



The University  
of Akron

# Wayne College

ACADEMIC CATALOG

achievement



# Como

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# CALENDAR

## 2002-2003

### Fall Semester 2002

Day and Evening Classes Begin	Monday, August 26
*Labor Day	Monday, September 2
Veterans Day (classes held)	Monday, November 11
**Thanksgiving Recess	Thursday - Sunday November 28- December 1
Classes Resume	Monday, December 2
Final Examination Period	Monday - Sunday December 9 -15
Commencement	Saturday, December 14

### Spring Semester 2003

Day and Evening Classes Begin	Monday, January 13
*Martin Luther King Day	Monday, January 20
President's Day Observed (no classes)	Tuesday, February 18
Spring Recess	Monday - Sunday March 24-30
Classes Resume	Monday, March 31
Final Examination Period	Monday - Sunday, May 5-11
Commencement	Saturday - Sunday, May 10-11

### Summer Session 2003

First 5-, 10- & 15-Week Classes Begin	Monday, May 12
*Memorial Day	Monday, May 26
Final Instructional Day for First 5-Week Classes	Saturday, June 14
Second 5- and 10-Week Classes and 8-Week Classes Begin	Monday, June 16
*Independence Day	Friday, July 4
Final Instructional Day for First 10-Week and Second 5-Week Classes	Saturday, July 19
Third 5-Week Classes Begin	Monday, July 21
Final Instructional Day for Third 5-week, Second 10-Week and 15-Week Classes	Saturday, August 23
Commencement	Saturday, August 23

## 2003-2004 (PRELIMINARY)

### Fall Semester 2003

Day and Evening Classes Begin	Monday, August 25
*Labor Day	Monday, September 1
Veterans Day (classes held)	Tuesday, November 11
**Thanksgiving Recess	Thursday - Sunday November 27- 30
Classes Resume	Monday, December 1
Final Examination Period	Monday - Sunday December 8 - 14
Commencement	Saturday, December 13

### Spring Semester 2004

Day and Evening Classes Begin	Monday, January 12
*Martin Luther King Day	Monday, January 19
President's Day Observed (no classes)	Tuesday, February 17
Spring Recess	Monday - Sunday March 22-28
Classes Resume	Monday, March 29
Final Examination Period	Monday - Sunday, May 3- 9
Commencement	Saturday - Sunday, May 8-9

### Summer Session 2004

First 5-, 10- & 15-Week Classes Begin	Monday, May 10
*Memorial Day	Monday, May 31
Final Instructional Day for First 5-Week Classes	Saturday, June 12
Second 5- and 10-Week Classes and 8-Week Classes Begin	Monday, June 14
*Independence Day	Monday, July 5
Final Instructional Day for First 10-Week and Second 5-Week Classes	Saturday, July 17
Third 5-Week Classes Begin	Monday, July 19
Final Instructional Day for Third 5-week, Second 10-Week and 15-Week Classes	Saturday, August 14
Commencement	Saturday, August 14

\*University closed.

\*\*University closed from Wednesday, November 27, 2002, at 5 p.m., until Monday, December 2, 2002 at 7 a.m. Classes scheduled to begin at 4 p.m. or before on Wednesday will meet through the regularly scheduled ending time.

\*University closed.

\*\*University closed from Wednesday, November 26, 2003, at 5 p.m., until Monday, December 1, 2003, at 7 a.m. Classes scheduled to begin at 4 p.m. or before on Wednesday will meet through the regularly scheduled ending time.

#### THE UNIVERSITY OF AKRON IS AN EQUAL EDUCATION AND EMPLOYMENT INSTITUTION

Operating under nondiscrimination provisions of Titles VI, VII of the Civil Rights Act of 1964 as amended, and IX of the Educational Amendments of 1972 as amended. Executive Order 11246, Vocational Rehabilitation Act Section 504, and Vietnam Era Veterans' Readjustment Act, and Americans with Disabilities Act of 1990 as related to admissions, treatment of students, and employment practices.

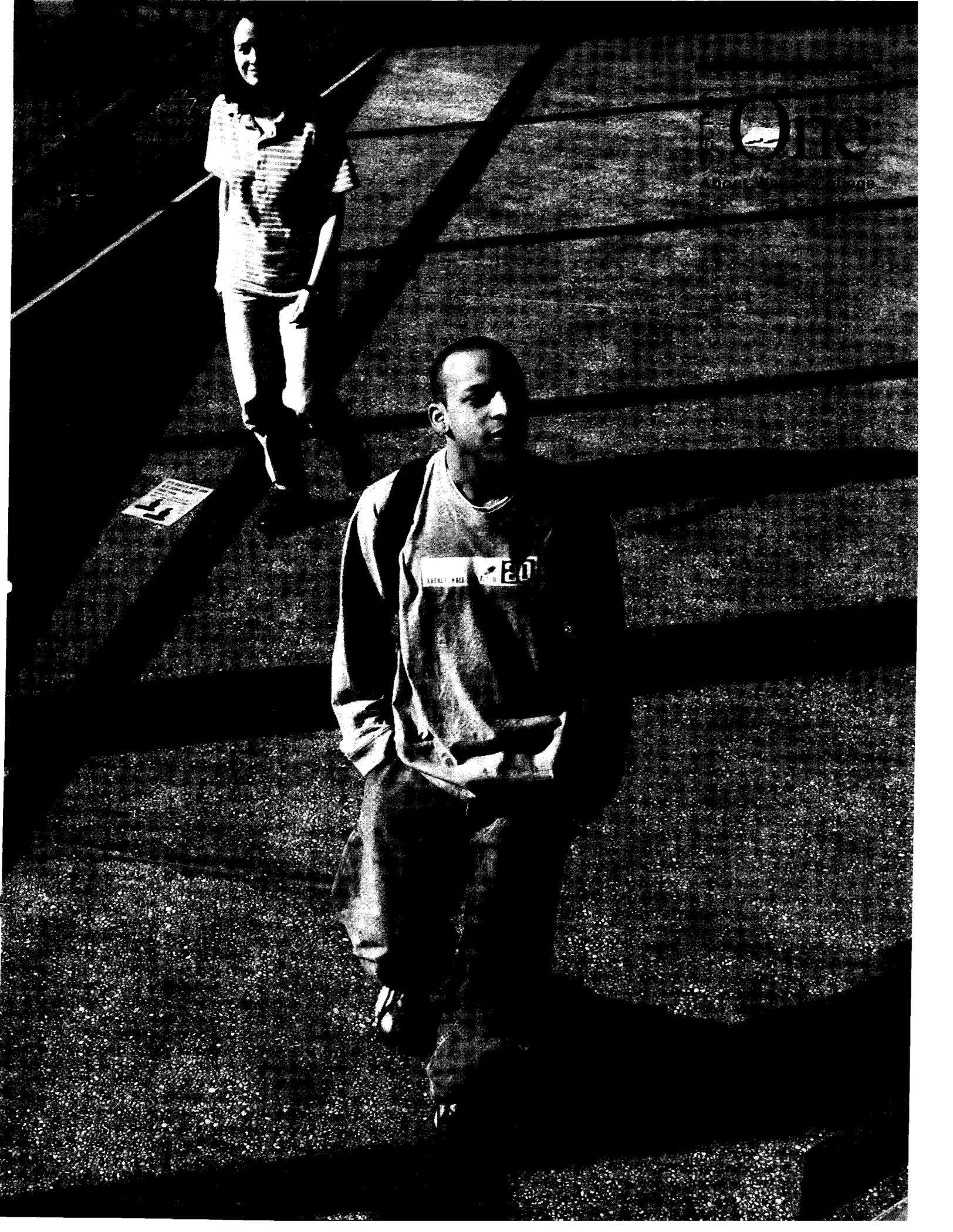
It is the policy of this institution that there shall be no discrimination against any individual at The University of Akron because of age, color, creed, handicap, national origin, race, religion, sex, or sexual orientation.

The University of Akron will not tolerate sexual harassment of any form in its programs and activities.

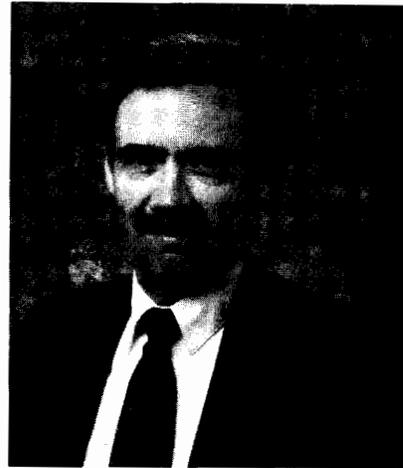
This nondiscrimination policy applies to all students, faculty, staff, employees, and applicants.

Complaint of possible discrimination should be referred to  
Equal Employment Opportunity Director  
Leigh Hall, Room 202  
Phone: 330-972-7300

Information on Title IX (sex discrimination) may be obtained from  
Equal Employment Opportunity Director  
Leigh Hall, Room 202  
Phone: 330-972-7300



# Welcome to Wayne College




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## A LETTER FROM THE PRESIDENT

Welcome, Dear Student...

...to The University of Akron Wayne College.

In choosing Wayne College, you have gained the advantages of both a small community campus and one of Ohio's largest public universities.

The University of Akron is on its way to becoming the leading research university for northern Ohio and, as such, we can offer you a vast array of academic and co-curricular resources. I urge you to explore what is available to you on the Wayne campus and throughout the entire university.

Learning requires your active participation; it is not a spectator sport. By taking advantage of the broad range of services and resources available to you and immersing yourself in the university experience, you can change your mind and change your life.

I wish you well in your college career and, with the rest of the Wayne College and University faculty and staff, stand ready to help you succeed.

Welcome to *your* university.

With every good wish.

Sincerely,

Luis M. Proenza

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## A LETTER FROM THE DEAN

Dear Student:

I am very pleased to welcome you to The University of Akron Wayne College. In my years as dean, I have been impressed by the talent and by the warmth of the people here; I am confident you will have the same experience.

Wayne College is a place where students, teaching, and learning are our top 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 many excellent 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.

Sincerely,

John P. Kristofco

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## HISTORY

Founded in 1972, Wayne College is authorized by the State of Ohio through the Ohio State Board of Regents to offer general education, including associate degrees and baccalaureate-oriented preparation; technical education programs; and continuing education experiences for those who live in the College's service area of Wayne, Medina and Holmes counties.

## BELIEFS

The University of Akron Wayne College believes in . . .

- The power of education to change lives.
- The importance of engagement with the community.
- Shared participatory governance.
- The importance of continuous improvement.
- The worth of every student and every colleague.
- The challenge of excellence.
- The ideals of a democratic society.

## VALUES

Wayne College values . . .

- Integrity
- Respect
- Honesty
- Service
- Diversity
- Commitment
- Responsibility
- Teamwork
- Excellence

## MISSION

It is the mission of Wayne College to provide high quality, accessible credit and noncredit educational opportunities to the citizens of Wayne, Medina, and Holmes counties and surrounding areas, and to be a partner with and resource for the communities and organizations it serves.

## VISION

Wayne College will be recognized as a center of excellence for lifelong learning and community engagement. It will be acknowledged for the high quality of its teaching, its programs, and its services; and, while it maintains state-of-the-art technology and facilities, it will continue to provide a teaching-learning environment in which "Where the Student Comes First" remains as the chief guiding principle.

## STUDENT LEARNING OUTCOMES

Upon completing their course of study at Wayne College, students will demonstrate . . .

- Critical analysis and independent thought.
- Problem-solving ability.
- Effective interpersonal communication skills.
- Effective use of technology.
- Respect for individual differences and personal rights.
- Responsible and effective citizenship.

## ACCREDITATION

The University of Akron Wayne College is accredited at the associate degree level by the Higher Learning Commission of the North Central Association of Colleges and Schools. Re-accreditation for a full ten-year period was awarded in October of 2001.

## FACILITIES

With one primary and several smaller buildings, Wayne College has facilities of approximately 200,000 square feet on a campus of 160 acres on the north edge of the city of Orrville. The College has recently completed a twenty-year plan for campus/facilities development, and it has embarked on following that plan.

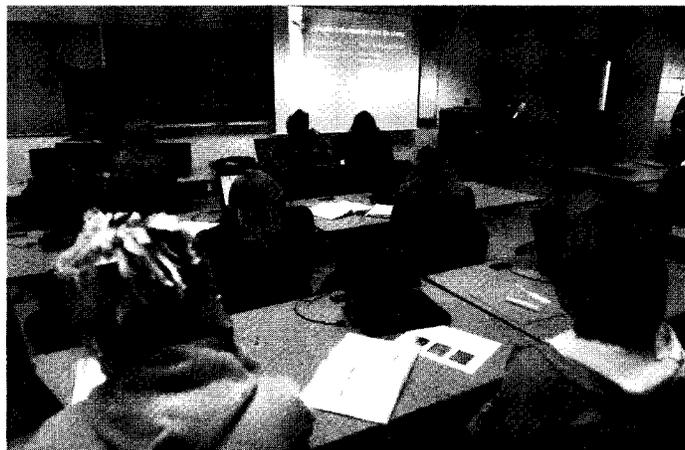
Wayne College also offers credit and continuing education classes at sites in Medina and Holmes counties.

The College has maintained a high degree of technical currency in its classrooms, labs, and other facilities. In June 2000, Yahoo! Internet Life magazine named Wayne College the second "most wired" two-year campus in the entire country. The College has a state-of-the-art distance learning classroom and over 200 computers on campus accessible to students.

## ENROLLMENT

Wayne College enrolls approximately 1,900 students each semester for credit classes with another 2,000 participating in some manner of continuing education and/or workforce development training. Of those students, approximately 70% come from Wayne County, 20% from Medina County, with the remaining 10% from Holmes and other counties.

Wayne College offers day and evening classes, plus special sections of weekend courses.



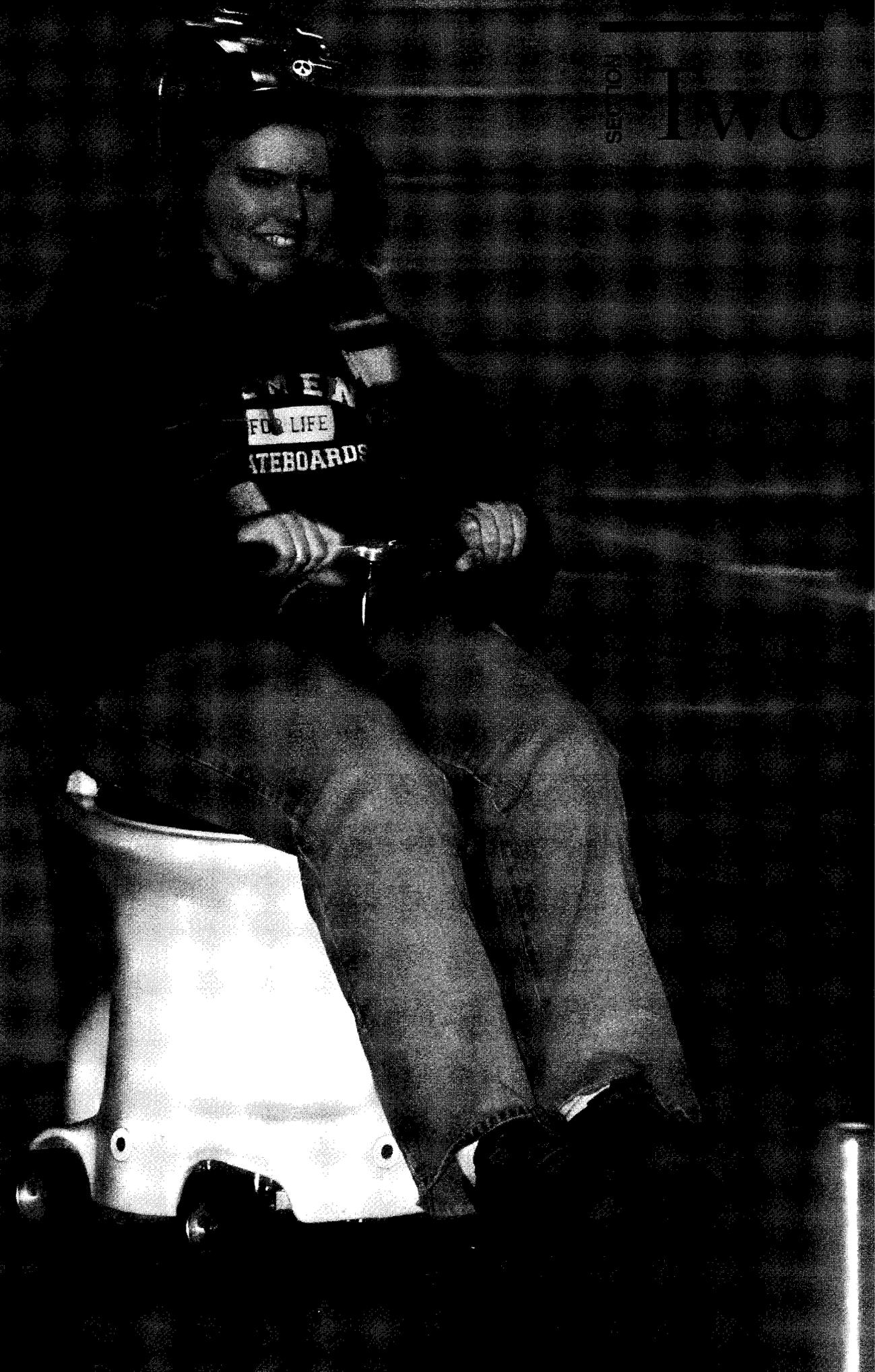
## FACULTY

Wayne College has 30 full-time faculty, 14 of whom hold doctorate degrees. The average full-time faculty member has a master's degree plus 20 semester hours of additional course work and 12 years of teaching experience. The student-to-faculty ratio is 12 to 1 with an average class size of 18 students.



SECTION

TWO



## SERVICES

### Academic Advising

Academic advisers at Wayne College assist the student in making the best possible decisions about academic life. The academic adviser helps the student select the most appropriate program of study based upon the student's abilities and interests. The adviser also helps 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 source 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, credit-by-examination, advanced placement credit, intercampus/intercollege transition, probation and academic dismissal. Also, the adviser acts as a referral source for the student with specialized needs.

A student wishing to talk with an adviser may stop in or call Student Services & Support at the College, (330) 684-8900 or 1-800-221-8308, to schedule an appointment.

### Bookstore

The primary purpose of the bookstore is to support the educational mission of the College. This support includes providing text materials and supplies to the student, and providing a selection of materials for learning and the incidentals of college life. The Wayne College Bookstore is located just inside the Boyer Health and Physical Education Center wing via the main campus entrance.

When buying textbooks for the semester, students should bring their class schedules to the bookstore. Textbooks are arranged on the shelves according to the University course-numbering system. For each course that uses a textbook, a card is affixed to the shelf. Each card will list the subject, catalog, and section number (i.e., 7600:106-701) of the course. The card will indicate the book or books used in the course, whether they are required or optional, and the price for the book.

Most books for courses will be available three weeks before classes start for each semester. This is when the used-book stock is highest.

On the average, books and supplies for a full-time student will cost from \$200 to \$400 per semester. 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. Students' actual cost will depend on their field of study and whether used texts are available for classes.

Occasionally the bookstore will run out of a particular textbook. If so, and the student would like the store to order one for them, they need to fill out a textbook reserve sheet with the cashier. The Bookstore will notify the student when the book arrives. It is best not to assume an empty shelf means more books have been ordered.

Textbooks are held in stock until the completion of the fifth week of classes. All required texts should be purchased by this date. Unsold stock is returned to the publishers after the fifth week.

Refunds on textbooks may be obtained if the book is returned 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 unmarked and in the same condition as when they were purchased to obtain a full refund. A 50 percent refund will result if a new book is marked.
- 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.
- Prepackaged items must be returned complete. The student must return all insert flyers, CD's, diskettes, media companions, Web resource material, and access codes to receive a full refund. Access codes must be unopened. If codes are opened or any parts are missing, only the current wholesale price can be returned.

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

Checks are accepted as payment for books and merchandise provided they are personal checks, or those of a parent or guardian. The check is to be made out to the *Wayne College Bookstore*. Local address and phone 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 so may result in an additional service charge.

Bookstore hours are flexible. Students should check at the Bookstore, or call (330) 684-8920 for current hours of operation. Students should check for holiday or vacation hours, which may vary from the normal business hours.

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. Students are encouraged to write their name in ink on the inside cover and also on the same random page of all their books. This will help the Bookstore identify stolen books offered for buy-back. The Bookstore cannot accept identification of stolen merchandise based on underlining and notations only. If textbooks are stolen, the student should 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, racquetball court, and locker rooms. These facilities are used by the College for physical education/wellness courses, intercollegiate athletic events, 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 to the general public on a rental basis.

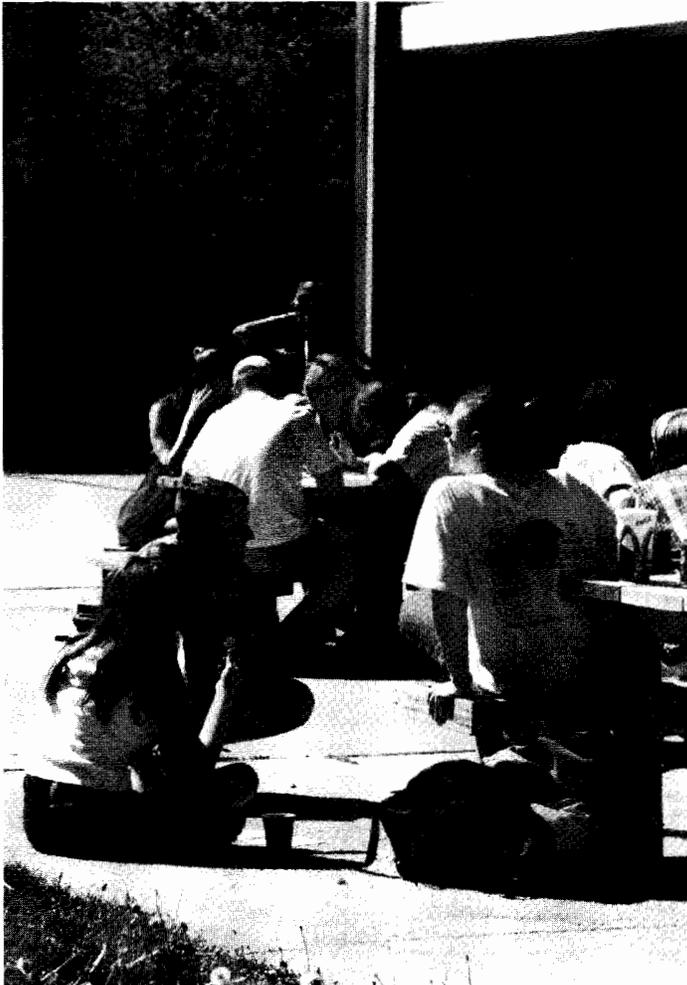
## Campus Police

The University of Akron Wayne College employs full-time police officers, who 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-out assistance. If the service 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.

If a police officer is not immediately available, students are asked to contact Student Services & Support, who will contact the proper authorities for assistance. If the Student Services & Support Office is closed, all campus telephones are equipped to connect with the 911 emergency number.



## Financial Aid

Wayne College wants students and their families to know of the many options available to help pay for a college education. Financial aid programs were developed by the federal and state governments as well as by colleges and universities to assist students with limited resources to meet educational expenses. The primary purpose of financial aid is to ensure that no one is denied the opportunity of a college education because of financial need.

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

The University of Akron Wayne College 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.

The scholarships, grants, and loans available for students attending Wayne College are listed on the following pages.



**PAUL H. SMUCKER MEMORIAL SCHOLARSHIP**

**Deadline:** March 1  
**Criteria:** Academic record  
**Enrollment Requirement:** 12 credits  
**Amount:** \$1,000 per year  
**Documents Required:** UAWC Scholarship Application & FAFSA  
**Remarks:** Available to full-time Wayne College students with a GPA of 3.0 or above.

**WAYNE COLLEGE COMMUNITY SCHOLARSHIPS**

**Deadline:** March 1  
**Criteria:** Academic record and financial need  
**Enrollment Requirement:** 6 credits  
**Amount:** \$1,000 per year  
**Documents Required:** UAWC Scholarship Application & FAFSA  
**Remarks:** Available to Wayne College students who are ineligible for state/federal grants as determined by FAFSA.

**WILL-BURT COMPANY SCHOLARSHIP**

**Deadline:** March 1  
**Criteria:** Academic record and financial need  
**Enrollment Requirement:** 6 credits  
**Amount:** \$1,000 per year  
**Documents Required:** UAWC Scholarship Application & FAFSA  
**Remarks:** Available to full-time Wayne College students with financial need and a GPA of 2.0 or above.

## Grants

**FEDERAL PELL GRANT**

**Deadline:** May 2003 (apply ASAP after January 1, 2003)  
**Criteria:** Financial need  
**Enrollment Requirement:** 12 credits  
**Amount:** \$400 to \$3,300  
**Documents Required:** FAFSA or Renewal Application  
**Remarks:** May be used by all undergraduates, even if attending less than half time.

**FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT (FSEOG)**

**Deadline:** FAFSA analysis must be received by UA by 4/1/03 for priority consideration. (Mail FAFSA by 3/1/03.)  
**Criteria:** Financial need and academic record  
**Enrollment Requirement:** 6 credits  
**Amount:** Varies with need  
**Documents Required:** FAFSA or Renewal Application  
**Remarks:** 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.

**OHIO INSTRUCTIONAL GRANT (OIG)**

**Deadline:** October 1  
**Criteria:** Financial need  
**Enrollment Requirement:** 12 credits disabled students may have fewer (see remarks)  
**Amount:** \$162 to \$1,956  
**Documents Required:** FAFSA or Renewal Application  
**Remarks:** Must be Ohio resident. A dependent student may qualify if the family's adjusted gross income is less than \$37,000. Disabled students may contact Ohio Board of Regents to appeal 12 credit requirement. Limited funds available for part-time students.

## Loans

**FEDERAL PERKINS LOAN**

**Deadline:** Funds are limited. FAFSA analysis must be received by UA by 4/1/03 for priority consideration. (Mail FAFSA by 3/1/03.)  
**Criteria:** Academic record and financial need  
**Enrollment Requirement:** 6 credits  
**Amount:** Varies with need  
**Documents Required:** FAFSA or Renewal Application  
**Remarks:** Repayment begins nine months after ceasing to be a half-time student. 5 percent simple interest. Loan may be deferred/cancelled under certain conditions. Refer to promissory note for information.

**FEDERAL PLUS PARENT LOAN**

**Deadline:** Application must be sent to The University of Akron by July 1, 2003 to ensure the funds will be available to pay for all fees.  
**Criteria:** Not based on financial need; however, if eligible for subsidized Stafford, that loan must be taken first.  
**Enrollment Requirement:** 6 credits  
**Amount:** Cost of attendance minus financial aid equals the maximum parents can borrow per academic year.  
**Documents Required:** PLUS Application available at bank of your choice.  
**Remarks:** Variable interest rate adjusted annually, cap of 9%. Repayment begins 30-60 days after funds are disbursed. Checks are co-payable to the University and the parent. Mandatory credit check.

