - BADM

BADM 1199 Seminar 1-6 credits

Discussion of particular problems related to chosen program and areas of interest.

BADM 2204 Principles of Marketing 3 credits

Corequisite: ECON 2205
An introduction to marketing activities, analysis,-strategies, and decision making. Topics include: integration of product, price, promotion, and distribution activiWLHV UHVHDUFK DQG DQDO\VLV RI PDUNHWV HQYLURQPHQWV FRPSHWLWLRQ DQG FXVWRPHUV PDUNHW VHJPHQWDWLRQ DQG VHOHFWLRQ RI WDUJHW PDUNHWV DQG HPSKDVLV RQ EHKDYLRU and perspectives of consumers and organizational customers. Planning and decision making for products and VHUYLFHV LQ SURÀW DQG QRQSURÀW GRPHVWLF DQG JORERDO settings are also covered.

BADM 2206 Organizational Behavior 3 credits

This course is an introduction to the concepts of management and organizational behavior. Concentration on ethical and social responsibility, the planning process, decision making, organizational behavior, or ganizational structure, power, authority, delegation, and decentralization. As part of the study of management

BADM 2208 Supervision and Leadership 3 credits

Student will develop leadership skills, practices, and a personal philosophy of leadership. The course will cover leadership theories and effective methods of leadership, the plan.5 (pts

BADM 2215004404004700400520len-Us

COMPUTER SCIENCE - CSCI

CSCI 1101 Computer Keyboarding

CSCI 2218 Excel 3 credits
Introduction to spreadsheet software using adopted 0LFURVRIW ([FHO UHOHDVH HGLWLRQ WR FUHDWH GHVLJQ HGLW and enhance spreadsheets and workbooks, format worksheets and workbooks, working with and under stand numerical data entry, basic formulas and functions, design charts, enhance with pictures and logos, secure and share data, in preparation for the Microsoft ([FHO ([DP

CSCI 2219 Word Processing I 3 credits
Beginning word processing course using adopted Microsoft Word release edition. Focus will be on creating, formatting, editing, saving, retrieving and printing documents using word processing software. Included will be maintenance and customization of documents, creating and formatting tables and enhanc ing documents with special features in preparation for WKH 0LFURVRIW :RUG ([DP 7KLV FRXUVH LV LGHQWLFDO WR 2),7 :RUG DQG VWXGHQWV ZLOO RQO\ EH DOORZHG FUHGLW IRU HLWKHU 2),7 - RU &6&, &UHGLW FDQ not be allowed for both courses.

CSCI 2233 CISCO Introduction to Networks 3 credits
This course introduces the architecture, structure, functions, components, and models of the Internet and other computer networks. The principles and structure of IP addressing and the fundamentals of Ethernet concepts, media, and operations are introduced to provide a foundation for the curriculum. By the end of the course, students will be able to build simple LANs, SHUIRUP EDVLF FRQÀJXUDWLRQV IRU URXWHUV DQG VZLW Fexi04B00480

CSCI 2260 Microcontroller Programming 3 credits

This course is intended for students who want to learn about C Programming and how it can be interfaced

its ability to undermine the rule of law and democratic government.

CJUS 2245 Crime Scene Investigation 3 credits
Prerequisite: CJUS 2233
This course will introduce students to the role of the crime scene investigator in today's criminal justice sys

H[SORUH LQIRUPDWLRQ WKDW UHODWHV WR WKH GHYHORSPHQW R
safe learning environments, healthy nutrition, and other positive interactions that support optimal growth and development of young children. Ways to engage the family in supporting these practices as well as licensing rules and information about required training will be included.

EDUC 2217 Science & Math Experiences for the Young Child 3 credits
Prerequisite: EDUC 1140
The purpose of this course is to provide early childhood educators guidelines for the direct and indirect techniques of the effective discovery science teacher. It is designed to help teachers discard biases toward science and to build upon science knowledge they already KDYH WR HQDEOH FRQÀGHQW ZRUN ZLWK \RXQJ FKLOGUHQ 7KH VWXGHQW ZLOO REVHUYH D WRWDO RI KRXUV LQ DQ DS proved early childhood classroom setting.

EDUC 2219 Infant/Toddler Care & Education 3 credits
Prerequisite: EDUC 1140
This course uses a relationship-based model as a framework for understanding how infants and toddlers grow and learn with the support of their families and teachers. The course consists of three main sections. 7KH ÀUVW VHFWLRQ VHWV WKH VWDJH E\ IRFXVLQJ RQ HDUO\ H[periences, family relationships, theoretical perspectives, and why and how to observe and document children's interests, development, and behavior. The second section describes the remarkable development of children in the prenatal period and in the emotional, social, cognitive, language, and motor domains. The third section of the course covers responsive program planning including the importance of developing relationships, providing guidance, and working with children with special needs..

EDUC 2220 Foundations of Literacy 3 credits
Prerequisite: EDUC 1101 and ENGL 1101
This course is designed to provide students with an understanding of the reading process. Contemporary theories and issues regarding literacy learning will be addressed. Current approaches to reading instruction including skill instruction, word-recognition instruc tion, ability grouping, whole-language instruction, literature-based instruction, invented spelling, and phonics will be covered. Students will become familiar

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VXPPDUL]HG DV ´ VW &HQWXU\ 6NLOOVµ DQG WKH ´,67(
Standards for Educators and Students.” Students will
learn how digital tools and technologies can engage
WHDFKHUV DQG VWXGHQWV ZKLOH H[SDQGLQJ WKHLU XQGHU
standing of academic material across the grade levels.

