

Exhibit C

Academic Catalog



1997-98

THIS IS TO CERTIFY INFORMATION CONTAINED
IN THIS PUBLICATION IS TRUE AND CORRECT
IN CONTENT AND POLICY.

SIGNED: *Severino Kelly*

TITLE: *Registrar*

DATE: *1/27/98*

WAYNE COLLEGE



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Disclaimer: While Wayne College seeks to present clearly its mission, programs, policies and procedures herein, it should be understood that such are subject to change if deemed necessary. Consequently, the student should check with the college for up-to-date information. The student is responsible for keeping informed of personal academic progress.

Calendar

1997-98

Fall Semester 1997

Day and Evening Classes Begin	Monday, August 25
*Labor Day	Monday, September 1
Veterans Day (classes held)	Tuesday, November 11
**Thanksgiving Recess	Thursday - Saturday, November 27-29
Classes Resume	Monday, December 1
Final Examination Period	Monday - Saturday, December 8-13
Commencement	Saturday, December 13

Spring Semester 1998

Day and Evening Classes Begin	Monday, January 12
*Martin Luther King Day	Monday, January 19
President's Day (classes canceled)	Tuesday, February 17
Spring Recess	Monday - Saturday, March 16-21
Classes Resume	Monday, March 23
Final Examination Period	Monday - Saturday, May 4 - 9
Commencement	Saturday, May 9

Summer Session I 1998

Five- and Eight-Week Session Begin	Monday, June 15
*Independence Day	Friday, July 3
Five-Week Session Ends	Saturday, July 18

Summer Session II 1998

Five-Week Session Begins	Monday, July 20
Eight-Week Session Ends	Saturday, August 8
Five-Week Session Ends	Saturday, August 22
Commencement	Saturday, August 22

* University closed.

** University closed from Wednesday, November 26, 1997, at 5 p.m., until Monday, December 1, 1997, at 7 a.m. Classes scheduled to begin at 4 p.m. or before on Wednesday will meet through the regularly scheduled ending time.

1998-99 (preliminary)

Fall Semester 1998

Day and Evening Classes Begin	Monday, August 31
*Labor Day	Monday, September 7
Veterans Day (classes held)	Wednesday, November 11
**Thanksgiving Recess	Thursday - Saturday, November 26-28
Classes Resume	Monday, November 30
Final Examination Period	Monday - Saturday, December 14-19
Commencement	Saturday, December 19

Spring Semester 1999

*Martin Luther King Day	Monday, January 18
Day and Evening Classes Begin	Tuesday, January 19
President's Day (classes canceled)	Tuesday, February 16
Spring Recess	Monday - Saturday, March 22-27
Classes Resume	Monday, March 29
Final Examination Period	Monday - Saturday, May 10 - 15
Commencement	Saturday, May 15

Summer Session I 1999

Five- and Eight-Week Session Begin	Monday, June 14
*Independence Day	Monday, July 5
Five-Week Session Ends	Saturday, July 17

Summer Session II 1999

Five-Week Session Begins	Monday, July 19
Eight-Week Session Ends	Saturday, August 7
Five-Week Session Ends	Saturday, August 21
Commencement	Saturday, August 21

* University closed.

** University closed from Wednesday, November 25, 1998, at 5 p.m., until Monday, November 30, 1998, 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 non-discrimination 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.

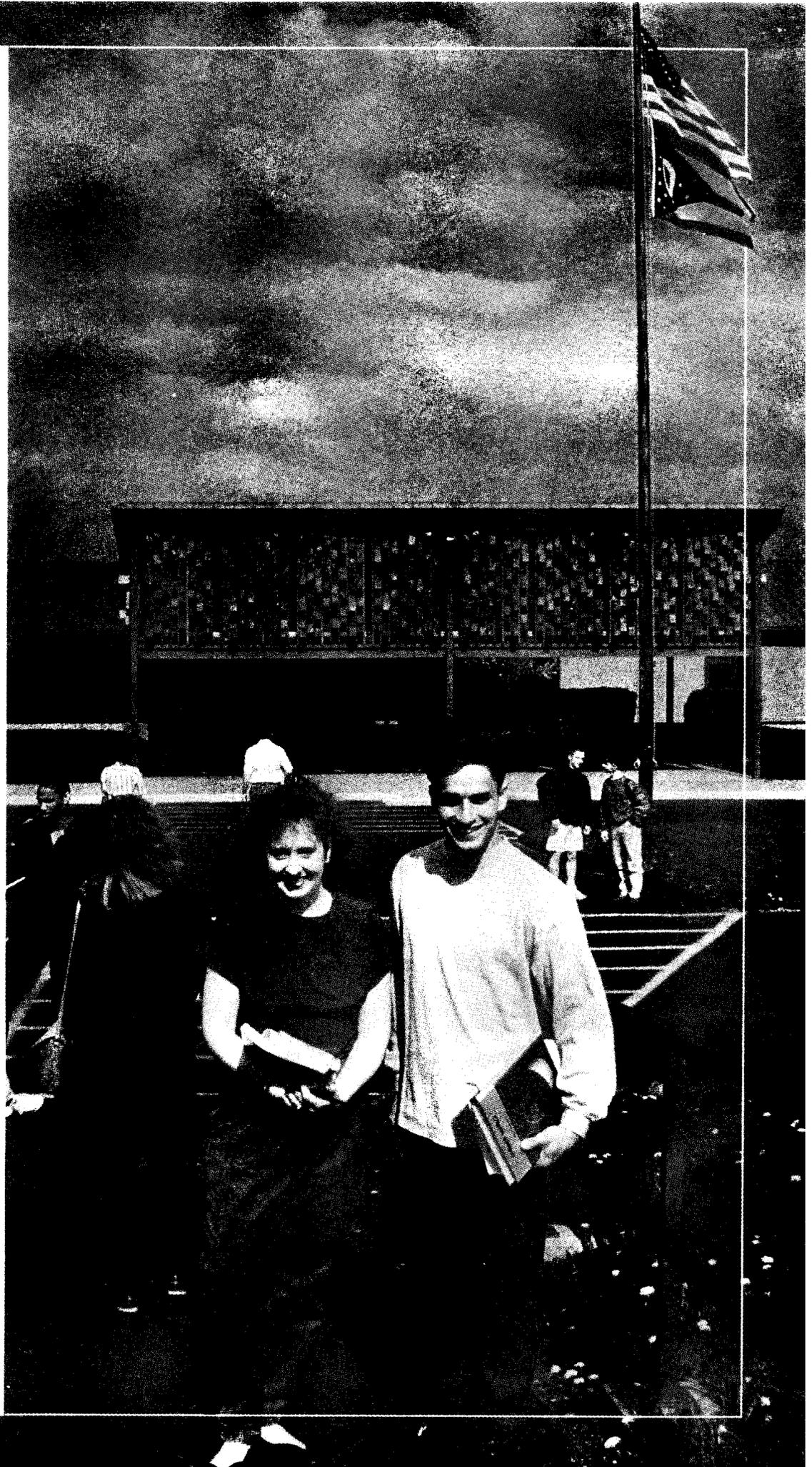
This nondiscrimination policy applies to all students, faculty, staff, employees, and applicants.

Complaint of possible discrimination should be referred to
Affirmative Action and Equal Employment Opportunity Officer
277 South Broadway Street Building
Phone: 330-972-7300

Information on Title IX (sex discrimination) may be obtained from
Nell Miles, Title IX Coordinator
277 South Broadway Street Building 210
Phone: 330-972-7300

SECTION **One**

About Wayne College



Welcome to Wayne College



A LETTER FROM THE PRESIDENT

Dear Student:

Welcome to Wayne College, an important part of The University of Akron and of your community.

The conveniently located campus offers you a beautiful setting and a friendly, helpful atmosphere—with a faculty and staff which are committed to giving you an affordable, high quality education.

Yet, the “small town” warmth of Wayne College is combined with the energetic spirit and rich tradition that makes an education at The University of Akron a worthwhile investment in your future.

We are committed to academic excellence and to helping our students move toward achieving lifetime goals. Wherever you want to go, you can get there from The University of Akron.

Thanks for choosing Wayne College, and congratulations. I urge you to take full advantage of all the opportunities The University of Akron offers you.

Sincerely,

A handwritten signature in cursive script, reading "Marion A. Ruebel".

Marion A. Ruebel
President



A LETTER FROM THE DEAN

Dear Student:

I am very pleased to welcome you to The University of Akron's Wayne College. Like many of you, I will be new to Wayne College this fall, and I am enthusiastic about coming here. I hope you are too.

Wayne College is a place where students, teaching, and learning are our first priorities. It is a place where faculty and staff are committed to the success of each student, a place where we will work together to help you reach your educational and personal goals.

I know that you will benefit from the small classes and personalized attention at Wayne College. I am sure you will enjoy our lovely campus and the many chances to participate in college life here.

I invite you, then, to take advantage of the opportunities afforded you at Wayne College and at The University of Akron, for as a Wayne student you are also a part of a major metropolitan university offering a vast array of resources and services.

I hope that during your time at Wayne College you find academic success and that you achieve the goals you have set for yourself. I look forward to the opportunity to work with you in that effort.

A handwritten signature in cursive script, reading "John P. Kristofco".

John P. Kristofco
Dean

Background

HISTORY

The University of Akron's Wayne College is located one mile northwest of Orrville, Ohio. Founded in 1972, Wayne College is authorized by the State of Ohio through the Ohio State Board of Regents to offer general education, including baccalaureate-oriented preparation; technical education programs; and continuing education experiences for those who live in the college service area.

MISSION AND GOALS

The University of Akron's Wayne College, located within the City of Orrville in Wayne County, Ohio, is a public regional campus affiliated with The University of Akron. Authorized by the State of Ohio through the Ohio Board of Regents, the College exists to serve the postsecondary educational needs of the citizens of its service area. Its mission is guided by the following goals approved by The University of Akron's Board of Trustees.

GOAL 1

The college will maintain its commitment to extending educational opportunities to all who can profit from post-secondary education.

GOAL 2

The college is committed to quality teaching and the creation of a learning environment that is conducive to the intellectual growth and maturation of students.

GOAL 3

The college is committed to helping each student grow and develop as an individual so that he/she may obtain the knowledge, skills, and attitudes necessary to begin or continue their life's work.

GOAL 4

The college is committed to providing quality, dynamic educational programs that are responsive to community and student needs.

GOAL 5

The college is committed to a partnership with its service area to foster economic development, provide cultural enrichment programming, and develop program planning that reflects community need.

GOAL 6

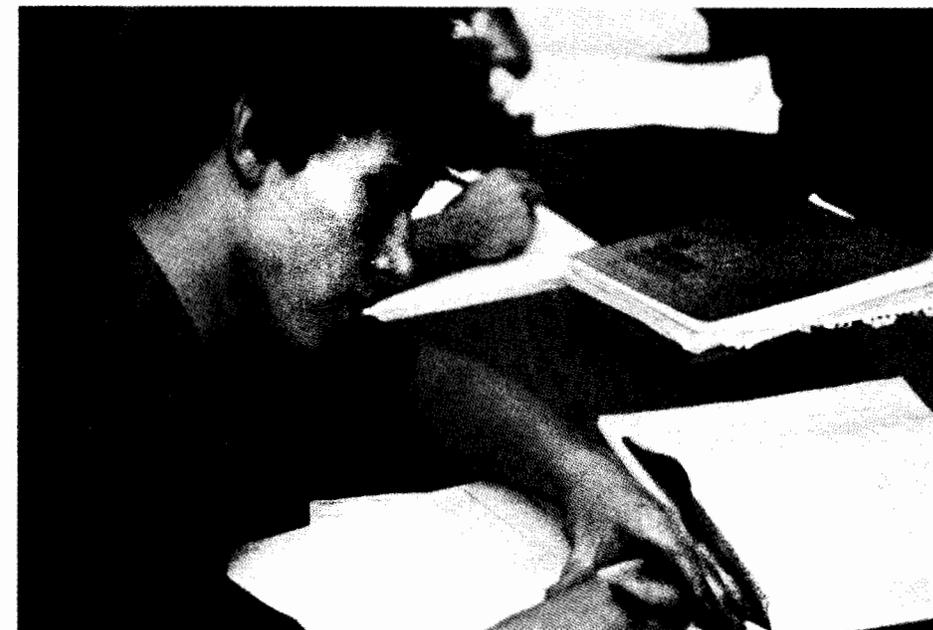
The college is committed to ensuring an organizational climate for all personnel that supports scholarship, recognizes the worth of individuals, and encourages the professional growth of each person.

GOAL 7

The college is committed to maintaining a safe, effective and attractive learning environment for its students.

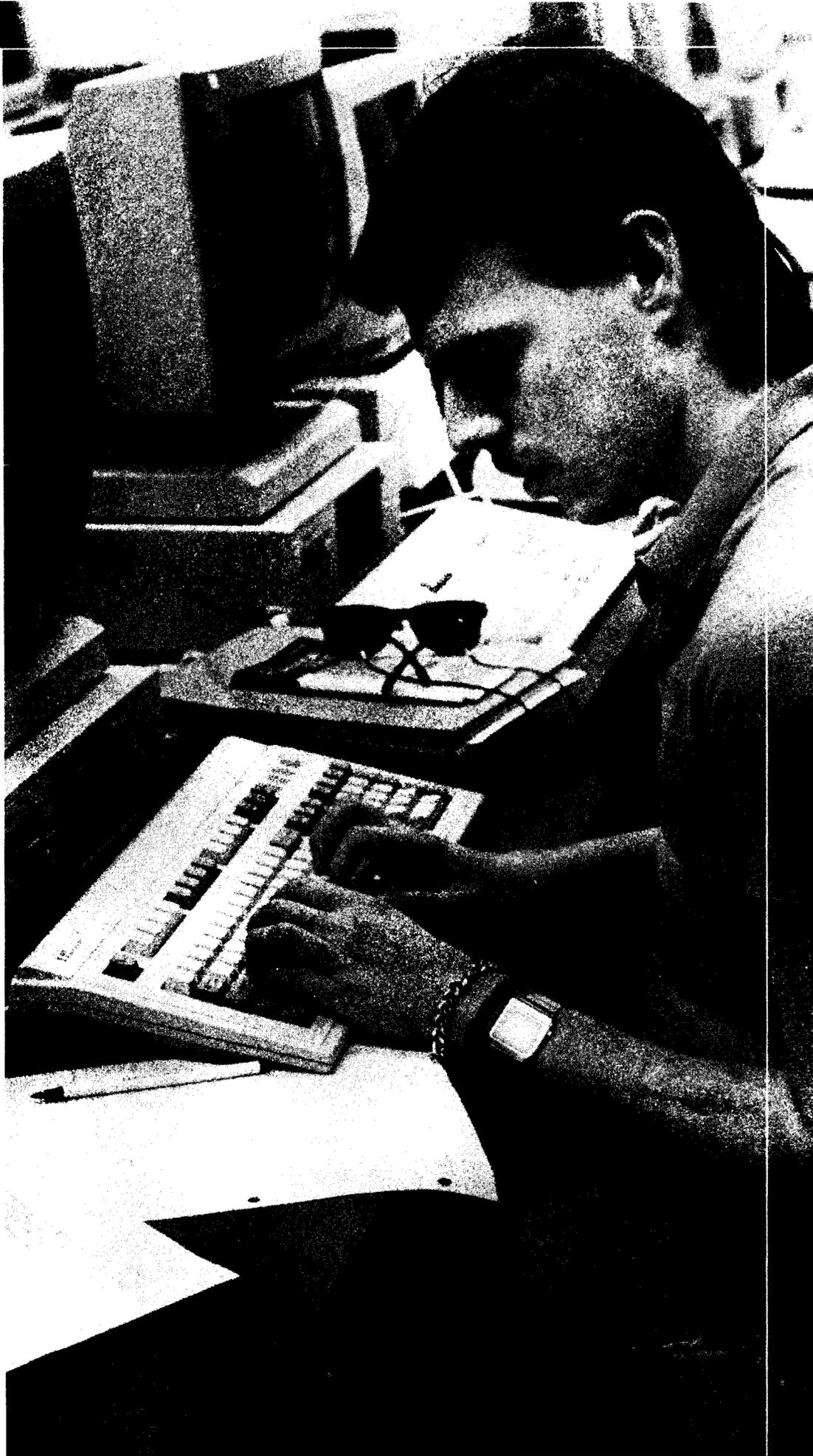
ACCREDITATION

The University of Akron's 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.



SECTION **Two**

Programs of Study



Academics

COURSE NUMBERING SYSTEM

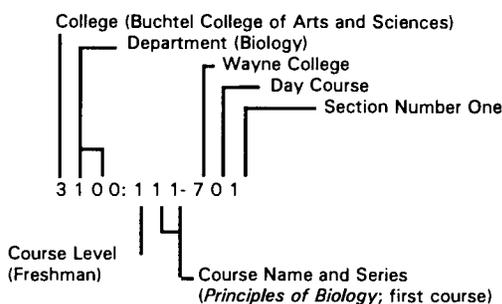
Wayne College, as a branch of The University of Akron, employs the course numbering system of the University. University course numbers consist of 10 digits separated into three sets by a colon and a dash. The first digit represents the name of college in which the course is offered, e.g., 3 = Buchtel 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.

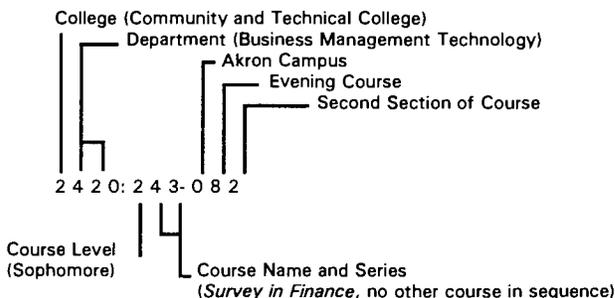
The last three digits--after the dash--represent the section (day and time the course is offered). The first digit will be either a 7, meaning the course is offered at the Wayne campus or a 0, meaning the course is offered at the Akron campus. The second digit, if it is between 0 and 7, means the course is a "day" course (8:00 a.m. to 4:00 p.m.). If the second digit is a 8, it is an "evening" course (4:15 p.m. to 11:00 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 education designed to equip the student for intelligent living and to meet individual needs and personal goals. (Please refer to the "General education/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 University's Community and Technical College.

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 of Technical Studies, Associate of Applied Business or Associate of 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 course work, 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. 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 Interim Associate Dean for Academic Affairs. Interested students must complete a formal Associate of Technical Studies application. Upon application, the Interim Associate Dean for Academic Affairs 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 Interim Associate Dean for Academic Affairs, relevant faculty, the Associate of Technical Studies committee, and the Dean of Wayne College.
- Degree application of only that transfer course work completed with a "C" (2.0) 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 2.0.
- Completion of all other University graduation requirements.

2260: Social Services Technology

This program prepares graduates for preprofessional employment in social work as Social Work Assistants. The curriculum combines learning experiences in the classroom with field work in human service organizations. While both the 2 + 2 and the general options can lead to immediate employment upon completion, the 2 + 2 also provides the first half of a bachelor's degree in social work at The University of Akron School of Social Work.

General Option

	<i>Credits</i>	
2040:240	Human Relations	3
2260:121	Social Service Techniques I	3
2260:122	Social Service Techniques II	3
2260:150	Introduction to Gerontological Services	3
2260:171	Career Issues in Social Services I	1
2260:172	Career Issues in Social Services II	1
2260:223	Social Service Techniques III	3
2260:260	Alcohol Use and Abuse	3
2260:273	Career Issues in Social Services III	1
2260:275	Therapeutic Activities	3
2260:285	Social Services Practicum I	2
2260:287	Social Services Practicum II	2
2260:294	Social Services Practicum Seminar	2
3300:111	English Composition I	4
3300:112	English Composition II	3
3750:100	Introduction to Psychology	3
3750:230	Developmental Psychology	4
3850:100	Introduction to Sociology	4
3850:104	Social Problems	3
7400:201	Courtship, Marriage, and Family Relations	3
7600:106	Effective Oral Communication	3
7750:270	Poverty in the U.S.	3
7750:276	Introduction to Social Welfare	4
	Social Service Electives	3
	Physical Education/Wellness	1
	Total	68

2 + 2 Option with Bachelor of Arts/Social Work degree

2260:121	Social Service Techniques I	3
2260:122	Social Service Techniques II	3
2260:150	Introduction to Gerontological Services	3
2260:171	Career Issues in Social Services I	1
2260:172	Career Issues in Social Services II	1
2260:223	Social Service Techniques III	3
2260:260	Alcohol Use and Abuse	3
2260:273	Career Issues in Social Services III	1
2260:285	Social Services Practicum I	1-2
2260:287	Social Services Practicum II	1-2
2260:294	Social Services Practicum Seminar	2
3100:103	Natural Science-Biology	4
3300:111	English Composition I	4
3300:112	English Composition II	3
3700:100	Government and Politics in the U.S.	4
3750:100	Introduction to Psychology	3
3850:100	Introduction to Sociology	4
7600:106	Effective Oral Communication	3
7750:270	Poverty in the U.S.	3
7750:276	Introduction to Social Welfare	4
	Economics Requirement	3
	Human Development Requirement	3
	Natural Science Requirement	4
	Physical Education/Wellness	1
	Social Services Elective	1-3
	Total	68



2420: Business Management Technology**Accounting Option**

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.

	<i>Credits</i>
2040:247	3
2040:251	3
2040:260	3
2420:103	3
2420:104	3
2420:171	3
2420:211	3
2420:212	3
2420:213	3
2420:214	3
2420:216	3
2420:217	4
2420:218	2
2420:243	3
2420:280	3
2440:120	2
2440:125	2
2540:119	3
2540:263	3
2540:289	3
3300:111	4
7600:106	3
	1
	3
	1
	67

Data Management Option - Software Emphasis

The Data Management Option-Software Emphasis prepares graduates to use personal computers effectively in a business environment. Graduates will be prepared to fill entry-level positions where microcomputers are used in office management, computer sales, or computer support.

2030:161	4
2040:240	3
2040:247	3
2040:260	3
2420:101	3
2420:103	3
2420:104	3
2420:202	3
2420:211	3
2420:212	3
2420:218	2
2420:243	3
2420:280	3
2440:120	2
2440:125	2
2440:130	3
2440:151	1
2440:155	1
2440:245	3
2440:276	4
2540:119	3
2540:263	3
3300:111	4
7600:106	3
	1
	69

Data Management Option - Network Emphasis

The use of networked microcomputers in business is pervasive. Wayne College's associate degree in Business Management Technology - Data Management with Network Emphasis will prepare you to meet the challenge of an exciting career in the computer network industry. The Data Management program incorporates Novell, Inc. standard courses and prepares students to qualify for Novell's Certified Novell Engineer (CNE) certification. CNE certification is highly prized and recognized by the computer industry. Graduates of this program will be prepared to fill first-level positions which require skills in local area network administration and support.

2030:161	4
2040:240	3
2040:247	3
2040:260	3
2420:101	3
2420:103	3
2420:104	3
2420:202	3
2420:211	3
2420:212	3
2420:243	3
2420:280	3
2440:151	1
2440:155	1
2440:272	2
2440:274	4
2440:276	4
2440:278	2
2540:119	3
2540:263	3
3300:111	4
7600:106	3
	2
	3
	1
	67

General Business Option

The General Option provides training in varied business activities in preparation for a first-level management position in business, industry, government and non-profit organizations or as a self-employed manager.

		<i>Credits</i>
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	Essentials of Marketing Technology	3
2420:103	Essentials of Management Technology	3
2420:104	Introduction to Business	3
2420:171	Business Calculations	3
2420:202	Personnel Practices	3
2420:211	Basic Accounting I	3
2420:212	Basic Accounting II	3
2420:218	Automated Bookkeeping	2
2420:243	Survey of Finance	3
2420:280	Essentials of Business Law	3
2440:120	Computer & Software Fundamentals	2
2540:119	Business English	3
2540:140	Keyboarding for Nonmajors	2
2540:263	Business Communications	3
2880:232	Labor-Management Relations	3
3300:111	English Composition I	4
7600:106	Effective Oral Communication	3
	Physical Education/Wellness	1
	Electives	2
		64

Sales and Services Option

The Sales and Services Option equips graduates for entry-level sales or service support positions, with special emphases in banking, financial services, general sales, insurance, and real estate.

Core requirements

2040:247	Survey of Basic Economics	3
2040:251	Human Behavior at Work	3
2040:260	The Arts and Human Experience	3
2420:101	Essentials of Marketing Technology	3
2420:103	Essentials of Management Technology	3
2420:104	Introduction to Business	3
2420:171	Business Calculations	3
2420:211	Basic Accounting I	3
2420:218	Automated Bookkeeping	2
2420:243	Survey in Finance	3
2420:280	Essentials of Business Law	3
2440:120	Computer & Software Fundamentals	2
2520:210	Consumer Service Fundamentals	2
2520:212	Principles of Sales	3
2540:119	Business English	3
2540:263	Business Communications	3
3300:111	English Composition I	4
7600:106	Effective Oral Communication	3
	Physical Education/Wellness	1
	Emphasis Courses	15
		68

Bank Teller/Supervisor Emphasis

2420:113	Introduction to Banking	2
2420:202	Personnel Practices	3
2420:212	Basic Accounting II	3
2420:233	Installment Credit	2
2420:253	Elements of Bank Management	2
2440:125	Spreadsheet Software	2
	and	
2440:151	PC DOS Fundamentals	1
	or	
2440:245	Introduction to Databases for Micros	3

Financial Services Emphasis

2420:125	Personal Financial Counseling	3
2420:212	Basic Accounting II	3
2420:217	Survey of Taxation	4
2420:234	Survey of Investment Products and Services	3
2440:125	Spreadsheet Software	2

General Sales Emphasis

2520:103	Principles of Advertising	3
2520:106	Visual Promotion	3
2520:202	Retailing Fundamentals	3
	or	
2520:203	Fundamentals of Industrial Distribution	3
2520:219	Sales Project	2
3250:248	Consumer Economics	3
	Elective	1

Insurance Client Services Emphasis

2420:206	Survey of Insurance Products and Services I	3
2420:207	Survey of Insurance Products and Services II	3
2440:245	Introduction to Databases for Micros	3
2540:121	Introduction to Office Procedures	3
2540:289	Career Development for Business Professionals	3

Real Estate Emphasis

2420:202	Personnel Practices	3
2430:105	Real Estate Principles	2
2430:185	Real Estate Law	2
2430:245	Real Estate Finance	2
2430:255	Valuation of Residential Property	2
2440:125	Spreadsheet Software	2
	and	
2440:151	PC DOS Fundamentals	1
	or	
2440:245	Introduction to Databases for Micros	3
	Elective	1

2530: Health Care Office Management

The Health Care Office Management program is designed to meet the needs of current health care office employees and others to develop skills to prepare for technical, supervisory, or management positions in the health care field. Graduate will be trained for the daily operation and general management of the health care office practice. The responsibilities include all administrative, financial, personnel, clerical and supply functions.