**FEDERAL SUBSIDIZED STAFFORD LOAN**

**Deadline:** The need analysis process must be completed and the promissory note received by July 1 to ensure that funds will be available to pay for all fees.  
**Criteria:** Financial need  
**Enrollment Requirement:** 6 credits  
**Amount:** dependent student  
     \$2,625 first year  
     \$3,500 second year  
     \$5,500 third-fifth years  
**Documents Required:** FAFSA  
**Remarks:** Repayment begins six months after ceasing to be a half-time student. Variable rate, capped at 8.25%. Loan interview required for new borrowers. Interest subsidized during grace period.

**FEDERAL UNSUBSIDIZED STAFFORD LOAN**

**Deadline:** The need analysis process must be completed and the promissory note received by July 1 to ensure that funds will be available to pay for all fees.  
**Criteria:** Not based on financial need; however, if eligible for subsidized Stafford, that loan must be taken first.  
**Enrollment Requirement:** 6 credits  
**Amount:** Loan limits are the same as subsidized Stafford, but not in addition to.  
**Documents Required:** FAFSA  
**Remarks:** Repayment begins six months after ceasing to be a half-time student. Loan interview required for new borrowers. Variable interest rate, capped at 8.25%. Interest accrues during school and grace periods, but can be deferred.

**NURSING STUDENT LOAN**

**Deadline:** Funds are limited. FAFSA analysis must be received by UA by 4/1/03 for priority consideration.  
**Criteria:** Financial need and academic record; must be B. S. Nursing student.  
**Enrollment Requirement:** 6 credits  
**Amount:** Varies with need  
**Documents Required:** FAFSA or Renewal Application  
**Remarks:** Available to undergraduate 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.

**ON-CAMPUS FEDERAL COLLEGE WORK STUDY PROGRAM (FCWSP)**

**Deadline:** Funds are limited. FAFSA analysis must be received by UA by 4/1/03 for priority consideration. (Mail FAFSA to need analysis processor by 3/1/03.)  
**Enrollment Requirement:** 6 credits  
**Amount:** Varies with need  
**Documents Required:** FAFSA or Renewal Application

## Learning Support Services

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, SIGI PLUS, 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 Smucker Learning Center. The Center moved to the newest wing of the Wayne College main building in order to provide more space and services for students. The Center houses computers in an open computer lab, a large tutoring area and group study rooms, which allow privacy for individual tutoring and space for group study.

Students may obtain academic assistance in many subjects from a peer or 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. Peer tutors are internationally certified through the College Reading and Learning Association. 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 seek writing assistance in the Learning Center. Professional writing 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 is committed to providing students with access to the resources necessary to successfully complete Wayne College coursework. During fall and spring semesters, the library is open:

Monday-Thursday	8:00 a.m. – 10:00 p.m.
Friday	8:00 a.m. – 6:30 p.m.
Saturday	8:00 a.m. – 4:00 p.m.

Summer hours are determined by building schedule and course offerings.

Assistance is available on-campus during all open hours. In addition, the library service desks may be reached by e-mail anytime at:

wcirdesk@uakron.edu (circulation)  
wrefdesk@uakron.edu (reference)

The on-campus collection includes more than 20,000 books, several hundred circulating videos, and over 400 current periodical (magazine, journal, newspaper) subscriptions. This is enhanced by access through the OhioLINK university and research library network to more than 20 million circulating books and videotapes (all able to be electronically requested for delivery to Wayne free-of-charge, within three working days) and nearly 8,000 periodicals accessible full-text online. Printing from library computers and microfiche printers is free.

The library has many features to enhance the student's academic experience such as a library learning lab, three group-study rooms, a laptop work area, and a large reading lounge.

## Computing Services

Wayne College provides students easy and convenient access to computers, laser printers, and Internet services. There are over 200 computers housed in nine computer lab areas. All units are connected to the College's local area network and to the Internet.

Regardless of major, all students are welcomed and encouraged to use the College's computing facilities--to complete an assignment, conduct research, or take advantage of online courses and tutorials.

All students are issued UANet IDs. These network access accounts afford students e-mail services and personal web pages at both the Orrville and Akron campuses. Students living in the Akron, Canton, and Cleveland areas can also take advantage of free dial-in access to the University's network. The dial-in service includes free Internet access.

Questions regarding the use of computing facilities at Wayne College can be directed to Lou Janelle, Director of Computing Services (LJ@uakron.edu), at 1-800-221-8308, extension 8975. Computing Services also maintains information pages on the Wayne College web site at [www.wayne.uakron.edu](http://www.wayne.uakron.edu).

## Career Planning & Placement

Wayne College offers career planning assistance to help undecided students explore majors and careers. A variety of career assessments are used to help students evaluate and understand their interests, values, abilities, and personality types and how all of these are related to career choice. Students can easily do research on careers of interest by using career resources, the computerized career guidance system SIGI PLUS, and other career assessment tools.

SIGI PLUS (System of Interactive Guidance and Information) is one of the most advanced career guidance systems available. It includes a self-assessment section that helps students prioritize their interests, values, and work-related activities they enjoy. Students can plug their answers into a database to determine which careers are good matches for them. SIGI PLUS also provides information on the national job outlook, salaries, educational requirements, job duties, skills, and goal setting.

Placement services are available for Wayne College students. Individual appointments and workshops on resume writing, interviewing and job search strategies are available each semester. Current job openings, information on job fairs and schedules of campus employer visits are posted regularly on the *Job Information Center* bulletin board in upper D-wing. Employer literature files and books on resume writing, cover letters, interviewing, and job search topics are located in the Career Resources Center. Students who are interested in working on campus can apply for student assistant positions.

## Parking

Parking at Wayne College is free; however, certain regulations must be observed. All students are required to register their car(s) through the Student Services & Support 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 the oval drive in front of the building. Parking is also prohibited on any area not specifically designated as a parking space. Drivers must adhere to state and local laws concerning handicapped parking and fire lanes, and should not 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 have the car towed at the individual's expense.

## Serving the Adult Learner - The New Majority Student

Although many recent area high school graduates attend Wayne College, approximately 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.

The Academic Survival Kit (ASK) is offered prior to each fall and spring semester. The kit has four sections and provides effective college learning strategies for all students, an introduction to the use of computers for students who have never used a computer, and review sessions in math and writing for students who have been out of school for some time. Students may sign up for all or specific sections. For information on the ASK program, please call the Smucker Learning Center at (330) 684-8960.

## Sixty-Plus (60+) Program

The Sixty-Plus Program provides residents 60 and older the opportunity to audit classes, or take courses for credit, on a space-available, nontuition basis. Auditing allows students to attend classes, but college credit is not awarded.

As auditing students, Sixty-Plus participants are exempt from payment of tuition and general service fees, but are expected to pay for any books, special fees, and laboratory or instructional fees. To qualify for the Sixty-Plus Program, the prospective student must be 60 years of age or older and have resided in the State of Ohio for at least one year.

To be eligible for nontuition courses for credit, the student's family income must be less than 200 percent of the federal poverty guidelines as revised annually by the U.S. Secretary of Health and Human Services for a family size equal to the size of the family of the person whose income is being determined.

Sixty-Plus participants may enroll for 11 or fewer credits unless a request to enroll in a greater number of credits is approved by the Senior Vice President and Provost. Participants in this program may be prohibited from enrolling in certain courses or classes for which special course or training prerequisites apply, or in which physical demands upon students are inappropriate for persons 60 years of age or older, or in which the number of participating regular students is insufficient to cover the University's or College's course-related expenses as determined by the University.

Space availability is determined after the degree-seeking students have registered. Sixty-Plus registrations are held immediately before the start of each term and participants must register in person.

Sixty-Plus participants are subject to the same disciplinary and/or governance rules affecting all students. Sixty-Plus students will be issued a Student ID Card, which permits them use of specific University/College facilities and services and provides student rates for purchasing goods and services.

Sixty-Plus is a specific program to provide free college courses to people over the age of 60. Anyone wishing to pursue a degree, who does not meet the financial guidelines for nontuition, is welcome to attend at any age.

For further information regarding the Sixty-Plus Program, contact Student Services & Support at (330) 684-8900 or 1-800-221-8308, ext. 8900.

## Student Identification Card

While on the campus of Wayne College or The University of Akron, each student is required to carry a photo-identification (Zip Card/ID) card bearing his/her name, student number and other pertinent information. The ID card is used for in-person registration, to secure materials from the library, at the Wayne College Bookstore, and to obtain tickets to athletic or cultural events at the Wayne or Akron campuses. 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 throughout the year. Students should contact Student Services & Support at Wayne College to obtain a card. A replacement fee of \$5 is assessed for lost cards.

## 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. When official authorization is received, the College will reimburse the veteran for fees paid.

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.

## Services for Students with Disabilities

In compliance with the Americans with Disabilities Act and University policies and procedures, Wayne College provides accommodations for 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.

To obtain special services, make an appointment with Dr. Julia Beyeler, (330) 684-8963 or 1-800-221-8303, ext. 8963. A diagnosis of the disability must be provided to qualify for services.



## STUDENT CLUBS AND ORGANIZATIONS

Clubs and organizations are another aspect of student life at Wayne College. Students may choose to join professional clubs that focus on their prospective career or social clubs that give them the opportunity to meet new people and become more involved on campus. While enjoyable and beneficial to most students, clubs and organizations are a voluntary part of the college experience.

### Student Senate

The Student Senate serves as a governing body representing the interests of the students at The University of Akron Wayne College. As such, the purview of the organization is to represent student interests on College committees, provide opportunities for students to bring concerns forth to the Senate body, maintain open communications with administration and faculty on key issues related to institutional governance, establish a formal registration status for all student organizations and clubs, and to appropriately legislate issues that impact the Student Senate.

The Student Senate is comprised of eight voting members and nonvoting representatives from each registered student organization. The eight voting members include the President, Finance Chair, Community Relations Chair, Student Affairs & Organizations Chair, the Inter-College Relations Chair (the five of whom also compose the Executive Committee), and three senators representative of the student body. The Executive Committee is selected at the end of the spring semester each academic year by the outgoing Student Senate. The student body elects the remaining three senators during the third week of the fall semester.

Students interested in Student Senate should contact Dr. Mary Ann Schneider, Senior Director of Student Life and Enrollment Management, at (330) 684-8906.

### Business Professionals of America

Business Professionals of America (BPA) is a national voluntary association for students enrolled in 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 a business course or pursuing a business-oriented degree (Office Administration, Business Management, Accounting, Computer Science, etc.) may join.

In BPA, 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 the State Leadership Conference and state competitive events. The highlight of each year is participation in the National Leadership Conference held at various sites throughout the United States.

For more information, contact BPA adviser Lori Brinker at (330) 684-8730.

### 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 student are featured each week.

Information about the 25 and Over Club can be obtained by calling Student Services & Support at (330) 684-8900.

### Waynessence

*Waynessence: Writers and Artists at Work* is Wayne College's literary magazine. Published twice a year, *Waynessence* prints a variety 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 join the staff and/or 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 design the newspaper. Any student may contribute commentary, letters to the editor, original poetry, cartoons, and club or organization information.

Details on joining the *Wayne Mirror* staff are posted at the beginning of each semester.

### Phi Theta Kappa

Phi Theta Kappa is the international honor society for two-year college students. The purpose of Phi Theta Kappa is to recognize and encourage scholarship among two-year college students. It is comprised of 1.2 million members on 1,200 campuses worldwide.

Students are invited to participate in the honor society if they complete a minimum of twelve hours of associate degree course work and earn a grade point average of 3.5 or higher. Students must maintain a 3.5 GPA to remain PTK members. The average age of a new member is 29, with ages ranging from 18 to 80. Part-time and full-time students are eligible for membership.



## SPECIAL EVENTS

Throughout the year, Wayne College conducts a wide range of events designed to support and enhance students' experience. Some of the special programs include:

- The Shakespeare Festival
- Student Writing Awards
- Spring Fling
- Welcome Back Days
- Finals Freebies
- American Red Cross Blood Drives
- Poetry, Prose & Acoustical Jam
- Careers Day

For more information on special events on campus, contact Cindy Summers, assistant to the dean for community relations, at (330) 684-8786.

## SPORTS

Surrounded by competitive high school sports programs locally, Wayne College draws on that talent for its own highly successful basketball and volleyball teams. Players and fans alike enjoy the close competition and rivalry of Ohio Regional Campus Conference games.

The Wayne Warriors participate in men's basketball, men's golf, women's basketball, and women's volleyball. A schedule of the games is available in the Student Services & Support Office or online at [www.wayne.uakron.edu](http://www.wayne.uakron.edu).

For those simply looking for a game among friends, Wayne College regularly offers an array of intramural sports, including volleyball, basketball and racquetball.

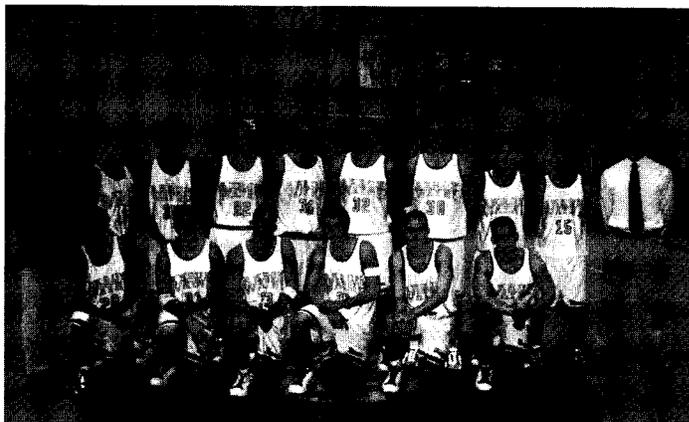
The Boyer Health and Physical Education Center offers open gym hours, a racquetball court, and a fully-equipped weight room.

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

### 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 championship runners-up in 1991, 1992, 2001, and 2002. They finished the 2001-2002 season in third place overall.



Wayne College Warriors - 2001-2002 men's basketball team

### Men's Golf

The Pines Country Club is the home of the Wayne College Warriors Men's Golf Team. They began their first season by participating in the state championship tournament. The golf season lasts four weekends in April and May. Members play matches on Fridays and Saturdays at public and private courses throughout the state.

### Women's Basketball

The Wayne College Lady Warriors intercollegiate basketball team completed a successful 2001-02 season, placing third overall in the conference. In 1998-99, the Lady Warriors finished second in the Ohio Regional Campus Conference. The team won the State Regional Campus championship in 1997-98 and also in 1991-92.



Wayne College Warriors - 2001-2002 women's basketball team

### 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.

## OFFICE OF CONTINUING EDUCATION AND WORKFORCE DEVELOPMENT

The Office of Continuing Education and Workforce Development provides both noncredit and credit programs. Services include continuing education classes and customized corporate training resources.

### 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 classes are designed to accommodate adults with busy lifestyles. Courses in a wide range of technology subjects from computer basics and keyboarding to industry and network certifications are offered in both day and evening sessions.

Professional development classes make it easy for individuals to enhance management skills or learn the newest techniques and theories. Industry-specific classes support the workforce development of our service area by offering approved Continuing Education Units (CEU's) for the medical and social service professions, as well as certifications for in-demand occupations in Wayne, Holmes, and Medina counties.

Classes available to the general public are also offered in Medina at the Medina Elmwood Center and at the new Holmes County Higher Education Center.

Call Wayne College for a catalog of current offerings. You may register by telephone (Visa, MasterCard, or Discover only), by completing the form located in the catalog and mailing it with your check to the college, by visiting in person, or online at [www.wayne.uakron.edu/ocewdhome.htm](http://www.wayne.uakron.edu/ocewdhome.htm).

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 the Office of Continuing Education at (330) 684-8980, or toll-free 1-800-221-8308, ext. 8980.

### Testing Capabilities

Wayne College is an approved Prometric and Virtual University Enterprise (VUE) testing center. We offer more than 200 of the latest certification exams and assessments, including MicroSoft, Novell, CompTIA A+, Cisco, CIW, and MOUS. Our convenient hours make testing easy and accessible.

Our SkillsMax Center offers a wide range of assessment and testing tools. A unique consortium of national assessment and service providers have come together to provide an integrated approach to technology-based learning, training, testing and assessment solutions.

Participating providers include Educational Testing Service (ETS); Brainbench; The Chauncey Group International Limited; Saville and Holdworth Limited (SHL); Saba Software, Inc.; Prometric; and iLearning Inc.

If you are interested in skills assessment, employment assessments, career development, job matching, IT and industry-specific certifications, performance management, or other testing or assessment, contact us at 330-684-8928.



### Corporate Training Resources

The Office of Continuing Education and Workforce Development provides a wide range of affordable, quality services to meet specific training needs. Workforce development programs can be delivered at the company location with courses tailored to each company's needs. When necessary, the department can utilize its mobile laptop lab to take training directly to a business' employees. In some cases, companies may qualify for industry grant funding to help defray training costs.

From management and employee development seminars to computer training courses, our Workforce Development programs are tailored to each company's individual objectives. Our highly experienced and effective trainers and facilitators can help your organization grow and meet the ever-competing needs of the regional marketplace.

Wayne College offers these competitive advantages:

- Resources of a major university
- Needs assessment
- Flexible scheduling
- Quick response time
- Cost effective pricing
- Computer training lab with ergonomic workstations
- Mobile laptop lab

For more information about corporate training resources, contact the Office of Continuing Education and Workforce Development at 330-684-8980 or toll-free 1-800-221-8308, ext. 8980.

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



SECTION

# Three

Admissions and  
Registration



## 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 & Support 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 disability 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 or 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.

Home-schooled students are also eligible for admission to Wayne College. Home-schooled students need to submit a transcript of studies and supporting documents such as book lists or other related documentation, a signed copy of the superintendent's exemption letter, a completed college preparatory form, ACT or SAT test results and transcripts from postsecondary coursework, if applicable. An admission committee will review each home-schooled student's application to determine the appropriate category of direct, conditional, or unconditional admission to be applied.

### 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 the Community and Technical College. To be admitted directly to a specific academic program, the student must meet certain academic standards based on high school grade point average, test scores, class rank, and college preparatory curriculum. The standards for direct admission are determined by each department. 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 ACT composite score less than 16, or a combined SAT 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 ACT composite score less than 19, or a combined SAT 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 coursework.

### Postsecondary Enrollment Options Program (PSEOP)

The Postsecondary Enrollment Options Program is available to high school students who have demonstrated the academic background and overall preparedness for college coursework. There are two options for students interested in the program:

**Option A:** Students pay for their tuition and fees and receive college credit.

**Option B:** The State of Ohio covers the educational expenses, and students receive both high school and college credit. (Tuition and fees are only covered for the equivalent of an Ohio resident - nonresidents must make up the additional costs.)

Enrollment options are not intended to be a substitute for the academic programs, social growth or maturing experience provided by Ohio's public and private high schools or otherwise interfere with or replace advanced placement courses or the college preparatory curriculum available to students within their school system.

### Admission Requirements

To be considered for the postsecondary enrollment options program, students must demonstrate academic ability and preparation. Students must submit ACT/SAT results for placement purposes.

Minimum academic requirements are:

1. Pass all sections of the ninth-grade proficiency exam.
2. 11th- and 12th-grade students must have a 3.30 cumulative GPA with a 24 ACT composite or 1100 SAT composite or a 3.50 cumulative GPA. They may enroll in up to 16 credit hours per semester.
3. Ninth- and 10th-grade students must have a minimum ACT composite score of 26 or SAT composite score of 1150; a minimum cumulative GPA of 3.75; letter of recommendation from a high school instructor; a grade of B+ in all English courses; and submit an essay, 500 words or less, about why they want to enroll in the Postsecondary Enrollment Options Program. The credit limit is four credit hours per semester.
4. Students must attain a cumulative grade point average of at least a 3.0 on a 4.0 scale in high school courses to enroll in the equivalent college course.
5. Admission does not entitle a student to enroll in any specific course. Enrollment in specific courses is limited to courses where space is available. Enrollment is subject to satisfaction of course prerequisites including demonstrated academic background, as well as testing criteria that identify readiness and likelihood of success. The program does not pay for developmental coursework. Students should seek remediation at their high schools.
6. All students admitted under the program must attend a PSEOP orientation session. Students will take University placement tests in math, English and reading, if applicable, and meet with an academic adviser after orientation to request classes.
7. Students enrolling under this program will be subject to the same policies and procedures, academic practices, grading standards, regulations of student conduct and student disciplinary procedures as all other University of Akron students.
8. Students who participate in the program are not eligible to receive financial aid. Due to NCAA regulations and Greek national charters, postsecondary enrollment option students cannot participate in varsity athletics or Greek life. Additionally, students may not participate in other extracurricular activities or live on campus.

## How to Apply

Students must complete the Postsecondary Enrollment Options Program application. Be sure to complete the reverse side of the application and obtain all required signatures. There is a nonrefundable \$30 application fee and students must submit a high school transcript along with ACT or SAT scores. Students applying to attend the fall semester must apply by May 15. Those applying to attend the spring semester must apply by October 15.

## Tech Prep

Tech Prep is a sequence of study beginning in high school and continuing through at least the associate degree level. Tech Prep prepares students for high-skill technical occupations supported by regional businesses and industries in the area of business, health, and engineering technologies.

The University of Akron's application fees are waived for Tech Prep graduates entering the Community and Technical College or Wayne College. Students participating at the high school level are in a prescribed technical track in a designated high school and are eligible for an advanced associate degree curriculum. Successful completion of the Tech Prep associate degree programs will be recognized by a special certificate developed by the Ohio Board of Regents.

For additional information regarding Tech Prep programs, contact the advising office at Wayne College, (330) 684-8900, or call Kelly Herold, Coordinator of Tech Prep, at (330) 972-8832.

### Tech Prep Postsecondary Enrollment Option

For a Tech Prep student who is interested in the Postsecondary Enrollment Option, the entrance level grade-point average (GPA) is 3.0 overall with a 21 or higher composite score on the ACT. The college may admit a student with a lower GPA and/or ACT on a case-by-case basis.

A Tech Prep student will be required to obtain a formal written recommendation letter from the high school (guidance counselor or principal) that indicates the support of the school and that the student shows promise in their technical field.

A Tech Prep Postsecondary student will be limited to college coursework that directly relates to the associate degree program in their specific Tech Prep Pathway. Students meeting the requirements will be eligible for PSEOP Option B. (Option B allows a student to receive high school graduation credit and college credit simultaneously. Textbooks, materials, tuition and fees related to the coursework are provided at public expense.)

Additionally, the application fee will be waived for a Tech Prep Postsecondary student.

An interested Tech Prep student should take the following steps:

- Obtain a Tech Prep Postsecondary Enrollment application from Student Services & Support, Wayne College, 1901 Smucker Road, Orrville, Ohio 44667-9192 or from their high school or career center guidance counselor.
- Complete and return the form with the recommendation letter and required signatures to: Alicia Broadus, Wayne College, 1901 Smucker Road, Orrville, Ohio 44667-9192.
- Information regarding acceptance into the program, registration for classes and academic advising will be forthcoming in the letter of admission to the Tech Prep Postsecondary Enrollment Options Program.

## Placement/Testing

The University of Akron Wayne College assesses the academic skill level of all new students in the areas of mathematics, reading and writing. This assessment helps to ensure that new students enroll in appropriate courses.

There are three ways to determine appropriate placement:

1. ACT/SAT math, reading and writing scores
2. Transfer coursework
3. Placement testing

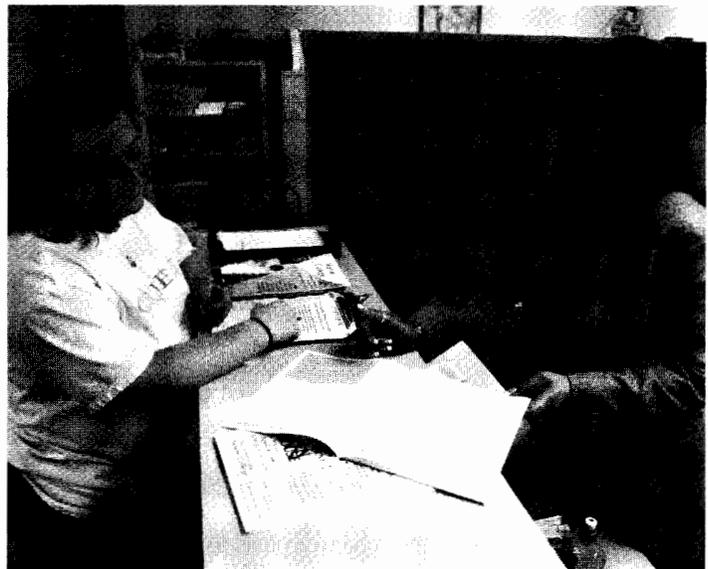
Placement testing is available throughout the year and prior to the start of each semester. Developmental courses in writing, mathematics or reading will be required if a deficiency exists in any or all of these subjects. Developmental courses will not count as degree credit; however, they will count toward full-time status.

Proficiency tests for keyboarding and computer literacy 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 Student Services & Support at 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 of class registration.

Details relative to the registration process are available from Student Services & Support. A nonrefundable 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 statewide policy to facilitate movement of student and transfer credits from one Ohio public college or university to another. The purpose of the state policy is to avoid duplication of course requirements and to enhance student mobility throughout Ohio's higher education system. Since independent colleges and universities in Ohio may or may not be participating in the transfer policy, 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 or 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 coursework 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 *nonpreferential 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 multi-level, broad-based appeal process is required to be in place at each institution. 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.

