



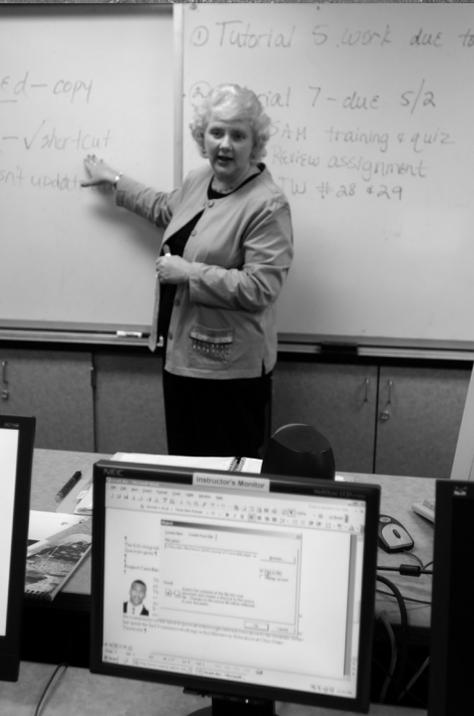
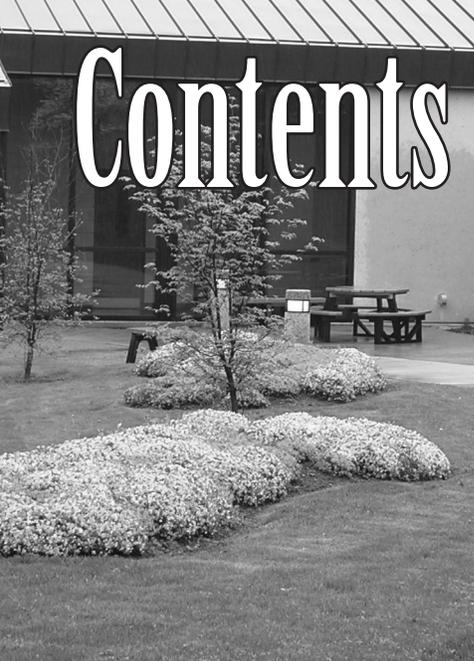
The University of Akron
Wayne College



Academic Catalog

2012-2013

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The University of Akron Wayne College
1901 Smucker Road
Orrville, OH 44667
330-683-2010 • 1-800-221-8308
www.wayne.uakron.edu

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

GET YOUR QUESTIONS ANSWERED..

Topic	Who to Contact	Phone
Add or drop a class.....	Student Services.....	330-684-8900
Address Change (Student).....	Student Services.....	330-684-8900
Admission Applications/status	Student Services.....	330-684-8900
Adult Learners	Student Services or Recruiting	330-684-8900
Advising	Student Services.....	330-684-8900
Americans with Disabilities Act.....	Smucker Learning Center.....	330-684-8960
Athletics	Athletic Director	330-684-8906
Auditing.....	Student Services.....	330-684-8900
Billing (Student Accounts).....	Student Accounts.....	330-684-8933
Books (Buying).....	Barnes & Noble Bookstore	330-684-8920
Bypassed Credit	Student Services.....	330-684-8900
Cancellations, Course/Class	Student Services.....	330-684-8900
Career Services.....	Career Counselor	330-684-8900
Clubs and Organizations, Students.....	Student Activities Coordinator.....	330-684-8973
Counseling Services.....	Smucker Learning Center.....	330-684-8960
Continuing Education	Office of Continuing Education & Workforce Development	330-684-8980
Distinguished Student Program.....	Dr. Janet Minc.....	330-684-8750
Emergencies	Campus Police.....	330-684-8910
Facilities.....	Business Office.....	330-684-8934
Fees.....	Student Accounts.....	330-684-8933
Financial Aid	Financial Aid	330-684-8942
Grades.....	Student Services.....	330-684-8900
Graduation.....	Student Services.....	330-684-8900
Guest Students.....	Student Services.....	330-684-8900
Health and Safety	Campus Police.....	330-684-8910
Holmes County Higher Ed Center	Coordinator of the Center	330-674-2514
ID Card (ZipCard).....	Student Services.....	330-684-8900
Learning Support Services	Smucker Learning Center.....	330-684-8960
Library.....	Library Information Desk.....	330-684-8789
Technical Support Services	Technical Support Help Desk.....	330-684-8953
Veteran Services	Student Services.....	330-684-8900

At The University of Akron Wayne College, we recognize that transitioning to college life is not always easy. The WIN site is designed to help guide students through the first-year experience and to provide information for family and friends of students.

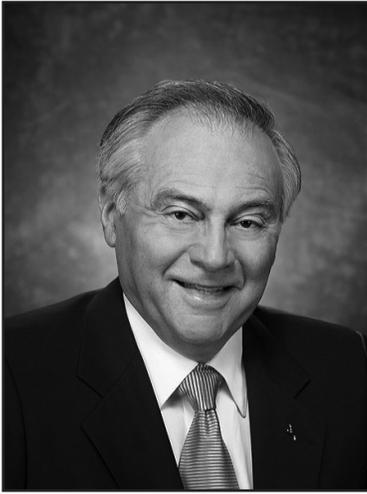
w i n
 ayne info et
your place to begin
www.wayne.uakron.edu/win



Welcome to Wayne College

Where the Student Comes First!

A LETTER FROM THE PRESIDENT



We invite you...

...to look closer and discover how The University of Akron Wayne College can help advance your educational goals.

Here you will find a unique combination that provides you with the advantages of a small community campus paired with the resources and opportunities of a major public research university.

We do not measure success by the kind of students who come to our classrooms and labs, but by the kind of graduates who go forth from them. Your success truly is our success, and the faculty and staff here at Wayne are committed to building both.

Explore the broad range of services and resources available to you here in Orrville, and at our Akron campus as well. Wherever you choose to attend classes, we can help prepare you to thrive as a citizen of the world.

There are a thousand discoveries awaiting you here and in Akron. Be bold, and begin exploring.

With every good wish.

Sincerely,

A handwritten signature in black ink, which appears to read "Luis Proenza". The signature is fluid and cursive.

Luis M. Proenza
President, The University of Akron

A NOTE FROM WAYNE COLLEGE FACULTY AND STAFF



The entire faculty and staff at Wayne College would like to welcome you to the Wayne College community. Wayne College is situated in the midst of 160-acres of beautiful countryside in Orrville, Ohio. It is a modern, easy access, sprawling facility surrounded by walking trails, an aquatic area, and athletic facilities.

The campus provides the benefits of a major university in a safe, relaxed atmosphere. The Student Life Building serves as a gathering place for student activities including clubs and organizations, visiting musical artists, speakers, and exhibits. Within the state-of-the-art facility is a Barnes & Noble bookstore, the Marketplace Café, pool tables, flat screen televisions, and an outdoor patio area.

Most importantly, though, 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.

We wish you all the best and look forward to meeting you!

Faculty and Staff of Wayne College



Section ONE

About Wayne College

HISTORY

Founded in 1972, Wayne College is authorized by the State of Ohio through the Ohio Board of Regents and The University of Akron Board of Trustees to offer a range of educational opportunities including associate degrees, a baccalaureate degree in organizational supervision, and the first two years of general studies courses for students who plan to complete their degrees at other colleges and universities. In addition, Wayne College offers technical education programs and continuing education experiences for residents and businesses in the College's service area of Wayne, Medina and Holmes counties.

MISSION

Working within the Strategic Plan of The University of Akron, Wayne College provides high quality, accessible credit and noncredit educational opportunities to the citizens of Wayne, Medina, and Holmes counties and is a partner with and resource for the communities and organizations it serves.

VISION

Wayne College will be recognized within The University of Akron, the College's service area, and among two-year colleges in the State of Ohio as a center of excellence for teaching and learning. It will be acknowledged via outcome measures and accrediting agencies for the high quality of its teaching, programs, services, and facilities. Wayne College will continue to provide a teaching-learning environment in which "Where the Student Comes First" remains the chief guiding principle.

VALUES AND BELIEFS

The vision and strategic priorities of Wayne College are built upon the following values and beliefs:

- The power of education to change lives.
- The importance of engagement with the community.
- The value of shared participatory governance.
- The benefits of continuous improvement.
- The importance of inclusive excellence and the value of every student and every colleague.

COLLEGE LEARNING OUTCOMES

- Students will apply analytic and/or critical thinking skills to solve problems.
- Students will apply effective communication skills.
- Students will demonstrate information literacy.
- Students will demonstrate the appropriate use of technology.

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. Reaccreditation was awarded for a ten-year period in September 2011.

FACILITIES

The campus consists of the Main Classroom Building, the Student Life Building, and several smaller buildings. Wayne College has facilities of approximately 156,000 square feet on a campus of 160 acres on the north edge of the city of Orrville.

In the Main Classroom Building, you will find the gymnasium, administrative offices, the Library, Student Services, auditorium and the Learning Center.

The Student Life Building's 36,000 square feet houses the J.M. Smucker Multipurpose room, classrooms, the Barnes & Noble Bookstore, the Marketplace Cafe, and offices and instruction/training areas for the Office of Continuing Education & Workforce Development.

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

FACULTY

Wayne College has 27 full-time faculty members, 14 of whom hold doctorate degrees. The average full-time faculty member has a master's degree plus 20 semester hours of additional coursework and 12 years of teaching experience. The student-to-faculty ratio is 23 to 1 with an average class size of 18 students.

ENROLLMENT

Wayne College enrolls approximately 2,400 students each semester for credit classes with another 3,000 participating in some manner of continuing education and/or workforce development training. Of those students, approximately 50 percent come from Wayne County, 25 percent from Medina County, with the remaining 25 percent from Holmes and other counties.

Wayne College offers day, evening, and Saturday classes.

KEYS TO SUCCESS AS A COLLEGE STUDENT

Like many important endeavors, it is essential to get off to a good start with a college career. With the experience of Wayne's faculty and staff working with thousands of students and graduates, these behaviors, attitudes, and traits have been observed as the ones that lead to success both in the classroom and in careers after college.

General Principles

1. Many people never get the chance to attend college. Their family, financial, or work situations make it impossible. Considering that, it is important to take full advantage of this opportunity. Make the most of it.
2. Know the reason you are in college and remind yourself of it every day.
3. College is not easy; it takes time and effort.
4. It may sound trite, but treat people (faculty, staff, other students) the way you want to be treated, with respect and consideration.
5. Student success is the product of preparation, attentiveness, and dedication.
6. The skills and work habits you develop at college are just as important as the knowledge that you gain. They will carry you in your career after college.
7. Take personal responsibility for your actions. Forget excuses.
8. Faculty do not give grades; students earn them.
9. Be aware of policy requirements and deadlines (withdrawal from class, payment deadlines, etc.).
10. Attitude problems should be checked at the classroom door.
11. Set priorities; learn how to manage your time.
12. Be open to new people, ideas, and points of view. Criticize ideas, not people.
13. Ask for help when it is needed—as soon as it is needed; don't wait until you're drowning. Faculty are here to help you succeed, and there are excellent support services on campus.

14. Act with integrity and honesty. Do not cheat or submit the work of others as your own.
15. Have fun. Challenge yourself. Enjoy being a student. It can be a great experience.

In the Classroom

1. Read all course syllabi carefully and know when assignments are due. Don't get behind.
2. Arrive for class on time and stay until class is over.
3. Prepare for each class. Do the assigned readings and be ready to ask and answer questions.
4. Don't sit back quietly; participate actively in class discussions and be respectful of other students.
5. Ask questions when you don't understand something. Pay close attention to written and verbal instructions from the professor and make sure that your assignments and tests are fulfilling the stated requirements.
6. Talk to the professor if you have an issue or concern; don't let it fester.
7. Whenever the class does small group work, participate. Make a contribution.
8. Turn in work on time; don't procrastinate with assignments. The semester moves more quickly than you think.
9. Organize your class materials.
10. Find a place and time to study and make a habit of it.
11. Do not use cell phones, computers, pagers, or texting devices in class. Do not talk while the professor is speaking or other students are answering.
12. Do not bring children to class unless you have the professor's prior approval.
13. Have a working phone number and email address so your professor can contact you. Use your University of Akron college email address and check it often.
14. Get the most out of every course and every class session. That's why you're here.

HOLMES COUNTY HIGHER EDUCATION CENTER

Established in 2003, The University of Akron Wayne College Holmes County Higher Education Center serves the citizens and businesses of Holmes County. It provides credit courses, noncredit courses, and workforce development programs. It also provides a wide range of other programs and services.

The Holmes Center is located in downtown Millersburg across from the court house at 88-B E. Jackson Street. The Center occupies the entire second floor of the 1902 building, which has been completely refurbished with state-of-the-art technology. There are five available classrooms, two of which are equipped with a computer workstation for each student complete with the latest software and high-speed internet access. The student lounge includes a snack and soft drink vending machine and computers available for student use between classes. Technology has now been added for "real-time" distance learning as well.

Office hours are 8:00 a.m. to 6:00 p.m. during the fall and spring semesters. The building remains open until the final class of the evening is dismissed. Evening and summer hours vary based on class schedules.

Parking for the Center is free and the building is handicapped accessible.

Credit courses offered at the Holmes County Higher Education Center are based on the Ohio Transfer Module and can be applied to degrees offered at Wayne College, The University of Akron, or other public institutions in the state.



For more information about courses offered at the Holmes County Higher Education Center, call 330-674-2514, email HolmesCenter@uakron.edu, or visit the website at www.wayne.uakron.edu/hchec.

A CIVIL CLIMATE FOR LEARNING: STATEMENT OF EXPECTATIONS

The University of Akron is an educational community of diverse peoples, processes, and programs. While all of us have our individual backgrounds, outlooks, values, and styles, we all share certain principles of personal responsibility, mutual respect, and common decency. Our campus culture requires that we maintain and extend those principles for without them we cannot thrive as a humane and worthwhile university. To keep ourselves aware of these shared principles, this statement articulates some of the expectations and responsibilities of a civil climate for learning on our campus.

Principles of Our Campus Culture

Our campus culture acknowledges the importance of all in our community for their participation in our common enterprise as a university. We value the contributions, and we respect the needs of students, faculty, contract professionals, staff, administrators, maintenance, and service personnel, and everyone else whose work and dedication enable us to pursue our individual and collective academic goals.

Together we maintain an **intellectual culture** that is accessible, disciplined, free, safe, and committed to excellence.

By our behavior with one another, we endorse a **culture of diversity**, celebrating the uniqueness of the individual and developing our understanding and tolerance of differences in gender, ethnicity, age, spiritual belief, sexual orientation, and physical or mental potential.

We take responsibility for sustaining a **caring culture**, nurturing growth and fulfillment in one another and in the larger communities of which we are a part.

We insist on a **culture of civility**, united in our rejection of violence, coercion, deceit, or terrorism. We work to increase collaboration, cooperation, and consensus within rational dialogue characterized by mutual respect and consideration.

Ours is a **responsible culture**. We expect each member of our community to carry out responsibly his or her duties for preserving the integrity, quality, and decency of our environment and our discourse.

Expectations and Responsibilities

To preserve and propagate the culture of The University of Akron Wayne College, everyone must engage in certain specific behaviors. Anyone new to this campus must be aware of the expectations we have of each other and be committed to fulfilling his/her responsibility in maintaining our culture.

Inside the classroom

Inside the classroom, **faculty** are expected to respect the sanctity of the teaching/learning process by honoring their commitment to students in terms of time, fairness, and enthusiasm. It is the responsibility of faculty to set and enforce the classroom rules of conduct. Faculty members are expected to treat men and women, persons of all colors and ethnicities, persons with varying ability, spiritual preference, or sexual orientation with equitable respect and consideration. Faculty should value and pursue excellence in teaching as well as research. Faculty shall not engage in sexual or other forms of harassment or engage in inappropriate dual relationships with students. Faculty must not tolerate academic dishonesty, discrimination, or harassment from students to other students.

Students are expected to respect the sanctity of the teaching/learning process by expressing respect for the faculty member as the organizer and guide through this learning experience as well as for fellow students. Disruptive, disrespectful, discriminatory, harassing, violent, and/or threatening behavior is explicitly prohibited. Academic dishonesty will not be tolerated. Students are expected to take responsibility for their own learning and, in return, can expect responsible teaching from the faculty member. Students should report unprofessional behavior on the part of faculty members. Students have a right to expect that they will not be sexually or otherwise harassed, intimidated, or threatened.

On the campus

On the campus, everyone is expected to respect and protect the dignity and freedom of each other. There must be the opportunity for expression of all points of view, free from name-calling or ridicule. All members of the University family are expected to be civil and tolerant of others. It is the responsibility of each member of the University community to express dissatisfaction with anyone who fails to meet the responsibility of civility and to request that they do so. In the event that cooperation cannot be attained, proper authorities must be involved to insist upon these minimum expectations. Only by campus-wide compliance to these expectations can we achieve a clear sense of our campus culture and, accordingly, a sense of mutual pride.

Students can expect that all representatives of all departmental and administrative offices will treat them with respect, a sense of cooperation, and with concern for their welfare. Students can also expect appropriate coordination of services among departments.

Everyone is expected to respect the campus environment by behaving in ways that protect the safety, order, and appearance of all campus facilities. Each person must take steps to preserve the ecological and aesthetic aspects of the campus.

Additional Behavioral Expectations

All members of the University community are required to abide by all laws and regulations of The University of Akron, the City of Orrville, the State of Ohio, and the Federal Government. Students are expected to abide by the *Student Code of Conduct* and the *University Disciplinary Procedures*. Faculty, contract professionals, administrators, and staff are expected to abide by all University regulations and procedures.

The University's *Sexual Harassment Policy* is available at <http://www.uakron.edu/ogc/docs/11-13.pdf>. Printed copies also are available in the Student Services Center inside the front entrance of the Main Classroom Building.



Section TWO

Student Life

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.

Students are encouraged to visit the Wayne College academic advising page on the Wayne College web site at www.wayne.uakron.edu in the Student Services section.

A student wishing to talk with an adviser may stop in or call Student Services, 330-684-8900 or 1-800-221-8308, to schedule an appointment.

BOOKSTORE (BARNES & NOBLE)

The Wayne College bookstore is located in the Student Life Building, lower level. It is owned and operated by Barnes & Noble as is the bookstore on the Akron campus.

Students benefit in many ways with Barnes & Noble on the campus. For example, each semester approximately 20 percent of Wayne students also enroll in classes held at the Akron campus; these students may exchange or sell-back books at either Barnes & Noble. In addition, students enjoy seamless service, consistent policies and practices, and access to the many products and services that Barnes & Noble has to offer.

Barnes & Noble offers a full-service textbook program that includes new, used, rental, and digital book options available in-store or through their website. A key source of used textbooks is former students. Barnes & Noble Bookstores work closely with faculty and conduct extensive book buy back during finals week and beyond. Cash for your unwanted textbooks provides 25% savings off the new publisher pricing.

Customers will find more than just books on the shelves. The Bookstore also offers school supplies, apparel, campus best sellers, convenience items, and snacks. Booksellers are available to help every step of the way, not simply to point in a general direction. Students should have their class schedules available when they purchase textbooks to ensure they get the correct books.

Student customers who prefer to shop online can choose to have textbooks shipped directly to them or have them held for pickup in the bookstore.

Students can call the bookstore at 330-684-8920 or find it online at www.wayne.uakron.edu/bookstore.

BOYER HEALTH AND PHYSICAL EDUCATION CENTER

The John Boyer Health and Physical Education Center consists of a gymnasium, fitness/weight room, racquetball court, exercise science technology laboratory, and locker rooms. These facilities are used by the Sport Science and Wellness Education Department, which include: Exercise Science Technology, Physical Education, and Health Education courses. In addition, the Athletic Department utilizes these facilities for the College's four sport programs (Women's Volleyball, Women's Basketball, Men's Basketball, and Men's Golf) as well as the Orrville YMCA 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 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 the Student Services Center, the Business Office, or the Learning Center, any of whom will contact the proper authorities for assistance or dial 330-972-7123 (just 7123 from a campus phone) for The University of Akron Police Department. If these offices are closed, all campus telephones are equipped to connect with the 911 emergency number by dialing 9 first for an outside line.

If emergency police services are needed outside of the building, students, staff, and faculty are encouraged to use one of the emergency telephones located in the parking lots. These phones will contact police dispatch at the University Police Department. The dispatch center will notify either department personnel who are assigned to Wayne College or the City of Orrville police department depending on the circumstances. Non-emergency services such as vehicle assistance or reporting a traffic crash should be reported to the Student Services Center or the Business Office so that campus police can be sent for assistance.

FINANCIAL AID

Financial aid programs were developed by the federal and state governments as well as by colleges and universities to assist students with limited resources 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: grants, loans, and work study. It is not unusual for a student to have all three forms of aid. This is called a “financial aid package.” If a student 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 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.

All students interested in a scholarship must complete a scholarship application form. Scholarships will be based primarily on high school academic records and ACT/SAT test scores on file with the Office of Admissions. New students must be fully admitted to Wayne College and complete a scholarship application by March 1 in order to be considered for priority awarding. A secondary award date of July 1 is offered for new students admitted after March 1.

Continuing students and transfer students must submit a Scholarship Application no later than April 1 to be considered for scholarships for the following academic year. A second awarding will be held for spring only awards.

For full consideration of all types of aid, students should complete a Free Application for Federal Student Aid (FAFSA) by March 1 preceding the academic year in which they will be enrolling.

New scholarship applications and FAFSA renewals are necessary each year. Financial aid procedures are subject to change. This description has been printed with the best information available at the time of publication.

The following scholarships, grants and loans are available for Wayne College Students.

- **William T. Baker Family Scholarship**
\$1,000. Full-time/part-time student at Holmes County Higher Education Center, resident of Holmes County, graduate of West Holmes High School, and financial need.
- **Carol M. Briggs Scholarship**
\$500. Full-time student. Financial need.
- **Anita Degnan Memorial Scholarship**
\$1,000. Full-time student. New freshman, graduate of a Wayne County high school. Academic promise. Financial need.
- **Demkee Family Scholarship**
\$500-600. The Demkee family Scholarship Fund was established in 2003 to ensure qualifying student(s) are provided scholarship assistance to aid in the financial needs of choosing the path of higher education. The Demkee family established this Fund as a lasting legacy to this family’s commitment to providing a quality education to those in need. Scholarship award size is dependent upon the Fund’s annual growth, but typically ranges from \$500-600 per year.
- **Julius Fejes Scholarship**
\$1,200. Full-time student, graduate of Orrville High School with 3.25+ GPA, business major, and employed part-time or full-time.
- **First National Bank Scholarship**
\$500. Full-time student, resident of Wayne/Southern

Medina counties, completed 24+ credits at Wayne, academic promise, and financial need.

- **Founders Scholarship**
\$1,000, full-time student; \$500, part-time student.
- **Founder’s GED Scholarship**
\$1,000. Part-time student, exceptional GED scores, and academic promise.
- **Glendora Health Care Center Scholarship**
\$750. Full-time student, resident of Wayne County, nursing major, good community citizen, and positive leadership qualities.
- **Great Start Book Scholarship**
\$300/semester. Full-time/part-time student, based on financial need.
- **Scott D. Hagen Memorial Scholarship**
\$500. Part-time student with plans to be full-time the following fall at Akron campus. 3.0+ GPA and biology major, or related field. Requires Hagen Scholarship application.
- **Hecker-Nussbaum Academic Achievement Scholarship**
\$500. Full-time student. New freshman, high school GPA between 3.0 and 3.5, ACT comp of 21+, not a recipient of any other UA scholarship.
- **Hecker-Nussbaum Academic Opportunity Grant**
\$250. Enrolling for 3-6 credits as a new freshman and financial need. Deadline August 1.
- **Holmes County Higher Education Center (HCHCEC) Achievement Scholarship**
\$1,500. Graduating high school senior with a 3.25 or above GPA or top 20% of their graduating class, have an ACT score of at least 24 (1100 SAT). Scholarship is renewable a second year. Up to twelve awards to graduating seniors of West Holmes, Hiland, Waynedale, Central Christian, Triway, and Loudonville High Schools. Students must attend at least 6 credit hours at the Holmes County Higher Education Center for the two years of the award. **Scholarship application and letter of recommendation from high school teacher or counselor required.**
- **John P. Kristofco Scholarship**
\$1500. Full-time student. Traditional or non-traditional. Majoring in English or education. Traditional students must have 3.5 GPA and ACT score of 26 or SAT score of 1100 and be in top 20% of class. Adult students must have strong academic background, demonstrate accomplishment in/involvement with writing (for English majors), or experience in public service or education (for Education majors). Essay on academic/career goals required.
- **John & Virginia Kunkle Memorial Scholarship**
\$500. Full-time/part-time student, resident of Ohio, completed 15+ credit hours at Wayne with 3.0+ GPA, major area of business, office technology or health care office management, and financial need.
- **Michael J. Manges Memorial Scholarship**
\$500. Sophomore in social work program at Wayne.