		<i>Credits</i>
2040:240	Human Relations	3
2040:251	Human Behavior at Work	3
2040:260	The Arts and Human Experience	3
2420:103	Essentials of Management Technology	3
2420:202	Personnel Practices	3
2420:211	Basic Accounting I	3
2440:120	Computer and Software Fundamentals	2
2530:241	Health Information and Records Management	3
2530:245	Reimbursement Payment Systems in Health Care	3
2530:255	Health Care Office Management & Medicolegal Issues	3
2530:260	Health Care Office Management Internship	2
2540:119	Business English	3
2540:121	Introduction to Office Procedures	3
2540:256	Medical Office Procedures	3
2540:253	Business Communications	3
2540:284	Office Nursing Techniques I	2
2540:289	Career Development for Business Professionals	3
2740:120	Medical Terminology	3
2740:121	Study of Disease Processes for Medical Assisting	3
2740:230	Basic Pharmacology	4
3300:111	English Composition I	4
5550:211	First Aid & CPR	2
7600:106	Effective Oral Communication	3
	Physical Education/Wellness	1
		67

2540: Office Administration

The Office Administration program prepares students for different but often overlapping fields of administrative assisting, secretarial, word processing, information management, or clerical work. This program is based on personal objectives; students choose from program options that prepare them for work as an executive assistant, a legal administrative assistant, or a health care administrative assistant.

Executive Assistant Option

2040:240	Human Relations	3
2040:260	The Arts and Human Experience	3
2420:171	Business Calculations	3
2420:103	Essentials of Management Technology	3
2420:211	Basic Accounting I	3
2440:125	Spreadsheet Software	2
2440:155	Introduction to Windows™	1
2540:119	Business English	3
2540:121	Introduction to Office Procedures	3
2540:150	Beginning Keyboarding	3
2540:151	Intermediate Word Processing	3
2540:241	Information Management	3
2540:243	Internship	3
2540:253	Advanced Word Processing	3
2540:263	Business Communications	3
2540:270	Office Software Applications	4
2540:271	Desktop Publishing	3
2540:273	Computer-Based Graphic Presentation	3
2540:281	Editing/Proofreading/Transcription	3
2540:289	Career Development for Business Professionals	3
3300:111	English Composition I	4
7600:106	Effective Oral Communication	3
	Physical Education/Wellness	1
		66

Legal Administrative Assistant Option

2040:240	Human Relations	3
2040:260	The Arts and Human Experience	3
2420:171	Business Calculations	3
2420:211	Basic Accounting I	3
2420:280	Essentials of Business Law	3
2440:125	Spreadsheet Software	2
2440:155	Introduction to Windows™	1
2540:119	Business English	3
2540:121	Introduction to Office Procedures	3
2540:150	Beginning Keyboarding	3
2540:151	Intermediate Word Processing	3
2540:241	Information Management	3
2540:243	Internship	3
2540:253	Advanced Word Processing	3
2540:263	Business Communications	3
2540:273	Computer-Based Graphic Presentation	3
2540:279	Legal Office Procedures	4
2540:281	Editing/Proofreading/Transcription	3
2540:289	Career Development for Business Professionals	3
3300:111	English Composition I	4
7600:106	Effective Oral Communication	3
	Physical Education/Wellness	1
	Elective	1
		64

Health Care Administrative Assistant

		<i>Credits</i>
2040:240	Human Relations	3
2040:260	The Arts and Human Experience	3
2420:171	Business Calculations	3
2440:120	Computer and Software Fundamentals	2
2530:241	Health Information and Records Management	3
2530:245	Reimbursement Payment Systems in Health Care	3
2540:119	Business English	3
2540:121	Introduction to Office Procedures	3
2540:151	Intermediate Word Processing	3
2540:243	Internship	2
2540:253	Advanced Word Processing	3
2540:256	Medical Office Procedures	3
2540:263	Business Communications	3
2540:282	Medical Machine Transcription	3
2540:284	Office Nursing Techniques I	2
2540:289	Career Development for Business Professionals	3
2740:120	Medical Terminology	3
2740:121	Study of Disease Processes for Medical Assisting	3
2740:230	Basic Pharmacology	3
3300:111	English Composition I	4
5550:211	First Aid	2
	Physical Education/Wellness	1
		64

2600: Computer Service and Network Technology

This program prepares you for employment in support of computer systems in a networked environment. You will be prepared to configure, install, maintain, upgrade, troubleshoot, and repair various networked computer systems used in manufacturing and service enterprises. You will also be prepared to support hardware areas of computer system communications, such as modems, and related electronics including power supplies, memory, microprocessors, and the interface between the system and peripheral components. Additionally, you will be prepared to support software areas of computer operating systems, such as DOS/Windows, and related application software including word processing, spreadsheet and database management. The Novell® NetWare networking courses satisfy Novell's Certified Novell Engineer (CNE) course requirements.

Graduates of this program have assumed positions in the computer and networking support industry such as: computer service technician, systems analyst, networking technician, PC specialist, computer systems specialist.

2020:222	Technical Report Writing	3
2030:151	Elements of Mathematics I	2
2030:152	Elements of Mathematics II	2
2040:251	Human Behavior at Work	3
2440:125	Spreadsheet Software	2
2440:131	Introduction to Programming	2
2440:151	PC DOS Fundamentals	1
2440:155	Introduction to Windows™	1
2440:245	Introduction to Databases for Micros	3
2440:272	Network Technologies	2
2440:273	Network Printing	2
2440:274	Network Service and Support	4
2440:276	Network Management II	4
2440:278	Network Directory Design and Implementation	2
2540:286	Microsoft® Word for Windows™	2
2600:100	Basic Electronics for Technicians	5
2600:125	Digital Electronics for Technicians	4
2600:155	Microprocessor Assembly Language Programming	2
2600:160	Personal Computer Repair	4
2600:180	Microprocessor Service Practicum	2
2600:185	Microprocessor Service Practicum Seminar	1
2600:190	Microprocessor Systems Architecture	3
3300:111	English Composition I	4
7600:106	Effective Oral Communication	3
	Physical Education/Wellness	1
	Approved Basic or Technical Electives	3
		67

2800: Environmental Health and Safety Technology

This program is to prepare students for employment in business, industry, and government as environmental health and safety technicians. The environmental health and safety technician carries out organizational plans intended to ensure a healthy and safe work and community environment. Specifically, the technician monitors, records, and reports on the handling, processing, and disposal of materials and products in compliance with local, state, Federal, and organizational standards and trains and advises supervisory and operational personnel in the provision of a safe and healthy environment.

Graduates of the program will possess knowledge and laboratory skills sufficient to enable them to understand, communicate, and effectively address most environmental health and safety issues and will understand the legal and regulatory system within which modern industry operates. Environmental consulting firms, manufacturers, medical facilities, regulatory agencies, and waste treatment plants can hire graduates in entry level positions to monitor and control wastes and to assist them in complying with local, state, and Federal regulations and regulatory agencies.

2020:222	Technical Report Writing	3
2030:152	Elements of Mathematics II	2
2040:251	Human Behavior at Work	3
2230:250	Hazardous Materials	4
2230:257	Fire Protection for Business and Industry	3
2420:104	Introduction to Business	3
2440:120	Computer and Software Fundamentals	2
2540:241	Information Management	3
2800:200	Physics for Environmental Technicians	3
2800:210	Occupational Safety and Risk	3
2800:220	Environmental Law and Regulations	3
2800:230	Water and Atmospheric Pollution	3
2800:232	Environmental Sampling Laboratory	2

		Credits
3100:104	Introduction to Ecology Laboratory	1
3100:105	Introduction to Ecology	2
3100:130	Principles of Microbiology	3
3150:110	Introduction to General, Organic and Biochemistry I	3
3150:111	Introduction to General, Organic and Biochemistry I Laboratory	1
3150:112	Introduction to General, Organic and Biochemistry II	3
3150:113	Introduction to General, Organic and Biochemistry II Laboratory	1
3300:111	English Composition I	4
3370:200	Environmental Geology	3
3470:260	Basic Statistics	3
3600:120	Introduction to Ethics	3
5550:211	First Aid and CPR	2
7600:106	Effective Oral Communication	3
		69

Certificate Programs*

Certificate programs are designed to provide students with specialized job training utilizing courses from the college's associate degrees. These courses may subsequently be applied toward the Associate of Applied Business in Office Administration or Business Management Technology, or the Associate of Applied Science in Health Care Office Management, Social Services Technology or Computer Service and Network Technology. In some instances, specific course sequencing is necessary, especially to the student attending full-time, to accommodate completion of the certificate within a prescribed time period. Please consult an adviser at Wayne College for further details.

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.

Students who combine the Gerontological Social Services certificate with the associate degree in Social Services Technology (2 + 2) strengthen their employment opportunities. In addition to the following requirements, by completing 2260:290 Special Topics: Therapeutic Activities, you are eligible to receive a certificate in Therapeutic Activities.

2260:121	Social Service Techniques I	3
2260:122	Social Service Techniques II	3
2260:150	Introduction to Gerontological Services	3
2260:171	Career Issues in Social Services I	1
2260:172	Career Issues in Social Services II	1
2260:251	Community Services for Senior Citizens	3
2260:275	Therapeutic Activities	3
2260:285	Social Services Practicum I	1-2
2260:294	Social Services Practicum Seminar	1
3100:103	Natural Science - Biology	4
3100:108	Introduction to Biological Aging	3
3300:111	English Composition I	4
7750:276	Introduction to Social Welfare	4
		34

Information Processing Specialist Certificate

The use of networked microcomputers in business is pervasive. The purpose of the Information Processing Specialist certificate is to assure employers that individuals involved in information processing possess skills in the use of the most current technology.

This certificate program will provide college credit for those in supervisory, managerial, and support positions related to the area of information storage, retrieval, and processing. Course work can also be applied towards the Associate of Applied Business in Business Management Technology degree or to the Associate Technical Studies. A student does not have to be pursuing a degree in order to receive the certificate.

2040:240	Human Relations	3
2420:103	Essentials of Management Technology	3
2420:104	Introduction to Business	3
2420:211	Basic Accounting I	3
2420:218	Automated Bookkeeping	2
2440:120	Computer & Software Fundamentals	2
2440:125	Spreadsheet Software	2
2440:130	BASIC Programming for Business	3
2440:155	Introduction to Windows™	1
2440:245	Introduction to Databases for Micros	3
2440:276	Network Management II	4
2540:119	Business English	3
2540:263	Business Communications	3
		35

Medical Billing

The Medical Billing Certificate is designed for those who wish to become medical billing specialists. This certificate will prepare individuals to work in hospitals, nursing homes, outpatient clinics, medical group practices, health maintenance organizations, medical billing services, and insurance companies.

		Credits
2420:211	Basic Accounting I	3
2440:120	Computer and Software Fundamentals	2
2530:241	Health Information and Records Management	3
2530:245	Reimbursement Payment Systems in Health Care	3
2540:119	Business English	3
2540:121	Introduction to Office Procedures	3
2540:151	Intermediate Word Processing	3
2540:256	Medical Office Procedures	3
2540:263	Business Communications	3
2740:120	Medical Terminology	3
2740:121	Study of Disease Processes for Medical Assisting	3
		32

Medical Transcription

There is substantial demand for high-quality, professional medical transcriptionists. This certificate will prepare individuals for entry-level positions in physicians' offices, hospitals, clinics, medical centers, government facilities, transcription services, and home offices.

2530:241	Health Information and Records Management	3
2540:119	Business English	3
2540:121	Introduction to Office Procedures	3
2540:151	Intermediate Word Processing	3
2540:253	Advanced Word Processing	3
2540:256	Medical Office Procedures	3
2540:263	Business Communications	3
2540:282	Medical Machine Transcription	3
2740:120	Medical Terminology	3
2740:121	Study of Disease Processes for Medical Assisting	3
2740:230	Basic Pharmacology	3
		33

Network Management Specialist Certificate

The use of networked microcomputers in business is pervasive. The purpose of the Network Management Specialist certificate is to assure employers that individuals involved in the management of local area networks possess skills in the use of the most current technology.

This certificate program will provide collegiate credit for those in supervisory, managerial, and support positions related to local area network administration. Course work can also be applied towards the Associate of Applied Business in Business Management Technology degree or to the Associate in Applied Technical Studies degree. A student does not have to be pursuing a degree in order to receive the certificate.

2040:240	Human Relations	3
2420:103	Essentials of Management Technology	3
2420:104	Introduction to Business	3
2440:120	Computer and Software Fundamentals	2
2440:155	Introduction to Windows™	1
2440:272	Network Technologies	2
2440:274	Network Service and Support	4
2440:276	Network Management II	4
2440:278	Network Directory Design and Implementation	2
2540:119	Business English	3
2540:263	Business Communications	3
	Network Elective	2
		32

Office Software Specialist

This certificate will instruct students to use the most popular software packages used in today's modern offices as well as the written and oral communications skills that employers require. All credits are applicable to the Associate of Applied Business Degree in Office Administration - Executive Assistant option.

2440:125	Spreadsheet Software	2
2440:155	Introduction to Windows™	1
2540:119	Business English	3
2540:121	Introduction to Office Procedures	3
2540:151	Intermediate Word Processing	3
2540:241	Information Management	3
2540:253	Advanced Word Processing	3
2540:263	Business Communications	3
2540:271	Desktop Publishing	3
2540:273	Computer-Based Graphic Presentations	3
2540:289	Career Development for Business Professionals	3
7600:106	Effective Oral Communication	3
		33

*Many of these certificates can be completed in one year of full-time study only if you start in the Fall Semester. Consult your academic adviser for details.

Personal Computer Repair

This certificate is designed to prepare individuals to maintain and repair personal computers in enterprises where they are sold or where they are used in day-to-day operations.

2030:151	Elements of Mathematics I	2
2030:152	Elements of Mathematics II	2
2440:151	PC-DOS Fundamentals	1
2520:210	Consumer Service Fundamentals	2
2600:100	Basic Electronics for Technicians	5
2600:155	Microprocessor Assembly Language Programming	2
2600:160	Personal Computer Servicing	4
2600:180	Microprocessor Service Practicum	2
2600:185	Microprocessor Service Practicum Seminar	1
2600:190	Microprocessor Systems Architecture	3
3300:111	English Composition I	4
7600:106	Effective Oral Communication	3
		31

Therapeutic Activities

This certificate prepares recipients for entry-level positions in activities in long-term care, an area with frequent job openings, and to meet psychosocial needs of older adults through individual and group therapeutic activities in diverse settings. Combined with the Certificate in Gerontological Social Services, it also provides knowledge and skills to support social service roles with the elderly. While enhancing employability and effectiveness in the field of aging, much of the content can also be applied to diverse fields of practice and is helpful for work with numerous populations.

2260:150	Introduction to Gerontological Services	3
2260:251	Community Services for Senior Citizens	3
2260:275	Therapeutic Activities	3
2260:276	Practicum in Therapeutic Activities	1
		10



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 Akron campus. In many of these programs, specific course sequencing is important, especially for the full-time student. Additionally, some programs require special admission procedures be completed before enrollment in certain courses can occur. Consult an adviser at Wayne College for further explanations before enrolling for courses.

2200: Educational Technology

Child Development Option

Courses at Wayne College

	Credits
2040:240 Human Relations	3
2040:242 American Urban Society	3
3300:111 English Composition I	4
5550:211 First Aid and CPR	2
7400:265 Child Development	3
7600:106 Effective Oral Communication	3
Humanities Requirement	2-4
Mathematics requirement (consult adviser)	3
Physical Education/Wellness	1
Electives	0-2
	<u>26</u>

Courses at Akron Campus

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 & Trends in Early Childhood Education	3
5200:360 Teaching in the Nursery Center	2
5200:370 Nursery Center Laboratory	2
5610:450 Special Education Program: Early Childhood	3
7400:132 Early Childhood Nutrition	2
7400:270 Theory and Guidance of Play	3
7400:280 Creative Activities for Prekindergarten Children	4
7400:448 Before & After School Care	2
7400:460 Organization & Supervision of Child Care Centers	3
5850:295 Educational Technology Field Experience	5
	<u>38</u>

Elementary Aide Option

(No new students beginning Fall Semester 1995)

Library Aide Option

(No new students beginning Fall Semester 1995)

2220: Criminal Justice Technology

General Option

Courses at Wayne College

2020:222 Technical Report Writing	3
2030:151 Elements of Mathematics I	2
2030:152 Elements of Mathematics II	2
2040:240 Human Relations	3
2040:242 American Urban Society	3
2220:100 Introduction to Criminal Justice	3
2820:105 Basic Chemistry	3
3300:111 English Composition I	4
3850:100 Introduction to Sociology	4
7600:106 Effective Oral Communication	3
Physical Education/Wellness	1
	<u>31</u>

Courses at Akron Campus

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	3
2220:200 Criminal Justice Theory and Practice	3
2220:240 Vice and Organized Crime	3
2220:250 Criminal Case Management	6
2220:296 Current Topics in Criminal Justice	3
2220:	6
Technical electives	3
	<u>33</u>

Security Administration Option

Courses at Wayne College

2020:222 Technical Report Writing	3	Credits
2030:151 Elements of Mathematics I	2	
2030:152 Elements of Mathematics II	2	
2040:240 Human Relations	3	
2040:242 American Urban Society	3	
2230:250 Hazardous Materials	4	
2230:257 Fire Protection for Business & Industry	3	
2420:104 Introduction to Business	3	
2440:120 Computer and Software Fundamentals	2	
2820:105 Basic Chemistry	3	
3300:111 English Composition I	4	
7600:106 Effective Oral Communication	3	
Physical Education/Wellness	1	
	<u>36</u>	

Courses at Akron Campus

2220:101 Introduction to Security	4
2220:102 Criminal Law for Police	3
2220:104 Evidence and Criminal Legal Process	3
2220:240 Vice and Organized Crime	3
2220:250 Criminal Case Management	6
2220:296 Current Topics in Criminal Justice	3
2230:204 Fire Hazards Recognition	3
2220:	3
Technical electives	2
	<u>28</u>

2230: Fire Protection Technology

Courses at Wayne College

2020:222 Technical Report Writing	3
2030:151 Elements of Mathematics I	2
2030:152 Elements of Mathematics II	2
2040:240 Human Relations	3
2040:242 American Urban Society	3
2230:250 Hazardous Materials	4
2230:257 Fire Protection for Business and Industry	3
2820:105 Basic Chemistry	3
3300:111 English Composition I	4
7600:106 Effective Oral Communication	3
	<u>30</u>

Courses at Akron Campus

2230:100 Introduction to Fire Protection	3
2230:102 Fire Safety in Building Design and Construction	3
2230:104 Fire Investigation Methods	4
2230:202 Fire Suppression and Emergency Response Methods	4
2230:204 Fire Hazards Recognition	3
2230:205 Fire Detection and Suppression Systems I	3
2230:206 Fire Detection and Suppression Systems II	3
2230:238 Fire Service Administration	4
2230:254 Fire Codes and Standards	3
Technical electives	4
	<u>34</u>

2240: Commercial Art

(No new students beginning Fall Semester 1995)

2280: Hospitality Management

Culinary Arts Option

<i>Courses at Wayne College</i>		<i>Credits</i>
2020:222	Technical Report Writing	3
2040:240	Human Relations	3
2040:247	Survey of Basic Economics	3
2420:211	Basic Accounting I	3
2420:212	Basic Accounting II	3
	or	
2540:263	Business Communications	3
2420:280	Essentials of Business Law	3
2540:119	Business English	3
3300:111	English Composition I	4
	Physical Education/Wellness	1
		26

<i>Courses at Akron Campus</i>		<i>Credits</i>
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
2280:237	Internship	1
2280:238	Cost Control Procedures	3
2280:240	Systems Management and Personnel	3
2280:261	Baking and Classical Desserts	3
2280:262	Classical Cuisine	2
2280:263	International Foods	3
2420:170	Business Mathematics	3
7400:133	Nutrition Fundamentals	3
		46

Hotel/Motel Management Option

(No new students beginning Fall Semester, 1995)

Marketing and Sales Option

<i>Courses at Wayne College</i>		<i>Credits</i>
2020:222	Technical Report Writing	3
2040:247	Survey of Basic Economics	3
2420:211	Basic Accounting I	3
2420:212	Basic Accounting II	3
	or	
2540:263	Business Communications	3
2420:280	Essentials of Business Law	3
2520:103	Principles of Advertising	3
2520:202	Retailing Fundamentals	3
2520:212	Principles of Sales	3
2540:119	Business English	3
3300:111	English Composition I	4
7600:106	Effective Oral Communication	3
	Physical Education/Wellness	1
	Elective	2
		37

<i>Courses at Akron Campus</i>		<i>Credits</i>
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
2280:237	Internship	1
2280:238	Cost Control Procedures	3
2280:240	Systems Management and Personnel	3
2280:243	Food Equipment and Plant Operations	3
2420:170	Business Mathematics	3
		27

Restaurant Management Option

<i>Courses at Wayne College</i>		<i>Credits</i>
2020:222	Technical Report Writing	3
2040:240	Human Relations	3
2040:247	Survey of Basic Economics	3
2420:211	Basic Accounting I	3
2420:212	Basic Accounting II	3
	or	
2540:263	Business Communications	3
2420:280	Essentials of Business Law	3
2440:120	Computer and Software Fundamentals	2
	or	
2520:103	Principles of Advertising	3
2540:119	Business English	3
3300:111	English Composition I	4
	Physical Education/Wellness	1
		28-29

<i>Courses at Akron Campus</i>		<i>Credits</i>
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	1-2
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
2420:170	Business Mathematics	3
		38-39



2290: Legal Assisting

<i>Courses at Wayne College</i>		<i>Credits</i>
2020:222	Technical Report Writing	3
2030:151	Elements of Mathematics I	2
2030:152	Elements of Mathematics II	2
2040:240	Human Relations	3
2420:211	Basic Accounting I	3
2440:120	Computer and Software Fundamentals	2
3300:111	English Composition	4
7600:106	Effective Oral Communication	3
	Physical Education/Wellness	1
	Electives	6
		29

<i>Course at Akron Campus</i>		<i>Credits</i>
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 Procedures	3
2290:216	Debtor-Creditor Relations	3
2290:218	Advanced Probate Administration	3
2290:220	Legal Assisting Internship	4
		41

2430: Real Estate

(No new students beginning Fall Semester 1995)

2440: Computer Programming Technology

<i>Courses at Wayne College</i>		<i>Credits</i>
2030:151	Elements of Mathematics I	2
2030:161	Mathematics for Modern Technology	4
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	Introduction to Programming Logic	2
2440:131	Introduction to Programming	2
2440:132	Assembler Programming	2
2540:263	Business Communications	3
	or	
2020:222	Technical Report Writing	3
3300:111	English Composition	4
7600:106	Effective Oral Communication	3
	Computer Programming Electives	6
	Physical Education/Wellness	1
		46

<i>Courses at Akron Campus</i>		<i>Credits</i>
2440:133	Structured COBOL Programming	3
2440:234	Advanced COBOL Programming	3
2440:241	Systems Analysis and Design	3
2440:251	Computer Applications Projects	4
2440:252	Job Control Language	2
2440:263	Data Base Concepts	3
		18

2560: Transportation

General Option

<i>Courses at Wayne College</i>		<i>Credits</i>
2020:222	Technical Report Writing	3
2040:240	Human Relations	3
2040:247	Survey of Basic Economics	3
2420:101	Essentials of Marketing Technology	3
2420:104	Introduction to Business	3
2420:211	Basic Accounting I	3
2420:280	Essentials of Business Law	3
2440:120	Computer and Software Fundamentals	2
2540:119	Business English	3
2540:263	Business Communications	3
3300:111	English Composition	4
7600:106	Effective Oral Communication	3
	Physical Education/Wellness	1
		37

<i>Courses at Akron Campus</i>		<i>Credits</i>
2420:170	Business Mathematics	3
2560:110	Principles of Transportation	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	2
		27

Airline/Travel Industry Option

<i>Courses at Wayne College</i>		<i>Credits</i>
2040:240	Human Relations	3
2040:247	Survey of Basic Economics	3
2420:101	Essentials of Marketing Technology	3
2420:104	Introduction to Business	3
2420:202	Personnel Practices	3
2420:211	Basic Accounting I	3
2420:280	Essentials of Business Law	3
2440:120	Computer and Software Fundamentals	2
2520:212	Principles of Sales	3
2540:119	Business English	3
2540:140	Keyboarding for Nonmajors	2
	or	
2540:141	WordPerfect® Beginning	2
3300:111	English Composition	4
7600:106	Effective Oral Communication	3
	Physical Education/Wellness	1
	Elective	1
		40

<i>Courses at Akron Campus</i>		<i>Credits</i>
2420:170	Business Mathematics	3
2560:110	Principles of Transportation	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	2
		24

2730: Histologic Technology

<i>Courses at Wayne College</i>		<i>Credits</i>
2020:222	Technical Report Writing	3
2030:152	Elements of Mathematics II	2
2030:153	Elements of Mathematics III	2
2040:240	Human Relations	3
2040:242	American Urban Society	3
2230:250	Hazardous Materials	4
2740:120	Medical Terminology	3
3100:111	Principles of Biology I	4
3100:112	Principles of Biology II	4
3100:130	Principles of Microbiology	3
3300:111	English Composition	4
7600:106	Effective Oral Communication	3
	Physical Education/Wellness	1
	General Electives	3-4
		42-43

<i>Courses at Akron Campus</i>		<i>Credits</i>
2730:225	Histotechnology Practicum	5
2820:111	Introductory Chemistry	3
2820:112	Introductory and Analytical Chemistry	3
3100:265	Introductory Human Physiology	4
3100:365	Histology I	3
3100:366	Histology II	3
3850:342	Sociology of Health and Illness	3
	or	
2040:244	Death & Dying	2
	or	
2040:251	Human Behavior at Work	3
		22-23

2740: Medical Assisting Technology

<i>Courses at Wayne College</i>		<i>Credits</i>
2040:240	Human Relations	3
2420:211	Basic Accounting I	3
2540:119	Business English	3
2540:121	Introduction to Office Procedures	3
2540:151	Intermediate Word Processing	3
2740:120	Medical Terminology	3
2740:121	Study of Disease Processes for Medical Assisting	3
2740:230	Basic Pharmacology	3
2740:241	Medical Records	3
3300:111	English Composition	4
5550:211	First Aid and CPR	2
7600:106	Effective Oral Communication	3
	Physical Education/Wellness	1
		37

<i>Courses at Akron Campus</i>		<i>Credits</i>
2040:244	Death and Dying	2
2540:129	Information and Records Management	3
2540:130	Introduction to Office Automation	4
2740:100	Introduction to Medical Assisting	2
2740:135	Medical Assisting Techniques I	4
2740:235	Medical Assisting Techniques II	4
2740:240	Medical Machine Transcription	3
2740:260	Medical Assisting Externship	3
2780:106	Anatomy and Physiology for Allied Health I	3
2780:107	Anatomy and Physiology for Allied Health II	3
		31

2760: Radiologic Technology

<i>Courses at Wayne College</i>		<i>Credits</i>
2030:130	Introduction to Technical Mathematics	3
2040:240	Human Relations	3
3750:100	Introduction to Psychology	3
3300:111	English Composition	4
7600:106	Effective Oral Communication	3
	Physical Education/Wellness	1
	Electives	2
		19