EDUC 2238 Young Adult Literature 3 credits
Prerequisite: EDUC 1102 and ENGL 1101
Students will learn what constitutes quality young adult
literature and will be introduced to a wide range of
\RXQJ DGXOW QRYHOV 6WXGHQWV ZLOO H[DPLQH \RXQJ DGXOW
OLWHUDWXUH WKURXJK D OLWHUDU\ FRQWH[W DQG GHYHORS DJH
appropriate lesson plans. This course does not satisfy
the general education requirements in English and
humanities. Students can not receive credit for both
(1*/ DQG ('8&

EDUC 2240 Early Childhood Practicum 3 credits
Corequisite: EDUC 2241
This course is designed to provide students with op
portunities to plan, implement, and evaluate develop-
mentally appropriate lessons and activities in a licensed
inclusive early childhood setting. Students will work
RQ VLWH XQGHU WKH GLUHFW VXSHUYLVLRQ RI D TXDOLÀHG
cooperating teacher for 16 hours per week for a
total of 240 clock hours. Students will be assigned
WZR VLWHV KRXUV HDFK ORFDWLRQ IRU WKH VHPHVWHU
Students will also be videotaped and critiqued while
teaching young children.

EDUC 2241 Early Childhood Seminar 3 credits
Corequisite: EDUC 2240

EENG 1199 Seminar 1-6 credits
This course will be a discussion of particular problems related to the student's chosen program and areas of interest.

EENG 2205 Digital Electronics 3 credits
Prerequisite: EENG 1105 corequisite equivalent
$Q H[DPLQDWLRQ RI QXPEHU V\VWHPV DQG WHFKQLTXHV of logical reduction. Pulse and logic circuits, counters, registers, logic families, integrated circuits and basic elements of digital design are discussed. Including DA & AD convertors microprocessor & microcontrollers.

EENG 2215 Analog Circuits & Devices 3 credits
Prerequisite: EENG 1115 or equivalent
$Q LQWURGXFWLRQ WR WKH FKDUDFWHULVWLFV VSHFLÀFDWLRQV packaging, and applications of discrete devices and low scale integrated circuits.

EENG 2254 Computer Architecture & Design 4 credits
This is an introductory course into computer architecture. This class will assemble a single board computer

ENDS 1142 Engineering Drawing II 3 credits
Students are introduced to a continuation of

ENDS 2221 Machine Design 3 credits
Prerequisites: ENDS 2201
This course covers the analysis and design of machine components and assemblies such as couplings, bear ings, springs, frames, gears, belts, etc. utilizing the principles of mechanics, kinematics, drafting and strength of materials.

ENDS 2230 Advanced Concepts in 2D AutoCAD 3 credits
Prerequisites: ENDS 1140
An intermediate course which dives into advanced concepts in computer assisted design techniques. The student will learn how to make the software work IRU WKHP ZKLOH JDLQLQJ H[SHULHQFH LQ VROYLQJ GUDIWLQJ problems utilizing an interactive CAD system. Students ZLOO H[WHQG WKHLU &$' FRPSHWHQF\ E\ VROYLQJ VRSKLV ticated drafting problems utilizing an interactive CAD system, applications, course description and lecture with an opportunity to test for third party credentials via Autodesk.

ENDS 2231 Introduction to 3D AutoCAD 3 credits

ENDS 2280 Engineering Internship II 1-3 credits
Prerequisite: ENDS 1180
Career-related activities encountered in the student's area of specialization offered through an individualized agreement, paid or unpaid, among the College, em SOR\HU DQG VWXGHQW 8QGHU WKH VXSHUYLVLRQ RI WKH &RO- lege and the employer, the student combines classroom OHDUQLQJ ZLWK ZRUN H[SHULHQFH ,QFOXGHV DQ RULHQWDWLRQ to co-op component.

ENDS 2299 Design Research Project 3 credits
Prerequisite: sophomore standing in Computer Assisted Design program
A capstone course of independent study resulting in a technical report, research paper, project, or a combination of these. Selection of the area of study is made in consultation with, and must be approved by, the instructor.

ENGLISH - ENGL

ENGL /P < 2839 >>B24 uct/Lahiuaoph43129.1 (en-US)/MCID 2838 >>BDC /TT0 1 Tf 4n consultationC Comp(ojecTJ EMC /P

FOREIGN LANGUAGE - FLNG

FLNG 1104 Elementary French I 3 credits
This course is based on the integration of learning outcomes across Interpersonal, Interpretive, and Presentational Modes of Communication. Students accomplish real-world communicative tasks in culturally appropriate ways as they gain familiarity with products, practices and perspectives of the target culture. Students learn grammar, vocabulary, and structures to enable them to meet functional performance goals at this level and to build a foundation for continued language learning. During this course, students generally perform in the Novice range, although a few abilities may emerge in the Intermediate range.

