



WAYNE COLLEGE

1989-90
ACADEMIC CATALOG

CALENDAR

1989-90

FALL SEMESTER 1989

Day and Evening Classes Begin Mon., Aug. 28
*Labor Day Mon., Sept. 4
Veterans Day (classes held) Fri., Nov. 10
**Thanksgiving Recess Thurs.-Sat., Nov. 23-25
Classes Resume Mon., Nov. 27
Final Examination Period Mon.-Sat., Dec. 11-16

SPRING SEMESTER 1990

*Martin Luther King Day Mon., Jan. 15
Day and Evening Classes Begin Tues., Jan. 16
Spring Recess Mon.-Sat., March 19-24
Classes Resume Mon., March 26
Final Examination Period Mon.-Sat., May 7-12
Commencement Sun., May 27

SUMMER SESSION I 1990

First Five- and Eight-Week Sessions Begin Mon., June 11
*Independence Day Wed., July 4
First Five-Week Session Ends Fri., July 13

SUMMER SESSION II 1990

Second Five-Week Session Begins Mon., July 16
Eight-Week Session Ends Fri., Aug. 3
Second Five-Week Session Ends Fri., Aug. 17

*University closed.

**University closed from Wednesday, November 22, 1989, at 5 p.m., until Monday, November 27, 1989, at 7 a.m. Classes scheduled to begin at 4 p.m. or before on Wednesday will meet through the regularly scheduled ending time.

1990-91 (Tentative)

FALL SEMESTER 1990

Day and Evening Classes Begin Mon., Aug. 27
*Labor Day Mon., Sept. 3
Veterans Day (classes held) Mon., Nov. 12
**Thanksgiving Recess Thurs.-Sat., Nov. 22-24
Classes Resume Mon., Nov. 26
Final Examination Period Mon.-Sat., Dec. 10-15

SPRING SEMESTER 1991

*Martin Luther King Day Mon., Jan. 14
Day and Evening Classes Begin Tues., Jan. 15
Spring Recess Mon.-Sat., March 18-23
Classes Resume Mon., March 25
Final Examination Period Mon.-Sat., May 6-11
Commencement Sun., May 26

SUMMER SESSION I 1991

First Five- and Eight-Week Sessions Begin Mon., June 10
*Independence Day Thurs., July 4
First Five-Week Session Ends Fri., July 12

SUMMER SESSION II 1991

Second Five-Week Session Begins Mon., July 15
Eight-Week Session Ends Fri., Aug. 2
Second Five-Week Session Ends Fri., Aug. 16

*University closed.

**University closed from Wednesday, November 21, 1990, at 5 p.m., until Monday, November 26, 1990, at 7 a.m. Classes scheduled to begin at 4 p.m. or before on Wednesday will meet through the regularly scheduled ending time.

THE UNIVERSITY OF AKRON IS AN EQUAL EDUCATION AND EMPLOYMENT INSTITUTION

operating under nondiscrimination provisions of Titles VI, VII, IX, and Executive Order 11246, Vocational Rehabilitation Act Section 504, and Vietnam Era Veterans' Readjustment Act as related to admissions, treatment of students, and employment practices.

It is the policy of this institution that there shall be no discrimination against any individual at The University of Akron because of age, color, creed, handicap, national origin, race, religion, sex, or sexual orientation. The University of Akron will not tolerate sexual harassment of any form in its programs and activities.

This nondiscrimination policy applies to all students, faculty, staff, employees, and applicants.

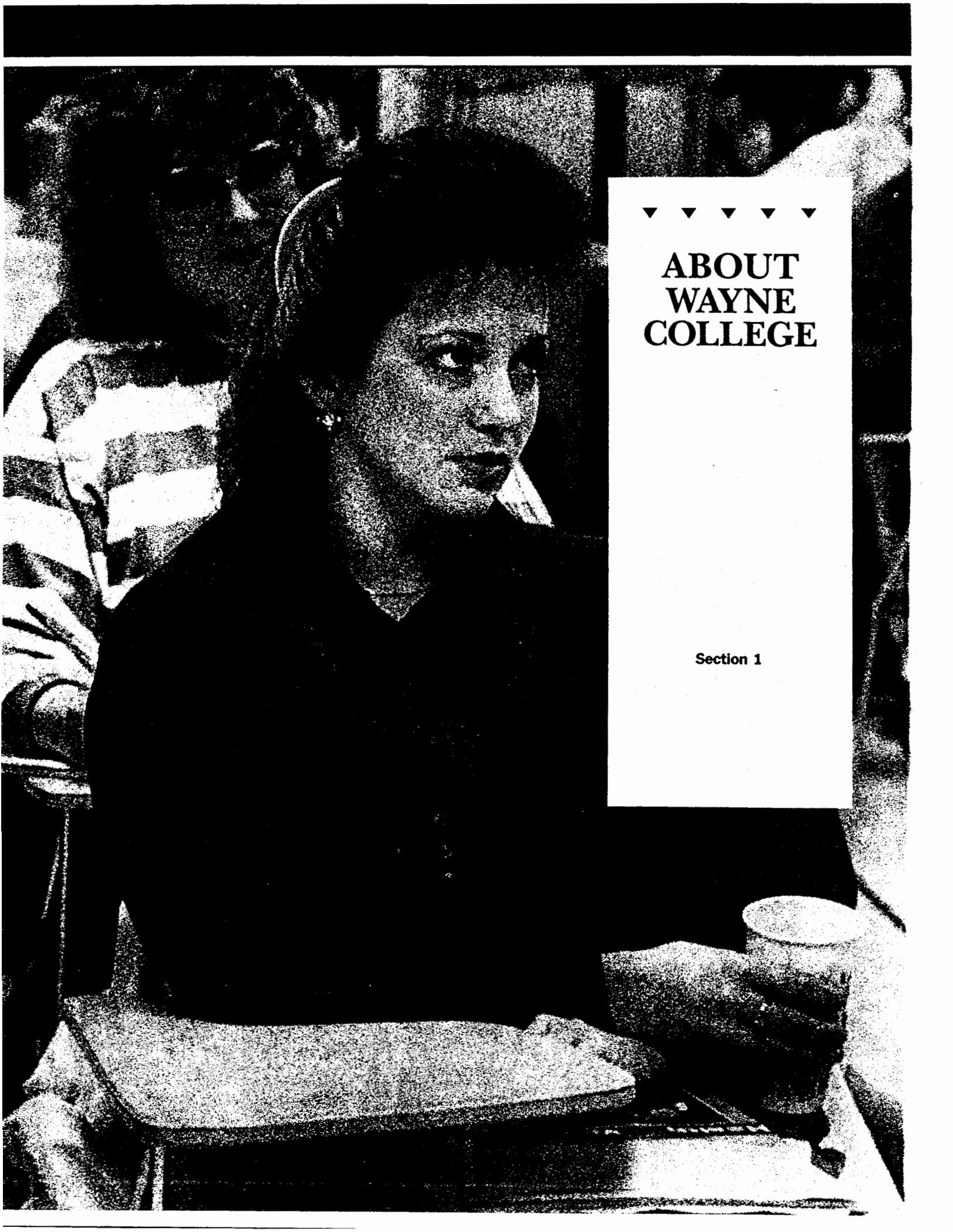
Complaint of possible discrimination should be referred to
Affirmative Action and Equal Employment Opportunity Officer
Buchtel Hall 213
Phone: (216) 375-7300

Information on Title IX (sex discrimination) may be obtained from
Martha Booth, Title IX Coordinator
Office of Admissions
(216) 375-6416



ABOUT WAYNE COLLEGE

Section 1



A LETTER FROM THE PRESIDENT



Dear Student:

I am pleased to welcome you to The University of Akron-Wayne College.

Wayne College is an exceptional institution of higher learning with a singular purpose of providing the best possible learning atmosphere for the interested and qualified student. It is ideally located in beautiful surroundings, but more importantly, it has gathered together a strong teaching faculty who have developed a quality curriculum for today's challenges. Additionally, the college has the support of the community in which it is located, giving Wayne College an added educational dimension.

As you join the "Wayne College family," you will find the campus, the faculty, the students, the curriculum, and the out-of-class activities supportive of your immediate and long-range educational objective.

Best wishes for a successful collegiate experience.

Sincerely,

William V. Muse
President

A LETTER FROM THE DEAN



Dear Student:

Welcome to The University of Akron-Wayne College. It's my hope that your experience here will be a positive one and a challenge in which you find your goals achieved and your needs fulfilled. College can be an adventure filled with many unknowns and apprehensions, but once the task is completed, you will find satisfaction in your intellectual and personal growth and in achieving your personal goals.

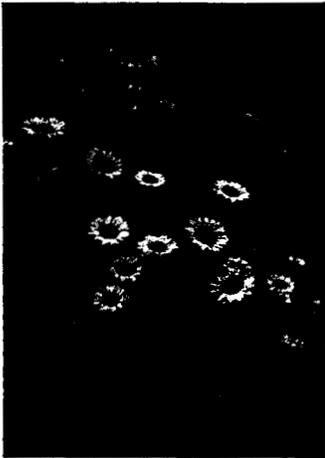
At Wayne College, you will find the best of two worlds. In an informal, rural atmosphere you can profit from the personalized nature of instruction in small classes by a dedicated instructional staff. Quality education is our goal with the student always our most important concern. Here is the opportunity to participate, to experience, to learn in a comfortable environment. In another sense, you are part of The University of Akron where you may enjoy the security of knowing you are an important part of the University with all of the attendant benefits thereof.

We believe that every individual and every program of study at Wayne College is equally important. We, therefore, wish you well in the pursuit of your personal goals. I sincerely hope we may work together to make your experience at Wayne College an enjoyable and profitable one.

Tyrone M. Turning
Dean

HISTORY

The University of Akron-Wayne College is located on 163 acres one mile northwest of Orrville, Ohio. The college was founded in 1972, culminating 10 years of effort on the part of local citizens to establish locally a permanent facility for a branch campus of a major state university, and is authorized by the state of Ohio through the Ohio State Board of Regents to offer general studies, including baccalaureate-oriented preparation; technical education programs; and continuing education experiences for those who live in Medina, Wayne, and Holmes counties.



MISSION AND GOALS

The University of Akron-Wayne College is a public two-year branch campus serving the citizens of Wayne, Holmes, and Medina counties. Authorized by the Ohio General Assembly and the Ohio Board of Regents and governed by the Board of Trustees of The University of Akron, Wayne College operates under an open admission policy which provides broad access to educational opportunities.

Serving a predominantly rural and small city area, Wayne College has a diverse student population representing a wide range of ages, goals, and needs. To meet the varied needs of the students, the college provides convenient scheduling, academic advising, placement testing, and career information to assist students in planning their academic and career futures.

Wayne College provides a general studies transfer program integral to a variety of professional and preprofessional majors. This program leads to the Associate of Arts or Associate of Science degrees. In addition, technical preparation and occupational training for a variety of careers culminating with the Associate of Applied Science or Associate of Applied Business degrees and/or one-year certificates are other dimensions of the credit program.

The college is committed to intellectual and personal growth; it provides opportunities through which students can improve essential communication skills, acquire a body of knowledge and methodology, and develop critical decision-making abilities.

Students at Wayne College are provided an educational program that accommodates individual differences of background, age, and need by providing accessible scheduling of programs, student services, academic support functions, and a developmental program for those requiring skill remediation.

Wayne College contributes to the educational, cultural, and social development of the community by sponsoring activities and events for the citizens of the college's service area as well as continuing education noncredit programs, workshops, seminars, and courses.

The following goals provide further definition of the college's mission and serve as a basis upon which the college may establish program objectives:



GOAL 1

Wayne College is committed to quality teaching which will provide optimum learning opportunities for all students.

GOAL 2

The college will assist students to develop openness to new ideas and new ways of thinking, to undertake self-directed learning, to make a commitment to life-long learning, and to evaluate fairly and critically current values and practices in our society.

GOAL 3

The college will maintain an appropriate balance in its transfer, career, and continuing education programs.

GOAL 4

The college will continue to provide public service to the rural community which it serves through its programs, activities, faculty, and students.

GOAL 5

The college will coordinate the growth and development of programs with the long-range plans and needs of the community.

GOAL 6

The college will establish itself in the community as an intellectually exciting and stimulating place.

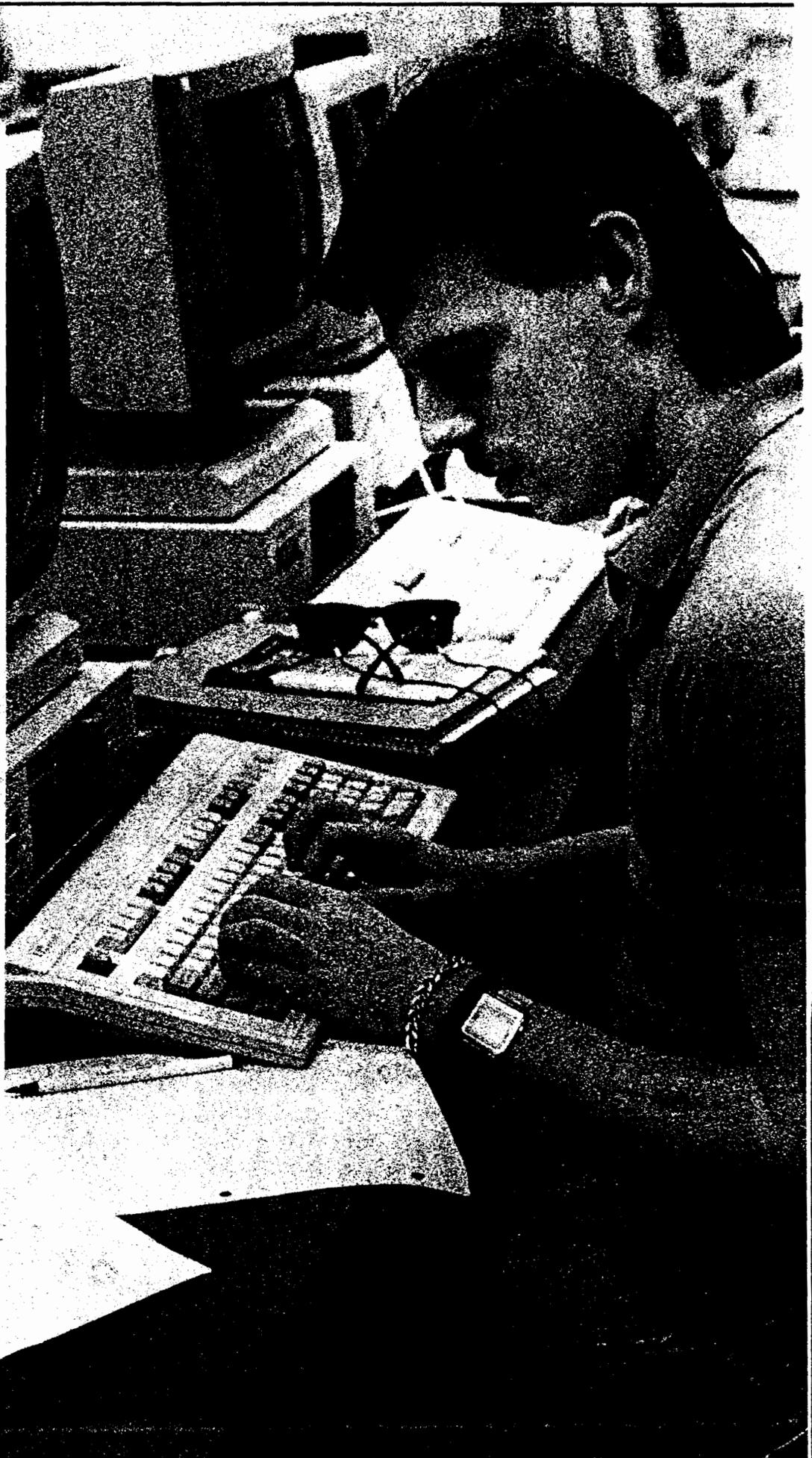
ACCREDITATION

The University of Akron-Wayne College is accredited at the associate degree level by the Commission on Institutions of Higher Education of the North Central Association of Colleges and Schools.



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**PROGRAMS
OF
STUDY**

Section 2



COURSE NUMBERING SYSTEM

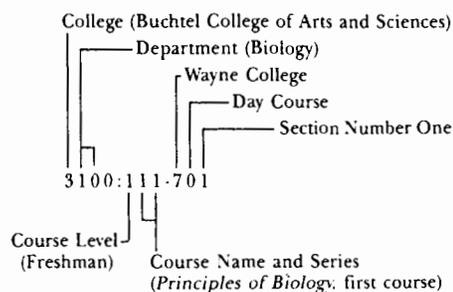
The college, as a branch of The University of Akron, employs the course numbering system of the University. University course numbers consist of 10 digits separated into three sets by a colon and a dash. The first digit represents the name of the college in which the course is offered, e.g., 3 = Buchtel College of Arts and Sciences. The next two digits refer to the department within the college, e.g., 10 = Biology. The last zero is for administrative convenience.

After the colon the first digit in the second set represents the level of the course, e.g., 1 = freshman, 2 = sophomore, 3 = junior, and 4 = senior. Courses with a beginning course digit of 5 or above may only be taken by graduate students. The last two digits in the second set of numbers refer to the course name and series, e.g., 11 = *Principles of Biology*, initial course; 12 = *Principles of Biology*, second course.

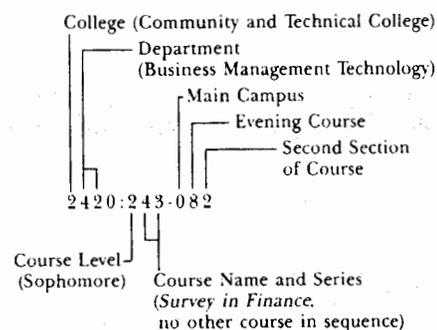
The last three digits—after the dash—represent the section (day and time the course is offered). The first digit will be either a 7, meaning the course is offered at the Wayne campus or a 0, meaning the course is offered at the main campus. The second digit, if it is between 0 and 7, means the course is a “day” course

(8 a.m. to 4 p.m.). If the second digit is an 8, it is an “evening” course (4:15 p.m. to 11 p.m.). If the second digit is a 9, it is a Saturday course. The last digit refers to the number of the section.

Example I



Example II



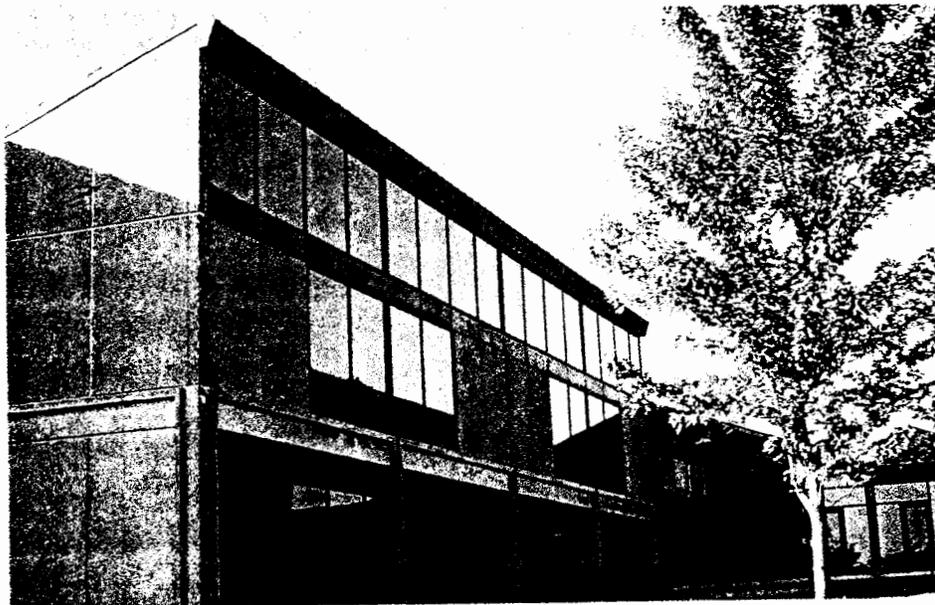
ASSOCIATE DEGREES

Wayne College affords the individual of any age or background the opportunity to continue education without pursuing a bachelor's degree. First, the college offers a program of general studies designed to equip the student for intelligent living and afford the student an opportunity to meet individual needs and personal goals. (Please refer to the “General Studies/Transfer Program” for further details on the Associate of Arts and Associate of Science program.)

Second, the college prepares the student for entry-level positions or advancement in selected paraprofessional and technical careers in business, industry, and public service organizations.

Finally, Wayne College, as a branch of The University of Akron, supports where feasible, the broad range of career education programs of the Community and Technical College of The University of Akron.

Associate degree programs typically require two years of full-time study or about three-and-one-half years of part-time study and lead to the degrees of Associate of Arts, Associate of Science, Associate in Applied Business, or Associate in Applied Science (carrying the designation of the program). A student may complete a program of study while working full- or part-time. Moreover, since the associate degree signifies completion of an accredited program of collegiate coursework, credits earned at Wayne College may be applied at a later date toward a bachelor's degree. However, acceptance and evaluation of credits lie exclusively within the jurisdiction of the college/university to which the student wishes to transfer.



WAYNE COLLEGE PROGRAMS

The following associate degree programs are available at Wayne College. The structure of these programs may differ significantly from similar programs within the Community and Technical College of The University of Akron. All required courses for these programs are available at the college for students attending either day or evening. A diploma issued as a result of the completion of one of these programs carries The University of Akron-Wayne College designation. In some instances, specific course sequencing is necessary, especially to the student attending full-time, to accommodate completion of the program in two years. Please consult an adviser at Wayne College for further details.



ASSOCIATE OF TECHNICAL STUDIES

The Associate of Technical Studies (ATS) provides an integrated program of study for those students whose educational objectives and interests cannot be met through the college's formal associate degree programs. The Associate of Technical Studies permits students to combine various courses from two or more of the college's existing programs with other University credits, with credits earned at other postsecondary institutions, and/or with training received through other educational enterprises.

The Associate of Technical Studies is administered through the Office of the Dean and coordinated by the associate dean. Interested students must complete a formal Associate of Technical Studies Application. Upon application, the associate dean makes an initial assessment of any transfer work and assists the applicant in selecting relevant areas of study. The application is then forwarded for review by the faculty most closely associated with the proposed area of study. Upon faculty acceptance, the application is submitted to the Associate of Technical Studies Committee who, upon approval, forwards the application to the dean of Wayne College for final approval.

The following are the graduation requirements for the Associate of Technical Studies:

- Completion of an Associate of Technical Studies Application specifying a coherent combination of technical courses selectively drawn from two or more technical programs currently offered at the college, with no more than three major areas of study reflecting a reasonable array of courses within each area of study.
- Approval of the Associate of Technical Studies Application by the associate dean, relevant faculty, the Associate of Technical Studies Committee, and the dean of Wayne College.
- Degree application of only that transfer coursework completed with a "C" (2.00) grade or better.
- Completion of at least 14 credits of "general education" courses and 14 credits of "basic" courses, as required by the Ohio Board of Regents.
- Completion of at least one-half of the technical credits at The University of Akron and/or Wayne College, equally divided among the selected areas of study.
- Completion of a minimum of 64 credits with a grade-point average of 2.00.
- Completion of all other University graduation requirements.

2260:

SOCIAL SERVICES TECHNOLOGY

This program prepares the individual for preprofessional employment in social work or other human services. It includes both field work learning experiences and courses in social work, sociology, psychology, and various aspects of social services.

General Option

		Credits
1100:—	Physical Education	1
1100:106	Effective Oral Communication	3
1100:111	English Composition	4
1100:112	English Composition	4
2040:240	Human Relations	3
2040:260	The Arts and Human Experience	3
2260:150	Introduction to Gerontological Services	3
2260:260	Alcohol Use and Abuse	3
2260:278	Techniques of Community Work	4
2260:285	Social Services Practicum	4
2260:288	Techniques of Community Work II	4
2260:294	Social Services Practicum Seminar	2
3750:100	Introduction to Psychology	3
3750:230	Developmental Psychology	4
3850:100	Introduction to Sociology	4
3850:104	Social Problems	3
7400:201	Relational Patterns in Marriage and Family	3
7750:270	Poverty in the U.S.	3
7750:276	Introduction to Social Welfare Electives	4
		<u>2</u>
		64

2 + 2 Option with

Four-Year Social Work Degree

1100:—	Physical Education	1
1100:106	Effective Oral Communication	3
1100:111	English Composition	4
1100:112	English Composition	4
1100:221	Natural Science-Biology	3
2260:150	Introduction to Gerontological Services	3
2260:260	Alcohol Use and Abuse	3
2260:278	Techniques of Community Work	4
2260:285	Social Services Practicum	2-4
2260:288	Techniques of Community Work II	4
2260:294	Social Services Practicum Seminar	2
3750:100	Introduction to Psychology	3
3750:230	Developmental Psychology	4
3850:100	Introduction to Sociology	4
7750:270	Poverty in the U.S.	3
7750:276	Introduction to Social Welfare	4
	Natural Science Requirement	3
	Social Science Requirement	4
	Social Science Elective	3
	Social Services or Social Work Elective	<u>1-3</u>
		64

2420:

BUSINESS MANAGEMENT TECHNOLOGY

This program provides training in varied business activities in preparation for a beginning management or supervisory position in business, industry, government, and nonprofit organizations or as a self-employed manager. The Accounting Option provides paraprofessional training for a variety of accounting positions. Graduates will be prepared for immediate employment in the areas of financial accounting, sales, procurement, credit and collections, business research, data compilation, and reporting. The Data Management Option provides for an intensive introduction to the uses of computers in business by requiring the student to develop useful skills in that area. The Sales Option equips graduates for entry-level positions in distributive business fields.

Accounting Option

	Credits	
1100: —	Physical Education	1
1100:106	Effective Oral Communication	3
1100:111	English Composition	4
2040:247	Survey of Basic Economics	3
2040:251	Human Behavior at Work	3
2040:260	The Arts and Human Experience	3
2420:103	Role of Supervision on Management	3
2420:104	Introduction to Business	3
2420:171	Business Calculations	4
2420:211	Basic Accounting I	3
2420:212	Basic Accounting II	3
2420:213	Basic Accounting III	3
2420:214	Essentials of Intermediate Accounting	3
2420:216	Survey of Cost Accounting	3
2420:217	Survey of Taxation	4
2420:243	Survey of Finance	3
2420:280	Essentials of Law	3
2440:120	Computer and Software Fundamentals	2
2440:125	LOTUS 1-2-3	2
2540:119	Business English	3
2540:263	Business Communications	3
	Electives	4
		<u>66</u>

Data Management Option

	Credits	
1100: —	Physical Education	1
1100:106	Effective Oral Communication	3
1100:111	English Composition	4
2030:141	Mathematics for Data Processing I	4
2040:240	Human Relations	3
2040:247	Survey of Basic Economics	3
2040:260	The Arts and Human Experience	3
2420:101	Elements of Distribution	3
2420:103	The Role of Supervision in Management	3
2420:104	Introduction to Business	3
2420:202	Personnel Practices	3
2420:211	Basic Accounting I	3
2420:212	Basic Accounting II	3
2420:243	Survey in Finance	3
2420:280	Essentials of Law	3
2440:120	Computer and Software Fundamentals	2
2440:125	LOTUS 1-2-3	2
2440:130	BASIC Programming for Business	3
2440:245	Introduction to dBASE III + /IV	3
2440:255	Introduction to Data Communications	2
2440:267	4GL for Micros: dBASE III +	3
2540:119	Business English	3
2540:263	Business Communications	3
		<u>66</u>

General Business Option

1100: —	Physical Education	1
1100:106	Effective Oral Communication	3
1100:111	English Composition	4
2040:240	Human Relations	3
2040:247	Survey of Basic Economics	3
2040:251	Human Behavior at Work	3
2040:260	The Arts and Human Experience	3
2420:101	Elements of Distribution	3
2420:103	The Role of Supervision in Management	3
2420:104	Introduction to Business	3
2420:171	Business Calculations	4
2420:202	Personnel Practices	3
2420:211	Basic Accounting I	3
2420:212	Basic Accounting II	3
2420:243	Survey in Finance	3
2420:280	Essentials of Law	3
2440:120	Computer and Software Fundamentals	2
2540:119	Business English	3
2540:140	Keyboarding for Non-Secretarial Majors	2
2540:263	Business Communications	3
2880:232	Labor-Management Relations	3
	Electives	3
		<u>64</u>

Sales Option

	Credits	
1100: —	Physical Education	1
1100:106	Effective Oral Communication	3
1100:111	English Composition	4
2040:240	Human Relations	3
2040:247	Survey of Basic Economics	3
2040:260	The Arts and Human Experience	3
2420:101	Elements of Distribution	3
2420:103	The Role of Supervision in Management	3
2420:171	Business Calculations	4
2420:202	Personnel Practices	3
2420:211	Basic Accounting I	3
2420:243	Survey in Finance	3
2420:280	Essentials of Law	3
2440:120	Computer and Software Fundamentals	2
2520:103	Principles of Advertising	3
2520:106	Visual Promotion	3
2520:201	Principles of Wholesaling or Retailing Fundamentals	2
2520:202	or Fundamentals of Industrial Distribution	3
2520:210	Consumer Service Fundamentals	2
2520:212	Principles of Sales	3
2540:119	Business English	3
2540:263	Business Communications	3
	Electives	3-4
		<u>64</u>

2540:

OFFICE ADMINISTRATION

The following programs provide thorough training in typing, shorthand, and communications and are designed to prepare the individual for responsible secretarial, stenographic, or clerical positions in a variety of business settings. There are executive, legal, medical, word processing, and office services options.