## Transfer Module Course Requirements

The University of Akron Transfer Module requires a minimum of 38 semester credits in six areas as follows (**NOTE: All courses marked with an asterisk (\*) may lead toward an associate degree only**):

### I. English - 7 credits

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

### II. Mathematics - 3 credits

2030:152,153	Elements of Mathematics II, III*	2
2030:161	Mathematics for Modern Technology	4
3450:145	College Algebra	4
3450:149	Precalculus Mathematics	4
3450:215	Concepts of Calculus I	4
3450:221	Analytic Geometry-Calculus I	4
3470:260	Basic Statistics	3
3470:261	Introductory Statistics I	2
3470:262	Introductory Statistics II	2

### III. Arts/Humanities - 10 credits

The following is required for all students:		
3400:210	Humanities in the Western Tradition I	4

Two courses from different sets are required from the following:

#### Set 1

7100:210	Visual Arts Awareness	3
7500:201	Exploring Music: Bach to Rock	3
7800:301	Introduction to Theatre and Film	3
7900:200	Viewing Dance	3

#### Set 2

3200:220	Introduction to the Ancient World	3
3200:230	Sports and Society in Ancient Greece and Rome	3
3200:289	Mythology of Ancient Greece	3
3600:101	Introduction to Philosophy	3
3600:120	Introduction to Ethics	3
3600:170	Introduction to Logic	3

#### Set 3

3200:361	Literature of Greece	3
3300:250	Classic and Contemporary Literature	3
3300:252	Shakespeare and His World	3
3580:350	Literature of Spanish America in Translation	3

#### Set 4

3400:211	Humanities in the Western Tradition II	4
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### IV. Social Science - 6 credits

Select two courses from two different sets:

#### Set 1

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

3350:100	Introduction to Geography	3
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#### Set 3

2040:242	American Urban Society*	3
3700:100	Government and Politics in the U.S.	4
3700:150	World Politics and Government	3

<b>Set 4</b>		
2040:240	Human Relations*	3
3750:100	Introduction to Psychology	3
<b>Set 5</b>		
3850:100	Introduction to Sociology	4
3870:150	Cultural Anthropology	4
<b>Set 6</b>		
3400:250	U.S. History to 1877	4
3400:251	U.S. History since 1877	4
<b>Set 7</b>		
2040:241	Technology and Human Values*	2
3600:125	Theory and Evidence	3

**V. Natural Sciences - 8 credits**

Select at least two different sciences, one of which must include a laboratory component:

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
2820:105	Basic Chemistry*	3
2820:111	Introductory Chemistry*	3
2820:112	Introductory and Analytical Chemistry*	3
3100:100	Introduction to Botany	4
3100:101	Introduction to Zoology	4
3100:103	Natural Science: Biology	4
3100:111	Principles of Biology I	4
3100:112	Principles of Biology II	4
3100:130	Principles of Microbiology	3
3100:200	Human Anatomy and Physiology I	3
3100:201	Human Anatomy and Physiology I Lab	1
3100:202	Human Anatomy and Physiology II	3
3100:203	Human Anatomy and Physiology II Lab	1
3150:100	Chemistry and Society	3
3150:110	Introduction to General, Organic and Biochemistry I	3
3150:111	Introduction to General, Organic and Biochemistry I Lab	1
3150:112	Introduction to General, Organic and Biochemistry II	3
3150:113	Introduction to General, Organic and Biochemistry II Lab	1
3150:151	Principles of Chemistry I	3
3150:152	Principles of Chemistry I Lab	1
3150:153	Principles of Chemistry II	3
3370:100	Earth Science	3
3370:103	Natural Science: Geology	3
3370:200	Environmental Geology	3
3370:201	Exercises in Environmental Geology I	1
3370:203	Exercises in Environmental Geology II	1
3650:130	Descriptive Astronomy	4
3650:133	Music, Sound and Physics	4
3650:137	Light	4
3650:160	Physics in Sports	3

**VI. Interdisciplinary - 4 credits, two courses**

2040:254	Black Experience I*	2
3350:375	Geography of Cultural Diversity	2
3400:385	World Civilizations: China	2
3400:386	World Civilizations: Japan	2
3400:387	World Civilizations: Southeast Asia	2
3400:388	World Civilizations: India	2
3400:389	World Civilizations: Near East	2
3400:390	World Civilizations: Africa	2
3400:391	World Civilizations: Latin America	2

Additional information regarding the transfer module may be obtained from the University College Dean's Office, (330) 972-7066, or the Student Services & Support Office, (330) 684-8900, at Wayne College.

**FEES\*****Instructional Fee**

- Undergraduate and postbaccalaureate

**Ohio Resident:**

1 - 11 credits	\$ 158.94 per credit hour
12 - 15 credits	\$1,907.28 per semester
15.5 credits or more	\$1,907.28 per semester

plus \$158.94 per credit over 15

**Tuition Surcharge:**

(Nonresidents of Ohio pay the surcharge in addition to the instructional and general fees)

1 or more credits	\$ 184.80 per credit hour
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**General Service Fee**

- Undergraduate and postbaccalaureate  
*per credit* \$4.75 to a maximum of \$57.00 per semester

**Registration and Other Related Fees**

- Admission Application Fee \$30.00 (nonrefundable)
- Transient Fee (from another college) \$30.00 (nonrefundable)
- Administrative Fee \$11.00/session  
(All graduate students, all undergraduate students including postbaccalaureate, except those who have completed over 96 credit hours or who have paid a matriculation fee)
- Developmental Support Fee \$2.00/credit hour  
(All students enrolled in developmental classes)
- Career Advantage Services Fee \$2.00/credit hour  
(All sophomore, junior and senior students)
- Technology Fee  
Undergraduate students with less than 32 hours Exempt  
Undergraduate students with more than 32 \$11.00/credit hour  
Graduate \$13.50/credit hour
- Engineering Infrastructure Fee \$11.00 credit hour  
(All students taking an engineering course)
- Late Payment Fee \$100.00
- Late Registration Fee \$100.00
- Co-Op Course Fee \$55.00
- ACT Test \$30.00
- Bypassed Credit, per credit \$5.00
- Credit-by-Examination, per credit (undergraduate and postbaccalaureate) \$21.00
- ID Card, late or lost \$5.00
- 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
- Transcripts  
Additional "Speedy" Transcript Fee \$10.00  
Transcript Evaluation for Certification Fee \$15.00



\* All fees are subject to change without notice. Fees listed are effective Fall 2002 for Wayne College courses. Undergraduate fees at The University of Akron are slightly higher.

## 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.

- Instructional fee (tuition) and nonresident surcharge.
- General fee.
- Course materials and computing fee.
- Student parking fee (Akron Campus), if permit is returned.
- Laboratory breakage and late service deposit.
- Technology 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 except for disciplinary reasons. No refund will be granted to a student dismissed or suspended for disciplinary reasons;
  - 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) that begins the second week of the enrolled term.
  - If the student requests official withdrawal after the Sunday (midnight) that 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) that begins the second week of any summer session, the following refund percentages apply:
 

During the second week of the session	40%
Thereafter	0

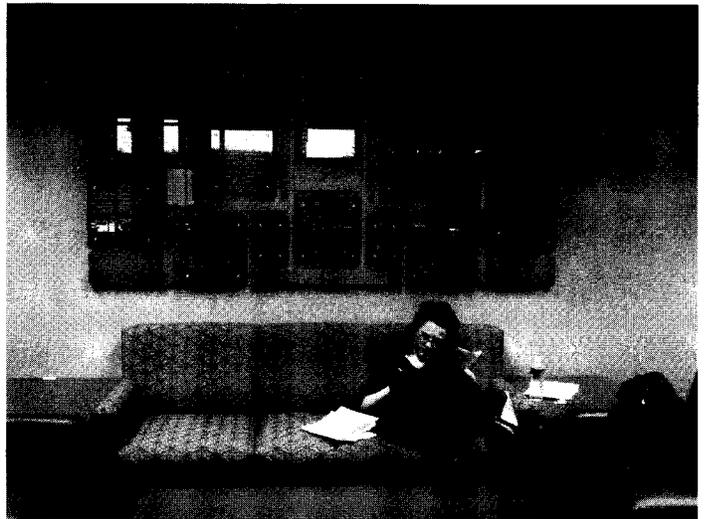
Refunds for course sections that have not been scheduled consistent with either the standard 15-week fall or spring semester or the five-week summer term scheduling pattern will be handled on a "pro rata" basis according to the number of days that have passed prior to official withdrawal of the section (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 The University of Akron Wayne College by the student.

The University of Akron Wayne College 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.



## 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 & Support Office of Wayne College or the Office of the University Registrar at The University of Akron. Information is also available online at [www.uakron.edu/registrar](http://www.uakron.edu/registrar). Double-click on "Registration" then on "Ohio Residency Requirements."

## 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 media for information about class cancellations: WAKR (AM 1590), WONE (FM 97.5), WHBC (AM 1480, FM 94.1), WTOU (AM 1350), WKDD (FM 98.1), WKVX (AM 960), WINW (AM 1520), WRQK (FM 106.9), WQMX (FM 94.9), WTAM (AM 1100), WLTF (FM 106.5), or WQKT (FM 104.5). Alternatively, you can call the University's Emergency Information Phone Line (330-972-SNOW) or Wayne College's Snowline (330-684-8775) for weather related or emergency information. If, due to illness or other extenuating circumstances, a faculty member is not able to meet with a class, an effort is usually made to notify students.

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.



## 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. 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 Dishonesty

Students at The University of Akron Wayne College are an essential part of the academic community and enjoy substantial freedom within the framework of the educational objectives of the institution. The freedom necessary for learning in a community so rich in diversity and achieving success toward our educational objectives requires high standards of academic integrity. Academic dishonesty has no place in an institution of advanced learning. The University community is governed by the policies and regulations contained within the Student Code of Conduct available in the Student Services & Support Office at Wayne College, (330) 684-8900.

Wayne College considers academic integrity an essential part of each student's personal and intellectual growth. Instances of academic dishonesty are addressed consistently. All members of the community contribute actively to building a strong reputation of academic excellence and integrity.

It is each student's responsibility to know what constitutes academic dishonesty and to seek clarification directly from the instructor if necessary. Examples of academic dishonesty include, but are not limited to:

- Submission of an assignment as the student's original work that is entirely or partly the work of another person.
- Failure to appropriately cite references from published or unpublished works or print/nonprint materials.
- Unauthorized copying of an assignment in computer programming, or the unauthorized examination or view of the computer, specifically during examinations.
- Possession and/or unauthorized use of tests, notes, books, calculators or formulas stored in calculators not authorized by the instructor during an examination.
- Providing and/or receiving information from another student other than the instructor, by any verbal or written means.
- Observing or assisting another student's work.
- Violation of the procedures prescribed by the professor to protect the integrity of the examination.
- Cooperation with a person involved in academic misconduct.

A student who has been accused of academic dishonesty will be asked to meet with the course instructor. The matter can be resolved informally at the college level and/or an academic sanction can be imposed. If the student opposes the decision, he/she may appeal to the college dean. If the matter is referred to the Office of Student Development/Discipline, an informal meeting will occur and, if substantial evidence exists, the office has the authority to take formal action against the student including, but not limited to, suspension or dismissal from the University. A more detailed discussion of these procedures can be found in the Student Code of Conduct.

### Academic Honors

A student who has carried 12 graded credits or more without receiving 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. This is an undergraduate academic honor recognizing excellence in the classroom prior to the completion of the degree.

A student who has carried between 6 and 11.5 graded credits without receiving 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 Part-Time Student Dean's List of Wayne College. This is an undergraduate academic honor recognizing excellence in the classroom prior to the completion of the degree.

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. See page 14 for more information on Phi Theta Kappa.

### 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 official academic record. A student may utilize academic reassessment only once.

In the determination of graduation with honors and class standing, all grades obtained at The University of Akron shall be included in the grade-point calculation.

### 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. A student dropped from a course receives an "F," which counts as work attempted when grade-point ratio calculations are made.

### 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 that 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, and may not be used to repeat for change of grade. Applications for credit-by-examination are available in the Student Services & Support Office.

## 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 50 percent of the number of credits required for 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 cannot 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 **cannot** 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.

## 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 & Support Office at Wayne College.

## Distinguished Student Program

The Distinguished Student Program at Wayne College seeks to recognize, encourage and support excellence among academically talented students at the college. All students who are pursuing an associate degree at Wayne College and who have completed 25 semester credits with a 3.40 grade-point average are eligible to apply.

Each student, along with their normal degree requirements, completes a one-credit *Individualized Study Project* with a Wayne College faculty member and a two-credit *Distinguished Student Colloquium*, a seminar that examines a particular topic in depth.

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

## Drop, Add and Withdrawal

A student must register for a course before the end of the fifth day of a fall or spring term or the second day of a summer session. Additions to the student's official schedule may be made after that date, but before the 15th calendar day, with the permission of the student's adviser, instructor(s) and dean or the dean's designate. Students who have not registered and paid by this deadline may not attend classes to receive credit for the course(s).

This deadline applies to all regular 15-week courses offered in the fall and spring semesters as well as to regular courses in summer sessions. Other courses offered during intersession (or which are flexibly scheduled) can be added, with appropriate permission, by the date at which 20% of the course has been completed.

A student may withdraw from a course without an adviser's or course instructor's signature through the 15th day of a semester or comparable dates during summer session or intersession. After the 15th 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 course instructor to withdraw. Such authorization must be dated and processed through Student Services & Support 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 15th 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 when 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	Quality Points	Key
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+	0.00	Graduate courses only
D	1.00	
D	0.00	Graduate courses only
D-	0.70	
D-	0.00	Graduate courses only
F	0.00	
I	0.00	Incomplete
IP	0.00	In Progress
AUD	0.00	Audit
CR	0.00	Credit
NC	0.00	Noncredit
WD	0.00	Withdrawn
NGR	0.00	No grade reported
INV	0.00	Invalid grade reported
PI	0.00	Permanent Incomplete
R	0.00	Repeat

**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, they must notify Student Services & Support in writing of the extension and indicate the date of its termination, prior to the end of the semester. It is the responsibility of the student to make up the incomplete work. The faculty member should submit the new grade to Student Services & Support by completing a grade change form.)

**IP - In Progress:** Indicates that the student has not completed the scheduled coursework during the term because the nature of the course does not permit completion within a single term, such as work toward 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 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 that will accelerate academic progress.



## Graduation

In order to graduate, students seeking an associate degree from The University of Akron Wayne College must:

- File an application for graduation with the registrar of The University of Akron. Applications are available through the Student Services & Support Office of Wayne College. If students plan to complete degree requirements at the end of fall semester, they must submit an application by May 15. If students plan to complete degree requirements at the end of spring semester, they must submit an application by September 15. If students plan to complete degree requirements at the end of summer sessions, an application must be submitted by February 15.
- Meet all degree requirements that 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 Wayne College/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 graduation 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.

## Graduation Requirements for Additional Associate and Baccalaureate Degrees

- Meet requirements listed above.
- Earn a minimum of 32 credits that have not counted toward the first baccalaureate degree, or 16 credits that have not counted toward the first associate degree.
- Earn the above credits in residence at Wayne College/The University of Akron.

## Change of Degree Requirements

The University of Akron Wayne College reserves the right to alter, amend, or revoke any rule or regulation. The policy of The University of Akron Wayne College is to give advance notice of such change whenever feasible.

Unless the change in a rule or regulation specifies otherwise, it shall become effective immediately with respect to the student who subsequently enters the University, whatever the date of matriculation.

Without limiting the generality of its power to alter, amend, or revoke rules and regulations, The University of Akron Wayne College reserves the right to make changes in degree requirements of the student enrolled prior to the change by:

- Altering the number of credits and/or courses required in a major field of study.
- Deleting courses.
- Amending courses by increasing or decreasing the credits of specific courses, or by varying the content of specific courses.
- Offering substitute courses in same or cognate fields.

The dean of the college, in consultation with the department or division head of the student's major field of study, may grant waivers in writing if a change in rules affecting degree requirements is unduly hard on a student enrolled before the change was effective. The action of the dean of the college in granting or refusing a waiver must be reviewed by the senior vice president and provost on his or her own motion, or at the request of the dean of the college of the student affected, or at the request of the student affected.

## Guest Student (Wayne College Students)

A Wayne College student may take coursework at another institution of higher education as a guest (transient) student. The student must obtain written permission from the dean of the college prior to enrolling for courses by submitting a Transient Permission Form.

If the course taken at another institution will be used to satisfy University General Education requirements, permission must be received from the University College Dean's Office. If a student is within 16 credits of receiving an associate degree from Wayne College, transient permission must be given by the college dean.

Coursework taken at another institution cannot be considered for the *Repeat for Change of Grade Policy* or *Academic Reassessment*. 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 course work 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 & Support Office 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*.

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 information and to initiate the necessary paper work.

## Military Credit

The University of Akron recognizes credit for military experience based upon recommendations by the Commission on Accreditation of Services of the American Council of Education. Block credit is awarded for Basic Training as well as one credit for physical education. Applicability of this credit for a student's degree program will be determined by established University procedures.

In order for credit to be awarded, the student must submit a veteran's DD214 form. In addition, materials such as Course Completion Certificate or Army/ACE Registry Transcript can be used to ensure proper and complete awarding of credit. Documents should be submitted to the Coordinator of Transfer and Articulation Services in University College.

## Privacy

Each year, The University of Akron Wayne College 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, the student is notified of the following:

### Right to Prevent Disclosures

The student has 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 education records to those instances where prior written consent has been given for the disclosure, as an item of directory information of which the student has not refused to permit disclosure, or under the provisions of FERPA that allow disclosure without prior written consent.

### Right to Inspect

The student has the right to review and inspect substantially all of his/her education records maintained by or at The University of Akron.

### Right to Request Amendment

The student has the right to seek to have corrected any parts of any education record that is believed to be inaccurate, misleading, or otherwise in violation of 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 the request.

### Right to Obtain Policy

The student has a right to obtain a copy of the written institutional policy adopted by The University of Akron Wayne College 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 at the Akron campus.

### Right to Complaint to FERPA Office

The student has 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.

The student 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 a student does not wish to have directory information released by the University or Wayne College, he/she must complete a nondisclosure form to the Registrar's Office more than ten (10) days prior to the starting date of the semester or summer session for the instructions to be effective for that semester or summer session. Forms are available in the Student Services & Support 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 "AUD", 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.

## Academic Assessment

Students have an important, active role in assessment at Wayne College. Assessment is an on-going process in every curriculum and course in the College. Assessment activities are not the same as exams or other individual student performance evaluations used to determine students' grades. Assessment activities allow for systematic measurement of the effectiveness of different teaching techniques and tools in helping students grasp key concepts, skills, and/or information in a given course. Instructors use data from assessment activities to modify how the course is taught to continuously improve student understanding and mastery of course material.

## College Level Learning Outcomes

Upon completing their course of study at Wayne College, students will demonstrate:

1. Critical analysis and independent thought
2. Problem-solving ability
3. Effective interpersonal communication skills
4. Effective use of technology
5. Respect for individual differences and personal rights
6. Responsible and effective citizenship

## 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 University General Education requirements, except for Physical Education/Wellness. Instead, each student completes an individualized distribution requirement, which includes a balanced amount of diversified coursework 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 that is both reasonable and appropriate to the student's major field.

The requirements for admission to the Honors Program are:

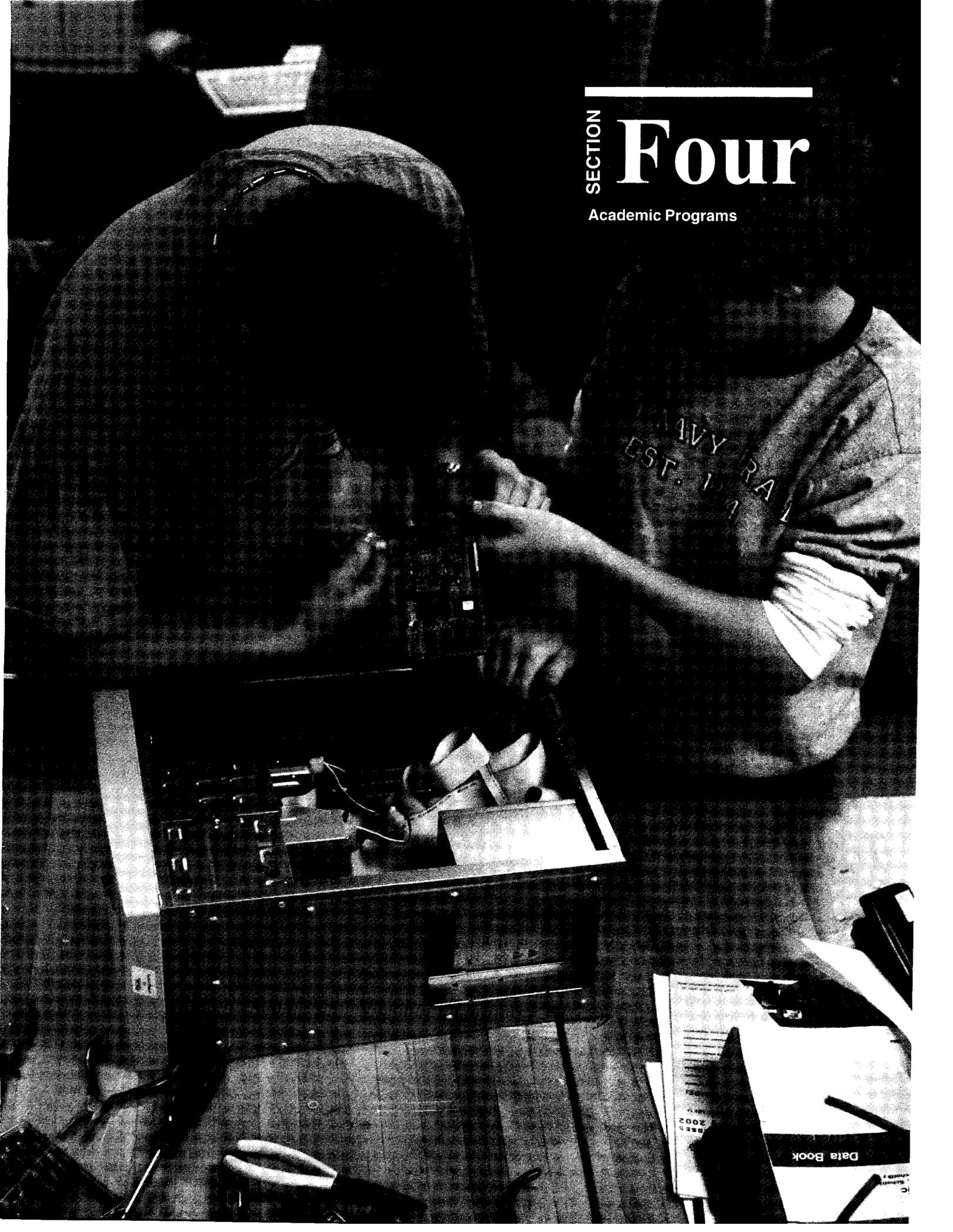
- A high school grade-point average of 3.50 or better.
- Scores on the SAT or ACT that place the applicant in the 90th percentile or higher of freshman college norms in the field of interest.
- An interview with a member of the University Honors Council.
- Enrollment in a baccalaureate degree program.

For information on admission procedures and deadlines, call the University Honors Program (330) 972-7966 or Dr. Janet Barnett Minc at Wayne College (330) 684-8750 or 1-800-221-8308, ext. 8750.

SECTION

# Four

Academic Programs



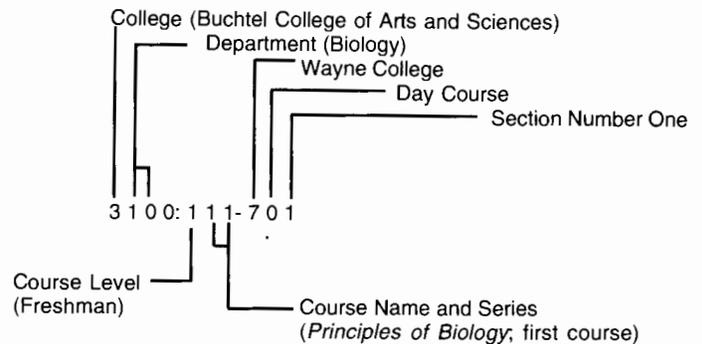
## COURSE NUMBERING SYSTEM

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 the college in which the course is offered, e.g., 3 = Buchtel College of Arts and Sciences. The next two digits refer to the department within the college, e.g., 10 = Biology. The last zero is for administrative convenience.

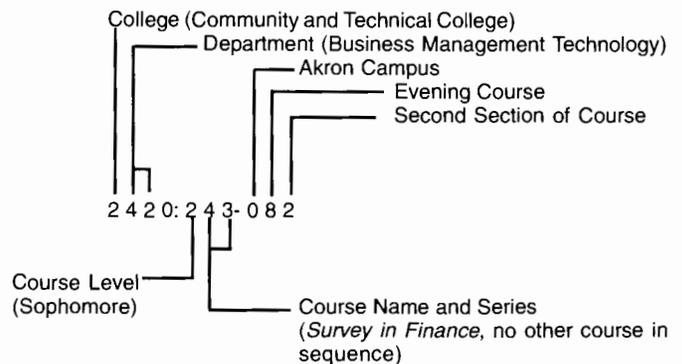
After the colon the first digit in the second set represents the level of the course, e.g., 1 = freshman, 2 = sophomore, 3 = junior and 4 = senior. Courses with a beginning course digit of 5 or above may only be taken by graduate students. The last two digits in the second set of numbers refer to the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

The last three digits--after the dash--represent the section (day and time the course is offered). The first digit will be either a 7, meaning the course is offered at the Wayne campus or a 0, meaning the course is offered at the 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



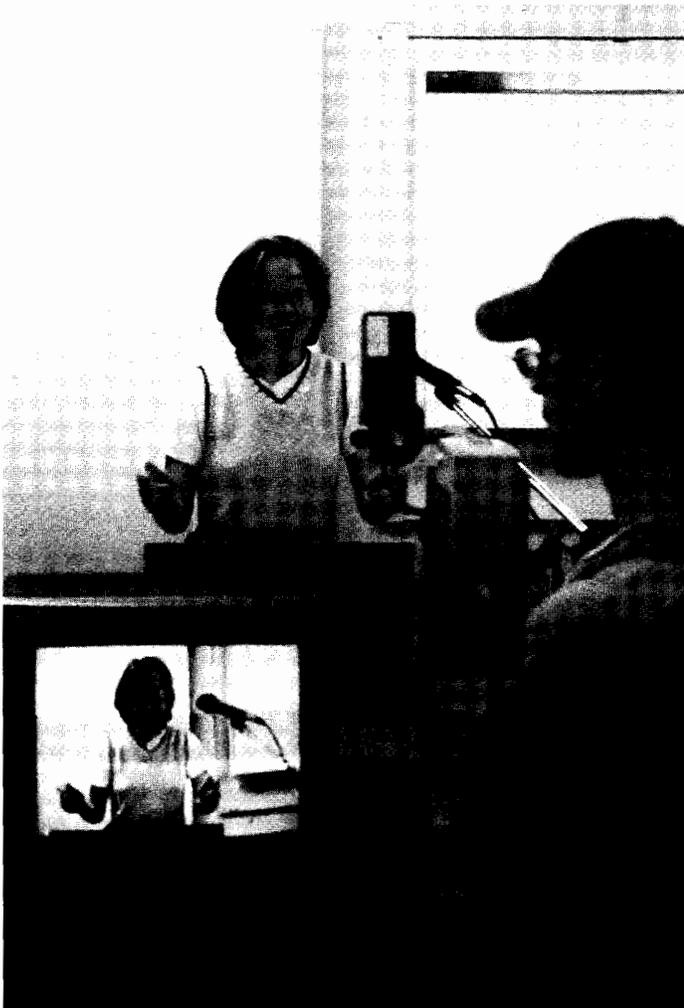
## ASSOCIATE DEGREES

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 Associate Dean of Instruction. Interested students must complete a formal Associate of Technical Studies application. Upon application, the Associate Dean of Instruction 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 which, upon approval, forwards the application to the Dean of Wayne College for final approval.

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

- Completion of an Associate of Technical Studies application specifying a coherent combination of technical courses selectively drawn from two or more technical programs currently offered at the College, with no more than three major areas of study reflecting a reasonable array of courses within each area of study.
- Approval of the Associate of Technical Studies application by the Associate Dean of Instruction, 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 associate to bachelor's degree and the general options can lead to immediate employment upon completion, the associate to bachelor's degree option also provides the first two years of full-time coursework toward 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	Introduction to Addiction	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
		68

#### Associate to Bachelor's Degree Option with Bachelor of Arts/ Social Work

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	Introduction to Addiction	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
		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
2440:103	2
2440:125	2
2540:119	3
2540:263	3
2540:289	3
3300:111	4
7600:106	3
	1
	67

### Data Management Option - Software Emphasis

The Data Management Option-Software Emphasis can prepare you to meet the challenge of many exciting advancements being made in the Information Technology industry. The program prepares you to effectively use computers in a business environment. Graduates of this program will be prepared to fill entry-level positions where computers are used in office management, computer sales, computer support, or Internet document creation and management.