FLNG 1105 Elementary French II 3 credits
Prerequisite: FLNG 1104 Elementary French I
This course builds upon the foundation laid in FLNG 1104 and uses the same textbook in the two-course sequence which comprises elementary French at SSCC. This course is based on the integration of learning outcomes across Interpersonal, Interpretive, and Presentational Modes of Communication. Students accomplish real-world communicative tasks in culturally appropriate ways as they gain familiarity with products, practices, and perspectives of the target culture. Students learn grammar, vocabulary, and structures to enable them to meet functional performance goals at this level and to build a foundation for continued language learning. During this course, students perform better and stronger in the Novice range while some abilities emerge in the Intermediate range.

FLNG 1107 Elementary Spanish I 3 credits
Prerequisite: It is required that students with less than two years of high school Spanish begin at this level. Students who have completed two years of high school Spanish at least 5 years ago must enroll at this level.
In this course, the student is introduced to the Spanish language and Hispanic culture. Basic skills in speaking, listening, reading and writing are developed. Cultural readings and videos are included in each lesson, giving the student additional opportunity to utilize the target vocabulary and grammar in classroom conversation.

FLNG 1108 Elementary Spanish II 3 credits
Prerequisites: FLNG 1107. Students who have completed two (2) years of high school Spanish within the last four (4) years may also enroll at this level.
This course builds upon the foundation laid in FLNG 1107 and uses the same textbook in the two-course sequence which comprises elementary Spanish at SSCC. Skills in speaking, listening, reading and writing in Spanish are further developed in this course. Cultural readings and videos are included in each lesson, giving the student additional opportunity to utilize targeted vocabulary and grammar in class room conversation.

FLNG 1120 Beginning American Sign Language I 4 credits
Everyday communication is the centerpiece of every lesson. Topics revolve around sharing information about our environment and us. Grammar is introduced in context with daily life experiences and answering skills. Students learn conversational strategies to help you maintain a conversation. Interaction activities allow students to rehearse what they have learned.

FLNG 1121 Beginning American Sign Language II 4 credits
Prerequisite: Successful completion of Beginning American Sign Language I
This course builds on the skills learned in Beginning American Sign Language I. Students continue to build on skills learned in Beginning American Sign Language I: grammar, conversational strategies and cultural information. In addition, students will add to their knowledge several kinds of classifiers. Instruction is focused on skill building, comprehension, cultural and review. The functional lessons introduce vocabulary and key grammar structures through the use of key dialogues or narratives. Skill building lessons focus on practicing detailed language features that support students' general ASL production, such as various number types,

Thematic units will include:
• The World of Work and Future Trends
• Art, Music and Literature
• News and Current Affairs
• Legends
• Human Migration

7KURXJK H[SORUDWLRQ RI XQLW WKHPHV VWXGHQWV• JUDVS of acquired grammar structures will be reinforced by review and active use of the present, preterite and im perfect tenses, the present and past perfect tenses and the present and present perfect subjunctive. In addition, new grammar structures will include the future and future perfect tenses, the conditional and conditional perfect tenses, the past perfect and imperfect subjunc tive as well as si clause sentences.

FLNG 2208 Intermediate Spanish II 3 credits
Prerequisite: FLNG 2207or four (4) years of high school Spanish (within the last four (4) years).
Intermediate Spanish II is the second course in the in termediate sequence. Students will engage in advanced activities to further develop listening, speaking, reading DQG ZULWLQJ VNLOOV 6WXGHQWV ZLOO H[SDQG NQRZOHGJH RI Hispanic cultures while investigating intercultural prod- ucts, practices and perspectives. Students will view and listen to contemporary media sources, read magazine DUWLFOHV SRHPV VKRUW VWRULHV DQG H[WHQGHG QDUUD- WLYHV DQDO\]H FRPSRQHQWV RI VSRNHQ RU ZULWWHQ WH[WV QDUUDWH DERXW HYHQWV DQG H[SHULHQFHV WKURXJK ZULWLQJ and speaking and engage in more advanced levels of interpersonal communication.

Thematic units will include:
• Beliefs
• Food, Food Security and Agriculture
• The Cuban Revolution
• Human Rights and Social Justice
• Biodiversity and Ecology
7KURXJK H[SORUDWLRQ RI XQLW WKHPHV VWXGHQWV• JUDVS of acquired grammar structures wLang0053005200wP <</Lang (en-be3 (infor15.2b352 .3 (3 (es)38.9 (a.3 (, p2actices and uni

HQGXUDQFH PXVFXODU ÀWQHVV DQG ÁH[LELOLW\ ,Q DGGLWLRQ learning about dietary practices and nutrition, protecting oneself from disease, avoiding substance abuse, and managing stress will be covered.