Executive Secretary Option

1100: —	Physical Education	1
1100:111	English Composition	4
2040:240	Human Relations	3
2040:260	The Arts and Human Experience	3
2420:171	Business Calculations	4
2420:202	Personnel Practices	3
2420:211	Basic Accounting I	3
2440:125	LOTUS 1-2-3	2
2540:119	Business English	3
2540:121	Office Procedures	3
2540:150	Beginning Keyboarding	3
2540:151	Intermediate Keyboarding	3
2540:171	Shorthand Principles or Shorthand Refresher and Transcription	4
2540:172	Shorthand and Transcription	4
2540:173	Shorthand and Transcription	4
2540:241	Information Management	3
2540:253	Advanced Keyboarding	3
2540:263	Business Communications	3
2540:281	Machine Transcription	2
2540:286	Keyboarding on Word Processing Equipment	3
2540:287	Word Processing Applications	3
2540:289	Career Development for Business Professionals	3
	Electives	1
		<u>64</u>



*Automation Book
Basic Acc*

*KEYBOARDING
BUSINESS CALCULATIONS*

COMPUTER & SOFTWARE FUND

*M - W
KIND OF TWITTER
8:00 - 9:40
10:00
10:50
T - TH 8:40
9:55
12:00
1:40*

Legal Secretary Option		Credits
1100: —	Physical Education	1
1100:111	English Composition	4
2040:240	Human Relations	3
2040:260	The Arts and Human Experience	3
2420:171	Business Calculations	4
2420:211	Basic Accounting I	3
2440:125	LOTUS 1-2-3	2
2420:280	Essentials of Law	3
2540:119	Business English	3
2540:150	Beginning Keyboarding	3
2540:151	Intermediate Keyboarding	3
2540:171	Shorthand Principles	4
2540:172	Shorthand Refresher and Transcription	4
2540:173	Shorthand and Transcription	4
2540:241	Information Management	3
2540:254	Legal Keyboarding	2
2540:263	Business Communications	3
2540:279	Legal Office Procedures	4
2540:281	Machine Transcription	2
2540:286	Keyboarding on Word Processing Equipment	3
2540:287	Word Processing Applications	3
2540:289	Career Development for Business Professionals Electives	3 1
		<u>64</u>

Medical Secretary Option		Credits
1100: —	Physical Education	1
1100:111	English Composition	4
2040:240	Human Relations	3
2040:260	The Arts and Human Experience	3
2420:171	Business Calculations	4
2420:202	Personnel Practices	3
2420:211	Basic Accounting I	3
2540:119	Business English	3
2540:121	Office Procedures	3
2540:150	Beginning Keyboarding	3
2540:151	Intermediate Keyboarding	3
2540:243	Internship	2
2540:253	Advanced Keyboarding	3
2540:263	Business Communications	3
2540:282	Medical Machine Transcription	2
2540:283	Medical Terminology	3
2540:284	Office Nursing Techniques I	2
2540:286	Keyboarding on Word Processing Equipment	3
2740:241	Medical Records	2
3100:206	Human Anatomy and Physiology	4
3100:207	Human Anatomy and Physiology	4
5550:211	First Aid	2
		<u>64</u>

Office Services Option		Credits
1100: —	Physical Education	1
1100:106	Effective Oral Communication	3
1100:111	English Composition	4
2040:240	Human Relations	3
2040:260	The Arts and Human Experience	3
2420:101	Elements of Distribution or	3
2420:104	Introduction to Business	3
2420:103	The Role of Supervision in Management	3
2420:171	Business Calculations	4
2420:202	Personnel Practices	3
2420:211	Basic Accounting I	3
2420:280	Essentials of Law	3
2540:119	Business English	3
2540:121	Office Procedures	3
2540:150	Beginning Keyboarding	3
2540:151	Intermediate Keyboarding	3
2540:241	Information Management	3
2540:253	Advanced Keyboarding	3
2540:263	Business Communications	3
2540:281	Machine Transcription	2
2540:286	Keyboarding on Word Processing Equipment	3
2540:289	Career Development for Business Professionals Electives	3 2
		<u>64</u>

Word Processing Option		Credits
1100: —	Physical Education	1
1100:106	Effective Oral Communication	3
1100:111	English Composition	4
2040:240	Human Relations	3
2040:260	The Arts and Human Experience	3
2420:104	Introduction to Business	3
2420:171	Business Calculations	4
2420:211	Basic Accounting I	3
2440:120	Computer and Software Fundamentals	2
2440:130	BASIC Programming for Business	3
2540:119	Business English	3
2540:121	Office Procedures	3
2540:150	Beginning Keyboarding	3
2540:151	Intermediate Keyboarding	3
2540:241	Information Management	3
2540:253	Advanced Keyboarding	3
2540:263	Business Communications	3
2540:280	Word Processing Concepts	2
2540:281	Machine Transcription	2
2540:286	Keyboarding on Word Processing Equipment	3
2540:287	Word Processing Applications	3
2540:289	Career Development for Business Professionals Electives	3 1
		<u>64</u>

2600:

MICROPROCESSOR SERVICE TECHNOLOGY

This program is designed to prepare students to carry out preventive maintenance and repairs on micro-processor-based systems in varied manufacturing and service organizations. Graduates will be equipped to maintain a microprocessor-based system; repair it by performing appropriate software diagnostics; isolating and correcting hardware casualties; and troubleshooting the interface between the system and ancillary and peripheral equipment.

Students completing this program may assume job titles in industry such as: computer repair technician; electrical/electronic maintenance technician; field service technician; industrial process control technician; or instrumentation technician.

		Credits
1100: —	Physical Education	1
1100:106	Effective Oral Communication	3
1100:111	English Composition	4
2020:222	Technical Report Writing	3
2030:151	Elements of Math I	2
2030:152	Elements of Math II	2
2040:251	Human Behavior at Work	3
2040:260	The Arts and Human Experience	3
2440:151	PC DOS Fundamentals	1
2520:210	Consumer Service Fundamentals	2
2600:100	Basic Electronics for Technicians	5
2600:125	Boolean Algebra and Equation Mechanization	3
2600:150	Test Equipment and Measurement	3
2600:155	Microprocessor Assembly Language Programming	3
2600:190	Microprocessor Systems Architecture	4
2600:200	Electronics Troubleshooting	5
2600:230	Microprocessor and Digital Technology	4
2600:250	Microprocessor Diagnosis and Repair Techniques	5
2600:275	Digital Data Communications	4
2820:151	Basic Physics: Mechanics	3
2820:153	Basic Physics: Heat, Light and Sound	2
	Electives	2
		<u>67</u>

ONE-YEAR CERTIFICATE PROGRAMS

Certificate programs are designed to provide students with specialized job training in two semesters of full-time study. The programs offer courses from the college's associate degree programs, all of which may be subsequently applied toward the Associate of Applied Business in Office Administration or Business Management Technology or the Associate of Applied Science in Social Service Technology.

Administrative Secretary Certificate

The administrative secretarial program provides intensive administrative secretarial training. The certificate is designed for those who seek to enhance their career opportunities with administrative secretarial skills. Training is provided in keyboarding, shorthand, business writing, use of office equipment, and office administration. Graduates of this program are prepared to fill positions in personnel, sales, secretarial, or administration.

	Credits
2420:103 The Role of Supervision in Management	3
2420:171 Business Calculations	4
2540:119 Business English	3
2540:121 Office Procedures	3
2540:150 Beginning Keyboarding	3
2540:151 Intermediate Keyboarding	3
2540:171 Shorthand Principles	4
2540:173 Shorthand and Transcription	4
2540:241 Information Management	3
2540:263 Business Communications	3
2540:286 Keyboarding on Word Processing Equipment	<u>3</u>
	36

Data Management Certificate

There has been significant growth in the use of microcomputers in business. Much of the time of business personnel is spent creating, processing, and distributing information. Unfortunately, many of these people have neither the knowledge of potential microcomputer applications in business nor the necessary experience with the new information technologies to adapt effectively to a changing office environment. This certificate will provide collegiate credit for those who find themselves in supervisory or managerial positions without formal training or education in data management.

		Credits
2040:240 Human Relations		3
2420:103 The Role of Supervision in Management		3
2420:104 Introduction to Business		3
2420:211 Basic Accounting I		3
2440:120 Computer and Software Fundamentals		2
2440:125 LOTUS 1-2-3		2
2440:130 BASIC Programming for Business		3
2440:245 Introduction to dBASE III + /IV		3
2440:255 Introduction to Data Communications		2
2440:267 4GL for Micros: dBASE III +		3
2540:119 Business English		3
2540:263 Business Communications		3
		<u>33</u>

Gerontological Social Services Certificate

Jobs in gerontological social services are expected to increase significantly in coming years because of rapidly growing numbers of older persons in our society. However, there is a shortage of personnel with specialized training in the field of aging. This one-year certificate program in Gerontological Social Services is designed to respond to the need for individuals with specialized knowledge and skills for social service employment in nursing homes, retirement communities, senior centers, nutrition sites, and similar programs.

1100:111 English Composition	4
1100:221 Natural Science-Biology	3
2260:117 Exploratory Experience in a Social Agency	1
2260:150 Introduction to Gerontological Services	3
2260:251 Community Services for Senior Citizens	3
2260:278 Techniques of Community Work	4
2260:285 Social Services Practicum	2
2260:288 Techniques of Community Work II	4
2260:294 Social Services Practicum Seminar	1
3100:108 Introduction to Biological Aging	3
7750:276 Introduction to Social Welfare	<u>4</u>
	32

Word Processing Certificate

Word processing is a method of producing written communication—at top speed, with the greatest accuracy, the least effort, and the lowest possible cost—through the combined use of proper procedures, automated equipment, and trained personnel. This option prepares a student for an entry-level job in word processing. Applicants for this program must have one year of formal keyboarding instruction or two years of work experience as a typist. The program will involve the applied use of word processing procedures and equipment in a simulated word processing environment. Using automated keyboarding equipment, students will produce office documents from machine transcription, handwritten copy, and typewritten copy. Graduates of the program are prepared to fill positions in secretarial or clerical areas.

		Credits
2420:171 Business Calculations		4
2420:211 Basic Accounting I		3
2540:119 Business English		3
2540:121 Office Procedures		3
2540:151 Intermediate Keyboarding		3
2540:241 Information Management		3
2540:253 Advanced Keyboarding		3
2540:263 Business Communications		3
2540:280 Word Processing Concepts		2
2540:281 Machine Transcription		2
2540:286 Keyboarding on Word Processing Equipment		<u>3</u>
		32



COMMUNITY AND TECHNICAL COLLEGE PROGRAMS

The following associate degree programs are available through the Community and Technical College of The University of Akron. These outlines show courses required for each program: those courses which the student can complete at Wayne College, and those remaining courses which must be completed on the main campus. In many of these programs, specific course sequencing is important, especially for the full-time student. Additionally, some programs require that special admission procedures be completed before enrollment in certain courses can occur. Please consult an adviser at Wayne College for further explanations before enrolling for courses.

2200: EDUCATIONAL TECHNOLOGY

<i>Courses at Wayne College</i>		Credits
1100: —	Physical Education	1
1100:106	Effective Oral Communication	3
1100:111	English Composition	4
2040:240	Human Relations	3
2040:242	American Urban Society	3
2540:140	Keyboarding for Non-Majors (Elementary Aide and Library Aide Options only)	2
3750:100	Introduction to Psychology (Elementary Aide and Library Aide Options only)	3
5100:150	Introduction to Professional Education (Elementary Aide and Library Aide Options only)	3
5100:250	Human Development and Learning	3
5100:310	Educational Media and Technology (Elementary Aide and Library Aide Options only)	3
5550:211	First Aid	2
7400:265	Child Development (Child Development Option only)	3
	Mathematics Requirement (consult adviser)	3-4
	Electives	2-18
		<u>38-55</u>

Core Program

<i>Courses at Main Campus</i>		Credits
5850:295	Educational Technology	5
	Field Experience	5
		<u>5</u>

Child Development Option

<i>Courses at Main Campus</i>		Credits
2200:245	Infant/Toddler Day Care Programs	3
2200:250	Observing and Recording Children's Behavior	3
5200:310	Introduction to Early Childhood Education	3
5200:315	Issues and Trends in Early Childhood Education	3
5200:360	Teaching in the Nursery Center	2
5200:370	Nursery Center Laboratory	2
5610:450	Special Education Programming: Early Childhood	3
7400:132	Early Childhood Nutrition	2
7400:270	Theory and Guidance of Play	3
7400:280	Creative Activities for Pre-kindergarten Children	4
7400:448	Before and After School Care	2
		<u>28</u>

Elementary Aide Option

<i>Courses at Main Campus</i>		Credits
5100:350	Educational Measures and Evaluation	2
	or	
5850:207	Mechanics of Student Appraisal	3
5200:335	Teaching Language Arts	5
		<u>7-8</u>

Library Technology Option

<i>Courses at Main Campus</i>		Credits
2200:100	Introduction to Library Technology	3
2200:201	Cataloging, Classifying and Processing Materials	3
2200:202	Organizing and Operating Library/Media Centers	3
2200:203	Materials Selections	2
2200:204	Reference Procedures	3
2200:205	Information Retrieval Systems in Library Technology	3
		<u>17</u>

2220: CRIMINAL JUSTICE TECHNOLOGY

<i>Courses at Wayne College</i>		Credits
1100: —	Physical Education	1
1100:106	Effective Oral Communication	3
1100:111	English Composition	4
2020:222	Technical Report Writing	3
2030:151	Elements of Math I	2
2030:152	Elements of Math II	2
2040:240	Human Relations	3
2040:242	American Urban Society	3
2840:100	Basic Chemistry	3
3850:100	Introduction to Sociology	4
	Electives	6
		<u>34</u>

<i>Courses at Main Campus</i>		Credits
2220:100	Introduction to Criminal Justice	3
2220:102	Criminal Law for Police	3
2220:104	Evidence and Criminal Legal Process	3
2220:106	Juvenile Justice Process	3
2220:110	Social Values and Criminal Justice Process	3
2220:200	Criminal Justice Theory and Practice	3
2220:240	Dynamics of Vice Crime and Substance Abuse	3
2220:250	Criminal Case Management	6
2250:260	Administration and Supervision for Public Service	3
		<u>30</u>

2230: FIRE PROTECTION TECHNOLOGY

<i>Courses at Wayne College</i>		Credits
1100: —	Physical Education	1
1100:106	Effective Oral Communication	3
1100:111	English Composition	4
2020:222	Technical Report Writing	3
2030:151	Elements of Math I	2
2030:152	Elements of Math II	2
2040:240	Human Relations	3
2040:242	American Urban Society	3
2820:151	Basic Physics: Mechanics	3
5350:211	First Aid	2
		<u>26</u>

Courses at Main Campus

2230:100	Introduction to Fire Protection and Construction	3
2230:102	Fire Safety in Building Design and Construction	3
2230:104	Fire Investigation Methods	3
2230:202	Fire Suppression Methods	3
2230:204	Fire Hazards Recognition	3
2230:205	Fire Detection and Suppression Systems I	3
2230:206	Fire Detection and Suppression Systems II	3
2230:250	Hazardous Materials	4
2230:254	Fire Codes and Standards	3
2230:257	Fire Protection for Business and Industry	3
2250:260	Administration and Supervision for Public Services	3
	Technical Electives	4
		<u>38</u>

2240: COMMERCIAL ART

<i>Courses at Wayne College</i>		Credits
1100: —	Physical Education	1
1100:111	English Composition	4
2520:103	Principles of Advertising	3
7100:131	Introduction to Drawing	3
7100:275	Introduction to Photography	3
	Mathematics Requirement	3-4
	Electives	6-7
		<u>24</u>

Courses at Main Campus

2240:124	Design in Commercial Art	3
2240:126	Commercial Color Applications	3
2240:130	Marker Rendering	3
2240:140	Typography and Lettering	3
2240:222	Introduction to Commercial Photography	3
2240:242	Advertising Layout Design	3
2240:243	Publication Design	3
2240:245	Designing for Production	3
2240:247	Packaging Design	3
7100:132	Instrument Drawing	3
7100:233	Life Drawing	3
	Technical Studio Electives	7
		<u>40</u>

2270:

LABOR STUDIES

<i>Courses at Wayne College</i>		Credits
1100:—	Physical Education	1
1100:106	Effective Oral Communication	3
1100:111	English Composition	4
2020:222	Technical Report Writing	3
2040:240	Human Relations	3
2040:247	Survey of Basic Economics	3
2420:171	Business Calculations	4
2420:211	Basic Accounting I	3
3700:100	Government and Politics in the U.S.	4
	General Electives	3
		<u>31</u>

Courses at Main Campus

2270:101	Introduction to Labor Studies	3
2270:111	Collective Bargaining I	3
2270:122	Legal Framework for Collective Bargaining	3
2270:123	Labor Legislation and Economic Security	3
2270:212	Collective Bargaining II	3
2270:221	Occupational Health and Safety Standards	3
2270:241	Union Leadership	2
2270:251	Problems in Labor Studies	3
2880:141	Safety Procedures Technical Electives	7
		<u>33</u>

2280:

HOSPITALITY MANAGEMENT

Culinary Arts Option

Courses at Wayne College

1100:—	Physical Education	1
1100:106	Effective Oral Communication	3
1100:111	English Composition	4
2020:222	Technical Report Writing	3
2040:247	Survey of Basic Economics	3
2420:171	Business Calculations	4
2420:211	Basic Accounting I	3
2420:212	Basic Accounting II	3
	or	
2540:263	Business Communications	3
2420:280	Essentials of Law	3
2540:119	Business English	3
7400:133	Nutrition Fundamentals	3
		<u>33</u>

Courses at Main Campus

2280:120	Safety and Sanitation	3
2280:121	Fundamentals of Food Preparation I	4
2280:122	Fundamentals of Food Preparation II	4
2280:123	Meat Technology	2
2280:135	Menu Planning and Purchasing	3
2280:160	Wine and Beverage Service	3
2280:232	Dining Room Service and Training	2
2280:233	Restaurant Operations and Management	4
2280:236	Food and Beverage Cost Control	3
2280:237	Internship	1
2280:240	Systems Management and Personnel	3
2280:261	Baking and Classical Desserts	3
2280:262	Classical Cuisine	3
2280:263	International Foods	2
		<u>40</u>

Hotel/Motel Management Option

Courses at Wayne College

		Credits
1100:—	Physical Education	1
1100:106	Effective Oral Communication	3
1100:111	English Composition	4
2020:222	Technical Report Writing	3
2040:247	Survey of Basic Economics	3
2420:171	Business Calculations	4
2420:211	Basic Accounting I	3
2420:212	Basic Accounting II	3
	or	
2540:263	Business Communications	3
2420:280	Essentials of Law	3
2440:120	Computer and Software Fundamentals	2
	or	
2520:103	Principles of Advertising	3
2540:119	Business English	3
		<u>32-33</u>

Courses at Main Campus

2230:153	Principles of Fire Protection and Life Safety	3
2280:120	Safety and Sanitation	3
2280:135	Menu Planning and Purchasing	3
2280:150	Front Office Procedures	3
2280:152	Maintenance and Engineering Management	3
2280:232	Dining Room Service and Training	2
2280:237	Internship	1-2
2280:238	Cost Control Procedures	3
2280:240	Systems Management and Personnel	3
2280:254	Hotel/Motel Housing Management	3
2280:255	Hotel/Motel Sales Promotion	3
2280:256	Hospitality Law	3
2280:265	Beverage Operations	3
		<u>36-37</u>

Marketing and Sales Option

Courses at Wayne College

1100:—	Physical Education	1
1100:106	Effective Oral Communication	3
1100:111	English Composition	4
2020:222	Technical Report Writing	3
2040:247	Survey of Basic Economics	3
2420:171	Business Calculations	4
2420:211	Basic Accounting I	3
2420:212	Basic Accounting II	3
	or	
2540:263	Business Communications	3
2420:280	Essentials of Law	3
2520:103	Principles of Advertising	3
2520:202	Retailing Fundamentals	3
2520:212	Principles of Sales	3
2540:119	Business English	3
	Elective	2
		<u>41</u>

Courses at Main Campus

2280:120	Safety and Sanitation	3
2280:121	Fundamentals of Food Preparation I	4
2280:135	Menu Planning and Purchasing	3
2280:233	Restaurant Operations and Management	4
2280:236	Food and Beverage Cost Control	3
2280:237	Internship	1
2280:240	Systems Management and Personnel	3
2280:243	Food Equipment and Plant Operations	3
		<u>24</u>

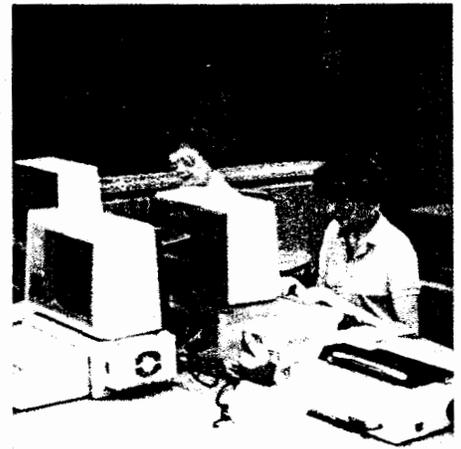
Restaurant Management Option

Courses at Wayne College

		Credits
1100:—	Physical Education	1
1100:106	Effective Oral Communication	3
1100:111	English Composition	4
2020:222	Technical Report Writing	3
2040:247	Survey of Basic Economics	3
2420:171	Business Calculations	4
2420:211	Basic Accounting I	3
2420:212	Basic Accounting II	3
	or	
2540:263	Business Communications	3
2420:280	Essentials of Law	3
2440:120	Computer and Software Fundamentals	2
	or	
2520:103	Principles of Advertising	3
2540:119	Business English	3
		<u>32-33</u>

Courses at Main Campus

2280:120	Safety and Sanitation	3
2280:121	Fundamentals of Food Preparation I	4
2280:122	Fundamentals of Food Preparation II	4
2280:123	Meat Technology	2
2280:135	Menu Planning and Purchasing	3
2280:232	Dining Room Service and Training	2
2280:233	Restaurant Operations and Management	4
2280:237	Internship	1
2280:238	Cost Control Procedures	3
2280:240	Systems Management and Personnel	3
2280:243	Food Equipment and Plant Operations	3
2280:265	Beverage Operations	3
		<u>35</u>



2290:**LEGAL ASSISTING**

<i>Courses at Wayne College</i>		Credits
1100:—	Physical Education	1
1100:106	Effective Oral Communication	3
1100:111	English Composition	4
2020:222	Technical Report Writing	3
2030:151	Elements of Math I	2
2030:152	Elements of Math II	2
2040:240	Human Relations	3
2420:211	Basic Accounting I	3
2440:120	Computer and Software Fundamentals	2
	Electives	<u>6</u>
		29

Courses at Main Campus

2220:104	Evidence and the Criminal Legal Process	3
2290:101	Introduction to Legal Assisting	3
2290:104	Basic Legal Research and Writing	3
2290:106	Business Associations	3
2290:108	Real Estate Transactions	3
2290:110	Tort Law	3
2290:112	Family Law	3
2290:118	Probate Administration	4
2290:204	Advanced Legal Research	3
2290:214	Civil Procedure	3
2290:216	Debtor-Creditor Relations	3
2290:218	Advanced Probate Administration	3
2290:220	Legal Assisting Internship	<u>4</u>
		41

2430:**REAL ESTATE***Courses at Wayne College*

1100:—	Physical Education	1
1100:106	Effective Oral Communication	3
1100:111	English Composition	4
2040:240	Human Relations	3
2040:247	Survey of Basic Economics	3
2420:104	Introduction to Business	3
2420:171	Business Calculations	4
2420:202	Personnel Practices	3
2420:211	Basic Accounting I	3
2420:243	Survey of Finance	3
2420:280	Essentials of Law	3
2430:105	Real Estate Principles	2
2430:185	Real Estate Law	2
2430:245	Real Estate Financing	2
2430:255	Valuation of Residential Property	2
2440:120	Computer and Software Fundamentals	2
2520:212	Principles of Sales	3
2540:119	Business English	3
2540:263	Business Communications	3
	Electives	<u>6</u>
		58

Courses at Main Campus

2420:221	Administrative Office Supervision	2
2430:265	Real Estate Brokerage	2
2430:275	Real Estate Project	<u>2</u>
		6

2440:**COMPUTER PROGRAMMING/
SOFTWARE TECHNOLOGY**

<i>Courses at Wayne College</i>		Credits
1100:—	Physical Education	1
1100:106	Effective Oral Communication	3
1100:111	English Composition	4
2030:141	Mathematics for Data Processing I	4
2030:142	Mathematics for Data Processing II	3
2040:240	Human Relations	3
2040:247	Survey of Basic Economics	3
2420:104	Introduction to Business	3
2420:211	Basic Accounting I	3
2420:212	Basic Accounting II	3
2440:120	Computer and Software Fundamentals	2

2440:121	Programming Logic	2
2440:131	Introduction to Programming	2
2440:132	Assembler Programming	3
2440:133	Structured COBOL Programming	2
2440:234	Advanced COBOL Programming	3
2440:239	RPG II Programming	2
2440:241	Systems Analysis and Design	3
2440:251	Computer Applications Projects	5
2440:252	Job Control Language	1
2540:263	Business Communications	3
	or	
2020:222	Technical Report Writing	3
	Computer Programming	
	Electives	<u>6</u>
		64

2560:**TRANSPORTATION***Courses at Wayne College*

1100:—	Physical Education	1
1100:106	Effective Oral Communication	3
1100:111	English Composition	4
2020:222	Technical Report Writing	3
2040:240	Human Relations	3
2040:247	Survey of Basic Economics	3
2420:101	Elements of Distribution	3
2420:104	Introduction to Business	3
2420:171	Business Calculations	4
2420:202	Personnel Practices	3
2420:280	Essentials of Law	3
2440:120	Computer and Software Fundamentals	2
2540:119	Business English	3
2540:263	Business Communications	<u>3</u>
		41

Courses at Main Campus

2560:110	Transportation Economic Policy	3
2560:115	Motor Transportation	3
2560:116	Air Transportation	2
2560:117	Water Transportation	2
2560:118	Transportation Rate Systems	3
2560:221	Traffic and Distribution Management	3
2560:222	Microcomputer Applications in Transportation	3
2560:224	Transportation Regulations	3
2560:227	Transportation of Hazardous Materials and Wastes	<u>2</u>
		24

Airline/Travel Industry Option

<i>Courses at Wayne College</i>		Credits
1100:—	Physical Education	1
1100:106	Effective Oral Communication	3
1100:111	English Composition-	4
2040:240	Human Relations	3
2040:247	Survey of Basic Economics	3
2420:101	Elements of Distribution	3
2420:104	Introduction to Business	3
2420:171	Business Calculations	4
2420:202	Personnel Practices	3
2420:211	Basic Accounting I	3
2420:280	Essentials of Law	3
2440:120	Computer and Software Fundamentals	2
2520:212	Principles of Sales	3
2540:119	Business English	3
2540:140	Keyboarding for Non-Majors	2
	or	
2540:141	PC Word Processing for Non-Majors	<u>2</u>
		43

Courses at Main Campus

2560:110	Transportation Economic Policy	3
2560:116	Air Transportation	2
2560:118	Transportation Rate Systems	3
2560:221	Traffic and Distribution Management	3
2560:228	Introduction to Travel	2
2560:229	Passenger Ticketing	2
2560:230	Tour Planning and Packaging	2
2560:231	Computerized Reservations I	2
2560:232	Computerized Reservations II	<u>2</u>
		21

2730:**HISTOLOGIC TECHNOLOGY***Courses at Wayne College*

1100:—	Physical Education	1
1100:106	Effective Oral Communication	3
1100:111	English Composition	4
2020:222	Technical Report Writing	3
2030:130	Introduction to Technical Mathematics	3
2040:240	Human Relations	3
2040:242	American Urban Society	3
3100:111	Principles of Biology	4
3100:112	Principles of Biology	4
3100:130	Principles of Microbiology	3
	General Electives	<u>3</u>
		34

Courses at Main Campus

2730:225	Histotechnology Practicum	5
2740:120	Medical Terminology	3
2740:130	Medical Assisting Techniques I	3
2840:101	Introductory Chemistry	3
2840:102	Introductory and Analytical Chemistry	3
3100:265	Introductory Human Physiology	4
3100:365	Histology I	3
3100:366	Histology II	3
3100:383	Laboratory Techniques and Instrumentation in Biology	2
3100:384	Techniques and Instrumentation in Biology	<u>1</u>
		30

2740:
MEDICAL ASSISTING TECHNOLOGY

<i>Courses at Wayne College</i>		Credits
1100: —	Physical Education	1
1100:106	Effective Oral Communication	3
1100:111	English Composition	4
2040:240	Human Relations	3
2420:211	Basic Accounting I	3
2540:119	Business English	3
2540:121	Office Procedures	3
2540:150	Beginning Keyboarding	3
2540:151	Intermediate Keyboarding	3
2840:100	Basic Chemistry	3
5550:211	First Aid	2
		<u>31</u>

<i>Courses at Main Campus</i>		Credits
2540:130	Introduction to Information Management	3
2740:100	Introduction to Medical Assisting	2
2740:120	Medical Terminology	3
2740:121	Study of Disease Process for Medical Assisting	3
2740:135	Medical Assisting Techniques I	4
2740:230	Basic Pharmacology	3
2740:235	Medical Assisting Techniques II	4
2740:240	Medical Machine Transcription	3
2740:241	Medical Records	3
2740:250	Medical Assisting Specialties	3
2740:260	Externship in Medical Assisting	3
2780:106	Anatomy and Physiology for Allied Health I	3
2780:107	Anatomy and Physiology for Allied Health II	3
		<u>40</u>

2760:
RADIOLOGIC TECHNOLOGY

<i>Courses at Wayne College</i>		Credits
1100: —	Physical Education	1
1100:106	Effective Oral Communication	3
1100:111	English Composition	4
2030:130	Introduction to Technical Mathematics	3
2040:240	Human Relations	3
3750:100	Introduction to Psychology	3
2440:120	Computer and Software Fundamentals	2
or		
Electives		2
		<u>19</u>

<i>Courses at Main Campus</i>		Credits
2760:106	Anatomy for Radiologic Technology I	3
2760:107	Anatomy for Radiologic Technology II	3
2760:161	Basic Physical Science for Radiologic Technology	2
2760:165	Radiographic Principles	3
2760:261	Physical Science for Radiologic Technology	3
		<u>14</u>

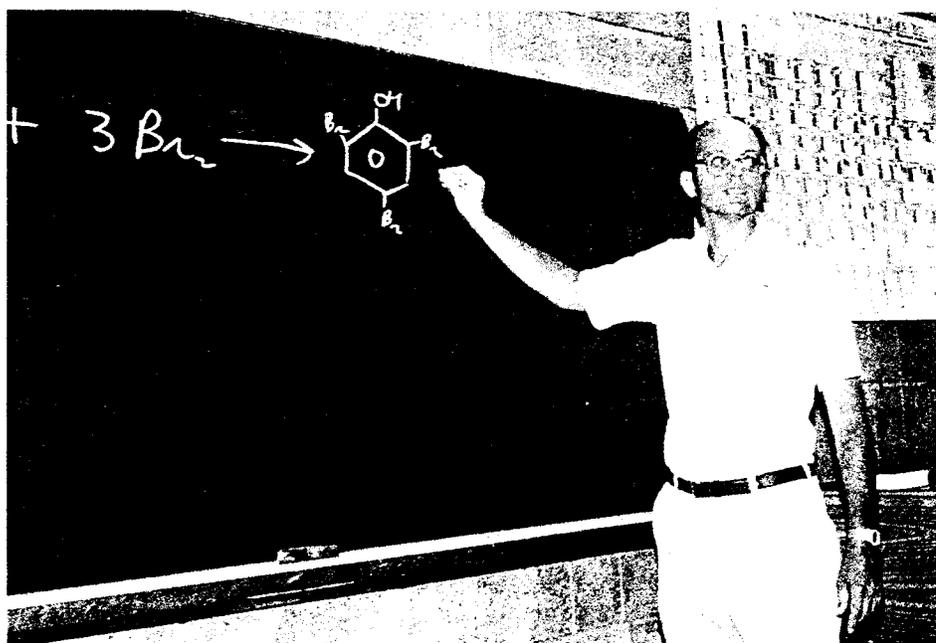
<i>Accredited Hospital Program</i>		Credits
Akron General Medical Center		41
Akron City Hospital		
Children's Hospital Medical Center		
St. Thomas Medical Center		

2770:
SURGICAL ASSISTING TECHNOLOGY

Surgical Technologist and Surgeon's Assistant Option		Credits
<i>Courses at Wayne College</i>		
1100: —	Physical Education	1
1100:106	Effective Oral Communication	3
1100:111	English Composition	4
2030:130	Introduction to Technical Mathematics (Surgical Technologist Option only)	3
2040:240	Human Relations	3
2040:242	American Urban Society	3
2840:100	Basic Chemistry (Surgical Technologist Option only)	3
3100:130	Principles of Microbiology	3
3100:206	Human Anatomy and Physiology	4
3100:207	Human Anatomy and Physiology General Elective*	2
		<u>28-33</u>

<i>Courses at Main Campus</i>		Credits
<i>Surgical Technologist Option</i>		
2740:120	Medical Terminology	3
2740:230	Basic Pharmacology	3
2770:100	Introduction to Surgical Assisting Techniques	4
2770:121	Surgical Assisting Procedures I	2
2770:131	Clinical Application I	2
2770:222	Surgical Assisting Procedures II	4
2770:232	Clinical Application II	5
2770:233	Clinical Application III	5
2770:241	Surgical Anatomy	3
		<u>31</u>

<i>Surgeon's Assistant Option</i>		
2740:120	Medical Terminology	3
2740:230	Basic Pharmacology	3
2770:100	Introduction to Surgical Assisting Techniques	4
2770:121	Surgical Assisting Procedures I	2
2770:148	Surgical Anatomy I	3
2770:151	Clinical Experience I	2
2770:152	Clinical Experience II	3
2770:153	Clinical Experience III	5
2770:243	Introduction to Medicine	2
2770:244	Medical History and Physical Evaluation	2
2770:245	Roentgenogram Assessment	1
2770:246	Medical Laboratory Procedures	1
2770:247	Pulmonary Assessment and Electrocardiography	2
2770:249	Surgical Anatomy II	3
2770:254	Clinical Experience IV	3
2770:255	Clinical Experience V	5
2770:256	Primary Care: Clinical Experience	2
		<u>46</u>



*If you are taking the Surgeon's Assistant Option, take three general elective credits.