<i>Courses at Akron Campus</i>		<i>Credits</i>
2760:161	Physical Science for Radiologic Technology I	3
2760:165	Radiographic Principles	2
2760:261	Physical Science for Radiologic Technology II	3
2780:106	Anatomy and Physiology for Allied Health I	3
2780:107	Anatomy and Physiology for Allied Health II	3
		14

Accredited Hospital Program 41
 Children's Hospital Medical Center
 Summa Health Systems

2770: Surgical Assisting Technology

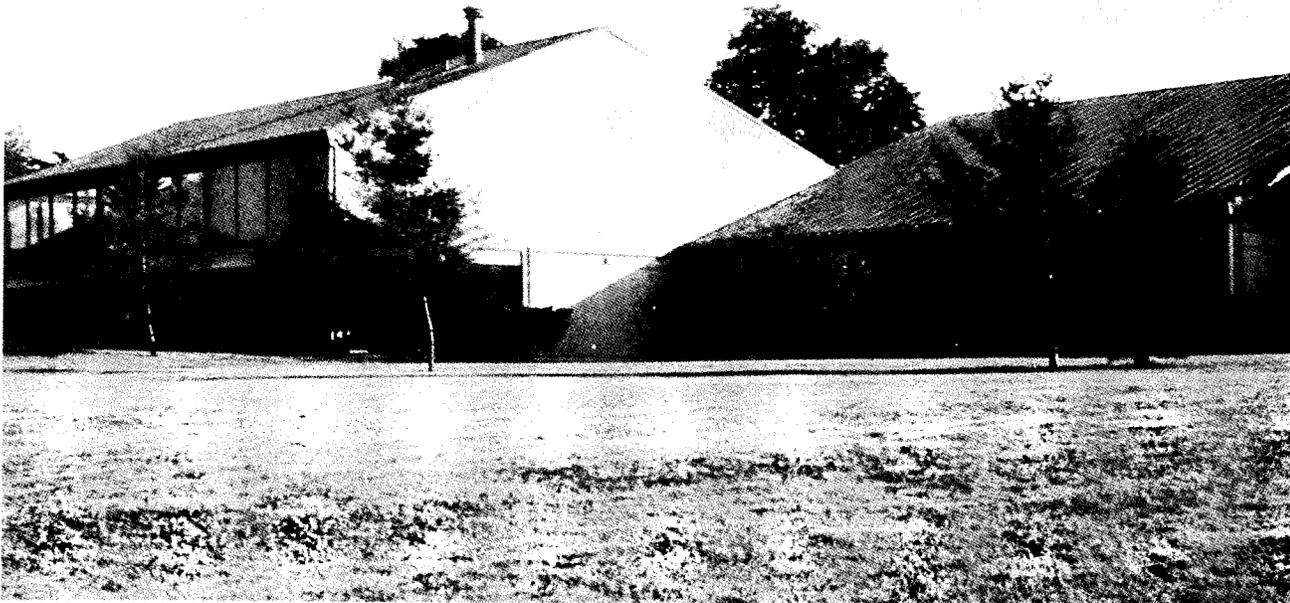
Surgical Technologist Option

<i>Courses at Wayne College</i>		<i>Credits</i>
2040:240	Human Relations	3
2040:242	American Urban Society	3
2740:120	Medical Terminology	3
2820:105	Basic Chemistry	3
3100:130	Principles of Microbiology	3
3100:208	Human Anatomy and Physiology	4
3100:209	Human Anatomy and Physiology	4
3300:111	English Composition I	4
7600:106	Effective Oral Communication	3
	Mathematics Requirement	3
	Physical Education/Wellness	1
	General Electives	2
		36

<i>Courses at Akron Campus</i>		<i>Credits</i>
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 Applications III	5
2770:148	Surgical Anatomy I	3
		28

Surgeon's Assistant Option

(No new students beginning Fall Semester 1995)



2790: Respiratory Care

Courses at Wayne College

2020:222	Technical Report Writing	3
2040:240	Human Relations	3
2040:242	American Urban Society	3
2820:105	Basic Chemistry	3
3100:130	Principles of Microbiology	3
3300:111	English Composition I	4
7600:106	Effective Oral Communication	3
	Mathematics Requirement	3
	Physical Education/Wellness	1
	Electives	2
		28

Courses at Akron 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
2790:201	Anatomy and Physiology of Cardiopulmonary System	3
2790:223	Advanced Respiratory Care	3
2790:224	Pulmonary Rehabilitation and the Respiratory Care Department	2
2790:242	Pathology for Respiratory Care	3
		43

2840: Polymer Technology

Courses at Wayne College

2020:222	Technical Report Writing	3
2030:152	Elements of Mathematics II	2
2030:153	Elements of Mathematics III	2
2040:242	American Urban Society	3
2040:247	Survey of Basic Economics	3
3300:111	English Composition I	4
	General Electives	3
		20

Courses at Akron Campus

2030:154	Elements of Mathematics IV	3
2820:100	Introduction to Engineering Technology	2
2820:111	Introductory Chemistry	3
2820:131	Software Applications for Technology	1
2820:161	Technical Physics: Mechanics I	2
2820:164	Technical Physics: Heat and Light	2
2830:130	Introduction to Hydraulics and Pneumatics	3
2840:111	Polymer Technology I	3
2840:112	Polymer Technology II	3
2840:202	Instrumental Methods	3
2840:211	Polymer Technology III	3
2840:220	Case Studies in Polymer Design and Processing	2
2840:260	Compounding Methods	2
2840:281	Polymer Lab Project	2
2860:110	Basic Electricity and Electronics	4
2880:100	Basic Principles of Manufacturing Management	4
2880:151	Industrial Safety and Environmental Protection	2
2880:241	Introduction to Quality Assurance	3
2940:180	Introduction to CAD	1
		48

2860: Electronic Engineering Technology

Courses at Wayne College

2020:222	Technical Report Writing	3
2030:152	Elements of Mathematics II	2
2030:153	Elements of Mathematics III	2
2040:240	Human Relations	3
2040:242	American Urban Society	3
2040:247	Survey of Basic Economics	3
3300:111	English Composition I	4
	Physical Education/Wellness	1
		21

Courses at Akron Campus

2030:154	Elements of Mathematics IV	3
2030:255	Elements of Calculus	3
2820:121	Technical Computations	1
2820:161	Technical Physics: Mechanics I	2
2820:162	Technical Physics: Mechanics II	2
2820:164	Technical Physics: Heat and Light	2
2860:120	DC Circuits	4
2860:122	AC Circuits	3
2860:123	Electronic Devices	3
2860:136	Introduction to Digital Concepts	1
2860:225	Electronic Devices Applications	4
2860:231	Control Principles	3
2860:237	Digital Circuits	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
		50

2880: Manufacturing Engineering Technology

Computer-Aided Manufacturing Option

Courses at Wayne College

2020:222	Technical Report Writing	3
2030:152	Elements of Mathematics II	2
2030:153	Elements of Mathematics III	2
2040:240	Human Relations	3
2880:232	Labor-Management Relations	3
3300:111	English Composition I	4
	Physical Education/Wellness	1
	General Electives	6
		24

Courses at Akron Campus

2030:154	Elements of Mathematics IV	3
2030:255	Elements of Calculus	3
2820:121	Technical Computations	1
2820:161	Technical Physics: Mechanics I	2
2820:162	Technical Physics: Mechanics II	2
2820:163	Technical Physics: Electricity and Magnetism	2
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	1
	Technical Elective	3
		44

Industrial Supervision Option

Courses at Wayne College

2020:222	Technical Report Writing	3
2030:151	Elements of Mathematics I	2
2030:152	Elements of Mathematics II	2
2040:240	Human Relations	3
2040:247	Survey of Basic Economics	3
2040:251	Human Behavior at Work	3
2420:103	Essentials of Management Technology	3
2420:202	Personnel Practices	3
2420:211	Basic Accounting I	3
2420:212	Basic Accounting II	3
2420:280	Essentials of Business Law	3
2880:232	Labor-Management Relations	3
3300:111	English Composition I	4
7600:106	Effective Oral Communication	3
	Physical Education/Wellness	1
	General Electives	3
	Technical Electives	3
		48

Courses at Akron 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 Assurance	3
		16



2920: Mechanical Engineering Technology

<i>Courses at Wayne College</i>		<i>Credits</i>
2020:222	Technical Report Writing	3
2030:152	Elements of Mathematics II	2
2030:153	Elements of Mathematics III	2
2040:240	Human Relations	3
2040:242	American Urban Society	3
3300:111	English Composition	4
7600:106	Effective Oral Communication	3
	Physical Education/Wellness	1
		<u>21</u>

<i>Courses at Akron Campus</i>		
2030:154	Elements of Mathematics IV	3
2030:255	Elements of Calculus	3
2820:121	Technical Computations	1
2820:161	Technical Physics: Mechanics I	2
2820:162	Technical Physics: Mechanics II	2
2820:163	Technical Physics: Electricity and Magnetism	2
2820:164	Technical Physics: Heat and Light	2
2920:101	Introduction to Mechanical Design	2
2920:142	Introduction to Materials Technology	3
2920:243	Kinematics	2
2920:245	Mechanical Design II	5
2920:247	Technology of Machine Tools	3
2920:249	Applied Thermal Energy I	2
2920:251	Fluid Power	2
2920:252	Thermo-Fluids Laboratory	1
2940:121	Technical Drawing I	3
2940:210	Computer Aided Drawing I	3
2980:125	Statics	3
2980:241	Strength of Materials	3
		<u>47</u>

2940: Drafting and Computer Drafting Technology

<i>Courses at Wayne College</i>		
2020:222	Technical Report Writing	3
2030:151	Elements of Mathematics I	2
2030:152	Elements of Mathematics II	2
2040:240	Human Relations	3
3300:111	English Composition	4
7600:106	Effective Oral Communication	3
	Physical Education/Wellness	1
	General Electives	5
		<u>23</u>

<i>Courses at Akron Campus</i>		
2820:131	Software Applications for Technology	1
2880:110	Manufacturing Processes	2
2920:247	Technology of Machine Tools	3
2940:121	Technical Drawing I	3
2940:122	Technical Drawing II	3
2940:150	Drafting Design Problems	2
2940:170	Surveying Drafting	3
2940:200	Advanced Drafting	3
2940:210	Computer Aided Drawing I	3
2940:211	Computer Aided Drawing II	3
2940:230	Mechanical Systems Drafting	3
2940:240	Electrical & 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
		<u>45</u>

2980: Construction Engineering Technology

<i>Courses at Wayne College</i>		<i>Credits</i>
2020:222	Technical Report Writing	3
2030:152	Elements of Mathematics II	2
2030:153	Elements of Mathematics III	2
2040:242	American Urban Society	3
2040:247	Survey of Basic Economics	3
3300:111	English Composition I	4
7600:106	Effective Oral Communication	3
	Physical Education/Wellness	1
		<u>21</u>

<i>Courses at Akron Campus</i>		
2030:154	Elements of Mathematics IV	3
2030:255	Elements of Calculus	3
2820:121	Technical Computations	1
2820:161	Technical Physics: Mechanics I	2
2820:162	Technical Physics: Mechanics II	2
2820:163	Technical Physics: Electricity and Magnetism	2
	or	
2820:164	Technical Physics: Heat and Light	2
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
		<u>47</u>

2980: Surveying Engineering Technology

(No new students beginning Fall Semester, 1995)



GENERAL EDUCATION/ TRANSFER PROGRAM

A student seeking a bachelor's degree studies 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.

For the undecided student, this is the time to take courses from several areas in order to select a field most to their 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 course work 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, the academic adviser and the appropriate person at the college/university to which the student will be transferring.

The General Education Program of The University of Akron is the core of courses that provide the skills and knowledge considered essential for all graduates of the University. The General Education Program is designed to ensure that graduates will possess:

- the capacity for critical, independent thought;
- a personal sense of values, tempered by tolerance and a regard for the rights of others;
- the ability to use language effectively as a medium of both thought and expression;
- the analytical skills necessary to make sound qualitative and quantitative judgments;
- the ability to describe and explain differences in civilizations and cultures;
- an understanding of the conditions that affect them as individuals and as members of society;
- the capacity to evaluate intellectual and artistic achievements;
- a knowledge of science, technology, and mathematics and their effects on human activities;
- a knowledge of positive mental and physical health practices.

Recommended Core Curriculum

Students entering the University in the fall of 1994 or thereafter must complete the General Education Program, which consists of 42 credits distributed among eight categories. Students are advised to select General Education courses in conjunction with courses needed for their major during the first years of study. *Courses noted with a single asterisk (*) will apply toward the General Education requirement only for students enrolled in the Community and Technical College.* All students are responsible for meeting prerequisites for the necessary courses listed in the General Education Program. **Note:** Special departmental requirements may vary, so students are encouraged to consult an adviser for specific information about selecting appropriate General Education courses from the recommended core curriculum.

English Composition: 7 credits – 2 courses

		Credits
2020:121	English* or	4
3300:111	English Composition I	4
3300:112	English Composition II	3

Mathematics: 3 credits

(Students enrolling in a higher-level mathematics course may use this course to meet their General Education requirement)

2030:151, 152, 153 Elements of Math I, II, III*
(Must complete all 3 courses. Only 3 credits apply toward fulfilling General Education requirement)

2030:161	Math for Modern Technology*	4
3450:113	Combinatorics and Probability	1
3450:114	Matrices	1
3450:115	Linear Programming	1
3450:127	Trigonometry	2
3450:135	Math for Liberal Arts	3
3450:138	Math of Finance	1
3450:140	Math for Elementary Teachers	3
3450:145	College Algebra	4
3450:289A/B	Mathematics for Business I/II	3
3470:260	Basic Statistics	3
3470:261	Introduction to Statistics I	2
3470:262	Introduction to Statistics II	2

Natural Science: 8 credits minimum –

At least two courses, one which must be a lab

(Students in higher-level science courses with a lab may use those courses to meet their General Education requirements.) Select one course from a minimum of two different sets.

		Credits
Biology		
2780:106	Anatomy and Physiology for Allied Health I*	3
2780:107	Anatomy and Physiology for Allied Health II*	3
3100:100	Introduction to Botany/Lab	4
3100:101	Introduction to Zoology/Lab	4
3100:103	Natural Science-Biology/Lab	4
3100:104	Introduction to Ecology Laboratory	1
3100:105	Introduction to Ecology	2
3100:108	Introduction to Biological Aging	3
Chemistry		
2820:105	Basic Chemistry*	3
2820:111	Introductory Chemistry*	3
2820:112	Introductory and Analytical Chemistry*	3
3150:100	Chemistry and Society	3
Geology		
3370:100	Earth Science	3
3370:103	Natural Science-Geology	3
3370:121-138	Concepts in Geology	1
3370:200	Environmental Geology	3
3370:201	Exercises in Environmental Geology I/Lab	1
3370:203	Exercises in Environmental Geology II/Lab	1
Physics		
2820:161	Technical Physics: Mechanics I*	2
2820:162	Technical Physics: Mechanics II*	2
2820:163	Technical Physics: Electricity and Magnetism*	2
2820:164	Technical Physics: Heat and Light*	2
3650:130	Descriptive Astronomy/Lab	4
3650:133	Music, Sound and Physics/Lab	4
3650:137	Light/Lab	4

Oral Communication: 3 credits

7600:105	Introduction to Public Speaking or	3
7600:106	Effective Oral Communication	3

Social Science: 6 credits

(One course from two different sets for a minimum of 6 credits)

Set 1 - Economics		
2040:247	Survey of Basic Economics*	3
3250:100	Introduction to Economics	3
3250:200	Principles of Microeconomics	3
3250:244	Introduction to Economic Analysis	3
Set 2 - Geography		
3350:100	Introduction to Geography	3
Set 3 - Government/Politics		
2040:242	American Urban Society*	3
3700:100	Government and Politics in the United States	4
3700:150	World Politics and Governments	3
Set 4 - Psychology		
2040:240	Human Relations*	3
3750:100	Introduction to Psychology	3
Set 5 - Sociology/Anthropology		
3850:100	Introduction to Sociology	4
3870:150	Cultural Anthropology	4
Set 6 - United States History		
3400:250	United States History to 1877	4
3400:251	United States History since 1877	4
Set 7 - Science/Technology/Society		
2040:241	Technology and Human Values*	2
3600:125	Theory and Evidence	3

Humanities: 10 credits - 3 courses

All students are required to complete:
3400:210 The Humanities in the Western Tradition I 4

Students may select one course from two different sets below for a minimum of six additional credits:

Set 1 - Fine Arts		
7100:210	Visual Art Awareness	3
7500:201	Exploring Music	3
7800:301	Introduction to Theatre and Film	3
7900:210	Viewing Dance	3
Set 2 - Philosophy/Classics		
3200:189	Mythology of Ancient Greece	3
3200:220	Introduction to the Ancient World	3
3200:230	Sports and Society in Ancient Greece and Rome	3
3600:101	Introduction to Philosophy	3
3600:120	Introduction to Ethics	3
3600:170	Introduction to Logic	3

Set 3 - Literature		
3300:250	Classic and Contemporary Literature	3
3300:251	Topics in World Literature	3
3300:252	Shakespeare and His World	3
3300:281	Fiction Appreciation	3
Other literature in English Translation:		
3200:361	Literature of Greece	3
3520:350	Themes in French Literature in Translation	3
3580:350	Literature in Spanish-American in Translation	3

Set 4		
3400:211	The Humanities in the Western Tradition II	4

Area Studies & Cultural Diversity: 4 credits - 2 courses

2040:254	The Black American*	2
3001:300	Introduction to Women's Studies	3
3005:300	Canadian Studies: An Interdisciplinary Approach	3
3350:375	Geography of Cultural Diversity	2
3400:385	World Civilization: China	2
3400:386	World Civilization: Japan	2
3400:387	World Civilization: Southeast Asia	2
3400:388	World Civilization: India	2
3400:389	World Civilization: Near East	2
3400:390	World Civilization: Africa	2
3400:391	World Civilization: Latin America	2

NOTE: A student majoring in medical technology or engineering is only required to take two credits from the Area Studies & Cultural Diversity area of General Education requirements.

Physical Education/Wellness: 1 credit

5540:120-183	Physical Education	0.5-1
5550:150	Concepts of Health and Fitness	3
5550:194	Sports Officiating	2
5550:211	First Aid and Cardiopulmonary Resuscitation	2
5570:101	Personal Health	2
7400:133	Nutrition Fundamentals	3
7900:119/120	Introduction to Modern Dance I/II	2
7900:124/125	Introduction to Ballet I/II	2
7900:130/230	Introduction to Jazz Dance I/II	2
7900:144	Introduction to Tap Technique	2

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 associate degree programs prior to transfer. Doing so certifies the successful completion of two years of collegiate education at an accredited institution of higher education. Completing the Associate of Arts or the Associate of Science also fulfills the Transfer Module as outlined by the Ohio Board of Regents.

Courses in the Associate of Arts and Associate of Science include:

3300:111	English Composition I	4
3300:112	English Composition II	3
3400:210	The Humanities in the Western Tradition I ¹	4
7600:106	Effective Oral Communication	3
	Area Studies/Cultural Diversity Requirement ²	4
	Humanities Requirement ¹	6
	Mathematics Requirement ³	3
	Natural Science Requirement ⁴	8
	Physical Education/Wellness Requirement	1
	Social Sciences Requirement ⁵	6
	Electives ⁶	<u>22</u>
		64

¹Students must have completed a minimum of 32 semester credits and have completed 3300:112 English Composition II before enrolling for this course. An additional six credits of humanities must also be completed.

²Students must complete two courses totaling four credits from the area studies/cultural diversity options. The medical technology and engineering students are required to take only one course. Please consult an adviser for specific options.

³The mathematics requirement varies by department. Please consult an adviser for specific requirements.

⁴A minimum of eight credits of natural science are required. One course must have a laboratory component. However, departmental requirements may vary. Please consult an adviser for specific information.

⁵Students may satisfy the General Education Requirement in the social sciences area by completing two courses totaling six credits from two different sets in the social science group. Please consult an adviser for specific information.

⁶In 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. In the science program, a student is free to choose any electives. However, at least two-thirds of the credits 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 individual 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

First Year		Credits
3100:111	Principles of Biology I	4
3100:112	Principles of Biology II	4
3150:151	Principles of Chemistry I	3
3150:152	Principles of Chemistry I Lab	1
3150:153	Principles of Chemistry II	3
3150:154	Qualitative Analysis	2
3300:111	English Composition I	4
3300:112	English Composition II	3
3450:145	College Algebra	4
3450:149	Precalculus Mathematics	4
		32

Second Year		Credits
3100:211	General Genetics	3
3100:217	General Ecology	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
3400:210	Humanities in the Western Tradition I	4
	Beginning Foreign Language	8
	Physical Education/Wellness	1
	Social Science Requirement	6
		35

3120: Medical Technology*

First Year		Credits
3100:111	Principles of Biology I	4
3100:112	Principles of Biology II	4
3150:151	Principles of Chemistry I	3
3150:152	Principles of Chemistry I Lab	1
3150:153	Principles of Chemistry II	3
3150:154	Qualitative Analysis	2
3300:111	English Composition I	4
3300:112	English Composition II	3
3450:145	College Algebra	4
3450:149	Precalculus Mathematics	4
		32

Second Year		Credits
3100:208	Human Anatomy and Physiology	4
3100:209	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
7600:106	Effective Oral Communication	3
	Physical Education/Wellness	1
	Social Science Requirement	6
		32



3150: Chemistry

First Year		Credits
3150:151	Principles of Chemistry I	3
3150:152	Principles of Chemistry I Lab	1
3150:153	Principles of Chemistry II	3
3150:154	Qualitative Analysis	2
3300:111	English Composition I	4
3300:112	English Composition II	3
3450:149	Precalculus Mathematics	4
3450:221	Analytic Geometry-Calculus I	4
	Physical Education/Wellness	1
	Foreign Language Requirement	8
	or	
	Social Science Requirement	6
		31-33

Second Year		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
7600:106	Effective Oral Communication	3
	Foreign Language Requirement	6-8
	or	
	Social Science Requirement	6
		35-37

3250: Economics

First Year		Credits
3300:111	English Composition I	4
3300:112	English Composition II	3
3450:145	College Algebra	4
3450:215	Concepts of Calculus I	4
7600:106	Effective Oral Communication	3
	Beginning Foreign Language	8
	Natural Science Requirement	8
	Physical Education/Wellness	1
		35

Second Year		Credits
3400:210	The Humanities in the Western Tradition I	4
3250:200	Principles of Microeconomics	3
3250:201	Principles of Macroeconomics	3
	Areas Studies/Cultural Diversity Requirement	4
	Humanities Requirement	6
	Intermediate Foreign Language	6
	Social Science Requirement	3
	Electives	3
		32

3250:01 Labor Economics*

First Year		Credits
3250:200	Principles of Microeconomics	3
3250:201	Principles of Macroeconomics	3
3300:111	English Composition I	4
3300:112	English Composition II	3
3450:145	College Algebra	4
3450:215	Concepts of Calculus I	4
7600:106	Effective Oral Communication	3
	Physical Education/Wellness	1
	Electives	7
		32

Second Year		Credits
3400:210	The Humanities in the Western Tradition I	4
	Areas Studies/Cultural Diversity Requirement	4
	Humanities Requirement	6
	Natural Science Requirement	8
	Social Science Requirement	3
	Electives	7
		32

3300: English*

First Year		Credits
3300:111	English Composition I	4
3300:112	English Composition II	3
7600:106	Effective Oral Communication	3
	Beginning Foreign Language	8
	Mathematics Requirement	3
	Physical Education/Wellness	1
	Social Science Requirement	6
	Electives	4
		32

Second Year		Credits
3400:210	The Humanities in the Western Tradition I	4
	Areas Studies/Cultural Diversity Requirement	4
	Humanities Requirement	6
	Intermediate Foreign Language	6
	Natural Science Requirement	8
	Electives	4
		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.

3350: Geography and Planning*

<i>First Year</i>		<i>Credits</i>
3300:111	English Composition I	4
3300:112	English Composition II	3
3350:100	Introduction to Geography	3
7600:106	Effective Oral Communication	3
	Beginning Foreign Language	8
	Mathematics Requirement	3
	Physical Education/Wellness	1
	Social Science Requirement	3
	Electives	4
		<u>32</u>
<i>Second Year</i>		
3400:210	The Humanities in the Western Tradition I	4
	Areas Studies/Cultural Diversity Requirement	4
	Humanities Requirement	6
	Intermediate Foreign Language	6
	Natural Science Requirement	8
	Electives	4
		<u>32</u>

3370: Geology (and Geophysics)*

<i>First Year</i>		
3300:111	English Composition I	4
3300:112	English Composition II	3
3150:151	Principles of Chemistry I	3
3150:152	Principles of Chemistry I Laboratory	1
3150:153	Principles of Chemistry II (optional for B.A.)	3
3150:154	Qualitative Analysis (optional for B.A. and B.S.)	2
3370:101	Introduction to Physical Geology	4
3450:149	Precalculus Mathematics	4
3450:221	Analytic Geometry-Calculus I (for B.S.)	4
	Physical Education/Wellness	1
	Social Science Requirement	6
	Electives (for B.A.)	4-9
		<u>35</u>
<i>Second Year</i>		
3100:111	Principles of Biology I (for B.A.)	4
	or	
3450:222	Analytic Geometry-Calculus II (for B.S.)	4
3370:102	Introduction to Historical Geology	4
3400:210	The Humanities in the Western Tradition I**	4
7600:106	Effective Oral Communication	3
	Areas Studies/Cultural Diversity Requirement	4
	Humanities Requirement**	6
	Beginning Foreign Language	8
		<u>33</u>

3400: History

<i>First Year</i>		
3300:111	English Composition I	4
3300:112	English Composition II	3
3400:250	U.S. History to 1877	4
3400:251	U.S. History since 1877	4
7600:106	Effective Oral Communication	3
	Beginning Foreign Language	8
	Mathematics Requirement	3
	Physical Education/Wellness	1
	Social Science Requirement	3
		<u>33</u>
<i>Second Year</i>		
3400:210	The Humanities in the Western Tradition I	4
3400:323	Europe from Revolution to World War, 1789-1914	3
3400:324	Europe from World War I to the Present	3
	Areas Studies/Cultural Diversity Requirement	4
	Humanities Requirement	6
	Intermediate Foreign Language	6
	Natural Science Requirement	8
		<u>34</u>

3450: Mathematics (and Applied Mathematics)*

(see 3470: Statistics below)

3470: Statistics

<i>First Year</i>		<i>Credits</i>
3300:111	English Composition I	4
3300:112	English Composition II	3
3450:221	Analytic Geometry-Calculus I	4
3450:222	Analytic Geometry-Calculus II	4
7600:106	Effective Oral Communication	3
	Natural Science Requirements	8
	Physical Education/Wellness	1
	Social Science Requirements	6
	or	
	Beginning Foreign Language	8
		<u>33-35</u>

Second Year

Students attending part time, or who are ineligible to take 3450:221 during the first year can take additional requirements at Wayne College during the second year. Students attending full time should go to the Akron campus in the second year to take required mathematics prerequisite courses. Please consult a Wayne College adviser.