- **Orrville Campus Foundation Grant**
\$1,300. full-time student; \$650. part-time. New freshman, academic record, financial need, and not a recipient of any other UA scholarship.
- **Marion Rothstein Memorial Scholarship**
\$2,000. Full-time student, new freshman, graduate of Wooster High School, and nursing major.
- **Bruce Schantz Memorial Scholarship**
\$1,300. full-time student; \$650. part-time student. New freshman, academic record, financial need, and not a recipient of any other UA scholarship.
- **Peggy Shallenberger Memorial Scholarship**
\$1,000. Full-time student.
- **Paul H. Smucker Memorial Scholarship**
\$1,000. Full-time student, resident of Wayne County, enrolled in a degree-seeking program, academic promise, financial need, and community service. Requires essay on goals and career plans.
- **Richard E. Steimel Memorial Scholarship**
\$500. Resident of Holmes County, attending Wayne College or Holmes County Higher Education Center, and financial need.
- **Student First Scholarship**
\$500. Enrolled in Paraprofessional Education Program.
- **Craig Alan Swope Scholarship**
\$1,000 or two \$500. Enrolled in Paraprofessional Education program. Financial need.
- **Mike and Cindy Taylor Textbook Scholarship**
\$350/semester. Holmes County resident and enrolled at Wayne College or the Holmes County Higher Education Center.
- **Walkerly Memorial Scholarship**
\$250. Full-time/part-time student, completed 17+ credits of social services technology/social work courses, including Social Welfare and Social Services Technology I and II, and financial need.
- **Wayne College Achievement Scholarship for Textbooks**
\$250. Full-time student, second-year Wayne College student, minimum 3.5 GPA, and financial need. For textbook purchases at the Wayne College Barnes & Noble Bookstore.
- **Wayne College Alumni Association Scholarship**
\$500. New and continuing students, registered for 6+ credits per semester, 2.5-3.5 GPA, with preference to children of Wayne alumni. Requires Wayne College Alumni Association Scholarship Application.
- **Wayne College Community Scholarship**
\$1,000. New and continuing students, preference to students living in Medina, Wayne, and Holmes counties, registered for 6+ credits per semester, academic achievement, financial need, and those ineligible for federal/state grants per FAFSA.
- **Wayne College Dean's Scholarship**
\$3,000. Graduating high school senior with 3.75+ GPA or in top 10% of class or ACT 26+ or SAT 1150+. Completion of FAFSA required. Must have passed all

parts of Ohio Graduation Test and plan to attend Wayne College. One award available to a graduating student from each of the following high schools: Chippewa, Dalton, Rittman, Orrville, Wooster, Hiland, West Holmes, Wadsworth, Wayne County Schools Career Center, Norwayne, Northwestern, Waynedale, Triway, Smithville, Kingsway Christian, and Central Christian. **A letter of recommendation from a high school guidance counselor or faculty member must be submitted.**

- **Wayne College Faculty/Staff Scholarship**
\$600, full-time student; \$400, part-time student. 24+ credits completed at Wayne or part-time student with 12+ credits completed at Wayne, 3.5+ GPA, preference to non-traditional students, and those ineligible for federal/state grants per FAFSA.
- **Will-Burt Company Scholarship**
\$1,000. Full-time student, new freshman, 2.0+ GPA, and financial need.

New freshmen fully admitted by March 1 and continuing students who complete a scholarship application by April 1 can be considered for these scholarships.

- **Academic Scholarship**
\$500/\$1,000 per year. Full-time new freshmen and continuing students. Academic record.
- **National Merit Scholarship**
Full tuition/fees and room/board not covered by other scholarships/grants first year. National Merit finalists enrolling full time.
- **Presidential Scholarship**
\$2,500. Full-time students. Academic record.
- **Scholarships for Excellence**
\$9,000 for students living in University residence halls, \$4,500 for those not living in University residence halls. Targeted toward top Ohio high school seniors. Academic record, national test scores.

The following scholarships must be applied for individually to be considered. Visit www.hcef.net for more information on these scholarships and how to apply.

- **Baserman/Irving Family Scholarship**
\$500. This annual scholarship is held and administered through the Holmes County Education Foundation. It is designated for Holmes County residents attending The University of Akron Wayne College or its Holmes County Higher Education Center. Eligible part-time or full-time students must demonstrate a financial need. Awards are limited to tuition and student fees and shall be determined by Wayne College and the Holmes County Education Foundation. This scholarship is subject to the renewal guidelines of the foundation.
- **French Ridge Title Company Scholarship**
\$500. This scholarship is held and administered through the Holmes County Education Foundation. Part-time or full-time student, female, graduate of West Holmes High School, Holmes County resident, financial need, attending Wayne College or its Holmes County Higher Education Center with a goal to complete a bachelor's degree. Renewable.

By submitting the Free Application for Federal Student Aid (FAFSA), you will be considered for the following Federal Financial Aid programs:

- Academic Competitiveness Grant (ACG)
- Federal Pell Grant
- Federal Perkins Loan
- Federal Plus Parent Loan
- Federal Subsidized Stafford Loan
- Federal Unsubsidized Stafford Loan
- Nursing Student Loan

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. – 5:00 p.m.
Saturday	8:00 a.m. – 4:00 p.m.
Sunday	Closed

Summer and break hours are determined by building schedule and course offerings.

Assistance is available at the library information desk, by phone, text, or email during all open hours:

Phone: 330-684-8789
SMS Text: 330-828-6773
Email: waynelibrary@uakron.edu

The library's collection includes more than 19,000 books, over 1,500 videos, and over 120 current periodical subscriptions. The on-site collection is further enhanced by the library's membership in the OhioLINK consortium, linking our library to the collections of 88 college and university libraries throughout Ohio.

OhioLINK offers students access to over 49.5 million items that can be requested and delivered to Wayne free-of-charge within three working days. Over 140 electronic research databases provide access to many full-text resources including the Electronic Journal Center with over 9,000 scholarly journal titles and the Digital Media Center with art images, audio clips, and over 3,000 digital videos.

The library offers a variety of free research workshops and online tutorials. Assistance is available to students throughout their research process, from choosing a topic to retrieving resources.

The library's facilities include a computer lab open to students when workshops are not in session. Additionally, three group-study rooms are available for small group work. Copies may be made on the library's photocopier (\$.07 per page) using funds on a Zip Card, or a copy card may be purchased in the library.

The library's book discussion group, The Fireside Readers, meets monthly during the academic year to discuss works of nonfiction.

LEARNING SUPPORT SERVICES (SMUCKER LEARNING CENTER)

The Smucker Learning Center at Wayne College provides free academic assistance to all University of Akron students. The Learning Center is committed to providing opportunities for student development and intellectual competence in a friendly, learner-centered environment. The Center fosters universal access to these opportunities for all students through the development of critical thinking skills, self-awareness, and emotional and social growth. The physical space of the Center consists of a computer lab, a general tutoring area, laptop counter space with café style seating, and private study rooms for individual or group sessions.

The academic assistance offered through Learning Support Services and the Smucker Learning Center includes these opportunities: 1) an internationally certified tutor training program for peer learning assistants; 2) an internationally certified team of professional tutors who hold at least a master's degree in the discipline they tutor; 3) developmental coursework, such as basic math, basic writing, student success seminar, and college reading and study skills; 4) a math center and a writing center coordinated by full-time professionals who hire and assess adjunct faculty and professional tutors in those two areas; 5) student success workshops focusing on specific topics that have a significant impact on college success; 6) first-year initiative programs to improve student retention; and 7) the determination of classroom accommodations for those students with disabilities. It is the goal of the Smucker Learning Center to use all available resources to prepare University of Akron students to achieve their personal and academic goals.

Free tutoring by peer or professional tutors is available in a variety of University of Akron subjects. Requests may be made by students for tutoring that is not currently available in the Learning Center and every effort will be made to find a tutor for that subject. Peer and professional tutors are trained and certified by the College Reading and Learning Association. The primary objective held by all tutors is to assist students with their academic success by encouraging students to become independent learners and by maximizing a student's learning potential, academic performance, and transition to college.

COUNSELING SERVICES

People generally take on many roles and may encounter a great deal of stress (i.e. academic, financial, social, family, and work) while attending school. Some common concerns dealt with in counseling include stress reduction, low self-esteem, relationship problems, anxiety, depression, identity, and substance abuse issues.

Many times in life people must face difficult situations. Problems can seem confusing and overwhelming. An objective professional can help you during these times. Counseling services provide a quiet place where you can discuss your concerns confidentially with an experienced health professional. Any student currently registered for credit courses or developmental courses may use the services. Full-time or part-time faculty and staff also may use the services for consultation or referral regarding student related matters. To make an appointment call 330-684-8960.

SERVICES FOR STUDENTS WITH DISABILITIES

In accordance with Section 504 of the Rehabilitation Act of 1973 and The Americans with Disabilities Act (ADA) of 1990, staff members in the Smucker Learning Center work collaboratively with students and with faculty to create access and opportunities for full participation of all students in the academic environment at Wayne College.

The ADA Coordinator in the Smucker Learning Center provides reasonable accommodations to assist students with cognitive, psychological or physical disabilities, and provides a supportive, well-resourced environment to enrich the educational experience for all students who require assistance. Examples of student accommodations include, but are not limited to, textbooks in an electronic format, note takers for the classroom, extended time for tests and exams, tape recorders, or readers and writers for exams.

Any student who received accommodations in high school is encouraged to complete a registration form on the Smucker

Learning Center website at www.wayne.uakron.edu/learning-center/ and to provide the ADA Coordinator with the necessary documentation to determine eligibility for accommodations at Wayne College. It is the responsibility of the student to initiate this process. For more information on establishing accommodations, call 330-684-8960.

CAREER SERVICES

Wayne College offers career planning and development services to students. A variety of career assessments are available to help students understand their individual interests, values, abilities, and personality characteristics and how all of these are related to career choice. Career counseling is available to help students select a major, research careers, interpret career interest tests, and explore and evaluate career options.

Students can easily access comprehensive, interactive career guidance systems such as FOCUS, OCIS and SIGIPLUS by clicking on the Wayne College Career Services web pages under the student services tab on Wayne College's website at: www.wayne.uakron.edu.

Local job openings, career fair information and numerous career resources are also available on the career services web pages and in the Wayne College library.

Career counseling appointments can be made by calling Student Services at 330-684-8900.

TECHNICAL SUPPORT SERVICES

Wayne College provides students easy and convenient access to computers, laser printers, and Internet services. There are over 200 computers housed in 10 computer lab areas. All units are connected to the College's local area network and to the Internet. Wayne College is a wireless campus, allowing students access to the network and Internet with wireless devices such as laptop computers.

It is the mission of Technical Support Services to provide both quality and timely technical support for teaching and learning initiatives undertaken by Wayne College.

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 all University of Akron sites.

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 at least 60 years old and have resided in 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 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 people age 60 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. These 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 Sixty-Plus Program application, contact Student Services at 330-684-8900 or 1-800-221-8303, ext. 8900.

SERVING THE ADULT LEARNER

At Wayne College, adult students comprise almost 40 percent of the student population. The Smucker Learning Center recognizes the challenges that adult students face when returning to an educational environment after a significant gap in their education, serving in the military, or caring for a family. The Smucker Learning Center provides several programs that might be especially helpful to adult students:

- **PB&J Workshops:** These workshops are designed to students with the basics of college learning. Topics include time management, stress, and note taking.
- **Academic Mentoring Program (AMP):** This program provides students with an academic mentor who meets with the student in the first two weeks of class and throughout the semester to discuss topics relevant to student success.
- **Strengthening Academic Skills (SAS):** SAS is a week-long summer institute designed to prepare students for the academic environment of college.

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.

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

STUDENT IDENTIFICATION CARD

(ZIP CARD)

While on the campus of Wayne College or The University of Akron, each student is required to carry a photo identification (Zip Card) 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, for the Wayne College Bookstore, and to obtain tickets to athletic or cultural events at the Wayne or Akron campuses. Zip Cards are not transferable and must be presented when requested by University officials.

The Zip Card can be used like cash at the Bookstore, the dining area, and at the student copy machine in the Library. Money can be added to the Zip Card at the Cashier's window or online.

These cards are issued free-of-charge to all new students. ID pictures are taken at Wayne College throughout the year. Students should contact the Student Services Center at Wayne College to obtain a card. There is a \$15 replacement fee for lost cards.

PARKING

Parking at Wayne College is free; however, certain regulations must be observed.

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.

Handicapped parking is available behind Boyer Gym and in front of the Student Life Building.

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 careers 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.

To access the clubs and organizations, click on the clubs/organizations link at the bottom of Wayne's homepage. From there, click on the OrgSync link located in the center of the page. OrgSync is an online communication system much like Facebook. Students can search through student organizations, service events, and other campus programs to find opportunities that match their interests and get involved. OrgSync even allows students to check out campus-wide events as well as ones that are only open to members of specific organizations.

- Associated Student Government (ASG)
- Activities Programming Board
- Student Organizations & Programming Allocation Committee
- Phi Theta Kappa
- Psychology Club

- Campus Crusade (CRU)
- Waynessence (Literary Magazine)
- Wayne Writers' Club
- Wayne Mirror (Newspaper)
- Nursing Club
- Global Green Club
- Gay-Straight Alliance
- African-American Association
- Adult Learners Student Organization
- Philosophy Club
- P256 (Computer Club)
- Veteran Organization

Special Events

Wayne College provides a true campus experience for students with activities planned throughout the year that engage, educate, entertain, and ultimately facilitate relationships that are important to college life. Some of the special programs include:

- International Festival
- The Shakespeare Festival
- Student Writing Awards
- Spring Fling
- Welcome Back Days
- Finals Freebies
- Blood Drives
- Poetry, Prose & Acoustical Jam
- Black History Month Events
- Women's History Month Events
- ALICE Training
- Writers Workshop

Athletics

Surrounded by competitive high school sports programs locally, Wayne College draws on local talent to field athletic teams in four sports. 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. Schedules of the games are available online at www.wayne.uakron.edu/athletics. Students interested in participating in athletics should fill out the online request form on the athletics home page.

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



OFFICE OF CONTINUING EDUCATION AND WORKFORCE DEVELOPMENT

Continuing Education Programs and Classes

Wayne College offers noncredit programs, courses, and seminars to provide educational opportunities for adults who want to upgrade work skills, seek professional development, earn certifications, or launch new careers.

Career Short-Term Training Programs and Certification Workshops

- Clinical Medical Assistant Training Program
- Cardiographic Technician and Phlebotomy Technician Program
- Pharmacy Technician Certification Preparation
- Veterinary Aide and Pet Care
- Personal Trainer Certification Preparation
- Small Business Accounting Certificate
- Web Design Certificate
- Network Security Professional

Leadership and Supervisory Programs

- Supervisory Leadership Certificate
- Leadership Training Series – Exceptional Leaders... Extraordinary Results

Skills Enhancement – Short-Term Computer Courses

- Windows and Introduction to Computers
- Microsoft Office Suite: Word, Excel, Access, PowerPoint and Outlook
- Graphics and Desktop Publishing: InDesign and PowerPoint
- Crystal Reports

Online Career Training Programs and Classes

Professional Development for Human Service Professionals – Social Workers, Counselors, and Nurses



Testing Center and Talent Development Network

The University of Akron Wayne College is a member of the University System of Ohio Talent Development Network (USO Talent Network). The USO Talent Network is comprised of two-year public community colleges, regional branch campuses, and adult career centers that offer assessment and testing services to employers and individuals.

- **Job Profiling:** Identifies the knowledge, skills, abilities, and personal competencies people need to perform their work well. Have your job requirements changed? Have you created new jobs?
- **Assessment:** Determine employability through pre-hire testing, identify skill deficiencies, and measure training outcomes. Do you know the capabilities needed for your workforce to succeed?
- **Job Matching:** The secret of sustained performance excellence lies in matching the right people who possess the right capabilities and behaviors to the right jobs. Can you improve your methods for selecting and promoting employees?
- **Behavioral-Based Interviewing:** Learn how to interview for the behaviors, knowledge, and motivations that are needed to be successful in a job.
- **Talent Management:** Develop strategies for individual development, retention, and employee succession.

Testing Center

Wayne College's Computer Based Testing Center is dedicated to providing the highest quality testing environment, customer service and test security, integrity, and reliability. Wayne College offers comprehensive, leading-edge technology-based testing.

Wayne College is an authorized testing center for the following:

- ACT
- Pearson VUE
- Microsoft Office Specialist
- ISO-Quality Testing Inc.
- LaserGrade/PSI
- Castle Testing
- PAN
- Kryterion
- NHA

Corporate Training Resources

The Office of Continuing Education and Workforce Development recognizes that companies have unique differences. Therefore, we look to form a working partnership with an organization to assist with developing and implementing new strategies that will achieve new goals or solve current problems. We provide training that meets **your** needs.

- Flexible Scheduling — Class times are scheduled on your schedule, not ours.
- Flexible Location — Class can be delivered at your location, on the Wayne College Campus, or at the Holmes County Higher Education Center.
- Experienced Trainers and Consultants who are practitioners with real world experience and experts in adult learning techniques.
- Resources of a Major University — Wayne College is a regional campus of The University of Akron.

Areas of service we provide:

- Leadership and Management Development
- Workforce and Team Training
- Sales and Customer Service Training
- Quality Training – LEAN and Six Sigma
- Computer Training
- Ethics and Compliance Training
- Technical and Business Writing

The Office of Continuing Education and Workforce Development is located on the second floor of the Student Life Building. Phone: 330-684-8980 or 1-800-221-8308, ext. 8980. Email: OCEWD@uakron.edu Website: www.wayne.uakron.edu/ce



Section THREE

Admissions and Registration

ADMISSION PROCEDURE

The University of Akron Wayne College operates under a policy of rolling admissions, which means an applicant receives a letter of admission as soon as all credentials are processed. There is no set date for notification of admission; it is an ongoing process. However, it is advisable for a prospective student to submit all credentials as early as possible to be assured the best selection of classes.

Admission procedures vary for different types of students. The various admissions categories include recent high school graduate, home schooled, adult student, transfer student, postbaccalaureate student, special student, guest student, and postsecondary enrollment options student. Please contact the Office of Admissions for application deadlines and admission information at 330-684-8901 or toll-free 1-800-221-8308, extension 8901.

Admission is necessarily limited by the University's capacity to provide for the student's educational objectives. The University reserves the right to approve admission only to those whose ability, attitude, and character promise satisfactory achievement of University objectives. Special consideration for admissions may be given to those applicants who provide The University of Akron Wayne College with cultural, racial, economic, and geographic diversity, who possess outstanding talents, or whose previous academic performance may have been affected by physical, mental, or learning environment factors.

CLASSIFICATION OF STUDENTS

The University of Akron Wayne College classifies its students according to their needs, educational backgrounds, goals, and abilities. Classifications include:

Undergraduate- A student who has not earned the baccalaureate degree and who is eligible to enroll in undergraduate-level credit courses.

Postbaccalaureate- A student who holds a baccalaureate degree from an accredited institution, who is eligible to enroll in credit courses at the undergraduate level, and who has not been admitted to the Graduate School. A postbaccalaureate student applies for admission to the college (arts and sciences, education, etc.) where undergraduate credit is to be earned.

Transfer Student- A student who has been attending another accredited institution, but who wishes to complete a degree at The University of Akron Wayne College.

Special Student- A student who does not meet the regular admissions requirement, but who qualifies by certain abilities or maturity and is admitted after special petition.

Auditor- A student who wishes to enroll in a course without obtaining a grade-point value ("A-F") or a grade of noncredit or credit. Such students must indicate that they are auditors at the time of registration. Audit status may be denied if space is not available. An auditor is expected to do all prescribed coursework except the writing of examinations.

Postsecondary Enrollment Options- A student who is currently enrolled in high school may enroll in the postsecondary enrollment options program. Students must meet the outlined requirements for these programs.

Guest or Transient Student (from another institution)- A student who is regularly enrolled and eligible to continue at another institution and who desires to enroll at The University of Akron Wayne College for specified courses. A student who is currently on suspension from the home institution is not eligible to be a Guest student. There is a two consecutive term limit for this classification.

Guest or Transient Student (from The University of Akron Wayne College)- A student enrolled at The University of Akron Wayne College must obtain written permission from the dean of the student's college before enrolling (guest student status) for credit work at another institution. Credit for such work may be granted at the discretion of the dean.

GRADUATING HIGH SCHOOL SENIOR ADMISSION

A student currently enrolled as a high school senior or a student who has graduated from high school not more than one year ago should apply for admission as follows:

- The State of Ohio has adopted a policy stating that students must pass the Ohio Graduation Test in order to receive a diploma, except for those students who are exempt from taking the test. Therefore, The University of Akron requires successful completion of the Ohio Graduation Test for all graduating high school seniors. The GED Certificate of High School Equivalency is recognized in lieu of the diploma.
- Obtain an application form from the Office of Admissions, either by calling 330-684-8900 or 1-800-221-8308, or writing the Office of Admissions, The University of Akron Wayne College, 1901 Smucker Road, Orrville, OH 44667. Applications are available on the Web at www.wayne.uakron.edu. Complete the application and return it as soon as possible with the nonrefundable application fee (a one-time charge). All checks should be made payable to The University of Akron Wayne College and should specify what fees and for which student the payment is being made.
- Send a completed copy of the College Prep Core Curriculum form to the Office of Admissions at the time of application.
- Send a student transcript or GED scores to the Office of Admissions at the time of application. This record must be received before any admission action can be taken by the University.
- Take entrance tests. Arrangements may be made through the student's high school to take the ACT or SAT. (The University's Counseling, Testing and Career Center also serves as a testing site for the ACT test.) Test scores must be submitted before an applicant can be formally admitted to the University.
- In the letter of admission from the University, the student will receive direction regarding new student orientation and academic advising.
- The University requires enrollment in basic mathematics and/or English if the student's academic adviser determines that deficiencies exist in one or both of these areas. This recommendation will be based on work completed at a previous institution in mathematics and/or English, high school academic record (if available), standardized test results (ACT or SAT if available), and University mathematics and/or placement test results. If a mathematics or English placement test is deemed necessary to comply with this policy, the student must take the appropriate placement test(s) by the completion of the first term of attendance.

DIRECT/STANDARD/PROVISIONAL ADMISSION

The University of Akron has adopted a direct/standard/provisional admission policy for traditional-aged entering freshmen. Traditional-aged freshmen are defined as those who have graduated from high school within the previous two

years. The policy was established to communicate to students whether they are academically prepared to be successful at the University.

Academically-talented freshmen will have the option of admission directly to the program of their choice. To be directly admitted, a student must meet certain academic standards such as high school grade-point average, test scores, class rank, and core curriculum. The standards for direct admission are determined by each department.

Most students (including those who are undecided about their major) begin their college career in the University College. Students are admitted as “standard” to the University College if their credentials are above the standards for provisional admission, but below the standards for direct admission to an academic program.

Entering freshmen who are identified as being academically under prepared will be admitted “provisionally” and be required to complete skill building courses and other prescriptive activities. Students will be considered for provisional admission if they have less than a 2.3 GPA or lower than a 16 ACT/650 SAT score, or if they are deficient in completing the core curriculum for college preparation. Core curriculum is defined by the following: English-4 units; Mathematics-3 units; Natural Science-3 units; Social Science-3 units; Foreign Language-2 units. All students (both provisional and standard) pursuing an associate degree will be admitted directly to Summit College.

HOME-SCHOOLED STUDENTS ADMISSION

The University of Akron Wayne College accepts a student's completion of home schooling as an alternative to a high school diploma. Home-schooled students should indicate “home-schooled” in the section of the admissions application for name of high school.

An admissions committee will review each home-schooled student. The academic preparation review process will place home-schooled students, based on this assessment, in the appropriate category of direct, standard, or provisional admission. A currently home-schooled student should apply for admission as follows:

- Obtain an application form from the Office of Admissions either by calling 330-684-8900 or 1-800-221-8308, or writing the Office of Admissions, The University of Akron Wayne College, 1901 Smucker Road, Orrville, OH 44667. Applications are available on the Web at www.wayne.uakron.edu. Complete the application and return it as soon as possible with the nonrefundable application fee (a one-time charge). All checks should be made payable to The University of Akron Wayne College and should specify what fees and for which student the payment is being made.
- Send a completed copy of the College Prep Core Curriculum form to the Office of Admissions at the time of application.
- Send a student transcript to the Office of Admissions at the time of application. This record must be received before any admission action can be taken by the University.
- Take entrance tests. Arrangements may be made through the student's high school to take the ACT or SAT. (The University's Counseling, Testing and Career Center also serves as a testing site for the ACT test.) Test scores must be submitted before an applicant can be formally admitted to the University.
- Submit documentation that the student was exempt from compulsory public school attendance for the purpose of home education (signed by school district superintendent).
- Provide other supporting documentation including book

lists, special projects, activities, etc.