2030:151	2
2030:152	2
2040:240	3
2040:247	3
2040:260	3
2420:103	3
2420:104	3
2420:202	3
2420:211	3
2420:212	3
2420:218	3
2420:280	3
2440:121	2
2440:125	2
2440:140	3
2440:145	3
2440:170	3
2440:245	3
2520:101	3
2540:119	3
2540:263	3
3300:111	4
7600:106	3
	1
	65

### Data Management Option - Network Emphasis

Local area networks (LANs) have either supplemented or replaced main-frame computing systems. The increased reliance on LANs has led to a shortage of qualified local area network administrators. 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 networking and information technology 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 regarded by the computing industry.

	<i>Credits</i>
2030:151	2
2030:152	2
2040:240	3
2040:247	3
2040:260	3
2420:103	3
2420:104	3
2420:202	3
2420:211	3
2420:243	3
2420:280	3
2440:145	3
2520:101	3
2540:119	3
2540:263	3
2600:270	2
2600:272	3
2600:274	3
2600:276	2
2600:278	3
2600:282	2
3300:111	4
7600:106	3
	1
	66

### General Business Option

The General Business Option provides training in varied business activities in preparation for an entry-level management position in business, industry, government and nonprofit organizations or as a self-employed manager.

2040:240	3
2040:247	3
2040:251	3
2040:260	3
2420:103	3
2420:104	3
2420:171	3
2420:202	3
2420:211	3
2420:212	3
2420:218	2
2420:243	3
2420:280	3
2440:103	2
2520:101	3
2540:119	3
2540:140	2
2540:263	3
2880:232	3
3300:111	4
7600:106	3
	1
	64

**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. Graduates will be trained for the daily operation and management of the health care practice. The responsibilities include all administrative, financial, human resources, clerical and supply functions, with a special emphasis on medical coding and billing.

	<i>Credits</i>
2040:240 Human Relations OR	3
3750:100 Introduction to Psychology	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 Elements of Human Resource Management	3
2420:211 Basic Accounting I	3
2440:103 Software Fundamentals	2
2440:125 Spreadsheet Software	2
2530:241 Health Information and Records Management	3
2530:243 Medical Coding	3
2530:244 Medical Insurance Billing	3
2530:255 Health Care Office Management & Medicolegal Issues	3
2530:260 Health Care Office Management Internship	3
2540:119 Business English	3
2540:256 Medical Office Procedures	3
2540:263 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	3
2740:230 Basic Pharmacology	3
3300:111 English Composition I	4
5550:211 First Aid & CPR	2
7600:106 Effective Oral Communication	3
	69

**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 can 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
2440:102 Introduction to Windows	1
2440:125 Spreadsheet Software	2
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 Business 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**

	<i>Credits</i>
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
2440:102 Introduction to Windows	1
2440:125 Spreadsheet Software	2
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**

2040:240 Human Relations OR	3
3750:100 Introduction to Psychology	3
2040:260 The Arts and Human Experience	3
2420:171 Business Calculations OR	3
2420:211 Basic Accounting I	3
2440:103 Software Fundamentals	2
2530:241 Health Information and Records Management	3
2530:243 Medical Coding	3
2530:244 Medical Insurance Billing	3
2540:119 Business English	3
2540:121 Introduction to Office Procedures	3
2540:151 Intermediate Word Processing	3
2540:243 Internship	3
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	3
2740:230 Basic Pharmacology	3
3300:111 English Composition I	4
5550:211 First Aid & CPR	2
	67

**2600: Computer Service and Network Technology**

This program prepares students for employment in support of computer systems in a networked environment. Students will be prepared to configure, install, maintain, upgrade, troubleshoot, and repair various networked computer systems used in manufacturing and service enterprises. Students 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, students will be prepared to support software areas of computer operating systems, such as DOS/Windows and UNIX/LINUX. The Novell NetWare networking courses satisfy Novell's Certified Novell Engineer (CNE) course requirements. The Microsoft networking courses satisfy Microsoft's Certified Systems Engineer (MCSE) 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, and computer systems specialist.

		<i>Credits</i>
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
2440:121	Introduction to Logic/Programming	3
2440:145	Operating Systems	3
2600:100	Basic Electronics for Technicians	5
2600:125	Digital Electronics for Technicians	4
2600:160	Personal Computer Repair	4
2600:180	Microprocessor Service Practicum	2
2600:185	Microprocessor Service Practicum Seminar	1
2600:240	Microsoft Networking I	1-4
2600:242	Microsoft Networking II	1-4
2600:244	Microsoft Networking III	1-4
2600:246	Microsoft Networking IV	1-4
2600:270	Introduction to Network Technologies	3
2600:272	Network Technology I	3
2600:274	Network Technology II	3
2600:276	Network Directory Structures	2
2600:278	Network Troubleshooting Techniques	3
2600:282	Current Networking Topics	2
3300:111	English Composition I	4
7600:106	Effective Oral Communication	3
	Physical Education/Wellness	1
		66

**Microsoft Networking Option**

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
2440:121	Introduction to Logic/Programming	3
2440:145	Operating Systems	3
2600:100	Basic Electronics for Technicians	5
2600:125	Digital Electronics for Technicians	4
2600:160	Personal Computer Servicing	4
2600:180	Microprocessor Service Practicum	2
2600:185	Microprocessor Service Practicum Seminar	1
2600:240	Microsoft Networking I	1-4
2600:242	Microsoft Networking II	1-4
2600:244	Microsoft Networking III	1-4
2600:246	Microsoft Networking IV	1-4
2600:252	Microsoft Networking V	1-4
2600:254	Microsoft Networking VI	1-4
2600:256	Microsoft Networking VII	1-4
2600:270	Introduction to Network Technologies	3
3300:111	English Composition I	4
7600:106	Effective Oral Communication	3
	Physical Education/Wellness	1
	Elective	2
		64

**Novell Networking Option**

		<i>Credits</i>
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
2440:121	Introduction to Logic/Programming	3
2440:140	Internet Tools	3
2440:145	Operating Systems	3
2600:100	Basic Electronics for Technicians	5
2600:125	Digital Electronics for Technicians	4
2600:160	Personal Computer Servicing	4
2600:180	Microprocessor Service Practicum	2
2600:185	Microprocessor Service Practicum Seminar	1
2600:270	Introduction to Network Technologies	3
2600:272	Network Technology I	3
2600:274	Network Technology II	3
2600:276	Network Directory Structures	2
2600:278	Network Troubleshooting Techniques	3
2600:282	Current Networking Topics	2
2600:284	Working with TCP/IP	2
3300:111	English Composition I	4
7600:106	Effective Oral Communication	3
	Physical Education/Wellness	1
	Elective	4
		64

**2800: Environmental Health and Safety Technology**

This program prepares 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
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 in the Global Environment	3
2800:200	Internet: Physics for Environmental Technicians	1
2800:210	Occupational Safety and Risk	3
2800:220	Environmental Law and Regulations	3
2800:221	Environmental Law and Regulations II	3
2800:230	Water and Atmospheric Pollution	3
2800:232	Environmental Sampling Laboratory	2
2800:250	Internship: Environmental Health and Safety	3
2800:290	ST: Environmental Management and Sustainability OR	3
3100:104	Introduction to Ecology Laboratory	1
	AND	
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 & CPR	2
6200:250	Microcomputer Applications for Business	3
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 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 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.

	<i>Credits</i>
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 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.

2040:240 Human Relations	3
2420:103 Essentials of Management Technology	3
2420:104 Introduction to Business in the Global Environment	3
2440:121 Introduction to Logic/Programming	3
2440:125 Spreadsheet Software	2
2440:140 Internet Tools	3
2440:145 Operating Systems	3
2440:170 Visual BASIC	3
2440:245 Introduction to Databases for Micros	3
2540:119 Business English	3
2540:263 Business Communications	3
	32

**Legal Office Assistant Certificate**

This certificate prepares students for an entry-level office support position in the legal field. The program focuses on business law, legal office procedures, communication, and computer skills. All coursework is applicable to the Legal Administrative Assistant associate degree. Office Administration-Executive Assistant students may want to consider obtaining this certificate in conjunction with their associate degree to increase employment opportunities.

A minimum keyboarding speed of 35 words a minute is required upon entering the program as well as a basic knowledge of computers.

	<i>Credits</i>
2420:171 Business Calculations	3
2420:280 Essentials of Business Law	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
2540:263 Business Communication	3
2540:279 Legal Office Procedures	4
2540:281 Editing/Proofreading/Transcription	3
2540:289 Career Development for Business Professionals.	3
	31

**Medical Billing Certificate**

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.

2420:211 Basic Accounting I	3
2440:103 Software Fundamentals	2
2440:125 Spreadsheet Software	2
2530:241 Health Information and Records Management	3
2530:243 Medical Coding	3
2530:244 Medical Insurance Billing	3
2540:119 Business English	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	3
	34

**Medical Transcription Certificate**

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	3
2740:230 Basic Pharmacology	3
	33

\* Many of these certificates can be completed in one year of full-time study, but only if begun in the Fall Semester. Consult an academic adviser for details.

**Network Management Specialist Certificate**

Local area networks (LANs) have either supplemented or replaced main-frame computing systems. The increased reliance on LANs has led to a shortage of qualified local area network administrators. Wayne College's Network Management Specialist Certificate will prepare students to meet the challenge of an exciting career in the computer networking and information technology industry. The certificate incorporates Novell, Inc. standard courses and prepares students to qualify for Certified Novell Engineer (CNE) certification. CNE certification is highly regarded by the computing industry.

	<i>Credits</i>	
2040:240	Human Relations	3
2420:103	Essentials of Management Technology	3
2420:104	Introduction to Business in the Global Environment	3
2440:145	Operating Systems	3
2540:119	Business English	3
2540:263	Business Communications	3
2600:270	Introduction to Network Technologies	2
2600:272	Network Technology I	3
2600:274	Network Technology II	3
2600:276	Network Directory Structures	2
2600:278	Network Troubleshooting Techniques	3
2600:282	Current Networking Topics	2
		<b>33</b>

**Office Software Specialist Certificate**

This certificate will instruct students in 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.

2440:102	Introduction to Windows	1
2440:125	Spreadsheet Software	2
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
		<b>33</b>

**Personal Computer Repair Certificate**

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.

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
2440:145	Operating Systems	3
2600:100	Basic Electronics for Technicians	5
2600:160	Personal Computer Servicing	4
2600:180	Microprocessor Service Practicum	2
2600:185	Microprocessor Service Practicum Seminar	1
3300:111	English Composition I	4
7600:106	Effective Oral Communication	3
		<b>32</b>

**Therapeutic Activities Certificate**

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.

	<i>Credits</i>	
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
		<b>10</b>

**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 the courses that a student can complete at Wayne College and the remaining courses that 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 explanation before enrolling for courses.

**2200: Early Childhood Development Program**

<i>Courses at Wayne College</i>		<i>Credits</i>
2040:240	Human Relations	3
2040:242	American Urban Society	3
3300:111	English Composition I	4
5550:211	First Aid & CPR	2
7400:265	Child Development	3
7400:270	Theory and Guidance of Play	3
7400:280	Early Childhood Curriculum Methods	4
7600:106	Effective Oral Communication	3
	Humanities requirement	2-4
	Mathematics requirement (consult adviser)	3
	Physical Education/Wellness	1
	Electives	<u>0-2</u>
		<b>33</b>

*Courses at Akron Campus*

2200:245	Infant/Toddler Day Care Programs	3
2200:246	Multicultural Issues in Child Care	3
2200:247	Diversity in Early Childhood Literacy	3
2200:250	Observing and Recording Children's Behavior	3
2200:295	Early Childhood Practicum	5
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
7400:448	Before & After School Care	2
7400:460	Organization & Supervision of Child Care Centers	<u>3</u>
		<b>31</b>

**2220: Criminal Justice Technology**

**General Option**

<i>Courses at Wayne College</i>		
2020:222	Technical Report Writing	3
2030:161	Mathematics for Modern Technology	4
2040:240	Human Relations	3
2040:242	American Urban Society	3
2220:100	Introduction to Criminal Justice	3
2220:104	Evidence and Criminal Legal Process	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
		<b>34</b>

**Courses at Akron Campus**

	Credits
2220:102 Criminal Law for Police	3
2220:106 Juvenile Justice Process	3
2220:250 Criminal Case Management	6
2220:260 Criminal Incident Interventions for Criminal Justice	3
2220:296 Current Topics in Criminal Justice	6
2220:298 Applied Ethics in Criminal Justice	3
2220: Technical electives	6
	30

**Security Administration Option****Courses at Wayne College**

2020:222 Technical Report Writing	3
2030:161 Mathematics for Modern Technology	4
2040:240 Human Relations	3
2040:242 American Urban Society	3
2220:104 Evidence and Criminal Legal Process	3
2230:250 Hazardous Materials	4
2230:257 Fire and Safety Issues for Business & Industry	3
2420:104 Introduction to Business in the Global Environment	3
2440:103 Software Fundamentals	2
2820:105 Basic Chemistry	3
3300:111 English Composition I	4
7600:106 Effective Oral Communication	3
Physical Education/Wellness	1
	39

**Courses at Akron Campus**

2220:101 Introduction to Proprietary Safety	4
2220:102 Criminal Law for Police	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: Technical electives	3
	25

**2230: Fire Protection Technology****Courses at Wayne College**

2020:222 Technical Report Writing	3
2030:161 Mathematics for Modern Technology	4
2040:240 Human Relations	3
2040:242 American Urban Society	3
2230:250 Hazardous Materials	4
2230:257 Fire and Safety Issues for Business and Industry	3
2820:105 Basic Chemistry	3
3300:111 English Composition I	4
7600:106 Effective Oral Communication	3
	30

**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
2230:254 Fire Codes and Standards	3
2230:280 Fire Service Administration	4
2940:180 Introduction to Computer Aided Drafting	1
Technical electives	4
	35

**2280: Hospitality Management****Culinary Arts Option****Courses at Wayne College**

2040:240 Human Relations	3
2040:247 Survey of Basic Economics	3
2420:104 Introduction to Business in the Global Environment	3
2420:211 Basic Accounting I	3
2440:103 Software Fundamentals	2
2540:119 Business English	3
3300:111 English Composition I	4
7600:106 Effective Oral Communication	3
	24

**Courses at Akron Campus**

	Credits
2280:101 Introduction to Hospitality	3
2280:120 Safety and Sanitation	2
2280:121 Fundamentals of Food Preparation I	4
2280:122 Fundamentals of Food Preparation II	4
2280:160 Wine and Beverage Service	3
2280:230 Advanced Food Preparation	4
2280:232 Dining Room Service and Training	3
2280:233 Restaurant Operations and Management	4
2280:237 Internship	2
2280:245 Menu, Purchasing and Cost Control	4
2280:256 Hospitality Law	3
2280:261 Baking and Classical Desserts	4
2420:170 Applied Mathematics for Business	3
7400:133 Nutrition Fundamentals	3
	46

**Hotel/Motel Management Option****Courses at Wayne College**

2040:240 Human Relations	3
2040:247 Survey of Basic Economics	3
2420:104 Introduction to Business in the Global Environment	3
2420:211 Basic Accounting I	3
2540:119 Business English	3
2540:270 Business Software Applications	4
3300:111 English Composition I	4
7600:106 Effective Oral Communication	3
	26

**Courses at Akron Campus**

2280:101 Introduction to Hospitality	3
2280:120 Safety and Sanitation	2
2280:121 Fundamentals of Food Preparation I	4
2280:160 Wine and Beverage Service	3
2280:232 Dining Room Service and Training	3
2280:233 Restaurant Operations and Management	4
2280:237 Internship	2
2280:240 Systems Management and Personnel	3
2280:245 Menu, Purchasing and Cost Control	4
2280:256 Hospitality Law	3
2280:268 Revenue Centers	3
2280:278 Hotel Catering and Marketing	3
2420:170 Applied Mathematics for Business	3
2520:103 Principles of Advertising	3
	43

**Hotel Marketing and Sales Option****Courses at Wayne College**

2040:240 Human Relations	3
2040:247 Survey of Basic Economics	3
2420:104 Introduction to Business in the Global Environment	3
2420:211 Basic Accounting I	3
2540:270 Business Software Applications	4
2540:271 Desktop Publishing OR	3
2540:273 Computer-Based Graphics Presentations	3
3300:111 English Composition I	4
7600:106 Effective Oral Communication	3
	26

**Courses at Akron Campus**

2280:101 Introduction to Hospitality	3
2280:120 Safety and Sanitation	2
2280:121 Fundamentals of Food Preparation I	4
2280:232 Dining Room Service and Training	3
2280:233 Restaurant Operations and Management	4
2280:237 Internship	2
2280:256 Hospitality Law	3
2280:268 Revenue Centers	3
2280:278 Hotel Catering and Marketing	3
2420:170 Applied Mathematics for Business	3
2520:103 Principles of Advertising	3
2520:206 Retail Promotion and Advertising	3
2520:212 Principles of Sales	3
2540:143 Microsoft Word Beginning	2
	41

**Restaurant Management Option**

<i>Courses at Wayne College</i>		<i>Credits</i>
2040:240	Human Relations	3
2040:247	Survey of Basic Economics	3
2420:104	Introduction to Business in the Global Environment	3
2420:211	Basic Accounting I	3
2540:119	Business English	3
2540:270	Business Software Applications	4
3300:111	English Composition I	4
7600:106	Effective Oral Communication	3
		<u>26</u>

<i>Courses at Akron Campus</i>		<i>Credits</i>
2280:101	Introduction to Hospitality	3
2280:120	Safety and Sanitation	2
2280:121	Fundamentals of Food Preparation I	4
2280:122	Fundamentals of Food Preparation II	4
2280:160	Wine and Beverage Service	3
2280:232	Dining Room Service and Training	3
2280:233	Restaurant Operations and Management	4
2280:237	Internship	2
2280:240	Systems Management and Personnel	3
2280:243	Food Equipment and Plant Operations	3
2280:245	Menu, Purchasing and Cost Control	4
2280:256	Hospitality Law	3
2280:278	Hotel Catering and Marketing	3
2420:170	Applied Mathematics for Business	3
		<u>44</u>

**2290: Paralegal Studies**

<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
2440:103	Software Fundamentals	2
3300:111	English Composition	4
7600:106	Effective Oral Communication	3
	Physical Education/Wellness	1
	Electives	6
		<u>29</u>

<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
		<u>41</u>

**2440: Computer Information Systems**

**Microcomputer Specialist Option**

<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 in the Global Environment	3
2420:211	Basic Accounting I	3
2420:212	Basic Accounting II	3
2440:121	Introduction to Logic/Programming	3
2440:140	Internet Tools	3
2440:145	Operating Systems	3
2440:170	Visual BASIC	3
2540:119	Business English	3
3300:111	English Composition	4
7600:106	Effective Oral Communication	3
	Physical Education/Wellness	1
		<u>44</u>

<i>Courses at Akron Campus</i>		<i>Credits</i>
2440:175	Microcomputer Application Support	3
2440:180	Database Concepts	3
2440:210	Client/Server Programming	3
2440:241	Systems Analysis and Design	3
2440:247	Hardware Support	3
2440:257	Microcomputer Projects	3
2440:267	Microcomputer Database Applications	3
2440:268	Network Concepts	3
		<u>24</u>

**Programming Specialist Option**

<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 in the Global Environment	3
2420:211	Basic Accounting I	3
2420:212	Basic Accounting II	3
2440:121	Introduction to Logic/Programming	3
2440:140	Internet Tools	3
2440:145	Operating Systems	3
2440:160	Java Programming	3
2440:170	Visual BASIC	3
2440:256	C++ Programming	3
2540:119	Business English	3
3300:111	English Composition	4
7600:106	Effective Oral Communication	3
	Physical Education/Wellness	1
		<u>50</u>

<i>Courses at Akron Campus</i>		<i>Credits</i>
2440:180	Database Concepts	3
2440:210	Client/Server Programming	3
2440:234	Advanced Business Programming	3
2440:241	Systems Analysis and Design	3
2440:251	Computer Applications Projects	3
		<u>15</u>

**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
2420:104	Introduction to Business in the Global Environment	3
2420:211	Basic Accounting I	3
2420:280	Essentials of Business Law	3
2440:103	Software Fundamentals	2
2520:101	Essentials of Marketing Technology	3
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
		<u>37</u>

<i>Courses at Akron Campus</i>		<i>Credits</i>
2420:170	Applied Mathematics for Business	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
		<u>27</u>

**2740: Medical Assisting Technology***Courses at Wayne College*

	<i>Credits</i>
2040:240 Human Relations	3
2440:103 Software Fundamentals	2
2540:119 Business English	3
2540:140 Keyboarding for Nonmajors	2
2740:120 Medical Terminology	3
2740:121 Study of Disease Processes	3
2740:230 Basic Pharmacology	3
3300:111 English Composition	4
7600:106 Effective Oral Communication	3
Math Requirement	3
	29

*Courses at Akron Campus*

2040:244 Death and Dying	2
2740:122 Emergency Responder I	1
2740:126 Administrative Medical Assisting I	4
2740:127 Administrative Medical Assisting II	4
2740:135 Clinical Medical Assisting I	4
2740:226 Medical Billing	4
2740:235 Clinical Medical Assisting II	4
2740:240 Medical Transcription I	3
2740:245 Medical Externship	4
2780:106 Anatomy and Physiology for Allied Health I	3
2780:107 Anatomy and Physiology for Allied Health II	3
	36

**2760: Radiologic Technology***Courses at Wayne College*

2030:130 Introduction to Technical Mathematics	3
2040:240 Human Relations	3
2420:120 Medical Terminology	3
3300:111 English Composition	4
7600:106 Effective Oral Communication	3
Physical Education/Wellness	1
Electives	2
	19

*Courses at Akron Campus*

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*

Children's Hospital Medical Center	41
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**2770: Surgical Assisting Technology*****Surgical Technologist Option****Courses at Wayne College*

2040:240 Human Relations	3
2040:242 American Urban Society	3
2740:120 Medical Terminology	3
2740:121 Study of Disease Processes	3
2740:230 Basic Pharmacology	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
	33

*Courses at Akron Campus*

2540:118 Exploring the Internet	2
2770:100 Introduction to Surgical Assisting Techniques	4
2770:221 Surgical Assisting Procedures I	3
2770:222 Surgical Assisting Procedures II	3
2770:231 Clinical Application I	2
2770:232 Clinical Application II	5
2770:233 Clinical Application III	5
2770:248 Surgical Anatomy I	3
2770:249 Surgical Anatomy II	3
2780:106 Anatomy and Physiology for Allied Health I	3
2780:107 Anatomy and Physiology for Allied Health II	3
	36

**2790: Respiratory Care***Courses at Wayne College*

	<i>Credits</i>
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
	22

*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 Dept.	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
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
2920:130 Introduction to Hydraulics and Pneumatics	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****Credits**

2030:154	Elements of Mathematics IV	3
2030:255	Elements of Calculus	3
2820:131	Software Applications for Technology	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	Digital Fundamentals	2
2860:225	Electronic Devices Applications	3
2860:237	Digital Circuits	4
2860:238	Microprocessor Applications	4
2860:242	Machinery and Controls	3
2860:251	Communications Circuits	3
2860:260	Electronics Project	2
2870:301	Computer Control of Automated Systems	3
2940:210	Computer Aided Drawing	3
		50

**2920: Mechanical Engineering Technology****Courses at Wayne College****Credits**

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
		21

**Courses at Akron Campus**

2030:154	Elements of Mathematics IV	3
2030:255	Elements of Calculus	3
2820:131	Software Applications for Technology	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
2870:348	CNC Programming I	3
2920:101	Introduction to Mechanical Design	3
2920:142	Introduction to Materials Technology	3
2920:243	Kinematics	3
2920:245	Mechanical Design II	5
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
2990:125	Statics	3
2990:241	Strength of Materials	3
		49

**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
2820:131	Software Applications for Technology	1
2820:161	Technical Physics: Mechanics I	2
2820:163	Technical Physics: Electricity and Magnetism	2
2870:348	CNC Programming I	3
2880:110	Manufacturing Processes	2
2880:100	Basic Principles of Manufacturing Management	4
2880:130	Work Measurement and Cost Estimating	3
2880:151	Industrial Safety and Environmental Protection	2
2880:201	Robotics and Automated Manufacturing	3
2880:211	Computerized Manufacturing Control	3
2880:241	Introduction to Quality Assurance	3
2920:130	Introduction to Hydraulics and Pneumatics	3
2940:121	Technical Drawing I	3
2940:180	Introduction to CAD	1
	Technical electives	3
		44

**2940: Drafting and Computer Drafting 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
3300:111	English Composition	4
7600:106	Effective Oral Communication	3
	Physical Education/Wellness	1
	General electives	5
		23

**Courses at Akron Campus**

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
2980:223	Fundamentals of Map Production	3
2980:231	Building Construction	2
2980:250	Structural Drawing	2
		45

**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
2040:247	Survey of Basic Economics	3
2040:251	Human Behavior at Work	3
2420:103	Essentials of Management Technology	3
2420:202	Elements of Human Resource Management	3
2420:211	Basic Accounting I	3
2420:212	Basic Accounting II	2
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	4
		42

**Courses at Akron Campus**

2820:131	Software Applications for Technology	1
2880:100	Basic Principles of Manufacturing Management	4
2880:110	Manufacturing Processes	2
2880:130	Work Measurement and Cost Estimating	3
2880:151	Industrial Safety and Environmental Protection	2
2880:201	Robotics and Automated Manufacturing	3
2880:211	Computerized Manufacturing Control	3
2880:241	Introduction to Quality Assurance	3
	Technical electives	3
		24

**2980: Surveying and Construction Engineering Technology****Construction Option****Courses at Wayne College**

2020:222	Technical Report Writing	3
2030:152	Elements of Mathematics II	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
		18

Courses at Akron Campus		Credits
2030:153	Elements of Mathematics III	2
2030:154	Elements of Mathematics IV	3
2030:255	Elements of Calculus	3
2820:131	Software Applications for Technology	1
2820:161	Technical Physics: Mechanics I	2
2820:162	Technical Physics: Mechanics II	2
2820:163	Technical Physics: Electricity and Magnetism OR	2
2820:164	Technical Physics: Heat and Light	2
2940:121	Technical Drawing I	3
2940:210	Computer Aided Drawing I	3
2980:101	Basic Surveying I	2
2980:102	Basic Surveying II	2
2980:123	Surveying Field Practice	2
2980:222	Construction Surveying	3
2990:125	Statics	3
2990:231	Building Construction	2
2990:234	Elements of Structures	3
2990:237	Materials Testing I	2
2990:238	Materials Testing II	2
2990:241	Strength of Materials	3
2990:245	Cost Analysis and Estimating	3
2990:250	Structural Drafting	2
		50

### Surveying Option

Courses at Wayne College		Credits
2020:222	Technical Report Writing	3
2030:152	Elements of Mathematics II	2
2040:242	American Urban Society	3
2040:247	Survey of Basic Economics	3
3300:111	English Composition I	4
7600:106	Effective Oral Communications	3
		18

### Courses at Akron Campus

2030:153	Elements of Mathematics III	2
2030:154	Elements of Mathematics IV	3
2030:255	Elements of Calculus	3
2820:131	Software Applications for Technology	1
2820:161	Technical Physics: Mechanics I	2
2820:162	Technical Physics: Mechanics II	2
2820:163	Technical Physics: Electricity and Magnetism OR	2
2820:164	Technical Physics: Heat and Light	2
2940:170	Surveying Drafting	3
2940:210	Computer Aided Drawing	3
2980:101	Basic Surveying I	2
2980:102	Basic Surveying II	2
2980:123	Surveying Field Practice	2
2980:222	Construction Surveying	3
2980:223	Fundamentals of Map Production	3
2980:225	Advanced Surveying	3
2980:227	Introduction to Geographic and Land Information Systems	3
2980:228	Boundary Surveying	3
2980:xxx	Surveying electives	3
2990:125	Statics	3
2990:237	Materials Testing I	2
		50

## 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 that 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.

## General Education

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 pursuing a baccalaureate degree 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. **Students should work to complete their English, mathematics and speech requirements during their first year 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; 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*	6
	(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	Mathematics for Liberal Arts	3
3450:138	Mathematics of Finance	1
3450:140	Mathematics for Elementary Teachers I	3
3450:141	Algebra with Business Applications	3
3450:145	College Algebra	4
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 of 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.