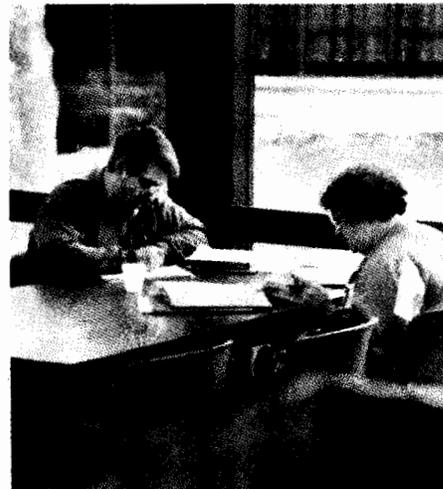
3460: Computer Science

Business Option

<i>First Year</i>		
3300:111	English Composition I	4
3300:112	English Composition II	3
3450:215	Concepts of Calculus I	4
3460:209	Introduction to Computer Science	4
7600:106	Effective Oral Communication	3
	Beginning Foreign Language	8
	Natural Science Requirement	4
	Social Science Requirement	3
		<u>33</u>
<i>Second Year</i>		
3250:244	Introduction to Economic Analysis	3
3400:210	The Humanities in the Western Tradition I	4
3450:216	Concepts of Calculus II	4
6200:201	Accounting Concepts and Principles for Business	3
6200:202	Managerial Accounting	3
	Area Studies/Cultural Diversity Requirement	4
	Intermediate Foreign Language	6
	Natural Science Requirement	4
	Physical Education/Wellness	1
		<u>32</u>

Mathematics Option

<i>First Year</i>		
3300:111	English Composition I	4
3300:112	English Composition II	3
3450:221	Analytic Geometry-Calculus I	4
3460:209	Introduction to Computer Science	4
	Beginning Foreign Language	8
	Natural Science Requirement	8
		<u>31</u>
<i>Second Year</i>		
3400:210	The Humanities in the Western Tradition I	4
3450:222	Analytic Geometry-Calculus II	4
3450:223	Analytic Geometry-Calculus III	4
7600:106	Effective Oral Communication	3
	Humanities Requirement	6
	Intermediate Foreign Language	6
	Physical Education/Wellness	1
	Social Studies Requirement	6
		<u>34</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.

** Geophysics majors must take 3650:291 and 292, Elementary Classical Physics I and II during the second year instead of the humanities credits.

3700: Political Science*

<i>First Year</i>		<i>Credits</i>
3300:111	English Composition I	4
3300:112	English Composition II	3
3700:100	Government and Politics in the U.S.	4
7600:106	Effective Oral Communication	3
	Beginning Foreign Language	8
	Mathematics Requirement	3
	Physical Education/Wellness	1
	Social Science Requirement	3
	Electives	32
<i>Second Year</i>		
3400:210	The Humanities in the Western Tradition I	4
	Areas Studies/Cultural Diversity Requirement	4
	Humanities Requirement	6
	Intermediate Foreign Language	6
	Natural Science Requirement	8
	Electives	4
		32

3750: Psychology*

<i>First Year</i>		<i>Credits</i>
3300:111	English Composition I	4
3300:112	English Composition II	3
3750:100	Introduction to Psychology	3
3750:105	Professional and Career Issues in Psychology	1
3850:100	Introduction to Sociology	4
7600:106	Effective Oral Communication	3
	Beginning Foreign Language	8
	Mathematics Requirement	3
	Physical Education/Wellness	1
	Electives	2
		32
<i>Second Year</i>		
3400:210	The Humanities in the Western Tradition I	4
	Areas Studies/Cultural Diversity Requirement	4
	Humanities Requirement	6
	Intermediate Foreign Language	6
	Natural Science Requirement	8
	Electives	4
		32

3850: Sociology*

<i>First Year</i>		<i>Credits</i>
3300:111	English Composition I	4
3300:112	English Composition II	3
3850:100	Introduction to Sociology	4
7600:106	Effective Oral Communication	3
	Beginning Foreign Language	8
	Mathematics Requirement	3
	Physical Education/Wellness	1
	Social Science Requirement	3
	Electives	3
		32
<i>Second Year</i>		
3400:210	The Humanities in the Western Tradition I	4
3870:150	Cultural Anthropology	4
	Areas Studies/Cultural Diversity Requirement	4
	Humanities Requirement	6
	Intermediate Foreign Language	6
	Natural Science Requirement	8
		32

4200: Chemical Engineering*

<i>First year</i>		<i>Credits</i>
3150:151	Principles of Chemistry I	3
3150:152	Principles of Chemistry I Laboratory	1
3150:153	Principles of Chemistry II	3
3150:154	Qualitative Analysis	2
3300:111	English Composition I	4
3300:112	English Composition II	3
3450:221	Analytic Geometry-Calculus I	4
3450:222	Analytic Geometry-Calculus II	4
4100:101	Tools for Engineering	3
4200:121	Chemical Engineering Computations	2
7600:106	Effective Oral Communication	3
	Physical Education/Wellness	1
		33
<i>Second year</i>		
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
3400:210	The Humanities in the Western Tradition I	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
4400:231	Circuits I	3
4400:232	Circuits II	3
4400:243	Signal Analysis	3
4400:340	Electric Circuits Laboratory	1
4450:208	Programming for Engineers	3
		35

4300: Civil Engineering*

<i>First Year</i>		<i>Credits</i>
3150:151	Principles of Chemistry I	3
3150:152	Principles of Chemistry I Laboratory	1
3150:153	Principles of Chemistry II	3
3300:111	English Composition I	4
3300:112	English Composition II	3
3450:221	Analytic Geometry-Calculus I	4
3450:222	Analytic Geometry-Calculus II	4
4100:101	Tools for Engineering	3
7600:106	Effective Oral Communication	3
	Physical Education/Wellness	1
	Social Science Requirement	3
		32
<i>Second Year</i>		
3250:244	Introduction to Economic Analysis	3
3400:210	The Humanities in the Western Tradition I	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
4600:203	Dynamics	3
	Humanities Requirement	6
		34

4400: Electrical Engineering*

<i>First year</i>		<i>Credits</i>
3150:151	Principles of Chemistry I	3
3150:152	Principles of Chemistry I Laboratory	1
3150:153	Principles of Chemistry II	3
3300:111	English Composition I	4
3300:112	English Composition II	3
3450:221	Analytic Geometry-Calculus I	4
3450:222	Analytic Geometry-Calculus II	4
4100:101	Tools for Engineering	3
7600:106	Effective Oral Communication	3
	Physical Education/Wellness	1
	Social Science Requirement	3
		32
<i>Second year</i>		
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
4300:201	Statics	3
4400:231	Circuits I	3
4400:232	Circuits II	3
4400:243	Signal Analysis	3
4400:340	Electric Circuits Laboratory	1
4450:208	Programming for Engineers	3
		34

4450: Computer Engineering*

<i>First Year</i>		<i>Credits</i>
3300:111	English Composition I	4
3300:112	English Composition II	3
3450:208	Discrete Mathematics	4
3450:221	Analytic Geometry-Calculus I	4
3450:222	Analytic Geometry-Calculus II	4
4100:101	Tools for Engineering	3
7600:106	Effective Oral Communication	3
	Natural Science Requirement	3
	Physical Education/Wellness	1
	Social Science Requirement	3
		32

<i>Second year</i>		<i>Credits</i>
3250:244	Introduction to Economic Analysis	3
3400:210	Humanities in the Western Tradition I	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
4400:231	Circuits I	3
4400:232	Circuits II	3
4400:243	Signal Analysis	3
4400:340	Electric Circuits Laboratory	1
4450:208	Programming for Engineers	3
		35

4600: Mechanical Engineering*

<i>First year</i>		<i>Credits</i>
3150:151	Principles of Chemistry I	3
3150:152	Principles of Chemistry I Laboratory	1
3150:153	Principles of Chemistry II	3
3300:111	English Composition I	4
3300:112	English Composition II	4
3450:221	Analytic Geometry-Calculus I	4
3450:222	Analytic Geometry-Calculus II	4
4100:101	Tools for Engineering	3
7600:106	Effective Oral Communication	3
	Physical Education/Wellness	1
	Social Science Requirement	3
		32
<i>Second year</i>		
3250:244	Introduction to Economic Analysis	3
3400:210	The Humanities in the Western Tradition I	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
4300:202	Introduction: Mechanics of Solids	3
4600:203	Dynamics	3
	Humanities Requirement	6
		37

4700: Mechanical Polymer Engineering*

<i>First year</i>		
3150:151	Principles of Chemistry I	3
3150:152	Principles of Chemistry I Laboratory	1
3150:153	Principles of Chemistry II	3
3300:111	English Composition I	4
3300:112	English Composition II	3
3450:221	Analytic Geometry-Calculus I	4
3450:222	Analytic Geometry-Calculus II	4
4100:101	Tools for Engineering	3
7600:106	Effective Oral Communication	1
	Physical Education/Wellness	3
	Social Science Requirement	3
		32
<i>Second year</i>		
3250:244	Introduction to Economic Analysis	3
3400:210	The Humanities in the Western Tradition I	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
4300:202	Introduction: Mechanics of Solids	3
4600:203	Dynamics	3
	Humanities Requirement	6
		37

5200: Elementary Education

<i>First Year</i>		
3100:103	Natural Science-Biology	4
3300:111	English Composition I	4
3300:112	English Composition II	3
3350:100	Introduction to Geography	3
3400:250	United States History to 1877	4
	or	
3400:251	United States History since 1877	4
	or	
3700:100	Government and Politics in the U.S.	4
5570:101	Personal Health	2
7600:106	Effective Oral Communication	3
	Natural Science Requirement	4
	Mathematics Requirement	3
	Physical Education/Wellness	1
		31
<i>Second Year</i>		
3400:210	The Humanities in the Western Tradition I	4
5050:210	Characteristics of Learners	3
5050:211	Teaching and Learning Strategies	3
5200:215	The Child, the Family and the School	3
5200:220	Visual Arts Culture	1
5200:245	Understanding Language Literacy	3
5200:250	Developing the Processes of Investigation	3
5550:334	Games & Rhythms: Elementary Grades	3
	Areas Studies/Cultural Diversity Requirement	4
	Humanities Requirement	6
	Concentration Area Course	3
		36

5300: Secondary Education*

<i>First Year</i>		
3300:111	English Composition I	4
3300:112	English Composition II	3
7600:106	Effective Oral Communication	3
	Mathematics Requirement	3
	Natural Science Requirement	8
	Physical Education/Wellness	1
	Social Science Requirement	6
	Teaching Field(s) Course	
	or	
	Electives	4
		32
<i>Second Year</i>		
3400:210	The Humanities in the Western Tradition I	4
5050:210	Characteristics of Learners	3
5050:211	Teaching and Learning Strategies	3
	Areas Studies/Cultural Diversity Requirement	4
	Humanities Requirement	6
	Teaching Field(s) Courses	
	or	
	Electives	12
		32

6000: Business Administration**Accounting, Finance, Management, Marketing, Advertising, and International Business Options**

<i>First Year</i>		
3300:111	English Composition I	4
3300:112	English Composition II	3
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
	or	
3870:150	Cultural Anthropology	4
7600:106	Effective Oral Communication	3
	Natural Science Requirement	8
	Physical Education/Wellness	1
		30-31
<i>Second Year</i>		
3250:200	Principles of Microeconomics	3
3250:201	Principles of Macroeconomics	3
3400:210	The Humanities in the Western Tradition I	4
6200:201	Accounting Concepts and Principles for Business	3
6200:202	Managerial Accounting	3
6200:250	Computer Applications for Business (except Accounting majors)	3
	or	
6200:255	Information Processing (Accounting majors only)	3
6400:220	Legal and Social Environment of Business (except Accounting majors)	3
	Accounting majors)	3
6500:221	Quantitative Business Analysis I	3
6500:222	Quantitative Business Analysis II	3
	Areas Studies/Cultural Diversity Requirement	4
	Humanities Requirement	6
		35-38

7100: Art*

<i>First Year</i>		<i>Credits</i>
3300:111	English Composition I	4
3300:112	English Composition II	3
7100:131	Introduction to Drawing	3
7100:144	Two-Dimensional Design	3
7100:---	Studio Art Courses	6
7600:106	Effective Oral Communication	3
	Physical Education/Wellness	1
	Social Science Requirement	6
	Electives	3
		32
<i>Second Year</i>		
3400:210	The Humanities in the Western Tradition I	4
7100:---	Studio Art Courses	6
	Areas Studies/Cultural Diversity Requirement	4
	Humanities Requirement	3
	Mathematics Requirement	3
	Natural Science Requirement	8
	Electives	4
		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.

7400: Home Economics and Family Ecology***Clothing, Textiles and Interiors Option - Business**

<i>First Year</i>		<i>Credits</i>
2420:101	Essentials of Marketing Technology	3
3300:111	English Composition I	4
3300:112	English Composition II	3
3850:100	Introduction to Sociology	4
7600:106	Effective Oral Communication	3
	Economics Requirement	3
	Foreign Language Courses	
	or	
	Language Alternative Courses	8
	Mathematics Requirement	3
	Physical Education/Wellness	1
		32

<i>Second Year</i>		
3400:210	The Humanities in the Western Tradition I	4
7400:201	Courtship, Marriage, and Family Relations	3
	Areas Studies/Cultural Diversity Requirement	4
	Humanities Requirement	6
	Natural Science Requirement	8
	Electives	7
		32

Dietetics Option*

<i>First Year</i>		
3150:110	Introduction to General, Organic and Biochemistry I	3
3150:111	Introduction to General, Organic and Biochemistry I Laboratory	1
3150:112	Introduction to General, Organic and Biochemistry II	3
3150:113	Introduction to General, Organic and Biochemistry II Laboratory	1
3300:111	English Composition I	4
3300:112	English Composition II	3
3470:260	Basic Statistics	3
3850:100	Introduction to Sociology	4
7400:201	Courtship, Marriage, and Family Relations	3
	or	
7400:265	Child Development	3
7600:106	Effective Oral Communication	3
	Economics Requirement	3
	Physical Education/Wellness	1
		32

<i>Second Year</i>		
3100:130	Principles of Microbiology	3
3100:208	Human Anatomy and Physiology	4
3100:209	Human Anatomy and Physiology	4
3400:210	The Humanities in the Western Tradition I	4
3750:100	Introduction to Psychology	3
6200:201	Accounting Concepts and Principles for Business	3
	or	
2420:211	Basic Accounting I	3
	Areas Studies/Cultural Diversity Requirement	4
	Humanities Requirement	6
	Elective	1
		32

Family Life and Child Development Option

<i>First Year</i>		
3300:111	English Composition I	4
3300:112	English Composition II	3
3750:100	Introduction to Psychology (Family Life Option only)	3
3750:230	Developmental Psychology (Family Life Option only)	4
3850:100	Introduction to Sociology	4
7600:106	Effective Oral Communication	3
	Economics Requirement	3
	Mathematics Requirement	3
	Physical Education/Wellness	1
	Electives	4
		32

<i>Second Year</i>		
3400:210	The Humanities in the Western Tradition I	4
7400:201	Courtship, Marriage, and Family Relations	3
7400:265	Child Development	3
7750:276	Introduction to Social Welfare (Family Life Option only)	4
	Areas Studies/Cultural Diversity Requirement	4
	Humanities Requirement	6
	Natural Science Requirement	8
		32

Food Science Option

<i>First Year</i>		
3150:110	Introduction to General, Organic and Biochemistry I	3
3150:111	Introduction to General, Organic and Biochemistry I Laboratory	1
3150:112	Introduction to General, Organic and Biochemistry II	3
3150:113	Introduction to General, Organic and Biochemistry II Laboratory	1
3300:111	English Composition I	4
3300:112	English Composition II	3
3470:260	Basic Statistics	3
3750:100	Introduction to Psychology	3
3850:100	Introduction to Sociology	4
7600:106	Effective Oral Communication	3
	Economics Requirement	3
	Physical Education/Wellness	1
		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.

<i>Second Year</i>		<i>Credits</i>
2020:222	Technical Report Writing	3
2440:120	Computer and Software Fundamentals	2
3100:130	Principles of Microbiology	3
3400:210	The Humanities in the Western Tradition I	4
7400:201	Courtship, Marriage, and Family Relations	3
	or	
7400:265	Child Development	3
	Areas Studies/Cultural Diversity Requirement	4
	Humanities Requirement	6
	Natural Science electives	6-8
		31-33

7600: Communication

<i>First Year</i>		
3300:111	English Composition I	4
3300:112	English Composition II	3
7600:102	Survey of Mass Communication	3
7600:106	Effective Oral Communication	3
7600:115	Survey of Communication Theory	3
7600:200	Careers in Communication	1
	Mathematics Requirement	3
	Physical Education/Wellness	1
	Social Science Requirement	6
	Elective (typing/word processing recommended)	5
		32

<i>Second Year</i>		
3400:210	The Humanities in the Western Tradition I	4
	Areas Studies/Cultural Diversity Requirement	4
	Communication Major Emphasis Courses	6
	Foreign Language Courses	
	or	
	Language Alternative Courses	8
	Humanities Requirement	6
	Natural Science Requirement	8
		36

7750: Social Work

<i>First Year</i>		
3300:111	English Composition I	4
3300:112	English Composition II	3
3470:260	Basic Statistics	3
3700:100	Government and Politics in the U.S.	4
3750:100	Introduction to Psychology	3
3850:100	Introduction to Sociology	4
7750:270	Poverty in the U.S.	3
7750:276	Introduction to Social Welfare	4
	Economics Requirement	3
	Physical Education/Wellness	1
		32

<i>Second Year</i>		
3100:103	Natural Science-Biology	4
3400:210	The Humanities in the Western Tradition I	4
7600:106	Effective Oral Communication	3
7750:---	Social Work Requirements	8
	Areas Studies/Cultural Diversity Requirement	4
	Humanities Requirement	6
	Natural Science Requirement	4
	Social Science elective	3
		36

8200: Nursing

<i>First Year</i>		
3100:130	Principles of Microbiology	3
3150:110	Introduction to General, Organic and Biochemistry I	3
3150:111	Introduction to General, Organic and Biochemistry I Laboratory	1
3150:112	Introduction to General, Organic and Biochemistry II	3
3150:113	Introduction to General, Organic and Biochemistry II Laboratory	1
3250:200	Principles of Microeconomics	3
	or	
3700:100	Government and Politics in the U.S.	4
3300:111	English Composition I	4
3300:112	English Composition II	3
3600:120	Introduction to Ethics	3
3750:100	Introduction to Psychology	3
3850:100	Introduction to Sociology	4
	or	
3870:150	Cultural Anthropology	4
8200:100	Introduction to Nursing	1
	Physical Education/Wellness	1
		33-34

Student are eligible to apply to the College of Nursing during spring semester of the first year if they complete all of the courses listed above by the end of the semester and attain a grade point average of 2.50 or higher ("C" grade or higher in each course). If the student is accepted into the college, attendance at the Akron campus is necessary during the second year in required clinical nursing courses. The following list of courses may be taken at Wayne College during the second year by students who do not satisfy the admission requirements.

<i>Second Year</i>		
3100:208	Human Anatomy and Physiology	4
3100:209	Human Anatomy and Physiology	4
3400:210	The Humanities in the Western Tradition I	4
3470:260	Basic Statistics	3
3750:230	Developmental Psychology	4
7600:106	Effective Oral Communication	3
	Areas Studies/Cultural Diversity Requirement	4
	Humanities Requirement	3
	Electives	3
		32

OFFICE OF CONTINUING EDUCATION AND WORKFORCE DEVELOPMENT

The Office of Continuing Education and Workforce Development provides both non-credit and credit programs. Services include Continuing Education and Customized Training for human resource development.

Continuing Education

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

The college's noncredit, continuing education offerings are designed around such areas as business management and leadership, professional certification and in-service, communications, computers, technical training, finances, languages, health and recreation, arts and crafts, and general interest. Participants attending 75 percent of course instructional time receive a certificate of completion and Continuing Education Units (CEUs). The purpose of the CEU is to provide a measurable record of course participation in noncredit programs. Wayne College has also been approved to offer continuing education hours for social workers and counselors, real estate agents, and health care professionals. Most courses are also approved by the Ohio Department of Education for educational CEUs for teacher recertification.

Call Wayne College for a listing of current offerings. Upon receipt, you may register by telephone (Visa, MasterCard, or Discover only), by completing the accompanying form and mailing it with your check to the college, or in person. Wayne College is pleased to accept any suggestions for future courses or programs. If you have a course idea, or if you are interested in teaching a class, contact Russell O'Neill, Director of Continuing Education at 330-684-8983 or toll free 800-221-8308, ext. 8983.



Customized Training for Human Resource Development

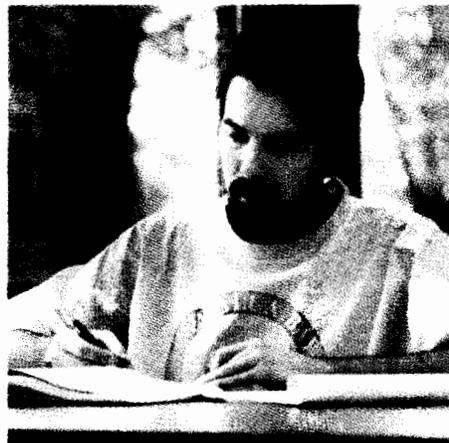
Upgrading skills, down-sizing the work force, shifting management responsibilities, increasing quality standards--all of these strategies are efforts by business and industry to remain competitive. However, these changes result in changing job duties in the work place. Job tasks that remained constant for years are suddenly changing. This requires management and workers to retool their skills and broaden their knowledge.

The University of Akron - Wayne College assists companies with performance problems through consultative and training services. Wayne College will assess problems and arrive at an appropriate solution using a variety of techniques which include training, job aids, environmental changes, and selection.

We offer a wide range of services and provide qualified, experienced instructors drawn from our own faculty, business, industry, and contract professionals. Programs can be held at your site or on the Wayne Campus.

For more information about customized human resource training contact Amy Mast, Director of Training and Special Programs at 330-684-8982 or toll free 800-221-8308, ext. 8982.

Wayne College is an institutional member of the Ohio Continuing Higher Education Association and of the Learning Resources Network (LERN).



SECTION **Three**

Student Life



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 Incomplete (INC) or In Progress (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 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 bachelor's 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 delete 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 record; and in the determination of graduation with honors and the student's class 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. To audit a course, a student must be admitted and indicate audit status at the time of registration. An audit request may be denied if space is unavailable. The student pays the same fee as for credit enrollment and may be expected to do all the work prescribed for students taking the course for credit, except the writing of examinations. A faculty member may initiate withdrawal for a student not meeting these expectations. 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 grade-point average 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

The student who takes a course on a "credit" or "noncredit" (CR/NC) basis, and who earns a grade equivalent of "A" through "C-" shall receive credit ("CR") for the course and will have the grade, "CR", placed on their permanent record. The student who earns a grade equivalent of "D +" through "F" will not receive credit for the course and will have the grade "NC" recorded on their permanent record.

For the baccalaureate degree, no more than 16 credits of non-language courses and no more than 20 credits in total, including language courses, is permitted to be taken "CR/NC" basis. For the associate degree, no more than 8 credits of non-language courses and no more than 10 credits in total, including language courses, is permitted.

A student is eligible for the CR/NC option if the student has:

- completed at least 50 percent of the work toward a degree;
- a grade-point average of 2.30 or better;
- the consent of an adviser.

The option to enroll for a course under the credit/noncredit option is available only at the time of registration for the course. After the first week of the term or the first two days of a summer session, the status can not be changed. The registrar will notify the instructor of those students utilizing the CR/NC option by means of the final class list.

Courses that can be taken on a CR/NC basis:

- one free elective course (not in major field) per term;
- any first- or second-year foreign language course at any time, regardless of grade-point average.

Courses that can not be taken on a CR/NC basis:

- any General Education courses;
- courses required by colleges and departments of all undergraduate majors.

Courses for which "CR" is awarded will be counted as hours completed only; courses for which "NC" is awarded shall not be counted as hours attempted; and in neither case shall "CR" or "NC" be considered in calculating grade-point average. In both instances the course shall be entered on the student's official academic record.

A student may repeat a course for credit ("CR") or a grade ("A"- "F") after receiving a grade of "NC."

The student taking the course on a credit/noncredit basis is expected to meet the requirements of the course as required by the instructor.

A student can not raise a grade through re-examination.

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.

Distinguished Student Program

The Distinguished Student Program at Wayne College seeks to recognize, encourage and support excellence among exceptionally talented students completing associate degrees at the college. All students who are pursuing an associate degree at Wayne College, and who have completed 32 semester credits with a 3.40 grade-point average are eligible to apply.

Each student, along with their normal degree requirements, will complete a one-credit *Individualized Study* with a Wayne College faculty member. Additionally, each student will complete a two-credit *Distinguished Student Colloquium*, which has a variable interdisciplinary focus.

Participants who complete the program and degree requirements, and maintain a 3.40 or higher grade-point average are designated "Distinguished Students" upon receipt of their degrees.

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 the 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 without an adviser's or course instructor's signature through the 14th day of a semester or comparable dates during summer session or intersession. After the 14th day of a semester, and up to the midpoint of a semester, a student may withdraw from a course with the signature of an adviser.

After the midpoint of a semester, a student must have the signature of both the adviser and the instructor to withdraw. Such authorization must be dated and processed through the Student Services Office no later than the last day of the 12th week of classes or comparable dates during summer session or intersession. Refusal by either the adviser or the instructor to sign the withdrawal form may be appealed to the dean of the student's college, who shall make the final decision after consultation with the adviser or the instructor.

An approved withdrawal after the 14th day will be indicated on the student's official academic record by a "WD." A student who leaves a course without going through the withdrawal procedure will be given a grade of "F." *Non-attendance 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:

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

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:

I - Incomplete: Indicates 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 before the final examination period of the following semester (not including summer sessions) converts the "I" to an "F". When the work is satisfactorily completed within the allotted time the "I" is converted to whatever grade the student has earned. (If instructors wish to extend the "I" grade beyond the following semester for which the student is registered must notify, prior to the end of the semester they must notify the Student Services Office in writing of the extension and indicate the date of its termination. It is the responsibility of the student to make arrangements 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.)

IP - In Progress: Indicates that the student has not completed the scheduled course work during the term because the nature of the course does not permit completion within a single term, such as work towards a thesis.

PI - Permanent Incomplete: Indicates that the student's instructor and the instructor's dean have for special reason authorized the change of an incomplete ("I") to a permanent incomplete ("PI").

W - Withdraw: Indicates that the student registered for the course but withdrew officially sometime after the second week of the term.

NGR - No Grade Reported: Indicates that, at the time grades were processed for the present issue of the record, no grade had been reported by the instructor.

INV - Invalid: 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).