- In the letter of admission from the University, the student will receive direction regarding new student orientation and academic advising.
- The University requires enrollment in basic mathematics and/or English if the student's academic adviser determines that deficiencies exist in one or both of these areas. This recommendation will be based on work completed at a previous institution in mathematics and/or English, high school academic record (if available), and the University mathematics and/or placement test results. If a mathematics or English placement test is deemed necessary to comply with this policy, the student must take the appropriate placement test(s) by the completion of the first term of attendance.

ADULT STUDENTS ADMISSION

An adult student who has graduated from a regionally accredited secondary school or has completed the GED test is eligible to enroll. The following application procedures should be followed:

- Obtain an application form from the Office of Admissions either by calling 330-684-8900 or 1-800-221-8308, or writing the Office of Admissions, The University of Akron Wayne College, 1901 Smucker Road, Orrville, OH 44667. Applications are available on the Web at www.wayne.uakron.edu. Complete the application and return it as soon as possible with the nonrefundable application fee (a one-time charge). All checks should be made payable to The University of Akron Wayne College and should specify what fees and for which student the payment is being made.
- Send an official high school transcript or GED results. This official record must be received and evaluated before admission action can be taken.
- If the student is under 21 years of age at the beginning of the term for which they apply, the student also must submit results of either the ACT or SAT. (The University of Akron's Counseling, Testing and Career Center at the Akron campus serves as a testing center for the ACT test.) These test scores are needed before an applicant is formally admitted to the University.
- In the letter of admission from the University, the student will receive direction regarding new student orientation, academic advising and registration.

POSTBACCALAUREATE STUDENTS ADMISSION

A student who holds a baccalaureate degree from an accredited college and wishes to continue educationally, but has not been admitted to the Graduate School, should apply as a postbaccalaureate student through the Office of Admissions. This procedure should be followed:

- Obtain an application form from the Office of Admissions either by calling 330-684-8900 or 1-800-221-8308, or writing the Office of Admissions, The University of Akron Wayne College, 1901 Smucker Road, Orrville, OH 44667. Applications are available on the Web at www.wayne.uakron.edu. Complete the application and return it as soon as possible with the nonrefundable application fee (a one-time charge). All checks should be made payable to The University of Akron Wayne College and should specify what fees and for which student the payment is being made.

- A postbaccalaureate student must request transcripts from the institution from which he or she received a bachelor's degree and any transcripts for any subsequent coursework. These documents must be received and evaluated before any admission action can be taken by the University.
- In the letter of admission, the student will receive information about registration.

- 11th and 12th graders may enroll in up to 14 credit hours per semester. If a student wishes to enroll in more than 14 credit hours per semester, he/she may appeal to the Senior Director of Student Life and Enrollment Management.
- Students must pass all portions of the Ohio Graduation Test.

SPECIAL STUDENTS ADMISSION

A special student is enrolled as a non-degree seeking student to participate in a special short-term program. A special student may not take more than 15 credits unless official status as a regular student is gained. This procedure should be followed:

- Obtain an application form from the Office of Admissions either by calling 330-684-8900 or 1-800-221-8308, or writing the Office of Admissions, The University of Akron Wayne College, 1901 Smucker Road, Orrville, OH 44667. Applications are available on the Web at www.wayne.uakron.edu. Complete the application and return it as soon as possible with the nonrefundable application fee (a one-time charge). All checks should be made payable to The University of Akron Wayne College and should specify what fees and for which student the payment is being made.
- Obtain permission to enroll under the Special Student category from an admissions officer.
- Information regarding registration for classes and academic advising will be forthcoming in the letter of admission.

For 9th and 10th grade participants:

- 3.75 cumulative GPA.
- 26 ACT composite or 1150 SAT composite.
- Letter of recommendation from a school instructor within the student's field of interest at The University of Akron.
- Grade of at least a B+ in all English courses.
- Write an essay, 500 words or less, regarding why the student wants to enroll in the Postsecondary Enrollment Options Program.

Students interested in participation in the program should:

- Obtain an application form from the Office of Admissions, either by calling 330-684-8900 or 1-800-221-8308, or writing the Office of Admissions, The University of Akron Wayne College, 1901 Smucker Road, Orrville, OH 44667. Applications are available on the Web at www.wayne.uakron.edu.
- Complete and return the form with the guidance counselor's and parents' signatures and the nonrefundable application fee (a one time charge). All checks should be made payable to The University of Akron Wayne College and should specify what fees and for which student the payment is being made.
- Information regarding acceptance into the program, registration for classes, and academic advising will be forthcoming in the letter of admission to the Postsecondary Enrollment Options program.
- Application deadlines are May 15 and October 15 for Fall and Spring semesters respectively.

POSTSECONDARY ENROLLMENT OPTIONS STUDENTS ADMISSION

The Postsecondary Enrollment Options program is a state-wide program created by the Ohio legislature to allow high school students to enroll in a college or university for the fall and spring semesters. There are two options for students interested in the program:

Option A: This option allows students to receive college credit only. The student is responsible for all costs associated with enrollment including, but not limited to, textbooks, materials, supplies, tuition and fees.

Option B: This option allows students to receive high school graduation credit and college credit simultaneously. Required textbooks and materials, tuition and fees related to the coursework are provided at public expense. 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. A student in grades 9-12 may enroll in the Postsecondary Enrollment Options program. The Postsecondary Enrollment Options programs are limited and selective. The University has the right to accept only as many qualified students as can be properly served.

Eligibility Requirements

For 11th and 12th grade participants:

- 3.30 cumulative GPA with a 24 ACT composite or combined 1110 SAT, or 3.50 cumulative GPA with ACT or SAT test scores.
- All students must submit an ACT/SAT for placement purposes.

GUEST STUDENTS (NON-UNIVERSITY OF AKRON STUDENTS)

An undergraduate guest student must apply to the Office of Admissions. A guest student may not, as a general rule, attempt more than 16 credits in any semester or session and is subject to all rules and regulations of The University of Akron Wayne College. Guest students must be in good standing at their home school.

The following procedures should be followed when applying to the University as a guest student:

- Obtain an application form from the Office of Admissions either by calling 330-684-8900 or 1-800-221-8308, or writing the Office of Admissions, The University of Akron Wayne College, 1901 Smucker Road, Orrville, OH 44667. Applications are available on the Web at www.wayne.uakron.edu. Complete the application and return it as soon as possible with the nonrefundable application fee (a one-time charge). All checks should be made payable to The University of Akron Wayne College and should specify what fees and for which student the payment is being made.
- Receive advice and written approval from the home institution for the coursework for which the student plans to enroll.
- After admittance, information regarding registration will be sent to the student.

TRANSFER STUDENTS ADMISSION

A student applying for admission who has formerly attended another regionally accredited institution of higher learning may apply to transfer to The University of Akron Wayne College. The student also must present scholastic records judged to be satisfactory by Wayne College officials. The assessment of scholastic records may include consideration of prior courses, grade-point average, credit value, and other such factors which the University or individual colleges use in evaluating, ranking, or otherwise determining admissibility to the University or to specific programs. Please contact the Office of Admissions for admission criteria. A transfer student should apply as follows:

- Obtain an application form from the Office of Admissions either by calling 330-684-8900 or 1-800-221-8308, or writing the Office of Admissions, The University of Akron Wayne College, 1901 Smucker Road, Orrville, OH 44667. Applications are available on the Web at www.wayne.uakron.edu. Complete the application and return it as soon as possible with the nonrefundable application fee (a one-time charge). All checks should be made payable to The University of Akron Wayne College and should specify what fees and for which student the payment is being made.
- A transfer applicant must request the official transcripts from the records office of institutions previously attended. They should be mailed to the Office of Admissions.
- A student under 25 years of age and with fewer than 12 credits of accredited transfer work must submit a high school transcript or GED scores along with the college transcript(s). A student under 21 years of age and having fewer than 12 transfer credits must submit results from the ACT or SAT test in addition to a high school transcript or GED scores. These documents must be received and evaluated before any admission action can be taken by the University.
- Please note that failure to take the required test(s) prohibits enrollment in college-level mathematics and/or English courses.
- In the letter of admission, the student will receive direction regarding academic advising. University College freshmen and some sophomore students receive academic advisement through the Academic Advisement Center. Transfer students admitted to University College on probation must attend an Individual Academic Management workshop in addition to the New Student Orientation program.
- The University requires enrollment in basic mathematics and/or English if the student's academic adviser determines that deficiencies exist in one or both of these areas. This recommendation will be based on work completed at a previous institution in mathematics and/or English; high school academic record (if available); standardized test results, ACT or SAT (if available); and University mathematics, and/or English placement test results.
- If a mathematics or English placement test is deemed necessary to comply with this policy, the student must take the appropriate placement test(s) by completion of first term of attendance. Arrangements for these tests can be made by contacting the Student Services Office at 330-684-8900 or 1-800-221-8308, extension 8900.
- If a student is on dismissal from a previous institution at the time of application, the student will not be permitted to enroll for a period of one semester. (Example: dismissed fall of 2009, permitted to enroll spring of 2010).

Transfer Module

The Ohio Board of Regents, following the directive of the Ohio General Assembly, has developed a statewide policy to facilitate movement of students and transfer of 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 institution are encouraged to check with the college or university of their choice regarding transfer agreements.

The new Ohio Board of Regents' 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 course credits in English composition, mathematics, fine arts, humanities, social science, behavioral science, natural science, 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, however, to meet additional general education requirements that are not included in the Transfer Module.

Transfer Module Course Requirements

The University of Akron Transfer Module requires a minimum of 38 semester credits in the following areas:

I. English/Composition - 4 credits

2020:121	English	4
	or	
3300:111	English Composition I	4
	and	
2020:222	Technical Report Writing	3
	or	
3300:112	English Composition II	3
	English/Oral Communication	3
2540:263	Professional Communication and Presentations	3
	or	
7600:105	Introduction to Public Speaking	3
	or	
7600:106	Effective Oral Communication	3

II. Mathematics - 3 credits

2030:152,153	Technical Mathematics II, III	2,2
2030:161	Mathematics for Modern Technology	4
3450:145	College Algebra	4
3450:149	Precalculus Mathematics	4
3450:210	Calculus with Business Applications	3
3450:215	Concepts of Calculus	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
	or	
3400:221	Humanities in the World Since 1300	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

3400:210	Humanities in the Western Tradition I	4
	or	
3400:221	Humanities in the World Since 1300	4

TRANSFER ADMISSION

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

1. The policy encourages receiving institutions to give preferential consideration for admission to students who complete the Transfer Module and either the Associate of Arts or the Associate of Science degrees. These students will be able to transfer all courses in which they received a passing grade of a "D" or better. Students must have an overall grade point average of 2.0 to be given credit for the Transfer Module.
2. The policy also encourages receiving institutions to give preferential consideration for admission to students who complete the Transfer Module with a grade "C" or better in each course and 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, however, does not guarantee that a transfer student will be automatically admitted to all majors, minors or fields of concentration at that institution. Once admitted, transfer students shall be subject to the same regulations governing applicability of catalog requirements as all other students.
3. The policy encourages receiving institutions to admit on a non-preferential consideration basis students who complete the Transfer Module with a grade of "C" or better in each course and less than 90 quarter hours or 60 semester hours. These students will be able to transfer all courses in which they received a grade of "C" or better. Admission to a given institution, however, does not guarantee that a transfer student will be automatically admitted to all majors, minors, or fields of concentration at that institution. Once admitted, transfer students shall be subject to the same regulations governing applicability of catalog requirements as all other students.

Furthermore, 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.



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
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
Set 4		
2040:240	Human Relations	3
3750:100	Introduction to Psychology	3
Set 5		
3850:100	Introduction to Sociology	4
3230:150	Human Cultures	3
Set 6		
3400:250	U.S. History to 1877	4
3400:251	U.S. History since 1877	4
Set 7		
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
3150:101	Chemistry for Everyone	4
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

Responsibilities of Students

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

Appeal Process

A student disagreeing with the application of transfer credit by the receiving institution shall have the right to appeal the decision. The student must submit the appeal in writing to the Dean of University College. A committee comprised of the Dean of University College, the Associate Dean from the degree-granting college of the student's academic major and the Associate Registrar shall review the appeal. If the student disagrees with the appeal committee's decision, he/she may appeal to the Associate Provost. If a transfer student's appeal is denied by The University of Akron after all appeal levels within the institution have been exhausted, the student will be advised 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 or appeal from transfer students who have exhausted all local appeal mechanisms concerning applicability of transfer credits at receiving institutions.



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*

Instructional Fee

- Undergraduate and postbaccalaureate
 - Ohio Resident:*
 - 1 - 11 credits \$ 247.52 per credit hour
 - 12 - 16 credits \$ 2,970.24 per semester
 - 16.5 credits or more \$ 2,970.24 per semester
 - plus \$247.52 per credit hour over 16
- Nonresident Surcharge:
 - (Nonresidents of Ohio pay the surcharge in addition to the instructional and general fees)
 - \$ 278.03 per credit hour

General Service Fee

- Undergraduate and postbaccalaureate per credit \$7.34 to a maximum of \$88.08 per semester

Registration and Other Related Fees

- Admission Application Fee \$40.00 (nonrefundable)
- Transient Fee (from another college) \$40.00 (nonrefundable)
- Administrative Fee \$12.00/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 \$10.00/credit hour
(All students enrolled in developmental classes)
- Career Advantage Services Fee \$3.00/credit hour
(All sophomore, junior and senior students)
- Technology Fee
 - Undergraduate students, less than 32 hours Exempt
 - Undergraduate, more than 32 hours \$13.20/credit hour
 - Graduate \$16.25/credit hour
- Engineering Infrastructure Fee \$20.00/credit hour
(All students taking an engineering course)
- Late Payment Fee \$50.00
- Co-Op Course Fee \$55.00
- ACT Test-Residual \$45.00
- Bypassed Credit, per credit \$5.00
- Credit-by-Examination, per credit (undergraduate and postbaccalaureate) \$30.00
- ID Card, lost \$15.00
- Late Graduation Application Fee \$100.00
- 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

*all fees are subject to changes without notice. Fees listed are effective Fall 2011 for Wayne College courses. Undergraduate fees at The University of Akron are slightly higher.

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:
 - If the student requests official withdrawal, the following refund percentages apply:

15-week course (104 days)

<u>Withdrawal day/Percent completed</u>	<u>Refund</u>
Before course begins to day 7 (Up to 6.731%)	100%
Day 8-14 (Up to 13.432%)	70%
Day 15-21 (Up to 20.193%)	50%
Day 22-28 (Up to 26.924%)	30%
Day 29-35 (Up to 33.655%)	20%
Day 36 or after (Greater than 33.655%)	0%

Refunds for course sections are based on class length. The courses that have not been scheduled consistent with the standard 15-week fall/spring/summer semester will also be handled on a prorated basis according to the number of days of the section that have passed prior to official withdrawal compared to the number of days said section has been scheduled to meet. If a drop occurs on class day, it is counted as a day attended for refund purposes. Please see cashier for additional information if class session is not a standard 15-week course.

Days are measured in actual days, not business days. All refund calculations are determined by class length percentage, not by class meetings attended or class meetings percentage. Class length is defined by the number of days between and including the beginning and ending dates of any given term/session (including weekend days and holidays).

Refunds will be determined as of the date of official withdrawal unless proof is submitted that circumstances beyond control of the student, for example, hospital confinement, 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.

RULES FOR REFUND OF FINANCIAL AID

Refund/Repayment Policy — Students Receiving Financial Aid

If you withdraw from some but not all of your courses, your aid could be affected as follows:

Scholarships Concerns: Scholarships have credit hour requirements. If you drop below the required hours, the refund may be repaid to the scholarship.

Federal Pell Grant: The Pell Grant will be adjusted for any change in enrollment that occurs on or prior to the 15th day of the semester. Pell will also adjust for any class withdrawn from that has not yet begun.

Loan Concerns: Dropping below half-time could place your loan into its grace period or repayment. In addition, it could affect student loans currently being disbursed. For example, if your loan is for two semesters, the second semester portion may be cancelled, reduced or returned.

If your invoice is paid using financial aid and you officially withdraw from all courses or unofficially withdraw (receive all "F" grades), you are subject to the:

Refund/Repayment Policy (Return of Title IV Refund Policy)

This policy is used to determine the amount of federal student aid that must be returned to the appropriate aid programs and should not be confused with the published University refund policy. This policy applies when a student withdraws from all classes on/or after the first day of classes and the student has received financial aid.

The refund/repayment policy is a proration of earned versus unearned financial aid. The earned financial aid percentage is determined by taking the days attended in the period by total days in the period. (Example: the student withdraws on the 5th day of a semester that has 110 days in its period, $5/110 = 5$ percent earned.) Subtracting earned aid from aid that was awarded and disbursed gives you the amount of unearned aid that must be returned. The responsibility to repay unearned aid is shared by the institution and the student and is in proportion to the aid each is assumed to possess. The student may be billed from The University of Akron for any account balance created when the college is required to return funds. The balance due would be the result of tuition charges that are no longer being covered by the unearned aid or unearned aid that the student received in an excess aid check. Under the refund/repayment policy, the programs are reimbursed in the following order: Unsubsidized Stafford Loan, Subsidized Stafford Loan, Federal Perkins Loan, PLUS Loan, Federal Pell Grant, Federal Supplemental Educational Opportunity Grant, and LEAP funded programs.

Depending on the situation, withdrawal dates are determined in one of the following ways:

- The date the withdrawal is processed by the Office of the University Registrar.
- The date the student is officially dismissed from the college.
- The last date of documented academic attendance or coursework.
- In the case of unofficial withdrawals (students receiving all "F" grades), it is the midpoint of the period of academic enrollment or last date of documented academic attendance or coursework.
- Students who never attended classes will be required to repay all student aid funds received.

Once students have attended past the 60 percent point of the payment period, all federal financial assistance is considered earned.

Please inquire in the Office of Student Financial Aid if you need additional information on the refund policies.

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 you have not physically lived in the State of Ohio for the 12-month period preceding the term applying for admission, you will be admitted as an out-of-state student.

Full explanations and residency application forms are available online at www.uakron.edu/registrar or by contacting the residency office at 330-972-7836.

CLASS CANCELLATIONS DUE TO INSTRUCTOR ILLNESS OR INCLEMENT WEATHER

Illness or unforeseeable circumstances may cause an instructor to cancel a class session. Once an instructor submits a cancellation, information will be posted on the Wayne College website at www.wayne.uakron.edu and campus monitors, and an email will be sent to enrolled students.

Only the dean of the college or his designate may cancel classes in the event of inclement weather conditions or other extenuating circumstances. Students should listen to the following media for information about class cancellations: WONE (FM 97.5), WKDD (FM 98.1), WQMX (FM 94.9), or WQKT (FM 104.5). Alternatively, you can call Wayne College's Snowline (330-684-8775) or the University's Emergency Information Phone Line (330-972-SNOW) for weather-related or emergency information. Weather-related cancellations also are posted on the Wayne College website.

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. Students attending classes at the Holmes County Higher Education Center should listen to WKLM (FM 95.3) to find out if the center has been closed due to inclement weather or for 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 Honors and Dean's List

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 academic excellence 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.

A student receiving the initial associate degree who has completed a minimum of 32 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 64 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 students who have 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.

Wayne College Honors College

The Honors College is a special academic program designed to provide students with an enriched educational experience. The program consists of special honors sections of courses and honors colloquia (seminars) on specialized topics.

Honors students can major in any bachelor's degree program at the University while completing their general education coursework at Wayne College. Because the Honors College at Wayne College is part of The University of Akron Honors College, students can continue in the program on the Akron campus for their baccalaureate degree, graduating as "University Honors Scholars."

Students in the Honors College are eligible for honors scholarships, special honors classes, early registration for courses, more flexible general education requirements, an honors faculty adviser in their major, and more. The program seeks students who demonstrate excellent academic skills and leadership abilities.

For entering first-year students, the requirements for admission to the Honors College are two of the following:

- High school grade-point average of 3.50 or better (out of 4.0).
- ACT composite score of at least 27 or SAT combined score (three part) of at least 1800.
- High school class rank among the top 10 percent.

Current Wayne College students who have completed less than 64 credits with a GPA of 3.6 or higher are also eligible to apply for admission. For information on admission procedures and deadlines, call 330-684-8750 or 1-800-221-8308, ext. 8750, or email waynehonors@uakron.edu.

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, or continuing on for their baccalaureate degree, and who have completed 25 semester credits with a 3.40 grade-point average are eligible to apply.

During this one-year program, students complete 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." For information on admission procedures and deadlines,

call 330-684-8750 or 1-800-221-8308, ext. 8750, or email waynehonors@uakron.edu.

Academic Action

A student who fails to maintain a grade-point average of 2.00 ("C") is placed on academic probation and may be subject to a change of courses. 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 Reassessment

Undergraduate students may have the opportunity to petition for academic reassessment after a significant absence. Please contact your academic adviser for the specific policy guidelines regarding academic reassessment.

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 choosing to audit a course must elect to do so at the time of registration. The student pays the enrollment fee and may be expected to do all the work prescribed for students taking the course for credit, except that of taking the examination. Any faculty member may initiate withdrawal for a student not meeting these expectations.

Bypassed Credit

Certain courses, designated in *The University of Akron Undergraduate 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. Consult an academic adviser for further details.

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.

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 at www.uakron.edu/sja/code-of-conduct.dot.

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 including work found on the Internet.
- 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 Student Judicial Affairs, an informal meeting will occur and, if substantial evidence exists, formal action can be taken 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 at www.uakron.edu/sja/code-of-conduct.dot.

Add and Withdrawal

Adding Courses

A student must register for a course in person before the end of the fifth day of a fall or spring term or online via ZipLine at <http://zipline.uakron.edu> by the end of the first week of the fall or spring term. Additions to the student's official schedule may be made after that date, but before the 15th calendar day, only with the permission of the student's adviser, instructor and dean or the dean's designee. Students who have not registered by this deadline may not attend classes or receive credit for the course.

This deadline applies to all regular 15-week courses offered in the Fall and Spring semesters. For all other courses, such as those in intersessions or those which are flexibly scheduled, courses must be added, with appropriate permission, by the date when 20% of the course has been completed. Details regarding Summer session information may be found via ZipLine at <http://zipline.uakron.edu>.

Withdrawal Policy

Students may drop a course through the second week (14th calendar day) of a semester or proportionally equivalent dates during summer session, intersession, and other course terms. No record of the course will appear on the student's transcript. For purposes of this policy, the course term for a course that meets during a semester but begins after the beginning of a semester and/or ends before the end of a semester begins when its class meetings begin and ends when its class meetings end.

After the 14-day period, and subject to the limitations below, students may withdraw from a course through the seventh week (49th calendar day) of a semester or proportionally equivalent dates during summer session, intersession, and other course terms. A course withdrawal will be indicated on the student's official academic record by a grade of "WD." Withdrawing from courses – applicable to undergraduate students only:

1. Undergraduate students may not withdraw from the **same** course more than twice. If a student attempts to withdraw from a course after having withdrawn from it twice before, he or she will continue to be enrolled in the course and will receive a grade at the end of the semester.

2. Full-time undergraduate students who need to withdraw from all courses for extraordinary non-academic reasons (e.g., medical treatment or convalescence, military service) must obtain the permission of the dean of their college. For purposes of this paragraph,

a. Students are considered full-time if they were enrolled as full-time students at the beginning of the term; and

b. Courses for which the student has completed all requirements are excluded.

3. Undergraduate students who withdraw from two courses either before they have earned 32 credits, or after they have earned 32 credits but before they have earned 64 credits, are not permitted to register for additional courses until they have consulted with their academic adviser. The purpose of this consultation is to discuss the reasons for the course withdrawals and to promote satisfactory academic progress by helping students develop strategies to complete their courses successfully.

4. Except as otherwise provided below, undergraduate students may not withdraw from more than four courses before they have earned 64 credits. Students who attempt to withdraw from more than four courses will continue to be enrolled in those courses and will receive grades at the end of the semester.

5. Undergraduate students who need to withdraw from all courses for extraordinary, non-academic reasons (e.g. medical treatment or convalescence, military service) may, after consulting with their adviser, submit a written petition to the dean of their college requesting that these courses not be counted toward the four-course withdrawal limit. The dean may grant this permission if, in the dean's judgment, it is consistent with the best academic interests of the student and the best interests of the University.

6. Undergraduate students who have reached the four-course withdrawal limit as noted above may, after consultation with their adviser, submit a written petition to the dean of their college seeking permission to withdraw from one or more additional courses. The dean may grant this permission if the dean finds that the withdrawal is necessitated by circumstances beyond the student's control and is consistent with the best academic interests of the student and the best interests of the University.

7. Withdrawing from a course shall not reduce or prevent a penalty accruing to a student for misconduct as defined in the Student Code of Conduct.