2790:**RESPIRATORY CARE**

<i>Courses at Wayne College</i>		Credits
1100:—	Physical Education	1
1100:106	Effective Oral Communication	3
1100:111	English Composition	4
2020:222	Technical Report Writing	3
2030:130	Introduction to Technical Mathematics	3
2040:240	Human Relations	3
2040:242	American Urban Society	3
2840:100	Basic Chemistry	3
3100:130	Principles of Microbiology	3
	Electives	2
		<hr/> 28

Courses at Main Campus

2780:106	Anatomy and Physiology for Allied Health I	3
2780:107	Anatomy and Physiology for Allied Health II	3
2790:121	Introduction to Respiratory Care	3
2790:122	Respiratory Patient Care	3
2790:123	Mechanical Ventilators	3
2790:131	Clinical Application I	3
2790:132	Clinical Application II	2
2790:133	Clinical Application III	5
2790:134	Clinical Application IV	5
2790:141	Pharmacology	2
2790:142	Pathology for Respiratory Care	2
2790:201	Anatomy and Physiology: Cardiopulmonary System	3
2790:223	Advanced Respiratory Care	3
2790:224	Pulmonary Rehabilitation and the Respiratory Care Department	2
		<hr/> 42

2860:**ELECTRONIC TECHNOLOGY**

<i>Courses at Wayne College</i>		Credits
1100:—	Physical Education	1
1100:111	English Composition	4
2020:222	Technical Report Writing	3
2030:152	Elements of Math II	2
2030:153	Elements of Math III	2
2030:154	Math for Engineering Technology I	3
2030:255	Math for Engineering Technology II	3
2040:240	Human Relations	3
2040:242	American Urban Society	3
2040:247	Survey of Basic Economics	3
2820:151	Basic Physics: Mechanics	3
2820:153	Basic Physics: Heat, Light and Sound	2
		<hr/> 32

Courses at Main Campus

2820:121	Technical Computations	1
2860:120	DC Circuits	4
2860:122	AC Circuits	3
2860:123	Electronic Devices	3
2860:136	Introduction to Digital Concepts	1
2860:225	Linear Integrated Circuits	4
2860:231	Control Principles	3
2860:237	Digital Circuits I	4
2860:238	Microprocessor Fundamentals	4
2860:242	Machinery and Controls	4
2860:251	Communications Circuits	3
2860:255	Electronic Design and Construction	2
2860:260	Electronics Project	2
		<hr/> 38

2880:**MANUFACTURING TECHNOLOGY****Computer-Aided Manufacturing Option**

<i>Courses at Wayne College</i>		Credits
1100:—	Physical Education	1
1100:111	English Composition	4
2020:222	Technical Report Writing	3
2030:152	Elements of Math II	2
2030:153	Elements of Math III	2
2030:154	Math for Engineering Technology I	3
2030:255	Math for Engineering Technology II	3
2040:240	Human Relations	3
2820:151	Basic Physics: Mechanics	3
2820:152	Basic Physics: Electricity and Magnetism	2
2880:232	Labor-Management Relations General Electives	3
		<hr/> 32

Courses at Main Campus

2820:121	Technical Computations	1
2880:100	Basic Principles of Manufacturing Management	4
2880:110	Manufacturing Processes	2
2880:130	Work Measurement and Cost Estimating	3
2880:201	Robotics and Automated Manufacturing	3
2880:211	Computerized Manufacturing Control	3
2880:221	Survey of Machine Tools and CNC Machines	3
2880:222	Computer Numerically Controlled Manufacturing	3
2880:241	Introduction to Quality Assurance	3
2940:121	Technical Drawing I	3
2940:180	Introduction to CAD Technical Elective	6
		<hr/> 35

Industrial Supervision Option

<i>Courses at Wayne College</i>		Credits
1100:—	Physical Education	1
1100:106	Effective Oral Communication	3
1100:111	English Composition	4
2020:222	Technical Report Writing	3
2030:151	Elements of Math I	2
2030:152	Elements of Math II	2
2040:240	Human Relations	3
2040:247	Survey of Basic Economics	3
2040:251	Human Behavior at Work	3
2420:103	The Role of Supervision in Management	3
2420:202	Personnel Practices	3
2420:211	Basic Accounting I	3
2420:212	Basic Accounting II	3
2420:280	Essentials of Law	3
2880:232	Labor-Management Relations General Electives	3
	Technical Electives	3
		<hr/> 48

Courses at Main Campus

2820:121	Technical Computations	1
2880:100	Basic Principles of Manufacturing Management	4
2880:110	Manufacturing Processes	2
2880:130	Work Measurement and Cost Estimating	3
2880:211	Computerized Manufacturing Control	3
2880:241	Introduction to Quality Control Assurance	3
		<hr/> 16



2920:**MECHANICAL TECHNOLOGY***Courses at Wayne College*

	Credits
1100: — Physical Education	1
1100:106 Effective Oral Communication	3
1100:111 English Composition	4
2020:222 Technical Report Writing	3
2030:152 Elements of Math II	2
2030:153 Elements of Math III	2
2030:154 Math for Engineering Technology I	3
2030:255 Math for Engineering Technology II	3
2040:240 Human Relations	3
2040:242 American Urban Society	3
2820:151 Basic Physics: Mechanics	3
2820:152 Basic Physics: Electricity and Magnetism	2
2820:153 Basic Physics: Heat, Light and Sound	2
	34

Courses at Main Campus

2820:121 Technical Computations	1
2920:101 Introduction to Mechanical Design	3
2920:142 Design Materials	3
2920:201 Mechanical Design I	4
2920:231 Kinematics/Dynamics	3
2920:245 Mechanical Design I	5
2920:247 Technology of Machine Tools	3
2920:249 Applied Thermal Energy	2
2920:251 Fluid Power	2
2920:252 Thermo-Fluids Laboratory	1
2940:121 Technical Drawing I	3
2940:180 Introduction to CAD	1
2980:125 Statics	3
	34

2940:**DRAFTING TECHNOLOGY***Courses at Wayne College*

1100: — Physical Education	1
1100:106 Effective Oral Communication	3
1100:111 English Composition	4
2020:222 Technical Report Writing	3
2030:151 Elements of Math I	2
2030:152 Elements of Math II	2
2040:240 Human Relations	3
General Electives	6
	24

Courses at Main Campus

2820:121 Technical Computations	1
2870:311 Computer Aided Drafting II	2
2880:110 Manufacturing Processes	2
2920:247 Technology of Machine Tools	3
2940:121 Technical Drawing I	3
2940:122 Technical Graphics	3
2940:150 Drafting Design Problems	2
2940:170 Surveying Drafting	3
2940:200 Advanced Drafting	3
2940:210 Computer Drafting	3
2940:230 Mechanical Systems Drafting	3
2940:240 Electrical and Electronic Drafting	3
2940:250 Architectural Drafting	3
2940:260 Drafting Technology Project	3
2980:231 Building Construction	2
2980:250 Structural Drafting	2
3350:340 Cartography	3
	34

2980:**SURVEYING AND CONSTRUCTION TECHNOLOGY****Construction Option***Courses at Wayne College*

	Credits
1100: — Physical Education	1
1100:106 Effective Oral Communication	3
1100:111 English Composition	4
2020:222 Technical Report Writing	3
2030:152 Elements of Math II	2
2030:153 Elements of Math III	2
2030:154 Math for Engineering Technology I	3
2030:255 Math for Engineering Technology II	3
2040:242 American Urban Society	3
2040:247 Survey of Basic Economics	3
2820:151 Basic Physics: Mechanics	3
2820:152 Basic Physics: Electricity and Magnetism	2
2820:153 Basic Physics: Heat, Light and Sound	2
	34

Courses at Main Campus

2820:121 Technical Computations	1
2940:121 Technical Drawing I	3
2980:122 Basic Surveying	3
2980:123 Surveying Field Practice	2
2980:125 Statics	3
2980:222 Construction Surveying	3
2980:231 Building Construction	2
2980:232 Construction	3
2980:234 Elements of Structures	3
2980:237 Materials Testing I	2
2980:238 Materials Testing II	2
2980:241 Strength of Materials	3
2980:245 Cost Analysis and Estimating	3
2980:250 Structural Drafting	2
	35

Surveying Option*Courses at Wayne College*

1100: — Physical Education	1
1100:106 Effective Oral Communication	3
1100:111 English Composition	4
2020:222 Technical Report Writing	3
2040:242 American Urban Society	3
2040:247 Survey of Basic Economics	3
2820:151 Basic Physics: Mechanics	3
2820:152 Basic Physics: Electricity and Magnetism	2
2820:153 Basic Physics: Heat, Light and Sound	2
	34

Courses at Main Campus

2820:121 Technical Computations	1
2940:121 Technical Drawing I	3
2980:122 Basic Surveying	3
2980:123 Surveying Field Practice	2
2980:125 Statics	3
2980:222 Construction Surveying	3
2980:224 Land Surveying	3
2980:225 Advanced Surveying	4
2980:226 Subdivision Design	2
2980:232 Construction	3
2980:237 Materials Testing I	2
2980:241 Strength of Materials	3
3350:340 Cartography	3
	35

**GENERAL STUDIES/
TRANSFER PROGRAM**

A student seeking a bachelor's degree enrolls in the University College before entering one of the degree-granting colleges of The University of Akron or transferring to another liberal arts college or university. While in the University College, the student acquires a wide foundation of general knowledge; develops intellectual abilities and interests; clarifies academic, personal, and occupational objectives; and selects curricula which will equip the student to enter a degree-granting college prepared to undertake advanced work.

General courses in communications, the humanities, social sciences, mathematics, and natural sciences are required, along with the basic courses in the student's chosen field. For the undecided student, this is the time to take courses from several areas in order to select a field most to the student's liking.

In cases where the student is relatively certain of transferring to an institution other than The University of Akron, close contact should be maintained with an academic adviser so that the student's coursework at Wayne College is similar in nature to what is required at that college or university. Questions regarding substitutions and relevance of Wayne College courses to the student's program of study at another college or university can be worked out through a cooperative effort by the student, academic adviser, and the appropriate person at the college/university to which the student will be transferring.



The required General Studies¹

courses are:		Credits
1100:106	Effective Oral Communication	3
1100:111,2	English Composition ²	8
1100:120-81	Physical Education	1
1100:320,1	Western Cultural Traditions ³	8
1100:330-5	Eastern Civilizations ⁴	4
	Mathematics Requirement ⁵	3
	Natural Science Requirement ⁶	6
	Social Science Requirement ⁷	6

¹Certain sections of the program are accessible by testing. See the dean of the University College or your adviser for information.

²A high ACT or SAT score permits bypass of 1100:111. See your adviser.

³The student must have completed 64 credits or permission to enroll.

⁴Any two of the six courses offered. The engineering student is required to take only two credits. A medical technology major does not take any. The student must have completed 64 credits or permission to enroll.

⁵A variety of mathematics and statistics courses can be employed to meet this requirement. It would be best to consult with your adviser before registering to fulfill this requirement.

⁶The student may satisfy the General Studies requirement in the natural sciences area through one of the following options. For combinations among options see your adviser.

Option A: Completion of any two of the following four courses:

1100:221	Natural Science-Biology	3 credits
1100:222	Natural Science-Chemistry	3 credits
1100:223	Natural Science-Geology	3 credits
1100:224	Natural Science-Physics	3 credits

Option B: Completion of at least six credits of any departmental science courses (biology, chemistry, geology or physics).

The student may satisfy the General Studies requirement in the social sciences area through one of the following two options. Combinations among options can be arranged on an individual basis with proper academic advising.

Option A: Completion of:

1100:115	Institutions in the United States	3 credits
1100:116	Institutions in the United States	3 credits

Option B: Completion of a minimum of two courses totaling at least six credits selected from two of the following four sets of course offerings:

1. 3250:244	Introduction to Economic Analysis (A student majoring in engineering is advised to take this course as part of the social science requirement.)	3 credits
	or	
3250:201	Principles of Economics (A student majoring in business, economics, etc., is advised to take this as one of their selections. A student doing so should plan to take 3250:202 <i>Principles of Economics</i> , 3 credits.)	3 credits
	or	
3250:100	Introduction to Economics	3 credits
2. 3700:100	Government and Politics in the United States	4 credits
3. 3850:100	Introduction to Sociology	4 credits
	or	
3870:150	Cultural Anthropology	4 credits
4. 3400:201	United States History to the Civil War	4 credits
	or	
3400:202	United States History since the Civil War	4 credits

2020:

ARTS AND SCIENCE

These are programs of general education intended to produce a socially intelligent individual, one who understands effective social behavior and appreciates social values and scientific facts. The student intending to transfer to a bachelor's degree-granting college/university (including The University of Akron) may want to complete one of these degree programs prior to transfer. Doing so certifies the successful completion of two years of collegiate education at an accredited institution of higher education.

Arts Option

		Credits
1100: —	Physical Education	1
1100:106	Effective Oral Communication	3
1100:111	English Composition	4
1100:112	English Composition	4
1100:320	Western Cultural Traditions ¹	4
1100:321	Western Cultural Traditions ¹	4
1100:33-	Eastern Civilizations ¹	2
1100:33-	Eastern Civilizations ¹	2
3250:201	Principles of Macroeconomics	3
3400:202	U.S. History since the Civil War	4
	or	
3700:100	Government and Politics in the U.S.	4
	or	
3850:100	Introduction to Sociology	4
3750:100	Introduction to Psychology	3
	Mathematics Requirement ²	3
	Natural Science Requirement ³	6
	Electives ⁴	21
		64

Science Option

		Credits
1100: —	Physical Education	1
1100:106	Effective Oral Communication	3
1100:111	English Composition	4
1100:112	English Composition	4
1100:320	Western Cultural Traditions ¹	4
1100:321	Western Cultural Traditions ¹	4
1100:33-	Eastern Civilizations ¹	2
1100:33-	Eastern Civilizations ¹	2
3250:201	Principles of Macroeconomics	3
3400:202	U.S. History since the Civil War	4
	or	
3700:100	Government and Politics in the U.S.	4
	or	
3850:100	Introduction to Sociology	4
3750:100	Introduction to Psychology	3
	Mathematics Requirement ²	3
	Natural Science Requirement ³	6
	Electives ⁴	21
		64



¹Students must have completed a minimum of 64 semester credits or permission before enrolling for these courses.

²The mathematics requirement varies by department. Please consult an adviser for specific requirements.

³A minimum of six credits of natural science are required. However, departmental requirements may vary. Please consult an adviser for specific information.

⁴In the arts program, a student is free to choose any electives, but they must be in some logical sequence. They should lead to some upper-college degree program, i.e., arts and sciences, education, or fine and applied arts.

⁵In the science program, a student is free to choose any electives. However, at least two-thirds of the credits elected must be in the natural sciences; mathematics, statistics, or computer science; engineering; business administration; or nursing department; and should lead to some upper-college degree objective.

TRANSFER PROGRAMS

The following outlines represent the first two years of study for various bachelor's degree programs of The University of Akron. Some courses not currently available at Wayne College may also need to be completed in the first two years of selected University programs to assure proper course sequencing and timely completion of degree requirements. These programs are marked with an asterisk (*). Finally, completion of the courses listed may also qualify a student to receive either the Associate of Arts or the Associate of Science degree. Please consult a Wayne College adviser for further details.

3100: BIOLOGY

<i>First Year</i>		Credits
1100:111	English Composition	4
1100:112	English Composition	4
3100:111	Principles of Biology	4
3100:112	Principles of Biology	4
3150:132	Principles of Chemistry I	4
3150:133	Principles of Chemistry II	3
3150:134	Qualitative Analysis	2
3450:145	College Algebra	4
3450:149	Precalculus Mathematics	4
		<hr/> 33

<i>Second Year</i>		Credits
1100:—	Physical Education	1
3100:211	General Genetics	3
3100:217	General Ecology	3
3100:316	Evolutionary Biology	3
3150:263	Organic Chemistry Lecture I	3
3150:264	Organic Chemistry Lecture II	3
3150:265	Organic Chemistry Laboratory I	2
3150:266	Organic Chemistry Laboratory II	2
	Beginning Foreign Language	8
	Social Science Requirement	6
		<hr/> 34

3120: MEDICAL TECHNOLOGY*

<i>First Year</i>		Credits
1100:111	English Composition	4
1100:112	English Composition	4
3100:111	Principles of Biology	4
3100:112	Principles of Biology	4
3150:132	Principles of Chemistry I	4
3150:133	Principles of Chemistry II	3
3150:134	Qualitative Analysis	2
3450:145	College Algebra	4
3450:149	Precalculus Mathematics	4
		<hr/> 33

<i>Second Year</i>		Credits
1100:—	Physical Education	1
1100:106	Effective Oral Communication	3
3100:206	Human Anatomy and Physiology	4
3100:207	Human Anatomy and Physiology	4
3100:211	General Genetics	3
3100:212	General Genetics Laboratory (optional)	1
3150:263	Organic Chemistry Lecture I	3
3150:264	Organic Chemistry Lecture II	3
3150:265	Organic Chemistry Laboratory I	2
3150:266	Organic Chemistry Laboratory II	2
	Social Studies Requirement	6
		<hr/> 32

3150: CHEMISTRY

<i>First Year</i>		Credits
1100:—	Physical Education	1
1100:106	Effective Oral Communication	3
1100:111	English Composition	4
1100:112	English Composition	4
3150:132	Principles of Chemistry I	4
3150:133	Principles of Chemistry II	3
3150:134	Qualitative Analysis	2
3450:149	Precalculus Mathematics	4
3450:221	Analytic Geometry-Calculus I	4
	Social Science Requirement	6
		<hr/> 35

<i>Second Year</i>		Credits
3150:263	Organic Chemistry Lecture I	3
3150:264	Organic Chemistry Lecture II	3
3150:265	Organic Chemistry Laboratory I	2
3150:266	Organic Chemistry Laboratory II	2
3450:222	Analytic Geometry-Calculus II	4
3450:223	Analytic Geometry-Calculus III	4
3650:291	Elementary Classical Physics I	4
3650:292	Elementary Classical Physics II	4
	Beginning Foreign Language	8
		<hr/> 34

3250: ECONOMICS

<i>First Year</i>		Credits
1100:—	Physical Education	1
1100:106	Effective Oral Communication	3
1100:111	English Composition	4
1100:112	English Composition	4
3250:201	Principles of Macroeconomics	3
3250:202	Principles of Microeconomics	3
3450:149	Precalculus Mathematics	4
	Beginning Foreign Language	8
	Social Science Requirement	3
		<hr/> 33

<i>Second Year</i>		Credits
1100:320	Western Cultural Traditions	4
1100:321	Western Cultural Traditions	4
1100:33-	Eastern Civilizations	2
1100:33-	Eastern Civilizations	2
6200:201	Accounting I	4
6200:202	Accounting II	4
	Intermediate Foreign Language	6
	Natural Science Requirement	6
		<hr/> 32

3250:01 LABOR ECONOMICS*

<i>First Year</i>		Credits
1100:—	Physical Education	1
1100:106	Effective Oral Communication	3
1100:111	English Composition	4
1100:112	English Composition	4
3250:201	Principles of Macroeconomics	3
3250:202	Principles of Microeconomics	3
3450:149	Precalculus Mathematics	4
	Natural Science Requirement	6
	Social Science Requirement	3
		<hr/> 31

<i>Second Year</i>		Credits
1100:320	Western Cultural Traditions	4
1100:321	Western Cultural Traditions	4
1100:33-	Eastern Civilizations	2
1100:33-	Eastern Civilizations	2
6200:201	Accounting I	4
6200:202	Accounting II	4
	Electives	13
		<hr/> 33

*Certain courses not currently available at Wayne College may also need to be completed in the first two years of selected University programs to assure proper course sequencing and timely completion of degree requirements.

**3300:
ENGLISH**

<i>First Year</i>		Credits
1100: —	Physical Education	1
1100:106	Effective Oral Communication	3
1100:111	English Composition	4
1100:112	English Composition	4
	Beginning Foreign Language	8
	Mathematics Requirement	3
	Social Science Requirement	6
	Electives	3
		<hr/>
		32

<i>Second Year</i>		Credits
1100:320	Western Cultural Traditions	4
1100:321	Western Cultural Traditions	4
1100:33-	Eastern Civilizations	2
1100:33-	Eastern Civilizations	2
	Intermediate Foreign Language	6
	Natural Science Requirement	6
	Electives	8
		<hr/>
		32

**3350:
GEOGRAPHY***

<i>First Year</i>		Credits
1100: —	Physical Education	1
1100:106	Effective Oral Communication	3
1100:111	English Composition	4
1100:112	English Composition	4
3350:100	Introduction to Geography (elective)	3
3350:350	Anglo-America	3
	Beginning Foreign Language	8
	Social Science Requirement	6
		<hr/>
		32

<i>Second Year</i>		Credits
1100:320	Western Cultural Traditions	4
1100:321	Western Cultural Traditions	4
1100:33-	Eastern Civilizations	2
1100:33-	Eastern Civilizations	2
	Intermediate Foreign Language	6
	Mathematics Requirement	3
	Natural Science Requirement	6
	Electives	5
		<hr/>
		32

**3370:
GEOLOGY (AND GEOPHYSICS)***

<i>First Year</i>		Credits
1100: —	Physical Education	1
1100:111	English Composition	4
1100:112	English Composition	4
3150:132	Principles of Chemistry I	4
3150:133	Principles of Chemistry II (optional for B.A.)	3
3150:134	Qualitative Analysis (optional for B.A. and B.S.)	2
3370:101	Introductory Physical Geology	4
3450:149	Precalculus Mathematics	4
3450:221	Analytic Geometry-Calculus I (for B.S.)	4
	Electives (for B.S.)	2.4
	Electives (for B.A.)	4.9
		<hr/>
		32.34

<i>Second Year</i>		Credits
1100:106	Effective Oral Communication	3
1100:320	Western Cultural Traditions**	4
1100:321	Western Cultural Traditions**	4
3100:111	Principles of Biology (for B.A.) or	4
3450:222	Analytical Geometry-Calculus II (for B.S.)	4
3370:102	Introduction to Historical Geology	4
	Beginning Foreign Language	8
	Social Science Requirement	6
		<hr/>
		33

**3400:
HISTORY**

<i>First Year</i>		Credits
1100: —	Physical Education	1
1100:106	Effective Oral Communication	3
1100:111	English Composition	4
1100:112	English Composition	4
3400:201	U.S. History to the Civil War	4
3400:202	U.S. History since the Civil War	4
	Beginning Foreign Language	8
	Social Science Requirement	3
		<hr/>
		31

<i>Second Year</i>		Credits
1100:320	Western Cultural Traditions	4
1100:321	Western Cultural Traditions	4
1100:33-	Eastern Civilizations	2
1100:33-	Eastern Civilizations	2
	Intermediate Foreign Language	6
	Mathematics Requirement	3
	Natural Science Requirement	6
	Electives	6
		<hr/>
		33

**3450:
MATHEMATICS
(AND APPLIED MATHEMATICS)***
(see 3470: Statistics below)

**3470:
STATISTICS**

<i>First Year</i>		Credits
1100: —	Physical Education	1
1100:106	Effective Oral Communication	3
1100:111	English Composition	4
1100:112	English Composition	4
3450:221	Analytic Geometry-Calculus I	4
3450:222	Analytic Geometry-Calculus II	4
	Natural Science Requirement	6
	Social Science Requirement	6.8
	or	
	Beginning Foreign Language	8
		<hr/>
		32.34

Second Year
Students attending part-time or who are ineligible to take 3450:221 *Analytic Geometry & Calculus I* during the first year can take additional requirements at Wayne College during the second year. Students attending full-time should go to the main campus in the second year to take required mathematics prerequisite courses. Please consult a Wayne College adviser.

**3460:
COMPUTER SCIENCE**

Business Option

<i>First Year</i>		Credits
1100: —	Physical Education	1
1100:106	Effective Oral Communication	3
1100:111	English Composition	4
1100:112	English Composition	4
3450:215	Concepts of Calculus I	4
3450:216	Concepts of Calculus II	4
3460:209	Computer Programming I	3
	Beginning Foreign Language	8
	Natural Science Requirement	3
		<hr/>
		34

<i>Second Year</i>		Credits
1100:320	Western Cultural Traditions and	4
1100:321	Western Cultural Traditions or	4
	Intermediate Foreign Language	6
3250:201	Principles of Macroeconomics	3
3250:202	Principles of Microeconomics	3
3460:210	Computer Programming II	3
6200:201	Accounting I	4
6200:202	Accounting II	4
	Natural Science Requirement	3
	Social Science Requirement	3
		<hr/>
		30.32

*Certain courses not currently available at Wayne College may also need to be completed in the first two years of selected University programs to assure proper course sequencing and timely completion of degree requirements.

**Geophysics majors must take 3650:291 and 292 *Elementary Classical Physics I and I* during the second year on the main campus instead of *Western Cultural Traditions*.

Mathematics Option*First Year*

	Credits	
1100: —	Physical Education	1
1100:106	Effective Oral Communication	3
1100:111	English Composition	4
1100:112	English Composition	4
3450:221	Analytic Geometry-Calculus I	4
3450:222	Analytic Geometry-Calculus II	4
3460:209	Computer Programming I	3
	Beginning Foreign Language	8
	Natural Science Requirement	3
		<u>34</u>

Second Year

1100:320	Western Cultural Traditions	4
1100:321	Western Cultural Traditions	4
1100:33-	Eastern Civilizations	2
1100:33-	Eastern Civilizations	2
3460:201	Introduction to FORTRAN Programming	2
3460:210	Computer Programming II	3
	Intermediate Foreign Language	6
	Natural Science Requirement	3
	Social Studies Requirement	6
		<u>32</u>

3700:**POLITICAL SCIENCE***First Year*

1100: —	Physical Education	1
1100:106	Effective Oral Communication	3
1100:111	English Composition	4
1100:112	English Composition	4
3700:100	Government and Politics in the U.S.	4
	Beginning Foreign Language	8
	Mathematics Requirement	3
	Social Science Requirement	3
	Electives	2
		<u>32</u>

Second Year

1100:320	Western Cultural Traditions	4
1100:321	Western Cultural Traditions	4
1100:33-	Eastern Civilizations	2
1100:33-	Eastern Civilizations	2
	Intermediate Foreign Language	6
	Natural Science Requirement	6
	Electives	8
		<u>32</u>

3750:**PSYCHOLOGY***First Year*

	Credits	
1100:106	Effective Oral Communication	3
1100:111	English Composition	4
1100:112	English Composition	4
3750:100	Introduction to Psychology	3
3850:100	Introduction to Sociology	4
	Beginning Foreign Language	8
	Mathematics Requirement	3
	Electives	4
		<u>32-33</u>

Second Year

1100: —	Physical Education	1
1100:320	Western Cultural Traditions	4
1100:321	Western Cultural Traditions	4
1100:33-	Eastern Civilizations	2
1100:33-	Eastern Civilizations	2
	Intermediate Foreign Language	6
	Natural Science Requirement	6
	Social Science Requirement	3
	Electives	4
		<u>33</u>

3850:**SOCIOLOGY***First Year*

1100: —	Physical Education	1
1100:106	Effective Oral Communication	3
1100:111	English Composition	4
1100:112	English Composition	4
3850:100	Introduction to Sociology	4
3850:104	Social Problems	3
	Beginning Foreign Language	8
	Mathematics Requirement	3
	Social Studies Requirement	3
		<u>33</u>

Second Year

1100:320	Western Cultural Traditions	4
1100:321	Western Cultural Traditions	4
1100:33-	Eastern Civilizations	2
1100:33-	Eastern Civilizations	2
3870:150	Cultural Anthropology	4
	Intermediate Foreign Language	6
	Natural Science Requirement	6
	Electives	3
		<u>31</u>

3870:**SOCIOLOGY/ANTHROPOLOGY***First Year*

	Credits	
1100: —	Physical Education	1
1100:106	Effective Oral Communication	3
1100:111	English Composition	4
1100:112	English Composition	4
3870:150	Cultural Anthropology	4
	Beginning Foreign Language	8
	Mathematics Requirement	3
	Social Science Requirement	3
	Electives	3
		<u>33</u>

Second Year

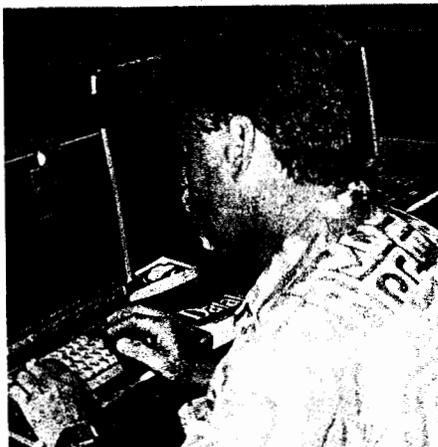
1100:320	Western Cultural Traditions	4
1100:321	Western Cultural Traditions	4
1100:33-	Eastern Civilizations	2
1100:33-	Eastern Civilizations	2
3850:100	Introduction to Sociology	4
3870:151	Evolution of Man and Culture	3
	Intermediate Foreign Language	6
	Natural Science Requirement	6
		<u>31</u>

4200:**CHEMICAL ENGINEERING****First Year*

1100: —	Physical Education	1
1100:106	Effective Oral Communication	3
1100:111	English Composition	4
1100:112	English Composition	4
3150:132	Principles of Chemistry I	4
3150:133	Principles of Chemistry II	3
3150:134	Qualitative Analysis	2
3450:221	Analytic Geometry-Calculus I	4
3450:222	Analytic Geometry-Calculus II	4
3460:201	Introduction to FORTRAN Programming	2
4100:101	Tools for Engineering	3
		<u>34</u>

Second Year

1100:320	Western Cultural Traditions	4
1100:321	Western Cultural Traditions	4
3150:263	Organic Chemistry Lecture I	3
3150:264	Organic Chemistry Lecture II	3
3150:265	Organic Chemistry Laboratory I	2
3150:266	Organic Chemistry Laboratory II	2
3250:244	Introduction to Economic Analysis	3
3450:223	Analytic Geometry-Calculus III	4
3450:235	Differential Equations	3
3650:291	Elementary Classical Physics I	4
3650:292	Elementary Classical Physics II	4
		<u>36</u>



*Certain courses not currently available at Wayne College may also need to be completed in the first two years of selected University programs to assure proper course sequencing and timely completion of degree requirements.