HFES 2217 Yoga 1 credit

religious, cultural, intellectual, and technological life of
ZRUOG KLVWRU\ IURP WKH WK FHQWXU\ WR PRGHUQ WLPHV
7KH FRXUVH ZLOO EHJLQ ZLWK DQ H[DPLQDWLRQ RI WKH DJH
RI (XURSHDQ H[SORUDWLRQ DQG H[SDQVLRQ DQG WKH ULVH
of colonial revolutions. The course will then trace the
development of modern eastern and western cultures.
7KH FRXUVH ZLOO WKHQ H[DPLQH WKH ULVH RI LQGXVWULDO QDtions, democracies, world wars, our world progressing

or better in every course completed in the plan of study, or permission of instructor.
This course is designed as a continuation of practical

MATH 1119 College Algebra 2 credits
Corequisite
Prerequisite: Any of the following:
• Grade of C in Math 1118 Intermediate Algebra.
• This course is recommended when repeating Math 1141 College Algebra.
• Three High school STEM or Core Math courses with grades of B or higher

MATH 1141 College Algebra 4 credits
Prerequisite: MATH 1118 with a B or higher; Students with a C in MATH 1118 must meet with an advisor before registering; Three High school STEM or Core Math courses with grades A, A, B or higher; ACT Math Score of 22 or higher; SAT Math Score of 530 or higher; QAS Placement Test with a score of 263 or higher and Algebra 2 with a B or higher; AAF Placement Test with a score of 263 or higher.
This course emphasizes the use of algebra and functions in problem solving and modeling. Appropriate use of technology and applying mathematics to real-world situations is emphasized. Topics include linear, quadratic, polynomial, rational, radical, exponential, logarithmic, and piece wise equations and functions. Students whose programs recommend a college algebra course or who need to prepare for calculus should take this course.

MATH 1142 College Trigonometry 4 credits
Prerequisite: One of the following:
- Four High school STEM or Core Math courses with grades A, A, B, B or higher.
- MATH 1141
- ACT Math Score of 26 or higher
This course includes a study of trigonometric functions and their applications. Topics include circular functions, trigonometric functions, trigonometric identities, trigonometric equations, vectors, the complex plane, polar coordinates, conic sections, and applications of these concepts.

MATH 1150 Precalculus 3 credits
Prerequisites: A student must meet one of the following criteria to register for this course:
- ACT Math score of 24 or higher.
- SAT Math score of 570 or higher.
- Accuplacer AAF score of 263 or higher.
- Four High School Math courses with grades of AABB or higher.
- A in Math 1118.
- Students with a B in Math 1118 must speak to an advisor before registering.
This is an accelerated course designed to prepare students for Calculus. It includes a study of polynomial, rational, exponential, and trigonometric functions, systems of linear equations, trigonometric identities, non-right triangles, vectors, conic sections, an introduction to sequences and series, and an introduction to Calculus. This course emphasizes the use of algebra and trigonometry in problem solving and modeling. Appropriate use of technology is emphasized.

MATH 1160 Statistical Concepts 3 credits
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MATH 2230 Differential Equations 4 credits
Prerequisite: MATH 2222, MATH 223, or the equivalent of two semesters of Calculus
This course is an introduction to ordinary differential equations, power series solutions, polynomial operators, Laplace transforms, and numerical methods for solving ordinary differential equations. Applications to physical problems will be emphasized.

MATH 2237 Math for the Elementary Teacher I 4 credits
Prerequisite: MATH 118 or MATH 1118, or 3 years of college preparatory math with a minimum grade of "C".
This course includes math topics that are fundamental to elementary education. Topics include a review of problem solving, set theory, numeration systems, whole numbers, decimals, fractions, signed numbers, and the basic binary operations, with an emphasis on the use of manipulatives and visual representations to teach elementary mathematics.

MATH 2238 Math for the Elementary Teacher II 4 credits
Prerequisite: MATH 118 or MATH 1118, or 3 years of college preparatory math with a minimum grade of "C"
This course includes math topics that are fundamental to elementary education. Topics include a review of statistics, probability, Euclidean geometry, measurement, and transformations, with an emphasis on the use of manipulatives and visual representations to teach elementary mathematics.

MATH 2241 Calculus for Business, Social and Life Sciences 5 credits
Prerequisite: Math 141 or Math 1141, or 4 years of college preparatory math
This course is designed for business majors or other majors who will need a calculus based applications course. Topics will include limits, rates of change, optimization and other applications involving derivatives, exponential and logarithmic functions and applications of integrals. Students who have earned credit for MATH 1181 may not earn credit for this course.

MATH 2250 Linear Algebra 4 credits
Prerequisite: MATH 223 or MATH 2222, or the equivalent
This course serves as a standard introduction to linear algebra. Topics include matrix operations, vector spaces, inner product spaces, linear transformations, determinants, eigenvalues and eigenvectors.

MATH 2281 Introductory Statistics 4 credits
Prerequisite: A student must meet one of the following criteria to register for this course:
- Finite Math 1124 or College Algebra 1141 with a grade of C or higher
- MATH 1183 with a grade of C or higher
- MATH 1125 with a grade of C or higher
- Three High school STEM or Core Math courses with grades of B or higher
- ACT Math Score of 22 or higher
- SAT Math Score of 530 or higher
- Accuplacer QAS score of 263 or higher
This course is designed for students needing a non-calculus-based introduction to statistics. It covers descriptive statistics, probability, binomial and normal distributions, the Central Limit Theorem, confidence intervals, hypothesis testing for means, proportions, linear correlation and regression, and chi-square tests.

MEDICAL ASSISTING - MAST

MAST 1101 Introduction to Medical Assisting & Procedures 3 credits
Prerequisite: Acceptance in the Medical Assistant

DQG DGPLQLVWUDWLYH FRPSHWHQFLHV DUH included.