Grades determine whether a student is 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 to remain "in good standing" with the college/University. A student who maintains specified levels of scholastic achievement receives privileges to participate in extracurricular activities.

On the basis of grades, the student receives opportunities to take additional courses which will accelerate academic progress.

A student should transfer from the University College to a degree-granting college when the grade and credit hour requirements of that college have been met. Acceptance for admission to a college depends on the approval of the dean of the college which the student chooses to enter and on the student's performance to date.

Graduation

In order to be graduated, a student seeking an associate degree from The University of Akron's 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 September 15. If you plan to complete degree requirements at the end of summer sessions, submit an application by February 15.
- 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 include repeated and reassessed courses which 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.
- Complete a minimum of 16 earned credits in the degree total in residence at Wayne College/The University of Akron.
- 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, written permission of both dean and head of the department is required.
- Be approved for graduation by the appropriate college faculty, Faculty Senate, and Board of Trustees.
- Discharge all other obligations to The University of Akron.



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 Akron campus of The University of Akron but remain in their 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 *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 course work 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 paper work.

Privacy

Each year, the University of Akron is required to give notice of the various rights accorded to parents or students pursuant to the Family Educational Rights and Privacy Act (FERPA). Parents and students, under FERPA, have a right to be so notified and informed. In accordance with FERPA, you are notified of the following:

Right to Prevent Disclosures

You have the right to prevent disclosure of Education records to third parties with certain limited exceptions. It is the intent of The University of Akron to limit disclosure of information contained in your Education Records to those instances where prior written consent has been given for the disclosure, as an item of directory information of which you have not refused to permit disclosure, or under the provisions of FERPA which allow disclosure without prior written consent.

Right to Inspect

You have the right to review and inspect substantially all of your Education Records maintained by or at The University of Akron.

Right to Request Amendment

You have the right to seek to have corrected any parts of any Education Record which you believe to be inaccurate, misleading, or otherwise in violation of your FERPA rights. This right includes the right to a hearing to present evidence that the record should be changed if this institution decides not to alter the Education Records according to your request.

Right to Obtain Policy

You have a right to obtain a copy of the written institutional policy adopted by The University of Akron in compliance with FERPA. A copy may be obtained in person or by mail from the FERPA Coordinator located in the Vice President of Student Affairs Office.

Right to Complaint to FERPA Office

You have the right to file a complaint with the Family Educational Rights and Privacy Act Office at the Department of Education, 600 Independence Avenue, S.W., Washington, D.C. 20202-3887, (202) 260-3887, FAX: (202) 260-9001, concerning any belief that you have that The University of Akron has failed to comply with the provision of FERPA.

Release of Directory Information

The Family Educational Rights and Privacy Act of 1974 permits The University of Akron to release directory information about students. Directory (public) information includes the student's name, local (mailing) address, date and place of birth, major field of study, participation in officially recognized activities and sports, the student's photograph, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent educational agency or institution attended by the student.

You can ask for Directory Information to be withheld. It would be withheld from a variety of sources, including friends, relatives, prospective employers, honor societies, and the news media. Careful consideration for the consequences should be exercised before deciding to withhold directory information. If you do not wish to have Directory Information released by the University or Wayne College, you must complete a non-disclosure form to the Registrar's Office more than ten (10) days prior to the starting date of the semester or summer session for your instructions to be effective for that semester or summer session. Forms are available in the Student Services Office at Wayne College.

Repeating Courses

Any course may be repeated twice by an undergraduate student subject to the following conditions:

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. Registrations under the CR/NC option are subject to the restrictions in the CR/NC policy.

With the dean's permission, a student may substitute another course if the previous course is no longer offered. Courses 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. Only the grade for the last attempt will be used in computing the student's graduation grade-point average. 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.

Student Outcomes Assessment

The purpose of The University of Akron assessment program is to improve student growth in academic and social skills, student services, and the quality of campus life. This process requires student cooperation. Students are expected to participate in various assessment tests and surveys.

University Honors Program

The University of Akron's Honors Program is designed to recognize and to support the highly motivated and achievement-oriented student in any major program. To help the student discover potential capabilities and sense of direction, this unique learning experience emphasizes a close student-faculty relationship.

An honors student is not required to complete the General education, except for Physical Education/Wellness. Instead, each student completes an individualized distribution requirement which includes a balanced amount of diversified course work in the humanities, the social sciences, and the natural sciences. The major objective of this requirement is to expose the student to a broad spectrum of knowledge which is both reasonable and appropriate to the student's major field.

The requirements for admission to the Honors Program are:

- A high school grade-point average of 3.50 or better.
- Scores on the SAT or ACT which place the applicant in the 90th percentile or higher of freshman college norms in the field of interest.
- An interview with a member of the University Honors Council.
- Enrollment in a baccalaureate degree program.

For information on admission procedures and deadlines, call the University Honors Program (330-972-7966) or the Admissions Office at Wayne College (330-683-2010 or 1-800-221-8308).

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

The Bookstore at The University of Akron-Wayne College is owned and operated by the University of Akron. However, the Wayne College Bookstore is not affiliated with the Bookstore on the Akron campus, which is owned and operated by Barnes & Noble of New York.

The primary purpose of the Bookstore is to serve students by providing books and supplies required for credit and noncredit courses offered by the college. The store also carries classroom supplies, computer software, greeting cards, T-shirts, and other sundry items. The Bookstore is located just inside the Boyer Health and Physical Education Center wing.

Upon entering the store, all books and packages must be deposited in the book bins at the front of the store 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.

Bring your class schedule when you come to the Bookstore. Textbooks are arranged on the shelves according to the university course numbering system. For each course that uses a text book, a card is affixed to the shelf. Each card will list the department, course, and section number (i.e., 7600:106-701) of the course and indicate the book, or books, used in the course, and whether they are required or optional.

Most books for courses will be in stock two weeks before classes start. This is when the used book stock is highest. Buy your textbooks before classes begin in order to avoid the rush, and better your chances of getting used books, if available, for your classes.

On the average, books and supplies for a full-time student will cost from \$150 to \$350 per semester. Actual cost will depend on whether you can purchase used texts for your classes rather than new copies, and your field of study.

If the Bookstore is out of a text needed for your class, read the tag on the shelf to see if it is on order and the approximate due date. In all instances, you should fill out a reserved book card with the cashier. The store will do everything possible to get your texts to you as soon as possible. If you have any questions about availability, talk to the staff.

Textbooks are held in stock until the completion of the fifth week of classes. You must purchase all required texts by this date. Unsold stock is returned to the publishers after the fifth week.

To help reduce the cost of books, the Bookstore features a used book service. Used books are purchased from many sources, including students on campus and from other college stores throughout the country. Books thus purchased are sold at reduced prices to students.

Refunds on textbooks may be obtained by the date printed on the bottom of the receipt. A cash refund cannot be issued unless the following conditions are met: The cash register receipt must be presented. No cash refunds are given without the cash register receipt. Books must be in the same condition as when they were purchased; new books must be unmarked. A 50 percent refund will result if a new book is marked. Do not write in any new book until you are sure there is no need to return it. Books wrapped in plastic must be returned unopened if the publisher marks that the book is non-returnable if opened. The seal to disk packages must not be broken.

Defective copies of textbooks are exchangeable for perfect copies at any time. If a course is canceled, return the book by the date printed on the receipt for a full refund, providing all other conditions are also met.

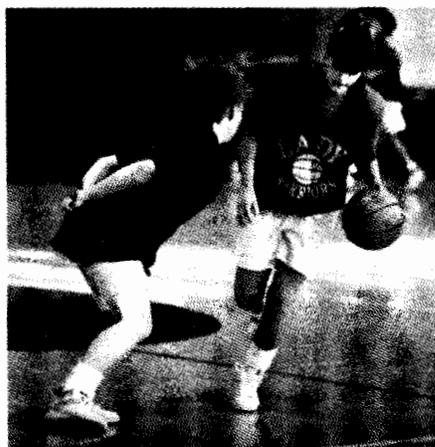
Personal checks are accepted as payment for books and merchandise provided it is your own personal check, or that of your parents or guardian. The check cannot exceed the amount of your purchase by more than \$5.00. The check is to be made out to the *Wayne College Bookstore*. Your local address, phone number, and social security number must be in the upper left-hand corner of the check. Money orders, travelers' checks, bank checks, VISA, MasterCard, and Discover are accepted. Checks returned for insufficient funds or closed accounts will be charged a \$20.00 handling fee.

When paying by check or charge card, it is the customer's responsibility to make sure checks or charge card forms are filled out clearly, correctly, and signed. Failure to do this may result in an additional service charge.

Bookstore hours are flexible. Students should check for holiday or vacation hours which may vary from the normal business hours. During the fall and spring semesters, the hours are: Monday through Thursday, 8:30 a.m. to 8:00 p.m.; Saturday, 9:00 a.m. to 1:00 p.m. The Bookstore is closed on Fridays and Sundays.

Students should be especially watchful of their texts the first two weeks and the last two weeks of each term. Unfortunately, stealing can occur on campus during these periods. Once you have determined there is no need to return your texts to the Bookstore, write your name in ink on the inside cover, and also on the same random page of all your books. This will help the Bookstore identify your books should they be stolen and offered for resale. The Bookstore cannot accept identification of stolen merchandise based on underlining and notations only. If you do have textbooks stolen, file a report with campus police, and notify the Bookstore of the stolen items.

Book buy-back is held during the final exam week of each semester and summer session. Guidelines for buy-back are as follows: No receipt is required. All pages and the cover must be intact. Books purchased for resale in the store are purchased at 50 percent of the current new list price. Texts not currently used are purchased at nationally recognized wholesale prices. These prices are significantly less than 50 percent of the new price. The Bookstore reserves the right to limit quantities of texts purchased for resale to prevent overstocking certain titles. The supply of used books is limited.



Boyer Health and Physical Education Center

The John Boyer Health and Physical Education Center consists of a gymnasium, weight room, two racquetball courts, locker rooms, and public restroom facilities. These facilities are used by the college for physical education/wellness courses, intercollegiate athletic events, intramurals, and special events. The Orrville YMCA also uses the Boyer facilities for community programming.

All Wayne College students who present a current validated university identification card may use these facilities free of charge. The facilities are also available on a rental basis by the general public.

Campus Police

The University of Akron's Wayne College provides the campus with two full-time police officers. The police officer's are commissioned by the State of Ohio with full law enforcement authority including powers of arrest.

The police officers enforce all state laws and the rules and regulations governing The University of Akron. The police officers are also responsible for public safety services such as crime reports, traffic accidents, parking complaints, and other incidents requiring police assistance.

In addition to investigating criminal complaints, the police officers provide various free public services to students including: escort service to the parking lots, battery jumps, and vehicle lock-outs. If the complaint falls outside of the officer's jurisdiction, the officer will refer the student or employee to the appropriate agency. The police officers will also provide educational programs upon request to students and employees regarding personal safety and crime prevention.

In the absence of the campus police, students are asked to contact the Student Services Office who will contact the proper authorities. If the Student Services Office is closed, all telephones are equipped to connect with the 911 emergency number.

Career Services

Wayne College offers students a variety of career planning services. Workshops on career planning are scheduled throughout the year by the Office of Career Services. These sessions help students explore and assess their interests, values, needs, and abilities as a first step toward establishing career goals. Individual career counseling sessions are also available. Students can sign up for workshops and career counseling appointments in the Student Services Office.

The Career Resource Center (D-215) houses many reference books including the **Occupational Outlook Handbook**, **Occupational Outlook Quarterly**, **Dictionary of Occupational Titles**, and Peterson's **Job Opportunities**. There are many resources on topics such as résumé writing, cover letters, interviewing, job search strategies, career development, and career-related videotapes. Employer literature files and information on academic majors can also be found in the Career Resource Center.

SIGI PLUS is a computerized career guidance system which helps students decide what types of careers would be best for them. It provides information on careers such as job outlook, earning potential, and educational requirements. Other features of SIGI PLUS include sections on decision making, goal setting, preparing for a career, and learning what types of occupations relate to specific majors. Orientations are offered throughout the week for students who are interested in learning how to use SIGI PLUS. Sign-up sheets are available on the door of the Career Resource Center.

Placement assistance is available for students attending Wayne College. Individual appointments and workshops on resume writing and interviewing are offered to help prepare students for the job search. The Office of Career Services serves as a liaison between students and employers. Current job openings are posted regularly on the *Job Information Center* bulletin board in upper D-wing. The **Resume Expert Plus** packet may be purchased by Wayne College students for a nominal fee from the Office of Career Services. **Resume Expert Plus** is an IBM-compatible computer placement system which allows students to produce high quality résumés and to register with the Office of Career Services. Wayne College students who are close to meeting graduation requirements are also eligible to register with the Office of Placement Services at The University of Akron.



1998-99 FINANCIAL ASSISTANCE CHART

	Program	Application Deadline	Basis which Granted	Minimum Enrollment Requirement	Approximate Annual Amount	Application/Need Analysis Document Required	Remarks
SCHOLARSHIPS	Presidential Scholarship (new freshmen)	February 1	Academic record and national test scores	12 credits	\$2,200 per year	University Scholarship Application	Targeted toward students in the top 3 percent of their high school graduating classes and upper 10 percent nationally in test scores. Reapply each year.
	Honors Scholarship (new freshmen)	February 1	Academic record and national test scores	12 credits	\$2,000 - full award \$1,000 - partial award	University Scholarship Application	Students must meet two of the following three criteria to be considered: 3.50 high school grade-point average, upper 10 percent nationally in test scores, top 10 percent in high school rank.
	The Little M. Buckingham Scholarship	February 1	Top Honors candidates (see Honors above)	12 credits	Full tuition and fees, room and board	University Scholarship Application	This scholarship is awarded to the top University Honors Program candidates.
	National Merit Scholarship National Achievement Scholarship National Hispanic Scholarship (new freshmen)		Selected as National Merit Finalist	12 credits	Full tuition and room/board not covered by other scholarships/grants first year	University Scholarship Application	National Merit finalists are eligible. National Achievement Scholarships targeted toward African-American students. National Hispanic Scholarships are targeted toward Hispanic students. Recipients receive full tuition/fees for second through fourth years.
	Academic Scholarship	April 1	Academic record (and national test scores for new freshmen)	12 credits	\$500-\$1,000 per year	University Scholarship Application	Available to full-time new freshmen and continuing students. Reapply each year.
	Purnell-Fort Minority Scholarship	February 1 - new freshmen April 1 - continuing students	Academic record	12 credits	\$500 to \$4,000 per year	University Scholarship Application	Targeted toward academically talented minority students.
	Hecker-Nusbaum Academic Achievement Scholarship	April 1	Academic record and national test scores	12 credits	\$500 per year	Hecker-Nusbaum Academic Achievement Scholarship	Available to recent high school graduates who are new freshmen at Wayne College.
	Glendora Health Care Center Scholarship	April 1	Academic record and recommendations	12 credits	\$500 per year	Glendora Health Care Center Scholarship	Available to Wayne College students only who are recent graduates from any one of the ten Wayne County School districts.
	Degnan Scholarship	April 1	Financial need and academic record	12 credits	\$900 per year	Degnan Scholarship Application	Available to Wayne College students only. Candidates are preferred to be graduates of Wooster High School, the Wayne County Career Center or Smithville Boys Village. However, any graduate of a Wayne County High School will be considered.
GRANTS	Orville Campus Foundation Grant	April 1	Financial need and academic record	12 credits	\$700 per year	Orville Campus Foundation Grant Application	Available to freshmen students only at Wayne College.
	Hecker-Nusbaum Academic Opportunity Grant	August 1	Financial need	3 credits	\$250 per year	Hecker-Nusbaum Academic Opportunity Grant Application	Must submit an application to Wayne College, complete all required skills assessments, plan to enroll in 3-6 credit hours of coursework, be a new freshman.
	Ohio Instructional Grant (OIG)	September 27 - full year	Financial need	12 credits; disabled students may have fewer (see remarks)	\$252 to \$1,512	Free Application for Federal Student Aid or Renewal Application	Must be Ohio resident. A dependent student qualifies if the family's adjusted gross income is less than \$27,000 (1994-95). Disabled students - contact OIG to appeal 12-credit requirement. Limited funds available for part-time students.
	Federal Pell Grant	May 1999 (Apply ASAP after January 1, 1998)	Financial need	May use less than half-time.	\$400 to \$2,300	Free Application for Federal Student Aid or Renewal Application	May be used by all undergraduate students, even if less than half-time.
	Federal Supplemental Educational Opportunity Grant (FSEOG)	Funds are limited. FAFSA analysis must be received by UA by 4/1/98 for priority consideration. (Mail FAFSA to need analysis processor by 3/1/98)	Financial need and academic record	6 credits	Varies with need	Free Application for Federal Student Aid or Renewal Application	FSEOG funds are generally awarded to undergraduate students who still show financial need after receiving aid from other sources. Priority is given to Federal PELL Grant recipients.
LOANS	Federal Perkins Loan	Funds are limited. FAFSA analysis must be received by UA by 4/1/98 for priority consideration. (Mail FAFSA by 3/1/98)	Financial need and academic record	6 credits	Varies with need	Free Application for Federal Student Aid or Renewal Application	Repayment begins nine months after ceasing to be a half-time student. 5 percent simple interest. Loan may be deferred/canceled under certain conditions. Refer to promissory note for information.
	Nursing Student Loan	Funds are limited. FAFSA analysis must be received by UA by 4/1/98 for priority consideration. (Mail FAFSA by 3/1/98)	Financial need and academic record; must be B.S. nursing student.	6 credits	Varies with need	Free Application for Federal Student Aid or Renewal Application	Available to undergraduates students who show financial need and who are pursuing a B.S. in Nursing. Repayment begins nine months after ceasing to be a half-time student, at 5 percent interest. Loan interview required for all borrowers.
	Federal Subsidized Stafford Loan	The need analysis process must be completed and the Loan Request Form received by July 1 to ensure that funds will be available to pay for all fees.	Financial need	6 credits	Dependent student: \$2,025 - first year \$3,500 - second year \$5,500 - third-fourth year	FAFSA or Renewal Application and Loan Request Form obtained from the University's Office of Financial Aid.	Repayment begins six months after ceasing to be a half-time student. For new borrowers, interest is deferred until 7/1/96. Loan interview required for new borrowers. Interest subsidized during grace period.
	Federal Unsubsidized Stafford Loan	The need analysis process must be completed and the Loan Request Form received by July 1 to ensure that funds will be available to pay for all fees.	Not based on financial need, however, if eligible for subsidized Stafford, that loan must be taken first.	6 credits	Loan limits are the same as subsidized Stafford - but not in addition to.	FAFSA or Renewal Application and Loan Request Form obtained from the University's Office of Financial Aid.	Repayment begins six months after ceasing to be a half-time student. Currently, 8.25% interest until 7/1/96. Variable interest rates adjusted annually. Interest accrues during school and during grace period.
	Federal PLUS Parent Loan	Applications must be sent to The University of Akron by July 1, 1998, to ensure that funds will be available to pay for all fees.	Not based on financial need, open to parents.	6 credits	Cost of attendance minus financial aid available (this is the maximum parents can borrow per academic year).	PLUS application from lender or from UA and short Supplemental Form from UA.	Repayment begins 30 to 60 days after money is disbursed. Checks are payable to the University and the parent. Mandatory credit check.
	University Installment Payment Plan (IPP)	Varies, check application	Open to all	1 credit	Limited to 50-70% of instructional general fees and/or residence hall fees.	IPP Application on included with Statement of Account	Depending on when the application is received, up to four monthly installments may be made. Set application fee charged per term. IPP office in Spitzer Hall 105. 330-972-5100.
WORK	On-Campus Federal College Work-Study Program (FCWSP)	Funds are limited. FAFSA analysis must be received by UA by 4/1/98 for priority consideration. (Mail FAFSA by 3/1/98.)	Financial need, academic record, enrolled in at least 6 credits	12 credits	Varies with need.	Free Application for Federal Student Aid or Renewal Application	Number of hours per week depends on funds available and individual need (generally 10 to 20 hours per week). Bi-weekly check received for hours worked. Job placement appointment required for new recipients.
	On-Campus Employment (non-work study)		Open to all students enrolled in at least 12 credits	12 credits	Depends on employer	Check with employing department	Check Student Job Board in upper D-wing or apply directly to department.
	Off-Campus Employment		Open to all enrolled students	1 credit	Depends on employer	Check with contact person listed on job posting.	

NOTE: For applications and further information related to the programs listed below, contact:

Student Services Office
1901 Smucker Road
Orville, OH 44667
(330) 684-9900

- Applications may be submitted after the deadline, but aid will be given only as funds permit.
- The Free Application for Federal Student Aid (FAFSA) is the need analysis document preferred by The University of Akron.
- The FAFSA should be filed as soon as possible after January 1 and must be received in our office by April 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 scholarships and financial aid applications are necessary each year.
- Some financial aid procedures will change for 1998-99. This chart has been printed with the

Computing Services

Wayne College affords students easy access to computers, laser printers, and network services. There are more than a hundred computers housed in six classrooms. These units are all linked through local area networks which allow students to run the latest software as well as generate reports and documents on laser printers.

Students can take advantage of the College's direct link to the University of Akron by using Wayne College's computing facilities to tap into the University's mainframe systems and its connection to the Internet. Students can take advantage of this Internet connection to pursue research and engage in collaborative efforts with other students and researchers world-wide.

Regardless of their major, all Wayne College students are welcomed and encouraged to use the College's computing facilities to do their homework, use tutorial software, and make use of the network's communications capabilities. A staff of full-time employees and student assistants are always on duty to offer assistance.

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.

When applying for financial aid at The University of Akron's Wayne College, the Office of Student Financial Aid determines a budget that best suits the needs of the student. The budget includes direct costs that must be paid to the University (instructional and general fees) and variable expenses such as transportation and personal expenses.

Generally, financial aid is provided in three forms: gift aid, loans and work. 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 help a family member meet college expenses.

Learning Support Services

The personnel in Learning Support Services provide *free* academic assistance to help students become successful learners. The academic assistance provided includes tutoring, computer tutorials, word processors, CD ROM tutorials, and assistance to students with physical and learning disabilities. The goal of Learning Support Services is to help students become independent learners so they can succeed in college and in their careers.

All services are located in the Learning Center. Students may obtain academic assistance in many subjects from a peer or a professional tutor, a computer tutorial, or a video tape. All students can work on developing college-level study skills and learn to retain what they read in their textbooks. Peer tutors, who are students at Wayne College and/or the Akron campus, are hired for any course requested by a student, subject to availability. The Center's director, coordinators, and learning assistants will help students identify their academic problems and use the Center's materials.

Students involved in writing projects for any course are encouraged to use the Learning Center. Professional tutors will help students generate and develop their ideas, assist with the organization of their material, and provide strategies for proofreading their final drafts.



Library

The library's mission to students is to provide access to all resources necessary for successful completion of their Wayne College academic course work.

The library houses the college's 23,000 volume book collection; 350 current periodical subscriptions (magazines, journals, and 14 newspapers); and several hundred vertical file folders of pamphlets and newspaper clippings on topics of general interest.

Books are arranged according to the Library of Congress Classification system. Periodicals (whether in microfiche or paper copy) are arranged alphabetically by title.

Books in the circulating collection may be checked out by students for four weeks. Vertical files, college catalogs and periodicals (except the most recent issue) may be checked out for one week.

The library has a good collection of standard reference works and traditional print indexes to magazine and journal articles. The library is also a member of OhioLINK, a growing network of university library catalogs, computerized periodical indexes and full-text information databases. This online resource provides easy access to material on a broad range of possible research topics.

Students are able to request books not in Wayne College's collection through OhioLINK and may request copies of magazine or journal articles through inter-library loan. These services are available at no charge.

In the event that audiovisual material needs to be viewed for a particular course, a carousel slide viewer, a filmstrip viewer, and a VHS videotape viewer are available in the library for student use.

When classes are in session, library hours are: 8:00 a.m. to 10:00 p.m. Monday through Thursday; 8:00 a.m. to 4:30 p.m. (Fall semester), or 6:30 p.m. (Spring semester) Friday; and 8:00 a.m. to 4:00 p.m. Saturday. Assistance in using computer equipment or locating library materials is available from a member of the library staff during any hour of operation. The reference desk is typically staffed Monday through Thursday until 8:00 p.m.

In the library there are many study carrels, tables, and a reading lounge situated near windows that overlook the college grounds. As part of its mission, the Wayne College library strives to maintain an environment suitable for research.

Parking

Parking at Wayne College is free. However, certain regulations do exist. All students are required to register their car(s) 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 main driveway from the entrance to the end, and in 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 car towed at the individual's expense.

Services for Students with Disabilities

The University of Akron - Wayne College provides special services to differently abled students through the Learning Center. The services are individualized and help students become more independent without separating them from the rest of the college community. The Learning Center extends opportunities and provides support to students with physical and learning disabilities.

To obtain special services, make an appointment with Dr. Julia Beyeler. A diagnosis of the disability must be provided to qualify for services. Services designated by the diagnosis will be provided.

Serving the Adult Learner - The New Majority Student

Although many recent area high school graduates attend Wayne College, about half of the college's students are 25 years of age or older. Because many have been out of school for some time before undertaking, or returning to, collegiate work, apprehension about returning to classes is not unusual.

The college's academic advisers are particularly sensitive to the special needs of the returning adult learner, helping the student 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 Support Services 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 course work 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 free of charge, *if space permits*. (See page 28 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 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 and obtain tickets to athletic or cultural events. ID cards are not transferable and must be presented when requested by University officials.

These cards are issued free of charge to all new students. 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 a card. A penalty fee of \$5 is assessed for lost cards and for any card processed after the end of the eighth week of the term.

Veterans' Expenses

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 disabled veteran has not been authorized, payment of all fees is required. However, the college will return to the veteran the payment made when the official authorization is received.

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

An Ohio Veterans Bonus Commission recipient may arrange with the Accounts Receivable Office to have the Ohio Bonus Commission billed directly for tuition charges only.

Dependents of a veteran covered under other provisions of USC Title 38 must pay fees at the time of registration. The Veterans' Administration will make direct payment to the payee.



STUDENT CLUBS AND ORGANIZATIONS

Business Club

The purpose of the Business Club is to help students bridge the gap between what is learned in the classroom and what actually occurs in the business world. Through participation in club activities and events, students are provided the opportunity to excel through competitive events in business sponsored by the Business Professionals of America.

Some of the benefits students receive from being in the Business Club include: making professional contacts; gaining competitive experience; becoming more aware of career opportunities; developing more effective resumes; developing useful computer skills; and meeting new people with similar interests and goals.

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 co-curricular 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 an associate business management or office administration degree 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 is participation in the National Leadership Contest held at various sites throughout the United States.

Science Club

The purpose of the Science 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 also are 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.

25 and Over Club

The 25 and Over Club is a support group for adult learners. 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.

Waynessence

The Waynessence: Writers and Artists at Work is Wayne College's literary magazine. Published twice a year, *The Waynessence* prints many different kinds of stories, essays, poems, drawings and photographs by Wayne College students and faculty. At the beginning of each semester, information is posted on how to submit contributions for the upcoming issue.