**4300:
CIVIL ENGINEERING***

<i>First Year</i>		Credits
1100:—	Physical Education	1
1100:106	Effective Oral Communication	3
1100:111	English Composition	4
1100:112	English Composition	4
3150:132	Principles of Chemistry I	4
3150:133	Principles of Chemistry II	3
3450:221	Analytic Geometry-Calculus I	4
3450:222	Analytic Geometry-Calculus II	4
4100:101	Tools for Engineering	3
	Social Science Requirement	3
		<hr/>
		33

<i>Second Year</i>		Credits
1100:320	Western Cultural Traditions	4
1100:321	Western Cultural Traditions	4
3250:244	Introduction to Economic Analysis	3
3370:101	Introduction to Physical Geology	4
3450:223	Analytic Geometry-Calculus III	4
3450:235	Differential Equations	3
3650:291	Elementary Classical Physics I	4
3650:292	Elementary Classical Physics II	4
4300:201	Statics	3
		<hr/>
		33

**4400:
ELECTRICAL ENGINEERING***

<i>First Year</i>		Credits
1100:—	Physical Education	1
1100:106	Effective Oral Communication	3
1100:111	English Composition	4
1100:112	English Composition	4
3150:132	Principles of Chemistry I	4
3150:133	Principles of Chemistry II	3
3450:221	Analytic Geometry-Calculus I	4
3450:222	Analytic Geometry-Calculus II	4
4100:101	Tools for Engineering	3
	Social Science Requirement	3
		<hr/>
		33

<i>Second Year</i>		Credits
1100:320	Western Cultural Traditions	4
1100:321	Western Cultural Traditions	4
3250:244	Introduction to Economic Analysis	3
3450:223	Analytic Geometry-Calculus III	4
3450:235	Differential Equations	3
3460:201	Introduction to FORTRAN Programming	2
3650:291	Elementary Classical Physics I	4
3650:292	Elementary Classical Physics II	4
4300:201	Statics	3
4400:231	Circuits I	3
		<hr/>
		34



**4600:
MECHANICAL ENGINEERING***

<i>First Year</i>		Credits
1100:—	Physical Education	1
1100:106	Effective Oral Communication	3
1100:111	English Composition	4
1100:112	English Composition	4
3150:132	Principles of Chemistry I	4
3150:133	Principles of Chemistry II	3
3450:221	Analytic Geometry-Calculus I	4
3450:222	Analytic Geometry-Calculus II	4
4100:101	Tools for Engineering	3
	Social Science Requirement	3
		<hr/>
		33

<i>Second Year</i>		Credits
1100:320	Western Cultural Traditions	4
1100:321	Western Cultural Traditions	4
3250:244	Introduction to Economic Analysis	3
3450:223	Analytic Geometry-Calculus III	4
3450:235	Differential Equations	3
3460:201	Introduction to FORTRAN Programming	2
3650:291	Elementary Classical Physics I	4
3650:292	Elementary Classical Physics II	4
4300:201	Statics	3
4300:203	Dynamics	3
		<hr/>
		34

**5200:
ELEMENTARY EDUCATION**

<i>First Year</i>		Credits
1100:—	Physical Education	1
1100:106	Effective Oral Communication	3
1100:111	English Composition	4
1100:112	English Composition	4
3350:100	Introduction to Geography	3
5100:150	Introduction to Professional Education	3
5200:141	Handicrafts in the Elementary Schools	2
5570:101	Personal Health	2
	Natural Science Requirement	6
	Social Science Requirement	3
		<hr/>
		31

<i>Second Year</i>		Credits
1100:320	Western Cultural Traditions	4
1100:321	Western Cultural Traditions	4
1100:33-	Eastern Civilizations	2
1100:33-	Eastern Civilizations	2
3400:201	U.S. History to the Civil War or U.S. History since the Civil War	4
3700:100	Government and Politics in the U.S.	4
5100:250	Human Development and Learning	3
5100:310	Educational Media and Technology	3
5200:225	Elementary Field Experience I	2
5200:286	Children's Literature	3
5550:334	Games and Rhythms: Elementary Grades	2
	Mathematics Requirement	3
		<hr/>
		32

**5300:
SECONDARY EDUCATION**

<i>First Year</i>		Credits
1100:—	Physical Education	1
1100:106	Effective Oral Communication	3
1100:111	English Composition	4
1100:112	English Composition	4
5100:150	Introduction to Professional Education	3
5100:250	Human Development and Learning	3
	Mathematics Requirement	3
	Social Science Requirement	6
	Teaching Field(s) Course or Elective	5
		<hr/>
		32

<i>Second Year</i>		Credits
1100:320	Western Cultural Traditions	4
1100:321	Western Cultural Traditions	4
1100:33-	Eastern Civilizations	2
1100:33-	Eastern Civilizations	2
5100:310	Educational Media and Technology	3
5300:210	Principles of Teaching in the Secondary Schools	3
5300:275	Exploratory Experience in Secondary Education	1
	Natural Science Requirement	6
	Teaching Field(s) Courses or Electives	7
		<hr/>
		32

**6000:
BUSINESS ADMINISTRATION**

**Accounting, Finance, Management,
and Marketing Options**

<i>First Year</i>		Credits
1100:—	Physical Education	1
1100:106	Effective Oral Communication	3
1100:111	English Composition	4
1100:112	English Composition	4
3450:145	College Algebra	4
3450:215	Concepts of Calculus I	4
3750:100	Introduction to Psychology	3
	or	
3850:100	Introduction to Sociology	4
	Psychology/Sociology Elective	3-4
	Electives	4-6
		<hr/>
		32

<i>Second Year</i>		Credits
1100:320	Western Cultural Traditions	4
1100:321	Western Cultural Traditions	4
1100:33-	Eastern Civilizations	2
1100:33-	Eastern Civilizations	2
3250:201	Principles of Macroeconomics	3
3250:202	Principles of Microeconomics	3
6200:201	Accounting I	4
6200:202	Accounting II	4
	Natural Science Requirement	6
		<hr/>
		32

*Certain courses not currently available at Wayne College may also need to be completed in the first two years of selected University programs to assure proper course sequencing and timely completion of degree requirements.

7100:**ART****First Year*

	Credits	
1100:—	Physical Education	1
1100:105	Effective Oral Communication	3
1100:111	English Composition	4
1100:112	English Composition	4
7100:—	Studio Art	6
7100:131	Introduction to Drawing	3
7100:144	Two-Dimensional Design	3
	Social Science Requirement	6
	Electives	4
		<u>32</u>

Second Year

1100:320	Western Cultural Traditions	4
1100:321	Western Cultural Traditions	4
1100:33-	Eastern Civilizations	2
1100:33-	Eastern Civilizations	2
7100:—	Studio Art	6
	Mathematics Requirement	3
	Natural Science Requirement	6
	Electives	5
		<u>32</u>

7400:**HOME ECONOMICS AND FAMILY ECOLOGY****Clothing and Textiles Option***First Year*

1100:—	Physical Education	1
1100:106	Effective Oral Communication	3
1100:111	English Composition	4
1100:112	English Composition	4
7100:144	Two-Dimensional Design	3
7400:121	Textiles	3
7400:133	Nutrition Fundamentals	3
7400:147	Orientation to Professional Studies in Home Economics and Family Ecology	1
	Foreign Language	8
	or	
	Language Alternative Courses	8
	Mathematics Requirement	3
		<u>33</u>

Second Year

1100:320	Western Cultural Traditions	4
1100:321	Western Cultural Traditions	4
1100:33-	Eastern Civilizations	2
1100:33-	Eastern Civilizations	2
3150:129	Introduction to General, Organic and Biochemistry I	4
3150:130	Introduction to General, Organic and Biochemistry II	4
3250:201	Principles of Macroeconomics	3
3850:100	Introduction to Sociology	4
6200:201	Accounting I	4
	or	
2420:211	Basic Accounting I	3
7400:201	Relational Patterns in Marriage and Family	3
		<u>33-34</u>

Dietetics Option**First Year*

	Credits	
1100:—	Physical Education	1
1100:106	Effective Oral Communication	3
1100:111	English Composition	4
1100:112	English Composition	4
3150:129	Introduction to General, Organic and Biochemistry I	4
3150:130	Introduction to General, Organic and Biochemistry II	4
3850:100	Introduction to Sociology	4
7400:121	Textiles	3
7400:133	Nutrition Fundamentals	3
7400:147	Orientation to Professional Studies in Home Economics and Family Ecology	1
	Mathematics Requirement	3
		<u>34</u>

Second Year

1100:320	Western Cultural Traditions	4
1100:321	Western Cultural Traditions	4
1100:33-	Eastern Civilizations	2
1100:33-	Eastern Civilizations	2
3100:130	Principles of Microbiology	3
3100:206	Human Anatomy and Physiology	4
3100:207	Human Anatomy and Physiology	4
3250:201	Principles of Macroeconomics	3
3750:100	Introduction to Psychology	3
7400:201	Relational Patterns in Marriage and Family	3
	or	
7400:265	Child Development	3
		<u>32</u>

**Family Life and Child Development Options***First Year*

	Credits	
1100:—	Physical Education	1
1100:106	Effective Oral Communication	3
1100:111	English Composition	4
1100:112	English Composition	4
3750:100	Introduction to Psychology (Family Life Option only)	3
3750:230	Developmental Psychology	4
3850:100	Introduction to Sociology	4
7400:121	Textiles	3
7400:133	Nutrition Fundamentals	3
7400:147	Orientation to Professional Studies in Home Economics and Family Ecology	1
	Mathematics Requirement	3
		<u>33</u>

Second Year

1100:320	Western Cultural Traditions	4
1100:321	Western Cultural Traditions	4
1100:33-	Eastern Civilizations	2
1100:33-	Eastern Civilizations	2
3250:201	Principles of Macroeconomics	3
7400:201	Relational Patterns in Marriage and Family	3
7400:265	Child Development	3
7750:276	Introduction to Social Welfare (Family Life Option only)	4
	Natural Science Requirement	6
		<u>31</u>

Food and Nutrition Option*First Year*

1100:—	Physical Education	1
1100:106	Effective Oral Communication	3
1100:111	English Composition	4
1100:112	English Composition	4
3150:129	Introduction to General, Organic and Biochemistry I	4
3150:130	Introduction to General, Organic and Biochemistry II	4
7400:133	Nutrition Fundamentals	3
7400:147	Orientation to Professional Studies in Home Economics and Family Ecology	1
	Beginning Foreign Language	8
	or	
	Language Alternative Courses	8
	Mathematics Requirement	3
		<u>35</u>

Second Year

1100:320	Western Cultural Traditions	4
1100:321	Western Cultural Traditions	4
1100:33-	Eastern Civilizations	2
1100:33-	Eastern Civilizations	2
2440:120	Computer and Software Fundamentals	2
3750:100	Introduction to Psychology	3
3850:100	Introduction to Sociology	4
7400:201	Relational Patterns in Marriage and Family	3
7400:265	Child Development	3
	Intermediate Foreign Language	6
	or	
	Language Alternative Courses	6
		<u>33</u>

*Certain courses not currently available at Wayne College may also need to be completed in the first two years of selected University programs to assure proper course sequencing and timely completion of degree requirements.

**7600:
COMMUNICATION**

<i>First Year</i>		Credits
1100: —	Physical Education	1
1100:106	Effective Oral Communication	3
1100:111	English Composition	4
1100:112	English Composition	4
7600:102	Survey of Mass Communication	3
7600:115	Survey of Communication Theory	3
	Mathematics Requirement	3
	Social Studies Requirement	6
	Elective (typing recommended)	5
		<hr/>
		32
<i>Second Year</i>		Credits
1100:320	Western Cultural Traditions	4
1100:321	Western Cultural Traditions	4
1100:33-	Eastern Civilizations	2
1100:33-	Eastern Civilizations	2
7600:245	Argumentation	3
	Communication Major	
	Emphasis Courses	3
	Foreign Language	8
	or	
	Language Alternative Courses	8
	Natural Science Requirement	6
		<hr/>
		32

**7750:
SOCIAL WORK**

<i>First Year</i>		Credits
1100: —	Physical Education	1
1100:106	Effective Oral Communication	3
1100:111	English Composition	4
1100:112	English Composition	4
3850:100	Introduction to Sociology	4
7750:270	Poverty in the U.S.	3
7750:276	Introduction to Social Welfare	4
	Mathematics Requirement	3
	Social Science Requirement	3
	Electives	4
		<hr/>
		33
<i>Second Year</i>		Credits
1100:221	Natural Science-Biology	3
1100:320	Western Cultural Traditions	4
1100:321	Western Cultural Traditions	4
1100:33-	Eastern Civilizations	2
1100:33-	Eastern Civilizations	2
7750: —	Social Work Requirements	10
	Natural Science Requirement	3
	Social Science Elective	3
		<hr/>
		31

**8200:
NURSING**

<i>First Year</i>		Credits
1100: —	Physical Education	1
1100:111	English Composition	4
1100:112	English Composition	4
3150:129	Introduction to General, Organic and Biochemistry I	4
3150:130	Introduction to General, Organic and Biochemistry II	4
3470:261	Introductory Statistics I	2
3470:262	Introductory Statistics II	2
3850:100	Introduction to Sociology	4
8200:100	Introduction to Nursing	1
	Social Science Requirement	6
		<hr/>
		32
<i>Second Year</i>		Credits
1100:106	Effective Oral Communication	3
1830:201	Man and His Environment	2
	or	
3100:105	Introduction to Ecology	2
3100:130	Principles of Microbiology	3
3100:206	Human Anatomy and Physiology	4
3100:207	Human Anatomy and Physiology	4
3100:381	Human Genetics	2
3600:101	Introduction to Philosophy	3
	or	
3600:170	Introduction to Logic	3
3750:100	Introduction to Psychology	3
3750:230	Developmental Psychology	4
7400:201	Relational Patterns in Marriage and Family	3
	Electives	1
		<hr/>
		32



OFF-CAMPUS COURSES

In its continuing efforts to make education accessible, Wayne College offers both credit and noncredit classes at a variety of convenient locations. Courses are currently offered at the Medina County Vocational Center, Copley High School in Summit County, West Holmes Junior High School in Millersburg, and at various community and industrial sites, by request. Examples of locations used in the past include: the Boys Village (Smithville); Apple Creek Development Center; LUK Incorporated in Wooster; and in the Lodi, Wadsworth, and Millersburg areas. If your group is interested in particular or specialized collegiate-level courses, please call us at (216) 683-2010 or 1 (800) 221-8308.



CONTINUING EDUCATION

Wayne College offers a variety of courses, seminars and customized learning programs designed to provide educational opportunities for adults who want to upgrade work skills, seek personal/professional development, gain cultural enrichment, or just want to have fun.

The college's noncredit offerings are designed around seven areas: computers; health, fitness, and recreation; general interest; personal growth; professional updating; profitable arts and crafts; and skill development. Subjects are quite varied, ranging from electrical/electronic troubleshooting to conversational German, from BASIC programming to building self-esteem. There are no educational qualifications—just the desire to take part. Participants attending 75 percent of course instructional time receive a certificate and CEU's. The purpose of the CEU (Continuing Education Unit) is to provide a measurable record of course participation in noncredit programs.

If interested in a listing of current offerings, simply call the college at (216) 683-2010 or 1 (800) 221-8308 to request a schedule. Upon receipt, you may register by telephone (VISA or MasterCard only), by completing the accompanying form and mailing it with your check to the college, or in person. Wayne College would be pleased to accept any suggestions for future courses or programs.



▼ ▼ ▼ ▼ ▼
**STUDENT
LIFE**

Section 3

Warriors
32



ACADEMIC POLICIES AND PRACTICES

ACADEMIC ACTION

A student who fails to maintain a grade-point average of 2.00 "C" is placed on academic probation. Probation is a warning to the student that academic performance is unsatisfactory and that the student is in danger of being dismissed from the college/University. Continued unsatisfactory academic performance will result in dismissal. A student who has been dismissed from the college/University is not eligible to register for any credit courses until reinstated by the appropriate dean. The student may, however, enroll for noncredit or developmental courses. A student who has been dismissed and wishes to be reinstated must apply in writing to the dean of the college from which dismissed.



ACADEMIC HONORS

A student who has carried 12 credits or more without an INC or IP grade and obtained a grade-point average of 3.25 or better in the previous semester is eligible for the Dean's List of Wayne College.

A student receiving the initial two-year associate degree who has completed a minimum of 30 credits at The University of Akron and who has earned a minimum grade-point average of 3.40 for all work taken is graduated with distinction, with high distinction if the overall average is at least 3.60 and with highest distinction if the overall average is at least 3.80.

A student receiving the initial baccalaureate degree who has completed a minimum of 60 credits at The University of Akron and who has earned a minimum grade-point average of 3.40 for all work taken is graduated *cum laude*; *magna cum laude* if the overall average is at least 3.60 and *summa cum laude* if the overall average is at least 3.80.

Wayne College has a chapter (Alpha Zeta Chi) of Phi Theta Kappa, a national honorary society for community and junior colleges. Phi Theta Kappa recognizes the student who has demonstrated academic excellence as judged by the college faculty. To be eligible for membership a student must have completed 24 semester credits and attained at least a 3.80 grade-point average.

ACADEMIC REASSESSMENT

An undergraduate student who has not attended The University of Akron for at least three calendar years and re-enrolls and maintains a grade-point average of 2.50 or better for the first 24 credits may petition the dean to determine from the grade-point average those grades earned while previously enrolled at The University of Akron.

This policy applies only to the grade-point average. All grades remain on the student's academic record; and in the determination of graduation with honors and the student's standing, all grades obtained at The University of Akron shall be included in the grade-point calculation.

A student may utilize academic reassessment only once.



ATTENDANCE

Each student is expected to attend all class meetings for which registered. A student may be dropped from a course by the dean if the student is repeatedly absent and the instructor recommends this action; the student can gain readmission only with permission of the instructor and the student's dean.

AUDITING

A student may audit a course. This means that the student may enroll for a course but not for a letter grade. However, the auditor is responsible for all coursework except the writing of examinations. *Audit status must be indicated at the time of registration, but the request may be denied if space is unavailable.* The fee is the same as for credit enrollment. An audited course may be repeated for credit at a later date (see "Repeating Courses").

BYPASSED CREDIT

Certain courses designated in *The University of Akron General Bulletin* by each department enable a student to earn bypassed credit. A student who completes such a course with a grade of "C" or better is entitled to credit for designated prerequisite courses which carry the same departmental code number. Credit for such bypassed prerequisites shall be included in the total credits earned but shall not count in the quality-point ratio or class standing or credits required for graduation with honors. Bypassed credit is not awarded on the basis of completing a course either credit-by-examination or credit/noncredit. For each course awarded via this bypassed process, the recipient student will be assessed a fee. Please consult an academic adviser for further details.

CREDIT-BY-EXAMINATION

A student interested in earning credits by special examination may do so with the permission of the dean of the student's academic college and the dean of the college in which a particular course is offered and by payment of the Special Examination Fee. The grade obtained in such an examination is recorded on the student's academic record. Credit-by-examination is not permitted in the semester before graduation. Credit-by-examination may not be used to repeat for change of grade.

CREDIT/NONCREDIT

An undergraduate student who has completed at least 50 percent of the work toward a degree with a grade-point average of 2.30 or better may take, with the consent of an adviser, one elective course per term on a credit/noncredit (CR/NC) basis. However, no more than 16 credits of nonlanguage courses and no more than 20 credits in total, including language courses, may be taken on a CR/NC basis in a baccalaureate degree program (half this number for an associate degree). The first or second year of foreign languages may be taken on a CR/NC basis at any time and regardless of grade-point average.

The decision to enroll for a course under the credit/noncredit option may be designated *only* at the time of registration for that course. A student who elects to take a course on a CR/NC basis cannot withdraw and register to take that course for a letter grade after the first week of that term. The student taking the course on a credit/noncredit basis is expected to meet the full requirements of the course as required by the instructor. Finally, a student may repeat a course for credit (CR) or a grade "A-F" after receiving a grade of NC. The registrar of The University of Akron will notify instructors by means of the final class list which students have elected to utilize the CR/NC option.

Students who take a course on a CR/NC basis and earn a grade equivalent of "A" through "C -" shall receive credit (CR) for the course and will have the grade, CR, placed on their permanent records; those who earn a grade equivalent of "D + " through "F" will not receive credit (NC) for the course and will have the grade, NC, recorded on their permanent records. Courses for which CR is awarded will be counted as *credits completed only*; courses for which NC is awarded shall *not be counted as credits attempted*; and in *neither* case shall CR or NC be considered *in calculating a student's grade-point average*. In both instances the course shall be entered on the student's permanent record.

DISCIPLINARY ACTION

Continuation as a student of the college/University is dependent on the maintenance of satisfactory grades and conformity to University rules. The student is expected to be familiar with rights and responsibilities as embodied herein as well as in the *General Bulletin* and *A-Book* of The University of Akron. Copies are available in the Student Services Office at Wayne College.

DROP, ADD, AND WITHDRAWAL

To add and/or drop a course or to withdraw from the college/University completely, a student is required to complete a Registration/Schedule Change form and return it with appropriate signatures to the Student Services Office. A student may add a course with the signature of an adviser through the first week of the semester. Thereafter, course additions require the signatures of an adviser, the instructor(s) involved, and the student's academic dean.

A student may withdraw from a course for any reason up to the end of the eighth week of a semester and the equivalent point of a summer session with the signature of an adviser. After the eighth week but prior to the final examination period a student must have the signature of both the instructor and adviser to withdraw. Refusal by either to permit a course withdrawal may be appealed to the student's academic dean, who shall make the final decision. No student may withdraw from a course during the final examination period except upon the signature of an academic dean.

An "F" grade will be assigned for work discontinued without official notice. *Nonattendance does not constitute official withdrawal.*

A student may be dropped from a course by the dean if absences are repeated and the instructor recommends this action. A dismissed student may gain readmission only with the permission of the instructor and the dean. A student dropped from a course receives an "F," which counts as work attempted whenever grade-point calculations are made.

GRADES

At the end of each semester, the Office of the Registrar of The University of Akron mails the semester grade reports to the student's home address; summer grade reports are mailed for both summer sessions at the end of the second summer session. The method of recording grades is based on a grade-point system as follows:

4.00	A	1.30	D+
3.70	A-	1.00	D
3.30	B+	0.70	D-
3.00	B	0.00	F
2.70	B-	0.00	AUD (Audit)
2.30	C+	0.00	CR (Credit)
2.00	C	0.00	NCR (Noncredit)
1.70	C-		

The following grades may also appear on the semester grade reports or on the permanent record; there are no quality points associated with these grades.

- Incomplete (INC) means that the student has done passing work in the course but that part of the work is, for good and acceptable reason, not complete at the end of the term. Failure to make up the omitted work satisfactorily by the end of the following semester (not including summer sessions) converts the INC to an "F." When the work is satisfactorily completed within the allotted time the INC is converted to whatever grade the student has earned.*
- In progress (IP) means that the student has not completed the scheduled coursework during the term because the nature of the course does not permit completion within a single term, such as work towards a thesis.
- Permanent Incomplete (PI) means the student's instructor and the instructor's dean may for special reason authorize the change of an INC to a PI.
- Withdraw (W) indicates that the student registered for the course but withdrew officially sometime after the second week of the term.
- No Grade Reported (NGR) indicates that, at the time grades were processed for the present issue of the record, no grade had been reported by the instructor.
- Invalid (INV) indicates the grade reported by the instructor for the course was improperly noted and thus unacceptable for proper processing.

The accumulated grade-point average is computed by taking the total number of grade points (determined by multiplying the number of credits of each course by the number of points received) and dividing them by the total number of credits attempted. For example: if a student has attempted nine credits and has received a total of 27 grade points, his accumulative grade-point average would be a 3.00 "B"

A student becomes either eligible or ineligible to remain at Wayne College and The University of Akron according to the grade-point value of each grade for each course completed. A student must maintain a cumulative grade-point average of at least 2.00 "C" to remain "in good standing" with the college/University. Further, on the basis of grades, the student receives opportunities to take additional courses which will accelerate academic progress. Furthermore, a student must maintain a grade-point average of at least 2.00 "C" and complete approximately 30 credits to be eligible to be transferred to an upper college. Finally, to receive a degree, each student must have attained a grade-point average of at least 2.00 for all work taken at the college/University.



GRADUATION

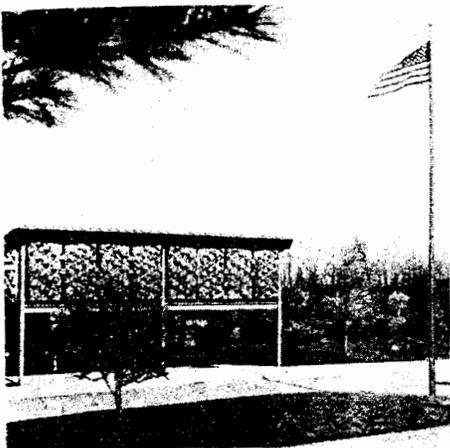
In order to be graduated, a student seeking associate degree from The University of Akron Wayne College must:

- File an application for graduation with the registrar of The University of Akron. Applications are available through the Student Services Office of Wayne College. If you plan to complete degree requirements at the end of fall semester, submit an application by May 15. If you plan to complete degree requirements at the end of spring semester, submit an application by or before September 15. If you plan to complete degree requirements at the end of summer sessions, apply for fall semester clearance.
- Meet all degree requirements which are in force upon entrance into the associate degree program.
- Earn a minimum of 2.00 grade-point average as computed by the registrar for work attempted at The University of Akron consistent with the repeating courses policy. The grade point average achieved at the time of completion of requirements for a degree will be used to calculate rank in class and honors.
- Complete the requirements for a degree in not more than five calendar years from the date of entrance into the program. In the event the student fails to complete the degree requirements within five calendar years from the date of transfer, the college/University reserves the right to make changes in the number of credits and/or courses required for a degree.
- Earn the last 16 credits in residence at Wayne College/The University of Akron unless excused in writing by the dean of the college in which the student is enrolled.
- Have the written permission of both dean and head of the department concerned if a student who has transferred from another institution wishes to present for the major area of study fewer than 14 credits earned at The University of Akron.
- Be approved for graduation by the appropriate college faculty, University Council, and Board of Trustees.
- Discharge all other obligations to The University of Akron.

*The instructor who wishes to extend the INC grade beyond the following semester for which the student is registered must notify (prior to the end of the semester) the Student Services Office in writing of the extension by completing an Incomplete Extension Authorization and indicating the date of its termination. It is the responsibility of the student to make up the incomplete work. The faculty member should submit the new grade to the Student Services Office by completing a Grade Change Form.

GUEST STUDENT (WAYNE COLLEGE STUDENTS)

A Wayne College student may take coursework at another institution of higher education as a guest student. The student must obtain written permission from the dean of the college prior to enrolling for courses. These courses will be listed on the University official academic record. Each course will reflect the course number, title, grade, and credit value. No grade-point value will appear on the record and no grade-point average will be calculated for the coursework listed. The name of the institution will be listed on the record as well as the date that the coursework was taken.



INTERCAMPUS / INTERCOLLEGE TRANSFER

A student who wishes to transfer to the main campus of The University of Akron but remain in his present college may do so by requesting the Student Services Office to complete an *Intercampus Transfer*. The student's file will then be forwarded to the appropriate office at the University.

All students are initially admitted into the University College. Eventually it becomes necessary for each student to transfer into the Community and Technical College (for associate degrees) or the College of Arts and Sciences, Engineering, Education, Business Administration, Fine and Applied Arts, or Nursing (for bachelor's degrees). The process used to accomplish this is called an application for *Intercollege Transfer*.

For students interested in a two-year associate degree, transfer into the Community and Technical College can be done upon the completion of 12 to 13 credits of coursework with an accumulated grade-point average of 2.00 or better in a pattern of courses which clearly indicates a definite interest in a particular associate degree program.

The earliest a student pursuing a bachelor's degree may apply for transfer to a degree-granting college is upon completion of at least 30 semester credits. The student must also have at least a minimum 2.00 overall grade-point average. These are minimum general requirements. Certain departments/colleges have more specific criteria in addition to the above. Please consult with your Wayne College adviser for more specific data and to initiate the necessary paperwork.

PRIVACY

The University of Akron-Wayne College, in compliance with the Family Educational Rights and Privacy Act of 1974 (with amendments effective January 1, 1976) provides that information contained in a student's educational records be made available to the student according to defined procedures while not released to others without the written consent of the student except in compliance with a judicial order. The only exceptions are staff members, administrative officers, faculty, representatives of accrediting agencies, other officials or agencies that have a legitimate educational interest in such material or as otherwise provided by law.

REPEATING COURSES

Any course may be repeated as many times as necessary by an undergraduate student subject to the following conditions:

In order to secure a letter grade "A"-"F" or a grade of NC, CR, or AUDIT, a student may repeat a course in which the previously received grade was "C-" or below, AUD, or NC. The student must, however, repeat the same course at the college/University within 12 months of the completion of the prior attempt unless given special permission by the dean to extend this period or substitute another course if the previous course is no longer offered. Such a course, however, must be repeated at Wayne College or The University of Akron.

Grades for all attempts at a course will appear on the student's official academic record, but only the grade for the last attempt will be used in computing the student's grade-point average. Nevertheless, all grades for attempts at a course will be used in grade-point calculations for the purpose of determining graduation with honors and the student's class standing. Finally, credit for a course or its equivalent will apply only once toward meeting degree requirements.