#### Anthropology

3230:151	Human Evolution	3
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<b>Biology</b>		<i>Credits</i>	Students may select one course from two different sets below for a minimum of six additional credits:	
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	<b>Set 1 - Fine Arts</b>	<i>Credits</i>
3100:101	Introduction to Zoology/Lab	4	7100:210	Visual Art Awareness
3100:103	Natural Science-Biology/Lab	4	7500:201	Exploring Music
3100:104	Introduction to Ecology Laboratory	1	7800:301	Introduction to Theatre Through Film
3100:105	Introduction to Ecology	2	7900:210	Viewing Dance
3100:108	Introduction to Biological Aging	3		
<b>Chemistry</b>			<b>Set 2 - Philosophy/Classics</b>	
2820:105	Basic Chemistry/Lab*	3	3200:220	Introduction to the Ancient World
2820:111	Introductory Chemistry/Lab*	3	3200:230	Sports and Society in Ancient Greece and Rome
2820:112	Introductory and Analytical Chemistry/Lab*	3	3200:289	Mythology of Ancient Greece
3150:100	Chemistry and Society	3	3600:101	Introduction to Philosophy
3150:101	Chemistry for Everyone/Lab	4	3600:120	Introduction to Ethics
			3600:170	Introduction to Logic
<b>Geology</b>			<b>Set 3 - Literature</b>	
3370:100	Earth Science	3	3300:250	Classic and Contemporary Literature
3370:101	Introductory Physical Geology	4	3300:251	Topics in World Literature
3370:103	Natural Science-Geology	3	3300:252	Shakespeare and His World
3370:121-138	Concepts in Geology	1	3300:281	Fiction Appreciation
3370:200	Environmental Geology	3	Other literature in English Translation:	
3370:201	Exercises in Environmental Geology I	1	3200:361	Literature of Greece
3370:203	Exercises in Environmental Geology II	1	3580:350	Literature of Spanish-America in Translation
<b>Physics</b>			<b>Set 4</b>	
2820:161	Technical Physics: Mechanics I/Lab*	2	3400:211	Humanities in the Western Tradition II
2820:162	Technical Physics: Mechanics II/Lab*	2		
2820:163	Technical Physics: Electricity and Magnetism/Lab*	2	<b>Area Studies &amp; Cultural Diversity: 4 credits - 2 courses</b>	
2820:164	Technical Physics: Heat and Light/Lab*	2	1810:201	Introduction to Pan African Studies
3650:130	Descriptive Astronomy/Lab	4	1840:300	Introduction to Women's Studies
3650:131	Astronomy by Inquiry/Lab	4	2040:254	The Black Experience from 1619 to 1877
3650:133	Music, Sound and Physics/Lab	4	2040:255	The Black Experience since 1877
3650:137	Light/Lab	4	2040:256	Diversity in American Society
			3005:300	Canadian Studies: An Interdisciplinary Approach
<b>Oral Communication: 3 credits</b>			3230:251	Human Diversity
7600:105	Introduction to Public Speaking	3	3350:375	Geography of Cultural Diversity
or			3400:385	World Civilization: China
7600:106	Effective Oral Communication	3	3400:386	World Civilization: Japan
			3400:387	World Civilization: Southeast Asia
<b>Social Science: 6 credits</b>			3400:388	World Civilization: India
(One course from two different sets for a minimum of 6 credits)			3400:389	World Civilization: Near East
			3400:390	World Civilization: Africa
			3400:391	World Civilization: Latin America
			7600:325	Intercultural Communication
<b>Set 1 - Economics</b>			<b>NOTE:</b> 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.	
2040:247	Survey of Basic Economics*	3		
3250:100	Introduction to Economics	3	<b>Physical Education/Wellness: 1 credit</b>	
3250:200	Principles of Microeconomics	3	5540:120-183	Physical Education
3250:244	Introduction to Economic Analysis	3	5550:150	Concepts of Health and Fitness
<b>Set 2 - Geography</b>			5550:194	Sports Officiating
3350:100	Introduction to Geography	3	5550:211	First Aid and Cardiopulmonary Resuscitation
<b>Set 3 - Government/Politics</b>			5570:101	Personal Health
2040:242	American Urban Society*	3	7400:133	Nutrition Fundamentals
3700:100	Government and Politics in the United States	4	7900:119/120	Modern Dance I/II
3700:150	World Politics and Governments	3	7900:124/125	Ballet I/II
<b>Set 4 - Psychology</b>			7900:130/230	Jazz Dance I/II
2040:240	Human Relations*	3	7900:144	Tap Dance I
3750:100	Introduction to Psychology	3		
<b>Set 5 - Sociology/Anthropology</b>				
3230:150	Cultural Anthropology	4		
3850:100	Introduction to Sociology	4		
5100:150	Democracy in Education	3		
<b>Set 6 - United States History</b>				
3400:250	United States History to 1877	4		
3400:251	United States History since 1877	4		
<b>Set 7 - Science/Technology/Society</b>				
2040:241	Technology and Human Values*	2		
2040:243	Contemporary Global Issues	3		
3600:125	Theory and Evidence	3		
<b>Humanities: 10 credits - 3 courses</b>				
All students are required to complete:				
3400:210	Humanities in the Western Tradition I	4		

## 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:

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

## 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

<i>First Year</i>	
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	<u>4</u>
	32

<sup>1</sup>Students 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.

<sup>2</sup>Students 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.

<sup>3</sup>The mathematics requirement varies by department. Please consult an adviser for specific requirements.

<sup>4</sup>A 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.

<sup>5</sup>Students 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.

<sup>6</sup>In 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.

<i>Second Year</i>		<i>Credits</i>
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
		<u>35</u>

### 3150: Chemistry

<i>First Year</i>		<i>Credits</i>
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 OR		8
Social Science requirement		6
		<u>31-33</u>

<i>Second Year</i>		<i>Credits</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
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 OR		6-8
Social Science requirement		<u>6</u>
		35-37

### 3250: Economics

<i>First Year</i>		<i>Credits</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
7600:106 Effective Oral Communication		3
Beginning Foreign Language		8
Natural Science requirement		8
Physical Education/Wellness		<u>1</u>
		35

<i>Second Year</i>		<i>Credits</i>
3400:210 Humanities in the Western Tradition I		4
3250:200 Principles of Microeconomics		3
3250:201 Principles of Macroeconomics		3
Area Studies/Cultural Diversity requirement		4
Humanities requirement		6
Intermediate Foreign Language		6
Social Science requirement		3
Electives		<u>3</u>
		32

### 3250:01 Labor Economics\*

<i>First Year</i>		<i>Credits</i>
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		<u>7</u>
		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>		
3400:210	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\***

<i>First Year</i>		
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

<i>Second Year</i>		
3400:210	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

**3350: Geography and Planning\***

<i>First Year</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
		32

<i>Second Year</i>		
3400:210	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

**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
		35

<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	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
		33

**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
		33

<i>Second Year</i>		
3400:210	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
		34

**3450: Mathematics (and Applied Mathematics)\***

(see 3470: Statistics below)

**3470: Statistics**

<i>First Year</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
		33-35

*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**

<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
	Physical Education/Wellness	1
		32

<i>Second Year</i>		
3400:210	Humanities in the Western Tradition I	4
3450:222	Analytic Geometry-Calculus II	4
7600:106	Effective Oral Communication	3
	Area Studies/Cultural Diversity requirement	4
	Humanities requirement	6
	Intermediate Foreign Language	6
	Social Science requirement	6
		33

**3700: Political Science\***

<i>First Year</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	3
		32

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

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

<i>Second Year</i>		<i>Credits</i>
3400:210	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>		<i>Credits</i>
3400:210	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>		<i>Credits</i>
3230:150	Cultural Anthropology	4
3400:210	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	3
		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
7600:106	Effective Oral Communication	3
	Physical Education/Wellness	1
	Social Science requirement	3
	Electives	3
		34

<i>Second Year</i>		<i>Credits</i>
3150:263	Organic Chemistry Lecture I	3
3150:264	Organic Chemistry Lecture II	3
3150:265	Organic Chemistry Laboratory I	2
3250:244	Introduction to Economic Analysis	3
3400:210	Humanities in the Western Tradition I	4
3450:223	Analytic Geometry-Calculus III	4
3450:335	Introduction to Ordinary Differential Equations	3
3650:291	Elementary Classical Physics I	4
3650:292	Elementary Classical Physics II	4
4300:201	Statics	3
		33

**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
	Electives	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
3450:335	Introduction to Ordinary Differential Equations	3
3650:291	Elementary Classical Physics I	4
3650:292	Elementary Classical Physics II	4
4300:201	Statics	3
4300:202	Introduction to Mechanics of Solids	3
4600:203	Dynamics	3
	Humanities requirement	3
	Electives	3
		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
	Electives	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
3450:335	Introduction to Ordinary Differential Equations	3
3650:291	Elementary Classical Physics I	4
3650:292	Elementary Classical Physics II	4
4300:201	Statics	3
4300:202	Introduction to the Mechanics of Solids <u>OR</u>	3
4600:203	Dynamics	3
4400:231	Circuits I	3
	Area Studies/Cultural Diversity requirement	2
	Electives	3
		33

**4450: Computer Engineering\***

<i>First Year</i>		<i>Credits</i>
3150:151	Principles of Chemistry I	3
3150:152	Principles of Chemistry I Lab	1
3250:244	Introduction to Economic Analysis	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
	Natural Science requirement	3
	Physical Education/Wellness	1
	Social Science requirement	3
	Electives	3
		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.

Second Year		Credits
3400:210	Humanities in the Western Tradition I	4
3450:223	Analytic Geometry-Calculus III	4
3450:335	Introduction to Ordinary Differential Equations	3
3460:209	Introduction to Computer Science	4
3650:291	Elementary Classical Physics I	4
3650:292	Elementary Classical Physics II	4
4400:231	Circuits I	3
	Area Studies/Cultural Diversity requirement	2
	Humanities requirement	6
		34

### 4600: Mechanical Engineering\*

First Year		Credits
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

Second Year		Credits
3250:244	Introduction to Economic Analysis	3
3400:210	Humanities in the Western Tradition I	4
3450:223	Analytic Geometry-Calculus III	4
3450:335	Introduction to Ordinary 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\*

First Year		Credits
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

Second Year		Credits
3250:244	Introduction to Economic Analysis	3
3400:210	Humanities in the Western Tradition I	4
3450:223	Analytic Geometry-Calculus III	4
3450:335	Introduction to Ordinary 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: Early Childhood Education\*

*Early Childhood Licensure Option (age three through grade three inclusive)*

First Year		Credits
3100:103	Natural Science-Biology	4
3300:111	English Composition I	4
3300:112	English Composition II	3
3350:100	Introduction to Geography	3
3400:250/251	U.S. History to 1877/since 1877 <u>OR</u>	4
3700:100	Government and Politics in the U.S.	4
3450:140	Mathematics for Elementary School Teachers I	3
3450:260	Mathematics for Elementary School Teachers II	3
7400:265	Child Development	3
7600:106	Effective Oral Communication	3
	Natural Science requirement	4
	Physical Education/Wellness	1
		35

Second Year		Credits
3400:210	Humanities in the Western Tradition I	4
5100:210	Characteristics of Learners	3
5100:211	Teaching and Learning Strategies	3
5200:215	The Child, the Family and the School	2
5500:245	Understanding Literacy Development and Phonics	3
5500:286	Teaching Multiple Texts through Genre	3
7400:270	Theory and Guidance of Play	3
7400:280	Early Childhood Curriculum Methods	3
	Areas Studies/Cultural Diversity requirement	4
	Humanities requirement	6
		34

### 5250: Middle Level Education Program

*Middle Level Licensure Option (grades 4 - 9 inclusive)\**

First Year		Credits
3100:103	Natural Science-Biology	4
3300:111	English Composition I	4
3300:112	English Composition II	3
3350:100	Introduction to Geography	3
3400:250/251	U.S. History to 1877/since 1877 <u>OR</u>	4
3700:100	Government and Politics in the U.S.	4
3450:140	Mathematics for Elementary School Teachers I	3
3450:140	Mathematics for Elementary School Teachers II	3
7600:106	Effective Oral Communication	3
	Natural Science requirement	4
	Physical Education/Wellness	1
	Area of concentration courses	3
		35

Second Year		Credits
3400:210	Humanities in the Western Tradition I	4
5100:210	Characteristics of Learners	3
5100:211	Teaching and Learning Strategies	3
5500:245	Understanding Literacy Development and Phonics	3
5500:286	Teaching Multiple Texts through Genre	3
	Areas Studies/Cultural Diversity requirement	4
	Humanities requirement	6
	Area of concentration courses	
	or	
	Electives	6
		32

### 5300: Secondary Education\*

*Adolescent to Young Adult Licensure Option (middle, junior & senior high school)*

First Year		Credits
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

\* 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>
3400:210	Humanities in the Western Tradition I	4
5100:210	Characteristics of Learners	3
5100:211	Teaching and Learning Strategies	3
	Areas Studies/Cultural Diversity requirement	4
	Humanities requirement	6
	Teaching Field(s) Courses <u>OR</u>	
	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
3450:141	Algebra with Business Applications <u>OR</u>	3
3450:145	College Algebra	4
3450:210	Calculus with Business Applications <u>OR</u>	3
3450:215	Concepts of Calculus I	4
3230:150	Cultural Anthropology	4
3750:100	Introduction to Psychology <u>OR</u>	3
3850:100	Introduction to Sociology	4
7600:106	Effective Oral Communication	3
	Natural Science requirement	8
	Physical Education/Wellness	
	Electives	1-4
		32

<i>Second Year</i>		
3250:200	Principles of Microeconomics	3
3250:201	Principles of Macroeconomics	3
3400:210	Humanities in the Western Tradition I	4
6200:201	Accounting Concepts and Principles for Business	3
6200:202	Managerial Accounting	3
6200:250	Microcomputer Applications for Business	3
6400:220	Legal and Social Environment of Business (except 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

### 7400: Family and Consumer Sciences\*

#### 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 Lab	1
3150:112	Introduction to General, Organic and Biochemistry II	3
3150:113	Introduction to General, Organic and Biochemistry II Lab	1
3300:111	English Composition I	4
3300:112	English Composition II	3
3470:260	Basic Statistics	3
3850:100	Introduction to Sociology	4
7400:265	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
3100:200	Human Anatomy and Physiology I	3
3100:201	Human Anatomy and Physiology I Laboratory	1
3100:202	Human Anatomy and Physiology II	3
3100:203	Human Anatomy and Physiology II Laboratory	1
3400:210	Humanities in the Western Tradition I	4
3750:100	Introduction to Psychology	3
6200:201	Accounting Concepts and Principles for Business <u>OR</u>	3
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>		<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
	Economics requirement	3
	Mathematics requirement	3
	Natural Science requirement	8
	Physical Education/Wellness	1
	Electives	3
		32

<i>Second Year</i>		
3400:210	Humanities in the Western Tradition I	4
3750:100	Introduction to Psychology (Family Life Option only)	3
3750:230	Developmental Psychology (Family Life Option only)	4
7400:265	Child Development	3
7400:270	Theory and Guidance of Play (Child Development Option Only)	3
7400:280	Early Childhood Curriculum Methods (Child Development Option only)	3
7400:360	Parent-Child Relations	3
7750:276	Introduction to Social Welfare (Family Life Option only)	4
	Areas Studies/Cultural Diversity requirement	4
	Humanities requirement	6
	Electives	1-6
		32

### Food and Consumer 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 Lab	1
3150:112	Introduction to General, Organic and Biochemistry II	3
3150:113	Introduction to General, Organic and Biochemistry II Lab	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

<i>Second Year</i>		
2020:222	Technical Report Writing	3
2440:103	Software Fundamentals	2
3100:130	Principles of Microbiology	3
3400:210	Humanities in the Western Tradition I	4
7400:265	Child Development	3
7400:316	Science of Nutrition	4
	Areas Studies/Cultural Diversity requirement	4
	Humanities requirement	6
	Natural Science electives	3
		32

### 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
	Mathematics requirement	3
	Physical Education/Wellness	1
	Social Science requirement	6
	Elective (typing/word processing recommended)	6
		32

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

\* 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.

**7750: Social Work**

<i>First Year</i>		<i>Credits</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 United States	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	Humanities in the Western Tradition I	4
7600:106	Effective Oral Communication	3
7750:---	Social Work requirements	4
	Areas Studies/Cultural Diversity requirement	4
	Humanities requirement	6
	Natural Science requirement	4
	Social Science elective	3
		32

**8200: Nursing (Basic Program)**

<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 Lab	1
3150:112	Introduction to General, Organic and Biochemistry II	3
3150:113	Introduction to General, Organic and Biochemistry II Lab	1
3250:200	Principles of Microeconomics	3
	or	
3700:100	Government and Politics in the United States	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
3230:150	Cultural Anthropology	4
	or	
3850:100	Introduction to Sociology	4
8200:100	Introduction to Nursing	1
	Physical Education/Wellness	1
		33-34

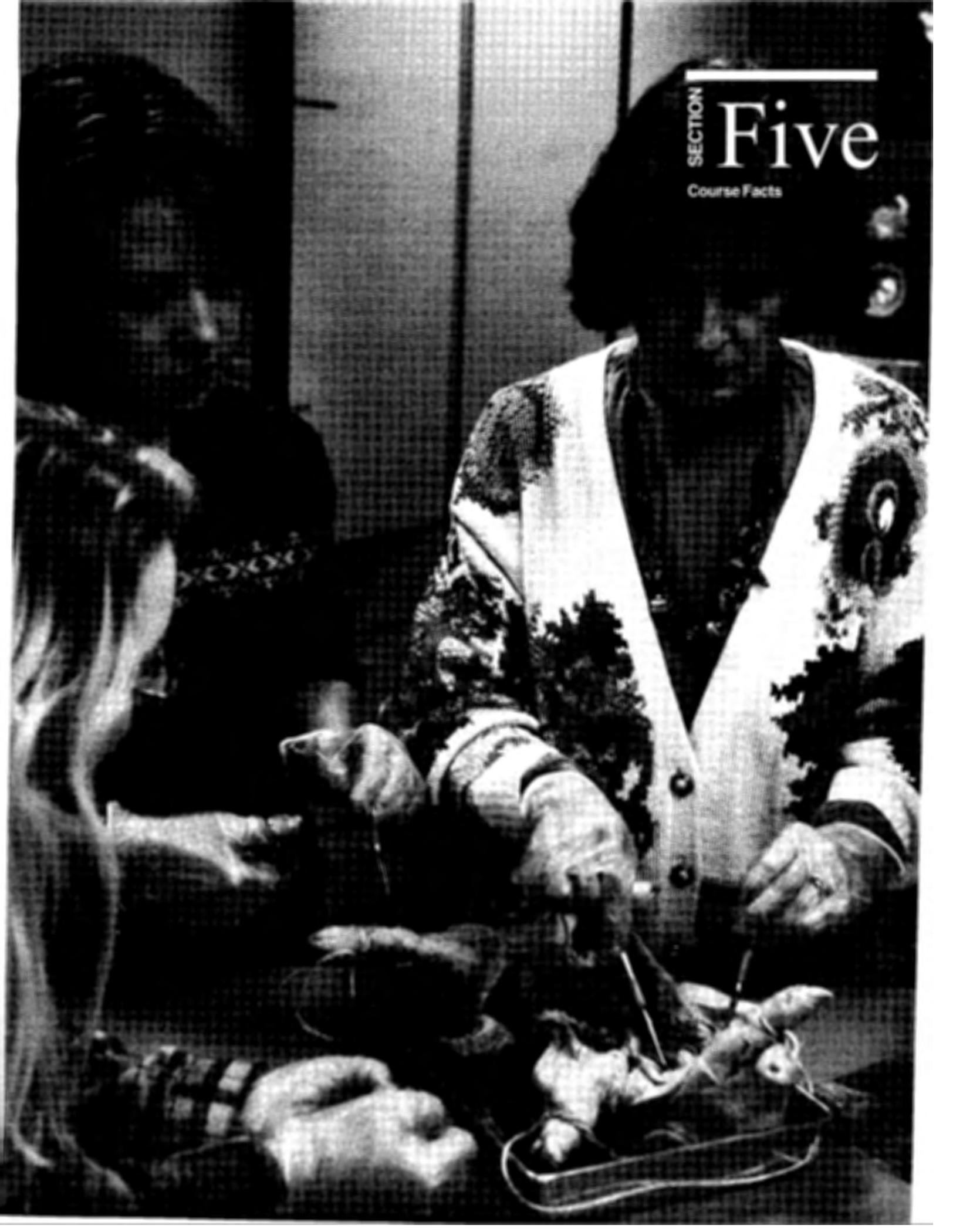
Students are eligible to apply to the College of Nursing during spring semester of the first year if they complete all of the courses listed for the first year by the end of the semester and attain a grade point average of 2.50 or higher ("C" grade or higher in each course). If the student is accepted 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>		
3100:200	Human Anatomy and Physiology I	3
3100:201	Human Anatomy and Physiology I Laboratory	1
3100:202	Human Anatomy and Physiology II	3
3100:203	Human Anatomy and Physiology II Laboratory	1
3400:210	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

SECTION

# Five

Course Facts



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

## DEVELOPMENTAL PROGRAMS

### 1020:

- 042 BASIC WRITING** 4 credits†  
Provides intensive practice in the process of writing, in sentence structure and punctuation, and in correct written expression. Upon successful completion of Basic Writing, the student should be prepared to enter English (2020:212) or English Composition I (3300:111). Writing Lab hours are required.
- 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 or sociology. Includes 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. The real number system, systems of measurement, conversions, linear equations, factoring, quadratic equations, graphing, linear systems, organizing data, averages, standard deviation, the normal distribution. May not be used to meet general education mathematics requirement.
- 151 ELEMENTS OF MATHEMATICS I** 2 credits  
Prerequisite: Placement. Fundamental concepts and operations, functions, graphs, factoring and algebraic fractions, variation, and 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 fractions, exponents and radicals, binomial theorem, exponential and logarithmic functions. Arithmetic and geometric sequences, series optional.
- 161 MATHEMATICS FOR MODERN TECHNOLOGY** 4 credits  
Prerequisite: 2030:151 or placement by adviser. Numeration systems. Analytic geometry of the straight line, linear system. 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 that aid in understanding the individual's response to society and the relationship between society and individual.
- 241 TECHNOLOGY AND HUMAN VALUES** 2 credits  
Examination of impact of scientific and technical change upon man, their values and institutional 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.

## **DISTINGUISHED STUDENT PROGRAM**

### **2015:**

- 150 **DISTINGUISHED STUDENT COLLOQUIUM** *2 credits*  
Prerequisite: Admission to the Distinguished Student Program. A discussion-based seminar that focuses on a particular topic and examines it in depth.

## **INDIVIDUAL STUDY**

### **2100:**

- 190 **INDIVIDUALIZED STUDY** *1 credit*  
Prerequisite: Admission to the Distinguished Student Program. An independent study project on a specific topic mutually determined by the student and a supervising faculty member.

## **CRIMINAL JUSTICE TECHNOLOGY**

### **2220:**

- 100 **INTRODUCTION TO CRIMINAL JUSTICE** *3 credits*  
Overview of criminal justice system, its history, development and evolution within the United States including subsystems of police, courts, corrections. Constitutional limitations, current criminal justice practices, human relations, professionalization, prevention.

## **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 AND SAFETY ISSUES 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, economic 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 **INTRODUCTION TO ADDICTION** *3 credits*  
An overview of the continuum of use, abuse and dependency; theories of addiction; the impact of addiction on society; and the implications for professional practice.
- 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 or 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:**

- 103 ESSENTIALS OF MANAGEMENT TECHNOLOGY** *3 credits*  
Survey of management principles for business and other organizations. Emphasizes the basic management functions including planning, organizing, staffing, influencing, and control.
- 104 INTRODUCTION TO BUSINESS IN THE GLOBAL ENVIRONMENT** *3 credits*  
Survey of business emphasizing the global nature of business and including entrepreneurship concepts, form, marketing, management, human resources, financial resources and production.
- 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 ELEMENTS OF HUMAN RESOURCE MANAGEMENT** *3 credits*  
Prerequisite: 2420:103 or permission. Provides students with an overview of human resource management functions. Includes planning, EEO/AA, selection, development, legal environment, compensation, labor relations, appraisal systems, and career planning.
- 211 BASIC ACCOUNTING I** *3 credits*  
Accounting for sole proprietorships operating as service and merchandising concerns. Includes handling of cash, accounts receivable, inventories, plant/equipment, and payroll.
- 212 BASIC ACCOUNTING II** *3 credits*  
Prerequisite: 2420:211. A study of accounting as it applies to partnerships and corporations. Includes stocks, bonds, cash flows, financial statement analysis, and specialized accounting software.
- 213 ESSENTIALS OF MANAGEMENT ACCOUNTING** *3 credits*  
Prerequisite: 2420:211. Study of the interpretation and use of accounting data by management in decision making and the planning and controlling of 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: 2420:213. 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, research, planning, and preparation of returns for individuals, partnerships, and corporations. Federal, state and local business taxes are discussed.
- 218 AUTOMATED BOOKKEEPING** *2 credits*  
Corequisite: 2420:212. Provides experience with accounting software packages to include the processing of general ledger, accounts receivable, accounts payable, and payroll transactions.

- 243 SURVEY IN FINANCE** *3 credits*  
Prerequisite: 2040:247, 2420:171 and 2420:211. Survey of field including instruments, procedures, practices and institutions. Emphasis on basic principles.
- 280 ESSENTIALS OF BUSINESS LAW** *3 credits*  
History of the law and the judicial system, torts and criminal law affecting business contracts with emphasis on sales under the UCC, and commercial paper.
- 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.

## **COMPUTER INFORMATION SYSTEMS**

### **2440:**

- 101 FUNDAMENTAL COMPUTER CONCEPTS** *1 credit*  
Bridge course designed to provide a general introduction to and general overview of fundamental computer concepts that will be necessary for subsequent computer-oriented courses.
- 102 INTRODUCTION TO WINDOWS** *1 credit*  
Bridge course includes instruction in Microsoft Windows operating system, as well as subdirectories, data transfer, and file management.
- 103 SOFTWARE FUNDAMENTALS** *2 credits*  
Bridge course is an introduction to various microcomputer software packages. Hands-on work provides the skills and knowledge to create word processing documents, spreadsheets, and databases.
- 121 INTRODUCTION TO LOGIC/PROGRAMMING** *3 credits*  
Prerequisite: Student must pass department placement test, must be admitted to program, or by permission from program director. An introduction to business problem-solving using computer-based solutions. Topics include structured design, documentation, and modularity. Includes a component of hands-on programming.
- 125 SPREADSHEET SOFTWARE** *2 credits*  
Emphasizes mastery of spreadsheet applications using Excel.