8. Degree granting colleges may supplement this policy with more stringent requirements.

Grades

At the end of each term, students may obtain their grades either by Web or by requesting official transcripts. Details about these options are described on the Registrar's Web page at www.uakron.edu/registrar. Individual tests are usually graded with percentage or letter marks, but official academic records are maintained with a grade-point system. This method of recording grades is 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	1.00	Graduate courses only
D	0.00	Graduate courses only

Grade	Quality Points	Key
D-	0.70	
D	0.00	Graduate courses only
F	0.00	Failure
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 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 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").

WD - Withdraw: Indicates that the student registered for the course, but withdrew officially sometime after the 15th day 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.

Repeating Courses

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

- To secure a letter grade ("A-F"), a student may repeat a

course in which the previously received grade was "C-," "D+," "D," "D-," "F," "CR," "NC," or "AUD." Registrations under the "CR/NC" option are subject to the restrictions in the "CR/NC" policy.

- To secure a "CR," a student may repeat a course in which the previously received grade was "NC." Registrations under the "CR/NC" option are subject to the restrictions in the "CR/NC" policy.
- To secure a grade ("A-F"), "CR," "NC," a student may repeat a course in which the previously received grade was an "AUD." Registrations under the "CR/NC" option are subject to the restrictions in the "CR/NC" policy.
- A graded course ("A-F") may not be repeated for a grade of "AUD."
- A course taken under the "CR/NC" option may not be repeated for a grade of "AUD."
- 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.
- For the purpose of this section, credit for the course or its equivalent will apply only once toward meeting degree requirements.

Illness or Emergency for Student

If a student is too ill to attend class or there is an emergency situation (car crash, hospitalization, etc.), the student should contact all professors as soon as possible. Decisions about test retakes, grades, or assignments are the discretion of the individual professor. Students may appeal a decision to the Associate Dean of Instruction in the Office of Academic Affairs.

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 Center of Wayne College or online at www.uakron.edu/registrar. 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 64 credits for an associate degree (some programs of study may require more) with a minimum of 2.0 grade-point average as computed by the Registrar for work attempted at Wayne College/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.
- Discharge all other obligations at the University.

Graduation Requirements for Additional Associate and Baccalaureate Degrees

- Meet requirements listed above.
- Earn a minimum of 32 credits after the awarding of the first baccalaureate degree, or 16 credits after the awarding of 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.



Transient Work at Another University

Any Wayne College student who wishes to take coursework at another accredited institution of higher education must receive prior approval by the academic dean of the appropriate unit if the student intends to apply this coursework toward a degree at The University of Akron.

1. A student can make an official request for transient credit by submitting a Transient Permission Worksheet. If the coursework taken at another institution will be used to satisfy General Education requirements, prior written permission to take the coursework must be received from the University College Dean unless the course has been previously approved as an equivalency by The University of Akron.
2. If the course taken at another institution will be used to satisfy an upper-college degree requirement or as elective credit, prior written permission to take the course(s) must be received from the Dean of the student's degree-granting college unless the course has been previously approved as an equivalency by The University of Akron.
3. A student must earn a grade of "D-" or better in the course(s) at the other institution in order for the credits to apply toward the student's degree requirements at The University of Akron, unless otherwise specified by the degree-granting college. It is the student's responsibility to provide The University of Akron with an official transcript for the course(s) to receive credit.
4. No more than 18 total credit hours of transient work may be approved prior to the granting of a baccalaureate degree. No more than nine total credit hours of transient work may be approved prior to the granting of an associate degree.
5. Approvals for transient attendance at other institutions are valid for only the requested term and are subject to all restrictions of the dean of the college approving the request for transient credit.
6. Students who are on probation, dismissed, or are in the last 32 hours of a baccalaureate degree or are in the last 16 hours of an associate degree are restricted or may be denied transient permission by either the dean of the degree-granting college or the dean of the University College except in rare and compelling circumstances.

Note: Coursework taken at another institution cannot be considered for The University of Akron's *Repeat for Change of Grade Policy* or *Academic Reassessment* and will not be calculated into the UA grade-point average.

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 Center complete an



Intercampus Transfer. The student's file will then be forwarded to the appropriate office at the University.

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 (ACE). In order for credit to be awarded, the student must submit his/her DD214 form. 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.

For additional education credit, the ACE transcript can be used for complete awarded credit. Information regarding the ACE transcript can be obtained at www.acenet.edu. Documents should be submitted to the Coordinator of Transfer and Articulation Services in University College.

FERPA

Do you know about your educational privacy? Under the Family Educational Rights and Privacy Act (FERPA), higher education institutions are limited in the information they can reveal about students. FERPA also grants students certain rights, including the right to keep their educational records private. Detailed information regarding FERPA can be found at: <http://www.uakron.edu/ogc/legal-policies-and-procedures/privacy-practices-and-policies/ferpa.dot>.

Assessment of Student Learning

Students have an important, active role in assessment at Wayne College. Assessment is an ongoing 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.

Wayne College Student Learning Outcomes

Upon completing their degree program at The University of Akron Wayne College, students will:

- Apply analytic and/or critical thinking skills to solve problems.
- Demonstrate the appropriate use of technology.
- Demonstrate information literacy.
- Apply effective communication skills.





Section FOUR

Academic Programs

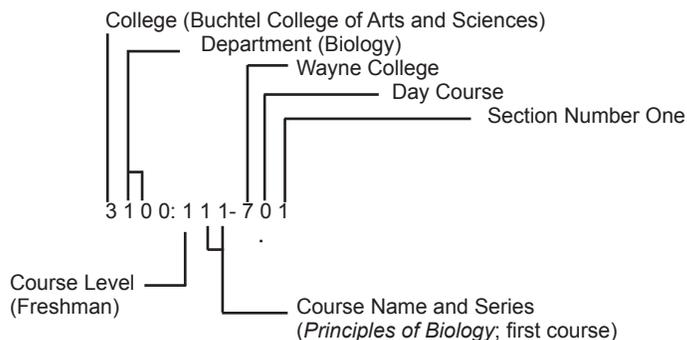
COURSE NUMBERING SYSTEM

Wayne College, as a regional campus 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.

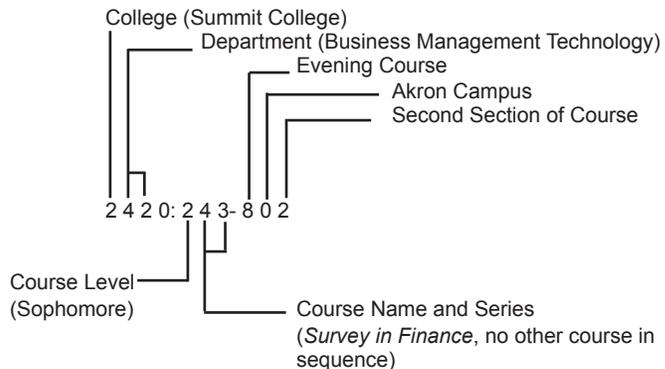
After the colon, the first digit in the second set represents the level of the course, e.g., 1 = freshman, 2 = sophomore, 3 = junior and 4 = senior. Courses with a beginning course digit of 5 or above may only be taken by graduate students. The last two digits in the second set of numbers refer to the 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 (when and where the course is offered). All sections offered by Wayne College have a first digit of 7. The second digit represents where the section is being held (Wayne campus or off-campus) and whether it is a day section (12:00 a.m. to 4:29 p.m. start time), evening section (4:30 p.m. to 11:59 p.m. start time), or a Saturday 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 regional campus of The University of Akron, supports, where feasible, the broad range of career education programs of the University's Summit 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, and 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 coursework, credits earned at Wayne College may be applied at a later date toward a bachelor's degree. However, acceptance and evaluation of credits lie exclusively within the jurisdiction of the college/university to which the student wishes to transfer.



WAYNE COLLEGE PROGRAMS

The following associate degree programs are available at Wayne College. The structure of these programs may differ significantly from similar programs within Summit 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 coursework 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 the associate to bachelor's degree option can lead to immediate employment upon completion, it 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.

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

		Credits
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*	2
2260:293	Field Work Orientation	1
2260:294	Field Work Evaluation	1
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	Diversity and Social Work	3
7750:276	Introduction to Social Welfare	3
	Economics requirement	3
	Human Development requirement	3
	Natural Science requirement	4
	Physical Education/Wellness	1
	Social Services elective	4
		68

* Students are required two semesters of practicum experience. Those who are pursuing/have completed the Gerontological Social Services or Therapeutic Activities certificate can use 2260:287 Practicum in Therapeutic Activities and Long-term Care (1) or 2260:289 Practicum in Gerontological Social Services (1) as one of their required practicum experiences.

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 and managerial accounting, sales, procurement, credit and collections, business research, data compilation, and reporting.

Students entering the program must demonstrate a fundamental knowledge of computer software and keyboarding by examination (CISBR) or take the following bridge courses prior to enrolling in the program:

2440:105	Introduction to Computers and Application Software	3
2540:290	ST: Keyboarding for Skill Development	1

Program Requirements

2040:240	Human Relations	3
	or	
3750:100	Introduction to Psychology	3
2040:247	Survey of Basic Economics	3
	or	
3250:200	Principles of Microeconomics	3
2420:103	Essentials of Management Technology	3
2420:104	Introduction to Business in the Global Environment	3
	or	
6100:101	Global Business Concepts and Practices	3
2420:170	Applied Mathematics for Business	3
2420:211	Basic Accounting I	3
2420:212	Basic Accounting II	3
2420:213	Essentials of Management Accounting	3
2420:214	Essentials of Intermediate Accounting	3
2420:216	Survey of Cost Accounting	3
2420:217	Survey of Taxation	4

		<i>Credits</i>
2420:218	Automated Bookkeeping	2
2420:245	Business Management Accounting Internship	3
2420:243	Survey in Finance	3
2420:263	Professional Communication and Presentations	3
	or	
7600:106	Effective Oral Communication	3
2420:280	Essentials of Business Law	3
	or	
6400:220	The Legal and Social Environment of Business	3
2440:125	Spreadsheet Software	2
2520:101	Essentials of Marketing Technology	3
2540:289	Career Development for Business Professionals	3
3300:111	English Composition I	4
3300:112	English Composition II	3
3600:120	Introduction to Ethics	3
6200:250	Spreadsheet Modeling and Decision Analysis	3
		69

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.

Students entering the program must demonstrate a fundamental knowledge of computer software and keyboarding by examination (CISBR) or take the following bridge courses prior to enrolling in the program:

2440:105	Introduction to Computers and Application Software	3
2540:290	ST: Keyboarding for Skill Development	1

Program Requirements

2040:240	Human Relations	3
	or	
3750:100	Introduction to Psychology	3
2040:247	Survey of Basic Economics	3
	or	
3250:200	Principles of Microeconomics	3
2420:103	Essentials of Management Technology	3
2420:104	Introduction to Business in the Global Environment	3
	or	
6100:101	Global Business Concepts and Practices	3
2420:170	Applied Mathematics for Business	3
2420:202	Elements of Human Resource Management	3
2420:211	Basic Accounting I	3
2420:212	Basic Accounting II	3
2420:218	Automated Bookkeeping	2
2420:243	Survey in Finance	3
2420:246	Business Management Internship	3
	or	
2420:250	Problems in Business Management	3
2420:263	Professional Communication and Presentations	3
	or	
7600:106	Effective Oral Communication	3
2420:280	Essentials of Business Law	3
	or	
6400:220	The Legal and Social Environment of Business	3
2440:125	Spreadsheet Software	2
2520:101	Essentials of Marketing Technology	3
2540:289	Career Development for Business Professionals	3
2880:232	Labor Management Relations	3
3300:111	English Composition I	4
3300:112	English Composition II	3
3600:120	Introduction to Ethics	3
6200:250	Spreadsheet Modeling and Decision Analysis	3
6300:201	Introduction to Entrepreneurship	3
		65

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, insurance billing, and financial analysis.

Students entering the program must demonstrate a fundamental knowledge of computer software and keyboarding

by examination (CISBR) or take the following bridge courses prior to enrolling in the program:

		<i>Credits</i>
2440:105	Introduction to Computers and Application Software	3
2540:290	ST: Keyboarding for Skill Development	1

Program Requirements (A grade of "C" or higher is required in all 2530: department courses.)

2040:240	Human Relations	3
	or	
3750:100	Introduction to Psychology	3
2420:103	Essentials of Management Technology	3
2420:202	Elements of Human Resource Management	3
2420:211	Basic Accounting I	3
2440:125	Spreadsheet Software	2
2530:240	Medical Coding I-Diagnostic	3
2530:241	Health Information Management	3
2530:242	Medical Office Administration	3
2530:243	Medical Coding II-Procedural	3
2530:244	Medical Insurance Billing	3
2530:255	Health Care Office Management & Medicolegal Issues	3
2530:257	Health Care Office Finance	2
2530:259	Internship Orientation	1
2530:260	Health Care Office Management Internship	3
2530:284	Medical Office Techniques	2
2540:119	Business English	3
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
3600:101	Introduction to Philosophy	3
	or	
3600:120	Introduction to Ethics	3
5550:211	First Aid & CPR	2
7600:106	Effective Oral Communication	3
	or	
2420:263	Professional Communication and Presentations	3
		67



2540: Computer and Business Technology

Through the study of office and technology skills, this program will prepare graduates for careers as office professionals. Students choose from program options that prepare them for computer support, networking support, and/or office management positions. Students may choose to transfer credits from the associate degree program into a bachelor's degree program.

Students entering the program must demonstrate a fundamental knowledge of computer software and keyboarding by examination (CISBR) or take the following bridge courses prior to enrolling in the program:

		<i>Credits</i>
2440:105	Introduction to Computers and Application Software	3
2540:290	ST: Keyboarding for Skill Development	1

Application Software Option

Inactive—No new students effective Fall Semester 2012

Business Office Manager Option

2040:240	Human Relations	3
2040:256	Diversity in American Society	2
2420:103	Essentials of Management Technology	3
2420:104	Introduction to Business in the Global Environment	3
2420:170	Applied Mathematics for Business	3
2420:202	Elements of Human Resource Management	3
2420:211	Basic Accounting I	3
	or	
6200:201	Accounting Principles I	3
2420:212	Basic Accounting II	3
	or	
6200:202	Accounting Principles II	3
2420:263	Professional Communication and Presentations	3
2420:272	Microsoft PowerPoint	2
2440:125	Spreadsheet Software	2
2440:245	Introduction to Databases for Micros	3
2540:119	Business English	3
2540:121	Introduction to Office Procedures	3
2540:123	Microsoft Outlook	2
2540:136	Speech Recognition Technology	2
2540:138	Project Management	2
2540:143	Microsoft Word: Beginning	2
2540:144	Microsoft Word: Advanced	2
2540:243	Internship	3
2540:253	Advanced Word Processing	3
2540:289	Career Development for Business Professionals	3
3300:111	English Composition I	4
3600:120	Introduction to Ethics	3
		65

Health Care Administrative Assistant Option

Inactive—No new students effective Fall Semester 2012

Computer Support Specialist Option

Inactive—No new students effective Fall Semester 2012

Networking Support Option

2020:222	Technical Report Writing	3
2030:151	Technical Mathematics I	2
	and	
2030:152	Technical Mathematics II	2
	or	
3470:250	Statistics for Everyday Life	4
2040:240	Human Relations	3
2040:256	Diversity in American Society	2
2420:103	Essentials of Management Technology	3
2420:104	Introduction to Business in the Global Environment	3
2420:263	Professional Communication and Presentations	3
2440:121	Introduction to Logic/Programming	3
2440:145	Introduction to Unix/Linux	3
2440:170	Visual BASIC	3
2440:247	Hardware Support	3
2540:243	Internship	3
2540:289	Career Development for Business Professionals	3

2600:245	Network Operating Systems	3
2600:261	Network Security	3
2600:270	Introduction to Network Technology	3
2600:272	Network Hardware I	3
2600:274	Network Hardware II	3
2600:276	Advanced Network Technologies	3
3300:111	English Composition I	4
3600:120	Introduction to Ethics	3
	Technical electives	3
		67

Technical electives:

2440:140	Internet Tools	3
2600:252	Microsoft Active Directory	3
2600:262	Linux Networking	3
2600:290	Special Topics: Computer Services and Networking	1-5

2650: Paraprofessional Education

Intervention Specialist Option

The goal of the Paraprofessional Education program at Wayne College is to create a cadre of paraprofessionals who will serve the diverse needs of students in the educational community. These educational paraprofessionals will be trained to perform the following activities within their roles in educational programs: provide instructional support to individuals and small groups of students, implement behavior plans, collaborate with teachers to ensure educational programming is consistent across settings and personnel, assist teachers with technology integration for students, collect data on students and educational practices, and provide personal care assistance.

This degree is designed for individuals who want to serve students with disabilities in a variety of educational settings. Students will study how children learn and develop, how to support students with diverse learning needs within school settings, how to effectively collaborate with teachers and other related personnel, and the historical foundations for special education programs. The program serves as a pathway to the bachelor's degree program for students interested in obtaining licensure as an intervention specialist.

2650:295	Field Experience for Educational Paraprofessional	2
3100:265	Introductory Human Physiology/Lab	4
3150:101	Chemistry for Everyone/Lab	4
3300:111	English Composition I	4
3300:112	English Composition II	3
3450:145	College Algebra	4
3750:100	Introduction to Psychology	3
3850:100	Introduction to Sociology	4
5100:200	Introduction to Education	3
5100:220	Educational Psychology	3
5500:230	Educational Technology	3
5500:245	Understanding Literacy Development and Phonics	3
5550:211	First Aid & CPR	2
5610:225	Introduction to Exceptionalities	3
5610:450	Special Education Programming: Early Childhood	3
5610:459	Collaboration & Consultation in Schools and Communities	3
5610:467	Management Strategies in Special Education	3
7400:265	Child Development	3
7600:106	Effective Oral Communication	3
	Technical Studies electives	4
		64

Early Childhood Option

The Associate of Applied Science degree in Paraprofessional Education — Early Childhood is designed for individuals who want to serve children ages three to grade three. Students study theories of child development, developmentally appropriate practices to serve young children, and the importance of collaborative skills to work with parents and a variety of service providers. Students develop the skills necessary for placement into early childhood settings as teacher assistants. The program serves as a pathway to the bachelor's degree program for students interested in obtaining licensure as an early childhood educator.

2650:295	Field Experience for Educational Paraprofessional	2
3100:103	Natural Science: Biology Lecture/Lab	4
3300:111	English Composition I	4

		<i>Credits</i>
3300:112	English Composition II	3
3350:100	Introduction to Geography	3
3400:250	U.S. History to 1877	4
	or	
3400:251	U.S. History since 1877	4
	or	
3700:100	Government & Politics in the U.S.	4
3450:140	Fundamentals of Mathematics for Primary Educators	3
3450:240	Mathematical Foundations for Early Childhood Educators	3
5100:200	Introduction to Education	3
5100:220	Educational Psychology	3
5500:230	Educational Technology	3
5500:245	Understanding Language Literacy & Phonics	3
5610:225	Introduction to Exceptionalities	3
5610:450	Special Education Programming: Early Childhood	3
5610:459	Collaboration & Consultation in Schools & Communities	3
7400:265	Child Development	3
7400:270	Theory and Guidance of Play	3
7600:106	Effective Oral Communication	3
	Natural Science Requirement	4
	Physical Education/Wellness	1
	Technical Studies electives	4
		65

2670: Exercise Science Technology

The Exercise Science Technology program prepares graduates for paraprofessional positions in fitness and wellness settings. Graduates are trained to instruct and coach both groups and individuals in various exercises and activities. They assist clients in assessing physical fitness levels, and they help clients in setting and reaching fitness goals. Graduates are prepared to enter careers as fitness trainers, wellness coaches, or other health and fitness paraprofessional positions, or to continue their education towards a bachelor's degree in areas including exercise science, sports science, or pre-physical therapy.

2520:101	Essential of Marketing Technology	3
	or	
6300:201	Introduction to Entrepreneurship	3
2540:143	Microsoft Word: Beginning	2
2670:250	Exercise Science Technology Internship	3
2740:120	Medical Terminology	3
3100:200	Human Anatomy and Physiology I	3
3100:201	Human Anatomy and Physiology Laboratory I	1
3100:202	Human Anatomy and Physiology II	3
3100:203	Human Anatomy and Physiology Laboratory II	1
3300:111	English Composition I	4
3600:101	Introduction to Philosophy	3
	or	
3600:120	Introduction to Ethics	3
	or	
3600:170	Introduction to Logic	3
3750:100	Introduction to Psychology	3
	or	
3850:100	Introduction to Sociology	4
5550:100	Introduction to Sport Studies	3
5550:150	Concepts of Health & Fitness	3
5550:201	Kinesiology	3
5550:211	First Aid & CPR	2
	or	
5550:212	First Aid & CPR Professional Rescuer	2
5550:220	Health Promotion and Behavior Change	3
5550:302	Physiology of Exercise/Laboratory	3
5550:330	Exercise and Weight Control	3
5550:352	Strength and Conditioning	3
5550:355	Exercise in Special Populations	3
5570:202	Stress, Lifestyle and Your Health	3
7400:133	Nutrition Fundamentals	3
7600:105	Introduction to Public Speaking	3
	or	
7600:106	Effective Oral Communication	3
	Mathematics requirement	3
		67

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 Computer and Business Technology, or Business Management Technology, the Associate of Applied Science in Health Care Office Management, and Social Services 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.

		<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
2260:287	Practicum in Therapeutic Activities and Long-term Care	1
	or	
2260:289	Practicum in Gerontological Social Services	1
2260:293	Field Work Orientation	1
2260:294	Field Work Evaluation	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	3
		34



Medical Billing Certificate

The medical billing specialist is an integral part of the health care team. Medical billing personnel are responsible for patient billing and basic accounting systems used in the health care facility. The individual responsible for the medical billing needs to know medical terminology, principles of anatomy and physiology, disease processes, medical procedures, medical records, patient billing, accounting, and computer skills. Medical references will be used extensively to code patient diagnoses and medical procedures performed. Competence in completion of the standard health insurance claim, knowledge of third-party reimbursement, and an understanding of collection policies and procedures are also important to this position.

Wayne College's Medical Billing certificate prepares you to work in hospitals, nursing homes, outpatient clinics, medical group practices, health maintenance organizations, medical billing services, and insurance companies.

Students entering the program must demonstrate a fundamental knowledge of computer software and keyboarding by examination (CISBR) or take the following bridge courses prior to enrolling in the program:

		<i>Credits</i>
2440:105	Introduction to Computers and Application Software	3
2540:290	ST: Keyboarding for Skill Development	1

Certificate Requirements (A grade of "C" or higher is required in all 2530: department courses.)

2420:211	Basic Accounting I	3
2420:263	Professional Communication and Presentations	3
	or	
7600:106	Effective Oral Communication	3
2440:125	Spreadsheet Software	2
2530:240	Medical Coding I - Diagnostic	3
2530:241	Health Information Management	3
2530:242	Medical Office Administration	3
2530:243	Medical Coding II - Procedural	3
2530:244	Medical Insurance Billing	3
2540:119	Business English	3
2540:143	Microsoft Word, Beginning	2
2740:120	Medical Terminology	3
2740:121	Study of Disease Processes	3
		<u>34</u>

Medical Transcription Certificate

Inactive—No new students effective Fall Semester 2012

Information Specialist Certificate

Organizations need to process a rapidly growing amount of information. Information specialists help ensure the smooth and efficient handling of information. Core responsibilities for information specialists include performing and coordinating an office's administrative activities; storing, retrieving, and integrating information for dissemination to staff and clients; planning and scheduling meetings and appointments; organizing and maintaining paper and electronic files; managing projects; conducting research; and disseminating information using the telephone, mail services, websites, and email. They may also handle travel arrangements. In addition, information specialists often use computers to do tasks such as create spreadsheets; compose correspondence; manage databases; and create presentations, reports, and documents. Potential job titles include Information Processor, Administrative or Office Assistant, Data Entry Operator, Receptionist, and Office Clerk. All credits are applicable to the Associate of Applied Business Degree in Computer and Business Technology--Business Office Manager option.

Students entering the program must demonstrate a fundamental knowledge of computer software and keyboarding by examination (CISBR) or take the following bridge courses prior to enrolling in the program:

		<i>Credits</i>
2440:105	Introduction to Computers and Application Software	3
2540:143	Microsoft Word, Beginning	2
2540:290	ST: Keyboarding for Skill Development	1

Certificate Requirements

2420:263	Professional Communication and Presentations	3
2420:272	Microsoft PowerPoint	2
2440:125	Spreadsheet Software	2
2440:245	Introduction to Databases for Micros	3
2540:119	Business English	3
2540:121	Introduction to Office Procedures	3
2540:123	Microsoft Outlook	2
2540:136	Speech Recognition Technology	2
2540:138	Project Management	2
2540:144	Microsoft Word, Advanced	2
2540:243	Internship	3
2540:253	Advanced Word Processing	3
2540:289	Career Development for Business Professionals	3
		<u>33</u>

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.