SERVICES

ACADEMIC ADVISING

Academic advising at the college is concerned with assisting the student in making the best possible decisions about academic life. The academic adviser is a "generalist" and helps the student to select from available programs the one most appropriate to abilities and interests, and to establish realistic academic goals in terms of sensible credit loads, proper choice of courses, study habits, outside workloads, and other circumstances affecting the student's academic life.

The adviser also serves as a reliable storehouse of information about program demands and administrative procedures. The adviser possesses a thorough knowledge of the University community and its members and maintains a comprehensive and current awareness of developments and requirements in all University programs.

The adviser is familiar with administrative procedures such as admission, registration, withdrawal from classes or the University, credit-by-examination, advanced placement credit, intercampus/intercollege transfer, probation and academic dismissal. Finally, the adviser acts as a referral source for the student with specialized needs.

A student wishing to talk with an adviser simply stops in or calls the Student Services Office at the college to schedule an appointment.

BOOKSTORE

Textbooks, classroom supplies, and sundries may be purchased through the bookstore, which is located next to the Student Services Office (E-240). Texts are usually available one week in advance of the opening of each academic term and are held until the fifth week of classes, at which time unsold copies are returned to the publisher. Texts are located on shelves which encircle the bookstore and are arranged by department, course, and section numbers, respectively. Students should have their course numbers with them when they purchase texts. If no text is listed, either no book is required for the course or none has been requested by the course instructor. Students may order specific texts through the bookstore. These are either instructor-recommended or reflect the student's choice. All that is needed is the complete title, author, and publishing company.

The cost of required texts and supplies for the entering student taking 16 credits usually ranges from \$125 to \$250. Used texts are available in limited supply for many courses. Personal checks are accepted. They should be made out to "The Wayne College Bookstore" and include the student's address and social security number. Any check which is returned to the college because of non-sufficient funds will have a \$5 service charge added to the amount of the check. VISA and MasterCard are also accepted for payment.

The refund policy of the bookstore is: *The cash register receipt is required for all returns. Do not write in any book until you are certain that there will be no necessity to obtain a refund. New books to be returned must be in perfect condition with no markings other than the price. New books with any marks in them will result in a refund of three-fourths of the retail value. Used books will be refunded at the full used value. Upon a course being canceled, return the book immediately. Book refunds for courses dropped within the first two weeks will be accepted. No book will be accepted for return after the second week of that class (see "Book Buy-Back Policy").*

The Book Buy-Back Policy is: "Book is held during finals week of each semester and at the end of Summer Session cash register receipt is required for Buy-Back." All books must be in real good condition (all pages and cover). Most workbook-type texts and study will not be bought back. The bookstore buy back as many current editions of texts as possible, depending on our stock. Books that are to be used in the subsequent semester will be bought back approximately 50 percent of the new price. Any other book that is not going to be used again will be bought back at the used-book guide market price. When a new edition is available or pending, the old edition becomes obsolete and has no buy-back. The bookstore reserves the right not to buy a book due to its condition or when a quota has been met.

Bookstore hours vary from semester to semester. During the first week of each term, the bookstore will be open from 10 a.m. to noon and 1 p.m. to 9 p.m. Monday through Thursday and 8 a.m. to noon and 1 p.m. to 5 p.m. on Friday. Current hours are posted adjacent to the bookstore.

All books and packages must be deposited in the book bins provided before entering the self-service area; the bookstore operates on the assumption that all books and supplies coming through the register are in the process of being purchased. The bookstore cannot, however, be responsible for any items left in the bins and suggests that, whenever possible, books and materials be left in another safer place.

CAREER SERVICES

Wayne College offers students a variety of career planning services. The student requiring assistance in career planning should begin by scheduling an appointment with the coordinator of career services. Individual and group sessions are offered to help students explore and assess their interests, values, needs, and abilities as a first step towards establishing career goals.

SIGI PLUS is a comprehensive, interactive software program for career guidance and information. Housed in the Career Center, SIGI PLUS can be of great assistance to students with career planning and job search needs.

SIGI PLUS can help you answer the following questions:

What am I good at? What occupations might I like? Do I have the required skills for these occupations?

SIGI PLUS can also help you:

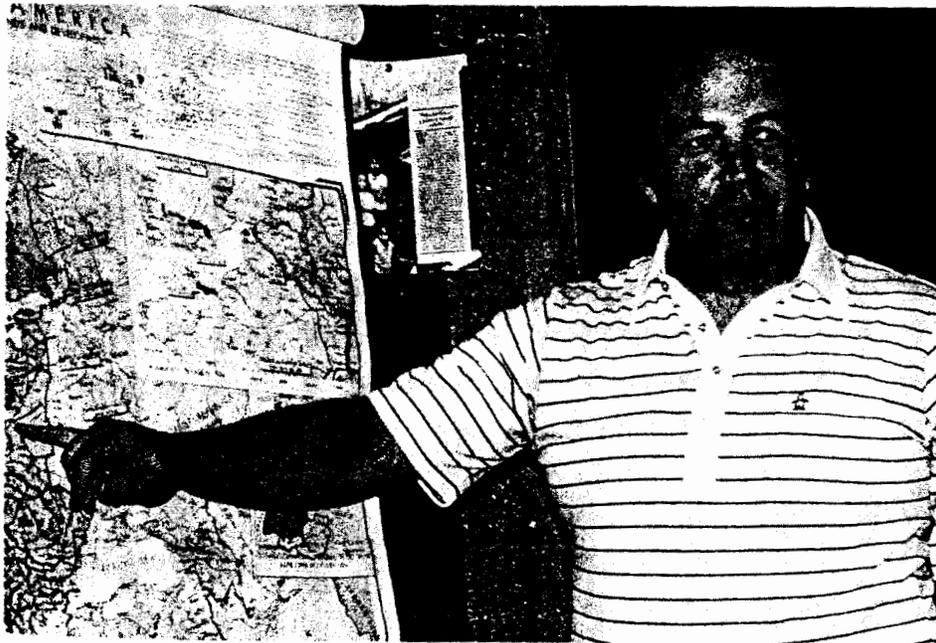
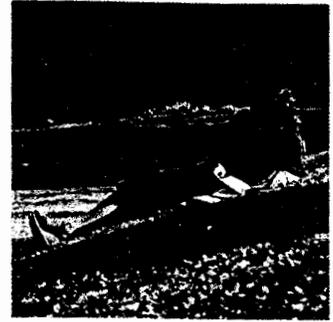
- assess your own interests, values, and skills;
- generate a list of appropriate occupations;
- research occupations of your choice.

Students who would like to utilize SIGI PLUS should make an appointment with the coordinator of career services, who will provide them with an orientation to the system. Students may also use the system by going directly to the Career Center.

Placement services are available for students completing graduation requirements, or those who are otherwise seeking part-time or full-time jobs. Interested students must register with the Office of Career Services to receive placement assistance. The placement registration system serves as a channel of communication between Wayne College students and employers seeking qualified applicants. Current job openings, both local and from The University of Akron, are posted regularly on the large bulletin board inside the main entrance to Wayne College. Graduating students are also eligible to register with the Office of Career Planning and Placement of The University of Akron.

Students who have completed one-half of their degree requirements may also qualify for cooperative education work assignments. These assignments allow students to combine career-related work experience with periods of academic study. Students interested in cooperative education or graduate placement should schedule an appointment with the coordinator of career services. Placement services also include instruction in job search techniques and strategies. Individual assistance and workshops are provided in the areas of résumé writing, interviewing, and job seeking skills.

The Career Center houses many reference books, college placement annuals, and pamphlets on occupations to assist students with career planning and career change. Information abounds on employment opportunities and the job search, including materials on résumé writing and interviewing. In addition, videotapes on related topics may be viewed at the student's convenience.



FINANCIAL ASSISTANCE CHART—1989-90 ACADEMIC YEAR

	Programs	Basis on Which Granted	Available to:		Approximate Annual Amounts	Application/Need Analysis Document Required	Application Deadlines	Remarks
			Under-grads	Grad				
SCHOLARSHIPS	Presidential Scholarships (new freshmen)	Academic record and national test scores	X		\$1,500 per year (1989-90)	University Scholarship Application	February 1	Must be enrolled full time. Reapply each year.
	Honors Scholarships (new freshmen)	Academic record and national test scores	X		Full award—\$1,400 Partial award—\$750 (1989-90)	University Scholarship Application	February 1	Must be enrolled full time. Reapply each year.
	National Merit Scholarships (new freshmen)	Selected as a National Merit finalist	X		Full tuition and room/board not covered by other scholarships/grants	University Scholarship Application	April 1	Must be enrolled full time. Recipients receive full tuition for second, third, and fourth years.
	Academic Scholarships	Academic record (and national test scores for new freshmen)	X		\$500 per year (1989-90)	University Scholarship Application	April 1	Available to all full-time undergraduates. Reapply each year.
	Minority Scholarships	Academic record	X		\$500 to \$3,000 (1989-90)	University Scholarship Application	February 1—new freshmen April 1—continuing students	Targeted toward academically talented black students. Reapply each year.
	Work Scholarship (new freshmen)	Academic record	X		Varies	University Scholarship Application	April 1	Students who receive other University scholarships would not qualify for this award. Personal interview for job placement.
	Departmental and Performance Scholarships	Academic record and/or auditions	X	X	Varies	Check with the department for application procedures	Varies	Check with your academic major department for any special scholarships.
GRANTS	Ohio Instructional Grant (OIG)	Financial need	X		\$216 to \$1,326 (1989-90)	OIG Application	September 28	Must be Ohio resident and full-time student. Mail application to Ohio Board of Regents.
	Pell Grant	Financial need	X		\$250 to \$2,300 (1989-90)	Financial Aid Form (FAF) or Application for Federal Student Aid	May 1991 (however, apply ASAP)	Must be enrolled in at least six credits per semester or -0- Student Aid Index.
	Supplemental Educational Opportunity Grant (SFOG)	Financial need and academic record	X		Varies with need	Financial Aid Form (FAF)	Send FAF to CSS by 3/1/90 for priority consideration	Must be enrolled in at least six credits per semester.
LOANS	Perkins Loan	Financial need and academic record	X	X	Varies with need	Financial Aid Form (FAF)	Send FAF to CSS by 3/1/90 for priority consideration	Must be enrolled in at least six credits per semester. Repayment begins nine months after ceasing to be a half-time student. Five percent simple interest. Loan may be deferred/canceled under certain conditions.
	Nursing Student Loan	Financial need and academic record; must be B.S. nursing student	X	X	Varies with need	Financial Aid Form (FAF)	Send FAF to CSS by 3/1/90 for priority consideration	Must be enrolled in at least six credits per semester. Repayment begins nine months after ceasing to be a half-time student; five percent interest.
	Stafford Student Loan (formerly Guaranteed Student Loan)	Financial need	X	X	1st, 2nd year—\$2,625 3rd year + —\$4,000 Graduate—\$7,500	1. Financial Aid Form (FAF) and 2. Stafford Loan Application from lending institution or the University	None, but apply early as processing takes six to 10 weeks	Must be enrolled in at least six credits per semester. Repayment begins six months after ceasing to be a half-time student. For new borrowers, eight percent interest which graduates to 10 percent in fifth year of repayment.
	PLUS (parent loan) or Supplemental Student Loan (SLS)	Not based on financial need; open to parents and students	X	X	\$4,000 maximum	PLUS or SLS Application from lender or the University. SLS applicants must file FAF first	None, but apply early as processing takes two to eight weeks	Must be enrolled in at least six credits per semester. PLUS repayment begins 30 to 60 days after money is disbursed; variable interest rate, adjusted annually; cap of 12 percent.
	University Installment Payment Plan (IPP)	Open to all with good credit record	X	X	Limited to 50 to 75 percent of Instructional/General Fees and/or residence hall fees	IPP Application included with tuition fee invoice	Varies; check application	Depending on when application received, up to four monthly installments may be made. Set application fee charged per term. IPP Office in Spicer Hall 51; (216) 375-5100.
WORK	On-Campus College Work Study Program (CWSP)	Financial need, academic record, enrolled in at least six credits	X	X	Varies with need	Financial Aid Form (FAF)	Send FAF to CSS by 3/1/90 for priority consideration	Number of hours per week depends on funds available and individual need. Biweekly check received for hours worked.
	On-Campus Employment (non-work study)	Open to students enrolled in at least six credits	X	X	Depends on employer	Check with employing department		Check Student Job Board in "back hall" of Spicer Hall or apply directly to department. Register for "applicant pool" in Spicer Hall 119.
	Off-Campus Employment	Open to enrolled students	X	X	Depends on employer	Check with contact person listed on job posting		Part-time, off-campus jobs posted on Student Job Board near Spicer Hall 119.

Note: For applications and further information related to the programs listed above, contact the Office of Student Financial Aid and Employment, Spicer Hall 115, The University of Akron, Akron, OH 44325-6211; (216) 375-7032.

Applications may be submitted after the deadline, but aid will be given only as funds permit. The College Scholarship Service Financial Aid Form (FAF) is the need analysis document preferred by The University of Akron. The FAF should be filed as soon as possible after January 1 and must be received in our office by April 1 for priority consideration. Most scholarships are granted on an annual basis prior to the fall semester. However, applications will be accepted for spring semester funds permitting. New applications are accepted.

FINANCIAL AID

Financial aid programs were developed by the federal and state governments as well as by institutions of postsecondary education to assist students from families with limited resources to meet educational expenses. The primary purpose of financial aid is to ensure that no one is denied the opportunity of a college education because of financial need.

Generally, financial aid is provided in three forms: gift aid, loans, and work (see Financial Assistant Chart in this catalog). It is not unusual for a student to have all three forms of aid. This is called a financial aid package. If a person receives a proper financial aid package, it is assumed that the family will not be expected to contribute more than is reasonable for a family member's education. The word "family" is crucial because the financial aid system assumes that the family will work together to assist a family member meet college expenses.

A student need not wait until admission to apply for financial aid, but a student must be admitted before aid is awarded. It is advisable to apply for financial aid as early as possible; a student who applies late may be penalized. Students should pay attention to the application deadlines for all types of financial aid.

A financial aid recipient must make satisfactory progress toward degree requirements in order to be eligible to receive financial assistance. The student should be familiar with the *Standards for Satisfactory Progress*, copies of which are available in the Student Services Office. In general, a student should carry to completion coursework for which aid was received.

INFORMATION CENTER

Students enjoy access to a variety of computer systems at Wayne College. The Information Center consists of four microcomputer lab areas which house some 70 IBM PC and/or compatible microcomputers as well as an assortment of printers, modems, plotters, digitizers, and scanners.

One lab is set up with a local area network and several computers can communicate with The University of Akron's IBM 3090 mainframe.

Wayne College students are afforded the opportunity to take required computer courses for the first two years of the University's bachelor's degree program in computer science as well as all courses making up associate degree programs in computer programming/software technology, business management technology with data management option, and business management technology with accounting option.

There is help available from a staff of student assistants whose duties include maintaining hardware and software as well as rendering assistance to students, staff, faculty, and administrators.



LEARNING SUPPORT SERVICES

Learning Support Services provides *free* academic assistance to help students become successful learners. There are three separate centers within Learning Support Services, and the staff of each welcomes both new and continuing students. The goal of all centers is to help students become independent learners so they can succeed in college and in their careers.

In the Learning Center students may obtain academic assistance from a peer or a professional tutor, a computer, or a video tape. Learning disabled and physically handicapped students receive special services here. All students can work on developing college-level study skills and learn to retain what they read in their textbooks. The center's director and the learning assistants will help students identify their academic problems and use the center's materials.

Students may go to the Math Center for assistance in any subject related to math, to learn how to use a calculator, or to relieve math anxiety. The Math Center is staffed by a math lecturer who can diagnose students' difficulties with math skills and provide the assistance needed to improve. Computer tutorials are also available on various math topics.

The Writing Center tutors are all English lecturers at Wayne College. The tutors will help students develop ideas, organize their material, and proofread final drafts. The Writing Center also provides word processors, printers, dictionaries, and supplies for independent writing.

LIBRARY

The library serves the college's instructional programs, the curricular needs of the students, and the teaching interests of the faculty. Materials available include books, periodicals, and newspapers. Book holdings have grown to more than 20,000 volumes. In addition, the library provides folders in the vertical file of clippings, brochures, and pamphlets on current selected topics. Audio-visual material is also kept in the library and includes filmstrips, slides, records, tapes, and videocassettes and excellent equipment for viewing and listening.

Computerized indexing services on CD-ROM provide easy access to information about magazine articles on a wide range of subjects.

Besides making available a large amount of material for student use, the library serves as a quiet place to study or relax. There are many study carrels, tables, and a reading lounge.

Library hours are 8 a.m. to 10 p.m. Monday through Thursday, 8 a.m. to 4:30 p.m. on Friday, and 9 a.m. to 3 p.m. on Saturday when classes are in session.

The library is in the process of computerizing the catalog and the circulation system. When the project is completed, the link with Bierce Library on the main campus will be even closer as both libraries will be operating on the same automated system.

PARKING

Parking at Wayne College is free. However, certain regulations do exist. The student is asked to register a car through the Student Services Office of the college. The resulting card file is used solely for the protection and benefit of the student: for notification in the event of accidents, lights left on, potential towing situations, etc. Parking is prohibited on either side of the entire length of the main driveway from the entrance to the end and in the oval drive in front of the building. Also, no one is to park in such a way as to obstruct the designed traffic flow. If these regulations are violated, Wayne College reserves the right to ticket vehicles subject to fine and/or to have the violator's car towed at the individual's expense.



SERVING THE OLDER STUDENT

Although many recent area high school graduates attend Wayne College, most of the college's students are over 21 years of age. Because many have been out of school for some time before undertaking or returning to collegiate work, apprehension about taking classes is not unusual.

The college's academic advisers are particularly sensitive to the special needs of the returning adult learner, helping the student to achieve the confidence that comes with being informed. In addition, the college's 25 and Over Club, which meets once a week, serves as a support group for such students. Topics of special interest to the returning adult learner are featured each week. The college's Learning Center provides tutoring and free workshops to assist the student with college studies.

Starting College as an Older Student: What You Need to Know is a free program for the returning adult learner and is offered each semester and in the summer. A follow-up series, *Making the Transition*, focuses on study skill development, career planning, and adult learning styles. The *Academic Survival Kit (A.S.K.)*, offered each summer, provides adults with additional preparation for college with sessions on writing, math, and study skills. Information on each of these programs is available in the Student Services Office of Wayne College.

In addition, individuals 60 years of age or older are invited to enroll in any of Wayne College's credit courses as *auditors*. An auditor is any student who wishes to enroll in a course without obtaining a letter grade (A-F) or the designation CR or NC. An auditor is expected to do all the prescribed coursework except take examinations. Normally, fees for auditing a class are the same as taking the class for a grade. However, persons 60 years of age or older may register as auditors for a course free of charge, *if space permits*. (See page 29 for further definition of auditing.)

STUDENT IDENTIFICATION CARD

While on the campus of Wayne College or The University of Akron each student is required to carry a photo-identification (ID) card bearing his name, student number, picture, and other pertinent information. Each semester or summer session a validation sticker is issued to each registered part- or full-time student and is to be affixed to the back of the card. The ID card is used to secure materials from the library, obtain tickets to athletic or cultural events, and on other similar occasions. ID cards are not transferable and must be presented when requested by University officials.

These cards are issued free of charge to a new student during the first eight weeks of each semester. However, ID pictures are taken at Wayne College the second through the fifth week of each semester *only*. The student is urged to contact the Student Services Office of Wayne College to obtain cards. A penalty fee of \$5 is assessed for lost cards and for any card issued after the end of the eighth week of the term.

VETERAN'S BENEFITS

A veteran may be eligible to receive educational benefits through the Veterans Administration and should contact the Student Services Office for details.

Veterans must pay their fees at the time of registration. The veteran will receive direct payment from the Veterans Administration after enrollment has been certified under the provision of USC Title 38.

A disabled veteran who is eligible for admission to the college may register for courses without payment of fees if the disabled veteran has been authorized for training by the Veterans Administration. If the veteran has not been authorized, payment of all fees is required. However, the college will return to the veteran payment made when the official authorization is received.

Veterans are asked to sign up in the Student Services Office each semester indicating the number of credits for which they are enrolled. All veterans must notify the Student Services Office of any change in enrolled credits in order to prevent over- or underpayment.



STUDENT CLUBS AND ORGANIZATIONS

AGING FOCUS GROUP

The Aging Focus Group brings together current and past Wayne College students who share an interest in aging. The major purposes of the group are to promote the study of gerontology and to contribute toward improved quality of life for older persons.

Activities of the group include sponsoring annual gerontology scholarships through fund-raising efforts, promoting positive attitudes about aging and public awareness of aging issues, sharing ideas and information, and participating in service projects. Advisers: Jane Roberts and Emily Rock.

BEHAVIORAL SCIENCE CLUB

Behavioral Science Club is made up of students and faculty with interests in any aspect of the social and behavioral sciences. Its programs and activities are designed to be interdisciplinary and draw from materials in sociology, psychology, social work, political science, and biology.

Examples of topics presented in past years are: assertiveness training, relaxation and biofeedback, stress management, the dehospitalization movement, careers and training in the social service areas, parenting skills, and crisis and referral services in Wayne County. All members of the Wayne College community are invited to participate and to submit topics for club meetings. Meeting times are arranged each semester. Adviser: Jane Roberts and Janet Michello.

BUSINESS PROFESSIONALS OF AMERICA

Business Professionals of America is a national voluntary association for students enrolled in vocational business and office occupations education. It is a cocurricular activity that is an integral part of the educational program designed to develop leadership abilities, interest in the free enterprise system, and competency in office occupations within the framework of vocational and career education. Any student enrolled in a two-year business management or office administration program may join.

In Business Professionals of America a teamwork attitude is cultivated as the group plans community and school service projects and fund-raising activities to help defray the costs for trips and contests. Each year the group participates in a State Leadership Conference, State Competitive Events, and the highlight of each year, the National Leadership Contest held at various sites throughout the United States. Advisers: Kay Stephan and Patsy Vehar.

SCIENCE CAREERS CLUB

The purpose of the Science Careers Club is to bring together students from various scientific disciplines and interests. The members increase their awareness of the sciences through field trips and by sponsoring a variety of scientific programs at Wayne College. The members are also given the opportunity to pursue current topics of interest in their chosen field.

The club hopes to attract students from chemistry, engineering, science teaching, biology, and allied health. The success of this organization will depend on the enthusiastic support of the science students at Wayne College. Advisers: Emily Rock, Forrest Smith, Ed Thall, and Tim Vierheller.

25 AND OVER CLUB

The 25 and Over Club is a support group for older students. In an informal and friendly atmosphere, students share their concerns about returning to school, offer one another encouragement, exchange ideas, and meet others with similar interests. Topics of special interest to the adult are featured each week. Adviser: Helene Thall.

WAYNE MIRROR

The *Wayne Mirror*, Wayne College's newspaper, has a threefold purpose: to educate, to entertain, and to inform. Staff members have the opportunity to write articles, conduct interviews, solicit advertising, and plan and perform the actual layout of the newspaper.

Anyone may contribute to the *Wayne Mirror*. Material includes original poetry, commentary, and club or organization information. Adviser: Karin Billions.



SPORTS

Sports at Wayne College are becoming more popular each year. Competition provides personal challenge and satisfaction for participants in the following sports:

MEN'S BASKETBALL

The Wayne College Warriors intercollegiate basketball season features a 22-game regular-season schedule and the State Regional Campus Tournament.

The past several seasons the Warriors have posted a winning record and won the State Regional Campus Basketball championship in 1985.

A student enrolled in and regularly attending at least six semester credits of college coursework is eligible for competition. Practice begins the last week in October. Home games are held on Wednesday evenings, 7:30 p.m., at the John Boyer Health and Physical Education Center on the college campus. Away games are played on Saturdays. Coach: Charles W. Smith.

WOMEN'S BASKETBALL

The Wayne College Lady Warriors intercollegiate basketball team is beginning its second year of competition in 1989-90 after a successful first season.

A student enrolled in and regularly attending at least six semester credits of college coursework is eligible for competition. Coach: Rick Remenaric.

GOLF

The college participates in intercollegiate golf both with other two-year colleges, including branch campuses, community colleges, and technical colleges, and with four-year liberal arts colleges/universities. The season opens in April and ends in the middle of May with participation in the Ohio Regional Campus State Tournament. The team was runner-up at the State Tournament in 1985 and 1987. Coach: Rick Yoder.

INTRAMURALS

Intramural activities are available to all interested Wayne College students. To date, intramural activities have included basketball and volleyball. Other activities can be started if sufficient student interest is expressed. Adviser: Diane Arnold.

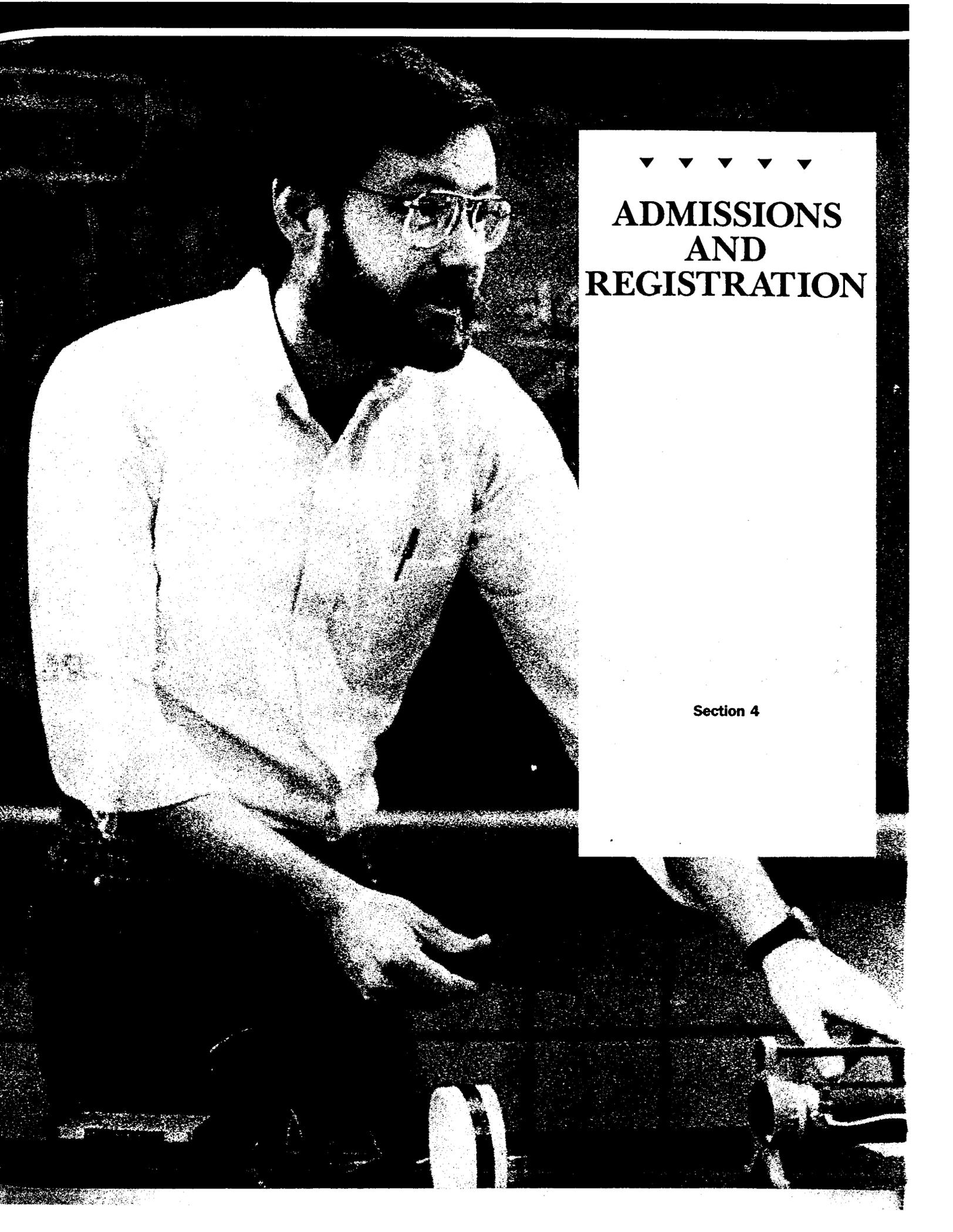


STUDENT SENATE

Student Senate is an elected governmental body, whose function is to provide activities, direction and support for the student of Wayne College. Student Senate is funded by students through the General Service Fee and has responsibility for allocating funds among various clubs and organizations. In addition, the Senate strives to initiate and support student social and cultural events and educational endeavors; it also provides a communication link of considerable importance among students, faculty, and administration. Student requests, suggestions, and concerns may be directed to the Student Senate. Since most Student Senate activities are simply extensions of the larger student body, all students are encouraged to attend Student Senate meetings, to communicate with senators and to participate in extracurricular activities.

Finally, in late spring, Student Senate holds an awards function to honor students for academic achievement and for service to Wayne College. Awards are: the Dean's Awards; awards presented by individual instructors; sports awards; and Warrior Service Awards.





ADMISSIONS AND REGISTRATION

Section 4

ADMISSIONS AND REGISTRATION

For complete presentation of the policies and practices of The University of Akron consult the most recent edition of the *General Bulletin* and/or *A-Book* available through the Student Services Office at Wayne College.

ADMISSION

A graduate of an accredited secondary school or a person holding a General Education Development (GED) diploma is eligible to apply for full admission to the Wayne General and Technical College of The University of Akron. Wayne College does not discriminate on the basis of age, race, sex, or handicap in admission or access to its programs.

Wayne College operates under a policy of rolling admissions, which means an applicant receives a letter of admission as soon as all credentials are received. There is no established date for notification of admission as it is an ongoing process. However, the applicant is advised to submit all credentials as early as possible in order to be assured of the best selection of classes.

Pending admission allows a student to enroll for courses even though the admission file is incomplete. The student must submit all required credentials by the end of the first term of attendance or subsequent enrollment will be prohibited at both Wayne College and The University of Akron.**

Admissions procedures vary slightly for different types of students. The various admission categories are: recent high school graduate (traditional); returning adult student (nontraditional); transfer student; postbaccalaureate student; special student; guest student; and international student (The University of Akron main campus only). Specific admission procedures and application forms may be obtained by writing the Office of Admissions at Wayne College.

PLACEMENT/TESTING

All new students are required to take English and reading skills assessments with the following exceptions. The student with an ACT score in English of 28 or above (SAT score of 625 or above) may bypass 1100:111 *English Composition* and register for 1100:112 *English Composition*. A student with an ACT score in English ranging from 15 to 27 (SAT score of 351 to 624) may register for 1100:111.

Any student who has not taken the ACT or SAT or those with ACT scores of 14 or under (SAT score of 350 or under) must take the English writing and reading skills assessments offered by Wayne College.

All new students will take the mathematics skill assessment. The student with an ACT score in mathematics of 23 or above (SAT score of 550 or better) and at least three years of high school math (*Algebra I, II, and Geometry*) will be given a higher level math assessment.