- 140 INTERNET TOOLS** *3 credits*  
Prerequisite: Student must pass department placement test, complete bridge courses, or gain permission from program director. This course concentrates on using the Internet as a tool in business. Topics include electronic mail and browsing with an emphasis on Internet document publishing.
- 145 OPERATING SYSTEMS** *3 credits*  
Prerequisite: Student must pass department placement test, complete bridge courses, or gain permission from program director. Course explores vital functions that an operating system performs. Single user and multi-user operating systems are studied from a functional and hands-on approach.
- 160 JAVA PROGRAMMING** *3 credits*  
Prerequisite: 2440:140. Corequisite: 2440:170. Introduction to the Java programming language. Programming techniques are demonstrated through the coding, testing, and debugging of Java applications and applets.
- 170 VISUAL BASIC** *3 credits*  
Prerequisite: 2440:121. Course includes hands-on experience with Visual BASIC, design of Graphical User Interface (GUI) applications, event-driven programming, linking of Windows, and accessing relational databases.
- 180 DATABASE CONCEPTS** *3 credits*  
Prerequisite: 2440:210. Overview of models and functions of database management systems. Data definition and data manipulation in the relational model using SQL. Introduction to database design.
- 245 INTRODUCTION TO DATABASES FOR MICROS** *3 credits*  
Prerequisite: 2440:103. Explains fundamental database concepts and provides hands-on experience using database software.
- 256 C++ PROGRAMMING** *3 credits*  
Prerequisite: 2440:160. This course explores object-oriented programming through C++ program development.
- 267 MICROCOMPUTER DATABASE APPLICATIONS** *3 credits*  
Prerequisites: 2440:170, 180. Students receive hands-on experience using a database applications package. Topics include database creation, organization, updates, queries, and generation of reports.
- 290 SPECIAL TOPICS: DATA PROCESSING** *1-3 credits*  
Prerequisite: Permission. Seminar in topics of current interest in data processing or special individual student projects in data processing.

## MARKETING AND SALES TECHNOLOGY

### 2520:

- 101 ESSENTIALS OF MARKETING TECHNOLOGY** *3 credits*  
Survey of marketing including its environment, buyer behavior, target market selection, product decision, distribution decisions, promotion decisions, pricing decisions, and marketing management.
- 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 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.
- 243 MEDICAL CODING** *3 credits*  
Prerequisite: 2740:120. This course covers the statistical classification systems used to describe diseases, injuries, and procedures in the health care field including Current Procedural Terminology (CPT), Health Care Procedure Coding System (HPCS), and International Classification of Diseases (ICD).
- 244 MEDICAL INSURANCE BILLING** *3 credits*  
Prerequisite: 2530:243. Third-party reimbursement and the completion of the standard health insurance claim form. Credit and collection policies and procedures related to the medical facility. Designed primarily to teach billing from an outpatient setting; however, basic hospital (inpatient) billing also covered.
- 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** *3 credits*  
Prerequisite: Permission. Health Care Office Management training within an appropriate health care facility for actual work experience and observation.

## OFFICE ADMINISTRATION

### 2540:

- 118 EXPLORING THE INTERNET** *2 credits*  
Prerequisite: 2440:101 or equivalent. Use of the Internet for conducting research and job searches, using e-mail, accessing personal and business information, and setting up and maintaining a web page.
- 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*  
Prerequisite: Basic touch typing skills and 2540:143. 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 keyboard; application emphasis on the individual student needs such as resumes, application letters and forms, term papers, and abstracting. Credit not applicable toward the associate degree in Office Administration.
- 143 MICROSOFT WORD: BEGINNING** *2 credits*  
Prerequisite: Basic touch typing skills. Introduction to word processing software and personal computers as a tool for personal and business communications using Microsoft Word software.
- 150 BEGINNING KEYBOARDING** *3 credits*  
For the beginning student or one who desires a review of fundamentals. Includes basic keyboard, letters, tables and manuscripts. Minimum requirements: 30 words a minute with a maximum of 3 errors for 3 minutes.
- 151 INTERMEDIATE WORD PROCESSING** *3 credits*  
Prerequisite: Basic touch typing skills and 2540:143. Further development of keyboarding skills. Advanced letter styles, forms, reports, and shortcuts. 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 word processing techniques 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 that "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 permission. 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 BUSINESS SOFTWARE APPLICATIONS** *4 credits*  
Prerequisite: 2440:125; 2540:241, 253. Use of business application software and critical thinking skills to solve business problems. Word processing, spreadsheets, database, presentation software, integration of applications, and the Internet.
- 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: 7600:106, 2440:102 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.
- 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 readings; and taking blood pressure.
- 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: OFFICE ADMINISTRATION** *.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.

- 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.
- 240 MICROSOFT NETWORKING I** 1-4 credits  
Prerequisite: 2440:145 and 2600:270, or permission. Provides students with the knowledge and skills necessary to perform post-installation and day-to-day administration tasks in a Microsoft Windows NT network.
- 242 MICROSOFT NETWORKING II** 1-4 credits  
Prerequisite: 2600:240. Provides students with the skills necessary to install, configure, customize, optimize, network, integrate, and troubleshoot Windows NT 4.0.
- 244 MICROSOFT NETWORKING III** 1-4 credits  
Prerequisite: 2600:242. Provides students with the knowledge and skills required to set up, configure, use, and support the TCP/IP protocol and Microsoft Internet Information Server.
- 246 MICROSOFT NETWORKING IV** 1-4 credits  
Prerequisite: 2600:244. Install, configure, and administer Microsoft Windows 2000 Active Directory services. Implementing Group Policy and performing the Group Policy-related tasks required to centrally manage users and computers.
- 252 MICROSOFT NETWORKING V** 1-4 credits  
Prerequisite: 2600:246 or permission. Knowledge and skills necessary to analyze business requirements and design a directory service architecture.
- 254 MICROSOFT NETWORKING VI** 1-4 credits  
Prerequisite: 2600:246 or permission. Knowledge and skills necessary to analyze business requirements for security and design a security solution that meets those requirements.
- 256 MICROSOFT NETWORKING VII** 1-4 credits  
Prerequisite: 2600:246 or permission. Knowledge and skills necessary to analyze business requirements for a network infrastructure and design a network infrastructure that meets those requirements.
- 270 INTRODUCTION TO NETWORK TECHNOLOGIES** 2 credits  
Prerequisite: 2440:145. Provides students with an excellent foundation upon which to build their network training. Covers basic terms and concepts of computer networking.
- 272 NETWORK TECHNOLOGY I** 3 credits  
Prerequisite: 2440:102 and 103, or 2440:145, or 2600:270, or equivalent. Provides students with the necessary knowledge and skills to perform competently in the role of network administrator or system manager.
- 274 NETWORK TECHNOLOGY II** 3 credits  
Prerequisite: 2600:272. This course provides students with the knowledge and skills they need to design, configure and administer complex networks.
- 276 NETWORK DIRECTORY STRUCTURES** 2 credits  
Prerequisite: 2600:274. Teaches network administrators, network designers and networking consultants the skills needed to design and implement hierarchical directories in LAN and WAN environments.
- 278 NETWORK TROUBLESHOOTING TECHNIQUES** 3 credits  
Prerequisite: 2600:274. This course focuses on the prevention, diagnosis, and resolution of hardware-related problems network professionals encounter while working with the network.
- 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.
- 282 CURRENT NETWORKING TOPICS** 1-3 credits  
Prerequisite: 2600:274. This course addresses specific technological changes in networking theory and practice.
- 284 WORKING WITH TCP/IP** 2 credits  
Prerequisite: 2600:274. Knowledge and skills necessary to plan, configure and troubleshoot a TCP/IP network. Advanced skills and abilities to handle more challenging network situations than encountered in prior networking courses.
- 290 SPECIAL TOPICS: COMPUTER SERVICE AND NETWORK TECHNOLOGY** 1-5 credits  
Prerequisite: Permission. This course is designed to allow for special topics and subject areas of particular interest to students.
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- ## MEDICAL ASSISTING
- ### 2740:
- 120 MEDICAL TERMINOLOGY** 3 credits  
Study of language used in medicine.
- 121 STUDY OF DISEASE PROCESSES** 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.
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- ## ENVIRONMENTAL HEALTH AND SAFETY TECHNOLOGY
- ### 2800:
- 200 INTERNET: PHYSICS FOR ENVIRONMENTAL TECHNICIANS** 1 credit  
Online course utilizing aspects of the Internet introducing various topics of physics important to Environmental Technicians including mechanic energy, heat, sound, fluid flow, and radioactivity.
- 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.
- 221 ENVIRONMENTAL LAW AND REGULATIONS II** 3 credits  
Prerequisite: 2800:220. Designed to provide students the opportunity to apply common regulatory reporting mechanisms in a practical manner utilizing a variety of software programs recognized in the environmental field.
- 230 WATER AND ATMOSPHERIC POLLUTION** 3 credits  
Prerequisite: 3100:104, 105. Basic concepts of aquatic and atmospheric systems and the processes that 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.
- 250 INTERNSHIP: ENVIRONMENTAL HEALTH AND SAFETY** *3 credits*  
Prerequisite: Students must have permission of program coordinator, completed at least 30 hours of course work, and have completed at least one of the following courses pertinent to internship: 2230:250; 2230:257; 2800: 210; 2800:220; 2800:230 and 232. A supervised work experience in environmental health and/or safety to increase student understanding of the practical application of health and safety training.
- 290 SPECIAL TOPICS IN ENVIRONMENTAL HEALTH AND SAFETY TECHNOLOGY** *1-4 credits*  
Prerequisite: permission. Special topics and subject areas of particular interest to students.

## **GENERAL TECHNOLOGY**

### **2820:**

- 105 BASIC CHEMISTRY** *3 credits*  
Prerequisite: 1020:052 or one year of high school mathematics and placement. Elementary treatment of facts and principles of chemistry emphasizing biological application. Elements and compounds important in everyday life, biological processes, and medicine. Introduction to laboratory techniques. Laboratory.
- 161 TECHNICAL PHYSICS: MECHANICS I** *2 credits*  
Corequisite: 2030:152. Principles of mechanics that include motion, vectors, forces, equilibrium; also significant figures and unit conversions. Laboratory.
- 162 TECHNICAL PHYSICS: MECHANICS II** *2 credits*  
Prerequisite: 2820:161; corequisite: 2030:153. Principles of mechanics that include work, power, conservation of energy, rotational motion, torque. 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**

### **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 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: 3100:103. 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.
- 200 HUMAN ANATOMY AND PHYSIOLOGY I** *3 credits*  
Prerequisite: 3150:110, 111, 112, 113, or 3150:151, 152, 153; corequisite: 3100:201. Study of structure and function of the human body. Molecular, cellular function, histology, integumentary systems, skeletal system, muscular system, nervous system, and the sense organs.
- 201 HUMAN ANATOMY AND PHYSIOLOGY LAB I** *1 credit*  
Corequisite: 200. Laboratory to accompany lecture. Devised to allow hands-on experience using models, dissections of various animals, virtual dissection, and physiological exercises.
- 202 HUMAN ANATOMY AND PHYSIOLOGY II** *3 credits*  
Prerequisite: 3100:200, 201; corequisite: 3100:203. Study of structure and function of the human body. Endocrine system, cardiovascular system, lymphatics, respiratory system, urinary system, digestive system, and reproductive systems.
- 203 HUMAN ANATOMY AND PHYSIOLOGY LAB I** *1 credit*  
Prerequisite: 3100:200, 201; corequisite: 3100:202. Laboratory to accompany lecture. Devised to allow hands-on experience using models, dissections of various animals, virtual dissection, and physiological exercises.

- 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 and 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.
- 101 **CHEMISTRY FOR EVERYONE** *4 credits*  
Integrated, hands-on laboratory instruction in the fundamental concepts of chemistry for general education and middle-level licensure for pre-service and in-service teachers.
- 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 LAB I, II** *2 credits each*  
Sequential. Corequisites: 3150:263 and 264. Laboratory experiments to develop techniques in organic chemistry and illustrate principles.

## ANTHROPOLOGY

### 3230:

- 150 **CULTURAL ANTHROPOLOGY** *4 credits*  
Introduction to study of culture, cross-cultural view of human adaptation through technology, social organization and ideology.
- 151 **HUMAN EVOLUTION** *4 credits*  
Study of biological evolution of Homo Sapiens, including primate comparisons and cultural development. One-hour laboratory using interactive computer programs, casts and Anthropology's cultural collection.
- 251 **HUMAN DIVERSITY** *3 credits*  
A study of the critical elements of world diversity, both cultural and biological. Cross-cultural comparisons of family, religion and politics in contemporary world. Multimedia and lecture.

## 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 that affect price level, national income, employment, and 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.
- 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.
- 277 INTRODUCTION TO POETRY WRITING** *3 credits*  
Prerequisite: 3300:112, or equivalent, or permission. Practice in writing poems. Study of techniques in poetry using contemporary poems as models. Class discussion of student work. Individual conferences with instructor to direct student's reading and writing.
- 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. Fulfills the general studies humanities requirement.
- 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.

## **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.
- 250 WORLD REGIONAL GEOGRAPHY** *3 credits*  
Survey of world regions with focus on both physical and human landscapes; emphasis on world patterns and issues from a regional perspective.
- 375 GEOGRAPHY OF CULTURAL DIVERSITY** *2 credits*  
Evaluation of cultural elements unique to various geographical regions to explain why different people utilize resources differently, and how cultural diversity affects regional conflicts.

## **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*  
A study of the nature of the Earth, its materials, and the processes that continue to change it. 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.
- 121-140 CONCEPTS OF GEOLOGY** *1 credit each*  
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's history. The causes of these extinctions have sparked debate that 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 Earth's natural hazards including earthquakes, landslides, meteorites, and tsunamis.
- 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 that form gemstones and precious metals. Topics to be covered include physical properties, geological occurrences and geographic locations of major deposits.
- 133 CAVES** 1 credit  
Topics include: karst processes and the origin of caverns; carbonate depositional environments and the origin of limestones and environmental problems associated with karst landscapes.
- 134 HAZARDOUS AND NUCLEAR WASTE DISPOSAL** 1 credit  
Disposition of hazardous waste in secured landfill site. Geological factors that 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.
- 140 ROCKY MOUNTAIN NATIONAL PARKS** 1 credit  
Badlands, Yellowstone, Grand Canyon and other Rocky Mountain national parks will be used to illustrate basic principles of geology.
- 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 that apply concepts from 200.
- 203 EXERCISES IN ENVIRONMENTAL GEOLOGY II** 1 credit  
Recognition and evaluation of environmental problems related to geology. Continuation of 3370:201.

## 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, graphing, systems of 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: Mathematics placement test or 3450:100. 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 SCHOOL TEACHERS I** 3 credits  
Prerequisite: Mathematics Placement Test or 3450:100 with a grade of C- or better. Enrollment limited to elementary education majors only. A problem-solving and inquiry-based approach to number systems, bases, operations, properties, relationships, algorithms of real numbers. Introduction to number theory, functions, algebra and coordinate geometry.
- 141 ALGEBRA WITH BUSINESS APPLICATIONS** 3 credits  
Prerequisite: Mathematics Placement Test or 3450:100 with a grade of C- or better. Solving, graphing equations; inequalities; algebraic operations; functions, including exponential, logarithmic; matrix operations; systems of equations; simplex method. For students interested in business. Graphing calculator required.
- 145 COLLEGE ALGEBRA** 4 credits  
Prerequisite: Mathematics Placement Test or 3450:100 with a grade of C- or better. 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 with a grade of C- or better or placement. Functions, polynomial functions, complex numbers, exponential and logarithmic functions, systems of equations, trigonometric functions, mathematical induction, sequences, and binomial theorem.
- 210 CALCULUS WITH BUSINESS APPLICATIONS** 3 credits  
Prerequisite: Mathematics Placement Test or 3450:141 or 145 with a grade of C- or better. Review of functions; derivatives of functions; extrema and concavity; optimization; logarithmic and exponential functions; extrema for multivariate functions. Graphing calculator required. For business majors only.
- 215 CONCEPTS OF CALCULUS I** 4 credits  
Prerequisite: 3450:145, 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. Analytic geometry, limits, continuity, derivatives, 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 and minima, multiple integrals, Divergence Theorem.
- 260 MATHEMATICS FOR ELEMENTARY SCHOOL TEACHERS II** *3 credits*  
Prerequisite: 3450:140. A problem-solving and inquiry-based approach to fundamentals of Euclidean geometry and elementary data analysis via hands-on activities and the use of technology.
- 289 SELECTED TOPICS IN MATHEMATICS** *1-3 credits*  
Prerequisite: permission. Selected topics of interest in mathematics.
- 335 INTRODUCTION TO ORDINARY DIFFERENTIAL EQUATIONS** *3 credits*  
Prerequisite: 3450:223. Basic techniques for solving ODEs and systems of ODEs. Analysis of models involving differential equations of first order and simple equations of second order.

## 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.
- 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: Mathematics placement test or 3450:100. 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. Acquisition of basic reading, speaking, writing and listening comprehension skills, with emphasis on development of self-expression in everyday situations through culturally authentic media and texts.
- 201,2 INTERMEDIATE GERMAN I, II** *3 credits each*  
Sequential. Prerequisite: 3530:102 or equivalent. Continuing acquisition of competence in reading, writing, speaking, and listening comprehension through use of culturally authentic materials, with emphasis on developing accuracy and self-expression in a wide range of situations.

## SPANISH

### 3580:

- 101,2 BEGINNING SPANISH I, II** *4 credits each*  
Sequential. Acquisition of basic reading, speaking, writing and listening comprehension skills, with emphasis on development of self-expression in everyday situations through culturally authentic media and texts.
- 201,2 INTERMEDIATE SPANISH I, II** *3 credits each*  
Sequential. Prerequisite: 3580:102 or equivalent. Continuing acquisition of competence in reading, writing, speaking, and listening comprehension through use of culturally authentic materials, with emphasis on developing accuracy and self-expression in a wide range of situations.

## 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 corequisite or permission. Introductory course for professional work in biology and health professions and services. Emphasizes life science applications. Mechanics: laws of motion, force, torque, work, energy, power; properties of matter; gases, liquids, solids, fluid mechanics. Laboratory.
- 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 or 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.
- 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.

**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.

**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.

**MECHANICAL ENGINEERING****4600:**

- 165 **TOOLS FOR MECHANICAL ENGINEERING** *3 credits*  
Corequisite: 3450:149. Personal computer DOS system. Word processing, spreadsheet, computer-aided drafting, math calculating package, mechanical graphics.
- 203 **DYNAMICS** *3 credits*  
Prerequisite: 3450:222; 3650:291; 4300:201. Kinematics and kinetics of particles and rigid bodies. Principles of work, energy, momentum and impulse.

**EDUCATIONAL FOUNDATIONS AND LEADERSHIP****5100:**

- 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 and 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*  
Prerequisite: 5100:210, 211, admission to Teacher Education Program. 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. (20 clinical/field hours)

**CURRICULUM AND INSTRUCTION****5500:**

- 245 **UNDERSTANDING LITERACY DEVELOPMENT AND PHONICS** *3 credits*  
Prerequisite: Admission to Teacher Education Program. Children's literacy development is explored through an integrated instructional model with emphasis on the role of comprehension, phonics, and functional spelling in language learning.
- 286 **TEACHING MULTIPLE TEXTS THROUGH GENRE** *3 credits*  
Prerequisite: 5500:245. Survey of children's literature through print and nonprint media. Genres will be explored through a variety of technologies, including computer software and film.

**PHYSICAL EDUCATION****5540:**

- 120-90 **PHYSICAL EDUCATION/WELLNESS** *½ credit each*  
Participation in individual and group sports. Individual can acquire knowledge and skill in activities that 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**

**PHYSICAL EDUCATION****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 (5 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 MICROCOMPUTER APPLICATIONS FOR BUSINESS** *3 credits*  
Provides fundamentals of, and hands-on experience with, microcomputer operating systems and software applications including word processing, spreadsheet, database, presentation and the Internet.

## FINANCE

### 6400:

- 220 THE LEGAL AND SOCIAL ENVIRONMENT OF BUSINESS** *3 credits*  
Prerequisite: Completion of 32 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: 3450:141, or 145 or 289. 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.
- 170 FUNDAMENTALS OF PHOTOGRAPHY** *3 credits*  
A study of photography through lecture, demonstration and studio work. An exploration and enrichment opportunity for the non-art major. No credit toward a major in art.
- 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.
- 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.

## FAMILY AND CONSUMER SCIENCES

### 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.
- 201 COURTSHIP, MARRIAGE, AND FAMILY RELATIONSHIPS** *3 credits*  
Love, intimacy, relationship development, sexuality, marriage and childbearing 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.

- 270 THEORY AND GUIDANCE OF PLAY** *3 credits*  
Prerequisite: 7400:265. Theory and guidance of play as primary vehicle and indicator of physical, intellectual, social, emotional development and learning of children from birth to kindergarten.

- 280 EARLY CHILDHOOD CURRICULUM METHODS** *3 credits*  
Prerequisite: 7400:265, 270. Planning, presenting, evaluating creative activities in art, music, movement, language arts, logic-mathematics and science. Space, time, materials and adult-child interactions are emphasized.

## MUSIC

### 7500:

- 201 EXPLORING MUSIC: BACH TO ROCK** *3 credits*  
Prerequisite: 3400:210. Non-music majors are exposed to musical experiences that 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.
- 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.

## **SPEECH-LANGUAGE PATHOLOGY AND AUDIOLOGY**

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### **7700:**

- 101 **INTRODUCTION TO AMERICAN SIGN LANGUAGE** *3 credits*  
Introduction to American Sign Language: vocabulary building, beginning development of fingerspelling skills, receptive/expressive conversational skills.
- 102 **AMERICAN SIGN LANGUAGE I** *3 credits*  
Prerequisite: 7700:101. Continued development of skills in American Sign Language: vocabulary building, development of fingerspelling skills, receptive/expressive conversational skills.

## **SOCIAL WORK**

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### **7750:**

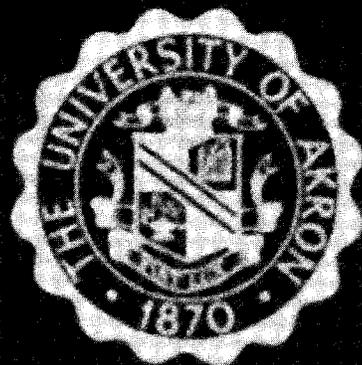
- 270 **POVERTY IN THE UNITED STATES** *3 credits*  
Survey of social and personal dimensions of life in the inner city and other areas of poverty in the United States. For person wishing to develop an in-depth understanding and/or intending to work in such areas.
- 276 **INTRODUCTION TO SOCIAL WELFARE** *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**

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### **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.



**WAYNE  
COLLEGE**

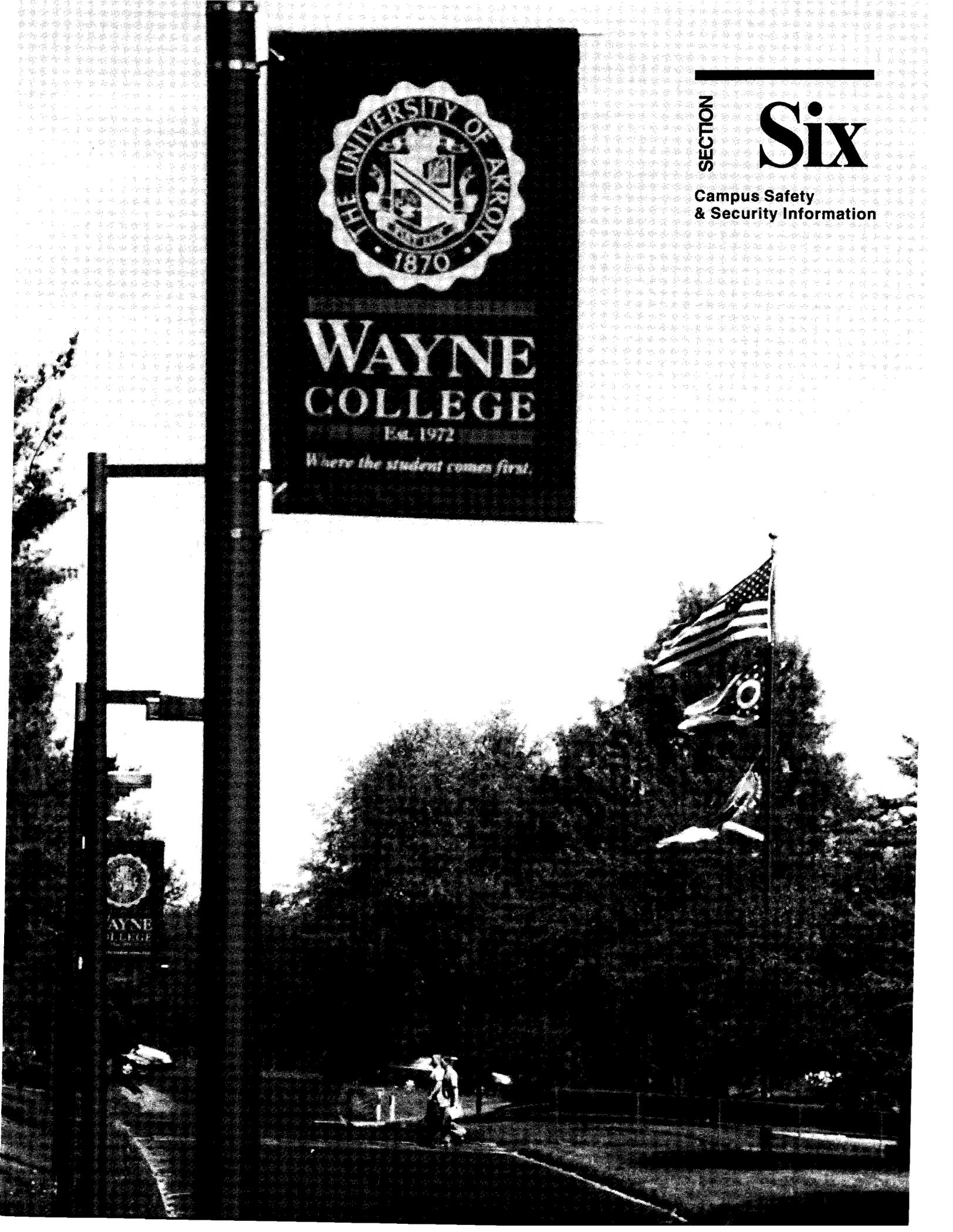
Est. 1972

*Where the student comes first.*

**SECTION**

**Six**

**Campus Safety  
& Security Information**



## Campus Safety & Security Information

This information is provided as part of The University of Akron Wayne College's commitment to safety and security on campus and is in compliance with the Federal Crime Awareness and Campus Security Act of 1990.

### The Campus

All personnel at Wayne College are dedicated to providing a safe and secure campus for all students. The College provides for student and employee safety and security in conjunction with The University of Akron's departments of Environmental and Occupational Health and Safety, Physical Facilities, and University Police. The Dean of the College, the Senior Director of Business Operations and Finance, and University Police Officers are responsible for security and safety policies governing student activities and for providing information to students about security and crime prevention.