MAST 1115 Medical Terminology 2 credits
This course is designed for the health science student and includes the principles of building a medical vocabulary. Emphasis is placed on the use of word SDUWV LQFOXGLQJ SUHÀ[HV VXIÀ[HV with a combining form to establish medical terms. The course provides an overview of body systems, their anatomy and physiology, diseases, conditions, current medical and diagnostic procedures, treatments, and pharmaceutical agents, used in conjunction with terminology. Authentic medical records with activities to enhance the application of medical terminology to the "real world of medicine" are included. Correct-spelling LQJ GHÀQLWLRQ DQG SURQXQFLDWLRQ stressed. Communication both written and verbally between health care professionals, and between the health professional and patient, is emphasized.

MAST 1118 Human Diseases 2 credits
Prerequisites: MAST 1115
This course includes basic information about common medical conditions, diseases, and the disease process. Emphasis will be placed on documentation of symptoms, patient assessment, case management - including diagnostic tests indicated, treatment indicated, client teaching required and ways to validate a patient's understanding of their disease and treatment. Course content includes major conditions organized by body system and a nine-part format consisting of description, etiology, signs and symptoms, diagnostic procedures, treatment, complimentary therapy, client communication, prognosis and treatment. Current ,&' &0 FRGLQJ V\VWHPV DUH ZLOO are listed for each disease reinforcing the importance of proper coding for reimbursement and research.

MAST 1126 Clinical Practicum I 1 credit
Prerequisites: ALTH 1160, MAST 1101, MAST 1111, MAST 1115, MAST 2218, MAST 2240
Corequisites: MAST 1118, MAST 2205, MAST 2215, MAST 2230, MAST 2226 MAST 2297
The Medical Assistant Practicum Program is an unpaid practicum, under professional supervision, in an ambulatory healthcare setting. The practicum program allows students to continue hands on learning for safe and effective performance of patient care in the medi FDO RIÀFH 6WXGHQWV ZLOO GHPRQVWUDWH and the psychomotor skills and affective behaviors acquired, from previous learning performances of core curriculum in the administrative and clinical duties of a medical assistant.

MAST 1199 Seminar 1-6 Credits
Prerequisite: Refer to syllabus addendum for any pre-requisites.
This course will be a discussion of particular problems related to the student's chosen program and areas of interest.

MAST 2205 Medical Law & Ethics 2 credits
This course is an introduction to the legal and ethical challenges faced in the practice of health care. Topics LQFOXGH UHTXLUHPHQWV IRU OLFHQVXUH registration of medical professionals. Discussion and FODVV H[HUFLVHV UHODWH WR WKH FRUUH RIÀFH HPSOR\HHV WR WKH SXEOLF FLYLO negligence, contracts, bioethics, litigation in the medical workplace, HIPPA, use of consent forms, patient rights DQG GRFXPHQWDWLRQ RI PHGLFDO \WWK PHGLFDO UHF ies in the news.

MAST 2215 Medical Laboratory Techniques 3 credits
Prerequisite: ALTH 1160, MAST 1101, MAST 1111, MAST 1115, MAST 2218, MAST 2240
Corequisite: MAST 1118, MAST 1126, MAST 2205, MAST 2226, MAST 2230. MAST 2297
An introduction to diagnostic laboratory procedures SHUIRUPHG LQ WKH SK\VLFLDQ·V RIÀFH DQ tory science. Principles of laboratory procedures will be studied by observation, discussion, and practice in the laboratory sessions with emphasis on collection, proper KDQGOLQJ LQFOXGLQJ EORRG DQG ERG\ Á DQG LGHQWLÀFDWLRQ RI VSHFLPHQV EDVI cedures, routine urinalysis, rapid strep, pregnancy tests, and venipuncture for competency.

MAST 2218 Medical Billing & Coding 3 credits
Prerequisite: Acceptance in Medical Assistant Technology
Corequisite: ALTH 1160, MAST 1101, MAST 1111, MAST 1115, MAST 2240
The course begins with the fundamentals of initiating, tracking and processing insurance forms for commercial insurance carriers. Basic theory and coding prin FLSOHV XWLOL]LQJ &XUUHQW 3URFHGXUDO QWHUQDWLRQDO &ODVVLÀFDWLRQ RI 'LVH and Healthcare Common Procedure Coding System + & 3 & 6 IRU FRPSOHWLRQ RI PHGLFDO LQV 8VH RI DSSURSULDWH WHUPLQRORJ\ LV HP with accurate abstracting of information from the of ÀFH UHFRUGV WR REWDLQ DSSURSULDWH UHLPEXUVHPHQW %DV IRU DFFXUDWH FRPSOHWLRQ RI &06 LV

MAST 2226 Clinical Practicum II 1 credit
Prerequisite: ALTH 1160, MAST 1101, MAST 1111, MAST 1115, MAST 2218, MAST 2240
Corequisites: MAST 1118, MAST 1126, MAST 2205, MAST 2215, MAST 2230, MAST 2297

The Medical Assistant Practicum Program is an unpaid practicum, under professional supervision, in an ambulatory healthcare setting. The practicum program allows students to continue hands on learning for safe and effective performance of patient care in the medical office. Students will demonstrate knowledge gained and the psychomotor skills and affective behaviors acquired, from previous learning performances of core curriculum in the administrative and clinical duties of a medical assistant.