Skills assessments are scheduled throughout the year and prior to the start of each semester. Developmental courses in writing, mathematics, or reading will be required if a deficiency exists in those subjects. Developmental courses will not count as degree credit; however, they will count toward full-time status.

Proficiency tests for typewriting, shorthand, and basic accounting are likewise available. Arrangements can also be made for language placement tests to be taken on the main campus of The University of Akron. Information about placement can be obtained from the Student Services Office of Wayne College.

REGISTRATION

Each term it is necessary for a student to select courses, complete the necessary forms, and pay the appropriate fees to satisfy the formal process called class registration.

Details relative to the registration process are available from the Student Services Office. A nonrefundable late registration fee is assessed registrants enrolling after the official open registration period.

**Students transferring from other colleges and universities must have all required credentials submitted prior to enrollment.

FEES***Instructional Fee****Undergraduate and postbaccalaureate**

Ohio Resident:	
1-12 credits	\$ 68.65 per credit
13-16 credits	\$887.00 flat fee per semester
165 credits or more	\$887.00 per semester plus \$ 68.65 per credit over 16

Tuition Surcharge:	
(Nonresidents of Ohio pay the surcharge in addition to the instructional and general fees)	
1 or more credits	\$103.60 per credit

Graduate

Ohio Resident:	\$ 91.00 per credit
Non-Ohio Resident:	\$ 74.80 per credit (in addition to instructional and general fees)

Professional (Law)

Ohio Resident:	\$102.70 per credit
Non-Ohio Resident:	\$ 78.35 per credit (in addition to instructional and general fees)

General Service Fee

Undergraduate and postbaccalaureate per credit	\$ 19.60 to a maximum of \$251.65 per semester
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Graduate per credit	\$ 8.30 to a maximum of \$107.00 per semester
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Professional (Law) per credit	\$ 8.90 to a maximum of \$118.70 per semester
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Miscellaneous Fees

ACT Test	\$ 15.00
Bypassed Credit, per credit	5.00
Change of Course Registration Fee (for each schedule change form processed)	5.00
Co-op Course Fee	55.00
Credit-by-Examination, per credit (undergraduate and postbaccalaureate)	21.00
Delayed Registration Fee	10.00
Graduation Fees Each degree	30.00
ID Card, late or lost	5.00
Late Graduation Application Fee	10.00
Late Registration Fee (after open registration period)	25.00
Music Fee (in addition to instruction fees for any applied music 7520 course)	
One 30-minute lesson per week	70.00
One 60-minute lesson per week	140.00
Transcripts	4.00
If more than one copy is ordered at the same time, the fee is \$2 for each additional copy.	

REFUND

Registration does not automatically carry with it the right of a refund or reduction of indebtedness in cases of failure or inability to attend class or in cases of withdrawal. The student assumes the risk of all changes in business or personal affairs.

Fees subject to refund are:

- Instructional and nonresident surcharge.
- General fee.
- Special programs (informal courses).
- Parking (only if permit is returned).
- Laboratory breakage and late service deposit.

Amount of refund is to be determined in accordance with the following regulations:

- In full:
 - if the University cancels the course.
 - if the University does not permit the student to enroll or continue.
 - if the student dies before or during the term or is drafted into military service by the United States or if the student enlisted in the National Guard or Reserves prior to the beginning of the term in which he is called to active duty, presents his notice of induction or Orders to Active Duty. For student who enlists voluntarily for active duty, see "In part," below.

- In full less \$5 per enrolled credit to a maximum of \$50:

If the student requests in writing official withdrawal from all credit courses on or before the first two days of the enrolled term. (See "General Information, Change of Course Registration Procedures" in *The University of Akron General Bulletin*.)

- In full less \$5:

If the student requests in writing official withdrawal from the Department of Continuing Education Noncredit Courses on or before the second day of the enrolled term.

- In part:

If the student requests in writing official withdrawal from the Department of Continuing Education Noncredit Courses on courses consisting of six to 11 class meetings, the following refund percentages apply:

after the first class meeting	60%
after the second class meeting	30
after the third class meeting	0

If the student requests in writing official withdrawal from courses consisting of 12 class meetings or more, the following refund percentages apply:

after the first class meeting	60%
after the second class meeting	45
after the third class meeting	30
after the fourth class meeting	0

If the student requests in writing official withdrawal from college credit courses after the second day of the fall or spring semesters, the following refund percentages apply:

3 through 12 calendar days	70%
13 through 24 calendar days	50
25 through 33 calendar days	30
Thereafter	0

If the student requests in writing official withdrawal after the second day of any summer session for which he is enrolled, the following refund percentages apply:

3 through 7 calendar days	60%
8 through 15 calendar days	40
Thereafter	0

Both credit and noncredit refunds will be determined as of the date of formal withdrawal unless proof is submitted that circumstances beyond control of the student prevented the filing of the formal withdrawal earlier, in which case the refund will be determined as of the date classes were last attended. The student assumes responsibility for filing for a refund.

Refunds will be mailed as soon as possible. Refund checks are subject to deduction for any amount owed to Wayne College/The University of Akron by the student.

NOTE: If any refund deadline falls on a Friday, Saturday, or holiday, the deadline will be observed on the next business day.

- No refund:

If a student is dismissed or suspended by the University for disciplinary reasons, the student he will receive no refund.

There is no refund from the Department of Continuing Education and Outreach for withdrawal after the first class from courses consisting of less than six class meetings.

Refunds for credit course sections which have not been scheduled consistent with either the standard 15-week fall or spring semester or the five-week summer sessions scheduling pattern will be handled on a "pro rata" basis according to the number of days the section (class, institute, or workshop) has been attended compared to the number of days the section has been scheduled to meet.

NOTE: For purposes of refund for withdrawal from a *Modern University Mathematics* module, each module will be considered as a 15-week course.

*All fees are subject to change without notice. Fees listed are effective Fall Semester 1989.

RESIDENCY REQUIREMENTS

Payment of nonresident tuition surcharge is required by any student who does not qualify as a permanent resident of Ohio as defined by one or more of the sections as contained in the Ohio Board of Regents, 3333-1-10. *Ohio Student Residency For State Subsidy and Tuition Surcharge Purposes*. The following statement is an abbreviated version of this rule: If the student has not been living in the state of Ohio for the past 12 months, qualification as a resident for tuition purposes would not be granted.

Specific exceptions to this rule do exist in the following categories: military service, immigration visa status, dependent of a resident, or employment within Ohio.

Full explanations and residency application forms are available in the Student Services Office of Wayne College or the Office of the University Registrar at The University of Akron.

COURSE/CLASS CANCELLATIONS

Wayne College reserves the right to cancel any previously announced course due to inadequate enrollment or other reasons deemed sufficient by the college, to change the time of a scheduled course or section, to divide a class if enrollment is too large, or to change instructors at any time. The college reserves the right to close registration in a course after the maximum enrollment has been reached in order to assure high academic standards.

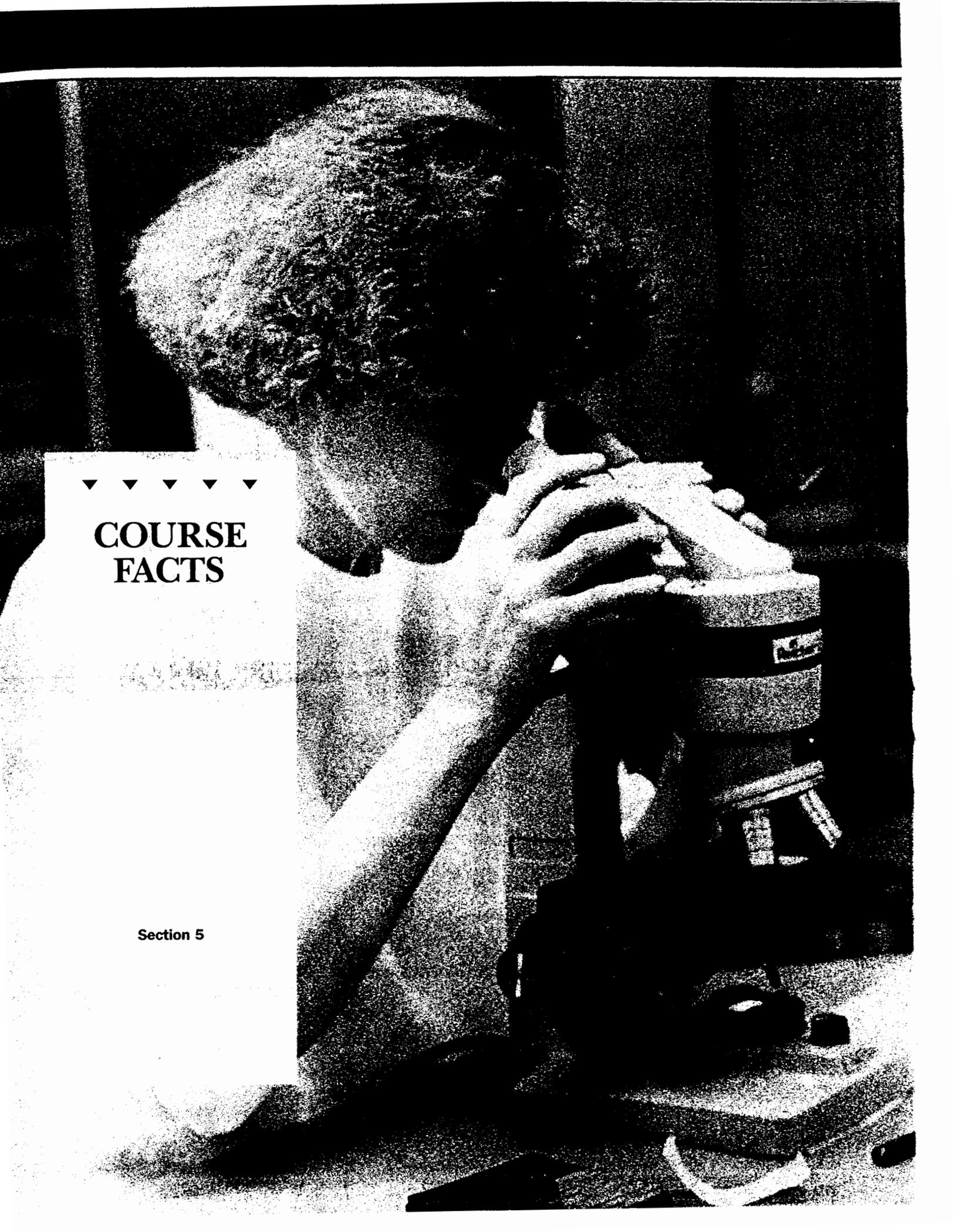
Only the dean of the college or his designate may cancel classes. In the event of inclement weather conditions or other extenuating circumstances, the student should listen to the following radio stations for information about class cancellations: WKVX (AM), WQKT (FM), WHLO (AM), WKDD (FM), WQMX (FM), WHBC (AM), WAKR (AM) or WNCO (AM and FM). If, due to illness or other extenuating circumstance, a faculty member is not able to meet with the class, an effort is usually made to notify the students.

Courses offered at off-campus locations adhere to the calendars of the host institutions. A student attending classes at the Medina County Vocational Center should listen to WQMX (FM 94.9) to find out if the center has been closed due to inclement weather or other reasons. Cancellation of classes at The University of Akron and/or Wayne College due to inclement weather or other reasons does *not* mean that classes are canceled at off-campus sites.

SUMMER SESSIONS

Wayne College offers both day and evening classes during the summer months. Summer study satisfies a myriad of student appetites and needs: a college student wanting an accelerated academic program, a recent high school graduate, a guest student from another institution of higher education, an older person with lifelong learning interests, a part-time student, and those who can rejuvenate intellectual energies in summer study only. Course offerings during the summer are of comparable quality and content to those given during the regular academic year, but the offerings are not as numerous or as varied.





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COURSE FACTS

Section 5

COURSE DESCRIPTIONS

The yearly schedule of Wayne College is based on program enrollments and student needs. Thus, course offerings during the year do not include all, or may reflect additions to, the following list of courses.

1020:040 BASIC WRITING I

4 credits††

Provides intensive practice in composition skills: grammar, sentence structure, and punctuation. Develops skills necessary to write expository paragraphs.

1020:042 BASIC WRITING II

4 credits††

Provides additional practice in the basic writing skills required for college composition.

1020:050 BASIC MATHEMATICS I

4 credits††

Introduces the basic concepts of elementary algebra and provides an extensive review of arithmetic operations.

1020:060 COLLEGE READING

4 credits††

Designed to improve general reading ability and develop effective study strategies with emphasis on vocabulary development, basic comprehension, textbook reading, study and test-taking techniques.

1020:101 UNIVERSITY ORIENTATION

1 credit††

Acquisition of the skills, techniques, information, and strategies necessary to aid new students in their transition from high school or work to the college environment.

1020:299 SPECIAL TOPICS: DEVELOPMENTAL PROGRAMS

Selected topics and subject areas of interest in developmental education.

1100:106 EFFECTIVE ORAL COMMUNICATION

3 credits

Principles of communication in speaker-audience, group, and informal settings and application of the principles in speeches, group discussions, and other oral and written assignments.

1100:111, 2 ENGLISH COMPOSITION

4 credits each

Sequential. Proficiency in reading and writing of English is obtained. Reading materials used are literary works of our Western tradition.

1100:115, 6 INSTITUTIONS IN THE UNITED STATES

3 credits each

Nonsequential. Descriptive and comparative study of development of modern American institutions. Covers various aspects of the growth and elaboration of American governmental, social, and economic institutions.

1100:120-81 PHYSICAL EDUCATION

½ credit each

Participation in individual and group sports. Individual can acquire knowledge and skill in activities which may be of value and satisfaction throughout life. One-half credit courses are offered one-half semester. Permission of coach necessary for enrollment in varsity sports (1100:170-81)*

1100:120 ARCHERY

1100:121 BADMINTON

1100:122 BASKETBALL

1100:123 BOWLING

1100:124 CANOEING

1100:126 FITNESS

1100:127 GOLF

1100:132 KARATE**

1100:135 RACQUETBALL

1100:150 TENNIS (beginning)

1100:151 VOLLEYBALL

1100:221 NATURAL SCIENCE: BIOLOGY

3 credits

Designed for nonscience majors to illustrate fundamental concepts of living organisms with emphasis on man's position in, and influence on, the environment.

1100:222 NATURAL SCIENCE: CHEMISTRY

3 credits

Designed for nonscience majors. Introduction to chemical principles at work in man and in the environment.

1100:223 NATURAL SCIENCE: GEOLOGY

3 credits

Study of basic principles and investigative techniques in various fields of geology with emphasis on the relationship of geological processes to society.

1100:224 NATURAL SCIENCE: PHYSICS

3 credits

Introduction to, and commentary upon, some of the most significant principles, perspectives, and developments in contemporary physics. Intended for nonscience majors.

1100:320, 1 WESTERN CULTURAL TRADITIONS

4 credits each

Sequential. Prerequisite: 64 credits or permission. Introduction to human experiences of the past as manifested in the ideas, music, and visual arts of Western Civilization, the Greeks to the present. Two lectures/two discussions per week.

Courses 1100:330-5 are designed to give a basic knowledge of past human experiences and an understanding of current events in some key areas of the non-Western world.

1100:330 EASTERN CIVILIZATIONS: CHINA†

2 credits

1100:331 EASTERN CIVILIZATIONS: JAPAN†

2 credits

1100:332 EASTERN CIVILIZATIONS: SOUTHEAST ASIA†

2 credits

1100:333 EASTERN CIVILIZATIONS: INDIA†

2 credits

1100:334 EASTERN CIVILIZATIONS: NEAR EAST†

2 credits

1100:335 EASTERN CIVILIZATIONS: AFRICA†

2 credits

1830:201 MAN AND THE ENVIRONMENT

2 credits

Study of man's relationship with nature, his dependence upon his environment, and his control over it. An interdisciplinary approach, with lectures from various University departments, government, and industry describing their approaches to the environment.

2020:222 TECHNICAL REPORT WRITING

3 credits

Prerequisite: 1100:111 or equivalent. Prepares student to write the types of reports most often required of engineers, scientists, and technicians. Includes types of reports, memoranda, letters, techniques of research, documentation, and oral presentation.

2030:130 INTRODUCTION TO TECHNICAL MATHEMATICS

3 credits

Elements of basic algebra; operations on signed numbers and polynomials; solutions and applications of first- and second-degree equations; English and metric systems; various types of graphs with applications; linear systems; trigonometry of right triangle. May not be used to meet General Studies mathematics requirement.

2030:141 MATHEMATICS FOR DATA PROCESSING I

4 credits

Prerequisite: placement. Numeration systems, fundamental algebraic concepts and operations, functions and graphs, systems of linear equations, determinants, matrices, factoring and algebraic fractions, and quadratic equations.

2030:142 MATHEMATICS FOR DATA PROCESSING II

3 credits

Prerequisite: 2030:141 or equivalent. Sets, logic, basic probability and statistics, mathematics of finance.

2030:151 ELEMENTS OF MATHEMATICS I

2 credits

Prerequisite: placement. Fundamental concepts and operations, functions and graphs, factoring and fractions, variation, quadratic equations.

2030:152 ELEMENTS OF MATHEMATICS II

2 credits

Prerequisite: 2030:151 or placement. Trigonometric functions, systems of linear equations, determinants, trigonometric functions of any angle, the straight line, radians, the j-operator.

2030:153 ELEMENTS OF MATHEMATICS III

2 credits

Prerequisite: 2030:152 or equivalent. Complex numbers, vectors and oblique triangles, exponents and radicals, binomial theorem, exponential and logarithmic functions.

**One credit.

†Prerequisite: 64 credits or permission.

††Institutional credit only.

2030:154 MATH FOR ENGINEERING TECHNOLOGY I

3 credits

Prerequisite: 2030:153 or equivalent. Graphs of the trigonometric functions, additional topics in trigonometry, equations of higher degree, plane analytic geometry.

2030:255 MATH FOR ENGINEERING TECHNOLOGY II

3 credits

Prerequisite: 2030:154 or equivalent. The derivative, applications of the derivative, integration, derivatives of the trigonometric, inverse trigonometric, exponential, and logarithmic functions, integration by standard forms.

2040:240 HUMAN RELATIONS

3 credits

Examination of principles and methods which aid in understanding the individual's response to his society and relationship between society and individual.

2040:241 TECHNOLOGY AND HUMAN VALUES

2 credits

Examination of impact of scientific and technical change upon man, his values, and his institution arrangements. Topics include biomedical technology, automation, economic growth, natural environment and technology, and quality of life.

2040:247 SURVEY OF BASIC ECONOMICS

3 credits

Introduction to economic analysis and issues designed for the student taking only one course in economics. Coverage includes economic systems, exchange, money and banking, national income, employment, fiscal policy, and current domestic economic problems.

2040:251 HUMAN BEHAVIOR AT WORK

3 credits

Examination of relationship between man and the work organization. Emphasis on involvement, sense of job satisfaction, supervision, and goals of the organization.

2040:260 THE ARTS AND HUMAN EXPERIENCE

3 credits

Designed to introduce the two-year technical student to the intellectual and artistic heritage of the humanities as it expresses and reflects societal and personal values through the arts. Not applicable for a student pursuing a four-year curriculum.

2260:117 EXPLORATORY EXPERIENCE IN A SOCIAL AGENCY

1-2 credits

Prerequisite: permission. Experiential course designed to introduce student to social service delivery. Minimum of six hours per week as volunteer in social service agency plus one hour per week in class.

2260:150 INTRODUCTION TO GERONTOLOGICAL SERVICES

3 credits

Basic orientation to gerontology and role of community service technician in service delivery to aged. Topics include social, biological, economical, and psychological aspects of aging; national and state legislation; services and service provider.

2260:251 COMMUNITY SERVICES FOR SENIOR CITIZENS

3 credits

Prerequisite: 2260:150. A study of national and community resources for social service delivery to senior citizens. Specific agencies, program needs, and senior citizens and resultant services.

2260:260 ALCOHOL USE AND ABUSE

3 credits

Survey of use and abuse of alcohol in our society with particular emphasis on replacing common stereotypes, myths, and attitudes with improved understanding.

2260:278 TECHNIQUES OF COMMUNITY WORK

4 credits

For those intending to work at community organization and outreach assignments in inner city and other poverty areas in United States and for others desiring an understanding of these newly developing technical community service roles.

2260:285 SOCIAL SERVICES PRACTICUM

1-4 credits

Prerequisite: 2260:278 or permission. Individual placement in selected community and social service agencies for educationally supervised experience in a community and social services technician position.

2260:288 TECHNIQUES OF COMMUNITY WORK II

4 credits

Prerequisite: 2260:278; corequisite: 2260:285. Designed to prepare the student to function effectively in response to people's life crises. This will usually occur as a part of a team or under close professional supervision. Topical areas include listening and gathering data, evaluation of data gathered, appropriate responses to clients in crisis situations, and the referral process.

2260:290 SPECIAL TOPICS: COMMUNITY SERVICES TECHNOLOGY

1-3 credits

Prerequisite: permission. Selected topics of subject areas of interest in community services technology.

2260:294 SOCIAL SERVICES PRACTICUM SEMINAR

1-2 credits

Corequisite: 2260:285. Designed to integrate on-the-job community and social service experience in 2260:285 with fundamental concepts and skills of prior academic study.

2420:101 ELEMENTS OF DISTRIBUTION

3 credits

Study of basic principles and methods in distribution. Presentation of marketing process as it relates to consumer and industrial products. Emphasis on pricing, product, promotion, as well as distribution.

2420:103 THE ROLE OF SUPERVISION IN MANAGEMENT

3 credits

Presentation of basic management techniques: motivation, planning, organizing, leading, and controlling. Elements of group behavior, communication, and employee compensation.

2420:104 INTRODUCTION TO BUSINESS

3 credits

Survey course of business in its entirety including production, distribution, finance, control, and personnel functions. Emphasis on descriptive materials, technical vocabulary, and career opportunities and responsibilities in various business fields.

2420:111 PUBLIC RELATIONS

2 credits

Study of philosophy, techniques, and ethics of the management function known as public relations. Defines variety of publics and methods of communication.

2420:171 BUSINESS CALCULATIONS

4 credits

Applied fundamental mathematical principles within the business setting. Electronic calculator proficiency will be developed through repeated problem-solving applications using these principles.

2420:202 PERSONNEL PRACTICES

3 credits

Provides information necessary to develop policies and programs that attract, retain, and motivate employees. Includes staffing, human resources development, compensation plans, labor and management relations, appraisal systems, and career planning.

2420:211 BASIC ACCOUNTING I

3 credits

Accounting for sole proprietorships and partnerships. Service and merchandising concerns. Journals, ledgers, work sheets, and financial statements. Includes handling of cash, accounts receivable, notes, inventories, plant and equipment, and payroll.

2420:212 BASIC ACCOUNTING II

3 credits

Prerequisite: 2420:211. Study of accounting principles as applied to corporate form of business and of manufacturing accounting for job order and process costing, budgeting, and standard costs.

2420:213 BASIC ACCOUNTING III

3 credits

Prerequisite: 2420:212. Study of information needs of management. Emphasis on the interpretation and use of accounting data by management in planning and controlling business activities.

2420:214 ESSENTIALS OF INTERMEDIATE ACCOUNTING

3 credits

Prerequisite: 2420:212. Study of development of financial accounting theory and its application to problems of financial statement generation, account valuation, analysis of working capital, and determination of net income.

2420:216 SURVEY OF COST ACCOUNTING

3 credits

Prerequisite: 2420:212. Provides student with conceptual understanding of how accounting information is developed and used for product costing, decision making, and managerial planning and control.

2420:217 SURVEY OF TAXATION

4 credits

Prerequisite: 2420:212. Survey course of basic tax concepts, preparation of returns, supporting schedules and forms for individuals and businesses. Federal, state, and local taxes are discussed. The major emphasis of this course is on business taxes.

2420:243 SURVEY IN FINANCE

3 credits

Prerequisites: three credits of economics and three credits of accounting. Survey of field including instruments, procedures, practices, and institutions. Emphasis on basic principles.

2420:280 ESSENTIALS OF LAW

3 credits

Brief history of law and judicial system, study of contracts with emphasis on sales, agency, commercial paper, and bailments.

**2420:290 SPECIAL TOPICS:
BUSINESS MANAGEMENT TECHNOLOGY**

1-3 credits

(May be repeated for a total of four credits) Prerequisite: permission. Selected topics or subject areas of interest in business management technology.

2430:105 REAL ESTATE PRINCIPLES

2 credits

Introduction to real estate as a profession, process, product, and measurement of its productivity. The student is responsible for reading and discussions relative to real estate and the American system.

2430:185 REAL ESTATE LAW

2 credits

Prerequisite: 2430:105. Contents of contemporary real estate law. The student is responsible for readings covering units on estates, property rights, license laws, contracts, deeds, mortgages, civil rights, and zoning.

2430:245 REAL ESTATE FINANCE

2 credits

Prerequisites: 2430:105, 185. Study of contents of contemporary real estate finance. Units on reading and discussion include mortgage instruments, financial institutions, mortgage market, governmental influence on finance and risk analysis, and mortgage lending.

**2430:255 VALUATION OF
RESIDENTIAL PROPERTY**

2 credits

Prerequisites: 2430:105, 185. Methods used to estimate value in residential property including cost of reproduction, market data, and income approach. Student prepares an appraisal on a residential property.

**2440:120 COMPUTER AND
SOFTWARE FUNDAMENTALS**

2 credits

General overview of data processing techniques providing fundamentals necessary for subsequent computer-oriented courses.

**2440:121 INTRODUCTION TO
PROGRAMMING LOGIC**

2 credits

Prerequisite: 2440:120. Introduction to fundamental concepts of problem solving and developing programming logic, with emphasis on effective design of business application programs.

2440:125 LOTUS 1-2-3

2 credits

Prerequisite: 2440:120. Introduces the student to the popular spreadsheet LOTUS 1-2-3.

**2440:130 BASIC PROGRAMMING
FOR BUSINESS**

3 credits

Prerequisite: 2440:120. Introduces the student to the fundamental concepts of computer programming via the BASIC language. Emphasis will be placed on developing computer programs on a microcomputer system. Larger systems utilizing time-sharing also considered.

2440:131 INTRODUCTION TO PROGRAMMING

2 credits

Corequisite: 2440:120. Teaches fundamental programming concepts in a high-level language such as PASCAL. Also provides experience with on-line job submission for batch execution by main-frame computers.

2440:132 ASSEMBLER PROGRAMMING

3 credits

Prerequisite: 2440:131. Emphasis on BASIC Assembler Language and practical application programming using BAL.

2440:133 STRUCTURED COBOL PROGRAMMING

2 credits

Prerequisite: 2440:131. Introduction to COBOL with specific orientation toward the IBM system/370.

2440:151 PC DOS FUNDAMENTALS

1 credit

This course includes instruction in the standard DOS (disk operating system for the IBM-PC and compatibles) commands as well as the use of batch files, autoexec files, subdirectories, and paths.

**2440:220 SOFTWARE APPLICATIONS
FOR BUSINESS**

2 credits

Prerequisites: 2440:120 and 125. This course emphasizes application software packages such as Rbase, Advanced Lotus, and Symphony. The packages covered are varied to meet current business needs.

2440:234 ADVANCED COBOL PROGRAMMING

3 credits

Prerequisite: 2440:133. Continuation of 133, including detailed applications in areas such as payroll and inventory. Disk concepts emphasized.

2440:235 CURRENT PROGRAMMING TOPICS

2 credits

Prerequisite: 2440:234 or permission. Emphasizes topics varied to fit needs of the student at the time. Such topics as APL programming, teleprocessing, and PL/I programming may be included.

2440:239 RPG II PROGRAMMING

2 credits

Prerequisite: 2440:121 or permission. Report Program Generator II (RPG II) programming. Includes training in RPG II coding and debugging with applications which lend themselves to the use of RPG II.

2440:241 SYSTEMS ANALYSIS AND DESIGN

3 credits

Prerequisite: 2440:132 or permission. Covers all phases of business systems analysis, design, development, and implementation. Such principles as system and program flowcharting and file and document design emphasized.

2440:245 INTRODUCTION TO dBASE III+ /IV

3 credits

Prerequisite: 2440:120. This course is designed to introduce the student to data base management concepts via a hands-on approach using dBase III+ or the dBASE IV system.

2440:251 COMPUTER APPLICATIONS PROJECTS

5 credits

Prerequisite: 2440:241. Provides workshop for the accomplished student to thoroughly apply learned material. Projects involve systems design and implementation using COBOL.

2440:252 JOB CONTROL LANGUAGE

1 credit

Prerequisite: 2440:234. Explanation of JOB, EXEC, and DD statements and their associated parameters. JCL procedures and overrides.

**2440:255 INTRODUCTION TO
DATA COMMUNICATIONS**

2 credits

Prerequisite: 2440:120. Introduction to data and voice communications including applications, technical details, and managerial aspects. Includes hands-on use of modems, facsimile machines, scanners, and local area networks.

**2440:261 CICS CUSTOMER INFORMATION
CONTROL SYSTEM**

3 credits

Prerequisite: 2440:234. Basic concepts of CICS; demonstrates particular usefulness of CICS features that application programmers need.

2440:262 COBOL EFFICIENCY

2 credits

Prerequisite: 2440:234. Provides students with opportunity to enhance their knowledge of COBOL language. The development of COBOL, its facility for change, and its place in today's businesses.

2440:263 DATA BASE CONCEPTS

3 credits

Prerequisites: 2440:234, 241. Fundamental concepts of three main types of data base management systems, their similarities, and differences. Data base design project required. No programming.

**2440:265 PROGRAMMING ETHICS
AND SECURITY**

2 credits

Prerequisite: 2440:133. Legal principles specific to field of data processing; potential for computer-oriented crimes and security measures necessary for their prevention.

2440:266 BASIC FOR PROGRAMMERS

3 credits

Prerequisite: 2440:133 or permission. To familiarize students with important programming techniques and concepts in BASIC language. Emphasis on complex interactive business applications programs using microcomputers.

2440:267 4GL FOR MICROS: dBASE III+

3 credits

Prerequisite: 2440:245. This course provides instruction in the development of microcomputer systems using dBase III Plus, a fourth generation language.

2520:103 PRINCIPLES OF ADVERTISING

3 credits

Review of basic principles and functions of current advertising practice. Includes overview of related distributive institutions, media types, and economic functions of advertising.

2520:106 VISUAL PROMOTION

3 credits

Studio course in retail display and promotion techniques. Window, interior, and point of purchase categories, principles of design as applied to commercial art, function in visual design, elements of design, color theory, lettering, printing process, layout to camera-ready art.

2520:201 PRINCIPLES OF WHOLESALING

2 credits

Examination of wholesaler and wholesaling function. Attention given to buying process and relationship of ultimate consumer to wholesaler.