Wayne Mirror

The Wayne Mirror, Wayne College's student newspaper, has a three-fold purpose: to inform, to educate, and to entertain. Staff members write articles, conduct interviews, and solicit advertising. Editors plan and layout the newspaper. Any student may contribute commentary, letters to the editor, original poetry, cartoons, and club or organization information.

SPORTS

Sports at Wayne College are becoming more popular each year. Competition in intercollegiate athletics provides personal challenge and satisfaction for participants.

Minimum eligibility requirements exist for students who wish to try out for, and continue to play on, the college's sports teams.

- A student must be enrolled for a minimum of seven (7) semester credits of course work for each term during the particular sport's season (developmental course work does not apply).
- A student is eligible for maximum of four (4) years of competition.
- New entering freshmen are required to have a minimum high school grade point average of 1.70. Non-high school graduates must have the equivalent predictors as reflected in G.E.D. scores. New transfer students must be meet the eligibility requirements for admission to The University of Akron's Wayne College.
- A new entering freshman student or transfer student will be eligible to compete upon the first day of the term for which he or she is registered and when all fees are paid and all other eligibility requirements are met.
- Student athletes must receive passing credit for ten (10) semester hours of course work between seasons of competition. This may include summer session course work. The academic credits earned during the season of competition are included in the ten semester hours required.
- A minimum grade point average of 1.70 is required during the previous semester to be eligible.
- For second year eligibility, a grade point average of 2.00 is required at the end of the first year of competition with no more than 24 semester credits attempted.
- For third year eligibility, a grade point average of 2.00 is required at the end of the second year of competition with no more than 47 semester credits attempted.
- For fourth year eligibility, a grade point average of 2.00 is required at the end of the third year of competition with more than 48 semester credits attempted.
- At the point where a student drops below the minimum seven semester hours of course work, he or she is no longer eligible for competition during that term.

Men's Basketball

The Wayne College Warriors intercollegiate basketball season features a 24-game regular season schedule and the State Regional Campus Tournament.

For the past several seasons the Warriors have posted a winning record. The team won the State Regional Campus Basketball championship in 1985 and 1996 and reached the Final Four in 1987, 1990 and 1994. The Warriors were State runner-ups in 1991 and 1992.

Women's Basketball

The Wayne College Lady Warriors intercollegiate basketball team completed a successful 1995-96 season by finishing first in the Ohio Regional Campus Conference and taking second place in the State Regional Campus tournament. The Lady Warriors won the State Regional Campus championship in 1991-92.

Women's Volleyball

The Wayne College Lady Warriors intercollegiate volleyball team finished the 1995 season by taking third place in the State Regional Campus tournament championship.

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.

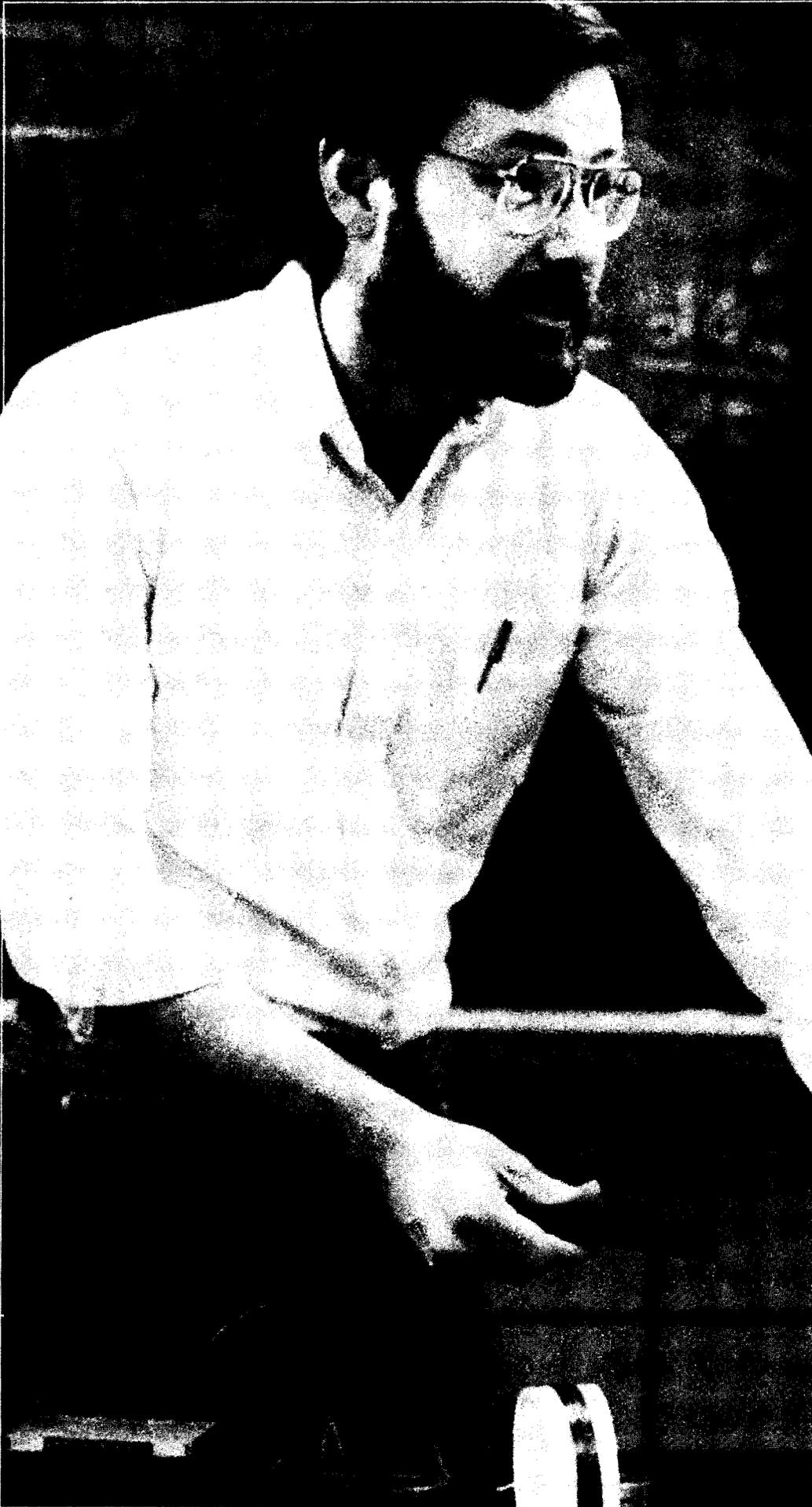


STUDENT SENATE

Student Senate is an elected governmental body, whose function is to provide activities, direction, and support for the students of Wayne College. Student Senate is funded by the student through the General Service Fee and has responsibility for allocating funds among various clubs and support social and cultural events and educational endeavors. It also provides a communication link of considerable importance between students and administration. Student requests, suggestions and concerns may be directed to the Student Senate for resolution. 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.

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.





SECTION **Four**

**Admissions and
Registration**

F

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.

Admissions

A graduate of an accredited secondary school or a person holding a General Education Development (GED) diploma is eligible to apply for admission to The University of Akron - Wayne College. 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 on-going process. All credentials must be received and evaluated before any admission decision and action can be taken by Wayne College.

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

Conditional/Unconditional Admission Policy

The University of Akron - Wayne college has a conditional/unconditional admissions policy for entering freshmen. Students graduating from high school in 1994 and thereafter are affected by this permanent change in policy.

Unconditionally admitted students will be admitted directly to the degree-granting college and major of their choice, the University College of The University of Akron - Wayne College, or Wayne College's Community and Technical College. To be admitted directly to a specific academic program, the student must meet certain academic criteria based on high school grade point average, test scores, class rank, and college preparatory curriculum. Students are admitted unconditionally to University College if their credentials fall below the requirements for direct admission to a specific major program but are above standards for conditional admission. All undecided students will be directly admitted to the University College if admitted unconditionally.

Conditionally admitted students will be admitted to the University College or the Community and Technical College. Conditionally admitted students are those with a high school grade point average of less than 2.30 and an A.C.T. composite score less than 16, or a combined S.A.T. score less than 650, with or without the college preparatory curriculum. Students having a high school grade point average less than 2.80 and an A.C.T. composite score less than 19, or a combined S.A.T. score less than 800, without the college preparatory curriculum will also be admitted conditionally.

The college preparatory curriculum is defined as: English - 4 units; mathematics - 3 units; natural science - 3 units; social science - 3 units; foreign language - 2 units. Students planning on a major in business, computer science, engineering or natural science should take a fourth unit of mathematics. Natural science and engineering majors should complete biology, chemistry, physics and a fourth unit of science if available. Students contemplating a nursing major should complete additional units in mathematics and science.

Students admitted conditionally will be required to complete one or more prescriptive activities. These activities include developmental courses, tutoring, learning laboratories and workshops, and/or summer school course work.

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 3300:111 *English Composition I* and register for 3300:112 *English Composition II*. A student with an ACT score in English ranging from 17 to 27 (SAT score of 351 to 624) may register for 3300:111.

Any student who has not taken the ACT or SAT or those with ACT writing and reading scores of 16 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.

Skill 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 any or all of these 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 available. Arrangements also can be made for foreign language placement tests to be taken

on the Akron 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 non-refundable late registration fee is assessed registrants enrolling after the official open registration period.

State Policy on Institutional Transfer

The Ohio Board of Regents, following the directive of the Ohio General Assembly, has developed a new policy to facilitate movement of students and transfer credits from one Ohio public college or university to another. The purpose of the policy is to avoid duplication of course requirements and to enhance student mobility throughout Ohio's public higher education system. Students interested in transferring to an independent college or university are encouraged to check with the institution of their choice regarding transfer agreements.

The Ohio Board of Regents' new Transfer and Articulation Policy established the Transfer Module, which is a specific subset of the entire set of a college or university's general education requirements. The Transfer Module contains 54-60 quarter hours or 36-40 semester hours of specified course work in English composition, mathematics, fine arts, humanities, social and behavioral science, natural and physical science, and interdisciplinary coursework.

A transfer module completed at one college or university will automatically meet the requirements of the transfer module at the receiving institution, once the student is accepted. Students may be required to meet additional general education requirements that are not included in the Transfer Module.

Students meeting the requirements of the Transfer Module are subject to the following conditions:

- The policy encourages receiving institutions to give *preferential consideration* for admissions to students who complete the Transfer Module and either the Associate of Arts or the Associate of Science degree. These students will be able to transfer all courses in which they received a grade of D or better. Students must have an overall grade point average of 2.0 to be given credit for the Transfer Module.
- The policy also encourages receiving institutions to give *preferential consideration* for admission to students who complete the Transfer Module with a grade of C or better in each course and 90 quarter hours or 60 semester hours. Students must have an overall grade point average of 2.0 to be given credit for the Transfer Module and only courses in which a C or better was earned will transfer.
- The policy encourages receiving institutions to admit on a *non-preferential consideration* basis students who complete the Transfer Module with a grade of C or better in each course and less than 90 quarter hours or 60 semester hours. These students will be able to transfer all courses in which they received a grade of C or better.

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

In order to facilitate transfer with maximum applicability of transfer credits, prospective transfer students should plan a course of study that will meet the requirements of a degree program at the receiving institution. Additionally, students should determine if there are language requirements or any special course requirements that can be met during the freshman or sophomore year. This will enable students to plan and pursue a course of study that will articulate with the receiving institution's program. Students are encouraged to seek further information regarding transfer from their academic adviser and the college or university to which they plan to transfer.

A student disagreeing with the application of transfer credit by the receiving institution shall be informed of the right to appeal the decision and the process for filing the appeal. Each institution shall make available to students the appeal process for that specific college or university.

If a transfer student's appeal is denied by the institution after all appeal levels within the institution have been exhausted, the institution shall advise the student in writing of the availability and process of appeal to the state level Articulation and Transfer Appeals Review Committee. The Appeals Review Committee shall review and recommend to institutions the resolution of individual cases of appeal from transfer students who have exhausted all local appeal mechanisms concerning applicability of transfer credits at receiving institutions.

FEES***Instructional Fee**

- Undergraduate and postbaccalaureate
Ohio Resident:
 - 1 - 11 credits \$ 133.60 per credit
 - 12 - 16 credits \$1591.90 flat fee per semester
 - 16.5 credits or more \$1545.50 per semester plus
\$ 133.60 per credit over 16
- Tuition Surcharge:*
(Nonresidents of Ohio pay the surcharge in addition to the instructional and general fees)
 - 1 or more credits \$ 158.60 per credit
- Graduate
Ohio Resident: \$ 164.85 per credit
Non-Ohio Resident: \$ 143.30 per credit (in addition to instructional and general fees)
- Professional (Law)
Ohio Resident:
 - new* \$ 202.70 per credit
 - continuing* \$ 192.10 per credit
- Non-Ohio Resident:*
 - new* \$ 157.55 per credit (in addition to instructional and general fees)
 - continuing* \$ 149.25 per credit (in addition to instructional and general fees)

General Service Fee

- Undergraduate and postbaccalaureate
per credit \$ 4.00 to a maximum of
\$ 47.65 per semester
- Graduate
per credit \$ 6.30 to a maximum of
\$ 75.55 per semester
- Professional (Law)
per credit (new) \$ 6.90 to a maximum of
\$ 82.70 per semester

per credit (continuing) \$ 6.50 to a maximum of
\$ 78.20 per semester

Miscellaneous Fees

- ACT Test \$ 25.00
- Bypassed Credit, per credit 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
(the beginning of semester or term) 25.00
- Minor Program/Second Major Program Application Fee
(charged for each program to be certified as part of a student's
official academic record) 5.00
- Music Fee
(in addition to instruction fees for
any applied music 7520 course)
 - 2 credits 70.00
 - 4 credits 140.00
- Schedule Adjustment Fee
(for each schedule change form processed) 5.00
- 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 - Credit

- Certain fees are subject to refund.
- Instruction and nonresident surcharge.
 - General fee.
 - Parking (only if permit is returned).
 - Laboratory breakage and late service deposit.
 - Course material and computing fee.

Amount of Refund — Credit

The amount of refund for *credit courses* is to be determined in accordance with the following regulations and subject to course instructor/adviser signature requirements contained in The University of Akron's official withdrawal policy:

- 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, is drafted into military service by the United States, is called to active duty, or if the student enlisted in the National Guard or Reserves prior to the beginning of the term. Notice of induction or orders to active duty is required if the student is called to active duty. A student who enlists voluntarily for active duty should see "In part" below.
- In part
 - 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 Sunday (midnight) which begins the second week of the enrolled term.
 - If the student requests official withdrawal after the Sunday (midnight) which begins the second week of the fall or spring semester, the following refund percentages apply:

During the second week of the semester	70%
During the third week of the semester	50%
During the fourth week of the semester	30%
During the fifth week of the semester	20%
Thereafter	0

- If the student requests in writing official withdrawal after the Sunday (midnight) which begins the second week of any summer session, the following refund percentages apply:

During the second week of the session	40%
Thereafter	0

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

Refunds will be determined as of the date of official 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 of said circumstances. 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.

No refund will be granted to a student who is dismissed or suspended for disciplinary reasons.

Wayne College/The University of Akron reserves the right to cancel a course for insufficient enrollment. A full refund will be mailed to the student as soon as possible.

Refund Policy for students on Financial Aid: When student recipients of federal financial aid receive refunds for classes from which they withdraw, a portion of the refund must be returned by the University to the financial aid program. The following is the order in which financial aid is returned: Stafford, SLS, PLUS, Perkins, Pell, SEOG, and Nursing Loan.

* All fees are subject to change without notice. Fees listed are effective Summer Session 1997 for Wayne College courses. Undergraduate fees at The University of Akron are slightly higher.

Residency Requirements

Payment of the 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 course previously announced 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 and/or television stations for information about class cancellations: WAKR (AM 1590), WHBC (AM 1480, FM 94.1), WHLO (AM 640), WKDD (FM 96.5), WKVX (AM 960), WNCO (AM 1340, FM 101.3), WQMX (FM 94.9), or WQKT (FM 104.5). Alternatively, you can call the University's Emergency Information Phone Line (972-SNOW) or Wayne College's Snowline (684-8775) for weather related or emergency information. If due to illness or other extenuating circumstances, a faculty member is not able to meet with the class, an effort is usually made to notify the student.

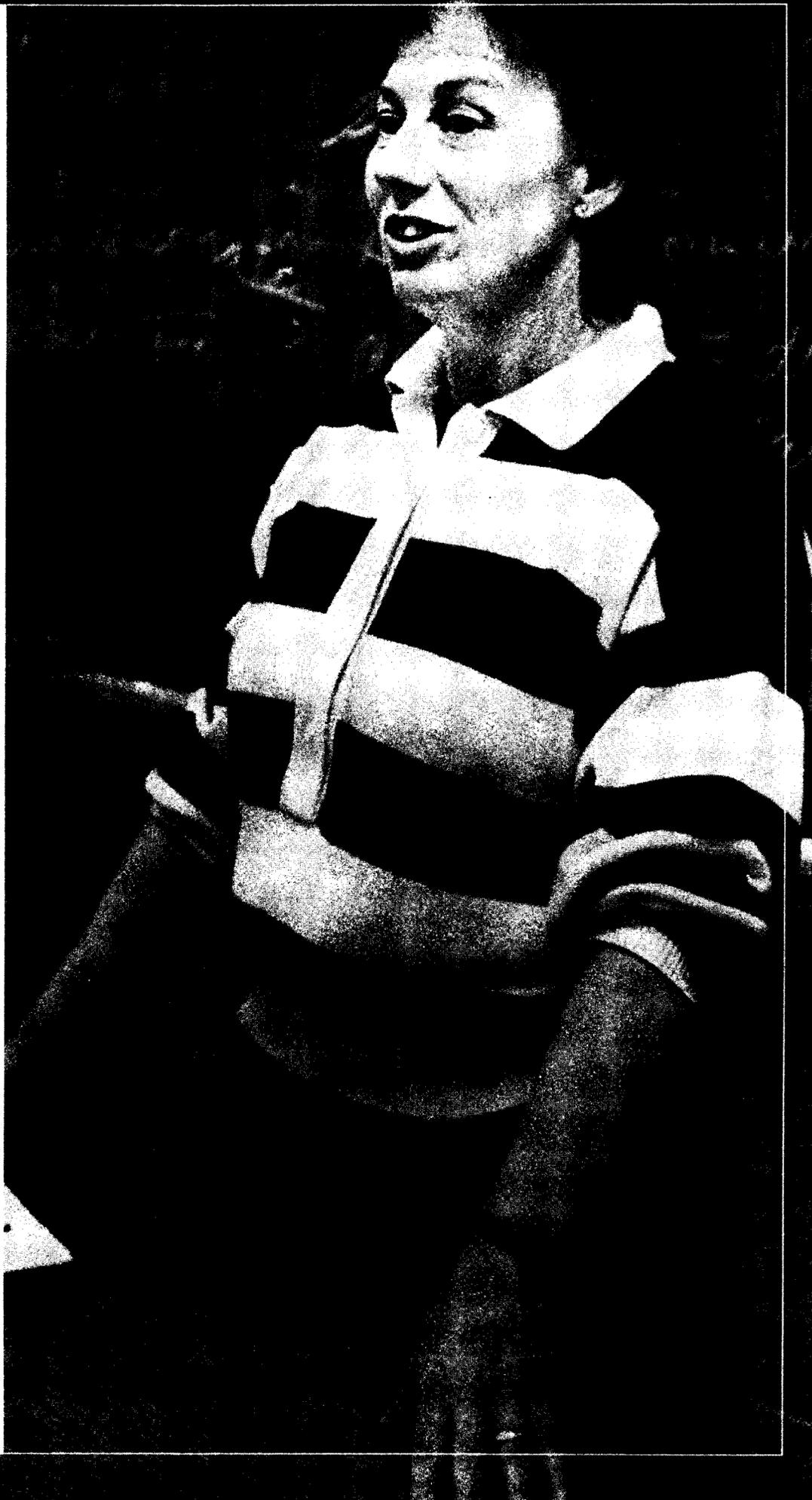
The closing of the Akron campus does not mean that classes at Wayne College are canceled. The dean of Wayne College makes a separate determination and decision. Courses offered at off-campus locations adhere to the calendars of the host institutions. A student attending classes at the Medina County Vocational 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 variety 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. Though of shorter duration, course offerings during the summer are of comparable quality and content to those given during the regular academic year, but are neither as numerous nor as varied.

SECTION **Five**

Course Facts



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.

DEVELOPMENTAL PROGRAMS

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.
- 042 **BASIC WRITING II** *4 credits*†
Provides additional practice in the basic writing skills required for college composition.
- 050 **BASIC MATHEMATICS I** *4 credits*†
An intensive review of arithmetic and an introduction to the concepts of elementary algebra. Emphasis is placed on developing learning strategies and controlling anxieties.
- 052 **BASIC MATHEMATICS II** *4 credits*†
Prerequisite: 1020:050 or placement. A brief review of arithmetic and intensive instruction in elementary algebra. Emphasis is placed on developing learning strategies and controlling anxieties.
- 060 **COLLEGE READING** *4 credits*†
Designed to strengthen the basic comprehension skills needed for academic work, including recognition of main points and key supporting ideas, inferencing, summarizing, and vocabulary development.
- 062 **COLLEGE READING AND STUDY SKILLS** *4 credits*†
Prerequisite: 1020:060 or placement. Continued practice of comprehension strategies with emphasis on textbook reading, and implementation of effective study strategies such as note-taking, test-taking, and memory techniques.
- 064 **APPLIED STUDY STRATEGIES** *2 credits*†
Corequisite: Selected General Education Courses taken concurrently. Designed to help students apply various study strategies to a specific course, such as psychology, sociology. Include lecture and textbook analysis, memory techniques, and test-taking strategies.
- 299 **SPECIAL TOPICS: DEVELOPMENTAL PROGRAMS**
Selected topics and subject areas of interest in developmental education.

GENERAL EDUCATION

1100:

- 101 **UNIVERSITY ORIENTATION** *2 credits*
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.

ASSOCIATE STUDIES— ENGLISH

2020:

- 222 **TECHNICAL REPORT WRITING** *3 credits*
Prerequisite: 3300:111 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.

ASSOCIATE STUDIES— MATHEMATICS

2030:

- 130 **INTRODUCTION TO TECHNICAL MATHEMATICS** *3 credits*
Prerequisite: Placement. 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 education mathematics requirement.
- 151 **ELEMENTS OF MATHEMATICS I** *2 credits*
Prerequisite: Placement. Fundamental concepts and operations, functions and graphs, factoring and fractions, variation, quadratic equations.
- 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.
- 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.
- 161 **MATHEMATICS FOR MODERN TECHNOLOGY** *4 credits*
Prerequisite: 2030:151 or placement by adviser. Analytic geometry of the straight line, linear systems, matrices and matrix methods, determinants. Sets and logic. Probability and statistics. Math of finance.

ASSOCIATE STUDIES— SOCIAL STUDIES

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.
- 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.
- 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.
- 251 **HUMAN BEHAVIOR AT WORK** *3 credits*
Examination of relationship between human behavior and the work organization. Emphasis on how contemporary organizations are changing and what makes individuals within their organizations more effective.
- 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 bachelor's curriculum.

INDIVIDUAL STUDY

2100:

- 150 **DISTINGUISHED STUDENT COLLOQUIUM** *2 credits*
Prerequisite: admission to the Distinguished Student Program. Colloquium which will enable students from different disciplines to experience an interdisciplinary focus through a variety of speakers on contemporary issues.
- 195 **INDIVIDUALIZED STUDY** *1 credit*
Prerequisite: admission to the Distinguished Student Program. Focused investigation of a specific topic mutually determined by the student and a supervising faculty member.

FIRE PROTECTION TECHNOLOGY

2230:

- 250 **HAZARDOUS MATERIALS** *4 credits*
Prerequisite: 3150:110. Study of chemical characteristics and reactions related to storage, transportation and handling of hazardous materials. Emphasis on emergency situations, fire fighting and control.
- 257 **FIRE PROTECTION FOR BUSINESS AND INDUSTRY** *3 credits*
Industrial fire protection problems including specialized hazards, automatic extinguishing systems, codes and standards, fire safety planning, fire brigade organizations.

SOCIAL SERVICES TECHNOLOGY

2260:

- 121 **SOCIAL SERVICE TECHNIQUES I** *3 credits*
Prerequisite: 2260:171, or permission. Preparation to provide helping interventions as Social Work Assistants. Focuses on helping relationships, helping and problem-solving processes, social work values, attending skills, and interviewing techniques.
- 122 **SOCIAL SERVICE TECHNIQUES II** *3 credits*
Corequisite: 2260:121. Focuses on enhancing self-awareness. Provides basic knowledge about social group work and opportunities for students to practice beginning group work techniques by co-facilitating self-awareness exercises.
- 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.
- 171 **CAREER ISSUES IN SOCIAL SERVICES I** *1 credit*
Corequisite: 7750:276. Orients students to human service education and introduces them to the knowledge, skills, and attitudes essential for future educational and career success.
- 172 **CAREER ISSUES IN SOCIAL SERVICES II** *1 credit*
Prerequisite: 2260:171; corequisite: 2260:122. Addresses attitudes and behavior necessary to succeed in field work and on the job. Topics include appropriate professional behavior, using supervision effectively, and workplace competencies.
- 223 **SOCIAL SERVICE TECHNIQUES III** *3 credits*
Prerequisite: 2260:122; corequisite: 2260:172 or 273. Provides knowledge base for working with individuals and families in crisis. Students apply crisis theory to developmental and situational crises and practice crisis intervention techniques.
- 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.
- 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.
- 266 **SOCIAL SERVICE TECHNIQUES WITH CHILDREN AND FAMILIES** *3 credits*
Prerequisite: 2260:122. Preparation for working with children individually and in their families. Content includes child development in relation to environmental factors, social policy concerns, and helping interventions.
- 273 **CAREER ISSUES IN SOCIAL SERVICES III** *1 credit*
Prerequisites: 2260:122 and 171. Explores strategies to promote optimal effectiveness in human service careers. Topics include self-care, preventing burnout, ethical dilemmas, human diversity, and the professional use of self.
- 275 **THERAPEUTIC ACTIVITIES** *3 credits*
Prerequisite: 2260:150. Preparation for planning, adapting, and implementing individual and group therapeutic activities to meet diverse psychosocial needs. Emphasizes program planning, motivational techniques, and group work skills.
- 276 **PRACTICUM IN THERAPEUTIC ACTIVITIES** *1 credit*
Prerequisite: 2260:150; corequisite: 2260:275. Supervised 90-hour experience in a long-term care facility observing, planning, and providing therapeutic activities. Students practice program planning, documentation, and group work skills.