MAST 2215, MAST 2226, MAST 2230

MAST 2230 Pharmacology for Medical Assisting 3 credits
Prerequisite: ALTH 1160, MAST 1101, MAST 1111, MAST 1115, MAST 2218, MAST 2240
Corequisites: MAST 1118, MAST 1126, MAST 2205, MAST 2215, MAST 2226, MAST 2297
Presentation of the principles of pharmacology relating to the medical assisting profession. Instruction introduces the student to patient education regarding medications, researching drugs in a drug reference and correlation of drug therapy and pathophysiologic conditions. Knowledge and experience is gained through research of drug generic and trade names, usage, action, side effects, and contraindication in a drug reference book, and recording the information on pharmacology index cards. Course content includes pharmacology math, routes of medication administration and parenteral techniques most commonly administered in the medical office. Emphasis is placed on competency based skills and worksheet documentation to record oral and parenteral medications administered, dispensed, or prescribed during classroom simulation and the practicum experience.

MAST 2240 Clinical Procedures 3 credits
Prerequisite: Acceptance in the Medical Assistant Technology Program
Corequisite: ALTH 1160, MAST 1101, MAST 1111, MAST 1115, MAST 2218
Presents the theory and techniques required by the medical assistant to perform fundamental skills at intermediate and advanced levels. Procedure skills include those associated with Gastroenterology, Urology, Neurology, Obstetrics, Gynecology, Geriatrics, family medical practice, surgical, and specialty practices. Emphasis is placed on competency based skills and techniques used in male and female catheterization, enema, patient client instruction for GI testing and pediatric and postnatal exams. Emphasis is placed on minor surgical procedures, assisting with technical diagnostic procedures, and technique.

MAST 2297 Medical Assisting Review 2 credits
Prerequisite: ALTH 1160, MAST 1101, MAST 1111, MAST 1115, MAST 2218, MAST 2240
Corequisite: MAST 1118, MAST 1126, MAST 2205,

Corequisites: BIOL 1520, BIOL 1521, ENGL 1101, NRSG 1300, PSYC 1111
This course promotes the development of holistic, therapeutic nursing care, with an emphasis on development of critical thinking and clinical judgment to provide safe and high-quality care to adults.

NRSG 2200 LPN to RN Bridge 3 credits
Prerequisite: Acceptance into the Nursing Transition Pathway
Corequisites: NRSG 2300, BIOL 2300, BIOL 2301
This course is designed to promote the development of clinical judgment with the student nurse when applied to the nursing care of those with acute and chronic conditions in an acute care setting. Assignments are provided to foster the ability to recognize priorities of patient care for each individual patient.

NRSG 2300 Concepts of Maternal Care 2 credits
Prerequisite: BIOL 1510, BIOL 1511, BIOL 1520 BIOL 1521, ENGL 1101, MATH 1135, NRSG 1200, NRSG 1300, NRSG 1500, NRSG 1600, and PSYC 1111
Corequisites: BIOL 2300 and BIOL 2301
This course promotes the development of holistic, patient centered care with an emphasis on utilizing clinical judgment to provide safe care for the mother and newborn baby.

NRSG 2400 Mental Health Nursing 2 credits
Prerequisite: BIOL 1510, BIOL 1511, BIOL 1520, BIOL 1521, BIOL 2300, BIOL 2301, ENGL 1101, ENGL 1102, MATH 1135, NRSG 1200, NRSG 1300, NRSG 1500, NRSG 1600, NRSG 2300, NRSG 2500, NRSG 2700, PSYC 1111, and SOCI 1170
This course will provide guidance in the formation of clinical judgment that can be applied to the nursing care of those with mental illness. Topics such as effective communication and the use of the therapeutic nurse-patient relationship are covered.

NRSG 2500 Nursing Concepts III: Acute and Chronic Conditions 5 credits
Prerequisite: BIOL 1510, BIOL 1511, BIOL 1520, BIOL 1521, BIOL 2300, BIOL 2301, ENGL 1101, MATH 1135, NRSG 1200, NRSG 1300, NRSG 1500, NRSG 1600, NRSG 2300, and PSYC 1111
This course is designed to promote the development of clinical judgment in the beginning nurse that can then be applied to the nursing care of those with acute and chronic health conditions in an acute care setting. Assignments are provided to foster the ability of the learner to recognize priorities of patient care for each individual patient.

NRSG 2600 Nursing Concepts IV: Complex & Higher Acuity Conditions 4 credits
Prerequisite: BIOL 1510, BIOL 1511, BIOL 1520, BIOL 1521, BIOL 2300, BIOL 2301, ENGL 1101, ENGL 1102, MATH 1135, NRSG 1200, NRSG 1300, NRSG 1500, NRSG 1600, NRSG 2300, NRSG 2500, NRSG 2700, PSYC 1111, and SOCI 1170
Corequisites: NRSG 1107, NRSG 2400 and NRSG 2800
This course is designed to promote the development of clinical judgment with the student nurse when applied to the nursing care of those with acute and complex chronic conditions in an acute care setting. Assignments are provided to foster the ability to recognize priorities of patient care for each individual patient and to prepare the student for nursing practice.