2520:202 RETAILING FUNDAMENTALS

credits
 presents basic principles and practices of retailing operations, including site selection, buying, pricing, and promotion practices. Use is made of extensive projects and investigations and actual retail operations.

2520:203 FUNDAMENTALS OF INDUSTRIAL DISTRIBUTION

credits
 an introductory examination of the industrial distribution network and pertinent middlemen involved. Includes wholesalers, service institutions, and other channel members.

2520:210 CONSUMER SERVICE FUNDAMENTALS

credits
 discussion of problems facing business today created by social issues in society. Emphasis on understanding viewpoints of all groups involved.

2520:212 PRINCIPLES OF SALES

credits
 study of basic principles of selling, emphasizing individual demonstrations and sales projects. Includes a review of the sales function as integral part of marketing process.

2520:215 ADVERTISING PROJECTS

credits
 Prerequisites: 2520:103, 106. A workshop for students interested in developing their advertising and creative promotional skills. Projects would include 'real world' situations facing prospective users of advertising.

2520:217 MERCHANDISING PROJECTS

credits
 Prerequisite: 2520:101, 202. Students will be charged with 'creating' a retail operation including the establishment and defense of planning, site selection, merchandise and pricing, and promotion strategies.

2520:219 SALES PROJECTS

credits
 Prerequisite: 2520:212. Allows students to sharpen the skills necessary to make an effective sales presentation. Extensive use of video tape analysis. Team as well as individual sales strategies.

2520:290 SPECIAL TOPICS: MARKETING AND SALES

credits
 May be repeated for a total of four credits. Prerequisite: permission. Selected topics or subject areas of interest in sales and merchandising.

2540:119 BUSINESS ENGLISH

credits
 Fundamentals of English language with emphasis on grammatical correctness, acceptable usage, spelling, and punctuation. Limited writing primarily involves choice of precise words and effective sentence structure with some attention to paragraph development.

2540:121 INTRODUCTION TO OFFICE PROCEDURES

credits
 Introduction to concepts regarding role of office worker, human relations, communications, productivity, reference materials, technological advances in processing information, and employment opportunities.

2540:140 KEYBOARDING FOR NONMAJORS

credits
 Beginning typewriting for the nonsecretarial student. Fundamentals in the operation of the typewriter; application emphasis on individual student needs such as résumés, application letters and forms, term papers, abstracting, etc. Video display terminal instruction. Credit not applicable toward Associate Degree in Office Administration.

2540:141 PC WORD PROCESSING FOR NONMAJORS

credits
 Prerequisite: 2540:140 or 150 or permission. Introduction to word processing software for non-office administration majors. Training on personal computers for personal and business communication using various word processing software.

2540:150 BEGINNING KEYBOARDING

credits
 For the beginning student or one who desires a review of fundamentals. Includes basic keyboard, letters, tables, and manuscripts. Minimum requirement: 30 wpm with a maximum of five errors for three minutes.

2540:151 INTERMEDIATE KEYBOARDING

credits
 Prerequisite: 2540:150 or equivalent. Further development of typewriting. Advanced letter styles, forms, reports, and shortcuts. Minimum requirement: 40 wpm with a maximum of five errors for five minutes.

2540:171 SHORTHAND PRINCIPLES

credits
 Gregg shorthand theory is taught. Minimum attainments: reading from notes at 100 wpm and taking dictation from new material at 50 wpm for three minutes. Credit not allowed if taken after 172. Two-hour laboratory required.

2540:172 SHORTHAND REFRESHER AND TRANSCRIPTION

credits
 Accelerated review of Gregg shorthand theory. Minimum attainments: reading from notes at 100 wpm and taking dictation from new material at 60 wpm for three minutes. Credit allowed if taken after 171. Two-hour laboratory required.

2540:173 SHORTHAND AND TRANSCRIPTION

credits
 Prerequisite: 2540:171; corequisite or prerequisite: 2540:151. Emphasis on developing skill in taking shorthand dictation and transcribing at typewriter. Minimum speed attainment of 70 wpm for five minutes on new material required. Two-hour laboratory required.

2540:241 INFORMATION MANAGEMENT

credits
 Prerequisite: 2540:150 or equivalent. Study of creation, classification, encoding, transmission, storage, retention, transfer, and disposition of information. Emphasis on written, oral, and machine language communication media used in business information systems.

2540:243 INTERNSHIP

credits
 Prerequisite: permission of instructor. Work experience in an office environment integrated with instruction on information management systems. Sharing of knowledge gained during internship in on-campus seminars.

2540:253 ADVANCED KEYBOARDING

credits
 Prerequisite: 2540:151 or equivalent. To increase student's ability to do office-style production typewriting with minimal supervision. Minimum requirement: 50 wpm with a maximum of five errors for five minutes.

2540:254 LEGAL KEYBOARDING

credits
 Prerequisite: 2540:151. Develops skill in typing legal documents and printed legal forms from rough draft materials; from straight-copy material.

2540:263 BUSINESS COMMUNICATIONS

credits
 Prerequisites: 2540:119 and/or 1100:111 or equivalent. Business writing with emphasis on communicating in typical business situations and expressing ideas effectively to achieve specific purposes. Includes business letters, memoranda, application letters, résumés, and a business report.

2540:279 LEGAL OFFICE PROCEDURES

credits
 Prerequisite: 2540:254; corequisite: 2540:277. Provides an understanding of various facets of the law, when and how to use documents, important legal procedures, and typical office routine.

2540:280 WORD PROCESSING CONCEPTS

credits
 Modern word processing and administrative management principles and practices in organization, operation, and control of office functions. Special emphasis given to secretary's dual role as administrative assistant and corresponding secretary.

2540:281 MACHINE TRANSCRIPTION

credits
 Prerequisite: 2540:151 or permission. Transcription from taped dictation with emphasis on mailable documents. Special techniques for developing accuracy; increasing productivity will be emphasized.

2540:282 MEDICAL MACHINE TRANSCRIPTION

credits
 Prerequisite: 2540:283. Introduction to medical terminology. Emphasis on meaning, pronunciation, spelling, and application of common medical terms, abbreviations, stems, and suffixes as related to the human body.

2540:283 MEDICAL TERMINOLOGY

credits
 Prerequisite: 3100:206; Vocabulary and terms used by medical personnel. Usage and spelling of medical terms.

2540:284 OFFICE NURSING TECHNIQUES I

credits
 Prerequisite or corequisite: 2540:283. Provides theory and practice in nursing duties most often performed in a physician's and dentist's office. These include temperature, pulse and respiration reading; examination room supplies, instruments and methods of sterilization; taking of blood pressure; and administering injections.

2540:286 KEYBOARDING ON WORD PROCESSING EQUIPMENT

credits
 Corequisite: 2540:253 or permission. Demonstration and laboratory practice on various word processing machines used to process data in a modern office. Word processors include those with magnetic or electronic storage.

2540:287 WORD PROCESSING APPLICATIONS*3 credits*

Prerequisite: 2540:286. Simulation of word processing center. Students assume various functional roles to produce real-life work assignments using up-to-date word processing equipment.

2540:289 CAREER DEVELOPMENT FOR BUSINESS PROFESSIONALS*3 credits*

Fundamentals of job search technique, professional image development and personal and interpersonal dynamics within the business environment.

2540:290 SPECIAL TOPICS: SECRETARIAL SCIENCE*1-3 credits*

(May be repeated for a total of four credits) Prerequisite: permission. Selected topics or subject areas of interest in office administration.

2600:100 BASIC ELECTRONICS FOR TECHNICIANS*5 credits*

Corequisite: 2030:151, 152. Fundamentals of electrical/electronic operations, linear devices, and instrumentation essential to electrical/electronics maintenance and troubleshooting. Laboratory.

2600:125 BOOLEAN ALGEBRA AND EQUATION MECHANIZATION*3 credits*

Prerequisite: 2030:152. Mathematical principles of electronic switching for logic-based systems and examination of methods of switching syntheses.

2600:150 TEST EQUIPMENT AND MEASUREMENT*3 credits*

Prerequisite: 2600:100. Principles, use and operation of electrical and electronic test equipment for measurement in DC, AC, digital, and RF circuits. Laboratory.

2600:155 MICROPROCESSOR ASSEMBLY LANGUAGE PROGRAMMING*2 credits*

Corequisite: 2600:125. The in-depth coverage of assembler language and architecture for 8088-based systems.

2600:190 MICROPROCESSOR SYSTEMS ARCHITECTURE*4 credits*

Prerequisites: 2600:100 and 150. Introduction to the basic structure of microprocessor systems, including instruction sets, addresses, memories, and the interface of hardware and software.

2600:200 ELECTRONICS TROUBLESHOOTING*5 credits*

Prerequisites: 2600:100 and 150. Techniques for casualty isolation in various types of electronics equipment through digital signals in microcomputer circuits. Laboratory.

2600:230 MICROPROCESSOR AND DIGITAL TECHNOLOGY*4 credits*

Prerequisites: 2600:125 and 190. Microprocessor fundamentals ranging from discrete components to large-scale integrated circuits. Laboratory.

2600:250 MICROPROCESSOR DIAGNOSIS AND REPAIR TECHNIQUES*5 credits*

Prerequisites: 2600:200 and 230. Advanced techniques for troubleshooting and repairing microprocessors with emphasis on the interface between components and detailed assembly language programs. Laboratory.

2600:275 DIGITAL DATA COMMUNICATIONS*4 credits*

Prerequisite: 2600:230. Operation of data transfer and manipulation between systems as well as network protocol. Laboratory.

2740:241 MEDICAL RECORDS*3 credits*

Prerequisite: 2540:284. Preparing and handling medical records and reports used in hospitals and physicians' offices; filing procedures and systems; insurance forms, billing.

2820:151 BASIC PHYSICS: MECHANICS*3 credits*

Corequisite: 2030:152, 153. Principles of mechanics. Topics include force and motion, work and energy, properties of fluids and gases, and introduction to atomic physics. Laboratory.

2820:152 BASIC PHYSICS: ELECTRICITY AND MAGNETISM*2 credits*

Prerequisites: 2820:151 and 2030:153. Principles of electricity and magnetism. Electrostatics, basic direct current circuits, magnetism and electromagnetism, alternating currents, basic AC circuits. Laboratory.

2820:153 BASIC PHYSICS: HEAT, LIGHT, AND SOUND*2 credits*

Prerequisites: 2820:151 and 2030:153. Principles of heat, light, and sound. Topics include thermal behavior of matter, wave motion, sound waves, light and illumination, reflection and refraction, mirrors and lenses, interference and diffraction. Laboratory.

2840:100 BASIC CHEMISTRY*3 credits*

Prerequisite: 2030:151 or permission. Elementary treatment of facts and principles of chemistry emphasizing biological application. Elements and compounds important in everyday life, biological processes, and medicine. Introduction to laboratory techniques. Primarily for medical assistant, criminal justice, and allied health students. Laboratory.

2860:120 DC CIRCUITS*4 credits*

Corequisite: 2030:152, 153. Nature of electricity, current and voltage, Ohm's Law, network analysis. DC instruments, magnetism, inductance, capacitance, transients, and time constants.

2860:122 AC CIRCUITS*3 credits*

Prerequisite: 2860:120; corequisite: 2030:154 and 2820:121. Sinusoidal voltage and currents, reactance and impedance, methods of AC circuit analysis, AC power, transformers, resonance, polyphase circuits.

2880:100 BASIC PRINCIPLES OF MANUFACTURING MANAGEMENT*4 credits*

Introduction to functions of major sections of manufacturing concern. Departmental purposes identified with major emphasis on their sequential relationship with each other. Intended to identify and relate major functions encountered later in individual courses.

2880:232 LABOR MANAGEMENT RELATIONS*3 credits*

Study of historical background of labor movement, management viewpoints, legal framework for modern labor organizations, and collective bargaining process.

3100:100 NATURE STUDY: PLANTS*3 credits*

Identification and biology of common plants of this region. Recommended for teachers of nature study. Not available for credit toward a degree in biology.

3100:101 NATURE STUDY: ANIMALS*3 credits*

Identification and biology of common animals of this region. Recommended for teachers of nature study. Not available for credit toward a degree in biology.

3100:104 INTRODUCTION TO ECOLOGY FIELD LABORATORY*1 credit*

Corequisite: 3100:105. Short field trips and laboratory studies illustrating natural and man-modified characteristics of selected local ecosystems.

3100:105 INTRODUCTION TO ECOLOGY*2 credits*

Basic principles governing structure and function of natural ecosystems. Various options for managing natural resources, human populations, biotic communities and industrial technologies at global level emphasized. Not available for credit toward a degree in biology.

3100:108 INTRODUCTION TO BIOLOGICAL AGING*3 credits*

Prerequisite: 1100:221. Survey of normal anatomical and physical changes in aging and associate diseases. For students in gerontological programs at Wayne College. Not available for credit toward a degree in biology.

3100:111 PRINCIPLES OF BIOLOGY*4 credits*

Molecular, cellular basis of life; energy transformations, metabolism; nutrient procurement, gas exchange, internal transport, homeostatic mechanisms, control systems in plants and animals. Laboratory.

3100:112 PRINCIPLES OF BIOLOGY*4 credits*

Prerequisite: 3100:111. Cell reproduction, genetics, development, evolution, classification, behavior, ecology of plants and animals. (3100:111, 112 are an integrated course for majors in biology and related fields.) Laboratory.

3100:130 PRINCIPLES OF MICROBIOLOGY*3 credits*

Basic principles and terminology of microbiology; cultivation and control of microorganisms; relationships of microorganisms to man and his environment; medical microbiology. Laboratory.

3100:206, 7 HUMAN ANATOMY AND PHYSIOLOGY*4 credits each*

Sequential. Structure and function of the human body. Background of high school chemistry and biology recommended. Laboratory.

3100:211 GENERAL GENETICS*3 credits*

Prerequisite: 3100:112. Principles of heredity, principles of genetics.

3100:212 GENETICS LABORATORY*1 credit*

Prerequisite or corequisite: 3100:211. Fundamental principles of genetics illustrated by experiments with *Drosophila* and other organisms.

3100:217 GENERAL ECOLOGY*3 credits*

Prerequisite: 3100:112. Study of interrelationships between organisms and environment.

3100:315 EVOLUTIONARY BIOLOGY DISCUSSION*1 credit*

Prerequisite: 3100:211. Informal discussions of various aspects of organic evolution of general or special interest.

3100:316 EVOLUTIONARY BIOLOGY*3 credits*

Prerequisite: 3100:211. History of evolutionary thought; Darwinian and post-Darwinian concepts, mechanisms of evolution; molecular evolution; evolutionary history of plants and animals.

3150:129,130 INTRODUCTION TO GENERAL, ORGANIC AND BIOCHEMISTRY I, II*4 credits each*

Sequential. Introduction to principles of chemistry and fundamentals of inorganic and biochemistry. Structure and chemistry of carbohydrates, lipids, proteins; biochemistry of enzymes, metabolism, body fluids, and radiation effects. Laboratory.

3150:132 PRINCIPLES OF CHEMISTRY I*4 credits*

Introduction to basic facts and principles of chemistry, including atomic and molecular structure, states of matter, and thermodynamics. For chemistry major, premedical student, and most other science majors. Laboratory.

3150:133 PRINCIPLES OF CHEMISTRY II*3 credits*

Prerequisite: 3150:132. Continuation of 132, including aqueous solution theory, chemical kinetics, equilibrium, electrochemistry, and nuclear chemistry. For chemistry major, premedical student, and most other science majors.

3150:134 QUALITATIVE ANALYSIS*2 credits*

Corequisite: 3150:133. Laboratory course applying principles of chemical equilibrium to inorganic qualitative analysis.

3150:263,4 ORGANIC CHEMISTRY LECTURE I, II*3 credits each*

Sequential. Prerequisite: 3150:134 or permission. Structure and reactions of organic compounds, mechanism of reactions.

3150:265,6 ORGANIC CHEMISTRY LABORATORY I, II*2 credits each*

Sequential. Corequisite: 3150:263, 264. Laboratory experiments to develop techniques in organic chemistry and illustrate principles.

3250:201 PRINCIPLES OF MACROECONOMICS*3 credits*

Study of the economic factors which affect the price level, national income, employment, economic growth. No credit if 3250:244 already taken.

3250:202 PRINCIPLES OF MICROECONOMICS*3 credits*

Analysis of decision making on the part of the firm and household, and the market processes affecting price, output, and resource allocation. No credit if 3250:244 already taken.

3250:248 CONSUMER ECONOMICS*3 credits*

Spending habits of American consumers, influences affecting their spending decisions, personal finance, budget planning, saving programs, installment buying, insurance, investments, housing finance.

3300:275 SPECIALIZED WRITING*3 credits*

(May be repeated for different topics, with permission) Principles and practice of style, structure, and purpose in writing, with special applications to writing demands of a specific career area.

3300:280 POETRY APPRECIATION*3 credits*

Close reading of a wide selection of British and American poems with emphasis on dramatic situation, description, tone, analogical language, theme, and meaning.

3300:281 FICTION APPRECIATION*3 credits*

Close reading of modern masters of short story and novel.

3300:282 DRAMA APPRECIATION*3 credits*

(May be repeated for credit as a text of a film appreciation course) Close reading and analysis of a variety of plays.

3300:283 FILM APPRECIATION*3 credits*

Introduction to dramatic choices made by filmmakers in scripting, directing, editing, and photographing narrative films; qualities of reliable film reviews.

3350:100 INTRODUCTION TO GEOGRAPHY*3 credits*

Analysis of world patterns of population characteristics, economic activities, settlement features, landforms, climate as interrelated.

3370:100 EARTH SCIENCE*3 credits*

Introduction to earth science for nonscience majors. Survey of earth in relation to its physical composition, structure history, atmosphere, oceans; and relation to solar system and universe.

3370:101 INTRODUCTORY PHYSICAL GEOLOGY*4 credits*

Comprehensive survey of minerals, rocks, structures, and geological processes of solid earth. Laboratory.

3370:102 INTRODUCTORY HISTORICAL GEOLOGY*4 credits*

Prerequisite: 3370:101. Geologic history of earth, succession of major groups of plants and animals interpreted from rocks, fossils. Laboratory.

3400:201 UNITED STATES HISTORY TO THE CIVIL WAR*4 credits*

Survey of American history from Age of Discovery through colonization and nation building to the Civil War Era.

3400:202 UNITED STATES HISTORY SINCE THE CIVIL WAR*4 credits*

Survey of United States history from Civil War Era to present.

3400:207 EUROPE: RENAISSANCE THROUGH THE EIGHTEENTH CENTURY*4 credits*

Survey from Renaissance. Reformation; development of nation states, religious wars. Age of Louis XIV and Enlightenment.

3400:208 EUROPE: NINETEENTH AND TWENTIETH CENTURIES*4 credits*

Survey of European history from French Revolution and Napoleon; Nineteenth-century "isms," formation of Germany and Italy, the two world wars, totalitarian dictatorship, and postwar age.

3450:100 PREPARATORY MATHEMATICS*3 credits*

Prerequisite: placement. A review of high school algebra. Real numbers; exponents and radicals; factoring; linear and quadratic equations; and problem solving. For students whose algebraic skills are not sufficient to allow them to enroll in University mathematical science courses. Does not meet General Studies Mathematics requirement.

3450:145 COLLEGE ALGEBRA*4 credits*

Prerequisite: placement. Real numbers; equations and inequalities; linear and quadratic functions. Exponential and logarithmic functions. Systems of equations; matrices; determinants. Permutations and computations.

3450:149 PRECALCULUS MATHEMATICS*4 credits*

Prerequisite: 3450:145 or placement. Functions, polynomial functions, complex numbers, exponential and logarithmic functions, systems of equations, trigonometric functions, mathematical induction, sequences, and binomial theorem.

3450:215 CONCEPTS OF CALCULUS I*4 credits*

Prerequisite: 3450:145, 149, or placement. Functions; limits and continuity; differentiation and applications of differentiation; trigonometric, logarithmic, and exponential functions; integration and applications of integration; math of finance.

3450:216 CONCEPTS OF CALCULUS II*4 credits*

Prerequisite: 3450:215. Trigonometric functions, calculus of trigonometric functions, integration techniques; L'Hopital's Rule, improper integrals, multiple integrals, mathematical induction, difference equations, series.

3450:221 ANALYTIC GEOMETRY-CALCULUS I*4 credits*

Prerequisite: 3450:149 or equivalent or placement. Real numbers, analytic geometry, limits, continuity, derivatives of algebraic functions, tangent and normal lines, extreme of functions, Rolle's theorem, mean value theorem, related rates, antiderivatives, definite integrals, areas, volumes, arc length.

3450:222 ANALYTIC GEOMETRY-CALCULUS II
4 credits

Prerequisite: 3450:221. Derivatives of exponential, logarithmic trigonometric, inverse trigonometric, hyperbolic and inverse hyperbolic functions; methods of integration, moments, centroids, indeterminate forms, polar coordinates, vector algebra, cylindrical and spherical coordinates, vector valued functions, curvature.

3450:223 ANALYTIC GEOMETRY-CALCULUS III
4 credits

Prerequisite: 3450:222. Sequences, series, power series. Taylor and Maclaurin series, binomial series, functions of several variables, limit, continuity, partial derivatives, differentials, directional derivatives, maxima and minima, double and triple integrals, surface area.

3450:235 DIFFERENTIAL EQUATIONS

3 credits
Prerequisite: 3450:223. Methods of forming and solving important types of differential equations. Analysis of models involving differential equations of first order and simple equations of second order.

3450:289 SELECTED TOPICS IN MATHEMATICS
1-3 credits

Prerequisite: permission. Selected topics of interest in mathematics.

3460:125 DESCRIPTIVE COMPUTER SCIENCE
2 credits

Computer literacy; terminology; methods; media for data representation, storage; elements of a computing system; data organization.

3460:126 INTRODUCTION TO BASIC PROGRAMMING

2 credits
Prerequisite: 3460:125. Introduction to syntax and semantics of BASIC language: assignment statement and arithmetic, control statements and loops, input/output.

3460:128 ADVANCED BASIC PROGRAMMING
1 credit

Prerequisite: 3460:126 or equivalent. A continuation of 126 to include such topics as arrays, files, graphics, simulation, subroutines, top-down programming, control structures, and applications. Hands-on experience in the laboratory will be scheduled.

3460:201 INTRODUCTION TO FORTRAN PROGRAMMING

2 credits
Prerequisites: 3450:145 or equivalent. Does not meet Computer Science major, minor, and/or certificate requirements.

3460:202 INTRODUCTION TO COBOL PROGRAMMING

2 credits
Prerequisites: 3450:145 or equivalent.

3460:203 INTRODUCTION TO APL PROGRAMMING

2 credits
Prerequisites: 3450:145 or equivalent.

3460:205 INTRODUCTION TO PASCAL PROGRAMMING

2 credits
Prerequisite: 3450:145 or equivalent and programming experience.

3460:206 INTRODUCTION TO C PROGRAMMING

2 credits
Prerequisite: programming experience and 3450:145 or equivalent. Provides the student with additional programming skills allowing access to assembly or high-level macros.

3460:209 COMPUTER PROGRAMMING I

3 credits
Prerequisite: 3450:149 or equivalent. An introduction to problem-solving methods and algorithm development. Programming in a high-level language including how to design, code, debug, and document programs using techniques of good programming style.

3460:210 COMPUTER PROGRAMMING II

3 credits
Prerequisites: 3460:209 and 3450:221 or 215 or 4450:206. Method of representation of information on a digital computer: character representation, fixed point-floating point numbers; introduction to computer organization, algorithms and machine language programming; Boolean algebra, computer circuits.

3470:260 BASIC STATISTICS

3 credits
Prerequisite: placement. Applied approach to data description and statistical inference (hypothesis testing, estimation); one-sample parametric and nonparametric methods. Analysis of ratios, rates, and proportions. Computer applications.

3470:261 INTRODUCTORY STATISTICS I

2 credits
Prerequisite: placement. Descriptive statistics such as mean, median; frequency tables and histograms; probability; random variables; discrete and continuous probability distributions; sampling distributions.

3470:262 INTRODUCTORY STATISTICS II

2 credits
Prerequisite: 3470:261. Statistical inference; point estimation; interval estimation; hypothesis testing; parametric (tests for the mean and variance); and nonparametric (binomial test, chi-square tests, rank tests) methods.

3530:101,2 BEGINNING GERMAN I, II

4 credits each
Sequential. Reading, speaking, writing, and listening comprehension; intensive drill in pronunciation; short stories, outside reading, and supplementary work in language laboratory.

3530:201,2 INTERMEDIATE GERMAN I, II

3 credits each
Sequential. Prerequisite: 3530:102 or equivalent. Grammar review, reading, writing, speaking, listening comprehension; short stories, plays, novels on intermediate level, outside reading and supplementary work in language laboratory.

3580:101,2 BEGINNING SPANISH I, II

4 credits each
Sequential. Reading, speaking, writing, and listening comprehension: intensive drill in pronunciation, short stories, outside reading, and supplementary work in language laboratory.

3580:201,2 INTERMEDIATE SPANISH I, II

3 credits each
Sequential. Prerequisite: 3580:102 or equivalent. Grammar review, practice in reading, writing, speaking, and listening comprehension; short stories, plays, novels on intermediate level, outside reading, and supplementary work in language laboratory.

3600:101 INTRODUCTION TO PHILOSOPHY

3 credits
Introduction to philosophic problems and attitudes through acquaintance with the thoughts of some leading thinkers of Western tradition.

3600:120 INTRODUCTION TO ETHICS

3 credits
Introduction to problems of moral conduct through readings from the tradition and class discussions; nature of "good," "right," "ought," and "freedom."

3600:170 INTRODUCTION TO LOGIC

3 credits
Introduction to logic and critical thinking. Includes such topics as meaning, informal fallacies, propositional logic, predicate and syllogistic logic, and nature of induction.

3650:261 PHYSICS FOR THE LIFE SCIENCE I

4 credits
Prerequisites: high school algebra, trigonometry or 3450:149 as corequisite or permission. Introductory course for professional work in biology and health professions and services. Emphasizes life science applications. Mechanics: laws of motion, force, torque, work, energy, power; properties of matter; gases, liquids, solids, fluid mechanics. Laboratory.

3650:262 PHYSICS FOR THE LIFE SCIENCES II

4 credits
Prerequisite: 3650:261. Laws of thermodynamics, kinetic theory. Wave phenomena: sound, light, optics; electricity and magnetism; atomic and nuclear physics; radioactivity. Laboratory.

3650:267,8 LIFE SCIENCES PHYSICS COMPUTATIONS I, II

1 credit each
Corequisites: 3650:261 (with 267); 3650:262 (with 268). Optional companion courses to 261, 2 provides additional computational experience in applications of physics to life sciences, emphasizing use of algebra and trigonometry. Particularly recommended for student with modest mathematical preparation.

3650:291 ELEMENTARY CLASSICAL PHYSICS I

4 credits
Corequisite: 3450:221. Introductory physics for science and engineering. Classical statics, kinematics, and dynamics, as related to contemporary physics. Oscillations, waves; fluid mechanics. Vectors and some calculus as needed. Laboratory.

3650:292 ELEMENTARY CLASSICAL PHYSICS II

4 credits
Prerequisite: 3650:291. Thermodynamics from atomic point of view; basic laws of electromagnetism; mechanical and electromagnetic waves. Interference and diffraction; coherence; geometrical and physical optics. Laboratory.

3700:100 GOVERNMENT AND POLITICS IN THE UNITED STATES

4 credits
Examination of American political system with emphasis on fundamental principles, ideas, institutions, and processes of modern government.

3700:120 CURRENT POLICY ISSUES*2 credits*

Cannot be used for credit toward a major in political science. Survey of major political issues and problems confronting nation; environment in which public policies are formed and executed.

3700:200 COMPARATIVE POLITICS*4 credits*

Introduction to comparative political analysis; description of political systems of Great Britain, France, Germany, and Soviet Union; contrast between democracy and totalitarianism.

3700:201 INTRODUCTION TO POLITICAL RESEARCH*3 credits*

Introduction to the research process in political science through an introduction to the logic of social science inquiry and contemporary techniques of analysis.

3700:210 STATE AND LOCAL GOVERNMENT AND POLITICS*3 credits*

Examination of institutions, processes, and inter-governmental relations at state and local levels.

3700:220 AMERICAN FOREIGN POLICY*3 credits*

Examination of American foreign policymaking process; public opinion and other limitations on policy; specific contemporary problems in selected areas.

3750:100 INTRODUCTION TO PSYCHOLOGY*3 credits*

Introduction to scientific study of behavior, survey of physiological basis of behavior, sensation and perception, development, learning and cognition, personality, social interaction, and other selected topics.

3750:110 QUANTITATIVE METHODS IN PSYCHOLOGY*4 credits*

Prerequisite or corequisite: 3750:100. Presentation of data, descriptive statistics, correlation, hypothesis testing, and introduction to quantitative methodologies in psychology.

3750:220 INTRODUCTION TO EXPERIMENTAL PSYCHOLOGY*4 credits*

Prerequisites: 3750:100 and 110. Lectures plus laboratory experience concerning problems in scientific bases of psychology such as experimental design, methods and apparatus, collection and analysis of data, and interpretation of results.

3750:230 DEVELOPMENTAL PSYCHOLOGY*4 credits*

Prerequisite: 3750:100. Determinants and nature of behavioral changes from conception to death.

3750:240 INTRODUCTION TO INDUSTRIAL/ORGANIZATIONAL PSYCHOLOGY*4 credits*

Prerequisite: 3750:100. Survey of applications of psychology in industry, business, and government. Emphasis on understanding employees and evaluation of their behavior.

3850:100 INTRODUCTION TO SOCIOLOGY*4 credits*

Basic terminology, concepts, and approaches in sociology, including introduction to analysis of social groups and application of sociological concepts to the understanding of social systems. Required of majors. Lecture/Discussion.

3850:104 SOCIAL PROBLEMS*3 credits*

Prerequisite: 3850:100 or permission. Analysis of selected contemporary problems in society; application of sociological concepts and research as tools for understanding sources of such problems. Lecture.

3870:150 CULTURAL ANTHROPOLOGY*4 credits*

Introduction to study of culture; cross-cultural view of human adaptation through technology, social organization, and ideology. Lecture.

3870:151 EVOLUTION OF MAN AND CULTURE*3 credits*

Biological and cultural evolution of Homo sapiens; comparative study of Primates; human variation; Old World archaeology. Lecture.

4100:101 TOOLS FOR ENGINEERING*3 credits*

Corequisite: 3450:145. Introduction to engineering. Free hand, engineering, and CAD drawing. Introduction to computer programming, computer applications including word processing, spreadsheets, data base. Introduction to engineering economics. Required for chemical, civil, and electrical engineering majors.

5100:150 INTRODUCTION TO PROFESSIONAL EDUCATION*3 credits (4 clinical hours, 12 field hours)*

Nature and purpose of education in the United States. Emphasis on social, historical and philosophical foundations of public education and on roles of professional educator.