- 285 **SOCIAL SERVICES PRACTICUM I** *1-2 credits*
Prerequisite: 2260:122, 172 or 273, and permission. Supervised field placement in a human service organization. Students apply classroom learning to actual helping situations, test career interests, and gain practical, on-the-job experience.
- 287 **SOCIAL SERVICES PRACTICUM II** *1-2 credits*
Prerequisites: 2260:172, 273, 285, and permission; corequisite: 2260:223. Second supervised field placement in a human service organization. Students apply classroom learning to actual helping situations, test career interests, and gain practical, on-the-job experience.
- 290 **SPECIAL TOPICS: COMMUNITY SERVICES TECHNOLOGY** *1-3 credits*
Prerequisite: permission. Selected topics of subject areas of interest in community services technology.
- 294 **SOCIAL SERVICES PRACTICUM SEMINAR** *1-2 credits*
Corequisite: 2260:285 or 287. Taken concurrently with Social Services Practicum I and II to discuss practicum experiences confidentially, integrate classroom learning with practical field work situations, and support learning.

BUSINESS MANAGEMENT TECHNOLOGY

2420:

- 101 **ELEMENTS OF MARKETING TECHNOLOGY** *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.
- 103 **ELEMENTS OF MANAGEMENT TECHNOLOGY** *3 credits*
Presentation of basic management techniques: motivation, planning, organizing, leading and controlling. Elements of group behavior, communication and employee compensation.
- 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.
- 125 **PERSONAL FINANCIAL COUNSELING** *3 credits*
Family resource management; consumer decision making including consumer credit and family budget decisions, retirement planning, types of insurance, annuities and savings, consumer education, types and techniques of counseling.
- 171 **BUSINESS CALCULATIONS** *3 credits*
Applied fundamental mathematical principles within the business setting. Electronic calculator proficiency will be developed through repeated problem-solving applications using these principles.
- 202 **PERSONNEL PRACTICES** *3 credits*
Provides information necessary to attract, retain and motivate employees. Includes staffing, human resources development, compensation plans, labor and management relations, appraisal systems and career planning.
- 206 **SURVEY OF INSURANCE PRODUCTS AND SERVICES I** *3 credits*
Prerequisite: 2040:247; 2420:104, 211. Exposure to the vocabulary, fundamental principles, and current practices of the insurance industry.
- 207 **SURVEY OF INSURANCE PRODUCTS AND SERVICES II** *3 credits*
Prerequisite: 2420:206. Focuses on application exercises based on current industry practices along with continued topical coverage of insurance products and services.
- 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.
- 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.
- 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.

- 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.
- 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.
- 217 SURVEY OF TAXATION** *4 credits*
Prerequisite: 2420:212. Survey course of basic tax concepts, schedules, and forms for individuals and businesses. Federal, state and local taxes are discussed. The major emphasis of this course is on business taxes.
- 218 AUTOMATED BOOKKEEPING** *2 credits*
Corequisite: 2420:211. Provides experience with accounting software packages to include the processing of general ledger, accounts receivable, accounts payable, and payroll transactions.
- 233 INSTALLMENT CREDIT** *2 credits*
Prerequisite: 2420:113. Pragmatic course emphasizing evaluation, maintenance of consumer, commercial credit. Covers evaluation, legal aspects, collection, direct and indirect installment lending, leasing and other special situations, credit department management.
- 234 SURVEY OF INVESTMENT PRODUCTS AND SERVICES** *3 credits*
Prerequisites: 2040:247; 2420:104, 211. Introduces the vocabulary of and products provided by financial service institutions. Includes economic, legal, and marketing aspects associated with such products and services.
- 243 SURVEY IN FINANCE** *3 credits*
Prerequisite: 2020:247 and 2420:211. Survey of field including instruments, procedures, practices and institutions. Emphasis on basic principles.
- 253 ELEMENTS OF BANK MANAGEMENT** *2 credits*
Prerequisite: 2420:113. Applied course in bank operation and management. Bank case studies utilized to focus objectives, planning, structure, control and interrelationship of bank functions and departments.
- 280 ESSENTIALS OF BUSINESS LAW** *3 credits*
Brief history of law and judicial system, study of contracts with emphasis on sales, agency, commercial paper and bailments.
- 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.

REAL ESTATE

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 readings and discussions relative to real estate and the American system.
- 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.
- 245 REAL ESTATE FINANCE** *2 credits*
Prerequisite: 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.
- 255 VALUATION OF RESIDENTIAL PROPERTY** *2 credits*
Prerequisite: 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.
- 125 SPREADSHEET SOFTWARE** *2 credits*
Introduces the student to popular spreadsheet software.
- 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 timesharing also considered.
- 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 mainframe computers.
- 132 ASSEMBLER PROGRAMMING** *2 credits*
Prerequisite: 2440:131. Teaches applications programming in Basic Assembler Language and provides an understanding of the computer's data storage and processing capabilities.
- 133 STRUCTURED COBOL PROGRAMMING** *3 credits*
Prerequisite: 2440:121. An introduction to business applications programming in COBOL, emphasizing structured programming techniques.
- 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.
- 155 INTRODUCTION TO WINDOWS™** *1 credit*
Includes instruction in Microsoft Windows™ operating system as well as subdirectories, data transfer, and file management.
- 245 INTRODUCTION TO DATABASES FOR MICROS** *3 credits*
Prerequisite: 2440:120. This course is designed to introduce the student to data base management concepts via a hands-on approach using data base management software.
- 255 INTRODUCTION TO NETWORK ADMINISTRATION** *3 credits*
Prerequisite: 2440:120 and 151. Introduces the student to Novell® NetWare administration and modem communications concepts. Topics address planning the network file system, network security, and network management and support.
- 267 4GL FOR MICROS** *3 credits*
Prerequisite: 2440:245. This course provides instruction in the development of microcomputer systems using dBASE® III Plus, a fourth generation language.
- 269 C PROGRAMMING AND UNIX** *3 credits*
Prerequisites: 2440:132 and 133, or permission. Designing, coding, and executing C language programs on the UNIX® operating system.
- 270 NETWORK MANAGEMENT I** *4 credits*
Prerequisites: 2440:120 and 151. In-depth instruction is basic and advanced Novell® NetWare 3 system administration. Includes network directory structure, menus, back-up procedures, printers, memory management, and multiple protocol support.
- 272 NETWORK TECHNOLOGIES** *2 credits*
Prerequisites: 2440:120 and 151. Basic concepts of data communications, networking and connectivity. Includes OSI model, data translation, signal multiplexing and conversion, Ethernet, Token Ring, Arcnet, LocalTalk, and FDDI topologies.
- 273 NETWORK PRINTING** *2 credits*
Prerequisite: 2440:276. Learn how to manage a network printing environment from hands-on experience configuring workstations, customizing print jobs, and managing print servers, print queues, and remote printers.
- 274 NETWORK SERVICE AND SUPPORT** *4 credits*
Prerequisites: 2440:270. Intensive focus on installing, maintaining, and troubleshooting Novell® NetWare networks. Includes NetWare installation, LAN topologies and protocols, board configurations, cabling systems, and disk expansion.
- 275 TCP/IP FUNDAMENTALS** *2 credits*
Prerequisite: 2440:276. Learn how to install and configure TCP/IP software on a network; how to use Telnet and FTP; and how to troubleshoot common problems.
- 276 NETWORK MANAGEMENT II** *4 credits*
Prerequisites: 2440:120 and 151. In-depth instruction in basic and advanced Novell® NetWare 4 system administration. Includes Directory Service Tree, security, auditing, printing, backup, performance optimization, and client services management.
- 278 NETWORK DIRECTORY DESIGN AND IMPLEMENTATION** *2 credits*
Prerequisite: 2440:276. Learn how to design and create a network implementation plan for a case-study company using prescribed templates and strategies.

COMPUTER PROGRAMMING

2440:

- 120 COMPUTER AND SOFTWARE FUNDAMENTALS** *2 credits*
General overview of data processing techniques providing fundamentals necessary for subsequent computer-oriented courses.
- 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.

MARKETING AND SALES TECHNOLOGY

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.
- 106 VISUAL PROMOTION** *3 credits*
Studio course in retail display and promotion techniques. Window, interior and point of purchase categories, principles of design as in visual design, elements of design, color theory, lettering, printing process, layout to camera-ready art.
- 201 PRINCIPLES OF WHOLESALING** *2 credits*
Examination of wholesaler and wholesaling function. Attention given to buying process and relationship of ultimate consumer to wholesaler.
- 202 RETAILING FUNDAMENTALS** *3 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.
- 203 FUNDAMENTALS OF INDUSTRIAL DISTRIBUTION** *3 credits*
An introductory examination of the industrial distribution network and pertinent intermediaries involved. Includes wholesalers, service institutions and other channel members.
- 210 CONSUMER SERVICE FUNDAMENTALS** *2 credits*
Discussion of problems facing business today created by social issues in society. Emphasis on understanding viewpoints of all groups involved.
- 212 PRINCIPLES OF SALES** *3 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.
- 215 ADVERTISING PROJECTS** *2 credits*
Prerequisites: 2520:103 and 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.
- 217 MERCHANDISING PROJECTS** *2 credits*
Prerequisite: 2520:101 and 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.
- 219 SALES PROJECTS** *2 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.
- 290 SPECIAL TOPICS: MARKETING AND SALES** *1-3 credits*
(May be repeated for a total of four credits) Prerequisite: permission. Selected topics or subject areas of interest in marketing and sales.

HEALTH CARE OFFICE MANAGEMENT

2530:

- 241 HEALTH INFORMATION AND RECORDS MANAGEMENT** *3 credits*
Introduction to medical record keeping including knowledge of different types of records, confidentiality issues, filing and retrieval, release of information, admission/discharge processing, assembly, and analysis.
- 245 REIMBURSEMENT PAYMENT SYSTEMS IN HEALTH CARE** *3 credits*
Prerequisite: 2740:120. Introduction to the use of coding in health care including ICD-9, CPT, HCPCS, and DRGs as they relate to medical insurance; specialized medical insurance programs, reimbursement practices; completion of the standard health insurance claim form; computerized billing system; and credit and collection policies and procedures.
- 255 HEALTH CARE OFFICE MANAGEMENT AND MEDICOLEGAL ISSUES** *3 credits*
Prerequisites: 2530:241; 2540:256; and 2740:120. Includes management of medical personnel, practice enhancement, marketing, finance, facilities, purchasing, risk management, medical law and ethics, as well as aspects of managed care contract evaluation, negotiation, participation, and compliance.
- 260 HEALTH CARE OFFICE MANAGEMENT INTERNSHIP** *2 credits*
Prerequisite: permission. Health Care Office Management training within an appropriate health care facility for actual work experience and observation.

OFFICE ADMINISTRATION 2540:

- 119 BUSINESS ENGLISH** *3 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.
- 121 INTRODUCTION TO OFFICE PROCEDURES** *3 credits*
Introduction to concepts regarding role of office worker, human relations, communications, productivity, reference materials, technological advances in processing information and employment opportunities.
- 140 KEYBOARDING FOR NONMAJORS** *2 credits*
Beginning typewriting for the non-secretarial student. Fundamentals in the operation of the computer; application emphasis on the individual student needs such as resumes, application letters and forms, term papers, and abstracting. WordPerfect® fundamentals are taught. Video display terminal instruction. Credit not applicable toward the Associate Degree in Office Administration.
- 141 WORDPERFECT® BEGINNING** *2 credits*
Prerequisite: Basic touch typing skill. Introduction to word processing software for non-office administration majors. Training on personal computers for personal and business communication using various word processing software.
- 142 WORDPERFECT® ADVANCED** *2 credits*
Prerequisite: 2540:141 or permission. Intermediate and advanced skills of WordPerfect® to include table, importations of spreadsheets, outlines, advanced file management, macros, merges, labels, and graphics.
- 143 MICROSOFT® WORD BEGINNING** *2 credits*
Prerequisite: Basic touch-typing skills. Introduction to word processing software for the non-Office Administration major. Training on personal computers as a tool for personal/business communications using Microsoft® Word software.
- 144 MICROSOFT® WORD ADVANCED** *2 credits*
Prerequisite: 2540:143 or permission. Intermediate and advanced skills of Microsoft Word to include tables, importation of spreadsheets, outlines, advanced file management, macros, merges, labels, and graphics.
- 150 BEGINNING KEYBOARDING** *3 credits*
For the beginning student or one who desires a review of fundamentals. Includes basic keyboard, letters, tables and manuscripts. WordPerfect® fundamentals are taught. Minimum requirements: 30 words a minute with a maximum of 3 errors for 3 minutes.
- 151 INTERMEDIATE WORD PROCESSING** *3 credits*
Prerequisite: 2540:150 or equivalent. Further development of keyboarding skills. Advanced letter styles, forms, reports, and shortcuts. Intermediate WordPerfect® features are taught. Minimum requirement: 40 words a minute with a maximum of 5 errors for 5 minutes.
- 241 INFORMATION MANAGEMENT** *3 credits*
Prerequisite: 2540:150 or equivalent. Study of creation, classification, encoding, transmission, storage, retention, transfer and disposition of information. Computer filing procedures are taught using database management software.
- 243 INTERNSHIP** *2-3 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.
- 253 ADVANCED WORD PROCESSING** *3 credits*
Prerequisite: 2540:151 or equivalent. To increase student's ability to do office-style production keyboarding with minimal supervision. Advanced WordPerfect® features are taught. Minimum requirement: 50 words a minute with a maximum of 5 errors for 5 minutes.
- 256 MEDICAL OFFICE PROCEDURES** *3 credits*
Prerequisite: 2740:120. Simulates a professional medical office which "employs" the student to perform office administration duties and manage office information and finances on specialized computer software.
- 263 BUSINESS COMMUNICATIONS** *3 credits*
Prerequisite: 2540:119 and 3300:111 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, resumes and a business report.
- 270 OFFICE SOFTWARE APPLICATIONS** *4 credits*
Prerequisite: 2540:253. An advanced course in document production incorporating databases, spreadsheets, and graphics into various type of documents.
- 271 DESKTOP PUBLISHING** *3 credits*
Prerequisite: 2540:253 or permission. Desktop publishing software used to create printed materials such as newsletters, brochures, business forms, and resumes. Course addresses design/layout decision and editing for the office worker.

- 273 COMPUTER-BASED GRAPHIC PRESENTATION** *3 credits*
Prerequisite: 1100:106, 2440:151 or permission. An introduction to the basic principles of preparation, design, and organization necessary to produce exciting and effective computerized graphic presentations. Current graphic software will be taught.
- 279 LEGAL OFFICE PROCEDURES** *4 credits*
Prerequisite: 2540:121, 151. Provides an understanding of various facets of the law, when and how to use documents, important legal procedures and typical office routine.
- 281 EDITING/PROOFREADING/TRANSCRIPTION** *3 credits*
Prerequisites: 2540:119 and 151. Transcription from taped dictation with emphasis on mailable documents using a computer. Special techniques for developing accuracy, proofreading, and increasing productivity will be emphasized.
- 282 MEDICAL MACHINE TRANSCRIPTION** *3 credits*
Prerequisite: 2540:256. 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 in computerized transcription. Speed, accuracy, and proofreading skills emphasized.
- 283 MEDICAL TERMINOLOGY** *3 credits*
Prerequisite: 2780:106. Vocabulary and terms used by medical personnel. Usage and spelling of medical terms.
- 284 OFFICE NURSING TECHNIQUES I** *2 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; and taking blood pressure.
- 286 MICROSOFT® WORD FOR WINDOWS™** *2 credits*
Prerequisite: minimum keyboarding requirement of 30 words per minute. Provides beginning to intermediate training on the word processing program Microsoft® Word for Windows™. Not for Office Administration majors.
- 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.
- 290 SPECIAL TOPICS: SECRETARIAL SCIENCE** *.5-3 credits*
(May be repeated for a total of four credits) Prerequisite: permission. Selected topics or subject areas of interest in office administration.

COMPUTER SERVICE AND NETWORK TECHNOLOGY

2600:

- 100 BASIC ELECTRONICS FOR TECHNICIANS** *5 credits*
Corequisites: 2030:151 and 152. Fundamentals of electrical/electronic operations, linear devices and instrumentation essential to electrical/electronics maintenance and troubleshooting. Laboratory.
- 125 DIGITAL ELECTRONICS FOR TECHNICIANS** *4 credits*
Prerequisite: 2600:100. Mathematical principles of electronic switching for logic-based systems and examination of methods of switching syntheses.
- 155 MICROPROCESSOR ASSEMBLY LANGUAGE PROGRAMMING** *2 credits*
Corequisite: 2600:125. The in-depth coverage of assembler language and architecture for 8088-based systems.
- 160 PERSONAL COMPUTER SERVICING** *4 credits*
Prerequisite: 2600:100, 2440:151; corequisite: 2600:190. Techniques for isolating and correcting faults in personal computers including the use of software diagnostic routines and electronic test equipment.
- 180 MICROPROCESSOR SERVICE PRACTICUM** *2 credits*
Corequisite: 2600:160. Work experience in the repair of microprocessor-based equipment using failed or malfunctioning equipment.
- 185 MICROPROCESSOR SERVICE PRACTICUM SEMINAR** *1 credit*
Corequisite: 2600:180. Integrates on-the-job technical experience acquired in 2600:180 with the fundamental concepts and skills acquired through course work.
- 190 MICROPROCESSOR SYSTEMS ARCHITECTURE** *3 credits*
Prerequisite: 2600:100; corequisite: 2600:160. Introduction to the basic structure microprocessor systems including instruction sets, addresses, memories and the interface of hardware and software.
- 280 FIELD EXPERIENCE IN MICROPROCESSOR SERVICE** *2 credits*
Prerequisites: 2600:180 and 230. Work experience within a business that makes, uses, or services microprocessor-based equipment.

MEDICAL ASSISTING

2740:

- 120 MEDICAL TERMINOLOGY** *3 credits*
Study of language used in medicine.
- 121 STUDY OF DISEASE PROCESSES FOR MEDICAL ASSISTING** *3 credits*
Prerequisite: 2740:120. Study of diseases of major body functions.
- 230 BASIC PHARMACOLOGY** *3 credits*
Overview of drugs used in a medical setting.
- 241 MEDICAL RECORDS** *3 credits*
Prerequisite: 2740:120. Introduction to insurance procedures and codings used in a physician's office.

ENVIRONMENTAL HEALTH AND SAFETY TECHNOLOGY

2800:

- 200 PHYSICS FOR ENVIRONMENTAL TECHNICIANS** *3 credits*
Prerequisite: 2030:152. Introduction to the broad scope of physics including mechanics, heat, sound, electricity, and radiation. Laboratory.
- 210 OCCUPATIONAL SAFETY AND RISK** *3 credits*
Introduction to the field of health and safety as related to business and industrial operations. Emphasis is placed on hazard/risk analysis and the regulatory environment.
- 220 ENVIRONMENTAL LAW AND REGULATIONS** *3 credits*
Introduction to the legal system and to the laws and regulations dealing with water, air, land, noise and other sources of pollution.
- 230 WATER AND ATMOSPHERIC POLLUTION** *3 credits*
Prerequisite: 3100:104, 105. Basic concepts of aquatic and atmospheric systems and the processes which pollute them. Emphasis on control and monitoring of cultural, industrial, and agricultural pollution sources. Laboratory.
- 232 ENVIRONMENTAL SAMPLING LABORATORY** *2 credits*
Corequisite: 2800:230. Field experience with a wide range of environmental sampling techniques and equipment.

GENERAL TECHNOLOGY

2820:

- 105 BASIC CHEMISTRY** *3 credits*
Elementary treatment emphasizing biological application. Elements and compounds important in everyday life, biological processes, and medicine. Introduction to laboratory techniques. Laboratory.
- 161 TECHNICAL PHYSICS: MECHANICS I** *2 credits*
Corequisite: 2030:152. Principles of mechanics. Topics include force vectors, laws of motion, work-energy relationships, and equilibrium. Laboratory.
- 162 TECHNICAL PHYSICS: MECHANICS II** *2 credits*
Prerequisite: 2820:161; corequisite: 2030:153. Principles of mechanics. Topics include motion in a plane, momentum, rotation, harmonic motion, and sound. Laboratory.
- 163 TECHNICAL PHYSICS: ELECTRICITY AND MAGNETISM** *2 credits*
Prerequisite: 2820:161; corequisite: 2030:153. Principles of electricity and magnetism. Electrostatics, basic direct current circuits, magnetism and electromagnetism, alternating currents, basic AC circuits. Laboratory.
- 164 TECHNICAL PHYSICS: HEAT AND LIGHT** *2 credits*
Prerequisite: 2820:161; corequisite: 2030:153. Topics include thermal behavior of matter, thermodynamics, light, geometric and physical optics. Introduction to atomic and nuclear physics. Laboratory.

MANUFACTURING ENGINEERING TECHNOLOGY

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.

ENVIRONMENTAL STUDIES**3010:**

- 201 **SOCIETY 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.

BIOLOGY/NEOUCOM**3100:**

- 100 **INTRODUCTION TO BOTANY** *4 credits*
An introductory survey to the plant kingdom. Investigation of local flora and landscape species is stressed. Laboratory. Not available for credit toward a degree in biology.
- 101 **INTRODUCTION TO ZOOLOGY** *4 credits*
An evolutionary survey of the animals. Investigation of local fauna is stressed. Laboratory. Not available for credit toward a degree in biology.
- 103 **NATURAL SCIENCE: BIOLOGY** *4 credits*
Designed for non-science majors. Laboratory and class instruction illustrate concepts of living organisms with emphasis on mankind's position in, and influence on, the environment.
- 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 ecosystems.
- 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.
- 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.
- 111 **PRINCIPLES OF BIOLOGY I** *4 credits*
Molecular, cellular basis of life; energy transformations, metabolism; cell reproduction, genetics, development, immunology, evolution, and origin and diversity of life (through plants). Laboratory.
- 112 **PRINCIPLES OF BIOLOGY II** *4 credits*
Prerequisite: 3100:111. Animal diversity; nutrients, gas exchange, transport, homeostasis, control in plants and animals; behavior; ecology. (3100:111, 112 are an integrated course for biology majors). Laboratory.
- 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.
- 208,9 **HUMAN ANATOMY AND PHYSIOLOGY** *4 credits each*
Sequential. Structure and function of the human body. Background of high school chemistry and biology recommended. Laboratory.
- 211 **GENERAL GENETICS** *3 credits*
Prerequisite: 3100:112. Principles of heredity, principles of genetics.
- 212 **GENERAL GENETICS LABORATORY** *1 credit*
Prerequisite or corequisite: 3100:211. Laboratory experiments in genetics. Emphasis on scientific method; techniques in molecular biology.
- 217 **GENERAL ECOLOGY** *3 credits*
Prerequisite: 3100:112. Study of interrelationships between organisms and environment.

CHEMISTRY**3150:**

- 100 **CHEMISTRY AND SOCIETY** *3 credits*
Corequisite: 3300:111, 3450:100. Qualitative introduction to chemistry using current world problems and commercial products, such as the ozone layer, nuclear fission, polymers and drugs, to introduce chemical principles.
- 110 **INTRODUCTION TO GENERAL, ORGANIC, AND BIOCHEMISTRY I** *3 credits*
Sequential. Introduction to principles of chemistry and fundamentals of inorganic and biochemistry. Structure and chemistry of carbohydrates, lipids, proteins; biochemistry of enzymes, metabolism, radiation.
- 111 **INTRODUCTION TO GENERAL, ORGANIC, AND BIOCHEMISTRY LABORATORY I** *1 credit*
Prerequisite/Corequisite: 3150:110. Sequential. Laboratory course applying principles of chemistry and fundamentals of inorganic, organic and biochemistry.

- 112 **INTRODUCTION TO GENERAL, ORGANIC, AND BIOCHEMISTRY II** *3 credits*
Prerequisite: 3150:110. Sequential. Introduction to principles of chemistry and fundamentals of inorganic and biochemistry. Structure and chemistry of carbohydrates, lipids, proteins; biochemistry of enzymes, metabolism, radiation.
- 113 **INTRODUCTION TO GENERAL, ORGANIC, AND BIOCHEMISTRY LABORATORY II** *1 credit*
Prerequisite/Corequisite: 3150:112. Sequential. Laboratory course applying principles of chemistry and fundamentals of inorganic, organic and biochemistry.
- 151 **PRINCIPLES OF CHEMISTRY I** *3 credits*
Introduction to basic facts and principles of chemistry, including atomic and molecular structure, states of matter and thermodynamics. For the chemistry major, premedical student and most other science majors.
- 152 **PRINCIPLES OF CHEMISTRY I LABORATORY** *1 credit*
Prerequisite or corequisite: 3150:151. Laboratory course applying principles of thermodynamics, chemical analysis, and laboratory practice.
- 153 **PRINCIPLES OF CHEMISTRY II** *3 credits*
Prerequisite: 3150:151. Continuation of 151, including aqueous solution theory, chemical kinetics, equilibrium, electrochemistry and nuclear chemistry. For the chemistry major, premedical student and most other science majors.
- 154 **QUALITATIVE ANALYSIS** *2 credits*
Corequisite: 3150:153. Laboratory course applying principles of chemical equilibrium to inorganic qualitative analysis.
- 263,4 **ORGANIC CHEMISTRY LECTURE I, II** *3 credits each*
Sequential. Prerequisite: 3150:154 or permission. Structure and reactions of organic compounds, mechanisms of reactions.
- 265,6 **ORGANIC CHEMISTRY LABORATORY I, II** *2 credits each*
Sequential. Corequisites: 3150:263 and 264. Laboratory experiments to develop techniques in organic chemistry and illustrate principles.

ECONOMICS**3250:**

- 200 **PRINCIPLES OF MICROECONOMICS** *3 credits*
Analysis of the behavior of the firm and household, and the market processes affecting price, output and resource allocation. No credit if 3250:244 already taken.
- 201 **PRINCIPLES OF MACROECONOMICS** *3 credits*
Prerequisite: 3250:200. Study of the economic factors which affect the price level, national income, employment, economic growth. No credit if 3250:244 already taken.
- 244 **INTRODUCTION TO ECONOMIC ANALYSIS** *3 credits*
For engineering majors. Intensive introduction to analysis of modern industrial society and formulation of economic policy. Structure of economic theory and its relation to economic reality. No credit to a student who has completed 3250:200, 201.
- 248 **CONSUMER ECONOMICS** *3 credits*
Spending habits of American consumers, influences affecting finance, budget planning, saving programs, installment buying, insurance, investments, housing finance.

ENGLISH**3300:**

- 111 **ENGLISH COMPOSITION I** *4 credits*
Prerequisite: Placement. Extensive and varied experience in developing writing skills, with practice in expressive, reflective, and analytic forms of writing.
- 112 **ENGLISH COMPOSITION II** *3 credits*
Prerequisite: 3300:111. Designed to develop skills in analyzing and writing persuasive arguments.
- 250 **CLASSIC AND CONTEMPORARY LITERATURE** *3 credits*
Prerequisites: 3300:111 and 112 or equivalents, and 3400:210, or permission of the instructor. Close reading and analysis of fiction, poetry, and drama from the evolving canon of American, British, and World literature. This course fulfills the General Education humanities requirement. This course cannot be used to meet major requirements in English.
- 251 **TOPICS IN WORLD LITERATURE** *3 credits*
Prerequisites: 3300:111 and 112 or equivalents, and 3400:210, or permission of the instructor. Close reading and analysis of various themes represented in world literatures, both ancient and modern. This course fulfills the General Education humanities requirement. This course cannot be used to meet major requirements in English.