NRSG 2700 Concept of Child Nursing Care 3 credits
Prerequisite: BIOL 1510, BIOL 1511, BIOL 1520, BIOL 1521, BIOL 2300, NIOL 2301, ENGL 1101, MATH 1135, NRSG 1200, NRSG 1300, NRSG 1500, NRSG 1600, NRSG 2300 AND PSYC 1111
Corequisites: ENGL 1102, NRSG 2500, SOCI 1170
This course promotes the development of holistic family centered nursing care, with an emphasis on growth and development and providing safe care to children and their families.

NRSG 2800 Nursing Capstone 4 credits
Prerequisite: BIOL 1510, BIOL 1511, BIOL 1520, BIOL 1521, BIOL 2300, BIOL 2301, ENGL 1101, ENGL 1102, MATH 1135, NRSG 1200, NRSG 1300, NRSG 1500, NRSG 1600, NRSG 2300, NRSG 2500, NRSG 2700, PSYC 1111, and SOCI 1170
Corequisites: NRSG 1107, NRSG 2400, and NRSG 2600
This course is designed to allow the student to synthesize and apply acquired knowledge in preparation for transition into the role of the Registered Nurse.

OFFICE INFORMATION TECHNOLOGY - OFIT

OFIT 1106 Keyboarding Techniques I 3 credits
In this course, students will master the computer keyboard by touch for personal use or in preparation for work in a business setting. Students will learn proper keyboarding technique while keying alphabetic, numeric and numeric keypad characters. Students will complete activities online, where drills will facilitate learning the keyboard and developing speed and accuracy. In addition, students will use Microsoft Word to create personal and basic business letters, memos of emails, memos, business correspondence, tables, business reports, manuscripts, and research paper.

PHIL 1107 Ethics

35$&7,&$/ 1856,1* 35$&

35$& 3DWKRSK\VLRORJ\ 2 credits
3UHUHTXLVLWH $FFHSWDQFH LQWR WKH 3UDFWLFDO 1XUVLQJ 3URJUDP
&RUHTXLVLWH %,2/ %,2/ 0$7+ DQG 35$&
7KLV FRXUVH DGGUHVVHV WKH SDWKRSK\VLRORJ\ RI VHOHFWHG GLVRUGHUV DFURVV WKH OLIHVSDQ DQG WKH QXUVLQJ LPSOLFDWLRQV RI WKLV NQRZOHGJH

35$& 3KDUPDFRORJ\ 2 credits
3UHUHTXLVLWH %,2/ %,2/ 0$7+ 35$& DQG 35$&
&RUHTXLVLWH %,2/ DQG 35$&
7KLV FRXUVH LQWURGXFHV WKH QXUVLQJ VWXGHQW WR WKH SKDUPDFRORJLF SUDFWLFH RI WKH OLFHQVHG SUDFWLFDO QXUVH

35$& 3UDFWLFDO 1XUVLQJ &RQFHSWV , [illegible] credits
3UHUHTXLVLWH $FFHSWDQFH LQWR WKH 3UDFWLFDO 1XUVLQJ 3URJUDP
&RUHTXLVLWH %,2/ %,2/ 0$7+ DQG 35$&
7KLV FRXUVH LQWURGXFHV WKH 3UDFWLFDO 1XUVLQJ VWXGHQW WR QXUVLQJ FDUH RI WKH SDWLHQW ZLWK QRUPDO ILQGLQJV

35$& 3UDFWLFDO 1XUVLQJ &RQFHSWV , [illegible] credits
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36<& (GXFDWLRQDO 3V\FKRORJ\ 3 credits
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GHYHORSPHQW DQG OHDUQLQJ 62& &XOWXUDO $QWKURSROR
VWUDWHJLHV DVVHVVPHQW DQG H[DPLQHV VLPLODULWLHV DQG
GLIIHUHQFHV LQ OHDUQHUV 7KH UROH RI IDFWRUV LQ WKH VWX
GHQWV· OHDUQLQJ DQG GHYHORSPHQW DUH FRQVLGHUHG

36<& $EQRUPDO 3V\FKRORJ\ 3 credits
3UHUHTXLVLWH 36<& RU HTXLYDOHQW
7KLV FRXUVH LV DQ RYHUYLHZ RI WKH FXUUHQW WKHRULHV DQG
UHVHDUFK FRQFHUQLQJ WKH FDXVHV V\PSWRPV DQG
WUHDWPHQW RI PHQWDO DQG EHKDYLRUDO GLVRUGHUV
&XUUHQW PHQWDO KHDOWK UHVRXUFHV DUH H[DPLQHG DQG
HYDOXDWHG DV WR WKHLU HIIHFWLYHQHVV

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5(67 3UL QFLSOHV RI 5HDO (VWDWH 3 credits
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WKH SUH OLFHQVLQJ UHTXLUHPHQWV RI WKH 2KLR 5HDO (VWDWH
6DOHVSHUVRQ ([DP ,W SURYLGHV DQ RYHUYLHZ RI WKH UHDO
HVWDWH LQGXVWU\ DQG D VWXG\ RI VDOHV DJHQF\ SULQFLSOHV D
SUDFWLFHV ,W LQWURGXFHV EDVLF UHDO HVWDWH FRQFHSWV WH
QRORJ\ DQG RSHUDWLRQV 7KLV FRXUVH LV UHTXLUHG IRU WKH
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5(67 5HDO (VWDWH 3UDZ 3 credits
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WLRQV 7KLV FRXUVH LV UHTXLUHG IRU WKH 2KLR 5HDO (VWDWH
6DOHVSHUVRQ /LFHQVH H[DPV