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
	or	
2260:287	Practicum in Therapeutic Activities and Long-term Care	1
2260:293	Field Work Orientation	1
2260:294	Field Work Evaluation	1
		<u>12</u>

Workplace Communication Certificate

This certificate prepares individuals for the workplace communication skills demanded by today's employers. Courses focus on functional skills (writing, editing, oral presentations), as well as theoretical and technological foundations (ethics, computer-assisted design) applicable in the workplace. For employees already on the job, the certificate offers the opportunity to update skills and satisfy corporate demands; for current students, the certificate provides competence in workplace communication skills that prospective employers seek.

2020:222	Technical Report Writing	3
2420:301	Information Design	3
2420:302	Ethical Issues in the Workplace	3
7600:105	Introduction to Public Speaking	3
	or	
7600:106	Effective Oral Communication	3
		<u>12</u>

* 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.

SUMMIT COLLEGE PROGRAMS

2420: Bachelor of Organizational Supervision

The Bachelor of Organizational Supervision (BOS) is a degree-completion program offered by Summit College and available, in its entirety, at Wayne College. It is specifically designed for students who already hold an associate degree in a technical area, but require a bachelor's degree to advance professionally. Graduates of the Bachelor of Organizational Supervision program will gain the knowledge and field experience necessary to be competitive in today's marketplace, including:

- Effective oral and written communication
- Application of ethical principles to workplace situations
- Application of quantitative skills
- Problem-solving
- Project management
- Development of specific leadership and supervisory skills
- Working in teams

The total program of study requires 128 semester credit hours, including credits transferred from the technical associate degree, 30 credit hours of 300/400 level core courses as listed below and any elective credits necessary to make the 128 credit hour minimum. Elective credits can focus on areas that support specific employment and career interests. Consult an academic adviser at Wayne College for further details.

<i>Courses at Wayne College</i>		<i>Credits</i>
2420:300	Supervision in a Technical Environment	3
2420:301	Information Design	3
2420:302	Ethical Issues in the Workplace	3
2420:310	Leadership Principles and Practices in Technical Organizations	3
2420:311	Community Service and Leadership in a Global Context	3
2420:401	Leading Project Teams in Technical Organizations	3
2420:402	Assessing and Improving Technical Organizations	3
2420:420	Human Capital Development for Technical Organizations	3
2420:421	Senior Seminar in Organizational Supervision	3
7600:325	Intercultural Communication -OR-	
7600:344	Group Decision Making -OR-	
7600:345	Business and Professional Speaking	3
		30

Technical associate degree credits (minimum)	60
Total general education credits required*	as needed to meet University baccalaureate degree requirements
Total credits required for degree	(minimum) 128

*The General Education mathematics requirement must be fulfilled by taking 3470:250 Statistics for Everyday Life, or 3470:260 Basic Statistics. Consult an academic adviser for further details.

The following associate degree programs are available through Summit 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

<i>Courses at Wayne College</i>		
2040:240	Human Relations	3
2040:242	American Urban Society	3
3300:111	English Composition I	4
5550:211	First Aid & CPR	2
5610:450	Special Education Programming: Early Childhood	3
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
	Mathematics requirement (consult adviser)	3
	Electives	2
		33

<i>Courses at Akron Campus</i>		<i>Credits</i>
2200:110	Foundations in Early Childhood Development	3
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 Early Childhood Center	2
5200:370	Early Childhood Center Laboratory	2
7400:132	Early Childhood Nutrition	2
7400:448	Before & After School Care	2
7400:460	Organization & Supervision of Child Care Centers	3
		31

2220: Criminal Justice Technology

Law Enforcement Option

<i>Courses at Wayne College</i>		
2020:222	Technical Report Writing	3
2040:240	Human Relations	3
2040:242	American Urban Society	3
2220:100	Introduction to Criminal Justice	3
2820:105	Basic Chemistry/Lab	3
3300:111	English Composition I	4
3850:100	Introduction to Sociology	4
7600:106	Effective Oral Communication	3
	Mathematics Requirement	4
	Physical Education/Wellness	1
		31

Courses at Akron campus

2220:102	Principles of Criminal Law	3
2220:104	Evidence and Criminal Legal Process	3
2220:105	Introduction to Police Studies	3
2220:251	Criminal Investigation	3
2220:253	Basic Forensic Methods	3
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:xxx	Technical Electives	6
		33

Corrections Option

<i>Courses at Wayne College</i>		
2020:222	Technical Report Writing	3
2040:240	Human Relations	3
2040:242	American Urban Society	3
2220:100	Introduction to Criminal Justice	3
2260:260	Introduction to Addiction	3
2820:105	Basic Chemistry	3
3300:111	English Composition I	4
3850:100	Introduction to Sociology	4
7600:106	Effective Oral Communication	3
	Mathematics requirement (consult adviser)	4
	Physical Education/Wellness	1
		34



<i>Courses at Akron Campus</i>		<i>Credits</i>
2220:103	Introduction to Corrections	3
2220:106	Juvenile Justice Process	3
2220:260	Critical Incident Interventions for Criminal Justice	3
2220:270	Community Corrections	3
2220:275	Legal Aspects of Corrections	3
2220:298	Applied Ethics in Criminal Justice	3
2260:255	Effective Workplace Relationships	3
2260:262	Basic Helping Skills	4
2260:269	Criminal Justice and Addiction	3
2220:	Technical electives	3
		31

Public Safety and Security Administration

<i>Courses at Wayne College</i>		
2020:222	Technical Report Writing	3
2040:240	Human Relations	3
2040:256	Diversity in American Society	2
2220:100	Introduction to Criminal Justice	3
2420:104	Introduction to Business in a Global Environment	3
2420:263	Professional Communication and Presentations	3
3300:111	English Composition I	4
5550:211	First Aid and CPR	2
	Mathematics requirement (consult adviser)	4
		27

Courses at Akron Campus

2220:101	Introduction to Security Administration Technology	3
2220:231	Physical Security: Systems, Design and Control	3
2220:232	Legal Issues in Security Administration	3
2220:233	Security Investigations: Principles and Practice	3
2220:234	Computer and Information Security	3
2220:245	Homeland Security: Principles and Practice	3
2230:100	Introduction to Fire Protection	4
2230:250	Hazardous Materials	4
2230:257	Fire and Safety Issues for Business	3
2235:305	Principles of Emergency Management	3
2235:490	Business Preparedness and Continuity	3
2220:	Technical electives	6
		41

2230: Fire Protection Technology

<i>Courses at Wayne College</i>		
2020:222	Technical Report Writing	3
2040:240	Human Relations	3
2040:242	American Urban Society	3
2820:105	Basic Chemistry	3
3300:111	English Composition I	4
7600:106	Effective Oral Communication	3
	Mathematics requirement (consult adviser)	4
		23

Courses at Akron Campus

2230:100	Introduction to Fire Protection	4
2230:102	Fire Safety in Building Design and Construction	3
2230:104	Fire Investigation Methods	4
2230:202	Incident Management for Emergency Responders	4
2230:204	Fire and Life Safety Education	3
2230:205	Fire Detection and Suppression Systems	3
2230:206	Fire Sprinkler System Design	3
2230:250	Hazardous Materials	4
2230:254	Fire Prevention	3
2230:257	Fire and Safety Issues for Business and Industry	3
2230:280	Fire Service Administration	4
2230:295	Technical Fire Training/Field Experience	4
		42

2280: Hospitality Management

Culinary Arts Option

<i>Courses at Wayne College</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
2420:263	Professional Communications and Presentations	3
	or	
7600:106	Effective Oral Communication	3
3300:111	English Composition I	4
7400:133	Nutrition Fundamentals	3
	Cultural Diversity requirement (consult adviser)	2
	Mathematics requirement (consult adviser)	4
		28

Courses at Akron Campus

2280:101	Introduction to Hospitality	3
2280:120	Safety and Sanitation	2
2280:121	Fundamentals of Food Preparation I	4
2280:122	Fundamentals of Food Preparation II	4
2280:160	Wine and Beverage Service	3
2280:230	Advanced Food Preparation	4

		<i>Credits</i>
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
2540:270	Business Software Applications	4
7400:133	Nutrition Fundamentals	3
		44

Hotel/Lodging Management Option

<i>Courses at Wayne College</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
2420:263	Professional Communications and Presentations	3
	or	
7600:106	Effective Oral Communication	3
3300:111	English Composition I	4
	Cultural Diversity requirement (consult adviser)	2
	Mathematics requirement (consult adviser)	4
		25

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
2280:237	Internship	2
2280:240	Supervision in the Hospitality Industry	3
2280:245	Menu, Purchasing and Cost Control	4
2280:250	Front Office Operations	3
2280:256	Hospitality Law	3
2280:268	Revenue Centers	3
2280:278	Hospitality Industry Marketing	3
2280:280	Special Events Management	3
2540:270	Business Software Applications	4
		43

Hotel Marketing and Sales Option

<i>Courses at Wayne College</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
2420:263	Professional Communications and Presentations	3
	or	
7600:106	Effective Oral Communication	3
2420:272	Microsoft PowerPoint	2
3300:111	English Composition I	4
	Cultural Diversity requirement (consult adviser)	2
	Mathematics requirement (consult adviser)	4
		27

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
2280:237	Internship	2
2280:240	Supervision in the Hospitality Industry	3
2280:250	Front Office Operations	3
2280:256	Hospitality Law	3
2280:268	Revenue Centers	3
2280:278	Hospitality Industry Marketing	3
2280:280	Special Events Management	3
2520:206	Retail Promotion and Advertising	3
2520:212	Principles of Sales	3
2540:270	Business Software Applications	4
		42

Restaurant Management Option

<i>Courses at Wayne College</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
2420:263	Professional Communications and Presentations	3
	or	
7600:106	Effective Oral Communication	3
3300:111	English Composition I	4
	Cultural Diversity requirement (consult adviser)	2
	Mathematics requirement (consult adviser)	4
		25

<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	Supervision in the Hospitality Industry	3
2280:243	Food Equipment and Plant Operations	3
2280:245	Menu, Purchasing and Cost Control	4
2280:256	Hospitality Law	3
2280:278	Hospitality Industry Marketing	3
2540:270	Business Software Applications	4
		<u>45</u>

2290: Paralegal Studies

<i>Courses at Wayne College</i>		
2020:222	Technical Report Writing	3
2040:240	Human Relations	3
2040:242	American Urban Society	3
2040:256	Diversity in American Society	2
2420:211	Basic Accounting I	3
2440:105	Introduction to Computers and Application Software	3
3300:111	English Composition I	4
7600:106	Effective Oral Communication	3
	Mathematics requirement (consult adviser)	4
	Electives	3
		<u>31</u>

<i>Courses at Akron Campus</i>		
2220:104	Evidence and the Criminal Legal Process	3
2290:101	Introduction to Paralegal Studies	3
2290:104	Basic Legal Research and Writing	3
2290:106	Business Associations	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
2290:218	Advanced Probate Administration	3
2290:220	Paralegal Internship	4
	Technical Electives	3
		<u>38</u>

2440: Computer Information Systems

Computer Maintenance and Networking Option-Microsoft Networking Track

<i>Courses at Wayne College</i>		
2020:222	Technical Report Writing	3
2030:151	Technical Math I	2
2030:152	Technical Math II	2
2040:240	Human Relations	3
2040:247	Survey of Basic Economics	3
2420:103	Essentials of Management Technology	3
2420:104	Introduction to Business in the Global Environment	3
2420:202	Elements of Human Resource Management	3
2420:211	Basic Accounting I	3
2420:212	Basic Accounting II	3
2440:140	Internet Tools	3
2440:141	Web Site Administration	3
2440:145	Introduction to Unix/Linux	3
2440:247	Hardware Support	3
2600:240	Microsoft Desktop Environment	3
2440/2600	Technical Elective	3
3300:111	English Composition I	4
7600:106	Effective Oral Communication	3
	or	
2420:263	Professional Communications and Presentations	3
	Cultural Diversity requirement (consult adviser)	2
		<u>55</u>

<i>Courses at Akron Campus</i>		
2440:240	Computer Information Systems Internship	3
2440:248	Server Hardware Support	3
2600:242	Microsoft Networking II	3
2600:244	Microsoft Networking III	3
		<u>12</u>

Programming Specialist Option

<i>Courses at Wayne College</i>		
2020:222	Technical Report Writing	3
2030:152	Technical Math II	2
	and	
2030:153	Technical Math III	2
	or	
2030:161	Mathematics for Modern Technology	4
2040:240	Human Relations	3
2040:247	Survey of Basic Economics	3

		<i>Credits</i>
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	Introduction to Unix/Linux	3
2440:160	Java Programming	3
2440:170	Visual BASIC	3
3300:111	English Composition I	4
7600:106	Effective Oral Communication	3
	or	
2420:263	Professional Communications and Presentations	3
	Cultural Diversity requirement (consult adviser)	2
		<u>46</u>

<i>Courses at Akron Campus</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	CIS Projects	3
2440:256	C++ Programming	3
		<u>18</u>

Web Development Option

<i>Courses at Wayne College</i>		
2020:222	Technical Report Writing	3
2030:152	Technical Math II	2
	and	
2030:153	Technical Math III	2
	or	
2030:161	Math 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
2440:141	Web Site Administration	3
2440:145	Introduction to Unix/Linux	3
2440:160	Java Programming	3
2440:170	Visual BASIC	3
2440:212	Multimedia and Interactive Web Elements	3
3300:111	English Composition I	4
7600:105	Introduction to Public Speaking	3
	or	
7600:106	Effective Oral Communications	3
	or	
2420:263	Professional Communications and Presentations	3
	Cultural Diversity requirement (consult adviser)	2
		<u>52</u>

<i>Courses at Akron Campus</i>		
2440:180	Database Concepts	3
2440:211	Interactive Web Programming	3
2440:241	Systems Analysis and Design	3
2440:251	Computer Applications Projects	3
		<u>12</u>

2740: Medical Assisting Technology

<i>Courses at Wayne College</i>		
2040:240	Human Relations	3
2440:105	Introduction to Computers and Application Software	3
2420:140	Keyboarding	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
	Cultural Diversity requirement (consult adviser)	2
	Mathematics requirement (consult adviser)	3
		<u>29</u>

<i>Courses at Akron Campus</i>		
2740:122	Emergency Responder I	1
2740:126	Administrative Medical Assisting I	4
2740:127	Administrative Medical Assisting II	4
2740:128	Basic Procedural Coding	3
2740:129	Basic Diagnostic Coding	3
2740:135	Clinical Medical Assisting I	4
2740:228	Medical Insurance	3
2740:235	Clinical Medical Assisting II	4
2740:246	Medical Assisting Practicum	4
2780:106	Anatomy and Physiology for Allied Health I	3
2780:107	Anatomy and Physiology for Allied Health II	3
		<u>36</u>

2760: Radiologic Technology

<i>Courses at Wayne College</i>		<i>Credits</i>
2030:130	Mathematics for Allied Health	3
2040:240	Human Relations	3
2740:120	Medical Terminology	3
3100:200, 202	Human Anatomy and Physiology I, II	6
3300:111	English Composition I	4
7600:106	Effective Oral Communication	3
		<u>22</u>
<i>Courses at Akron Campus</i>		
2760:141	Anatomy and Positioning I	3
2760:142	Anatomy and Positioning II	3
2760:151	Methods of Patient Care I	2
2760:152	Methods of Patient Care II	1
2760:161	Radiologic Physics and Principles I	3
2760:162	Radiologic Physics and Principles II	3
2760:171	Clinic Class I	1
2760:172	Clinic Class II	1
2760:181	Clinical I	3
2760:182	Clinical II	3
2760:192	Radiobiology	2
2760:252	Imaging Obstacles and Solutions	2
2760:261	Radiologic Physics and Principles III	3
2760:262	Anatomy & Physiology Registry Review	2
2760:271	Special Imaging I	3
2760:272	Special Imaging II	3
2760:281	Clinical III	4
2760:282	Clinical IV	4
2760:291	Pathophysiology	2
2760:292	Cross-sectional Anatomy	2
		<u>50</u>

2770: Surgical Technology

<i>Courses at Wayne College</i>		
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
		<u>33</u>
<i>Courses at Akron Campus</i>		
2770:100	Introduction to Surgical Technology	4
2770:221	Surgical Technology Procedures I	3
2770:222	Surgical Technology 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
		<u>34</u>

2860: Electronic Engineering Technology

<i>Courses at Wayne College</i>		
2020:222	Technical Report Writing	3
2030:152	Technical Math II	2
2030:153	Technical Math III	2
2040:240	Human Relations	3
2040:242	American Urban Society	3
3300:111	English Composition I	4
		<u>17</u>
<i>Courses at Akron Campus</i>		
2030:154	Technical Math IV	3
2030:255	Technical Calculus I	3
2820:161	Technical Physics: Mechanics I	2
2820:162	Technical Physics: Mechanics II	2
2820:164	Technical Physics: Heat and Light	2
2860:120	Circuit Fundamentals	4
2860:121	Introduction to Electronics and Computers	2
2860:122	AC Circuits	3
2860:123	Electronic Devices	4
2860:225	Applications of Electronic Devices	4
2860:237	Digital Circuits	4
2860:238	Microprocessor Applications	4
2860:242	Machinery and Controls	3
2860:251	Electronic Communications	4
2860:260	Electronics Project	2
2870:301	Computer Control of Automated Systems	3
2940:210	Computer Aided Drawing	3
		<u>52</u>

2880: Manufacturing Engineering Technology

Computer-Aided Manufacturing Option

<i>Courses at Wayne College</i>		<i>Credits</i>
2030:151	Technical Math I	2
2030:152	Technical Math II	2
2030:153	Technical Math III	2
2040:240	Human Relations	3
2880:232	Labor-Management Relations	3
3300:111	English Composition I	4
2020:222	Technical Report Writing	3
	or	
3300:112	English Composition II	3
7600:106	Effective Oral Communication	3
	Physical Education/Wellness	1
	General electives	3
		<u>26</u>
<i>Courses at Akron Campus</i>		
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
2870:348	CNC Programming I	3
2880:100	Basic Principles of Manufacturing Management	4
2880:110	Manufacturing Processes	3
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
2940:210	Computer Aided Drawing I	3
	Technical electives	3
		<u>40</u>

2920: Mechanical Engineering Technology

<i>Courses at Wayne College</i>		
2020:222	Technical Report Writing	3
2030:152	Technical Math II	2
2030:153	Technical Math III	2
2040:240	Human Relations	3
2040:242	American Urban Society	3
3300:111	English Composition	4
7600:106	Effective Oral Communication	3
	Physical Education/Wellness	1
		<u>21</u>
<i>Courses at Akron Campus</i>		
2030:154	Technical Math IV	3
2030:255	Technical Calculus I	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
		<u>49</u>

2940: Drafting and Computer Drafting Technology

<i>Courses at Wayne College</i>		
2020:222	Technical Report Writing	3
2030:151	Technical Math I	2
2030:152	Technical Math II	2
2040:240	Human Relations	3
3300:111	English Composition	4
7600:106	Effective Oral Communication	3
	Physical Education/Wellness	1
	Social Science electives	3
		<u>21</u>
<i>Courses at Akron Campus</i>		
2820:131	Software Applications for Technology	1
2820:161	Technical Physics: Mechanics I	2
2870:348	CNC Programming I	3
2880:110	Manufacturing Processes	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
2940:245	Structural Drafting	2
2940:250	Architectural Drafting	3
2940:260	Drafting Technology Project	3
2980:223	Fundamentals of Map Production	3
2980:231	Building Construction	2
		<u>48</u>

2980: Land Surveying

Courses at Wayne College

2020:222	Technical Report Writing	3
2030:152	Technical Math II	2
2040:247	Survey of Basic Economics	3
3300:111	English Composition I	4
3350:100	Introduction to Geography	3
7600:106	Effective Oral Communications	<u>3</u>
		18

Courses at Akron Campus

2030:153	Technical Math III	2
2030:154	Technical Math IV	3
2030:260	Advanced Trigonometry	2
2820:131	Software Applications for Technology	1
2820:161	Technical Physics: Mechanics I	2
2820:162	Technical Physics: Mechanics II	2
2940:170	Surveying Drafting	3
2980:100	Introduction to Geomatics	2
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
2980:228	Boundary Surveying	3
2980:355	Computer Applications in Surveying	3
2980:xxx	Surveying electives	3
2985:101	Introduction to Geographic and Land Information Systems	3
2985:251	CST Seminar	1
3370:101	Introductory Physical Geology	<u>4</u>
		48

2985: Geographic and Land Information Systems (GIS/LIS)

Courses at Wayne College

3300:111	English Composition I	4
2020:222	Technical Report Writing	3
2030:152	Technical Mathematics II	2
2030:153	Technical Mathematics III	2
3350:100	Introduction to Geography	2
2420:263	Professional Communications & Presentations	3
	or	
7600:105	Introduction to Public Speaking	3
	or	
7600:106	Effective Oral Communications	3
	Area Studies & Cultural Diversity	2
	Natural Science (see adviser)	<u>4</u>
		23

Courses at Akron Campus

2030:260	Advanced Trigonometry	2
2820:131	Software Applications for Technology	1
2980:100	Introduction to Geomatics	2
2980:101	Basic Surveying I	2
2980:102	Basic Surveying II	2
2980:228	Boundary Surveying	3
2980:330	Applied Photogrammetry	3
2980:355	Computer Applications in Surveying	3
2985:101	Introduction to Geographic Info. Systems (GIS/LIS)	3
2985:201	Intermediate Geog. & Land Info. Systems (GIS/LIS)	3
2985:205	Building Geodatabases	3
2985:210	Geographic and Land Info. Systems Project (GIS/LIS)	3
2985:280	Topics in Professional Practice	2
2985:291	Geographic and Land Info. Sys. Internship	3
	Electives	<u>8</u>
		43

2990: Construction Engineering Technology

Courses at Wayne College

2020:222	Technical Report Writing	3
2040:242	American Urban Society	3
2040:247	Survey of Basic Economics	3
3300:111	English Composition I	4
7600:106	Effective Oral Communication	<u>3</u>
		16

<i>Credits</i>	<i>Courses at Akron Campus</i>	<i>Credits</i>	
3	2030:153	Technical Math III	2
3	2030:154	Technical Math IV	3
3	2030:255	Technical Calculus I	3
2	2820:131	Software Applications for Technology	1
3	2820:161	Technical Physics: Mechanics I	2
3	2820:162	Technical Physics: Mechanics II	2
3	2820:163	Technical Physics: Electricity and Magnetism	2
2	2820:164	Technical Physics: Heat and Light	2
<u>2</u>	2940:210	Computer Aided Drawing I	3
48	2980:101	Basic Surveying I	2
	2980:102	Basic Surveying II	2
	2980:222	Construction Surveying	3
	2990:125	Statics	3
	2990:150	Blueprint Reading	2
	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
		Technical electives	<u>3</u>
			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 coursework at Wayne College is similar in nature to what is required at that college or university. Questions regarding substitutions and relevance of Wayne College courses to the student's program of study at another college or university can be worked out through a cooperative effort by the student, 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 provides 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.** 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	4
	or	
3300:111	English Composition I	4
2020:222	Technical Report Writing	3
	or	
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)

		Credits
2030:152,153	Technical Math II, III	4
(Must complete both courses. Only 3 credits apply toward fulfilling General Education requirement)		
2030:161	Math for Modern Technology	4
3450:135	Excursions in Mathematics	3
3450:145	College Algebra	4
3450:210	Calculus with Business Applications	3
3450:240	Math Foundations for Early Childhood Educators	3
3470:250	Statistics for Everyday Life/Lab	4
3470:260	Basic Statistics/Lab	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/Lab	4
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Biology

2780:106	Anatomy and Physiology for Allied Health I	3
2780:107	Anatomy and Physiology for Allied Health II	3
3100:103	Natural Science-Biology/Lab	4
3100:108	Introduction to Biological Aging	3

Chemistry

2820:105	Basic Chemistry/Lab	3
2820:111	Introductory Chemistry/Lab	3
2820:112	Introductory and Analytical Chemistry/Lab	3
3150:100	Chemistry and Society	3
3150:101	Chemistry for Everyone/Lab	4

Geology

3370:100	Earth Science	3
3370:101	Introductory Physical Geology/Lab	4
3370:103	Natural Science-Geology	3
3370:121-140	Concepts in Geology	1
3370:171	Introduction to Oceans	3
3370:200	Environmental Geology	3
3370:201	Exercises in Environmental Geology I	1
3370:203	Exercises in Environmental Geology II	1