Wayne College has been a safe campus and can remain so only with the cooperation of the entire campus community. Wayne College hopes students will read and become familiar with this material and be responsible for their own safety and the security of others.

### University Police

Campus law enforcement is primarily the responsibility of The University of Akron Police Department (UAPD). UAPD provides most day, evening, and weekend protection to the campus, parking lots, and auxiliary buildings. The police office is located in upper A-Wing, room A-213. Officers are equipped with two-way radios and can respond quickly as needed.

University police officers are commissioned by the State of Ohio with full law enforcement authority and responsibilities identical to the local police or sheriff. The UA police officers work closely with the Wayne County Sheriff's Department and Orrville City Police. Reports are exchanged with other area law enforcement agencies. Information is shared through personal contacts and by telephone and radio. UAPD shares mutual assistance with adjacent agencies.

UAPD officers have met or exceeded the training standards of the Ohio Peace Officers Training Council. They also receive ongoing in-service and specialized training in first aid, firearms, defensive tactics, legal updates, and other skills.

UA police officers enforce laws regulating underage drinking, the use of controlled substances, weapons, and all other incidents requiring police assistance. They also are responsible for public safety services such as crime reports, medical emergencies, fire emergencies, traffic accidents, and special college events.

It is the goal of every member of the University Police Department to promote, preserve, and deliver feelings of security and safety through quality services to the members of the University community.

### Drug and Alcohol Prevention

The issue of drug and alcohol abuse concerns the entire University community as well as our surrounding neighborhoods. The federal Drug Free Schools and Communities Act amendments of 1989 require schools, colleges, and universities receiving federal financial assistance to implement and enforce drug and alcohol prevention programs for students and employees.

The University of Akron prohibits the use, possession, sale, manufacture, or distribution of illegal drugs and alcohol by all students and employees on University premises or as part of any University activity. Misuse of any substances by University students and employees that presents physical or psychological hazard to individuals also is prohibited.

### Crime Prevention

University police officers stationed at Wayne College can provide educational programs to students and employees on personal safety, sexual assault/ acquaintance rape prevention, drug and alcohol abuse prevention, and related topics. The local office would welcome the chance to talk with any campus group in addition to its regular informational presentation at new student orientation. Candid dialogue between UA police and

the public has created greater confidence in the community to report unlawful activities.

Potential illegal actions and on-campus emergencies can be confidentially reported by any student, faculty, or staff member. Complaints received by UA police that fall outside their jurisdiction will be referred to the appropriate agency, or the complainant will be provided a phone number where the complaint can be filed. Likewise, other agencies refer complaints to University Police when appropriate.

A police officer patrols the building and parking lots every evening until the last class is over. UA officers also offer assistance to motorists with battery jumps, unlocking vehicles (when possible), and obtaining fuel (for a small fee).

If you require non-emergency assistance or would like to schedule an appointment for an education program, call (330) 684-8910, or 8910 from an internal campus phone. For emergencies, it is recommended the student first utilize the nearest phone and call 911 to report a fire or medical emergency and then contact the University Police.

### Emergency Phones

Any available telephone may be used to contact emergency personnel via 911. The pay phones may also be used for this purpose at no cost. To contact University Police at Wayne College, use any campus phone and dial 8910. Business Office personnel are in immediate radio contact with the local officers and can dispatch assistance quickly. When the Student Services & Support Office is closed, emergencies must be directed to Wayne College University Police, if necessary via the Orrville Police Department by calling (330) 684-5025 or 911 (in Orrville). When using an office phone, you must dial 9-911.

### Campus Buildings

Wayne College has one main building, which is open from 7:00 a.m. until 11:00 p.m. Mondays through Thursdays, 7:00 a.m. until 8:00 p.m. on Fridays, 8:00 a.m. until 5:00 p.m. on Saturdays and 12:00 until 5:00 p.m. on Sundays. When the College is officially closed, the building is locked and may be opened only by authorized personnel. The College is closed on all official holidays.

### Health and Safety

Members of the Department of Environmental and Occupational Health and Safety routinely inspect Wayne College for environmental and safety concerns. Wayne College maintenance personnel maintain the campus building and grounds and regularly inspect facilities and promptly make repairs to ensure safety and security.

UAPD officers work closely with both units to respond to reports of potential safety and security hazards such as broken walks, windows, or locks. UA police also work with the maintenance department personnel to help maintain adequate exterior lighting.

### Crime Statistics

The University of Akron Police Department prepares monthly crime reports and statistics and submits them to the Akron Campus Headquarters for submission to the Federal Bureau of Investigation under the Uniform Crime Reporting Program. The serial numbers of property stolen on campus are reported nationwide through the National Crime Information Center. A LEADS computer terminal at The University of Akron allows information to be exchanged with law enforcement agencies across the United States.

The following statistics are from The University of Akron Wayne College police reports for the past three years:

	Number of Reports		
	1999	2000	2001
Homicide	0	0	0
Forcible Rape	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary			
Forcible Entry	0	0	0
Unlawful Entry (no force)	3	0	0
Attempted	0	0	0
Forcible Entry	0	0	0
<b>Burglary Total</b>	<b>3</b>	<b>0</b>	<b>0</b>
Theft			
Under \$50	3	1	2
\$50 to \$200	2	2	1
\$200 and over	0	1	0
<b>Theft Total</b>	<b>5</b>	<b>4</b>	<b>3</b>
Motor Vehicle Theft	0	0	0
Arson	0	0	0
Required Arrest Reporting			
Liquor Law Violations	0	0	0
Drug Abuse Violations	0	0	0
Weapons Possession Violations	0	0	0

There were no arrests during the past three years for liquor law violations, drug abuse violations, or weapons possession violations.

### Personal Responsibility

The cooperation and involvement of students, faculty, and staff in any campus safety program is absolutely necessary. All must assume responsibility for their own safety and security of their property by following simple, common sense precautions. For example, although the parking lots are well-lit, everyone should confine their movements to well-traveled areas in the company of others. Valuables should be marked with a personal identification number in case of loss or theft. Bicycles should be properly secured when not in use. Automobiles should be locked at all times.

Valuables and purses should never be left lying in view in a car. Lock all valuables in the car trunk for safekeeping.

Textbooks are prime targets for theft when left unattended in any public place.

During the winter months, students may experience falls in the parking lots or on the sidewalks due to icy conditions. Although the College makes every effort to clear snow and de-ice walkways, students should also take care to walk in safe areas, use available hand rails on the hills, and wear sensible footwear. Shoes should be dried thoroughly before walking down the interior building ramps.

## Drug Free Schools and Communities Act

Amendments of 1989 Policy (Public Law 101-226)

### ALCOHOL

#### Effects of Occasional and Extended Use

Impotence and infertility; high blood pressure; heart attacks; strokes; cirrhosis of the liver; cancer of the liver, stomach, esophagus or larynx; stomach ulcers; colitis; fetal alcohol syndrome; premature aging; birth defects; slowed reaction; slurred speech; unconsciousness.

#### Criminal Sanctions/Penalties

- Purchase under 21: Maximum fine of \$1,000
- Possess or consume under 21: Maximum fine of \$100
- Open container violation: Maximum fine of \$100
- Consumption in a motor vehicle: Maximum confinement of 30 days

### MARIJUANA

#### Effects of Occasional and Extended Use

Chronic lung cancer; brain damage; high blood pressure; diminished immunity; premature aging; impairment of memory; diminished motor skills; birth defects; fetal alcohol syndrome; mood swings; loss of ambition; increased apathy; decline in school and work performance.

#### Criminal Sanctions/Penalties

- Unlawful possession or use: Maximum penalties, depending on amount, may result in fine of \$5,000 and/or maximum confinement of 10 years.
- Sell, offer to sell, or distribute for sale: Maximum fine of \$7,500 and/or maximum confinement of 25 years.

### NARCOTICS\*: Cocaine, Crack Cocaine

#### Effects of Occasional and Extended Use

Seizures; stroke; cardiac or respiratory arrest; convulsions; delirium and paranoia; insomnia; anxiety; irritability; nasal problems; powerful addiction; disorientation.

#### Criminal Sanctions/Penalties

- Possession or use: Ranges from rehabilitation programs to substantial years of confinement and fines.
- Sell, offer to sell, and distribute for sale: Penalty determined by the amount of substance, with fines in large amounts (exceeding \$1,000,000) and life imprisonment.

### NARCOTICS\*: Heroin, Opium, Morphine

#### Effects of Occasional and Extended Use

Cardiac arrest; vein inflammation; insomnia; serum hepatitis; convulsions; skin abscesses; death; physical dependence; difficulty breathing; nausea; constricted pupils; panic.

#### Criminal Sanctions/Penalties

- Possession or use: Ranges from rehabilitation programs to substantial years of confinement and fines.
- Sell, offer to sell, and distribute for sale: Penalty determined by the amount of substance, with fines in large amounts (exceeding \$1,000,000) and life imprisonment.

### NARCOTICS\*: Other Controlled Substances (LSD, PCP)

#### Effects of Occasional and Extended Use

Hallucinations; distortion of senses; memory loss; disruption of motor skills; permanent cognitive damage; bizarre behavior; severe disorientation.

#### Criminal Sanctions/Penalties

- Possession or use: Ranges from rehabilitation programs to substantial years of confinement and fines.
- Sell, offer to sell, and distribute for sale: Penalty determined by the amount of substance, with fines in large amounts (exceeding \$1,000,000) and life imprisonment.

### NARCOTICS\*: Depressants (Barbiturates & Tranquilizers)

#### Effects of Occasional and Extended Use

Death; coma; altered perception; physical dependence; dangerous withdrawal symptoms; staggered walk; difficulty breathing; slurred speech; psychological dependence.

#### Criminal Sanctions/Penalties

- Possession or use: Ranges from rehabilitation programs to substantial years of confinement and fines.
- Sell, offer to sell, and distribute for sale: Penalty determined by the amount of substance, with fines in large amounts (exceeding \$1,000,000) and life imprisonment.
- Note: **Distribution of controlled substances in or near schools and colleges can result in penalties twice the regular for the same offense. Trafficking in drugs can result in forfeiture of property including motor vehicles, vessels, money, real property and other personal property.**

## UNIVERSITY SANCTIONS

### Students

Underage consumption, open container, or similar alcohol violation of Section II (G) of the Regulations Concerning Campus Conduct and Student Disciplinary Procedures states, "Unauthorized consumption, possession, or distribution of alcoholic beverages": Sanctions up to dismissal (159, 160, 177, 182, 185, 210).

The unlawful use, possession, sale, manufacture, or distribution of drugs and alcohol subjects any student to discipline pursuant to established University procedures and to sanctions up to and including suspension or dismissal from the University. Any student violating this policy or otherwise engaging in illegal conduct will also be referred for criminal prosecution.

### University Employees

Under the influence, possession or use, furnishing to a minor: Sanctions up to and including termination.

Any employee engaging in the illegal use, possession, sale, manufacture, or distribution of drugs and alcohol will be subject to disciplinary procedures outlined in Regulations of the Board of Trustees with sanctions up to and including termination from the University. If disciplinary action under this policy is taken against an employee covered by a collective bargaining agreement, the action shall be subject to grievance procedures set forth in such agreement.

## SUPPORT AND RESOURCES

### University Resources

Center for Nursing	330-972-6968
Clinic for Child Study and Family Therapy	330-972-7777
Counseling and Testing Center	330-972-7082
Employee Family Assistance Program	330-762-7908
Health Services	330-972-7808
Department of Physical Education & Health Education	330-972-7276
Department of Psychology	330-972-6714

### Local Support Services

Counseling Center of Wayne/Holmes County	330-264-9029
United Way's Info Link	330-264-9473
Alcoholics Anonymous	330-262-4446
Wayne County Alcoholism Services	330-264-8498
Holmes County Alcohol Center	330-674-5035

## Family Education Rights and Privacy Act

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 that 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 at the Akron campus.

### 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 & Support Office at Wayne College.

## Sexual Assault Policy

The University of Akron Wayne College desires to establish and maintain a safe and secure environment for its students and employees. The University will not tolerate sexual assault of any kind. Sexual misconduct is socially irresponsible and violates the rights of other individuals. Nothing you do, say, or wear gives anyone the right to assault you. Sexual assault, whether by a stranger or someone you know, is a violation of your body and your trust. It is wrong and it is a crime.

### Post-Assault Assistance

The single most important action a sexual assault victim can take is to tell someone - the Counseling Center of Wayne and Holmes County, the police, a friend. Seek medical attention and counseling. Don't isolate yourself, don't feel guilty, and don't try to ignore what happened. It is not your fault.

### Sexual Assault Defined

The University of Akron Wayne College prohibits any form of actual or attempted nonconsensual physical contact of a sexual nature including acts using force, threat, intimidation, or advantage gained by the offended person's mental or physical incapacity or impairment of which the offending person was aware or should have been aware.

Sexual assault includes rape, sexual battery, gross sexual imposition, sexual imposition, and felonious sexual penetration. These are classified as criminal offenses by the Ohio Revised Code Sections 2907.02, 2907.05, 2907.06, and 2907.12 and are subject to criminal charges in the State of Ohio.

In addition, anyone in violation of this policy will be subject to disciplinary action by the University. This may include suspension, dismissal, and/or permanent notation in their record.

## What to Do in Case of an Incident

The University of Akron Wayne College has many people who can help. The effects of sexual assault or misconduct are multidimensional: physical, emotional, psychological, medical, and legal. A student or employee can obtain assistance through any of the following resources.

### Emergency Contacts:

Counseling Center of Wayne and Holmes County  
2285 Benden Drive, Wooster, Ohio 44691  
330-264-9029

Trained personnel are available 24 hours a day to provide crisis support and intervention. Services are comprehensive and confidential. The Counseling Center member can help you contact the police and will accompany you to the hospital if desired.

The University of Akron Police Department-Akron Campus  
146 Hill St., Akron, Ohio 44325-0402  
330-972-7123

The University of Akron Police Department-Wayne College  
1901 Smucker Rd., Orrville, Ohio 44667-8901  
330-684-8910

Orrville Police Department  
207 North Main St., Orrville, Ohio 44667  
330-684-5025

Students, visitors, and employees can call The University of Akron Police to file a report or to get in contact with the Counseling Center of Wayne and Holmes County. The University of Akron Police will refer you or take you to the Counseling Center or local hospital upon request. The University of Akron Police can assist with pursuing discipline within the University, if the perpetrator is a University of Akron student, and in pursuing criminal charges whether the perpetrator is a University of Akron student or not.

You may request a female officer to take the report and assist you. The University of Akron full-time female police officers have completed specialized sexual assault training and instruction by the Ohio Coalition on Sexual Assault and the YWCA Rape Crisis Program (Akron, Ohio).

Upon request, The University of Akron police officers or other campus employees will assist in filing a report with local authorities.

Orrville Police Department  
207 North Main St., Orrville, Ohio 44667  
911 or 330-684-5025

Wayne County Sheriffs Department  
210 W. North St., Wooster, Ohio 44691  
330-264-3333

Sexual assault that occurs off campus should be reported to the local police department accountable for the district or locality where the incident occurred. Upon request, The University of Akron police officers or other campus employees will assist you in filing a report with local authorities.

### Health Contacts:

Dunlap Memorial Hospital  
832 S. Main St., Orrville, Ohio 44667 330-682-3010

Wadsworth-Rittman Hospital  
195 Wadsworth Rd., Wadsworth, Ohio 330-334-1504

Wooster Community Hospital  
1761 Beall Ave., Wooster, Ohio 330-263-8100

## What Occurs When a Report is Made Within The University of Akron Wayne College

A joint investigation will begin immediately when a report is filed. Orrville Police and the University Police will cooperatively investigate and, if the investigation shows probable cause that a sexual assault occurred and the victim desires, a meeting will be held with the local prosecutor's office to decide if charges can be filed. If the decision is made that charges are appropriate, it's up to the victim to decide whether to go forward.

When a victim files sexual assault charges against a University of Akron student and an arrest is made, Ohio Revised Code Section 3345.22 is exercised (see section on House Bill 1219 in the student handbook). This bill requires the University to hold a hearing within five days to determine whether the student shall be allowed to stay in school or be immediately suspended. Both the accused and the accuser are entitled to the same opportunities to have others present during the proceeding. All parties will be notified about the outcome of the proceeding.

The Crime Awareness and Campus Security Act of 1990 requires The University of Akron and Wayne College administrators to report incidents of rape to University Police. The names of the sexually assaulted person(s) are kept confidential and are not discussed unless permitted by the sexually assaulted person. Once a complaint is filed, a preliminary investigation will take place. If a violation has occurred, the University will start disciplinary proceedings against the assailant. A hearing by the University Disciplinary Board will follow. Both the accused and the accuser are entitled to have others present during the proceedings. Punitive internal action for students found guilty could result in several penalties including the most severe, dismissal with permanent record notation.

## Sexual Harassment Policy

### 1. Statement of Policy

The University of Akron reaffirms its commitment to an academic, work, and study environment free of inappropriate and disrespectful conduct and communication in any form. All students, faculty, and staff shall be protected under the guidelines of this policy.

A copy of this policy shall be incorporated into all employee handbooks. It shall also be included in student orientation materials, including those distributed to students in professional schools. It shall also be published in scheduling materials each semester. Copies of this policy shall be available at appropriate University offices, including the offices of the Deans of each college, the University Library, Vice President for Student Services, the Affirmative Action Office, the Department of Human Resources, all other administrative offices, and other places specified by the Vice President for Administrative Support Services.

It shall be the policy of The University of Akron to prohibit any and all forms of sexual harassment. All students, faculty, and staff have a responsibility to assist in the enforcement of this policy, be aware of its contents, and to abide by its terms. All supervisory personnel shall insure that those who are under their supervision are aware of the policy, receive a copy of it, and shall from time to time reinforce the University's commitment to the policy. From time to time, the Affirmative Action Office shall disseminate materials throughout the University concerning the effective prevention of sexual harassment.

By this policy, the University is providing notice that sexual harassment in any form will not be tolerated and that the procedures specified below shall be utilized to inform the University of incidents of harassment and to allow all students, faculty, and staff to prevent, report, and eliminate sexual harassment from this campus.

### 2. Definitions

Sexual harassment is a form of sex discrimination which violates state and federal laws respecting both employees and students. The definitions used in this policy shall be interpreted consistent with such laws.

- a. It consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct, or other verbal or physical conduct or communication of a sexual nature when:
  - i. Submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining or retaining employment, of obtaining an education, or of obtaining educational benefits or opportunities; or

- ii. Submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment, education, educational benefits or opportunities; or
  - iii. Such conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's employment, education, educational benefits or opportunities, or creating an intimidating, hostile or offensive employment or education environment. Any sexual harassment as defined herein is limited to conduct or communication by someone in authority, but also includes any sexual harassment as defined herein when perpetrated on any student or employee by any other student or employee.
- b. Sexual harassment is sexual conduct that is "unwelcome." It may include, but is not limited to:
- i. uninvited verbal harassment or abuse such as sexual name calling, jokes, spreading sexual rumors, leers, or overly personal conversations of a sexual nature;
  - ii. subtle pressure for sexual activity;
  - iii. inappropriate patting, pinching, or fondling, pulling at clothes, or intentional brushing against a student's or an employee's body;
  - iv. demanding sexual favors accompanied by implied or overt threats concerning an individual's employment or educational status;
  - v. demanding sexual favors accompanied by implied or overt promises of preferential treatment with regard to an individual's employment or educational status;
  - vi. any sexually motivated unwelcome touching, cornering, or blocking an individual's movement;
  - vii. conditioning a student's grade or academic progress on submission to sexual activity;
  - viii. hanging or displaying inappropriate and sexually explicit pictures, posters, or drawings in the workplace;
  - ix. a pattern of conduct intended to discomfort or humiliate, or both, a reasonable person at whom the conduct was directed that includes one or more of the following:
    - (1) unnecessary touching or hugging;
    - (2) remarks of a sexual nature about a person's clothing or body; or
    - (3) remarks about sexual activity or speculations about previous sexual experience.

The University recognizes that not every advance or consent of a sexual nature constitutes harassment. Whether a particular action or incident is a personal social relationship without a discriminatory effect requires a determination based on all the facts and surrounding circumstances. False accusations of sexual harassment can have a serious detrimental effect on innocent parties and all others who are concerned. This policy shall not be used to bring frivolous or malicious charges against fellow students, faculty members, or employees. Such charges may result in discipline against the offending individual pursuant to applicable University disciplinary procedures.

### 3. Retaliation

Under this policy, retaliation is defined as the undertaking of adverse action against students or employees for the exercise of rights under this policy; or for having brought forward a charge of discrimination or sexual harassment, testified, assisted, or participated in any manner in an investigation or hearing or other proceeding under this policy or pursuant to procedures provided by law. The exercise of such legally protected rights shall not reflect upon an individual's status or affect future employment, grades, or assignments when such exercise is pursuant to the terms set forth in this policy.

### 4. Responsibility

- a. All persons affiliated with the University have a responsibility to actively oversee and implement this policy. The Affirmative Action Officer shall facilitate and administer this policy consistent with the terms set forth herein and consistent with the state and federal rules, regulations, and laws governing this institution.
- b. Any person who believes he or she has been the victim of sexual harassment by an employee, student, or visitor of the University, or any third person with knowledge or belief of such conduct, should report the alleged acts immediately to a University official.
- c. Employees and students should make clear through affirmative conduct and/or verbal statements to an alleged harasser that such conduct is unwelcome and uninvited and should cease immediately. However, the employee's or student's inability to do so does not, in itself, negate the validity of the offensiveness of the conduct alleged.

### 5. Reporting and Investigating Procedures

Persons who believe they are the victim of sexual harassment have the right to file a complaint. Such complaints should be filed as quickly as possible, but not later than one hundred twenty (120) days after the incident in question, utilizing either the informal or formal procedures outlined below.

However, any sexual conduct defined as criminal conduct in accordance with Title 29 of the Ohio Revised Code shall be handled by the formal procedures outlined herein. The University reserves the right to refer such complaints to the appropriate external agency, including the prosecutor, police, or other appropriate investigative agency.

#### Informal Procedures

Those desiring to file complaints are strongly encouraged to utilize the following procedures:

- a. Any complainant who is an employee should contact his or her immediate supervisor, or if the supervisor is the alleged perpetrator or unavailable, the Vice President or head of the administrative unit.
- b. Any complainant who is a student should contact immediately the Dean of the student's college or the Assistant Vice President of Student Support Services.
- c. The complainant may also contact the Affirmative Action Office directly.
- d. Third persons referenced in Section D.2. above should contact any of the above-listed officials.
- e. University personnel contacted about an incident or informal complaint of sexual harassment must report the incident/ complaint to the Affirmative Action Officer as soon as possible. The Affirmative Action Officer shall be apprised of patterns of incidents or complaints as they may develop.
- f. The Affirmative Action Officer and the University official listed above shall promptly investigate and then attempt to resolve the complaint in cooperation with the University representative originally contacted when appropriate.

#### Formal Procedures

- a. Should informal procedures not produce a resolution satisfactory to the complainant, the complainant has the right to file a formal written complaint with the Affirmative Action Officer.
- b. Upon receiving a formal complaint, the Affirmative Action Officer shall inform the alleged offender of the allegation and of the identity of the complainant. A written statement of the complaint shall be given to both parties. The Affirmative Action Officer shall then conduct an investigation and fully inform the complainant and the accused of the results thereof.

## 6. Resolution of a Complaint

- a. There shall be an aggressive effort on the part of all parties involved to resolve informal or formal complaints promptly.
- b. Resolution of an informal complaint by the appropriate administrative person and/or the Affirmative Action Officer shall occur within thirty (30) calendar days of submission of complaint. For a formal complaint, the Affirmative Action Officer shall report the results of his/her investigation and any recommendation within sixty (60) calendar days.
- c. Any faculty or staff person accused of sexual harassment is entitled to due process as specified in the faculty or staff manual of applicable collective bargaining agreement. Any student accused of sexual harassment is entitled to due process in accordance with established University disciplinary procedures applicable to students.
- d. If the Affirmative Action Officer, based on his or her findings, concludes that there is a substantial likelihood that sexual harassment has taken place, these findings shall be forwarded immediately to the accused's supervisor along with a recommendation for disciplinary action.
- e. Violators of this policy may incur a variety of sanctions which may include, but are not limited to, referral for counseling, written or oral reprimands, suspension with or without pay, termination, or referral to the criminal justice system.
- f. Nothing contained herein shall be deemed to restrict or otherwise prohibit the complainant from filing a complaint with an appropriate external governmental agency, nor shall this policy be deemed as discouraging individuals from seeking legal counsel. It shall, however, be the responsibility of such individuals to meet any agency filing deadlines.
- g. In the event allegations are not substantiated, reasonable steps shall be taken to ensure that the accused suffers no damage to his/her reputation which may have been caused by the proceedings. Any complainant found to be dishonest in making allegations or who has been found to have made them maliciously shall be subject to University disciplinary action.

## 7. Confidentiality

All complaints of sexual harassment shall be considered confidential and only those persons necessary for the investigation and resolution of the complaints will be given information about them. The University will respect the confidentiality of the complainant and the individual against whom the complaint is filed as much as possible consistent with the University's legal obligations to protect the rights and security of its employees and students.