- 252 SHAKESPEARE AND HIS WORLD** 3 credits
Prerequisites: 3300:111 and 112 or equivalents, and 3400:210, or permission of the instructor. An introduction to the works of Shakespeare and their intellectual and social contexts. Each section "places" Shakespeare through compact readings of works by the playwright's contemporaries. This course fulfills the General Education humanities requirement. This course cannot be used to meet major requirements in English.
- 255 POPULAR FICTION** 3 credits
Prerequisite: 3300:111 and 112, and 3400:210. A close reading of types of popular fiction (e.g., detective novels, science fiction) and how it reflects cultural attitudes. Fulfills the General Studies Humanities Requirement.
- 275 SPECIALIZED WRITING** 3 credits
(May be repeated for different topics, with permission) Prerequisites: 3300:111 and 112, or equivalent, or permission. Principles and practice of style, structure and purpose in writing, with special applications to writing demands of a specific career area.
- 280 POETRY APPRECIATION** 3 credits
Prerequisites: 3300:111 and 112, or equivalent, or permission. Close reading of a wide selection of British and American poems with emphasis on dramatic situation, description, tone, analogical language, theme and meaning.
- 281 FICTION APPRECIATION** 3 credits
Prerequisites: 3300:111 and 112, or equivalent, and 3400:210. Close readings of modern master of short story and novel.
- 282 DRAMA APPRECIATION** 3 credits
Prerequisites: 3300:111 and 112, or equivalent, or permission. Close reading and analysis of a variety of plays. (May be repeated for credit as a text of a film appreciation course)
- 283 FILM APPRECIATION** 3 credits
Prerequisites: 3300:111 and 112, or equivalent, or permission. Introduction to dramatic choices made by filmmakers in scripting, directing, editing and photographing narrative films; and qualities of reliable film reviews.
- 127 THE ICE AGE AND OHIO** 1 credit
Introductory course covering the effects of the ice age on the geology, vegetation, fauna, and economy of Ohio.
- 128 GEOLOGY OF OHIO** 1 credit
Survey of Ohio's geologic setting and history, natural resources, landforms, and their significance in terms of human activity, from early settlement to future economy.
- 129 MEDICAL GEOLOGY** 1 credit
Abundance and distribution of trace elements in surface and groundwater, soils and rocks. The effects of trace elements to health through dose-response relationships.
- 130 GEOLOGIC RECORD OF CLIMATE CHANGE** 1 credit
Examines evidence for natural climate changes in geologic past and evaluates the role of modern society in influencing future climate.
- 131 GEOLOGY AND SOCIETY** 1 credit
Discussion of how geology has influenced the growth of societies and how governmental regulation affects the development and exploitation of geological resources.
- 132 GEMSTONES AND PRECIOUS METALS** 1 credit
Introduction to minerals which form gemstones and precious metals. Topics to be covered include physical properties, geological occurrences and geographic locations of major deposits.
- 133 CAVES AND REEFS** 1 credit
Topics include: karst processes and the origin of caverns; carbonate depositional environments and the origin of limestones; environmental problems associated with karst landscapes.
- 134 HAZARDOUS AND NUCLEAR WASTE DISPOSAL** 1 credit
Disposition of hazardous waste in secured landfill site. Geological factors which determine the selection of low level and high level radioactive waste.
- 135 GEOLOGY OF ENERGY RESOURCES** 1 credit
Topics include the origin of hydrocarbon and coal deposits, methods of petroleum exploration, global distribution of hydrocarbon resources.
- 136 EARTH'S OCEANS** 1 credit
Introduction to the geological evolution of oceans and discussion of factors controlling ocean currents, tides and development of coastlines.
- 137 EARTH'S ATMOSPHERE AND WEATHER** 1 credit
Structure and composition of the atmosphere; earth's radiation budget; atmospheric moisture, clouds and precipitation; weather systems and storms, severe weather, Ohio weather.
- 138 PLANETARY GEOLOGY** 1 credit
Solar system characteristics and formation; structure, composition and geology of terrestrial and Jovian planets and their satellites; comets, asteroids, meteorites and their relationship to earth.
- 200 ENVIRONMENTAL GEOLOGY** 3 credits
Analysis of geologic aspects of the human environment with emphasis on geologic hazards and environmental impact of society's demand for water, minerals, and energy.
- 201 EXERCISES IN ENVIRONMENTAL GEOLOGY I** 1 credit
Prerequisite or corequisite: 3370:200. Recognition, evaluation of environmental problems related to geology through field, laboratory exercises and demonstrations which apply concepts from 200.
- 202 EXERCISES IN ENVIRONMENTAL GEOLOGY II** 1 credit
Recognition and evaluation of environmental problems related to geology. Continuation of 3370:201.

GEOGRAPHY AND PLANNING

3350:

- 100 INTRODUCTION TO GEOGRAPHY** 3 credits
Analysis of world patterns of population characteristics, economic activities, settlement features, land forms, climate as interrelated.

GEOLOGY

3370:

- 100 EARTH SCIENCE** 3 credits
Introduction to earth science for non-science majors. Survey of earth in relation to its physical composition, structure history, atmosphere, oceans; and relation to solar system and universe.
- 101 INTRODUCTORY PHYSICAL GEOLOGY** 4 credits
Comprehensive survey of minerals, rocks, structures and geological processes of solid earth. Laboratory.
- 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.
- 103 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.
Concepts of Geology, 3370:121-138, is a series of one credit modules designed to introduce specific topics of science and the scientific method from the perspective of geologists.
- 121 DINOSAURS** 1 credit
Introductory course exploring the geological occurrence, mode of fossilization, evolutionary development, habits, and sudden extinction of the largest known land vertebrates.
- 122 MASS EXTINCTIONS AND GEOLOGY** 1 credit
Catastrophic changes in plants and animals have occurred throughout earth history. The causes of these extinctions have sparked debate which has enlivened the scientific world.
- 123 INTERPRETING EARTH'S GEOLOGICAL HISTORY** 1 credit
An introduction to geological techniques and reasoning used to develop theories and interpretations of earth history. Exercises allowing students to develop interpretations.
- 124 PLATE TECTONICS: THE NEW GEOLOGY** 1 credit
Plate tectonic theory is the solution to the origin of; the oceans and mountains, earthquakes and volcanoes, mineral deposits, and many other geological riddles.
- 125 EARTHQUAKES: WHY, WHERE AND WHEN?** 1 credit
Causes and effects of earthquakes, geological settings for earthquakes, seismic measurements, mechanical response of rock to stress, earthquake prediction and precautionary measures.
- 126 NATURAL DISASTERS AND GEOLOGY** 1 credit
A study of the geologic setting and processes related to natural hazards such as landslides, floods, earthquakes, and volcanic eruptions.

HISTORY

3400:

- 210 HUMANITIES IN THE WESTERN TRADITION I: ANTIQUITY TO THE RENAISSANCE** 4 credits
Prerequisite: 32 credit hours completed; 3300:112. Introduction to the human condition in the past as manifested in the ideas, religions, visual arts and music of Western civilization from the ancient Greeks through the Renaissance.
- 211 HUMANITIES IN THE WESTERN TRADITION II: REFORMATION TO THE PRESENT** 4 credits
Prerequisite: 3400:210. Introduction to the human condition in the past as manifested in the ideas, religions, visual arts and music of Western civilization from the Protestant Reformation to the Present.
- 250 UNITED STATES HISTORY TO 1877** 4 credits
Historical survey from the Age of Discovery and North American colonization through the creation of the United States to the Civil War and Reconstruction.
- 251 UNITED STATES HISTORY SINCE 1877** 4 credits
Survey of United States history from the end of Federal Reconstruction to the present.
- World Civilization courses present a basic knowledge of past human experiences and an understanding of current events in some key areas of the world. Prerequisite is completion of 32 credits of course work.*
- 385 WORLD CIVILIZATIONS: CHINA** 2 credits +
- 386 WORLD CIVILIZATIONS: JAPAN** 2 credits +
- 387 WORLD CIVILIZATIONS: SOUTHEAST ASIA** 2 credits +

388	WORLD CIVILIZATIONS: INDIA	2 credits +
389	WORLD CIVILIZATIONS: NEAR EAST	2 credits +
390	WORLD CIVILIZATIONS: AFRICA	2 credits +
391	WORLD CIVILIZATIONS: LATIN AMERICA	2 credits +

MATHEMATICS

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 education Mathematics requirement.	
135	MATHEMATICS FOR LIBERAL ARTS	4 credits
	Prerequisite: placement. Contemporary applications of mathematics for the non-science major to develop skills in logical thinking and reading technical material. Topics include voting, apportionment, scheduling, patterns, networks.	
140	MATHEMATICS FOR ELEMENTARY TEACHERS	3 credits
	Prerequisite: placement. Number systems and bases, measurement, selected topics from algebra, geometry, probability, number theory, graph theory, problem solving, combinatorics, and statistics. Enrollment limited to elementary education majors.	
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.	
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.	
208	INTRODUCTION TO DISCRETE MATHEMATICS	4 credits
	Prerequisite: 3450:145 or 149. A foundation course in discrete mathematics. Topics include sets, number systems, Boolean algebra, logic, relations, functions, recursion, matrices, induction, graphs, and trees.	
215	CONCEPTS OF CALCULUS I	4 credits
	Prerequisite: 3450:145 (for Business Administration majors only), or 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.	
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.	
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.	
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, sequences, series, moments, centroids, indeterminate forms, polar coordinates.	
223	ANALYTIC GEOMETRY-CALCULUS III	4 credits
	Prerequisite: 3450:222. Vector algebra, cylindrical and spherical coordinates, vector valued functions, curvature; functions of several variables, limit, continuity, partial derivatives, differentials, directional derivatives, maxima, minima, multiplier integrals, Divergence Theorem.	
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.	
289	SELECTED TOPICS IN MATHEMATICS	1-3 credits
	Prerequisite: permission. Selected topics of interest in mathematics.	

COMPUTER SCIENCE

3460:

125	DESCRIPTIVE COMPUTER SCIENCE	2 credits
	Computer literacy; terminology; methods; media for data representation, storage; elements of a computing system; data organization.	
126	INTRODUCTION TO BASIC PROGRAMMING	3 credits
	Prerequisite: 3450:100 or placement. Windows GUI and Microsoft's Visual BASIC programming environment. Design of user interfaces, event-driven programming, basic control structures, simple variables, arrays, and sequential files.	
201	INTRODUCTION TO FORTRAN PROGRAMMING	3 credits
	Prerequisite: 3450:145 or 149 or equivalent. Does not meet Computer science major, minor and/or certificate requirements.	

202	INTRODUCTION TO COBOL PROGRAMMING	3 credits
	Prerequisite: 3450:145 or 149 or equivalent.	
205	INTRODUCTION TO PASCAL PROGRAMMING	3 credits
	Prerequisites: 3450:145 or 149 or equivalent and programming experience.	
206	INTRODUCTION TO C PROGRAMMING	3 credits
	Prerequisites: programming experience and 3450:145 or 149 or equivalent. Provides the student with additional programming skills allowing access to assembly or high-level macros.	
208	INTRODUCTION TO C++ PROGRAMMING	3 credits
	Prerequisite: 3460:206. Introduction to class types and data abstraction. In addition, memory management and dynamic memory allocation will be discussed.	
209	INTRODUCTION TO COMPUTER SCIENCE	4 credits
	Prerequisite: 3450:145 or 149. 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.	
210	DATA STRUCTURES AND ALGORITHMS I	4 credits
	Prerequisites: 3460:209 and 3450:208. Dynamic memory allocation methods, elementary data structures, internal representations, and associated algorithms. Topics include lists, stacks, queues, trees, and sorting methods.	

STATISTICS

3470:

260	BASIC STATISTICS	3 credits
	Prerequisite: placement. Applied approach to data description and statistical inference (hypothesis testing, estimation); one-sample parametric and non-parametric methods. Analysis of ratios, rates, and proportions. Computer applications.	
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.	
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 non-parametric (binomial test, chi-square tests, rank tests) methods.	

GERMAN

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.	
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 the language laboratory.	

SPANISH

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.	
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.	

PHILOSOPHY

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

PHYSICS**3650:**

- 130 DESCRIPTIVE ASTRONOMY** *4 credits*
Qualitative introduction to astronomy, intended primarily as a first science course for non-science majors. Includes laboratory and observational activities.
- 133 MUSIC, SOUND, AND PHYSICS** *4 credits*
Qualitative introduction to the physics of sound, its properties, perception, and reproduction, including acoustical principles of musical instruments. Laboratory and observational activities included.
- 137 LIGHT** *4 credits*
Introductory, qualitative course dealing with the nature of light and the interaction of light with various materials to produce common visual effects. Laboratory activities included that provide experiences in scientific investigation.
- 261 PHYSICS FOR THE LIFE SCIENCES I** *4 credits*
Prerequisites: high school algebra, trigonometry or 3450:149 as co-requisite 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.
- 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.
- 267.8 LIFE SCIENCES PHYSICS COMPUTATIONS I, II** *1 credit each*
Corequisite: 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.
- 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.
- 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.
- 293.4 PHYSICS COMPUTATIONS I, II** *1 credit each*
Corequisite: 291 (with 293); 292 (with 294). Optional companion courses to 291, 2 provides experience in problem solving, and elaborates application of calculus to simple physics phenomena. Particularly recommended for a freshman and for a student with modest preparation in mathematics or physical sciences.

POLITICAL SCIENCE**3700:**

- 100 GOVERNMENT AND POLITICS IN THE UNITED STATES** *4 credits*
Examination of the American political system with emphasis on fundamental principles, ideas, institutions and processes of modern government.
- 120 CURRENT POLICY ISSUES** *3 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.
- 150 WORLD POLITICS AND GOVERNMENTS** *3 credits*
Introduction to international politics and an examination of the governments and foreign policies of selected states from a comparative perspective.
- 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.
- 210 STATE AND LOCAL GOVERNMENT AND POLITICS** *3 credits*
Examination of institutions, processes and intergovernmental relations at state and local levels.
- 220 AMERICAN FOREIGN POLICY** *3 credits*
Examination of American foreign policy-making process; public opinion and other limitations on policy; specific contemporary problems in selected areas.

PSYCHOLOGY**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.

105 PROFESSIONAL AND CAREER ISSUES IN PSYCHOLOGY *1 credit*
Corequisite: 3750:100. An overview of the field of psychology including educational requirements, career opportunities, and professional issues for students considering a psychology major.

230 DEVELOPMENTAL PSYCHOLOGY *4 credits*
Prerequisite: 3750:100. Determinants and nature of behavioral changes from conception to death.

SOCIOLOGY**3850:**

100 INTRODUCTION TO SOCIOLOGY *4 credits*
Basic terminology, concepts and approaches in sociology, including introduction to analysis of social and methods of presentation groups and application of sociological concepts to the understanding of social systems. Required of majors.

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.

ANTHROPOLOGY**3870:**

150 CULTURAL ANTHROPOLOGY *4 credits*
Introduction to study of culture; cross-cultural view of human adaptation through technology, social organization and ideology.

151 EVOLUTION OF PEOPLE AND CULTURE *3 credits*
Biological and cultural evolution of Homo sapiens; comparative study of Primates; human variations; Old World archaeology.

250 INTRODUCTION TO ARCHAEOLOGY *3 credits*
Prerequisite: 3870:150. Course covers brief history of archaeology as a discipline, describes methodology and presents a short sketch of worldwide prehistory.

GENERAL ENGINEERING**4100:**

101 TOOLS FOR ENGINEERING *3 credits*
Corequisite: 3450:221. 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.

CIVIL ENGINEERING**4300:**

201 STATICS *3 credits*
Corequisites: 3450:222 and 3650:291. Forces, resultants, couples; equilibrium of force systems; distributed forces; centers of gravity, analysis of simple structures; moments of inertia; kinematics.

202 INTRODUCTION TO THE MECHANICS OF SOLIDS *3 credits*
Prerequisite: 4300:201. Axial force, bending moment diagrams, axial stress and deformation; stress-strain diagrams; torsion; flexural stress; flexural shearing stress; compound stress; indeterminate beams, columns.

ELECTRICAL ENGINEERING**4400:**

231 CIRCUITS I *3 credits*
Prerequisite: 3650:291; corequisite: 3450:223. Fundamentals of circuit analysis including loop and nodal methods, phasor techniques, resonance polyphase circuits and magnetic coupling in circuits.

232 CIRCUITS II *3 credits*
Prerequisite: 4400:231; corequisite: 3450:235. Network theorems, Fourier methods, transfer functions, Laplace and Fourier transforms and their use in analyzing dynamic operation of circuits.

243 SIGNAL ANALYSIS *3 credits*
Prerequisite: 4400:231; corequisite: 3450:235. Basic concepts of convolution, impulse and step responses, Laplace transforms, Fourier series, Fourier transforms, Bode diagrams, difference and differential equations.

MECHANICAL ENGINEERING**4600:**

- 165 **TOOLS FOR MECHANICAL ENGINEERING** *3 credits*
Personal computer DOS system. Word processing, spreadsheet, computer-aided drafting, math calculating package, mechanical graphics.
- 203 **DYNAMICS** *3 credits*
Prerequisite: 4300:201. Kinematics and kinetics of particles and rigid bodies. Principles of work, energy, momentum and impulse.

**TEACHER EDUCATION
CORE PROGRAM****5050:**

- 210 **CHARACTERISTICS OF LEARNERS** *3 credits*
Prerequisite: completion of the College of Education preadmission requirements. Corequisite: 5050:211. Describe cognitive, psychological, physical, language, and moral development of learners pre-K through adult. Identifies learner needs, roles of teachers and schools in fostering optimal development.
- 211 **TEACHING AND LEARNING STRATEGIES** *3 credits*
Prerequisite: completion of the College of Education preadmission requirements. Corequisite: 5050:210. From course content and activities, students will recognize, select, and practice various instructional models. Students will acquire and apply appropriate learning and motivational strategies.

ELEMENTARY EDUCATION**5200:**

- 215 **THE CHILD, THE FAMILY, AND THE SCHOOL** *2 credits*
(20 clinical/field hours)
Prerequisite: 5050:210. Social, emotional, cognitive, physical, moral development of elementary and middle school children. Influence, interaction of home, family, peers, and school on the development of children.
- 220 **VISUAL ARTS CULTURE IN THE ELEMENTARY SCHOOL** *1 credit*
Art education concepts, structures, and knowledge base to provide curricular opportunities for education majors to develop as creative problem solvers in an elementary school setting.
- 250 **DEVELOPING PROCESSES OF INVESTIGATION** *3 credits*
Prerequisite: 5050:210, 211. This course will enable students to identify and acquire those investigative and discovery processes and skills that are common in mathematics, science, and social studies.
- 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 critically examined.

**PHYSICAL EDUCATION/
WELLNESS****5540:**

- 120-90 **PHYSICAL EDUCATION/WELLNESS** *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.
- 120 **ARCHERY**
- 121 **BADMINTON**
- 122 **BASKETBALL**
- 123 **BOWLING**
- 126 **FITNESS AND WELLNESS****
- 127 **GOLF****
- 132 **KARATE****
- 135 **RACQUETBALL**
- 139 **SELF-DEFENSE****
- 150 **TENNIS (beginning)**
- 151 **VOLLEYBALL**

**One credit.

5550:

- 211 **FIRST AID AND CPR** *2 credits*
Based on American Red Cross standards for first aid and cardiopulmonary resuscitation. Instruction and skills practice for sudden illness/emergencies is provided. Two hours lecture.

HEALTH EDUCATION**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.

ACCOUNTANCY**6200:**

- 201 **ACCOUNTING CONCEPTS AND PRINCIPLES FOR BUSINESS** *3 credits*
Prerequisite: 24 college credits completed. Introduction to accounting concepts and terminology. Accounting for assets, liabilities and proprietorship. Analysis of cash flow and financial statements.
- 202 **MANAGERIAL ACCOUNTING** *3 credits*
Prerequisite: 6200:201. Informational needs of management. Study of product costing systems; standard costs; planning, budgeting, and control systems; responsibility accounting; activity-based costing and activity-based management; cost-volume-profit analysis; relevant costing; and capital budgeting.
- 250 **COMPUTER APPLICATIONS FOR BUSINESS** *3 credits*
Introduces analysis and design of information systems. Provides hands-on experience with microcomputer applications such as spreadsheets, graphics and database management using integrated spreadsheet software.
- 255 **INFORMATION PROCESSING** *3 credits*
Prerequisite: 6200:201 and 32 credits of completed and current course work. Introduction to automatic data processing systems in an accounting and management environment. Fundamentals of computer programming presented.

FINANCE**6400:**

- 220 **THE LEGAL AND SOCIAL ENVIRONMENT OF BUSINESS** *3 credits*
Explores the legal and social environment in which modern business must function. The legal system, public and private law, and contemporary social issues are addressed.

MANAGEMENT**6500:**

- 221 **QUANTITATIVE BUSINESS ANALYSIS I** *3 credits*
Prerequisite: 3450:145. Mathematics test and review, probability; probability distributions and expected values; specific probability distributions; descriptive statistics, sampling distributions; interval estimations; introduction to hypothesis testing and p-values. Case analysis with written and oral team reports will be used.
- 222 **QUANTITATIVE BUSINESS ANALYSIS II** *3 credits*
Prerequisite: 6500:221. Continuation of hypothesis testing; ANOVA; simple and multiple linear regression; one and two sample nonparametric procedures; chi-square tests of goodness of fit and association; multi-sample nonparametric procedures. Cases and outside team projects will be used.

ART**7100:**

- 131 **INTRODUCTION TO DRAWING** *3 credits*
Freehand drawing experiences with an orientation to elements and principles of visual organization. Limited media.
- 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.
- 210 **VISUAL ARTS AWARENESS** *3 credits*
Prerequisite: 3400:210. Lecture course providing appreciation and understanding of various types/periods with emphasis on topics and influences on societies, rather than on historical sequences.
- 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.

- 275 **INTRODUCTION TO PHOTOGRAPHY** *3 credits*
Prerequisite: 7100:131 and 144, or 286 or 2240:124. Lecture, studio and laboratory course techniques and aesthetics are studied using 35mm cameras. A 35mm camera with full manual control is required.

HOME ECONOMICS AND FAMILY ECOLOGY

7400:

- 133 **NUTRITION FUNDAMENTALS** *3 credits*
Study of basic nutrition concepts, contemporary issues, controversies; emphasis on macro/micro nutrient requirements for healthy individuals; analysis of intake and energy balance.
- 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.
- 201 **COURTSHIP, MARRIAGE, AND FAMILY RELATIONSHIPS** *3 credits*
Love, intimacy, relationship development, sexuality, marriage and child-bearing from a lifespan perspective. Emphasis on changing familial, social, and cultural demands.
- 265 **CHILD DEVELOPMENT** *3 credits*
Physical, cognitive, language, social, emotional, and personality development of child from prenatal through age eight. Observation of children in early childhood education settings.

MUSIC

7500:

- 201 **EXPLORING MUSIC: BACH TO ROCK** *3 credits*
Prerequisite: 3400:210. Non-music majors are exposed to musical experiences which help them develop skills in understanding and evaluating music as it reflects and defines American culture. This course can be used to satisfy the General Education Humanities requirement.

COMMUNICATION

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.
- 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. Cannot be used as credit toward a major in communication.
- 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.
- 200 **CAREERS IN COMMUNICATION** *1 credit (credit/noncredit)*
A survey of career opportunities in the communication field. Outside speakers, field trips.
- 201 **NEWS WRITING** *3 credits*
Prerequisite: ability to type. Writing of news stories; applying theory through discussions, illustrative material; actual writing for publication.
- 206 **FEATURE WRITING** *3 credits*
Prerequisite: 7600:201. Short newspaper and magazine articles, preparation of articles for publication, human interest situations, extensive writing with class discussion.
- 225 **LISTENING** *1 credit*
Techniques and approaches involved in understanding the listening process and practice of listening improvement techniques.
- 226 **INTERVIEWING** *3 credits*
A concentrated study of the principles of interviewing and application of those principles to varied settings (especially those crucial to media study).
- 227 **NONVERBAL COMMUNICATION** *3 credits*
Focused study of the principal aspects of nonverbal communication in public, group and interpersonal settings.
- 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.
- 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.

SOCIAL WORK

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 the United States. For person wishing to develop an in-depth understanding and/or intending to work in such areas.
- 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 to basic concepts relating social welfare institutions and social work to society.

NURSING

8200:

- 100 **INTRODUCTION TO NURSING** *1 credit*
Introduces student to influences of past, present, and future political, legal, social, and cultural processes on nursing profession and the roles of the nurses.
- 101 **INTRODUCTION TO BACCALAUREATE NURSING** *1 credit*
Prerequisite: Registered Nurse/Licensed Practical Nurse. Introduces R.N. and L.P.N. students to the purposes of baccalaureate nursing education. Explores philosophy, nursing theories, research, emerging roles, nursing process, and the health care delivery system.

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SUE POLITELLA, *Associate Professor Emeritus of History* (1972), B.A., Kent State University; A.M., Oberlin College, 1960.
EDWIN THALL, *Professor Emeritus of Chemistry*, (1974), B.S., Pratt Institute; M.S., New Mexico Institute of Mining and Technology; Ph.D., The University of Akron, 1972.
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WARNER D. MENDENHALL, *Professor of Political Science* (1972), B.S., Davidson College; M.A., Duke University; Ph.D., Kent State University, 1982.

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 American Association for Medical Transcript
 American Association of Community and Junior Colleges
 American Association of Community and Junior Colleges Council of Two-Year Colleges of Four-Year Institutions.
 American Association of School Business Officials
 American Society for Engineering Education
 Association of Banyan Users International
 Association of School Business Officials International
 Association of School Business Officers of U.S. and Canada
 Association on Handicapped Student Service Programs in Postsecondary Education
 Association on Higher Education and Disability
 Better Business Bureau
 Community College Association for Instruction and Technology
 Council of North Central Community Junior Colleges
 Facets Cinematheque
 Institute of Management Accountants
 International Reading Association
 Learning Resources Network
 Medina Area Chamber of Commerce
 Medina Area Chamber of Commerce
 National Association for Development Education
 National Association of College Auxiliary Services
 National Association of Disability Education
 National Association of Veterans Program Administrators
 National Council for Marketing and Public Relations in Higher Education
 National Council of Instructional Administrators
 National Council of Teachers
 National Institute for Staff and Organizational Development
 National Writing Center Association
 North Central Association of Colleges and Schools
 Ohio Association of College Admission Counselors
 Ohio Association of College and University Business Officers
 Ohio Association of Two-Year Colleges
 Ohio Coalition of Associate Degree
 Ohio Conference for College & University Planning
 Ohio Continuing Higher Education Association
 Ohio Crime Prevention Association
 Ohio Library Association
 Ohio Two-Year College Placement Association
 Orrville Area Chamber of Commerce
 Recording for the Blind
 Wayne Area Human Resources Association
 Wayne County Personnel Association
 Wooster Area Chamber of Commerce.



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