Physics

2820:161	Technical Physics: Mechanics I/Lab	2
2820:162	Technical Physics: Mechanics II/Lab	2
2820:163	Technical Physics: Electricity and Magnetism/Lab	2
2820:164	Technical Physics: Heat and Light/Lab	2
3650:130	Descriptive Astronomy/Lab	4
3650:133	Music, Sound and Physics/Lab	4
3650:137	Light/Lab	4

Oral Communication: 3 credits

2420:263	Professional Communications and Presentation	3
7600:105	Introduction to Public Speaking	3
	or	
7600:106	Effective Oral Communication	3

Social Science: 6 credits

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

Set 1 - Economics

2040:247	Survey of Basic Economics	3
3250:100	Introduction to Economics	3
3250:200	Principles of Microeconomics	3
3250:244	Introduction to Economic Analysis	3

Set 2 - Geography

3350:100	Introduction to Geography	3
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Set 3 - Government/Politics

2040:242	American Urban Society	3
3700:100	Government and Politics in the United States	4
3700:150	World Politics and Governments	3

Set 4 - Psychology

2040:240	Human Relations	3
3750:100	Introduction to Psychology	3

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

Set 5 - Sociology/Anthropology

2040:244	Death and Dying	2
3230:150	Human Cultures	3
3850:100	Introduction to Sociology	4
5100:150	Democracy in Education	3

Set 6 - United States History

3400:250	United States History to 1877	4
3400:251	United States History since 1877	4

Set 7 - Science/Technology/Society

2040:241	Technology and Human Values	2
2040:243	Contemporary Global Issues	3
3240:250	Introduction to Archaeology	3
3600:125	Theory and Evidence	3

Humanities: 10 credits - 3 courses

All students are required to complete:

3400:210	Humanities in the Western Tradition I or	4
3400:221	Humanities in the World Since 1300	4

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

Set 1 - Fine Arts

7100:210	Visual Art Awareness	3
7500:201	Exploring Music	3
7800:301	Introduction to Theatre Through Film	3
7900:210	Viewing Dance	3

Set 2 - Philosophy/Classics

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 - Literature

3300:250	Classic and Contemporary Literature	3
3300:252	Shakespeare and His World	3
3300:281	Fiction Appreciation	3
Other literature in English Translation:		
3200:361	Literature of Greece	3
3580:350	Literature of Spanish-America in Translation	3

Set 4

3400:210	Humanities in the Western Tradition I or	4
3400:221	Humanities in the World Since 1300	4

Area Studies & Cultural Diversity: 4 credits - 2 courses

1840:300	Introduction to Women's Studies	3
2040:254	The Black Experience from 1619 to 1877	2
2040:256	Diversity in American Society	2
2040:257	The Black Experience 1877 to 1954	2
2040:258	The Black Experience 1954 to Present	2
3002:201	Introduction to Pan African Studies	3
3230:251	Human Diversity	3
3350:275	Geography of Cultural Diversity	2
3400:285	World Civilization: China	2
3400:286	World Civilization: Japan	2
3400:287	World Civilization: Southeast Asia	2
3400:288	World Civilization: India	2
3400:289	World Civilization: Middle East	2
3400:290	World Civilization: Africa	2
3400:291	World Civilization: Latin America	2
7600:325	Intercultural Communication	3

Physical Education/Wellness: 1 credit

5540:120-183	Physical Education	0.5-1
5550:100	Introduction to Sport Studies	3
5550:150	Concepts of Health and Fitness	3
5550:194	Sports Officiating	2
5550:211	First Aid and Cardiopulmonary Resuscitation	2
5570:101	Personal Health	2
7400:133	Nutrition Fundamentals	3
7900:119/120	Modern Dance I/II	2
7900:124/125	Ballet I/II	2
7900:130/230	Jazz Dance I/II	2
7900:144	Tap Dance I	2

2020: Arts and Science

These are programs of general education intended to produce a socially intelligent individual, one who understands effective social behavior, and appreciates social values and scientific facts. The student intending to transfer to a bachelor's degree-granting college/university (including The University of Akron) may want to complete one of these associate degree programs prior to transfer. Doing so certifies the successful completion of two years of collegiate education at an accredited institution of higher education. Completing the Associate of Arts or the Associate of Science also fulfills the Transfer Module as outlined by the Ohio Board of Regents.

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

		<i>Credits</i>
3300:111	English Composition I	4
3300:112	English Composition II	3
3400:210	Humanities in the Western Tradition I ¹ or	4
3400:221	Humanities in the World Since 1300	4
7600:106	Effective Oral Communication	3
	Area Studies/Cultural Diversity requirement ²	4
	Humanities requirement ¹	6
	Mathematics requirement ³	3
	Natural Science requirement ⁴	8
	Physical Education/Wellness requirement	1
	Social Sciences requirement ⁵	6
	Electives ⁶	<u>22</u>
		64

¹Students must have completed a minimum of 32 semester credits and have completed 3300:112 English Composition II before enrolling for 3400:210 or 3400:221. An additional six credits of humanities must also be completed.

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

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

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

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

⁶In the arts program, a student is free to choose any electives, but they must be in some logical sequence. They should lead to some upper-college degree program, i.e., arts and sciences, education or fine and applied arts. In the science program, a student is free to choose any electives. However, at least two-thirds of the credits must be in the natural sciences; mathematics, statistics or computer science; engineering; business administration; or nursing department; and should lead to some upper-college degree objective.



TRANSFER PROGRAMS

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

3100: Biology

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

<i>Second Year</i>		
3100:211	General Genetics	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
	or	
3400:221	Humanities in the World Since 1300	4
	Humanities requirement	6
	Area Studies/Cultural Diversity requirement	4
	Physical Education/Wellness	1
	Social Science requirement	6
		34

3150: Chemistry

<i>First Year</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
7600:106	Effective Oral Communication	3
	Physical Education/Wellness	1
	Social Science requirement	6
		34

<i>Second Year</i>		
3150:263	Organic Chemistry Lecture I	3
3150:264	Organic Chemistry Lecture II	3
3150:265	Organic Chemistry Laboratory I	2
3150:266	Organic Chemistry Laboratory II	2
3400:210	Humanities in the Western Tradition I	4
	or	
3400:221	Humanities in the World Since 1300	4
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
	Humanities requirement	6
		36

3250: Economics

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

<i>Second Year</i>		<i>Credits</i>
3400:210	Humanities in the Western Tradition I	4
	or	
3400:221	Humanities in the World Since 1300	4
3250:200	Principles of Microeconomics	3
3250:201	Principles of Macroeconomics	3
	Areas Studies/Cultural Diversity requirement	4
	Humanities requirement	6
	Intermediate Foreign Language	6
	Social Science requirement	3
	Electives	3
		32

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
	or	
3400:221	Humanities in the World Since 1300	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
	or	
3400:221	Humanities in the World Since 1300	4
	Areas Studies/Cultural Diversity requirement	4
	Humanities requirement	6
	Intermediate Foreign Language	6
	Natural Science requirement	8
	Electives	4
		32

3370: Geology and Environmental Science*

<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>		
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
	or	
3400:221	Humanities in the World Since 1300	4
7600:106	Effective Oral Communication	3
	Areas Studies/Cultural Diversity requirement	4
	Humanities requirement**	6
	Beginning Foreign Language	8
		33

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

3400: History

<i>First Year</i>		<i>Credits</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>		<i>Credits</i>
3400:210	Humanities in the Western Tradition I or	4
3400:221	Humanities in the World Since 1300	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>		<i>Credits</i>
3300:111	English Composition I	4
3300:112	English Composition II	3
3450:221	Analytic Geometry-Calculus I	4
3450:222	Analytic Geometry-Calculus II	4
7600:106	Effective Oral Communication	3
	Natural Science requirements	8
	Physical Education/Wellness	1
	Social Science requirements	6
	or	
	Beginning Foreign Language	8
		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>		<i>Credits</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>		<i>Credits</i>
3400:210	Humanities in the Western Tradition I or	4
3400:221	Humanities in the World Since 1300	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>		<i>Credits</i>
3300:111	English Composition I	4
3300:112	English Composition II	3
3700:100	Government and Politics in the U.S.	4
7600:106	Effective Oral Communication	3
	Beginning Foreign Language	8
	Mathematics requirement	3
	Physical Education/Wellness	1
	Social Science requirement	3
	Electives	3
		32

<i>Second Year</i>		<i>Credits</i>
3400:210	Humanities in the Western Tradition I or	4
3400:221	Humanities in the World Since 1300	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 or	4
3400:221	Humanities in the World Since 1300	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>
3400:210	Humanities in the Western Tradition I or	4
3400:221	Humanities in the World Since 1300	4
	Areas Studies/Cultural Diversity requirement	4
	Humanities requirement	6
	Intermediate Foreign Language	6
	Natural Science requirement	8
	Electives	4
		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
		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 or	4
3400:221	Humanities in the World Since 1300	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

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

4300: Civil Engineering*

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

<i>Second Year</i>		
3250:244	Introduction to Economic Analysis	3
3400:210	Humanities in the Western Tradition I or	4
3400:221	Humanities in the World Since 1300	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
		<u>34</u>

4400: Electrical Engineering*

<i>First Year</i>		
3150:151	Principles of Chemistry I	3
3150:152	Principles of Chemistry I Laboratory	1
3150:153	Principles of Chemistry II	3
3300:111	English Composition I	4
3300:112	English Composition II	3
3450:221	Analytic Geometry-Calculus I	4
3450:222	Analytic Geometry-Calculus II	4
4100:101	Tools for Engineering	3
7600:106	Effective Oral Communication	3
	Physical Education/Wellness	1
	Social Science requirement	3
		<u>32</u>

<i>Second Year</i>		
3250:244	Introduction to Economic Analysis	3
3400:210	Humanities in the Western Tradition I or	4
3400:221	Humanities in the World Since 1300	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
	Humanities requirement	6
	Area Studies/Cultural Diversity requirement	2
		<u>36</u>

4450: Computer Engineering*

<i>First Year</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
	Physical Education/Wellness	1
	Social Science requirement	3
		<u>32</u>

<i>Second Year</i>		
3400:210	Humanities in the Western Tradition I or	4
3400:221	Humanities in the World Since 1300	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
	Area Studies/Cultural Diversity requirement	2
	Humanities requirement	6
		<u>31</u>

4600: Mechanical Engineering*

<i>First Year</i>		<i>Credits</i>
3150:151	Principles of Chemistry I	3
3150:152	Principles of Chemistry I Laboratory	1
3150:153	Principles of Chemistry II	3
3300:111	English Composition I	4
3300:112	English Composition II	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
		<u>32</u>

<i>Second Year</i>		
3250:244	Introduction to Economic Analysis	3
3400:210	Humanities in the Western Tradition I or	4
3400:221	Humanities in the World Since 1300	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
		<u>37</u>

4700: Mechanical Polymer Engineering*

<i>First Year</i>		
3150:151	Principles of Chemistry I	3
3150:152	Principles of Chemistry I Laboratory	1
3150:153	Principles of Chemistry II	3
3300:111	English Composition I	4
3300:112	English Composition II	3
3450:221	Analytic Geometry-Calculus I	4
3450:222	Analytic Geometry-Calculus II	4
4100:101	Tools for Engineering	3
7600:106	Effective Oral Communication	3
	Physical Education/Wellness	1
	Social Science requirement	3
		<u>32</u>

<i>Second Year</i>		
3250:244	Introduction to Economic Analysis	3
3400:210	Humanities in the Western Tradition I or	4
3400:221	Humanities in the World Since 1300	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
		<u>37</u>



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	4
	or	
3700:100	Government and Politics in the U.S.	4
3450:140	Fundamentals of Math for Primary Educators	3
3450:240	Math Foundations for Early Childhood Educators	3
7400:265	Child Development	3
7600:106	Effective Oral Communication	3
	Natural Science requirement	4
	Physical Education/Wellness	1
		<u>35</u>

Second Year		Credits
3400:210	Humanities in the Western Tradition I	4
	or	
3400:221	Humanities in the World Since 1300	4
5100:200	Introduction to Education	3
5100:220	Educational Psychology	3
5200:215	The Child, the Family and the School	3
5500:230	Educational Technology	3
5500:245	Understanding Literacy Development and Phonics	3
5500:286	Teaching Multiple Texts through Genre	3
5610:225	Introduction to Exceptionalities	3
5610:450	Special Education Programs in Early Childhood	3
5610:459	Collaboration & Consultation in Schools	3
7400:270	Theory and Guidance of Play	3
7400:280	Early Childhood Curriculum Methods	3
		<u>37</u>

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	4
	or	
3700:100	Government and Politics in the U.S.	4
3470:260	Basic Statistics	3
7600:106	Effective Oral Communication	3
	Natural Science requirement	4
	Physical Education/Wellness	1
	Area of concentration courses	<u>3</u>
		<u>32</u>

Second Year		Credits
3400:210	Humanities in the Western Tradition I	4
	or	
3400:221	Humanities in the World Since 1300	4
5100:200	Introduction to Education	3
5100:220	Educational Psychology	3
5500:230	Educational Technology	3
5500:245	Understanding Literacy Development and Phonics	3
5500:286	Teaching Multiple Texts through Genre	3
5610:225	Introduction to Exceptionalities	3
	Areas Studies/Cultural Diversity requirement	4
	Humanities requirement	<u>6</u>
		<u>32</u>

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	<u>4</u>
		<u>32</u>

Second Year		Credits
3400:210	Humanities in the Western Tradition I	4
	or	
3400:221	Humanities in the World Since 1300	4
5100:200	Introduction to Education	3
5100:220	Educational Psychology	3
5500:230	Educational Technology	3
5610:225	Introduction to Exceptionalities	3
	Areas Studies/Cultural Diversity requirement	4
	Humanities requirement	6
	Teaching Field(s) Courses	
	or	
	Electives	<u>6</u>
		<u>32</u>

5610: Special Education

First Year		Credits
3100:265	Introduction to Human Physiology/Lab	4
3150:101	Chemistry for Everyone/Lab	4
	or	
3150:110	Introduction: General, Organic, and Biochemistry I	3
	and	
3150:111	Introduction: General, Organic, and Biochemistry I Lab	1
3300:111	English Composition I	4
3330:112	English Composition II	3
3450:145	College Algebra	4
3750:100	Introduction to Psychology	3
3850:100	Introduction to Sociology	4
5550:211	First Aid & CPR	2
7400:265	Child Development	3
7600:105	Introduction to Public Speaking	3
	or	
7600:106	Effective Oral Communication	<u>3</u>
		<u>34</u>

Second Year		Credits
3400:210	Humanities in the Western Tradition I	4
	or	
3400:221	Humanities in the World Since 1300	4
5100:200	Introduction to Education	3
5100:220	Educational Psychology	3
5500:230	Educational Technology	3
5500:245	Understanding Literature Development and Phonics	3
5500:286	Teaching Multiple Texts Through Genre	3
5610:225	Introduction to Exceptionalities	3
5610:450	Special Education Programming: Early Childhood	3
5610:459	Collaboration & Consultation in Schools and Community	3
5610:467	Management Strategies in Special Education	3
7100:210	Visual Arts Awareness	3
	or	
7500:201	Exploring Music: Bach to Rock	3
	Humanities Requirement	<u>3</u>
		<u>37</u>

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

First Year		Credits
3300:111	English Composition I	4
3300:112	English Composition II	3
3450:145	College Algebra	4
3450:210	Calculus with Business Applications	3
	or	
3450:215	Concepts of Calculus	4
3230:150	Human Cultures	4
3750:100	Introduction to Psychology	3
	or	
3850:100	Introduction to Sociology	4
7600:106	Effective Oral Communication	3
	Natural Science requirement	8
	Physical Education/Wellness	1
	Electives	<u>1-4</u>
		<u>32</u>

Second Year		Credits
3250:200	Principles of Microeconomics	3
3250:201	Principles of Macroeconomics	3
3400:210	Humanities in the Western Tradition I	4
	or	
3400:221	Humanities in the World Since 1300	4
6200:201	Accounting Principles I	3
6200:202	Accounting Principles II	3
6200:250	Spreadsheet Modeling & Decision Analysis	3
6400:220	Legal and Social Environment of Business (except Accounting majors)	3
	Areas Studies/Cultural Diversity requirement	4
	Humanities requirement	<u>6</u>
		<u>32</u>

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

7400: Family and Consumer Sciences*

Dietetics Option*

<i>First Year</i>		<i>Credits</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
7400:265	Child Development	3
7600:106	Effective Oral Communication	3
	Physical Education/Wellness	1
		<u>32</u>

<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
	or	
3400:221	Humanities in the World Since 1300	4
6200:201	Accounting Principles I	3
	or	
2420:211	Basic Accounting I	3
	Areas Studies/Cultural Diversity requirement	4
	Humanities requirement	6
	Electives	<u>4</u>
		<u>32</u>

Family and Child Development Option

<i>First Year</i>		
3300:111	English Composition I	4
3300:112	English Composition II	3
3750:100	Introduction to Psychology	3
3750:230	Developmental Psychology (Family Development Option only)	4
3850:100	Introduction to Sociology	4
7400:265	Child Development	3
7600:106	Effective Oral Communication	3
	Mathematics requirement	3
	Physical Education/Wellness	1
	Electives	<u>4</u>
		<u>32</u>

<i>Second Year</i>		
3400:210	Humanities in the Western Tradition I	4
	or	
3400:221	Humanities in the World Since 1300	4
7400:270	Theory and Guidance of Play (Child Development Option Only)	3
7400:280	Early Childhood Curriculum Methods	3
	(Child Development Option only)	3
7750:276	Introduction to Social Welfare (Family Development Option Only)	4
	Areas Studies/Cultural Diversity requirement	4
	Humanities requirement	6
	Natural Science requirement	<u>8</u>
		<u>32</u>

Food and Environmental Nutrition 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
7400:133	Nutrition Fundamentals	3
7600:106	Effective Oral Communication	3
	Economics requirement	<u>3</u>
		<u>34</u>

<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 Lab	1
3100:202	Human Anatomy and Physiology II	3
3100:203	Human Anatomy and Physiology II Lab	1
3400:210	Humanities in the Western Tradition I	4
	or	
3400:221	Humanities in the World Since 1300	4
6200:201	Accounting Principles I	3
6300:201	Introduction to Entrepreneurship	3
	Areas Studies/Cultural Diversity requirement	4
	Humanities requirement	6
		<u>31</u>



7600: Communication

<i>First Year</i>		<i>Credits</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)	<u>6</u>
		<u>32</u>

<i>Second Year</i>		
3400:210	Humanities in the Western Tradition I	4
	or	
3400:221	Humanities in the World Since 1300	4
	Areas Studies/Cultural Diversity Requirement	4
	Communication Major Emphasis Courses	6
	Foreign Language Courses	
	or	
	Language Alternative Courses	8
	Humanities requirement	6
	Natural Science requirement	<u>8</u>
		<u>36</u>

7750: Social Work

<i>First Year</i>		
3300:111	English Composition I	4
3300:112	English Composition II	3
3470:260	Basic Statistics	3
3700:100	Government and Politics in the United States	4
3750:100	Introduction to Psychology	3
3850:100	Introduction to Sociology	4
7750:270	Diversity and Social Work	3
7750:275	Introduction to Social Work Practice	3
7750:276	Introduction to Social Welfare	3
	Economics requirement	3
	Physical Education/Wellness	1
		<u>34</u>

<i>Second Year</i>		
3100:103	Natural Science-Biology	4
3400:210	Humanities in the Western Tradition I	4
	or	
3400:221	Humanities in the World Since 1300	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	<u>3</u>
		<u>32</u>

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

8200: Nursing (Basic Program)

<i>First Year</i>		<i>Credits</i>
3100:200	Human Anatomy & Physiology I	3
3100:201	Human Anatomy & Physiology I Lab	1
3100:202	Human Anatomy & Physiology II	3
3100:203	Human Anatomy & Physiology II Lab	1
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
3470:250	Statistics for Everyday Life	4
	or	
3470:260	Basic Statistics	3
3750:100	Introduction to Psychology	3
7600:106	Effective Oral Communication	3
8200:100	Introduction to Nursing	<u>1</u>
		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>		
3100:130	Principles of Microbiology	3
3400:210	Humanities in the Western Tradition I	4
	or	
3400:221	Humanities in the World Since 1300	4
3600:120	Introduction to Ethics	3
3750:230	Developmental Psychology	4
3850:100	Introduction to Sociology	4
	or	
3230:150	Human Cultures	3
7400:316	Science of Nutrition	4
	Humanities Requirement	3
	Area Studies/Cultural Diversity Requirement	4
	Physical Education	<u>1</u>
		30



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.

GENERAL EDUCATION

1100:

- 101 STUDENT SUCCESS SEMINAR** 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.
- 117 CAREER PLANNING** 2 credits
Learners develop the skills necessary to make effective educational and career decisions. Emphasis upon self-understanding, career exploration, career planning, and decision making.

DEVELOPMENTAL PROGRAMS

2010:

- 042 BASIC WRITING** 4 load hours†
Prerequisite: placement. 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 (2020:121) or English Composition I (3300:111). Writing Lab hours are required.
- 050 BASIC MATHEMATICS I** 4 load hours†
Prerequisite: placement. An intensive review of arithmetic and an introduction to the concepts of elementary algebra. Emphasis is placed on developing learning strategies and controlling anxieties. Upon successful completion of Basic Mathematics I, the student should be prepared to enter 2010:052 Basic Mathematics II.
- 052 BASIC MATHEMATICS II** 4 load hours†
Prerequisite: 2010:050 or placement. A brief review of arithmetic and intensive instruction in elementary algebra. Emphasis is placed on developing learning strategies and controlling anxieties. Upon successful completion of Basic Mathematics II, the student should be prepared to enter 2420:170 Applied Mathematics for Business; 2030:130 Introduction to Technical Mathematics; 2030:151 Elements of Mathematics I; or 3450:100 Preparatory Mathematics.
- 060 COLLEGE READING** 4 load hours†
Prerequisite: placement. 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. Upon successful completion of College Reading, the student should be prepared to enter 2010:062 College Reading and Study Skills. Lab hours are required.
- 062 COLLEGE READING AND STUDY SKILLS** 4 load hours†
Prerequisite: 2010:060 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. Upon successful completion of College Reading and Study Skills, the student should be prepared to apply reading and study strategies in college classes. Lab hours are required.
- 064 APPLIED STUDY STRATEGIES** 2 load hours†
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. Lab hours are required.

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.
- 290 SPECIAL TOPICS: ASSOCIATE STUDIES** 1-4 credits
(May be repeated with a change in topic) Prerequisite: permission. Selected topics on subject areas of interest in associate studies.

ASSOCIATE STUDIES

MATHEMATICS

2030:

- 130 MATHEMATICS FOR ALLIED HEALTH** 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.
- 151 TECHNICAL MATHEMATICS I** 2 credits
Prerequisite: Placement. Fundamental concepts and operations, functions, graphs, factoring and algebraic fractions, and quadratic equations.
- 152 TECHNICAL MATHEMATICS II** 2 credits
Prerequisite: 2030:151 with a grade of C- or better, or placement test. Variation, equation of lines, Cramer's rule, right triangle trigonometry, oblique triangles, complex numbers.
- 153 TECHNICAL MATHEMATICS III** 2 credits
Prerequisite: 2030:152 or equivalent with a grade of C- or better or placement test. Factoring, algebraic fractions, exponents and radicals, equations with radicals, equations in quadratic form, exponential and logarithmic functions, radian measure, matrices.
- 161 MATHEMATICS FOR MODERN TECHNOLOGY** 4 credits
Prerequisite: 2010:052 or placement by advisor. Lines, linear regression, sets, counting, basic probability, basic statistics, binomial and normal distributions, mathematics of finance, symbolic logic, arguments, logic circuits.

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 individuals.
- 241 TECHNOLOGY AND HUMAN VALUES** 2 credits
Examination of impact of scientific and technical change upon people, 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.

† Load hours do not carry academic credit toward a degree program, but do count in computing a student's course load for financial aid or student employment and are used in probation and dismissal decisions.

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.

256 DIVERSITY IN AMERICAN SOCIETY *2 credits*
Prerequisite: 2020:121, or 3300:112 or equivalent. Survey course covering demographic, social, economic, political, and educational realities of diversity in the 21st century. Focus on diversity and unity, historical overview.

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.

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.

131 INTRODUCTION TO DEVELOPMENTAL DISABILITIES *2 credits*
This course provides an overview of developmental disabilities. content includes definition, classifications, causes, and characteristics of disabilities; legislation/regulations; service delivery models; and prevention.

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. Explores strategies to promote optimal effectiveness as a helper. Topics include time and stress management, burnout, self-care, professional development, ethical dilemmas, record-keeping, and termination.

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.

231 HABILITATION PROGRAMMING *2 credits*
Prerequisite: 2260:131. This course examines components of individualized plans, implementation of such plans, and legal issues. Content includes types of habilitation programming and the role of self-determination.