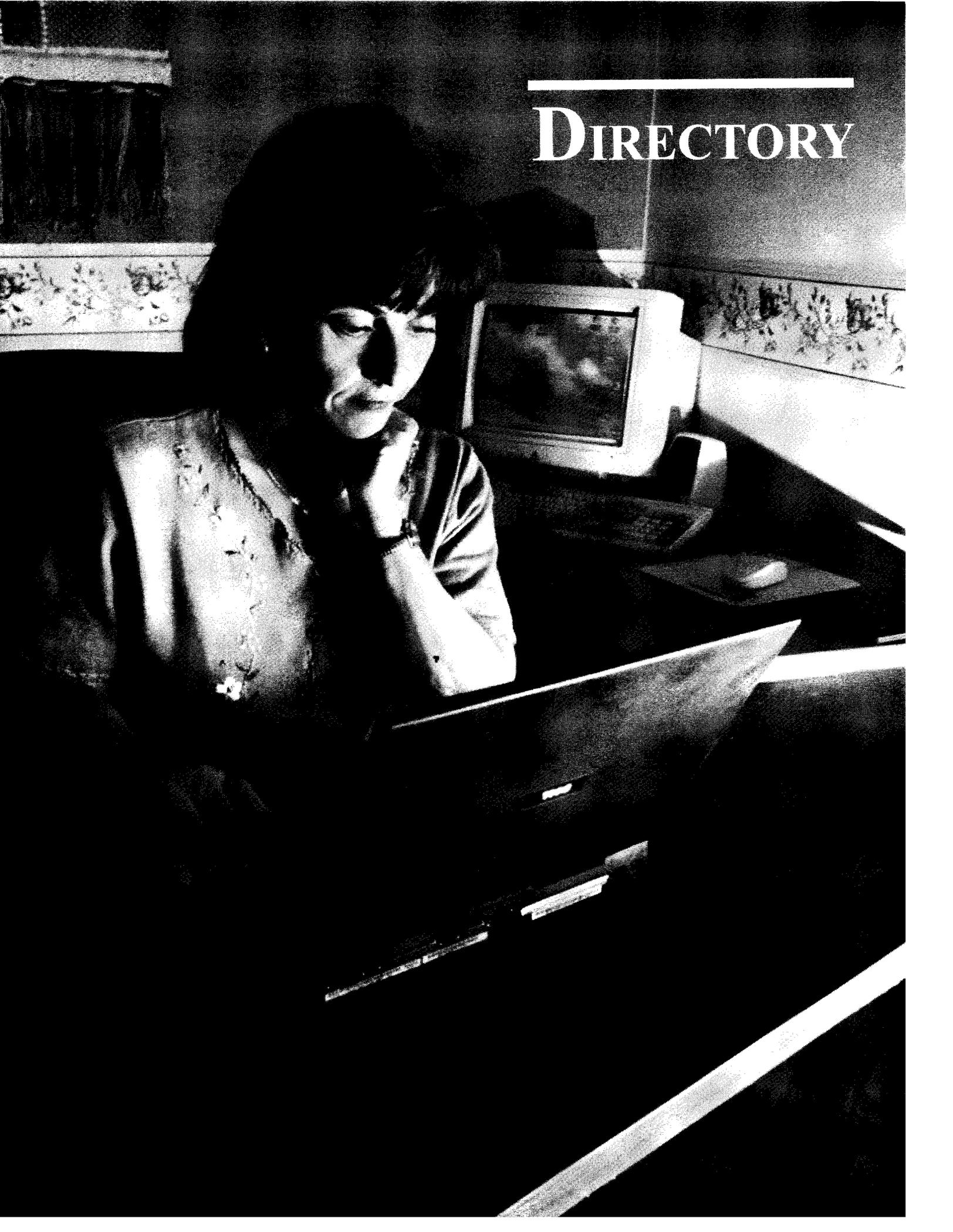
**Equal Employment Opportunity/Affirmative Action Office, BROD #209, #210, #212 (972-7300)**

**Revised 2-2-94**



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# DIRECTORY



## Board of Trustees

- DR. MARK N. APTE**, 182 East Avenue, Tallmadge, OH, 44278 (Term expires 2003).
- DR. WILLIAM F. DEMAS**, Akron City Hospital, 525 E. Market St., Akron, Ohio 44304 (Term expires 2008).
- DR. DONALD E. DEMKEE**, 1450 Christmas Run Blvd., Wooster, OH 44691 (Term expires 2005).
- DR. JOHN FINK**, 75 Arch Street, Suite #407, Akron, OH, 44304 (Term expires 2006).
- MRS. DIANE C. FISHER**, The University of Akron, Board of Trustees Office, Akron, OH, 44325 (Term expires 2009).
- MS. PATRICIA L. GRAVES**, 525 St. Andrews Drive, Akron, OH, 44303 (Term expires 2004).
- MR. JOHN V. HEIDER**, The University of Akron, Board of Trustees Office, Akron, OH, 44325 (Term expires 2007).
- MR. PHILLIP S. KAUFMANN**, The University of Akron, Board of Trustees Office, Akron, OH, 44325 (Term expires 2010).
- MR. DAVID E. (GENE) WADDEL**, 707 Society Building, Akron, OH, 44308 (Term expires 2002).

## Administration

### Akron Campus

- DR. LUIS M. PROENZA**, *President of the University*
- DR. TERRY L. HICKEY**, *Senior Vice President and Provost*
- MR. TED CURTIS**, *Vice President for Capital Planning and Facilities Management*
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- MR. JOHN A. LAGUARDIA**, *Vice President, Public Affairs and Development*
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- MR. HANK NETTLING**, *Vice President of Business and Finance*
- DR. MARLESA A. RONEY**, *Vice President for Student Affairs*
- MS. NELL M. RUSSELL**, *Director of EEO and Training*
- MR. RUSSELL D. SIBERT**, *Associate Vice President, Board Operations*
- MR. MICHAEL J. THOMAS**, *Director of Athletics*
- MS. CHERYL L. URBAN**, *Assistant to the President for Special Projects*
- DR. JEFFREY J. WALLACE, SR.**, *Associate Provost and Special Assistant to the President for Campus Diversity*

### Wayne College Campus

- JOHN P. KRISTOFKO**, *Dean; Professor of English* (1997), B.A., John Carroll University; M.A., Cleveland State University; Ed.S., Wright State University; Ph.D., The Ohio State University, 1990.
- PAULETTE M. POPOVICH**, *Associate Dean of Instruction and Associate Professor of Business Management Technology* (1998), B.A., The University of Akron; M.Ed., The Pennsylvania State University; Ph.D., Virginia Polytechnic Institute and State University, 1988.
- MARY ANN R. SCHNEIDER**, *Senior Director of Student Life & Enrollment Management* (2002), A.A., Cuyahoga Community College; M.S., Ph.D., Kent State University, 1991.
- TAMARA A. LOWE**, *Senior Director of Business Operations and Finance* (1978), B.S., M.S., The University of Akron, 1994.

## Emeritus Faculty

### Wayne College Campus

- R. DIANE ARNOLD**, *Associate Professor Emeritus of Health & Physical Education* (1972), B.S., University of Maryland; M.A., The Ohio State University; M.S., The University of Akron, 1991.
- CARL HUSTON**, *Instructor Emeritus in English* (1972), B.S., Bowling Green State University, 1951.
- ROBERT McELWEE**, *Associate Professor Emeritus of Political Science* (1972), B.A., M.A., Kent State University, 1969.
- WARNER MENDENHALL**, *Professor Emeritus of Political Science* (1972), B.S., Davidson College; M.A., Duke University; Ph.D., Kent State University, 1982.
- KAY STEPHAN**, *Professor Emeritus of Business and Office Technology, Coordinator of Office Administration Technology* (1979), B.S., Wittenberg University; M.S., The University of Akron, 1978.

- 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.
- HELENE S. THALL**, *Assistant Dean Emeritus of Wayne College, Director of Student Services* (1980), B.S., M.S., Pratt Institute, 1969.

## Full-Time Faculty, Contract Professionals, and Staff

- SUSAN ACKERMAN**, *Coordinator of the Word Processing Center* (2000), B.S., Mount Vernon Nazarene College, 2000.
- THOMAS ANDES**, *Associate Professor of Business Management Technology* (1983), B.S., The University of Akron; M.M., Kellogg Graduate School of Management of Northwestern University, 1979.
- GARY BAYS**, *Associate Professor of English* (1986), B.S., M.A., Central Michigan University, 1984.
- JULIA BEYELER**, *Director of Learning Support Services* (1988), B.S., Goshen College; M.Ed., Kent State University; Ph.D., The University of Akron, 1995. Certified Reading Specialist.
- KARIN BILLIONS**, *Associate Professor of Communication* (1988), B.A., Oklahoma Baptist University; M.A., The University of Akron; Ph.D., Kent State University, 1992.
- LORI BRINKER**, *Assistant Professor in Business and Office Technology and Coordinator of Office Administration* (2000), B.S., The University of Akron; M.Ed., Ashland University, 1996.
- ALICIA BROADUS**, *Student Services Counselor* (1992).
- DEANA BURRILL**, *Continuing Education Account Executive* (2001), B.A., Carleton College, 1985.
- JOHN CARROLL, JR.**, *Patrol Officer* (1995), B.S., The University of Akron, 1991.
- WILLIAM CLARK**, *Research Analyst* (1998), B.S., B.A., The University of Washington; M.A., Kent State University, 1993.
- CATHY COOPER**, *Administrative Assistant* (2000), B.S., Mount Vernon Nazarene College, 2002.
- EDWARD DALESSANDRO**, *Supervisor of the College Bookstore* (1975), A.A.S., The University of Akron, 1975.
- DANIEL DECKLER**, *Associate Professor of Engineering* (1991), B.S.M.E., Ohio Northern University; M.S.M.E., The University of Akron, 1990.
- CHER DEEDS**, *Media Support Technician* (1999), A.A.S., The University of Akron Wayne College, 2001.
- DAVID FORSHEE**, *Facilities Maintenance Worker* (2001).
- E. ROGER FOUTS**, *Facilities Maintenance Worker-Senior* (1990).
- CAROLYN FREELON**, *Desktop Publishing Specialist* (1996).
- HALDIN "BUD" FRIEDT**, *Facilities Maintenance Worker* (2001).
- LORRIE GRAHAM**, *Accounting Clerk 2* (1997).
- THOMAS HAMMOND**, *Computer Support Assistant* (1997), A.S., The University of Akron Wayne College, 1996.
- CYNTHIA HETHERINGTON**, *Accounting Clerk Senior* (1997), A.A.B., Jefferson Community College; B.S., The University of Akron, 2001.
- JENNIFER HOLZ**, *Assistant Professor of Sociology* (1998), B.A., Colorado State University; M.A., Colorado State University; Ph.D., Kent State University, 1995.
- SUSANNA HORN**, *Coordinator of the Writing Center* (1998), B.A., M.A., Ph.D., The University of Akron, 2000.
- GABRIEL HUBA**, *Assistant Facilities Manager* (1987).
- GAYLE HUMPHREY**, *Assistant to the Supervisor of the College Bookstore* (2000).
- LOUIS JANELLE, JR.**, *Associate Professor of Mathematics and Director of Computing Services* (1981), A.B., St. Michaels College; M.A.T., Bowling Green State University, 1971.
- DEBRA JOHANYAK**, *Professor of English* (1992), B.A., M.A., The University of Akron; Ph.D., Kent State University, 1988.
- THOMAS KELLAR**, *Instructor of Computing Service & Network Technology* (2002), B.S.B.A., Lake Erie College-Garfield Sr. Division; M.B.A., Kent State University, 1985.
- SCOTT KERR**, *Patrol Sergeant* (1986), Commissioned, 1987.
- ELYS KETTLING**, *Director of the Library* (1992), B.A., M.L.I.S., University of Wisconsin-Milwaukee, 1991.
- RON KRATZER**, *Facilities Maintenance Worker* (1998).
- CHARLENE LANCE**, *Student Services Counselor* (1989), A.A.B., The University of Akron Wayne College, 2000.
- MAUREEN LERCH**, *Reference/Outreach Librarian* (2001), B.A., M.L.S., Kent State University, 1995.
- JACK LOESCH**, *Assistant Professor of Business Management Technology* (1993), B.B.A., Kent State University; M.B.A., Kennesaw College, The University System of Georgia, 1988.
- PATSY MALAVITE**, *Associate Professor of Business & Office Technology* (1984), B.A., B.S., Ohio University; M.A., Kent State University, 1983.

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

**RICHARD MARINGER**, *Associate Professor of Business and Office Technology* (1986), B.S., United States Military Academy West Point; M.S.B.A., Boston University; M.B.A., The University of Akron, 1991. Chartered Financial Analyst.

**JOHN MAROLI**, *Coordinator of the Math Center* (1992), B.S., M.A., Ph.D., Bowling Green State University, 1989.

**AMY HAND MAST**, *Director of Continuing Education and Workforce Development* (1992), B.S., M.S., The University of Akron, 1990.

**SUSANNE MEEHAN**, *Assistant Professor of Psychology* (1998), B.A., Kent State University; M.A., State University of New York at Binghamton; Ph.D., Kent State University, 1986.

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

**ROBERTA MORMAN**, *Administrative Assistant* (1998), B.S., The University of Maryland, 1992.

**JERRY OBIEKWE**, *Associate Professor of Mathematics* (1993), B.S., M.S., Southern University; Ed.D., The University of Memphis; Ph.D., Kent State University, 1998.

**JILL PHIPPS**, *Computer Support Assistant* (1998), B.S.B.A., Mount Vernon Nazarene College; M.S.T.E., The University of Akron, 2001.

**CAROL PLEUSS**, *Coordinator of Continuing Education Testing and Assessment Services* (2001), B.S., M.Ed., Ohio University, 1976.

**W. RUSSELL PUGH**, *Facilities Manager* (1987), A.A., The University of Akron, 1996.

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

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

**BETTY ROGGE**, *Instructor in Computer Service and Network Technology* (1998), B.S., The University of Akron, 1989.

**SHEILA SCHMIDT**, *Coordinator of Records Management* (2001).

**PEGGY SHALLENBERGER**, *Administrative Assistant* (1975), A.A., Lees-McRae College, 1972.

**LISA SIMONS**, *Coordinator of Access Services* (1998), B.A., The University of Akron, 1986.

**CANDACE SIMS**, *Word Processing Secretary* (2001).

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

**MONICA HARRISON SMITH**, *Associate Professor of Mathematics* (1983), B.A., Walsh College; M.S., University of Notre Dame, 1982.

**YVONNE SMITH**, *Nursing Coordinator* (1999), B.S., M.S., The University of Akron, 1994.

**TRENDIA STEPHENSON**, *Assistant to the Supervisor of the College Bookstore* (2001).

**CYNTHIA SUMMERS**, *Assistant to the Dean* (2000), B.S., Western Carolina University, 1986.

**COLLEEN TEAGUE**, *Associate Professor of Office Administration and Coordinator of Health Care Office Management* (1994), B.S., M.S., The University of Akron, 1995.

**SUSAN THOMPSON**, *Coordinator of Continuing Education* (2001), B.S., Calumet College of St. Joseph, 1995.

**MELISSA TRIPLETT**, *Administrative Secretary* (1999).

**C. MICHELE TURNER**, *Assistant Professor of Chemistry* (1999), B.S., Youngstown State University; Ph.D., The University of Akron, 1997.

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

**TIMOTHY VIERHELLER**, *Professor of Physics* (1987), B.S., Marietta College; M.S., Ohio University; Ph.D., The University of Akron, 1994.

**HELEN WALKERLY**, *Associate Professor of Social Services Technology* (1994), B.A., The University of Akron; M.S.W., Ohio State University, 1988.

**PAUL WEINSTEIN**, *Associate Professor of History* (1992), B.A., Miami University; M.A., Case Western Reserve University, Ph.D., Ohio University, 1998.

**PHYLLIS WIEBE**, *Senior Administrative Assistant* (1972).

**JOSEPH WILSON**, *Instructor in and Coordinator of Computer Service and Network Technology* (1990), B.S., Southern Illinois University, 1987.

**RUSS WILSON**, *Coordinator of Academic Advising* (1994), B.A., The Ohio State University; M.Ed., Kent State University, 1992.

**DOUGLAS WOODS**, CPA, *Associate Professor of Business Management Technology* (1991), B.S.B.A., Ohio Northern University; M.Acc., Case Western Reserve University, 1984.

**RICHARD YODER**, *Coordinator of Academic Affairs* (1977), B.A., The University of Akron, 1977.

**NICHOLAS ZINGALE**, *Assistant Professor of Environmental Health and Safety Technology and Coordinator of Environmental Health and Safety Technology* (1998), B.S., Bowling Green State University; M.B.A., Baldwin-Wallace College, 1993.

## Part-Time Contract Professionals and Staff

**AMY HAYNES**, *Accounting Clerk I* (1999).

**LISA CRAWFORD**, *Accounting Clerk I* (2001), B.S., The University of Akron, 1991.

**KEVIN ENGLE**, *Assistant to the Dean* (2001), B.S., Grace College; M.A., Grace Seminary, 1991.

**CYNTHIA POLACK**, *Archives & Technical Services Library Associate* (2001), B.A., Bluffton College; M.Ed., M.L.I.S., Kent State University, 2001.

## Adjunct Faculty

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

**KATHLEEN M. ACCORDINO**, *Lecturer in Medical Office Administration*, B.S., Miami University, 1981. Practice Administrator, Lake Anna Primary Care & Little Flower Family Practice.

**ALLAN AUBREY**, *Lecturer in Philosophy*, B.A. Milligan College; M.A., Ashland Seminary, 1987. Director Outpatient Counseling/Therapist, Christian Children's Home of Ohio.

**KATHLEEN ANDERSON**, *Lecturer in Developmental Studies*, M.A., The University of Akron, 1996.

**MARK ANDERSON**, *Men's Basketball Coach*, B.A., Adrian College; B.S., Purdue University; M.S., The University of Akron, 1997.

**MILDRED APICELLA**, *Lecturer in Developmental Studies*, B.S., M.S., The University of Akron, 1983.

**HELEN ATCHISON**, *Lecturer in Office Administration and Computer Programming*, B.A., Allegheny College, 1966.

**LARRY ATCHISON**, *Lecturer in Mathematics*, B.S., Ashland College; M.S., St. Louis University, 1972.

**JANET BAXSTROM**, *Lecturer in Political Science*, B.A., University of Maine; M.A., The University of Akron, 1998.

**DAVID BEEBE**, *Lecturer in Chemistry and General Technology*, B.S., Case Institute of Technology; M.S., The University of Akron, 1973. Senior Research Chemist, Goodyear Tire and Rubber Company.

**CHARLES BELL**, *Lecturer in History*, B.A., Baldwin-Wallace College; B.S., The University of Akron; M.A., The Ohio State University, 1999.

**JOHN BELTZ**, *Lecturer in Geology*, B.S., M.S., The University of Akron, 1992. Lecturer at the University of Akron.

**PATRICIA BERG**, *Lecturer in Business Management Technology*, B.A., Baldwin-Wallace College; M.B.A., John Carroll School of Business, 1991.

**CARMEN BOWMAN**, *Lecturer in Office Administration*, B.S.Ed., The University of Akron, 1998. Instructor, Wayne County Schools Career Center.

**TANA BRECHBILL**, *Lecturer in Office Administration*, B.S., M.S., The University of Akron, 1995.

**JUDITH BRIDGER**, *Lecturer in English*, B.S., The Ohio State University; M.S., The University of Akron, 1981. Department Head, English Teacher, Triway Local Schools.

**DANIEL BROWN**, *Lecturer in Environmental Health and Safety Technology*, B.S., Kent State University; M.D., American University of the Caribbean School of Medicine, 1990. Physician/Pathologist, Children's Hospital Medical Center of Akron.

**DAVID BRUBACH**, *Lecturer in History*, B.A., M.A., The University of Akron, 1969. Teacher, Jackson Local Schools.

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

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

**STEPHEN CARMICHAEL**, *Lecturer in Developmental Mathematics*, B.S., B.S., Ashland University, 1984. Math Teacher, Medina City Schools.

**SALLY CARTER**, *Lecturer in Developmental Reading*, B.S., Kent State University; M.S., The University of Akron, 1978.

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

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

**MARTHA CONRAD**, *Lecturer in Nursing*, B.S.N., The Ohio State University; M.S.N., The University of Akron, 1982. Family Health Nurse Specialist; Vice President of Educational Services, Autumn Enterprises.

**RONALD CONTINI, JR.**, *Lecturer in Physical Education*, B.A., Walsh College, 1983. Head Professional Class A PGA Member.

- JAY CULPEPPER**, *Lecturer in Computer Programming*, A.A.S., The University of Akron, 1989. Supervisor Production Services, Babcock & Wilcox Company.
- MICHAEL CURTIS**, *Lecturer in Applied Music*, B.M., The University of Akron; M.M., The University of Arizona; D.M.A., Cleveland Institute of Music/Case Western Reserve University, 1993. Instructor, College of Wooster.
- MARY DEE**, *Senior Lecturer in Business & Office Technology*, B.S., University of the East; M.A., Central Missouri State University; Ph.D., The University of Akron, 1992.
- JANET DIVIS**, *Lecturer in Office Administration*, B.S.Ed., Kent State University, 1971.
- ERICH DOMINIK**, B.A., M.B.A., The University of Akron, 1992.
- RONALD DOUGLAS**, *Lecturer in English*, B.A., Miami University; M.Ed., John Carroll University, 1995. Language Arts Teacher, Medina City Schools.
- CHRISTINE DREHER**, *Lecturer in Office Administration*, B.S., M.S.E., The University of Akron, 1992. Senior Buyer, Orrco, Inc.
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- LORI L. EBERT**, *Lecturer in Early Childhood Education*, B.S., Baldwin-Wallace College; M.S. The University of Akron, 1995. Director of Early Childhood Ministries, Orrville Christian Church.
- DENISE EDINGTON**, *Lecturer in Mathematics and Developmental Mathematics*, B.S., The Ohio State University, 1974.
- B. JAMES ELLIOTT**, *Lecturer in Humanities*, A.B., Houghton College; M.Div., Ph.D., Princeton Theological Seminary, 1998. Milk Hauler, Hess Trucking.
- GAIL ENDRES**, *Lecturer in Education and Family and Consumer Sciences*, B.S., M.Ed., Kent State University, 1992. School Counselor, Wooster City Schools.
- PATRICIA ENEY**, *Lecturer in English*, B.S., Clarion University; M.Ed., Western Maryland College, 1985.
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- GAY FELIX**, *Lecturer in Developmental Mathematics and Teacher Education*, B.A., Bowling Green State University; M.Ed., Kent State University, 1985.
- JOHN FEUCHT II**, *Lecturer in Health Care Technology*, B.S., Butler University College of Pharmacy, 1994.
- JANE FINK**, *Lecturer in Social Services Technology*, B.A., The College of Wooster; M.S.S.A., Case Western Reserve University, 1987. Psychologist in private practice, Wooster, OH.
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- DEBORAH HAREN**, *Lecturer in Developmental Studies*, B.S., M.Ed., Kent State University, 1997.
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- DAVE HODGSON**, *Lecturer in Geology*, B.S. Ashland College; M.S., The University of Akron, 2000. Emergency Management Coordinator, Wayne County Emergency Management.
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- ROBERT KIEL**, *Lecturer in History*, B.S., Culver-Stockton College; M.S., The University of Akron, 1996. Teacher, Wooster City Schools.
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- GEORGE NEWBERGER**, *Lecturer in Computer Service and Network Technology*, B.S., DeVry Institute of Technology, 1983.
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- JAMES ORR**, *Lecturer in Business Management Technology*, B.S., The University of Akron; Executive M.B.A., Ashland University, 1993.
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- BARBARA TROTTER**, *Lecturer in Communications*, B.S., M.A., New York Institute of Technology, 1984.
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- DENNIS WOODRUFF**, *Lecturer in Philosophy*, B.A., North Central University; M.A., Liberty University, 1992. Pastor, Crossroads Assembly of God Church, Seville, OH.
- DENISE WOODS**, *Assistant Lecturer in Political Science*, B.S.B.A. Ohio Northern University; B.S., The Defiance College; M.S., The University of Akron, 1999. Career Prep. Instructor, Akron Public Schools.
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## Wayne College Community Council

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**DR. SUSAN BUCHWALTER**, Executive Director, Counseling Center, Wooster, Ohio.

**STEVEN J. ELLCESSOR**, Vice-President-Admin., Secretary, General Counsel, The J. M. Smucker Company, Orrville, Ohio.

**WILLIAM FELLOWS**, Consultant, Wadsworth, Ohio.

**JOHN P. KRISTOFKO**, Dean, Wayne College, Orrville, Ohio.

**JOHN KROPF**, Kropf, Wagner, & Hohenberger, Orrville, Ohio.

**STEVE SHAPIRO**, President, Metallics Recycling Company, Wooster, Ohio.

**BALA VENKATARAMAN**, President & CEO, Magni-Power Company, Wooster, Ohio.

**JOHN WALTMAN**, Attorney, Millersburg, Ohio.

**DR. THEODORE WILLIAMS**, Professor of Chemistry, The College of Wooster, Wooster, Ohio.

## Accreditation, Affiliations, Memberships

Ahead

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

Holmes County Chamber of Commerce

Institute of Management Accountants

International Reading Association

Learning Resources Network

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

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

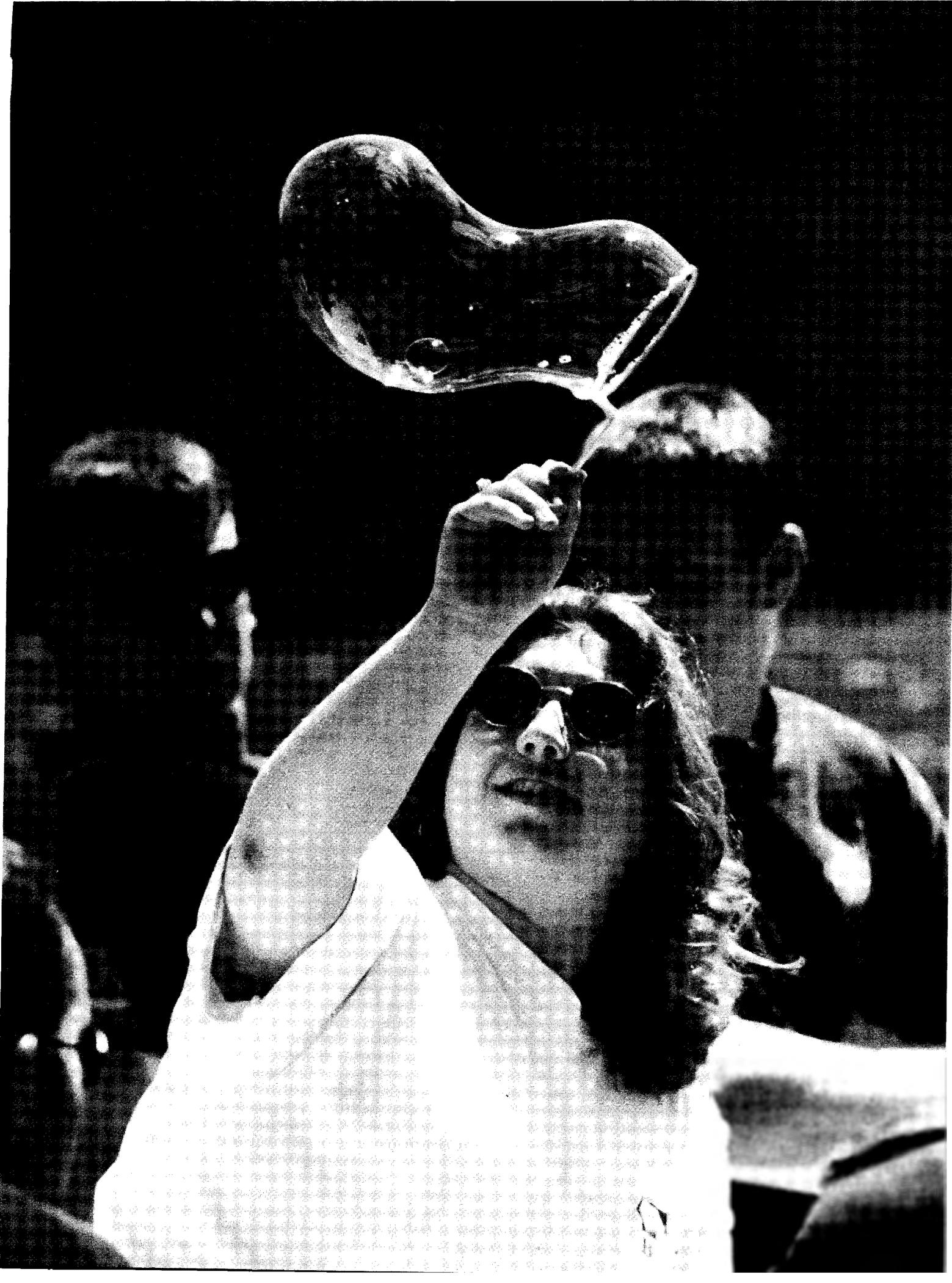
Recording for the Blind

Wadsworth Area Chamber of Commerce

Wayne Area Human Resources Association

Wayne County Personnel Association

Wooster Area Chamber of Commerce



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