5(67 5HDO (VWDWH)LQDQFH 3 credits
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WLFXODULWLHV RI 30,)DQQLH 0DH DQG)+$ ORDQV 5(67
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UHDO HVWDWH DSSUDLVDO &RQWH[WXDO PDWHULDOV VXFK DV
PDUNHW DQDO\VLV DQG HFRQRPLF FRQGLWLRQV DUH DOVR VWXG
VWXG\ RI WKH WKUHH EDVLF DSSUDLVDO WHFKQLTXHV DUH LQFOX
HG 7KLV FRXUVH LV UHTXLUHG IRU WKH 2KLR OLFHQVLQJ H[DPV

62&, -XYHQLOH 'HOLQTXHQF\ HDUQHG LSWXSSOLHV ZLOO EH VWXGLHG pP€0p
7KLV FRXUVH ZLOO H[DPLQH DQG FRPSDUDWLYHO\ DQDO\]H D
QXPEHU RI WKHRULHV LQ WKH VWXG\ RI MXYHQLOH
GHOLQTXHQF\ DQG DOVR H[SORUH D UDQJH RI FULPLQRJHQLF
VRFLDO IDFWRUV DVVRFLDWHG ZLWK GHOLQTXHQW EHKDYLRU 7KLV
FRXUVH ZLOO DOVR RIIHU D VXUYH\ LQWR WKH QDWXUH DQG
H[WHQW RI MXYHQLOH GHOLQTXHQF\ DQG SURYLGH DQ
H[WHQVLYH RYHUYLHZ RI WKH MXYHQLOH MXVWLFH V\VWHP DQG
LWV VWDJHV RI RSHUDWLRQ Z L•

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7KLV FRXUVH ZLOO SURYLGH DQ RYHUYLHZ RI WKH FULPLQDO
MXVWLFH V\VWHP E\ H[DPLQLQJ OHJDO DQG SROLWLFDO
LQVWLWXWLRQV DV ZHOO DV WKH EHKDYLRUDO QDWXUH RI FULPH
7KH UROH RI HQIRUFHPHQW WKH FRXUWV DQG FRUUHF
WLRQ ZLOO EH DQDO\]HG WKURXJK WKH GHYHORSPHQW RI
FDVH ODZ DQG SUDFWLFDO DSSOLFDWLRQ

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7+($ $FWLQJ 6WXGLR 3 credits
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&RPPXQLW\ &ROOHJH WKHDWUH SURGXFWLRQ $Q DXGLWLRQ LV
UHTXLUHG

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6WXGHQWV ZLOO SDUWLFLSDWH DV VWDJH PDQDJHUV RU FUHZ
PHPEHUV VHW SURSHUWLHV FRVWXPHV OLJKWLQJ VRXQG
KRXVH GUDPDWXUJ\ HWF LQ D 6RXWKHUQ 6WDWH &RPPXQLW\
&ROOHJH WKHDWUH SURGXFWLRQ $Q DSSOLFDWLRQ LQWHUYLHZ LV
UHTXLUHG

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7KLV FRXUVH LV D EURDG RYHUYLHZ RI WKH WKHDWHU ,W
LQFOXGHV D EDVLF YLHZ RI WKH DUW IRUP LWVHOI DXGLHQFH
DQG FULWLFLVP WKH SOD\ WKH KLVWRU\ DQG GHYHORSPHQW RI
WKHDWHU DV ZHOO DV DQ RYHUYLHZ RI WKH SURFHVVHV LQYROYHG
LQ SURGXFWLRQ 7UHQGV LQ WKHDWUH WRGD\ ZLOO DOVR EH
H[SORUHG

7+($ $FWLQJ , 3 credits
7KLV FRXUVH LV DQ LQWURGXFWRU\ VWXG\ RI DFWLQJ DQG WKH
DFWRU (PSKDVLV ZLOO EH SODFHG RQ GHYHORSLQJ WKH DFWRU·V
LQVWUXPHQW YRLFH DQG ERG\ HQVHPEOH ZRUN LPSURYLVD
WLRQ SDQWRPLPH DQG PRQRORJXH VFHQH SHUIRUPDQFH
9DULRXV DFWLQJ WHFKQLTXHV DQG VW\OHV ZLOO EH H[SORUHG
6WXGHQWV ZLOO DOVR OHDUQ DQG XWLOL]H EDVLF DFWLQJ
WHUPLQRORJ\

7+($ $FWLQJ ,, 3 credits
3UHUHTXLVLWH 7+($ RU 3HUPLVVLRQ RI
,QVWUXFWRU
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WKH DFWRU (PSKDVLV ZLOO EH SODFHG RQ GHYHORS
DFWRU·V LQVWUXPHQW ZRUN DQG ERG\ HQVHPEOH
LPSURYLVDWLRQ SDQWRPLPH PRQRORJXH DQG VFHQH
SHUIRUPDQFH 6WXGHQWV ZLOO DOVR H[SORUH GLIIHUHQW DFWLQJ
WHFKQLTXHV DQG VW\OHV $FWLQJ DQG VWDJH YRFDEXODU\ ZLOO
EH UHLQIRUFHG

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