233 BEHAVIOR SUPPORT *2 credits*
Prerequisite: 2260:131. This course examines the components of behavior support. Course content includes various types of behavior support programs and 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: 2260:171; corequisite 2260:122. Prepares students for field work and future employment. Topics include resume development, job interviews and search strategies, working in organizations, supervision, safety, professionalism, and licensure requirements.

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 *1-2 credits*
Prerequisite: 2260:293, or permission. Supervised fieldwork in a human service organization with a bi-weekly seminar. Students apply classroom learning to helping situations, test career interests, and gain practical, on-the-job experience.

287 PRACTICUM IN THERAPEUTIC ACTIVITIES AND LONG-TERM CARE *1-2 credits*
Prerequisites: 2260:122, 275 and 293 or permission; corequisite: 2260:294 or permission. Supervised fieldwork in a long-term care facility that includes direct experience with one-on-one and group therapeutic activities, assessment, documentation, interdisciplinary care planning, and social services.

289 PRACTICUM IN GERONTOLOGICAL SOCIAL SERVICES *1-2 credits*
Prerequisites: 2260:122, 150 and 293 or permission; corequisite: 2260:294 or permission. Supervised field placement in a community-based or institutional setting that focuses primarily on providing social services to older adults and their families.

- 290 SPECIAL TOPICS: COMMUNITY SERVICES TECHNOLOGY** *1-3 credits*
Prerequisite: Permission. Selected topics or subject areas of interest in community services technology.
- 293 FIELD WORK ORIENTATION** *1 credit*
Prerequisite: 2260:172 or permission. Corequisite: 2260:122, 273, or permission. Students complete a self-assessment and application process for their first practicum and practice job search strategies and workplace competencies to prepare for and arrange it.
- 294 FIELD WORK EVALUATION** *1 credit*
Prerequisite: 2260:273, 293. Corequisite: 2260:285, or 287, or 289. Students complete assessments to demonstrate program competencies and evaluate their first practicum to assist in determining appropriate learning experiences for their second practicum.

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.
- 140 KEYBOARDING** *2 credits*
Fundamentals in the operation of a keyboard; application emphasis on individual student needs such as resumes, application letters and forms, term reports, abstracting, etc.
- 170 APPLIED MATHEMATICS FOR BUSINESS** *3 credits*
Prerequisite: Completion of 2010: 052 with a grade of C or better or placement test. Mathematics of business including retail pricing, simple and compound interest, discounts, mortgages, payroll, annuities, depreciation, inventory, insurance, taxes, stocks and bonds, and basic statistics.
- 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.
- 245 BUSINESS MANAGEMENT ACCOUNTING INTERNSHIP** *3 credits*
Prerequisites: 2420:212 and 213 or 215 and 216. An accounting field experience exposing the student to the actual accounting environment and general workplace.
- 246 BUSINESS MANAGEMENT INTERNSHIP** *3 credits*
Prerequisites: 32 credits completed, including: 2420:103, 104, 212, 280, 2040:240, 6300:201. A management field experience exposing the student to the actual management environment and general workplace.
- 250 PROBLEMS IN BUSINESS MANAGEMENT** *3 credits*
Prerequisites: 2420:103, 104, 212, 243, 2520:101. Capstone course studies the development of solutions and the formulation of policies to solve business problems, emphasizes case studies, group projects, oral and written presentations.
- 263 PROFESSIONAL COMMUNICATIONS AND PRESENTATIONS** *3 credits*
Prerequisite or corequisite: 2020:121 or 3300:111. Application of the principles of communication in speeches, business presentations, group discussions, and business documents.
- 271 DESKTOP PUBLISHING** *3 credits*
Desktop publishing software used to create printed materials such as newsletters, brochures, and forms. Course addresses design/layout decision and editing skills.
- 272 MICROSOFT POWERPOINT** *2 credits*
Prerequisite: 140 or 143 or permission. Introduction to the basic principles of preparation, design, and organization necessary to produce exciting and effective PowerPoint presentations using Microsoft PowerPoint.
- 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.
- 300 SUPERVISION IN A TECHNICAL ENVIRONMENT** *3 credits*
Competencies required for successful transition from individual contributor to supervisor. Emphasis on working effectively with others and self-development as a leader.
- 301 INFORMATION DESIGN** *3 credits*
Prerequisites: 2020:121 and 222 or 3300:111 and 112 or equivalent. Principles of visual rhetoric and practice in communicating with text and graphics. Examines the role of design in a variety of workplace communication documents.
- 302 ETHICAL ISSUES IN THE WORKPLACE** *3 credits*
Prerequisites 2020:121 and 222 or 3300:111 and 112 or equivalent. Ethical principles (liability, safety, quality, honesty, confidentiality) in workplace communication. Case studies and projects explore global, legal, and technological issues affecting employee interaction.

- 310 LEADERSHIP PRINCIPLES AND PRACTICES FOR TECHNICAL ORGANIZATIONS** 3 credits
Prerequisite: 300 or permission. Contemporary perspectives and issues in leadership and supervision. Development of effective leadership characteristics.
- 311 COMMUNITY SERVICE AND LEADERSHIP IN A GLOBAL CONTEXT** 3 credits
Prerequisite: 300 or permission. Theory and best practices in community service and leadership in local, national, and global settings. Evaluate leadership skills and identify opportunities for future contributions.
- 401 LEADING PROJECT TEAMS IN TECHNICAL ORGANIZATIONS** 3 credits
Prerequisite: 310. Examines and applies the operational human aspects of project team management from conception to completion.
- 402 ASSESSING AND IMPROVING TECHNICAL ORGANIZATIONS** 3 credits
Prerequisites: 3470:250 or 260; and 2420:310. Methods for conducting business process assessments and evaluating results in technical organizations/settings.
- 420 HUMAN CAPITAL DEVELOPMENT FOR TECHNICAL ORGANIZATIONS** 3 credits
Prerequisite: 310. Overview of current theories and best practices in human capital development.
- 421 SENIOR SEMINAR IN ORGANIZATIONAL SUPERVISION** 3 credits
Prerequisite: 402. Integration and application of professional knowledge, skills, and technologies to organizational issues.

COMPUTER INFORMATION SYSTEMS 2440:

- 105 INTRODUCTION TO COMPUTERS AND SOFTWARE APPLICATION** 3 credits
Overview of basic computer concepts, electronic mail and Internet technologies. Introductory-level instruction and hands-on experience in word processing, spreadsheet, and presentation software.
- 121 INTRODUCTION TO LOGIC/PROGRAMMING** 3 credits
Prerequisite: 2440:105 or pass placement test. 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
Prerequisite: 2440:105 or pass placement test. Emphasizes mastery of spreadsheet applications using Excel.
- 140 INTERNET TOOLS** 3 credits
Prerequisite: 2440:105 or pass placement test. Students will learn to create Web pages using HTML and enhance their documents by including hyperlinks, tables, forms, frames and images in their HTML code.
- 141 WEB SITE ADMINISTRATION** 3 credits
Prerequisite: 2440:105 or pass placement test. Provides step-by-step Web site administration guides such as selecting software and hardware, dealing with ISP's, domain name registration, structuring and updating content, analyzing security and legal issues, and implementing marketing strategies.
- 145 INTRODUCTION TO UNIX/LINUX** 3 credits
Prerequisite: 2440:105 or must pass placement test, complete bridge courses, or gain permission from program director. Course explores vital functions that an operating system performs. A multi-user operating system is studied from a functional and hands-on approach.
- 160 JAVA PROGRAMMING** 3 credits
Prerequisite: 2440:121. 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.
- 212 MULTIMEDIA AND INTERACTIVE WEB ELEMENTS** 3 credits
Prerequisite: 2440:140. Reviews and demonstrates Web tools and techniques like RealAudio, Shockwave, QuickTime, video conferencing and other dynamic elements to enhance Web-based communication. Multimedia software may change to reflect current technology.
- 245 INTRODUCTION TO DATABASES FOR MICROSOFT** 3 credits
Prerequisite: 2440:105 or pass placement test. Explains fundamental database concepts and provides hands-on experience using database software.
- 247 HARDWARE SUPPORT** 3 credits
Prerequisite: Admission to program or permission. This course introduces the student to the basic skills required to troubleshoot, maintain and repair computers.
- 256 C++ PROGRAMMING** 3 credits
Prerequisite: 2440:121. This course explores object-oriented programming through C++ program development.
- 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.

HEALTH CARE OFFICE MANAGEMENT 2530:

- 240 MEDICAL CODING I - DIAGNOSTIC** 3 credits
Prerequisite: 2740:120. Designed to instill the fundamental knowledge and practice needed to understand ICD-9-CM coding classification, the course helps develop essential basic-level diagnostic coding skills.
- 241 HEALTH INFORMATION MANAGEMENT** 3 credits
This course provides a general understanding of health information management including the effective collection, analysis, and dissemination of quality data to support individual, organization, and social decisions related to disease prevention and patient care.
- 242 MEDICAL OFFICE ADMINISTRATION** 3 credits
Prerequisite: 2740:120. This course focuses on the health care workplace and emphasizes tools (including a computer-simulated office management program) to perform all front office responsibilities.
- 243 MEDICAL CODING II - PROCEDURAL** 3 credits
Prerequisite: 2530:240, 2740:120. This course will cover the statistical classification systems used to describe medical procedures in the health care field including Current Procedural Terminology (CPT), Health Care Procedure Coding System (HCPCS), and International Classification of Disease (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 is also covered.

- 255 HEALTH CARE OFFICE MANAGEMENT AND MEDICOLEGAL ISSUES** *3 credits*
Prerequisites: 2530:241, 242, 243: 3300:111. 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.
- 257 HEALTH CARE OFFICE FINANCE** *2 credits*
Prerequisite: 2530:243, 2420:211, 2440:125. Helps students attain a level of understanding of the financial aspects of medical practice management. Basic accounting terminology, the revenue cycle, relative value units, budgeting, and financial management and reporting.
- 259 INTERNSHIP ORIENTATION** *1 credit*
Prerequisite: permission. Prepares student for internship in Health Care Office Management and Health Care Administrative Assistant programs. Students will complete a self-assessment, demonstrate workplace competencies, and practice job search strategies.
- 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.
- 282 MEDICAL TRANSCRIPTION AND EDITING** *3 credits*
Prerequisite: 2540:119, 144, 2740:120; corequisite: 2740:121, 230. Instruction on interpreting and transcribing medical language and healthcare documentation. Emphasis on medical terminology, pronunciation, punctuation, spelling, word usage, and English grammar skills.
- 284 MEDICAL OFFICE TECHNIQUES** *2 credits*
This course will guide the student through a variety of clinical related skills performed in the physician office. The materials are designed to assist the student in meeting the competencies developed by four national organizations.
- 290 SPECIAL TOPICS IN HEALTH CARE OFFICE MANAGEMENT** *1-4 credits*
Prerequisite: permission. Selected topics or subject areas of interest in health care office management.

COMPUTER AND BUSINESS TECHNOLOGY 2540:

- 119 BUSINESS ENGLISH** *3 credits*
Fundamentals of English language with emphasis on grammatical correctness, acceptable usage, spelling and punctuation. Limited writing primarily involves choice of precise words and effective sentence structure with some attention to paragraph development.
- 121 INTRODUCTION TO OFFICE PROCEDURES** *3 credits*
Introduction to concepts regarding role of office worker, human relations, communications, productivity, reference materials, technological advances in processing information and employment opportunities.
- 123 MICROSOFT OUTLOOK** *2 credits*
Prerequisite: placement by adviser. An introduction to Microsoft Outlook software. Students will learn how to use Outlook for e-mail, contacts, calendaring, making appointments, and instant messaging.
- 136 SPEECH RECOGNITION TECHNOLOGY** *2 credits*
Prerequisite: placement by adviser. Course will present the features of speech-recognition software to assist students to increase their productivity at computer tasks while improving their communication skills.
- 138 PROJECT MANAGEMENT** *2 credits*
Prerequisite: placement by adviser. Introductory course that examines elements of projects and project management terminology. Also provides an understanding of Microsoft Project software for managing and evaluating projects.

- 143 MICROSOFT WORD: BEGINNING** *2 credits*
Introduction to word processing software and personal computers as a tool for personal and business communications using Microsoft Word software.
- 144 MICROSOFT WORD: ADVANCED** *2 credits*
Prerequisite: 2540:143 or permission. Intermediate and advanced skills of Microsoft Word to include tables, importation of spreadsheets, outlines, advanced file management, macros, merges, labels and graphics.
- 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: 2540:144 or 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.
- 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 NETWORK ENGINEERING 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, 2440:145. 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 coursework.
- 240 MICROSOFT DESKTOP ENVIRONMENT** *3 credits*
Corequisite: 2600:270 or permission. Provides the knowledge and skills to install, configure, administer, and troubleshoot the Microsoft Windows Desktop environment.
- 242 MICROSOFT NETWORKING II** *1-4 credits*
Prerequisite: 2600:270 or permission. Provides the knowledge and skills to manage accounts, maintain server resources, monitor server performance, and safeguard data in a Microsoft Windows Server environment.

PARAPROFESSIONAL EDUCATION

2650:

- 210 AUTISM** *2 credits*
Corequisite: 5610:225 or permission. Study of school-age children with autism spectrum disorders. Instructional strategies, accommodations, modifications, data collection techniques, and interventions discussed and practiced through class activities and projects.
- 290 SPECIAL TOPICS: PARAPROFESSIONAL EDUCATION** *1-3 credits*
Special topics in subject area of interest for paraprofessional education (may be repeated for a total of six credits).
- 295 FIELD EXPERIENCE FOR EDUCATION PARAPROFESSIONALS** *1-3 credits*
Prerequisite: Permission of program coordinator. Supervised field experience in school and/or community settings. One hour per week seminar required. May be repeated to acquire minimum of 300 hours.

EXERCISE SCIENCE TECHNOLOGY

2670:

- 250 EXERCISE SCIENCE TECHNOLOGY INTERNSHIP** *3 credits*
Prerequisite: Completion of 32 credits, including 5550:201, 220 and 330, permission. Supervised observation and work experience in a fitness organization or environment in which students apply theories, concepts and skills to practical situation.
- 290 SPECIAL TOPICS IN EXERCISE SCIENCE TECHNOLOGY** *1-3 credits*
Prerequisite: permission. Special topics in subject area of interest for Exercise Science Technology.

- 244 MICROSOFT NETWORKING III** *1-4 credits*
Prerequisite: 2600:240 or 242. Provides the knowledge and skills to plan and maintain a Windows Server network infrastructure including troubleshooting TCP/IP, DHCP, DNS, WINS and network access.
- 245 NETWORK OPERATING SYSTEMS** *3 credits*
Prerequisite: 2600:270. Examination of contemporary network operating systems. Provides skills to competently install and perform entry level management tasks. Includes troubleshooting TCP/IP, DHCP, DNS, WINS, and Network Access. Laboratory.
- 246 MICROSOFT NETWORKING IV** *1-4 credits*
Prerequisite: 2600:240 or 242. Provides the knowledge and skills to implement, manage, and maintain a Microsoft Windows Server network infrastructure including routing, securing Internet traffic, and managing network access.
- 252 MICROSOFT ACTIVE DIRECTORY** *3 credits*
Prerequisite: 2600:240 or 242. Provides the knowledge and skills to plan, implement, and troubleshoot Microsoft Windows Server Active Directory service infrastructure including domain structure, site replication, and account strategies. Laboratory.
- 254 MICROSOFT NETWORKING VI** *1-4 credits*
Prerequisite: 2600:240 or 242. Provides the knowledge and skills to design a Microsoft Active Directory service and network infrastructure for a Microsoft Windows Server environment.
- 256 MICROSOFT NETWORKING VII** *1-4 credits*
Prerequisite: 2600:240 or 242. Provides the knowledge and skills to analyze business requirements for security and to design a security solution that meets those requirements in a Windows network environment.
- 261 NETWORK SECURITY** *1-4 credits*
Prerequisite: 2600:270 or permission. Provides the knowledge and skills to identify, troubleshoot, and implement network security, such as: general security concepts, communications security, infrastructure security, cryptography, and operational/organizational security.
- 262 LINUX NETWORKING** *1-4 credits*
Prerequisite: 2600:270 or permission. Provides the knowledge and skills needed to install, configure, administer, and troubleshoot Linux network operating systems including: licenses, administration, network configuration, and network protocol and security management.
- 270 INTRODUCTION TO NETWORK TECHNOLOGIES** *3 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 HARDWARE I** *3 credits*
Corequisite: 2600:270. Study of contemporary networking hardware used in Local Area Networks and Wide Area Networks. Emphasis on routers and routing protocols. Use of simulation software is encouraged. Laboratory.
- 274 NETWORK HARDWARE II** *3 credits*
Prerequisite: 2600:272. A second course in contemporary networking hardware. Emphasis on switches used in LANs and routers used in WANs. Use of simulation software is encouraged. Laboratory.
- 276 ADVANCED NETWORK TECHNOLOGIES** *3 credits*
Prerequisite: 2600:274. Examination of convergence technologies and the integration into LAN/WAN environments. Wireless networking and Voice over IP (VoIP) will be studied. Use of simulation software is included. Laboratory.
- 280 FIELD EXPERIENCE IN NETWORKING AND COMPUTER SUPPORT** *1-3 credits*
Prerequisites: permission. Paid field work activity in data processing or computer networking applications related to an occupational objective. One credit requires 180 hours of work. May be repeated up to 3 credits maximum.
- 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.



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.

GENERAL TECHNOLOGY

2820:

- 105 BASIC CHEMISTRY** *3 credits*
Prerequisite: 2010:052 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: 2030:153. 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; 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

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.

BIOLOGY

3100:

- 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.
- 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*
Prerequisite or corequisite: 3150:151. 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*
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*
Laboratory 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. 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 II** *1 credit*
Laboratory 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.
- 265 INTRODUCTORY HUMAN PHYSIOLOGY** *4 credits*
Study of physiological processes in human body, particularly at organ-systems level. Not open to preprofessional majors. Laboratory. Not available for credit toward a degree in biology.

CHEMISTRY

3150:

- 100 CHEMISTRY AND SOCIETY** *3 credits*
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*
Prerequisite: Placement in 3450:149 or higher or permission. 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*
Prerequisite 3150:152; 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: 3150:153 (for 263); 3150:263 (for 264), or permission. Structure and reactions of organic compounds, mechanisms of reactions.
- 265,6 ORGANIC CHEMISTRY LAB I, II** *2 credits each*
Sequential. Prerequisite: 3150:154; Pre/corequisites: 3150:263 (for 265); Prerequisite: 3150:265 (for 266). Laboratory experiments to develop techniques in organic chemistry and illustrate principles.

ANTHROPOLOGY

3230:

- 150 HUMAN CULTURES** *3 credits*
This course examines what culture is, how human cultures vary and how they change. We then explore opportunities/conflicts presented by contemporary human culture issues.
- 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.

ENGLISH

3300:

- 110 ENGLISH COMPOSITION I + WORKSHOP** *5 credits*
Prerequisite: Placement. Extensive and varied experience in developing writing skills, with practice in expressive, reflective, and analytic forms of writing. Includes one credit, support-intensive workshop.
- 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: 3300:110 or 111 or 113 or 2020:121. 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.
- 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.
- 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.
- 278 INTRODUCTION TO FICTION WRITING** *3 credits*
Prerequisite: 3300:111 and 112, or their equivalents, or permission of the instructor. Practice in writing short stories. Study of various techniques in fiction using contemporary stories 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.
- 377 ADVANCED POETRY WRITING** *3 credits*
Prerequisites: 3300:277 and 111 and 112 or their equivalents, or permission of the instructor. Advanced practice in writing poems, emphasis in shaping publishable works. Survey of market. Class discussion of student poems, individual conferences with instructor.

- 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.

- 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.
- 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.
- 171 INTRODUCTION TO THE OCEANS** *3 credits*
Provides a basic introduction to the oceans. Topics include formation of the oceans, ocean circulation, waves and tides, marine animals, marine communities, and climate change.
- 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.

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.
- 275 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 AND ENVIRONMENTAL SCIENCE

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.

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.
- 221 HUMANITIES IN THE WORLD SINCE 1300** 4 credits
Prerequisites: 32 credits and completion of 3300:112 or 3300:114 or 2020:222 (or permission). Introduction to the human condition as expressed in ideas, religions, visual arts, and music of the world since 1300. Cannot be used to meet major requirements in History.
- 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 Civilizations courses present a basic knowledge of past human experiences and an understanding of current events in some key areas of the non-Western world. Prerequisite: 32 credit hours including completion of 3300:112, 3300:114, 2020:222, or equivalent.

285 WORLD CIVILIZATIONS:	CHINA	2 credits
286 WORLD CIVILIZATIONS:	JAPAN	2 credits
287 WORLD CIVILIZATIONS:	SOUTHEAST ASIA	2 credits
288 WORLD CIVILIZATIONS:	INDIA	2 credits
289 WORLD CIVILIZATIONS:	MIDDLE EAST	2 credits
290 WORLD CIVILIZATIONS:	AFRICA	2 credits
291 WORLD CIVILIZATIONS:	LATIN AMERICA	2 credits

MATHEMATICS

3450:

- 100 INTERMEDIATE ALGEBRA** 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 EXCURSION IN MATHEMATICS** 3 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 FUNDAMENTALS OF MATHEMATICS FOR PRIMARY EDUCATORS** 3 credits
Prerequisites: 3450:100 or 135 with a grade of C- or better, or placement test; 5100:200 with a grade of C- or better. A problem-solving and inquiry-based approach to number systems; bases; operations, properties, relationships, algorithms of real numbers; patterns and algebra.
- 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** 4 credits
Prerequisite: 3450:145, or 149 with a grade of C- or better, or placement. Functions; limits and continuity; differentiation and applications of differentiation; logarithmic and exponential functions; integration and applications of integration; partial differentiation.
- 221 ANALYTIC GEOMETRY-CALCULUS I** 4 credits
Prerequisite: 3450:149 with a grade of C- or better, or placement. Analytic geometry, limits, continuity, derivatives, tangent and normal lines extrema 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 with a grade of C- or better. 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 with a grade of C- or better. 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.
- 240 MATHEMATICAL FOUNDATIONS FOR EARLY CHILDHOOD EDUCATORS** 3 credits
Prerequisites: 3450:140 with a grade of C- or better. A problem-solving and inquiry-based approach to functions and algebra, coordinate and Euclidean geometry, and elementary data analysis.
- 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 with a grade of C- or better. 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:

- 101 ESSENTIALS OF COMPUTER SCIENCE** 3 credits
Explore major topics in Computer Science - computing systems, data representation, hardware, programming topics, and important applications such as networks, robotics, databases, and gaming.
- 209 COMPUTER SCIENCE I** 4 credits
Prerequisite: 3450:145 or 149 with a grade of C- or better, or equivalent. An introduction to problem-solving methods and algorithm development. Programming in a high-level language including how to design, code, debug and document programs using techniques of good programming style.
- 210 COMPUTER SCIENCE II** 4 credits
Prerequisites: 3460:209 and 3450:208 with a grade of C- or better. Dynamic memory allocation methods, elementary data structures, internal representations, and associated algorithms. Topics include lists, stacks, queues, trees, and sorting methods.

STATISTICS

3470:

- 250 STATISTICS FOR EVERYDAY LIFE** *4 credits*
Prerequisite: Placement. Conceptual approach to the basic ideas and reasoning of statistics. Topics include descriptive statistics, probability (uncertainty), statistical inference (estimation and hypothesis testing). Computer applications laboratory.
- 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 laboratory.
- 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.

FRENCH

3520:

- 101,2 BEGINNING FRENCH I AND II** *4 credits each*
Sequential. Prerequisite for 102: 101 or equivalent. 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 FRENCH I AND II** *3 credits each*
Sequential. Prerequisite for 201: 102 or equivalent. Prerequisite for 202: 201 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.

GERMAN

3530:

- 101,2 BEGINNING GERMAN I, II** *4 credits each*
Sequential. Prerequisite for 102: 101 or equivalent. 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. Prerequisite for 102: 101 or equivalent. 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 prerequisite 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*
Prerequisite: 3450:221 with a grade of C- or better. Introductory physics for science and engineering. Classical kinematics and dynamics as related to contemporary physics, oscillations, thermodynamics, vectors and some calculus as needed. Laboratory.
- 292 ELEMENTARY CLASSICAL PHYSICS II** *4 credits*
Prerequisite: 3650:291 with a grade of C- or better. Basic laws of electromagnetism; fluid mechanics, mechanical and electromagnetic waves, and wave phenomena, 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.
- 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.