5100:250 HUMAN DEVELOPMENT AND LEARNING*3 credits (15 clinical hours)*

Prerequisite: sophomore standing. Study of principles underlying intellectual, emotional, social and physical growth and development of human organism; and of learning process with implications for instructional procedures.

5200:141 HANDICRAFTS IN THE ELEMENTARY SCHOOL*2 credits (15 clinical hours)*

Prerequisite: 7100:191. Broad range of experiences through manipulation of various craft medium which enriches curriculum.

5200:225 ELEMENTARY FIELD EXPERIENCE I*2 credits*

Prerequisite: student must be enrolled in or have completed *Children's Literature* (5200:286) and *Handicrafts* (5200:141). Planned field experience emphasizing field settings where the student works with small groups of children in an urban elementary classroom.

5200:286 CHILDREN'S LITERATURE*3 credits (15 clinical hours)*

Survey of materials for children in prose, poetry, and illustrations from early historical periods to modern types; criteria of selection and methods of presentation critically examined.

5300:210 PRINCIPLES OF TEACHING IN THE SECONDARY SCHOOL*3 credits (30 clinical hours)*

Prerequisite: 5100:250; corequisite: 5300:275.

Designed to familiarize the preservice teacher with the nature of secondary education and teaching in secondary schools. Microteaching laboratory participation is required.

5300:275 EXPLORATORY EXPERIENCE IN SECONDARY EDUCATION (SOPHOMORE)*1 credit (6 clinical hours, 30 field hours)*

Corequisite: 5300:210. Fieldwork with secondary school pupils, teachers, and other professional personnel.

5550:211 FIRST AID*2 credits*

Standard American Red Cross gives instruction and practice in immediate and temporary care of injuries and sudden illnesses. In addition to standard course, CPR is covered.

5570:101 PERSONAL HEALTH*2 credits (10 clinical hours)*

Application of current principles and facts pertaining to healthful, effective living. Personal health problems and needs of a student.

6200:201 ACCOUNTING I*4 credits*

Introduction to accounting, the language of business. Emphasis on basic principles, concepts and terminology of accounting for assets, liabilities, and proprietorship.

6200:202 ACCOUNTING II*4 credits*

Prerequisite: 6200:201. Study of accounting informational needs of management. Emphasis on planning and control, including financial statement analysis, funds flow, budgets, cost-volume-profit analysis, and decision-making costs.

7100:131 INTRODUCTION TO DRAWING*3 credits*

Freehand drawing experience with an orientation to elements and principles of visual organization. Limited media.

7100:144 TWO-DIMENSIONAL DESIGN*3 credits*

Fundamental information about the theory and practice of visual design as applied to surfaces, including composition, color, and pictorial illusions, with lecture and studio experience.

7100:231 DRAWING II*3 credits*

Prerequisite: 7100:131. Continuation of 131. In-depth exploration of wide range of techniques and media. Attention to controlled descriptive drawing and space illusion and their aesthetic applications.

7100:275 INTRODUCTION TO PHOTOGRAPHY*3 credits*

Lecture, studio, and laboratory course. Techniques and aesthetics are studied using both 4x5 and 35mm cameras. A 35mm camera with full manual control is required.

7400:121 TEXTILES*3 credits*

Basic study of natural and man-made fibers. Emphasis on physical properties, selection, and care. Attention given to design and manufacture of textiles. Lecture.

7400:133 NUTRITION FUNDAMENTALS*3 credits*

Study of fundamental concepts of nutrition; emphasis on nutrients and requirements at different stages of the individual's life cycle.

7400:147 ORIENTATION TO PROFESSIONAL STUDIES IN HOME ECONOMICS AND FAMILY ECOLOGY*1 credit*

Survey of history and development of home economics with emphasis on professional and career opportunities.

7400:201 RELATIONAL PATTERNS IN MARRIAGE AND FAMILY*3 credits*

Study of familial interaction in various life-styles with emphasis on self-concept, changing roles, developmental tasks, family life cycles, and socio-economic and cultural influence upon individual and family.

7400:265 CHILD DEVELOPMENT*3 credits*

Physical, social, mental, and emotional development of child from prenatal through five. Observation in child care and preschool centers.

7520:125 PIANO*2 or 4 credits*

Credit is earned on the basis of two credits per semester for one 30-minute lesson per week and 90 minutes practice per day. Enrollment may be repeated each semester for credit.

7600:102 SURVEY OF MASS COMMUNICATION*3 credits*

Considers entire field of contemporary American mass communication. Presents and explains functions of agencies through which news, views, and entertainment reach the general public.

7600:115 SURVEY OF COMMUNICATION THEORY*3 credits*

Presents models of major forms of speech communication and discusses elements of models, their interaction, and their function in the human communication system.

7600:206 FEATURE WRITING*3 credits*

Prerequisites: 7600:201. Short newspaper and magazine articles, preparation of articles for publication, human interest situations, extensive writing with class discussion.

7600:225 LISTENING*1 credit*

Techniques and approaches involved in understanding the listening process and practice of listening improvement techniques.

7600:226 INTERVIEWING*1 credit*

A concentrated study of the principles of interviewing and application of those principles to varied settings (especially those crucial to media study).

7600:227 NONVERBAL COMMUNICATION*1 credit*

Focused study of the principal aspects of non-verbal communication in public, group, and interpersonal settings.

7600:235 INTERPERSONAL COMMUNICATION*3 credits*

Theory and practice in interpersonal communication concepts and principles. Special topics in communication apprehension, assertive communication, communication dyads and triads, and transactional communication.

7600:245 ARGUMENTATION*3 credits*

The study of the process of developing, presenting, and defending inferences and arguments in oral communication setting. Includes study and practice of evidence, reasoning, case construction, refutation, and rebuttal.

7750:270 POVERTY IN THE UNITED STATES*3 credits*

Survey of social and personal dimensions of life in the inner city and other areas of poverty in United States. For person wishing to develop an in-depth understanding and/or intending to work in such areas.

7750:276 INTRODUCTION TO SOCIAL WELFARE*4 credits*

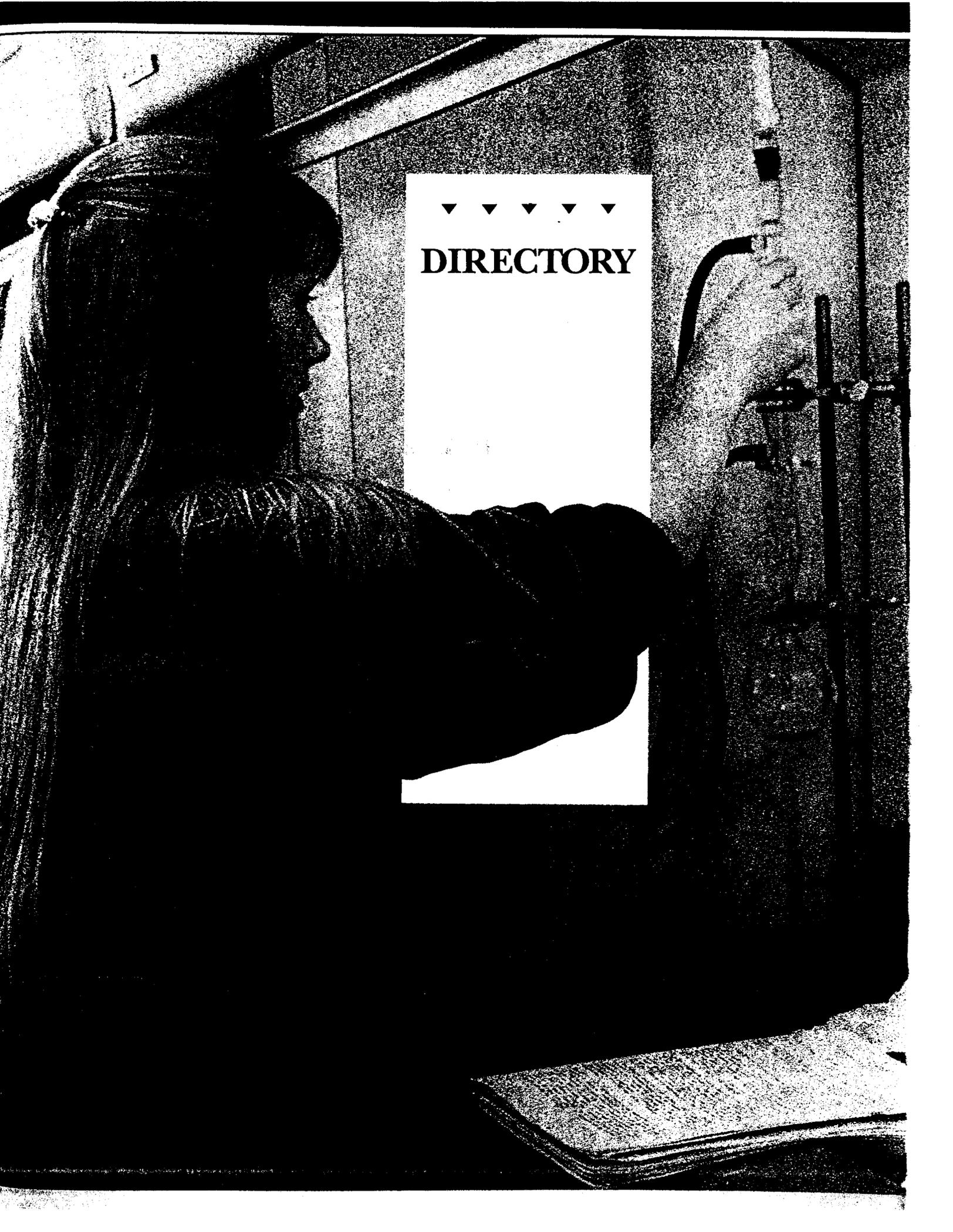
Survey of field of social welfare; place of social work profession within human services institutions of United States. Introduction of basic concepts relating social welfare institutions and social work to society.

8200:100 INTRODUCTION TO NURSING*1 credit*

Designed to introduce student to nursing. Emphasis on historical perspective as basis for modern trends in profession of nursing.

8200:101 INTRODUCTION TO BACCALAUREATE NURSING FOR THE R.N.*1 credit (15 lecture hours)*

Prerequisite: Registered Nurse. Emphasize role resocialization for R.N.'s seeking a baccalaureate degree in nursing. Explores concepts incorporated in the philosophy, conceptual framework, and curriculum structure of the baccalaureate nursing program.



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DIRECTORY

BOARD OF TRUSTEES

Main Campus

BENJAMIN G. AMMONS; Firestone, Akron, OH 44317 (Term expires 1993).

DR. MELVIN E. FARRIS; 923 Wooster Avenue, Akron, OH 44307 (Term expires 1994).

EUGENE D. GRAHAM; 7755 Chancel Drive, Worthington, OH 43805 (Term expires 1991).

DAVID L. HEADLEY; 460 West Paige Avenue, Barberton, OH 44203 (Term expires 1992).

JANE L. QUINE; 431 Merriman Road, Akron, OH 44303 (Term expires 1995).

RAINY STITZLEIN, Rainbow Inc., 1720 Merriman Road, Akron, OH 44313 (Term expires 1997).

DR. CHARLES E. TAYLOR; 200 Public Square, Cleveland, OH 44114 (Term expires 1990).

ADMINISTRATION

Main Campus

WILLIAM V. MUSE, *President of the University*, Ph.D.

FRANK MARINI, *Senior Vice President and Provost*, Ph.D.

DARRYL W. BIERLY, *Vice President for Business and Finance*.

SEBETHA JENKINS, *Assistant to the President and Director of Minority Affairs*, Ed.D.

KATHY L. STAFFORD, *Vice President for Institutional Advancement*, Ph.D.

FAITH I. HELMICK, *Associate Provost*, Ph.D.

CHARLENE K. REED, *Secretary to the Board of Trustees and Assistant to the President*, B.A.

ROGER N. RYAN, *Vice President for Administrative Services*, M.A.

EMERITUS FACULTY

CARL L. HUSTON, *Instructor Emeritus in English* (1972), B.S., Bowling Green State University, 1951.

ARMOLENE J. MAXEY, *Associate Professor Emeritus of Sociology* (1972), B.S., University of Nebraska; M.A., Kent State University, 1967.

SUE POLITELLA, *Associate Professor Emeritus of History* (1972), B.A., Kent State University; A.M., Oberlin College, 1960.

FULL-TIME ADMINISTRATION, FACULTY, AND STAFF

Wayne College

BYRONE M. TURNING, *Dean, Associate Professor of Speech* (1980)*; B.A., Southern Illinois University; M.A., Ed.D., Northern Illinois University, 1974.

ROBERT L. MCELWEE, *Associate Dean, Associate Professor of Political Science* (1972), B.A., M.A., Kent State University, 1969.

WAYNE HAWKINS, *Business Manager* (1989), B.S., North Carolina A&T State University, 1970.

MARK A. SCHINDEWOLF, *Director of Continuing Studies and Outreach* (1986), B.S., Kent State University; M.A., The University of Akron, 1985.

ELENE S. THALL, *Assistant Dean, Director of Student Services* (1980), B.S., M.S., Pratt Institute, 1969.

BARBARA GEISEY, *Director of the Learning Resources Center* (1986), B.A., University of Oregon; M.A., University of Guam; M.L.S., Kent State University, 1983.

THOMAS E. ANDES, *Assistant Professor of and Coordinator of Business Management Technology* (1983), B.S., The University of Akron; M.M., Northwestern, 1979.

DIANE ARNOLD, *Associate Professor of Physical Education* (1972), B.S., University of Maryland; M.A., The Ohio State University, 1966.

LOUIS H. BAUMGARTNER, *Supervisor of Building and Grounds Maintenance* (1984).

MARY BAYS, *Assistant Professor of English* (1986), B.S., M.A., Central Michigan University, 1984.

LILIA M. BEYELER, *Director of Learning Support Services* (1988), B.S., Goshen College; M.Ed., Kent State University, 1965. Certified Reading Specialist.

MARIN BILLIONS, *Instructor in Communication* (1988), B.A., Oklahoma Baptist University; M.A., The University of Akron, 1983.

EDITH A. BLEVINS, *Academic Services Specialist* (1978).

JZANNE BOWEN, *Assistant Coordinator of Word Processing Center* (1984), B.S., Ashland College, 1966.

WARD DALESSANDRO, *Administrative Assistant-Bookstore Manager* (1975), A.A.S., The University of Akron, 1975.

VID ELLINGER, *Police Officer I* (1989).

DNICA HARRISON, *Assistant Professor of Mathematics* (1983), B.A., Walsh College, M.S., University of Notre Dame, 1982.

KY HISEY, *Evening Receptionist* (1987).

BRIEL J. HUBA, *Maintenance Repair Worker II* (1987).

UIS M. JANELLE, JR., *Assistant Professor of Mathematics and Computer Science* (1981), A.B., Michael's College; M.A.T., Bowling Green State University, 1971.

NK JEANNERET, *Industrial Training Specialist* (1987).

L JUDD, *Coordinator of Career Services* (1988), B.S., Bowling Green State University, 1973.

JUDY LEINER, *Coordinator of Word Processing Center* (1978), A.A.S., The University of Akron, 1980.

RICHARD MARINGER, *Instructor in Business Office Technology* (1986), B.S., United States Military Academy at West Point; M.S.B.A., Boston University, 1979.

WARNER D. MENDENHALL, *Professor of Political Science* (1972), B.S., Davidson College; M.A., Duke University; Ph.D., Kent State University, 1982.

JANET MICHELLO, *Assistant Professor of Sociology* (1988), B.A., Rutgers University; M.Ed., Kent State University; Ph.D., The University of Akron, 1989.

JANET L. MINC, *Associate Professor of English* (1978), B.A., Hofstra University; Ph.D., State University of New York at Binghamton, 1979.

PAT ONDREYKA, *Law Enforcement Officer II* (1980), B.A., The University of Akron, 1976.

JANE F. ROBERTS, *Assistant Professor of and Coordinator of Social Services Technology* (1985), B.A., Gettysburg College; M.S.S.A., Case Western Reserve University, 1975.

EMILY ROCK, *Assistant Professor of Biology* (1984), B.S., Westhampton College, University of Richmond; M.S., The University of Akron, 1984.

PEGGY J. SHALLENBERGER, *Coordinator of Admissions, Job Information Center* (1975), A.A., Lees-McRae College, 1972.

DIANA SIBBERSON, *Instructor in Business and Office Technology* (1988), B.S., M.S., The University of Akron, 1987.

FORREST J. SMITH, *Associate Professor of Biology, Lecturer in Anthropology* (1975), B.A., Hiram College; M.S., Purdue University; M.A., Kent State University, 1982.

KAY E. STEPHAN, *Associate Professor of and Coordinator of Office Administration Technology* (1979), B.S., Wittenberg University; M.S., The University of Akron, 1978.

EDWIN THALL, *Professor of Chemistry* (1974), B.S., Pratt Institute; M.S., New Mexico Institute of Mining and Technology; Ph.D., The University of Akron, 1972.

SUZANNE H. TIPTON, *Assistant to the Business Manager* (1978), A.A.B., Ohio University, 1958.

PATSY VEHAR, *Assistant Professor of Business and Office Technology* (1984), B.A., B.S., Ohio University; M.A., Kent State University, 1983.

TIMOTHY VIERHELLER, *Instructor in Mathematics* (1987), B.S., Marietta College; M.S., Ohio University, 1983.

PHYLLIS J. WIEBE, *Secretary to the Dean, Coordinator of Student Services Office* (1972).

RICHARD K. YODER, *Academic Adviser* (1977), B.A., The University of Akron, 1977.

MAXINE ZIVICK, *Receptionist* (1982).

PART-TIME STAFF

Wayne College

RON KRATZER, *Custodian* (1979).

CHARLENE LANCE, *Assistant to the Director of Continuing Studies and Outreach* (1986).

GREGORY L. WELKER, *Library Assistant* (1989), B.A., The Ohio State University, 1988.

CLARA YODER, *Library Assistant* (1986), A.A., The University of Akron, 1986.

*The dates in parentheses indicate the beginning of full-time service at The University of Akron-Wayne College.

PART-TIME FACULTY

Wayne College

The following individuals, active in business or professional fields, periodically teach at Wayne College to provide an added, effectual view to our programming.

WILLIAM C. ALFORD, *Lecturer in Educational Foundations and Developmental Studies*, B.A. M.S., The University of Akron, 1986.

BRUCE ARMSTRONG, *Lecturer in Psychology*, B.A., Muskingum College; M.A., The University of Akron, 1973. Psychologist and Director of Special Programs, Orrville City Schools; Private Practice in Psychology and Family Therapy.

LARRY F. ATCHISON, *Lecturer in Mathematics*, B.S., Ashland College; M.S., St. Louis University, 1972. Teacher, Smithville High School.

SHIRLEY BAKER, *Lecturer in Home Economics and Family Ecology*, B.A., Kent State University; M.A., The University of Akron, 1985.

JOHN A. BALAS III, *Lecturer in Associate Studies*, B.A., M.A. The University of Akron, 1977. Licensed Professional Counselor—Ohio #C060, Northwest Local Schools.

KAY BALAS, *Lecturer in Sociology, Home Economics, and Family Ecology*, B.S., M.A., The University of Akron, 1986.

ROBERT TIFFANY BATES, *Lecturer in Associate Studies*, B.S., George Williams College; M.Div., Bethany Theological Seminary, 1979. Associate Pastor, Christ United Church of Christ.

MARY JANE BENKO, *Lecturer in Computer Science*, B.A.Ed., The University of Akron, 1972.

LAWRENCE M. BLACKBURN, CPA, *Lecturer in Business Management Technology*, B.S., Bowling Green State University, 1977. Vice President and Controller, Rubbermaid, Inc.

DAVID H. BLOUGH, *Lecturer in Business Management Technology*, B.S., The University of Akron; M.B.A., Baldwin-Wallace College, 1983. Manager, Replacement Parts Purchasing, Babcock & Wilcox Company.

DAVID BRUNNER, *Lecturer in Associate Studies*, B.S., Bowling Green State University; M.S., The University of Akron, 1973. Teacher, North Canton City Schools.

NIGEL BRUSH, *Lecturer in Anthropology*, B.S., Cincinnati Bible Seminary; B.A., The Ohio State University; M.A., University of Southampton, England, 1980.

LILLI-ANN BUFFIN, *Lecturer in Social Work*, B.S.B.A., Robert Morris College; M.S.W., University of Pittsburgh, 1984.

JUDY BUTLER, *Lecturer in Office Administration Technology*, B.S., Ashland College, 1962. Evening Instructor, Comprehensive Office Training, Wayne County Schools Career Center.

MARSHA CIMADEVILLA, *Lecturer in Associate Studies*, B.S., M.B.A., Kent State University, 1985. Personnel Manager, Ametek.

GARY G. CLARK, *Lecturer in Economics*, B.S., M.A., Kent State University, 1973. President and Board Member, First Federal Savings and Loan Association of Wooster.

REBEKAH CLOCKER, *Lecturer in Mathematics and Developmental Studies*, B.A., University of Nebraska, 1962.

SUSAN COHEN, *Lecturer in Associate Studies*, B.S.W., Temple University; M.A., Walsh College, 1983. Executive Director, Senior Adult Recreation & Health Care Center.

ROSA COMMISSO, *Lecturer in Modern Languages/Spanish*, B.A., M.A., The University of Akron, 1981. Temporary Lecturer/Instructor, Kent State University.

MARTHA A. CONRAD, *Lecturer in Nursing*, B.S.N., The Ohio State University; M.S.N., The University of Akron, 1982. Family Health Nurse Specialist, The University of Akron, College of Nursing, Center for Nursing.

JOANNE CROWLEY, *Lecturer in Mathematics*, B.A., Clarke College, 1953. Tax Preparer.

WILLIAM DANLEY, *Lecturer in Physics*, B.S., Ph.D., The Pennsylvania State University, 1973.

RUTH DEAN, *Lecturer in English and Coordinator of the Writing Center*, B.A., M.A., The University of Akron, 1987.

SHIRLEY DILLON, *Lecturer in Real Estate*, GRI, Realtor/Broker, Landes & Landes.

GEORGE EVANS, *Lecturer in Business Management Technology*, B.S., B.A., Ashland College, 1983. Sales and Marketing Representative, Rubbermaid, Inc.

LAWRENCE C. FERGUS, *Lecturer in Business Management Technology*, B.S., The University of Akron; M.B.A., Baldwin-Wallace College, 1981. Administrator, Department of Pulmonary Disease, Cleveland Clinic.

JOYCE R. FIKE, *Lecturer in Office Administration Technology*, B.S., McPherson College, 1965.

JULIE FINNEY, *Lecturer in Home Economics and Family Ecology*, B.S., The Ohio State University, 1977.

CARL E. FORRER, *Lecturer in Business Management Technology*, B.A., Kent State University; J.D., Capital University, 1972. Attorney; Counselor-at-Law.

RICHARD A. FRASE, *Lecturer in Data Processing*, A.A.B., The University of Akron, 1989. Controller, Bauer Corporation.

KATHY FULLERTON, *Lecturer in Engineering Technology*, B.S., M.S., Ph.D., The University of Akron, 1988. Research Associate, The University of Akron.

JAMES F. GLASGOW, *Lecturer in Computer Science*, B.S., M.S., The University of Akron, 1987. Systems Consultant, Professional Software Systems, Inc.

JANET GAMMELL, *Lecturer in Biology*, B.S., The University of Akron, 1982. Environmentalist, Medina County Health Department.

ESTHER GOLDRING, *Lecturer in English*, B.A., M.A., Western Reserve University, 1949.

JEAN GOTT, *Lecturer in Home Economics and Family Ecology*, B.S., Mankato State College; M.A., Kent State University, 1973. Freelance Writer.

LOIS GRANT, *Lecturer in Biology*, B.A., Smith College; B.S., M.S., The University of Massachusetts; Ph.D., Purdue University, 1985.

RALPH E. GREEN, *Lecturer in Philosophy*, B.A., Muskingum College; M.Div., Pittsburgh Theological Seminary; Ph.D., University of Glasgow, 1969. Minister, First Presbyterian Church, Orrville.

STEPHEN F. HANDWERK, *Lecturer in Business Management Technology*, B.S., Franklin University; B.S., M.Ed.Admin., Kent State University, 1980. Teacher, Triway Local Schools.

RAYMOND W. HOHENBERGER, *Lecturer in General Studies*, B.A., The Ohio State University; M.A., Harvard University; J.D., The Ohio State University, 1974. Attorney; Counselor-at-Law, Kropf, Wagner & Hohenberger.

CATHERINE HOLDA, *Lecturer in General Studies*, B.S., The University of Michigan; M.S., University of Colorado, 1987. Chemistry Departments, The University of Akron and the College of Wooster.

MELANIE HOSTETTLER, *Lecturer in Data Processing*, B.S., Ashland College, 1986. Computer Programmer, Crawford Fitting Company.

PAMELA J. JACKSON, G.R.I., G.S.A. Broker—Million Dollar Club, C.R.S., *Lecturer in Real Estate*, B.S., The University of Akron, 1981. Sales Associate, Realty-One.

DIANNA JAMESON, *Lecturer in Computer Science*, B.S., Bowling Green State University, 1974.

EMANUEL JANIKIS, *Lecturer in Business and Office Technology*, B.A., Mount Union College; M.Tax., The University of Akron, 1983. Tax Accountant, Brott, Kuemits, Maglion.

WILLIAM JOHNSON, *Lecturer in English*, B.A., M.A.T., College of Wooster, 1969. Teacher, Rittman High School.

WILLIAM JONES, *Lecturer in Business Management Technology*, B.S., New York University; M.A., University of Delaware, 1978. Executive Director, Kent Area Chamber of Commerce; Senior Associate, Benson, Jones & Associate.

ELLEN G. KEITH, *Lecturer in Office Administration Technology*, B.S., M.S., The University of Akron, 1980. Secretary/Coordinator Special Services, Rubbermaid, Inc.

NANCY M. KELLEY, *Lecturer in General Studies*, B.S., Slippery Rock State College; M.A., West Virginia University, 1973.

ALAN KIENE, *Lecturer in Real Estate*, B.S.B.A. Marketing, The Ohio State University; M.B.A. Finance, The University of Akron, 1983. Real Estate Appraiser, R.M.

WILLIAM KILBREATH, *Lecturer in General Studies*, B.A., Heidelberg College; M.A., Southeast Missouri State University; Ed.S., The University of Missouri, 1980. Teacher, Wooster High School.

LINDA J. KNOPF, *Lecturer in Office Administration Technology*, B.S., M.S., The University of Akron, 1983. IOE Instructor, Washington High School.

MARJORIE KOST, *Lecturer in Engineering Technology and Mathematics*, B.S., M.S., Lamar University, 1977.

JOHANNA KRAMER, *Lecturer in German and Russian*, B.A., The University of Akron; M.A., Kent State University, 1978.

JUNE LANG, *Lecturer in Political Science*, B.S., The University of Akron, 1984.

JAMES LANHAM, *Lecturer in Real Estate*, B.A., College of Wooster; J.D., The University of Akron School of Law, 1984. Attorney, Taggart, Cox, Hays, and Zacour.

D. ROBERT LATTIMER, *Lecturer in Electronic Technology*, B.S.E.E.T., Ohio Institute of Technology, 1980. Development Engineer, Westinghouse Electric Corp.

JOHN M. LAWRENCE, CPA, Lecturer in Business Management Technology, B.S., Indiana State University, 1973. Revenue Agent, Internal Revenue Service.

DANUTE LIAUBA, Lecturer in Music, B.S., Nazareth College; M.M. Indiana University, 1982.

JOAN LUKICH, Lecturer in Biology, B.S.El.Ed., B.S. Biology, The University of Akron, 1982.

JUDITH LEE MANEELY, Lecturer in Business Management Technology, B.S., Baldwin-Wallace College; M.B.A., Lake Erie College, 1985. Instructor, Bedford School System, Cuyahoga Community College. Self-employed.

JAMES MANKINS, Lecturer in Business and Office Technology, B.S., Ohio University; M.Ed., Kent State University, 1978. Counselor, Orrville High School.

WILLIAM A. MARION, Lecturer in Computer Science, B.A., Georgetown University, 1969. Assistant Vice President, Western Reserve Group.

DON McCABE, Lecturer in Engineering Technology and Business and Office Technology, B.E., Youngstown State University, 1969. Manager, Facilities Management, Babcock & Wilcox.

MARY McCOY, Lecturer in History, B.S., M.S., M.A., The University of Akron, 1988.

WILLIAM McDONNELL, Lecturer in Business Management Technology, B.S.B.A., M.S.B.A., California State University at Long Beach, 1971. General Manager, Akron Foundry Company.

DIANA L. McELWEE, Lecturer in Office Administration Technology, B.S., Kent State University, 1969.

LYNN M. McNAMARA, Lecturer in Social Services Technology, B.A., The University of Akron; M.S.S.A., Case Western Reserve University, 1985. Emergency Room Social Worker, Akron City Hospital.

JAMES S. MEHOKE, Lecturer in English, B.A., M.A., Michigan State University; Ph.D., University of Washington, 1964. Instructor, Cuyahoga Community College, Kent State University, and Bowling Green State University.

SALLY MENDENHALL, Lecturer in Psychology, A.B., University of Massachusetts; Ed.M., Harvard University, 1981. Therapist, Private Practice.

FAE MILLER, R.N., Lecturer in General Studies, B.A., Eastern Mennonite College; M.A. in African Studies, Duquesne University, 1973. Cardiac Care and Staff Nurse, Dunlap Hospital.

ROBERTA MOHAN, Lecturer in Associate Studies, B.S. in Music Ed., Bucknell University; M.A., Ph.D., Kent State University, 1976. Director of Arts Education, Wayne County Board of Education.

THOMAS MORGANTI, Lecturer in Geography, B.A., M.A., Bowling Green State University, 1972. Planning Director, Holmes County Planning Commission.

BARRY C. MUSSELMAN, Lecturer in Business Management Technology, B.A., The Ohio State University, 1966. Manager, Benefits/Compensation/HRMS, Rubbermaid, Inc.

THOMAS NOE, Lecturer in Business Management Technology, B.S., M.S., The University of Akron, 1983. President, ONTEK Corporation.

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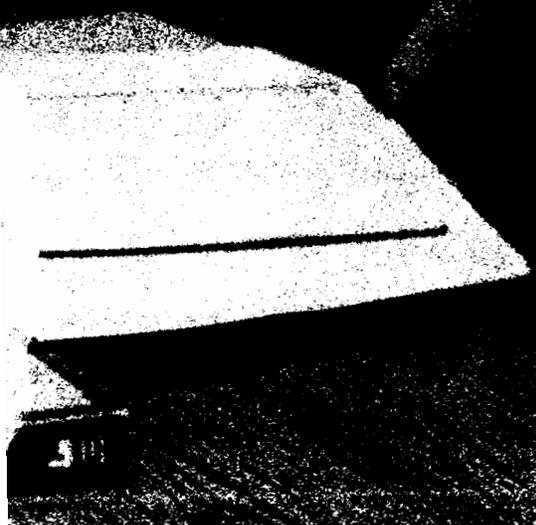
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