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:

- 230 CIRCUITS I LABORATORY** *1 credit*
Corequisite: 4400:231. Computation, computer-aided circuit analysis, circuit theorem confirmation, report writing to include data analysis and reduction, introduction to electrical measurements.
- 231 CIRCUITS I** *3 credits*
Prerequisite: 3650:291; corequisite: 4400:230. 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:

- 200 INTRODUCTION TO EDUCATION** *3 credits (10 field hours)*
Prerequisite: 13-15 semester hours of specific General Education courses; FBI/BCI background checks. Introduction to the teaching profession designed to explore the purposes of schools in society and what is required to be an effective teacher today. This course will include 10 field hours observation in an urban setting.
- 220 EDUCATIONAL PSYCHOLOGY** *3 credits (10 field hours)*
Prerequisite: 13-15 semester hours of specific General Education courses; 5100:200 (may be taken as a prerequisite or corequisite); FBI/BCI background checks. Focuses on the developmental influences and characteristics of learners, and psychological principles pertaining to teaching and learning processes, motivation and self-regulation in learners. This course will include 10 hours of field observation in a suburban school setting.

ELEMENTARY EDUCATION

5200:

- 215 THE CHILD, THE FAMILY, AND THE SCHOOL** *3 credits (10 clinical/field hours)*
Prerequisite: 5100:220, 5610:225. The purpose of this course is to learn about why we create reciprocal working relationships with parents and methods of creating these types of relationships.

CURRICULUM AND INSTRUCTION

5500:

- 230 EDUCATIONAL TECHNOLOGY** *3 credits*
Prerequisite: 13-15 semester hours in specific General Education courses with a 'C' or better; 5100:200 (may be taken as prerequisite or corequisite); FBI/BCI background checks. Effectively identifying, locating, evaluating, designing, preparing, and efficiently using educational technology as an instructional resource in the classroom to support learning and teaching.

245 UNDERSTANDING LITERACY DEVELOPMENT AND PHONICS *3 credits (10 service learning hours)*
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 (10 service learning hours)*
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:

100 INTRODUCTION TO SPORTS STUDIES *3 credits*
Introduction to sports studies explores the history, philosophy, and principles of today's sport industry within a practical, career-oriented framework.

150 CONCEPTS IN HEALTH AND FITNESS *3 credits*
Introduction to basic health and fitness concepts and related topics. Attention will be given to individual fitness programs emphasizing such topics as aerobic and anaerobic exercises, nutrition, diet, stress, and assessment methods and procedures.

160 INTRODUCTION TO COACHING *3 credits*
An introduction to the coaching profession. Discussion of the important and tactical elements of coaching athletes.

201 KINESIOLOGY *3 credits (8 clinical hours)*
Prerequisites: 3100:200/201 or 3100:202/203. Application of basic principles of anatomy and mechanics to human movement. Three hours lecture with practical application and demonstrations.

211 FIRST AID AND CPR *2 credits (15 clinical hours)*
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.

212 FIRST AID AND CPR FOR THE PROFESSIONAL RESCUER *2 credits*
Prerequisite: permission of instructor. First aid and cardiopulmonary resuscitation for health care professionals based upon American Red Cross standards. Instruction and skills practice for sudden illness/emergencies is provided.

220 HEALTH PROMOTION AND BEHAVIOR CHANGE *3 credits*
Prerequisite: 5550:150. Course will translate theories of behavioral science for health professionals who are involved in planning, developing, implementing or evaluating physical activity programs.

302 PHYSIOLOGY OF EXERCISE *3 credits (30 clinical hours)*
Prerequisites: 3 100:200/201 or 3 100:202/203. A course designed to study the physiological effects of exercise relative to physical education activities, athletics and athletic training. Two hours lecture, two hours laboratory.

330 EXERCISE AND WEIGHT CONTROL *3 credits*
Prerequisite: 5550:302. Course will focus on role of exercise in regard to its positive influences on weight control. The hazards and implications of being overweight are studied.

352 STRENGTH AND CONDITIONING FUNDAMENTALS *3 credits*
Prerequisite: 3100:200, 201, 202, 203. This course will address CAAHEP competencies and proficiencies in the area of strength and conditioning of physically active individuals.

355 EXERCISE IN SPECIAL POPULATIONS *3 credits*
Prerequisites: 5550:302. Advanced course in clinical exercise testing and prescription relative to disease of the cardiovascular, pulmonary, metabolic, musculoskeletal, neuromuscular, and immunologic systems.

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.

202 STRESS, LIFE-STYLE AND YOUR HEALTH *2 credits (5 clinical hours)*
This course will provide knowledge and attitudes about the relationship between stress and physiological and psychological illness and disease as well as how to prevent and manage stress in daily life activities.

SPECIAL EDUCATION

5610:

225 INTRODUCTION TO EXCEPTIONALITIES *3 credits (1 field hour)*
Prerequisite: 13-15 semester hours in specific General Education courses with a 'C' or better; 5100:200 (may be taken as prerequisite or corequisite); FBI/BCI background checks. Survey course covering the identification, developmental characteristics and intervention strategies for children and youth with exceptionalities across educational and community settings. 1 field hour.

450 SPECIAL EDUCATION PROGRAMMING: EARLY CHILDHOOD *3 credits (20 field hours)*
Prerequisite: 5610:225. Developmental patterns of young children with disabilities and developmentally/exceptionality appropriate practices with respect to programming and adaptations.

459 COLLABORATION & CONSULTATION IN SCHOOLS AND COMMUNITY *3 credits*
Prerequisite: 5610:225. Provides professional educators/intervention specialists with skills in collaboration and consultation for working with parents of exceptional individuals and other professionals within school/community settings.

467 MANAGEMENT STRATEGIES IN SPECIAL EDUCATION *3 credits*
Prerequisite: 5610:225. Content emphasizing the development of application strategies with a variety of behavior management models for mediation of behaviors with exceptional individuals.

GENERAL BUSINESS

6100:

101 GLOBAL BUSINESS CONCEPTS & PRACTICES *3 credits*
An introductory course presenting the business firm throughout the world as an integrative unit that uses information from various functional fields in decision making.

ACCOUNTANCY

6200:

- 201 ACCOUNTING PRINCIPLES I** *3 credits*
Prerequisite: 24 college credits completed. Introduction to accounting principles including accounting for revenues, expenses, assets, liabilities, equity, accounting standards and financial statements.
- 202 ACCOUNTING PRINCIPLES II** *3 credits*
Prerequisite: 6200:201. Informational needs of management. Analysis of cash flow and financial statements. Study of product costing systems; standard costs; planning, budgeting, and control systems; overhead cost allocation; cost-volume-profit analysis; relevant costing; and capital budgeting.
- 250 SPREADSHEET MODELING AND DECISION ANALYSIS** *3 credits*
Prerequisite: Spreadsheet proficiency and either 6200:201 or 24 semester credit hours completed. In-depth study of spreadsheet applications and databases to support decision-making and problem-solving in business and accounting.

ENTREPRENEURSHIP

6300:

- 201 INTRODUCTION TO ENTREPRENEURSHIP** *3 credits*
Students are exposed to career options in entrepreneurship where they learn skills related to starting or buying a small business, working for a fast growth business or corporation, family business, and franchising. Open to all university students.

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.

ART

7100:

- 131 FOUNDATION DRAWING** *3 credits*
Introduction to drawing materials and techniques with an emphasis on observation, representation, and formal principles of composition and design.
- 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.
- 274 PHOTOGRAPHY I FOR NON-ART MAJORS** *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.

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.
- 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.
- 316 SCIENCE OF NUTRITION** *4 credits*
Prerequisites: 3100:202, 3150:113, or instructor permission. In-depth characterization of composition, metabolism, physiological functions and interrelationships of nutrients. Analysis and interpretation of current literature; assessment of nutrition counseling techniques.

MUSIC

7500:

- 101 INTRODUCTION TO MUSIC THEORY** *2 credits*
Prerequisite: Undergraduate Theory Placement Examination or permission of Wayne College Dean. Designed for prospective music major to correct deficiencies in theory background as determined through department placement testing. Includes classroom instruction and computer-assisted instruction in basic notation, scales, meter, key signature, ear training and basic familiarity with the keyboard. Credit not applicable toward music degree.
- 201 EXPLORING MUSIC: BACH TO ROCK** *3 credits*
Prerequisite: 3400:210 or permission of Wayne College Dean. This course provides non-music majors with the skills to evaluate a wide range of music.

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.
- 105 INTRODUCTION TO PUBLIC SPEAKING** *3 credits*
Introduction to principles and practice of speaking by reading examples of speeches, studying techniques and methods employed and applying them in a variety of speaking situations.
- 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.
- 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.

- 325 INTERCULTURAL COMMUNICATION** *3 credits*
Prerequisite: Admitted to a four year degree granting college except Summit College. Study of effect on oral communication process of existence of cultural barriers. Includes study of verbal and nonverbal communication in transracial, informal international and diplomatic communicative settings.
- 344 GROUP DECISION MAKING** *3 credits*
Prerequisite: Admitted to a four year degree granting college except Summit College. Study of communication and decision making in small groups. Practice in techniques of group decision making. Introduction to theory of group communication.
- 345 BUSINESS AND PROFESSIONAL SPEAKING** *3 credits*
Prerequisites: Admitted to a four year degree granting college except Summit College; 7600:105 or 106. Practical improvement in speaking skills used in business settings.

SOCIAL WORK

7750:

- 270 DIVERSITY AND SOCIAL WORK** *3 credits*
Introductory course explores issues related to poverty and minority issues as they relate to at-risk populations.
- 275 INTRODUCTION TO SOCIAL WORK PRACTICE** *3 credits*
Introduces students to concepts, settings, and vulnerable populations related to the field of social work. Emphasis placed on purposes, values, ethics, knowledge, and skills that characterize the professional social worker. Provides an overview of theoretical and practical knowledge about the social work profession needed for entry levels of practice in social work.
- 276 INTRODUCTION TO SOCIAL WELFARE** *3 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.
- 427 HUMAN BEHAVIOR & SOCIAL ENVIRONMENT I** *3 credits*
Social work perspective on human development across the life cycle. Human diversity approach consistent with the needs of social work students preparing for practice.

NURSING

8200:

- 100 INTRODUCTION TO NURSING** *1 credit*
Introduces student to influences of past, present, and future political, legal, social, and cultural processes on nursing profession and the roles of the nurses.



Section SIX

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.

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 aid 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.

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 phone 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 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 two buildings: the Main Classroom Building and the Student Life Building, which are open during the fall and spring semesters from 7:00 a.m. until 10:30 p.m. Mondays through Thursdays, 7:00 a.m. until 8:00 p.m. on Fridays, 8:00 a.m. until 5:30 p.m. on Saturdays. Building hours are subject to change based upon classes scheduled. The most up-to-date information is posted on the website at www.wayne.uakron.edu. 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	
	2010	2011
Homicide	0	0
Forcible Rape	0	0
Robbery	0	0
Aggravated Assault	0	0
Burglary		
Forcible Entry	0	0
Unlawful Entry (no force)	0	0
Attempted	0	0
Forcible Entry	0	0
Burglary Total	0	0
Theft		
Under \$50	1	3
\$50 to \$200	0	0
\$200 and over	0	0
Theft Total	1	3
Motor Vehicle Theft	0	0
Arson	0	0
Required Arrest Reporting		
Liquor Law Violations	0	0
Drug Abuse Violations	0	0
Weapons Possession Violations	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 NOTICE

The issue of drug abuse, misuse, and dependency concerns the entire University community, as well as our surrounding environment. The Drug Free Schools and Communities Act Amendment of 1989 Policy (Public Law 101-226) is federal legislation developed to eliminate illicit drugs and to initiate the intelligent use of alcohol on college campuses, schools, and communities. The University of Akron is concerned with the quality of life on campus and believes that a rewarding college experience can only be achieved through the elimination of chemical abuses.

Information about drug and alcohol use and abuse, health risks, legal and University sanctions, resources and support services available to anyone with concerns about alcohol and drug problems is available at www.uakron.edu/ogc/PreventiveLaw/DrugNotice.php. Students and employees may obtain a printed copy of these materials at the Student Services Center inside the front entrance of the Main Classroom Building.

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 Sheriff's 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, University of Akron police officers or other campus employees will assist you in filing a report with local authorities.

Health Contacts:

Aultman Orrville Hospital
832 S. Main St., Orrville, Ohio 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

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.

Sexual harassment in any form will not be tolerated by the University. The Sexual Harassment Policy is detailed in University Rule 3359-11-13. It can be read in its entirety on the web page of the Office of General Counsel at www.uakron.edu/ogc.

Copies of the Sexual Harassment Policy also are available in the Student Services Center on the Wayne College campus.

Directory



Parking



Deliveries



**Barnet-Hoover
Farmhouse**



**Faculty/Staff Parking
Handicapped**

BOARD OF TRUSTEES

MS. ANN AMER BRENNAN, J.D., Chair, The University of Akron, Office of the Board of Trustees, Akron, OH, 44325-4705.

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MR. WARREN L. WOOLFORD, The University of Akron, Office of the Board of Trustees, Akron, OH, 44325-4705.

MR. NICHOLAS C. YORK, The University of Akron, Office of the Board of Trustees, Akron, OH, 44325-4705.

ADMINISTRATION

Akron Campus

DR. LUIS M. PROENZA, *President of the University*

DR. WILLIAM M. SHERMAN, *Senior Vice President and Provost and Chief Operating Officer*

MR. TED CURTIS, *Vice President for Capital Planning and Facilities Management*

MR. JOHN A. LAGUARDIA, *Vice President of Public Affairs and Development*

MR. TED A. MALLO, *Vice President and General Counsel*

DR. GEORGE R. NEWKOME, *Vice President for Research and Dean of the Graduate School*

MR. JIM SAGE, *Vice President for Information Technology and Chief Information Officer*

Wayne College Campus

NEIL B. SAPIENZA, *Interim Dean* (2011), B.S., Ohio University; M.O.S., Brooks Institute in Santa Barbara, 1987.

ASSOCIATE DEAN, Position to be filled TBA

ASSISTANT DEAN, Position to be filled TBA

MR. GORDON K. HOLLY, *Senior Director for Student Life and Enrollment Management* (2004), B.A., Findlay College; M.Ed., Temple University, 1999.

MS. TAMARA A. LOWE, *Senior Director of Business Operations and Finance* (1978), B.S., M.S., The University of Akron, 1994.

EMERITUS FACULTY AND CONTRACT PROFESSIONALS

Wayne College Campus

THOMAS ANDES, *Associate Professor Emeritus of Business Management Technology* (1983), B.S., The University of Akron; M.M., Kellogg Graduate School of Management of Northwestern University, 1979.

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.

JULIA BEYELER, *Director Emeritus of Learning Support Services* (1988), B.S., Goshen College; M.Ed., Kent State University; Ph.D., The University of Akron, 1995.

KARIN BILLIONS, *Associate Professor Emeritus of Communication* (1988), B.A., Oklahoma Baptist University; M.A., The University of Akron; Ph.D., Kent State University, 1992.

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.

LOUIS JANELLE, JR., *Associate Professor Emeritus of Mathematics* (1981), A.B., St. Michaels College; M.A.T., Bowling Green State University, 1971.

DR. JOHN P. KRISTOFKO, *Dean Emeritus and Professor Emeritus 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.

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

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

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

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

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

FULL-TIME FACULTY, CONTRACT PROFESSIONALS, AND STAFF

SUSAN ACKERMAN, *Coordinator of the Word Processing Center* (2000), B.S., Mount Vernon Nazarene College, 2001.

JACKIE ASHBAUGH, *Admissions Counselor and Student Activities Coordinator* (2002), B.S., M.Ed., The University of Akron, 2009.

RENÉE BAKER, *Office Coordinator Continuing Education and Workforce Development* (2008).

STEPHANIE BAKER, *Smucker Learning Center Program Assistant* (2011), B.A., M.S., M.A., The University of Akron, 2011.

KATHY BATCHELDER, *Coordinator of Academic Affairs Support*, (2012).

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

ALAN BOETTGER, *Web Editor*, (2005), B.S., Kent State University, 1999.

LORI BRINKER, *Associate 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, *Coordinator of Admission Services* (1992), A.S. The University of Akron Wayne College, 2006.

BARB CAILLET, *Manager of Student Services* (2011), A.A.B., B.S., The University of Akron, 2005.

TRACI CARMONY, *Admissions Counselor* (2004), B.S., The University of Akron, 1999.

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.

BRIAN COLLETT, *Facilities Maintenance Worker* (2003), B.S., M.A., The University of Akron, 2011.

WENDY CUNDIFF, *Academic Adviser* (2007), B.S., Bowling Green State University; M.Ed., Kent State University, 1993.

ROY DARR, *Facilities Maintenance Worker*, (2012).

DANIEL DECKLER, *Professor of Engineering* (1991), B.S.M.E., Ohio Northern University; M.S.M.E., Ph.D., The University of Akron, 2002.

CHER DEEDS, *Manager Technical Support Services* (1999), A.A.S., Wayne College; B.S., The University of Akron, 2005.

JAMES ELDER, *Facilities Maintenance Worker* (2003), B.S., The University of Akron, 1998.

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

SHORLAN ENOS, *Assistant Facilities Manager* (2012), Trade School, Journeyman certification

JANE FINK, *Personal Counselor/ADA Coordinator* (2008), B.A., College of Wooster; M.S.S.A., Case Western Reserve University; Ph.D., The University of Akron, 2007.

BILL FISHER, *Media Support Associate* (2004), A.S., The University of Akron Wayne College, 2003.

CAROLYN FREELON, *Word Processing Center Specialist* (1996).

HALDIN "BUD" FRIEDT, *Facilities Maintenance Worker* (2001), A.S., The University of Akron Wayne College, 2002.

DIMITRIA GATZIA, *Assistant Professor of Philosophy* (2009), B.A., UCLA; M.A., Ph.D., Syracuse University, 2007.

THOMAS HAMMOND, *Computer Lab Support Specialist* (1997), A.S., The University of Akron Wayne College, 1996.

AMY HAYNES, *Accounting Clerk Sr.* (1999), B.S., The University of Akron, 2002.

SARAH HERMAN, *Desktop Publishing Specialist* (2011), B.F.A., Ohio Northern University, 2008.

JENNIFER HOLZ, *Associate Professor of Sociology* (1998), B.A., M.A., Colorado State University; Ph.D., Kent State University, 1995.

SUSANNA HORN, *Coordinator of the Writing Center* (1999), B.A., M.A., Ph.D., The University of Akron, 2000.

HEATHER HOWLEY, *Assistant Professor of Communications* (2009), B.A., Youngstown State University; M.A., Ph.D., Southern Illinois University, 2004.

GABE HUBA, *Assistant Facilities Manager* (1987).

DEBRA JOHANYAK, *Professor of English* (1992), B.A., M.A., The University of Akron; Ph.D., Kent State University, 1988.

LESLIE KALLENBORN, *Administrative Secretary* (2010).

RON KRATZER, *Facilities Maintenance Worker* (1998).

JIM LAWRENCE, *Academic Adviser* (2008), B.S.B.A., M.S.Ed., The University of Akron, 1997.

MAUREEN LERCH, *Manager, Library Services* (2001), B.A., M.L.S., Kent State University, 1995.

SUSAN LEWIS, *Instructor Health Care Office Management* (2008), B.A., Malone College; M.B.A., Franklin University, 2002.

JACK LOESCH, *Associate Professor of Business Management Technology* (1993), B.B.A., Kent State University; M.B.A., Kennesaw College, The University System of Georgia, 1988.

JOHN LORSON, *Coordinator Holmes County Higher Education Center* (2006), B.S., The University of Akron, 1987.

PATSY MALAVITE, *Associate Professor of Business & Office Technology* (1984), B.A., B.S., Ohio University; M.A., Kent State University, 1983.

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.

ANN MARTIN, *Technical Specialist* (2007), A.A.B. The University of Akron Wayne College, 1996.

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

SUSANNE MEEHAN, *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.

SARAH JANE MORROW, *Admissions Counselor* (2009), B.S., The University of Akron, 2009.

TAMI MOSSER, *Secretary* (2012), B.A., Otterbein College, 1986.

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

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

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

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

THERESA RABBITTS, *Student Services Counselor* (2003).

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

JOHN RONCONE, *Assistant Professor Sports Science and Wellness* (2009), B.A., Mount Union College; M.S., Slippery Rock University; Ph.D., Kent State University, 2005.

KIMBERLY SCHLUE, *Coordinator of Continuing Education* (2012), B.S., M.S., The University of Akron, 2000.

GARTH D. SCHOFFMAN, *Director of Instruction & Program Development* (2006), B.S., M.S., The University of Akron, 2000.

REGINA SCHWARTZ, *Manager of Student Recruitment and Community Relations* (2011), B.S.B.A., The Ohio State University, 1990.

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

ALAN SNOW, *Assistant Professor of Biology* (2010), B.S., Baldwin-Wallace College; Ph.D., Kent State University, 2008.

TRENDA STEPHENSON, *Accounting Clerk* (2001).

COLLEEN TEAGUE, *Associate Professor of Office Administration and Coordinator of Health Care Office Management* (1994), B.S., M.S., MBA, The University of Akron, 2009.

MELISSA TRIPLETT, *Student Services Counselor* (1999), A.S., Wayne College; B.S., The University of Akron, 2009.

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

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

VERN VIRGILI, *Computer Support Assistant* (2006), A.S., The University of Akron Wayne College, 2003.

WILLIAM L. WADE, *Facilities Maintenance Worker* (2005).

ADIL WADIA, *Assistant Professor of Geology* (2005), B.Sc., M.Sc., St. Xavier's College (University of Bombay), India; M.A., Ph.D., Indiana State University, 2004.

SONYA WAGNER, *Office Support Specialist* (2010).

JAMIE WALKER, *Student Services Counselor* (2011), B.A., M.A., The University of Akron, 2007.

LINDSIE WEBB, *Administrative Assistant Senior* (2007), A.A.B., Summit College, 2003.

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

NAN WHITSEL, *Account Executive Sales* (2005), B.S., The University of Akron, 1982.

TONY WILLIAMS, *Media Support Associate*.

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

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

TOM WYKOFF, *Patrol Lieutenant* (2011), Commissioned, 1994.

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

PART-TIME CONTRACT PROFESSIONALS AND STAFF

MATT COFFEE, *Media Support Associate* (2007).
VICKI CRAIG, *Media Support Associate* (2001), A.S., The University of Akron Wayne College, 2000.
SARAH MULLINS, *Library Assistant* (2011).
JESSICA KELLNER, *Women's Basketball Coach*, M.A., The University of Akron, 2009.
STEPHANIE LIVENGOOD, *Library Associate* (2003), B.A., Allegheny College; M.L.S., Kent State University, 1997.
OFFICER JAY LAX, *Police Officer* (2008).
JACK LOESCH, *Golf Coach*, B.A., Kent State University; M.A., Kennesaw College-University System of Georgia, 1988.
ALBERT MOSS, *Basketball Coach* (2012), M.E.D., The University of Akron, 2011.
DEBBIE MUNIAK, *Events Coordinator* (2010), B.S., Bowling Green State University, 1987.
DAVID RUBENS, *Game Assistant* (2012), M.S., The University of Akron, 2009.
PATRICK RUFENER, *Athletic Director & Men's Basketball Coach* (2007), B.S., Denison University; M.A., Bellevue University, 2001.
KYLE TERALEDIS, *Data Collections Analyst* (2011), B.S., Mount Union University; M.S., The University of Akron, (2008).
LINDA TREPAP, *Secretary* (2007).
LEANDA WARNER, *Secretary* (2003), A.A.B., Wayne College, 2005.

PART-TIME FACULTY

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

RITA ABOUD, *Assistant Lecturer in Family and Consumer Sciences*, B.S., Notre Dame College; M.S., Case Western Reserve University, 1994.
LISA ALLEN-MARSHALL, *Senior Lecturer in English*, B.A., Ashland University; M.A., Kent State University, 1994.
JINA AMSTUTZ, *Assistant Lecturer in Management*, B.S., Ashland University; J.D., The University of Akron, 2002.
SHIRLEY ASHBROOK, *Assistant Lecturer in Technology*, B.A., The University of Akron; M.A., The University of Akron, 1996.
LARRY ATCHISON, *Senior Lecturer in Mathematics*, B.S., Ashland College; M.S., St. Louis University, 1972.
PATRICIA BAZIGNAN, *Assistant Lecturer in Modern Languages*, B.A., The University of Akron; M.A., Kent State University, 2006.
KAREN BEAVERS, *Associate Lecturer in Developmental Programs*, B.S., Ohio University; M.S., Kent State University, 1992.
DAVID BEEBE, *Senior 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.
KAREN BEERY, *Lecturer in Developmental Programs*, B.S., Malone College; M.Ed., Ashland University.
CHARLES BELL, *Associate Lecturer in History*, B.A., Baldwin-Wallace College; B.S., The University of Akron; B.S., Ashland University; M.A. The Ohio State University, 1997.
CHARLES BENKO, *Associate Lecturer in Engineering*, B.S., M.S., The University of Akron, 1978.
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